

Jefferson C-123

Elementary School

Student Handbook



2006
*Distinguished
National
Title I School*

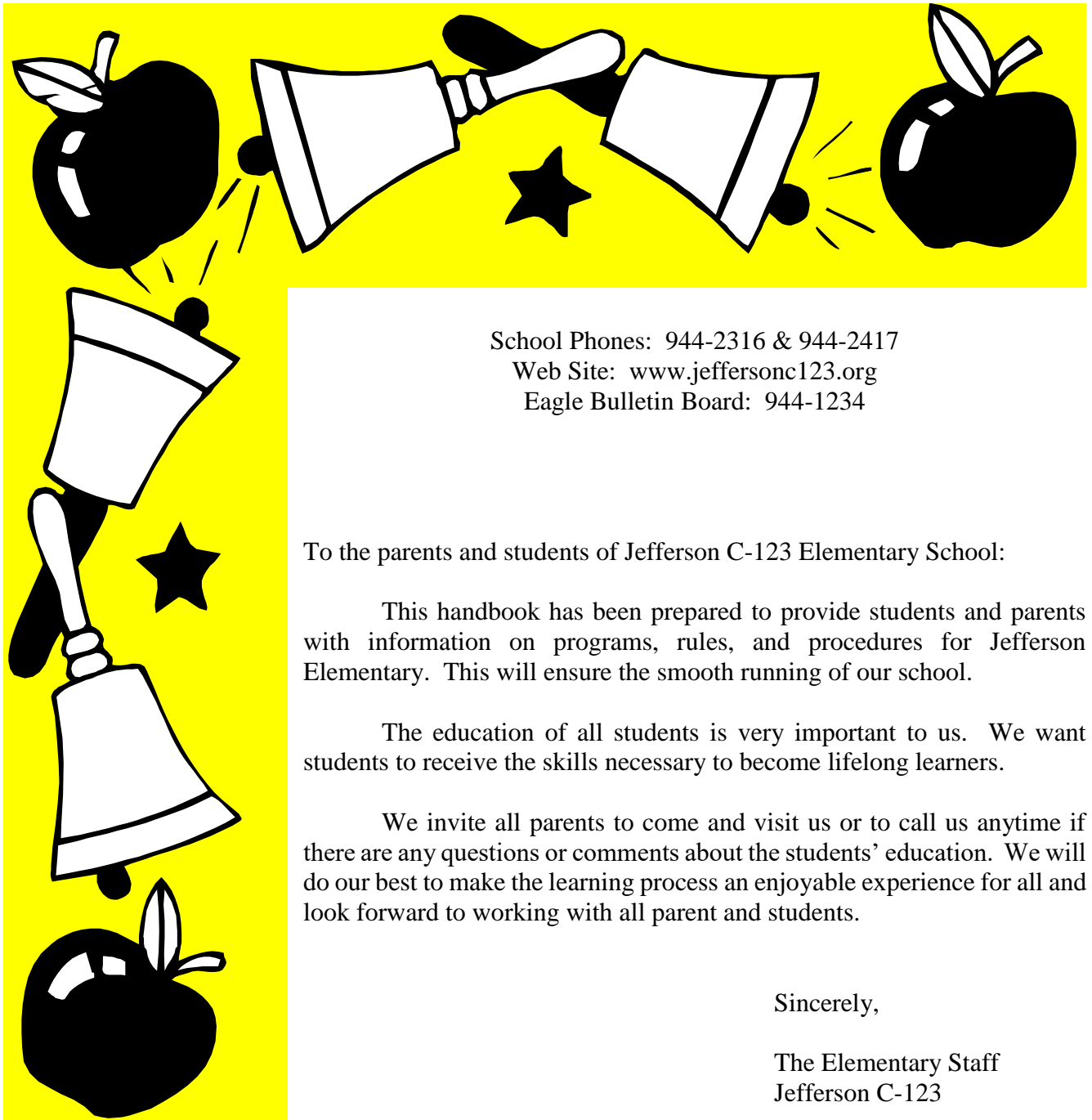


Jefferson Eagles

Jefferson C-123 School District
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School Phones: 944-2316 & 944-2417
Web Site: www.jeffersonc123.org
Eagle Bulletin Board: 944-1234

To the parents and students of Jefferson C-123 Elementary School:

This handbook has been prepared to provide students and parents with information on programs, rules, and procedures for Jefferson Elementary. This will ensure the smooth running of our school.

The education of all students is very important to us. We want students to receive the skills necessary to become lifelong learners.

We invite all parents to come and visit us or to call us anytime if there are any questions or comments about the students' education. We will do our best to make the learning process an enjoyable experience for all and look forward to working with all parent and students.

Sincerely,

The Elementary Staff
Jefferson C-123

Jefferson C-123 Staff

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MISSION STATEMENT

The Jefferson C-123 School District is dedicated to understanding the past and building for future of our students. In accomplishing this endeavor, our mission is to develop students with a healthy physical, emotional and intellectual balance that will prepare them to become lifelong learners, productive and enlightened members of a diverse society.

GENERAL RULES

1. The teacher is in charge of the classroom. Please respect his/her authority.
2. All school staff personnel are in authority and should be respected.
3. Students are to conduct themselves in a quiet and orderly fashion in halls and classrooms at all times.
4. There is to be no running, pushing, or shoving in the building or on the playground.
5. Swearing and use of tobacco on school property or at school sponsored functions is considered undesirable and is not permitted and will be dealt with according to the discipline policy.
6. No hats or caps are to be worn inside the school building, except for special occasions.
7. No gum chewing except for special occasions. Teachers will announce when students may do so.
8. No toys are to be brought to school except for Show and Tell or other special occasions. Students must check with their teacher.
9. Students are not allowed to get juice or pop from the vending machines except for special occasions. Teachers will announce when students may do so.

KINDERGARTEN ENROLLMENT

To enroll a child in kindergarten the child must be five years old before August 1. Kindergarten Round-Up is held each spring for students entering the following fall. Enrollment forms may be filled out at this time. The birth certificate number, a copy of the immunizations, and comprehensive vision exam verification are requested are to be submitted at the time of enrollment. A new state law now requires students enrolling in kindergarten or first grade must provide proof of a comprehensive vision examination by January 1 of the first year in the district. In addition, students will be screened again before the end of third grade. Students will be excused from any screening upon receipt of a written request from the student's parent/guardian.

DRESS CODE

The Board of Education expects student dress and grooming to be neat, clean, and in good taste so that each student may share in promoting a positive, healthy, and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and parent/guardians, within the following guidelines: 1) will be clean and in keeping with health, sanitary and safety, 2) wear shoes, boots, or other types of footwear, 3) will not disrupt the teaching/learning process, 4) appropriate for the age of the child, covers the torso, and not have any wording inappropriate for elementary students such as alcoholic advertising. When, in the judgment of the principal, a student's appearance or mode of dress disrupts the education process or constitutes a threat to health or safety, the student may be required to make modifications. When the weather is cold students should wear a heavy coat, gloves, and something for their head since they go outside for recess whenever possible.

ATTENDANCE

Regular attendance is very important in the learning process. Each student is expected to attend each day of school except for illness or a condition preventing attendance. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The benefits of classroom instruction, once lost, cannot be entirely regained.

Please contact the school as soon as possible when your child is absent. If you know ahead of time your child will be absent, please contact your child's teacher so preparations can be made for homework.

Upon returning to school after a period of absence, students are expected to make up all work missed. Notes signed by parents verifying the reason for the absence are requested. A copy of the Board policy on student attendance follows on the next page.

If the student needs to leave school early please send a note ahead of time. Whoever comes to pick up a student early from school will need to stop by the main office. Someone will get the student or will give permission to proceed to the classroom.

Daily Schedule

Before School

- a. Classes begin at 8:15. Students will line up in the hall for the Pledge of Allegiance at 8:10.
- b. Students are to report to the cafeteria upon arrival to school.
- c. Students riding non-district provided transportation are asked to not arrive before 7:45.

After School

- a. School dismisses at 3:01. Bus riders will be dismissed. Walkers or students riding home with someone else will be released after the buses have departed.
- b. If students are remaining for a school activity they must have a signed note giving them permission to stay.
- c. Students will be dismissed as regularly scheduled unless a note is sent giving instructions on where they are supposed to go after school. If a note is not possible please call the school and give the needed information.
- d. Students are not to be at school outside of the 7:45-3:01 time unless special permission has been given. Students who are at school outside of that time have no expectation of supervision by the district.

Students who arrive late or are just returning from an absence must get an admit slip from the office before going to the classroom. If a student leaves before the dismissal time, he/she must have an admit slip filled out before leaving and will pick it up from the office on their return to school. The admit slips are given to the teacher upon entering the classroom.

ATTENDANCE POLICY

Regular attendance is very important in the learning process. Each student is expected to attend each day of school except for illness, injury, funeral, or some other condition preventing attendance. Upon returning to school after a period of absence, students are expected to make up all work missed. Notes signed by parents are requested to verify the reason for the absences.

An accumulation of ten days missed during a school year will be counted as excused absences. Any days missed after the ten days will be counted as excused or unexcused absences. A letter will be mailed to the parents/guardians stating that the student has missed ten days of school. After giving the letter time to arrive (within 48 hours) the Principal will call the parents/guardians to ask if they received the letter, if they have any questions, and if they would like to meet with the Student Assistance Team (SAT) which is comprised of the Classroom Teacher, Principal, Counselor, and School Nurse.

If a student has an unexcused absence after the ten days the SAT will meet to discuss the absence and the procedures to take. Students with unexcused absences after the ten days will have to make up half of the unexcused absence on a Saturday or weekday convenient to the classroom teacher and/or principal. A parent/guardian will be strongly encouraged to attend along with the student. If the unexcused absence is not made up the Juvenile Officer will be contacted. The student will not be allowed to attend any extra-curricular activities until the unexcused absence is made up.

1. Absences

A. Excused

- (a) Personal illness
- (b) Illness in immediate family
- (c) Death in immediate family
- (d) Dental or medical appointments
- (e) A vocation that has educational value and is pre-arranged with the principal and teachers.
 1. work must be made up prior to the absence.
 2. The administration may grant excused absences in circumstances which are not otherwise covered in this policy.

B. Unexcused

- (a) Excessive absences because of work at home
- (b) Shopping
- (c) Deliberate absence or truancy

- (d) Leaving the building without permission
 - 1. automatically withdraws him/herself from school
- (e) Other absences deemed unacceptable by the administration
- (f) Any one or a combination of the following punishments will be enforced
 - 1. suspension
 - 2. expulsion
 - 3. Make up double the time missed

SCHOOL NURSE AND HEALTH SCREENINGS

A school nurse is here ~~nearly every day~~ **part-time**. The nurse will take care of dispensing medicine and will train someone else to do it when she is not available. The school nurse will be responsible for health records, immunization requirements, health screening, and passing along health information to parents. She will also hand out parental permission forms for allowing students to be administered specific over-the-counter medications and forms for taking prescriptions. Health screenings take place during the first semester and include vision, hearing, height, weight, and head lice check. A scoliosis check is also administered to students in the fifth and sixth grade. The weekly newsletter announces the date of the health screening. Parents/guardians may request their child not participate in the screening.

ADOLESCENT DEVELOPMENT INFORMATION

Each year the school nurse provides an educational session on adolescent health, hygiene, and development for 4th through 6th graders. The students are separated by gender for the session with the P.E. teacher meeting with the boys and the school nurse meeting with the girls. Parents/guardians have the right to review the instructional materials and may request their child not participate in the session.

ILLNESS AT SCHOOL

Students should stay home from school when they are ill. If they've had a fever they should stay home for 24 hours after the fever has subsided to allow a complete recovery and prevent a relapse. If the student returns to school after recovering from an illness or injury and should not participate in recess or P.E., a note is required from the parent.

When children become ill at school they are sent to the school nurse or one of the nurse designees. Students with a fever of 100° or more are contagious and are to go home. Other signs of illness are also taken into consideration, such as vomiting, chills, stomachache, etc. when determining if a child should go home. If they are too ill to do school work and/or are contagious, they will stay in the sick room and kept as comfortable as possible until a parent or a designated adult is able to come and pick them up. Parents are notified as soon as possible if their child has had a head injury and/or an information sheet about head-injury symptoms is sent home with the child.

Parents are asked to complete a form giving permission for specific over-the-counter medications to be administered to their child. If a child needs to take a doctor prescribed medication, a signed form must be sent explaining the need for the medicine and when it is to be given. The medication must be in its original bottle. The nurse or a nurse's designee will be responsible for administering it.

EMERGENCY MEDICATION

- A. Emergency medications require orders from an authorized Prescribers prior to their administration.
 - (a) "In Case of An Emergency" orders will be obtained at the beginning of the school year.
 - (b) Emergency medication and orders shall be kept in a secure location, easily accessible to qualified designated personnel.
 - (c) For information regarding orders obtained as a written standing order of written protocol, see above.
- B. All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes and asthma-related rescue medications. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a life-threatening anaphylactic reaction or life-threatening asthma episode.
 - (a) Epinephrine and asthma-related rescue medications will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes and asthma-related rescue medications based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies.

- (b) The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine or asthma-related rescue medications. A current copy of the list will be kept with the devices at all times.

CONTAGIONS

As with any school where children are in close contact, the chance of getting a contagion, such as lice, ring worm, pink eye, impetigo, etc., is possible. Students who have a contagion should stay at home until it is no longer contagious. If the contagion is discovered at school the parents will be contacted immediately and the student will be isolated until the parent picks him/her up. The student may come back to school as soon as the contagion is visibly healed or a note from the doctor says the child is no longer contagious.

IMMUNIZATIONS

Immunizations are required by Missouri State Law. The following are required for school attendance:

GradesK-6	4+DTaP/DTP/DT 3+IPV(Polio) 2MMR(measles, mumps, rubella)	3+HepatitisB 2Varicella(chickenpox) or proof of disease
Grade7	4+DTaP/DTP/DT 3+IPV(Polio)3 2MMR(measles, mumps, rubella)	3+HepatitisB 2Varicella(chickenpox) or proof of disease
Grades8-9	4+DTaP/DTP/DT 3+IPV(Polio) 2MMR(measles, mumps, rubella) 1Tdap2	3+HepatitisB 1Varicella(chickenpox) or proof of disease 1MCV(Meningococcal)
Grades9-11	4+DTaP/DTP/DT 3+IPV(Polio) 2MMR(measles, mumps, rubella) 1Tdap2	3+HepatitisB Varicella-no doses required, however 1Varicella(chickenpox) or proof of disease
Grade12	4+DTaP/DTP/DT 3+IPV(Polio) 2MMR(measles, mumps, rubella) 1Tdap2	3+HepatitisB 1Varicella(chickenpox) or proof of disease 2MCV(Meningococcal) unless 16 or older withfirst dose.

For more information about required immunizations, please contact the school nurse or the Nodaway County Health Department or find it on the web by typing “Missouri School Immunizations” into the search engine. All immunizations must be up-to-date or in progress before students are permitted to attend classes. Religious and medical exemptions are allowed. Parents are to submit documentation. Exemption forms are available from the school office.

VISION SCREENING REQUIREMENT

Every child who enrolls for the first time in a public school as a kindergartner or first grader must have a comprehensive eye examination from a state-licensed optometrist or physician as required by a new Missouri law, the Children’s Vision Law. A comprehensive eye exam checks to see if a child’s eyes are working together, can move accurately across a page, work together with the hands, focus at proper distances and change focus quickly, and be aware of things at the side while looking straight ahead. Proof of the required vision exam or a statement that the child is opting out of the exam is to be provided when the child is enrolled. Parents and guardians may request a copy of the opt-out form from the school or may submit their own letter requesting their child be excused from the exam. In addition, students will be screened again before the end of third grade. Students will be excused from any screening upon receipt of a written request from the student’s parent/guardian.

FIRE ALARM PLAN

- A. Fire alarm will be one continuous bell.
- B. All students exit from each classroom in single file to the designated exit. Stay in your assigned group.
- C. Don't run ahead of, or cross in front of, another group leaving the building.
- D. Books, etc. will be left behind.
- E. Walk, do not run, to assigned exit.

- F. The first two students reaching the exit door should hold the door open until everyone has left the building. After the last person clears the building the doors should then be closed.
- G. Move away from the building approximately 50 yards.
- H. All persons must leave the building.
- I. Instructors are to stay with their groups. Roll must be taken after all have cleared the building and the results sent immediately to the principle the flagpole.
- J. Students that are in the halls or restroom at the time the alarm sounds shall fall in line with the nearest group.
- K. Enter the building and report back to your assigned class after the all clear bell has sounded.

TORNADO ALARM PLAN

- A. Tornado alarm will be a series of broken bells.
- B. Students will proceed to the designated locker room.
- C. When exiting the classroom students will proceed down the designated side of the hallway to the locker room.
- D. The first student to the locker room steps will count all students going to the shower room.
- E. The first student to the doors will hold the doors until all students have passed through
- F. There will be no talking until the all clear is sounded.
- G. Report to your assigned class after the all clear all has sounded.

INCLEMENT WEATHER

If school should close at any time due to weather conditions, it will be announced on KNIM 97.1 FM, KFEQ 680 AM, and KAAN 95.5 FM radio stations and St. Joseph's TV station, KQTV. Text messages will also be sent out to those who have signed their cell phones up for Textcaster. Anyone may sign up for Textcaster by going to the schools web site (www.jeffersonc123.org) and clicking on District Information then Eagle Text Alert Sign Up.

In case school is dismissed early for snow or heat, your child should know where to go if you are not at home. Listen to the radio if weather becomes a problem. The school staff will do what they can to notify families of PreK-6th grade children who would not have an older brother or sister at home with them.

PARENT COMMUNICATIONS/VISITS

Parents are encouraged to communicate with their children's teachers and visit the school, classrooms, and school activities. If requesting a visit, please call the office or the classroom teacher a day ahead of time to set up a time. If calling the teacher at home, please call before 8:00 p.m. since many teachers have young ones at home and request phone calls before bedtime. All visitors must stop at the office first before proceeding to the classrooms.

JEFFERSON INTERNET CONNECTION AND TECHNOLOGY USAGE

Jefferson is connected to the internet through United Services for research and educational purposes. Students will be given the privilege to use the internet in the classroom after signing a "User Agreement" contract. Students will have to get permission from their teacher each time they want to access the internet, and the students will have supervision the whole time they are on the internet. If a student uses the internet inappropriately, the technology committee and principal will meet to decide upon the appropriate disciplinary action along with privileges revoked. The use of technology is a privilege and not a right with no expectation of privacy. A filtering/blocking device is used through the school's server to protect against access to inappropriate sites. While effective it is not foolproof.

JEFFERSON WEB SITE

Jefferson has its own web site at www.jeffersonc123.org where families and friends may view letters, pictures, and activities that are taking place at the school. Pictures of students and activities will be on the web site and updated from time to time. Students will never be identified in the pictures, but first names might be used in a random order to say who is in the picture. Parents may restrict the use of their children's names or pictures by signing a form. After loading the site, click on "Elementary" to see classroom and principal web pages.

SAFETY PATROL

The sixth grade students are members of the Safety Patrol. Their duties are to put up and take down the flags and to assist the teacher who is on duty before school by watching for students who do not obey school rules. Safety patrol is an earned right and a responsibility so students should act accordingly while on patrol and while in the classroom. Students who fulfill their position will be rewarded with the opportunity to attend a Royals' game in the spring.

BOOKSTORE

The school bookstore has pens, pencils, notebooks, erasers, etc. for students to buy. Students may charge for supplies at any time and then pay as soon as possible. It is recommended that the student not charge for another item until the first is paid. School supplies are kept in the main office.

GRADES

The Instructional Management System (IMS) is used for evaluation of student progress. IMS is a program of teaching by objectives. Objectives have been developed for each grade level in the areas of Math, Communication Arts (which includes reading, writing, language arts, and spelling), Social Studies, and Science.

Kindergarten through third grade will use IMS objective check-lists for reports cards. Fourth through sixth grade will give letter grades only. Letter grades will use the following percentage scale:

A-Superior	A	96-100	C	73-76
B-Above Average	A-	90-95	C-	70-72
C-Average	B+	87-89	D+	67-69
D- Below Average	B	83-86	D	63-66
F-Failure	B-	80-82	D-	60-62
	C+	77-79	F	59 & below

Mid-quarter reports may be sent home, especially if a child is not making satisfactory progress. Parent-teacher conferences are held at the mid-way point of the first and third quarters. Report cards will be given at conference times and sent home with the student at other times. Other conferences will be held whenever the parent and/or teacher feel that a conference is necessary to discuss student progress.

READING INTERVENTION

Students reading more than one grade level below their grade will receive reading interventions according to the Board Policy IGC and Senate Bill 319. Students in third through sixth grade with insufficient cognitive abilities will have a reading improvement plan. At the end of fourth grade (or summer school), students still reading more than one grade level below their grade are to be retained in fourth grade. A student cannot be retained more than one time. If at the end of the sixth grade year a student is reading below the fifth grade level, the school must note the information on a student's permanent record. The notation is removed if the appropriate reading level is reached. Students exempt from this program are those in special education, with a 504 plan, has English as a Second Language (ESL), or with insufficient cognitive ability (an IQ of 80 and below). For more information on the Reading Policy please contact the school office to review Board Policy IGC or visit www.pppctr.org.

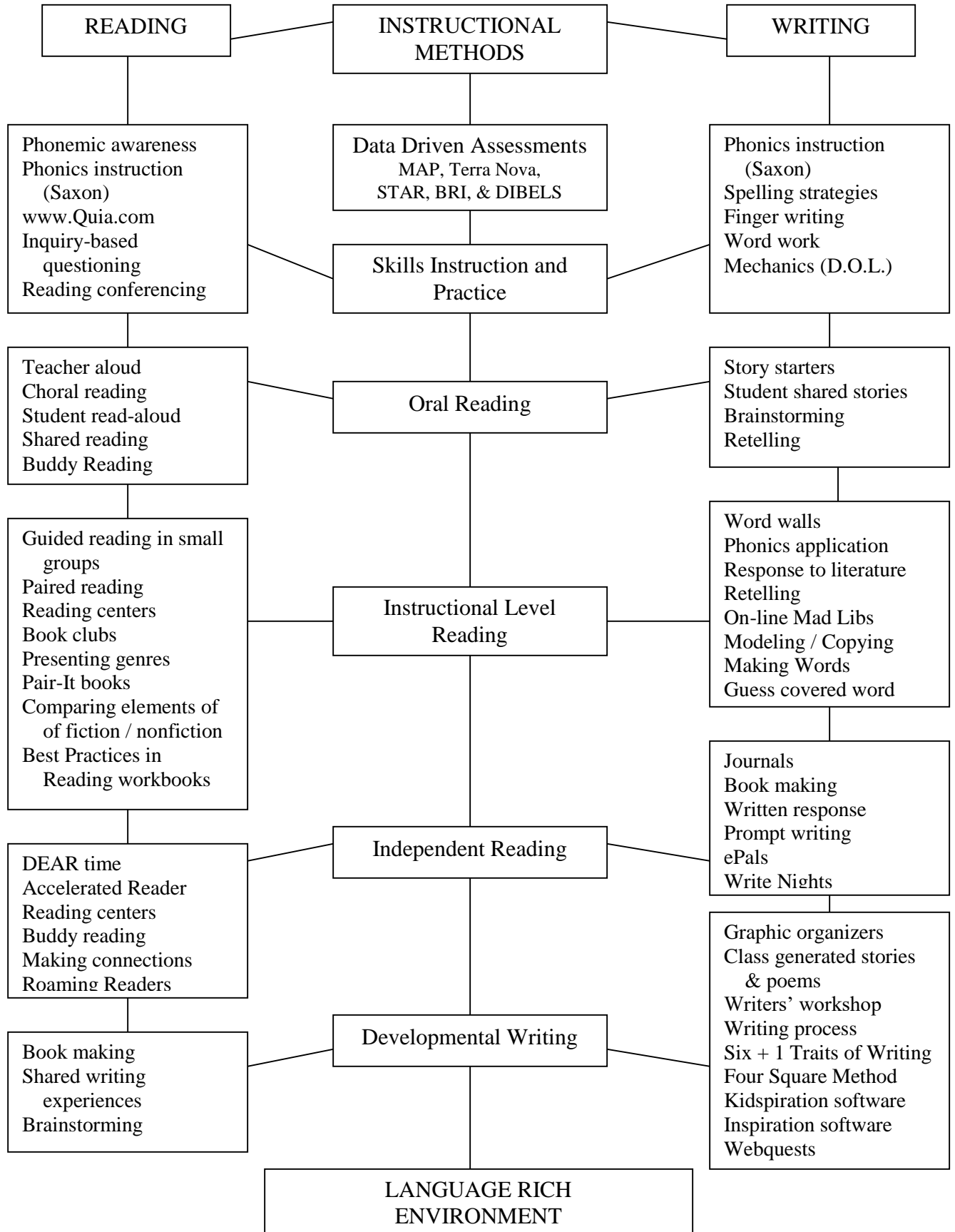
BRIDGES PROGRAM FOR EARLY INTERVENTION

More and more research is finding that children who do not have a reading-rich environment early on and are not reading on level by first grade are more likely to fail later in school. For the past several years Jefferson C-123 has been implementing a program to help students who are lacking in readiness skills, such as phonemic awareness, communication skills, and attentiveness. The purpose of the program is to give these students the extra time they need before they move on. Students who are of age but not yet ready for kindergarten may enroll in the Bridges Program. This program has the student attend Prekindergarten in the morning and kindergarten in the afternoon. Then the following year the student is in kindergarten full-time. This will give a child more time to mature and establish the phonemic-awareness skills that are so critical for a student to succeed. Please contact the elementary principal for more information.

READING PROGRAM

On the next page is a chart showing the Jefferson Elementary Balanced Reading and Language Arts Approach program. The chart includes strategies and activities used throughout the school year to teach and improve students' reading and writing skills.

Jefferson C-123 Elementary School Balanced Reading/Language Arts Approach



SPECIAL CLASSES

Jefferson C-123 School has classes such as music, art, library, P.E, and guidance for all elementary students, keyboarding for 2nd through 6th grade, and band for 6th graders. Students attend each of these classes once or twice a week. Special education, speech therapy, At-Risk, and Title I are offered to those who need extra help, and the WINGS (gifted) program is provided for those who meet the criteria. Parents and/or teachers may request that students be tested for possible admission to special education or speech therapy services or the gifted program. The At-Risk teacher helps students one-on-one or in the classroom who could use help with study skills and homework. The Title I program is a federally-funded program for children who qualify through test scores, teacher checklists, etc. and need help in communication arts. Parents may also request that their children participate in this service.

TESTING PROGRAM

Jefferson C-123 uses two types of assessments for students: Grade Level Assessments (GLE) through MAP (Missouri Assessment Program, a state test) End-of-Year District Assessments. The assessments are used to indicate the success and quality of the district's education program and to monitor student academic progress. The Board reviews the assessment data to evaluate the effectiveness of the district's instructional programs. The GLE, which monitors student progress in meeting the Show-Me Standards, is administered in the following subject areas and grades: Math and English Language Arts (ELA), third through sixth grades, Science-fifth grade. End-of-Year District Assessments are used to test students in grades Kindergarten through second grade. Results are distributed to parents during an evening session soon after receiving the results or at the time of the first parent-teacher conferences. Parents may request to receive the results earlier.

RELEASE OF STUDENT INFORMATION

Board Policy JHDA: In general, the district will not collect, disclose, or use personal student information for the purpose of marketing or selling that information. If in the rare case information is collected for that purpose, parents may inspect any instrument used before it is administered. For further information regarding this policy, please contact the school office to review Board Policy JHDA. Parents may request their child's birthday is not listed on the PTO calendar. Please contact the elementary office to inform them of the decision.

STUDENT ELIGIBILITY

Students who have an F average in a subject or have been in suspension will not be eligible to participate in school extra-curricular activities for one week. A copy of the board adopted student eligibility policy follows.

Any student who has received a school suspension will be required to complete class assignments. Schoolwork assigned during an in-school suspension will be given 70% credit for the work. Students receiving an out-of-school suspension will be given 50% credit for assigned schoolwork.

STUDENT ELIGIBILITY POLICY - for Participation in Extra-Curricular Activities

Any student in grades 4th-6th receiving an "F" average during a quarter in any class for two consecutive weeks will not be eligible to participate in extra-curricular activities the following week. Students can gain back eligibility on the next Monday if their grade is a passing. The grade check will be from Monday to Monday.

This policy affects any student involved in an activity other than the regular school day classes. For example, students would not be able to attend home high school or elementary activities, participate in elementary sports activities, academic meets, field trips, assemblies, etc., if they are receiving an "F."

Any student receiving an "F" for a quarter grade will automatically be ineligible until the student is receiving a passing grade in the class during the following quarter.

A student with over-due school work will not be allowed to attend field trips, assemblies, etc., during the school day. Instead the student will use this time to make up the work.

Students in grades Kdg-6th who are in suspension will not be eligible to attend any of the above listed activities on the days of suspension and for the next seven consecutive calendar days after the suspension is completed.

Students with Individual Education Plans (IEP) will be considered on an individual basis and the decision will be based on their IEP.

Parents will be notified by phone and/or letter when a student is to miss an extra-curricular activity due to grades or behavior.

PLAGIARISM--The unauthorized use of another's written work and represents them as one's own work.

Students who plagiarize or copy another's work will have a conference with their teacher and will complete the original assignment with a 50% reduction in grade. If the student chooses to plagiarize or copy another's work again he/she will be sent to the principal's office for a conference and possible consequences according to the school's discipline policy.

TRANSPORTATION AND BUS BEHAVIOR

Bus transportation is provided to and from school each day for all students living within the school district.

Bus rules:

1. When boarding the bus, students should find a seat and **remain in that seat** until arriving at their destination.
2. Unnecessary conversation with the bus driver is prohibited.
3. No standing in a moving bus.
4. No throwing items in the bus or out of bus windows.
5. No fighting or horseplay will be allowed.
6. No excessive noise.
7. No littering on the bus or out windows.
8. No defacing or damaging the bus.
9. Hands and arms are to be kept inside the bus.
10. Elementary students are not allowed to have pop or juice on the bus.
11. Elementary students are to sit in the front half of the bus.
12. The bus driver is in charge so students are to obey and follow his/her directions.
13. If students are to be left at a location other than the usual stop, a written note signed by the parent must be given to the classroom teacher. The classroom teacher will notify the bus driver.

PARENT TEACHER ORGANIZATION (PTO)

PTO is an important component of the elementary community. It is comprised of each and every teacher, staff member and parent of a student in the elementary school. PTO has three meetings during the school year. Fundraisers, such as the 5th & 6th Grade Basketball Tournament and the Spring Raffle, are held to buy needed equipment and materials for the elementary and support school activities. Other fundraisers include collecting Box Tops for Education coupons from General Mills products, used computer printer cartridges, and Nodaway News Leader subscriptions. Membership dues are \$10.00 which also helps pay for the basketball tournament's concession stand supplies. **Officers for the 2016-2017 school year are: Co-Presidents – Julie Day & Heidi Moffat**; Secretary – Melissa Jensen; and Treasurer – Karrissa Lyle.

EAGLE BULLETIN BOARD AND TEXT ALERTS

The Eagle Bulletin Board is an information service provided courtesy of the Grand River Mutual phone company. To contact the Eagle Bulletin Board and listen to recorded announcements, call 944-1234. On the Eagle Bulletin Board will be information concerning ball games, special activities, meetings, dismissals, etc. The recording is updated every Monday and more often when needed.

Northwest Missouri Cellular provides text alerts to cell phones service free of charge. To sign up, go to Jefferson's web site and click on Eagle Text Alerts and follow the directions. Have your cell phone with you at the time you sign up.

PARTIES

Holiday celebrations are scheduled through the collaboration of classroom teachers, room mothers, and the PTO. If there is a preference about the celebration of holidays please talk to the classroom teacher.

Children may celebrate their birthday at school with a very small party. The classroom teacher should be contacted a day or so in advance to prevent conflict with other school activities. Summer birthdays may also be celebrated during the school year such as on their half-birthday. To keep students from trying to out-do each other please send a very small amount of candy or one cupcake or piece of cake.

If your child would like to distribute home party invitations at school there should be enough invitations for all, like all the girls or boys in the class or all of the students.

FIELD TRIPS

Once or twice during the school year, classes will take a field trip. The room parent sign-up sheet lists who will attend field trips to help supervise the students, but other parents may attend if needed or just to go along. Please contact the child's teacher ahead of time. It is recommended that preschool-age siblings are not brought along if the parents are to help supervise the class. A letter that explains the field trip and includes a permission note will be sent home before the trip. Parents must sign the permission note to give the student permission to leave school grounds and attend the field trip. Sometimes there is room for parents to ride along on the bus. For insurance purposes, parents are asked to sign a form designating them as chaperones for the field trip.

FOOD SERVICE

For elementary students the cost of lunch is \$2.00 and breakfast is \$1.25. Extra milk is \$0.40. Families are required to prepay for their children's lunches, ala cart items, and extra milks and pay more when their lunch accounts are nearly depleted. Parents will receive notices when accounts are running low. Those interested may file for the free or reduced-price lunch program. Forms are sent with the summer newsletter or may be obtained from the main office.

As students go through the lunch line the charges are deducted from their account. That includes all school lunches, ala cart items, and extra milks. Students who bring their sack lunch and want milk are to tell the person taking lunch count so the cost of the milk is deducted from their account.

One milk is provided with the school lunch, so if a student gets an extra milk it is not covered by the free or reduced-price lunch program and must be deducted from the student's account.

Lunch count is taken early in the morning. Students sign up for the next day's yogurt or salad at this time so the cooks will know how many to prepare. During lunch, students may go back for seconds only when they have eaten all but one item on their tray. Students may request an extra main dish for lunchtime or may get items from the ala cart fridge as long as they have permission from their parents. A form specifying particular lunch privileges (extra main dish, ala cart, etc.) will be sent home for parents to sign.

Parents who want to eat lunch with their child will need to sign up by 9:00 a.m. An adult lunch costs **\$2.75**. Breakfast for adults is **\$1.55**. Parents are asked to pay for their lunch at the time they eat or the cost can be taken out of their child's lunch account.

The U.S. Dept. of Agriculture (USDA) has guidelines for school lunches, one of which is called "Offer vs. Serve." We follow this guideline for all students. These students may decline or take smaller portions of two food items of the five food groups offered (meat or meat substitute, fruit, vegetable, grain, dairy). The required food items taken must be a full serving. The goal of this option is to minimize food waste and encourage more food choices.

If a student is allergic to any food item, such as milk, a note from the physician is required. Menu accommodations will be made if possible.

PARENTS AS TEACHERS (PAT) AND EARLY CHILDHOOD PROGRAMS

Jefferson C-123 offers the PAT program for parents of children from birth to three years of age. Rachel Denne is the PAT educator. The program is voluntary and free. It is designed to provide practical help through information made available during home visits and at group meetings.

The Early Childhood program is offered to parents of children three to five years of age. Two group meetings are held during the school year. Parents and children spend the time during the meetings doing fun, interactive, hands-on activities. The free program is coordinated by Miss Denne and Mrs. Stacy Mason. Miss Denne also provides home visits for this age group.

A health screening is held once during the year for all preschool children, birth to five years of age. Children are given a general health screening for vision, hearing, and physical health. Children who are ages three through five are screened for developmental skills using the Dial 4 developmental screening test. Those who are interested in the programs may call the school for more information.

LOST OR DAMAGED BOOK POLICY

In order to teach responsibility for library books students check out and to protect the library's collection, Jefferson Elementary has adopted the following lost or damaged book policy:

If a student loses a book or damages a book beyond repair, he or she will be expected to pay for the book. The amount charged, determined by the principal and librarian, will be based upon the original cost, age, and condition of the book. If the lost book is returned at a later date in an acceptable condition, the amount paid will be returned or credited to the family's lunch bill.

SCHOOL-AGE VISITORS

School-age visitors are welcome to attend Jefferson with a relative. The classroom teacher and principal need to be contacted as soon as possible, at least two days ahead of time, so the classroom teacher has time to prepare. Visitors will not be allowed during testing. The classroom teacher has the final say on whether it will be convenient or not. Please remember that short-term visitors do cause some disruption in the learning process. The visitor may not be able to do the same work as the other students and may become bored. The visitor must follow the school rules the same as any student at Jefferson.

CELL PHONES

Elementary students are allowed bring cell phones to school. However, they are only to be used after receiving permission from a staff member.

PARENT NOTICES AND DISTRICT RESPONSIBILITIES

1. Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas. The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment. The district may use dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot. Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars in accordance with law.
2. The district may make audio or visual recordings:
 - A. To provide security, maintain order, for professional staff development, or for other purposes related to furthering the educational mission of the district.
 - B. This may include the use of video equipment in school buildings and on district transportation.
 - C. No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms.
 - D. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Acts (FERPA) and other applicable laws.
 - E. If a student possesses electronic pictures or texts, the district will consider it the same as hard-copy possession.
 - F. Students may be filmed for instructional training in accordance with board policy KKB.
3. In the event of school cancellation or early dismissal due to weather or other circumstances announcements will be made on KNIM 97.1 FM, KFEQ 680 AM, and KAAJ 95.5 FM radio stations, St. Joseph's TV station, KQTV, and the Eagle Bulletin Board (944-1234). Text messages will also be sent out to those who have signed their cell phones up for Textcaster. Anyone may sign up for Textcaster by going to the schools web site (www.jeffersonc123.org) and clicking on District Information then Eagle Text Alerts Sign-Up..
4. Parents have the right to inspect instructional material used as part of the curriculum.
5. Parents have the right to inspect material used in sexuality instruction.
6. The Jefferson C-123 school district is obligated to provide education and have programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information, contact High School Principal 660-944-2316.
7. Parents can request information on the professional qualifications of their child's teacher or from their child's paraprofessional if the child is receiving services from a paraprofessional.
8. The district will transfer student records, including discipline records, to another school district where a withdrawing student is seeking to enroll.
9. District policy manual is available on the schools' website (www.jeffersonc123.org) or in the school library.
10. Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.
The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes,

regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

11. Staff members are expected to maintain courteous and professional relationships with students. (Policy GBH)
12. The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. To learn more about Missouri MO HealthNet for Kids, please visit: <http://www.dss.mo.gov/mhk/index.htm> For more information on Missouri MO HealthNet for Kids, please call (translation services available): 1-888-275-5908

SPECIAL EDUCATION SERVICES

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Jefferson C-123 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Jefferson C-123 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Jefferson C-123 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Jefferson C-123 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

DISCIPLINE

The written discipline policy includes standards that are important for maintaining an atmosphere of learning. Students are expected to conduct themselves in a responsible manner and respect people and property at all times. Every student has the right to learn and to feel safe while here at Jefferson C-123.

Students who are referred to the Elementary Principal will discuss the problem and information will be gathered. If the infraction is serious enough the student will fill out a Behavior Target Sheet to review the infraction and proper behavior and then given to the parents for their signature. If the infraction meets the criteria set in the following Discipline Policy, the student will fill out a Behavior Target Sheet for In-School Suspensions and the parents will be notified immediately. A copy of the Board Adopted Discipline Policy is included below and on the following pages.

DISCIPLINE STATEMENT

The written discipline policy includes standards that are important for the maintenance of an atmosphere where orderly learning is possible and encouraged.

All district personnel responsible for the care and supervision of students are authorized to hold every

pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school during school-sponsored activities, or during intermission or recess periods.

The Board of Education has the legal authority to make all needed policies, rules, and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules, and regulations will apply to all students in attendance in district instructional and support programs, as well as at school sponsored activities and events. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) school days for violation of these policies, rules and regulations. Notice of suspension shall be given immediately to the parent or guardian and to the superintendent.

Flagrant disregard for policies, rules, and regulations, or continued truancy may result in suspension by the superintendent or expulsion by the Board, both subject to appropriate due process procedures. The superintendent may suspend a student for up to 180 school days; however, expulsion of students is a function only of the Board of Education.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. Conduct ratings will be put on grade cards each quarter.

Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal to either contact the parent or guardian by written notice delivered by the student, through the mail, or by direct telephone contact.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties, including but not limited to approved methods of dealing with acts of violence, disciplining students with disabilities, and instruction in the necessity and requirements for confidentiality.

A copy of the district's comprehensive discipline policy will be provided to every student and parent or guardian of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

ALCOHOL/DRUGS

The use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances on any school property, on any school-owned vehicle or in any other school approved vehicle used to transport students to and from school or school activities; or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district, is prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo.

The school administration or teachers shall have the right to conduct searches, which are reasonable on scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location. (See page 42.) Such searches shall be conducted in accordance with Board policy JFG.

Any student who, after being given an opportunity to present his/her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to suspension, expulsion or other discipline as provided in the district's discipline policy. Students may also be referred for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency.

The District, pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs in all grades from early childhood level through grade 12.

Such programs shall

- (a) address the legal, social and health consequences of drug and alcohol use, and
- (b) provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents and students shall annually be provided with a copy of this policy.

WEAPONS IN SCHOOL

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school grounds, buses or at school activities.

A weapon is defined to mean one or more of the following:

- A. A firearm as defined in 18 U.S.C. 921.
- B. Any device defined in § 571.010, RSMo, including a blackjack, firearm, concealable firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun or switchblade knife.
- C. Any instrument or device customarily used for attack or defense against an opponent, adversary, or victim; or any instrument or device used to inflict physical injury or harm to another person.

In accordance with federal and state law, any student who brings or possesses a firearm as defined in 18 U.S.C. 921 or a device as defined in § 571.010, RSMo on school property or at any school activity will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who use or possess other weapons defined in this policy will be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

This policy shall not be construed to prohibit the Board from allowing a Civil War re-enactor to carry a Civil War era weapon on school property for educational purposes so long as the firearm is unloaded.

A report will be submitted annually to the state Department of Elementary and Secondary Education indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved.

STUDENT DISCIPLINE

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement

It is the policy of the Jefferson C-123 School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Impact on Grades

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

Prohibited Conduct

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Academic Dishonesty – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

Arson – Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense:	10-180 days out-of-school suspension or expulsion.
Subsequent Offense:	Expulsion.

Automobile/Vehicle Misuse – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense:	Suspension or revocation of parking privileges, detention, or in-school suspension.
Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Bullying and Cyberbullying (see Board policy JFCF – Addendum A) – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

First Offense:	Detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Bus or Transportation Misconduct (see Board policy JFCC) – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Dishonesty – Any act of lying, whether verbal or written, including forgery.

First Offense:	Nullification of forged document. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Drugs/Alcohol (see Board policies JFCH and JHCD)

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Detention or in-school suspension.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms (see also "Threats or Verbal Assault") – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Fighting (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Gambling – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense:	Principal/Student conference, loss of privileges, detention, or in-school suspension.
Subsequent Offense:	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Harassment, including Sexual Harassment (see Board policy AC)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Hazing (see Board policy JFCG – Addendum A) – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Incendiary Devices or Fireworks – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Nuisance Items – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Public Display of Affection – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense:	Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Detention, in-school suspension, or 1-10 days out-of-school suspension.

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Sexual Activity – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP1)

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense:	Confiscation, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Theft – Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

Threats or Verbal Assault – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tobacco

1. Possession of any tobacco products, electronic cigarettes or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense:	Confiscation of prohibited product. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

First Offense:	Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.

Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense:	Principal/Student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense:	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

Unauthorized Entry – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Vandalism (see Board policy ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Weapons (see Board policy JFCJ)

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense:	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

3. Possession or use of ammunition or a component of a weapon.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

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Note: *The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Adopted: February 17, 2005

Revised: October 19, 2016

MSIP Refs: 6.6

Jefferson C-123 School District, Conception Jct., Missouri

DISRUPTIVE/NON-COMPLIANT BEHAVIOR

If a student is being disruptive or non-compliant, the Jefferson C-123 Board of Education recommends the following procedure:

- a. The teacher should try to isolate the child in his/her room or place of disruption.
- b. If the students will not cooperate and there is not another teacher in the immediate area to assist, the teacher shall send a responsible student to get a building principal or superintendent for assistance.
- c. The teacher is not to physically handle a child unless needed and done in an appropriate manner with the presence and assistance of another teacher or administrator-- unless there is immediate danger to themselves, the student, or other students.

CORPORAL PUNISHMENT

As stated in board policy JGA, no person employed by the Jefferson C-123 School District shall administer corporal punishment or cause corporal punishment to be administered on a student attending district schools.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation, and restraint is not a violation of this policy.

DETENTION AND/OR IN-SCHOOL SUSPENSION OF STUDENTS

The provisions of detention or an in-school suspension program for student violations of policies, rules, and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. When this alternative is appropriate, students will be assigned to serve a specified time period in the in-school suspension program. These assignments, and the determination of the time period for them, shall be determined by the principal, or his or her designee. A student assigned to in-school suspension will be required to complete assigned class work. Credit will not be given for the work.

STUDENT SUSPENSION AND EXPULSION

NOTE: The following procedures apply to all students except those who are defined by Board policy as disabled. Procedures applicable to disabled students are described in Board policies dealing with the discipline of disabled children.

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules, and regulations of the school district. This observance of school policies, rules, and regulations is essential for permitting others to learn at school.

Therefore, the administrative prerogative to exclude a student from school because of willful violation of school rules and regulation, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students, or the property of the school is permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the student and the school.

The term “suspension” refers to an exclusion from school that will not exceed a specific period of time. The term “expulsion” refers to exclusion for an indefinite period.

Suspensions

In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below.

1. Before suspending a student, a principal or superintendent must
 - a. tell the student, either orally or in writing, what misconduct he or she is accused of;
 - b. if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension;
 - c. and give the student an opportunity to present his or her version of the incident.
2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply unless the student is disabled. (If the student is disabled, the procedures described in the policy dealing with the discipline of disabled children apply.)
3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student, and principal and/or between the parent, student, and principal) have been held and have failed to change the student’s behavior.
4. If suspension is imposed, the student’s parents or guardians must be promptly notified of the suspension and the reasons for the action.
5. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part or in full, at any time.
6. If a student is suspended for more than ten (10) school days, the following rules also apply:
 - a. The student, his or her parents, guardians, or others having custodial care have a right to appeal the superintendent’s decision to the Board or a committee of the Board appointed by the Board president.
 - b. If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent’s judgment, the student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
 - c. All notices of appeal shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the Board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the Board.
 - d. The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.
 - e. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time, in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time, and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
 - f. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

Suspensions For More Than 180 Days and Expulsions

Only the Board may expel a student or suspend a student for more than 180 days. The applicable procedures are outlined below.

1. Before recommending to the Board that a student be expelled or suspended for more than 180 days, the superintendent must
 - a. tell the student, either orally or in writing, what misconduct he or she is accused of;
 - b. if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion;
 - c. and give the student an opportunity to present his or her version of the incident.
2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 days, the procedures described below apply unless the student is disabled. (In case of a disabled, the procedures described in the policy dealing with the discipline of disabled children shall apply.)
 - a. The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 days. The superintendent may also immediately suspend the student for up to 180 days.
 - b. Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.
3. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.
4. Suspended students will be required to complete assigned class work

Student Discipline Hearing

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspension in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time, and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addresses to the student's parents or guardians. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.
2. Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearings by the administration.
3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges. A licensed court reporter may record the hearing and prepare a written transcript.
4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the decision. This shall include Findings of Fact and Conclusions of Law.

Remedial Conference

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and

a parent or guardian of the student or any agency having legal jurisdiction, care, custody, or control of the student. The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place, and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference.

Grievance Procedures

Students who believe their complaints have not been satisfactorily resolved may utilize the District's grievance procedure (Board Policy JFH), as mandated by law.

PUBLIC COMPLAINTS

The School Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and officers of the school district, such as the faculty, the principals, the superintendent, or the Board.

The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district:

1. Complaints on behalf of individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above, or problems and questions concerning individual schools, should be directed to the principal of the school.
3. Unsettled matters from (2) above, or problems and questions concerning the school district, should be directed to the superintendent.

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4. If the matter cannot be settled satisfactorily by the superintendent it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in letter-form will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of the Department of Elementary and Secondary Education and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability for lodging complaints against the local district or the state. (From Jefferson C-123 School District Board of Education Policy Manual, FILE: KL Basic, Adopted February 8, 1999)

COMPLAINT RESOLUTION PROCEDURE FOR NO CHILD LEFT BEHIND PROGRAMS

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

1. What is a complaint under NCLB?
For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under NCLB.
2. Who may file a complaint?
Any individual or organization may file a complaint.
3. How can a complaint be filed?
Complaints can be filed with the LEA or with the Department.
4. How will a complaint filed with the LEA be investigated?
Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.
5. What happens if a complaint is not resolved at the local level (LEA)?
A complaint not resolved at the local level may be appealed to the Department.
6. How can a complaint be filed with the Department?
A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department , and
 2. The facts on which the statement is based and the specific requirement allegedly violated.
7. How will a complaint filed with the Department be investigated?
The investigation and complaint resolution proceedings will be completed within a time limit of fifty calendar days. That time limit can be extended by the agreement of all parties.
- The following activities will occur in the investigation:
1. Record. A written record of the investigation will be kept.
 2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
 3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
 4. Report by LEA. Within forty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
 5. Verification. Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
 6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.
8. How are complaints related to equitable services to private school children handled differently? If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).
9. How will appeals to the Department be investigated?
The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.
10. What happens if a complaint is not resolved at the state level (the Department)?
The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

STUDENT RECORDS AND DIRECTORY INFORMATION

Rights under the Family Educational Rights and Privacy Act (FERPA), located in Board policy JO-R and Board procedures JO-AF1:

1. Parents have the right to inspect and review their child's education records within 45 days of the day the school receives a written request for access.
Parents may request in writing to amend their child's education records if they believe information is inaccurate or misleading. The school may decide not to amend and advise parents their right to hearing procedures.
2. Parents have the right to consent disclosures of their child's identifiable information contained in

the education records with one exception that permits school officials with legitimate educational interests to review an educational record to fulfill his or her professional responsibility. Upon request, the school may disclose education records without consent to officials of another school district where a student is enrolling.

3. Parents have the right to file a complaint with the U.S. Dept. of Educ. concerning alleged failures by the school to comply with the requirements of FERPA. Address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
4. The following information, which is part of a district's directory information, may be released without obtaining parental consent (some items pertain to high school students): student's name; parent's name; address; telephone number; electronic mail address; date and place of birth; grade level; major field of study; enrollment status (e.g., full-time or part-time); participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contest, assemblies, service projects, awards ceremonies, etc.); weight and height of members of athletic teams, dates of attendance; degrees, honors and awards received; most recent previous school attended; and photographs including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

Parents or eligible students will have ten (10) school days after receiving this notice to view the student's "Directory Information" and to provide notice in writing to the school district that they choose to not have this information or any portion of the "Directory Information" released. Unless notified to the contrary in writing within the ten (10) school-day period, the school district may disclose any of those items designated as "Directory Information" without the parent's or eligible student's prior written consent including in print and electronic publications of the school district. "Directory Information" is considered a "public record" that must be released by the district to any person who requests it under the Missouri Sunshine Law.

NON-DISCRIMINATION STATEMENT AND PROCEDURES

The Jefferson C-123 School District does not discriminate on the basis of age, race, religion, national origin, gender, or disability.

Any complaints regarding a suspected case of discrimination should be directed to the school compliance coordinator. The district's compliance coordinator is the High School Principal and the Elementary Principal. They can be contacted at: Jefferson C-123 School, 37614 US Hwy 136, Conception Jct., MO 64434, phone 660-944-2316, fax 660-944-2315.

In the event the compliance coordinator is the subject of a report that would otherwise be made to the compliance coordinator, reports should instead be directed to the Superintendent at the above address or phone number.

REPORTING CHILD ABUSE/NEGLECT

According to state law, school employees are mandatory reporters of any suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect must report it immediately. The Child Abuse Hotline will then be contacted. (Board policy JHG)

SCHOOL VIOLENCE HOTLINE

To report threats against students, teachers, or school call the School Violence Hotline at 1-866-748-7047.

Addendum A

BULLYING

General

In order to promote a safe learning environment for all students, the Jefferson C-123 School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day – A day on the school calendar when students are required to attend school.

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the districtwide anti-bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti-bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and

volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

5. Cultivating the student's self-worth and self-esteem.
6. Teaching the student to defend him- or herself assertively and effectively without violence.
7. Helping the student develop social skills.
8. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: February 18, 2004

Revised: October 19, 2016

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation

EHB, Technology Usage

GCPD, Suspension of Professional Staff Members

GCPE, Termination of Professional Staff Members

GDPD, Nonrenewal, Suspension and Termination of Support Staff Members

IGD, District-Sponsored Extracurricular Activities and Groups

Legal Refs: §§ 160.261, .775, 565.090, RSMo.

Jefferson C-123 School District, Conception Jct., Missouri

Elementary Student Supply List

Updated 06/29/16

Jefferson PTO provides many of the general supplies students need such as pencils, crayons, glue, erasers, paper, colored pencils, markers, folders, etc. Please support our students by being active in PTO.

Prekindergarten	Third Grade
1 large box of Kleenex 1 complete change of clothes clean gym shoes (to be left at school) <i>Please have your child's name marked on clothes.</i>	1 box of Kleenex clean gym shoes (to be left at school)
Kindergarten	Fourth Grade
1 large box of Kleenex pillow and mat (or rug) for rest time blanket for rest time (optional) 1 complete change of clothes clean gym shoes (to be left at school) <i>Please have your child's name marked on clothes.</i>	2 boxes of Kleenex zippered supply pouch (optional) clean gym shoes (to be left at school) non-spray type deodorant (optional)
First Grade	Fifth Grade
2 large boxes of Kleenex clean gym shoes (to be left at school)	2 boxes of Kleenex Earbuds (optional) clean gym shoes (to be left at school)
Second Grade	Sixth Grade
Earbuds 2 large boxes of Kleenex clean gym shoes (to be left at school)	2 box of Kleenex clean gym shoes (to be left at school) Earbuds (optional)

2017-2018 SCHOOL CALENDAR

Monday	August	14	Professional Development
Tuesday	August	15	Professional Development
Wednesday	August	16	Professional Development
Thursday	August	17	School Year Begins
Monday	September	4	No School - Labor Day
Monday	September	18	No School - PVC Professional Development
Wednesday	September	27	No School - Prof. Dev. 10:00-12:00 Parent/Teacher Conf. 2:00 to 7:00
Wednesday	October	18	End of First Quarter - 42 Days
Thursday	October	19	No School - Professional Development
Friday	October	20	No School
Tuesday	November	21	No School - Professional Development
Wednesday	November	22	No School - Thanksgiving Break
Thursday	November	23	No School - Thanksgiving Break
Friday	November	24	No School - Thanksgiving Break
Friday	December	8	No School - Professional Development
Thursday	December	21	Dismiss at 12:30 Last Day before Winter Break Begins
			End of 2 nd Quarter - 39 days
Friday	December	22	Possible make-up day

Wednesday	January	3	Professional Development - Teacher Workday (possible make-up day)
Thursday	January	4	School Resumes
Monday	January	15	No School - Martin Luther King Jr. Day (possible make-up day)
Wednesday	February	7	No School - Prof. Dev. 10:00-12:00 Parent/Teacher Conf. 2:00 to 7:00
Friday	February	16	No School - Professional Development
Monday	February	19	No School - President's Day (possible make-up day)
Wednesday	March	7	End of 3 rd Quarter - 41 days
Thursday	March	8	No School - Professional Development Day (possible make-up day)
Friday	March	9	No School
Friday	March	30	No School - Spring Break (possible make-up day)
Monday	April	2	No School - Spring Break
Friday	April	20	No School - Professional Development Day
Thursday	May	17	Dismiss at 12:30 - Last Day of School - End of 4th Quarter - 46 days
Thursday	May	18	Professional Development (possible make-up day)