

Jefferson C-123 School District



Preschool and Elementary Student/Parent Handbook

Adopted by the Board of Education: July 1, 2026

Contents	
Mission C-110-S	5
School Building Information and Contact Information	6
Superintendent Information	8
Welcome Letter	9
Academic Calendar I-100-S	10
Preschool Enrollment	11
Kindergarten Enrollment	11
Attendance and Absence Procedures S-115-S	11
Dress Code S-180-S	14
Food Service Program F-285-S	15
Allergy Prevention and Response S-145-S	16
Health Services S-215-S	17
Illnesses/Injuries	18
Health Screenings	18
Emergency Contact Information	19
Health Office	19
Administration of Medication S-135-S	19
Communicable Diseases F-245-S	20
Student Insurance S-140-S	20
Student Records S-125-S	21
Personnel Records E-190-S	23
Parent and Family Involvement and Engagement (Title I, Part A) I-135-S	24
Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S	24
English Language Learners I-150-S	25
Visitor Procedures C-155-S	25
Transportation Services F-260-S	26
Student Discipline S-170-S	27
Bullying, Hazing, and Cyberbullying S-185-S	49
Complaints or Concerns C-120-S	51
Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures	52
Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S	55
Title IX C-131-S	55
Student Searches S-175-S	56
Student Alcohol/Drug Abuse S-195-S	57
Weapons in School S-200-S	57
Instruction	58
Preschool Curriculum	58

Reading Intervention/Success Plans I-110-S	58
Assessment Program I-195-S	58
Physical Education Courses	59
Elementary Special Classes	59
Teaching About Human Sexuality I-120-S	59
Section 504 I-125-S	60
Special Education I-125-S	60
Virtual/Online Courses I-160-S	61
Alternative Methods of Instruction	61
Elementary Bookstore	61
Library	62
Technology F-265-S	62
Building Information	65
Grading and Reporting System	65
Preschool Conferences	66
Missouri State High School Activities Association (MSHSAA) Activities	66
District Sponsored Extra-curricular Activities and Clubs I-210-S	70
School Cancellations and/or Early Dismissal	72
Arrival and Dismissal Procedures S-165-S	72
Class Schedules/Bell Schedules	73
Field Trips	74
Gym	74
Parties/Celebrations	74
Preschool Birthdays	74
Preschool – Toys from Home	75
Safety Patrol	75
Supply Lists	75
Parent Teacher Organization	75
Parents as Teachers (PAT) and Early Childhood Programs	75
District Telephone Usage	76
Eagle Bulletin Board and Text Alerts	76
Student Parking	76
District Policy Information	77
Physical Examinations and Screenings S-146-S	77
Surveying, Analyzing, and Evaluating Students S-150-S	77
School Nutritional Program F-290-S	77
Student Transfers S-120-S	78

Withdrawing from School	78
Trauma-Informed Schools Initiative	79
Tobacco-Free Policy C-150-S	79
Safety F-225-S	79
Firearms and Weapons F-235-S	80
Use of Recording Devices or Drones C-165-S	80
Signature and Form Requirements	81
F-265-P Technology Usage Agreement Form Form B	82
C-105-P District Rules and Guides Form A Student/Parent Handbook Acknowledgment	83

Mission C-110-S

The mission of the Jefferson C-123 School District is: Developing lifelong learners and productive citizens.

The vision of the Jefferson C-123 School District is: Jefferson C-123 will become a model district that empowers curiosity, nurtures well-being, leads with integrity, and encourages every student to shape a better future.

The Jefferson C-123 School District believes that:

- every student matters;
- staff members will recognize and meet the needs of all students;
- students and staff should exhibit a strong work ethic, sense of responsibility, and respectfulness;
- staff should inspire all students to be innovative thinkers who reach their full potential;
- the foundation of the district's educational program is preparing students to be successful in a rapidly changing world;
- education thrives in a cooperative environment between home, school, and community.

School Board Members G-100-S

Jared McQueen - President

Alan Gockel - Vice President

Josh Hansen- member

Jenice Holtman - member

Mitch Holtman- member

Sherri Redden - member

Derrick Schieber- member

Jane Walter - Board Treasurer

Emily Hilsabeck - Board Secretary

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

School Building Information and Contact Information

37614 US Highway 136

Conception Junction, Missouri 64434

Phone: 660-944-2316

Fax: 660-944-2315

Name	Title	E-Mail Address
Tiffany Bliley	MS/HS Science	tbliley@jc123.k12.mo.us
Payton Boswell	Art/6th Grade Social Studies	pboswell@jc123.k12.mo.us
Jackie Carlson	Agriculture	jcarlson@jc123.k12.mo.us
Deanna Cozine	Food Service	dcozine@jc123.k12.mo.us
Royce Cozine	HS Math	rcozine@jc123.k12.mo.us
Bryce Deen	Custodian	bdeen@jc123.k12.mo.us
Shelly Deen	1st Grade	sdeen@ jc123.k12.mo.us
Tilena Deen	Vocal Music/Band	tdeen@jc123.k12.mo.us
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Katey Fletchall	Paraprofessional	kfletchall@ jc123.k12.mo.us
Dallas Giedd	Superintendent	dgiedd@jc123.k12.mo.us
Veronica Giedd	3rd Grade	vgiedd@jc123.k12.mo.us

Haley Henry	Building Secretary	hhenry@jc123.k12.mo.us
Emily Hilsabeck	Administrative Secretary	ehilsabeck@jc123.k12.mo.us
Amy Holtman	Counselor	aholtman@jc123.k12.mo.us
Jessica Holtman	4th Grade	jholtman@jc123.k12.mo.us
Jordan Jenkins	7-12 Social Studies	jjenkins@jc123.k12.mo.us
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Cameron Jones	Physical Education/5th Grade Math	cjones@jc123.k12.mo.us
Keith Kelley	Tech. Coordinator	kkelley@jc123.k12.mo.us
Kalli Lager	Paraprofessional	
Angie Lane	HS English	alane@jc123.k12.mo.us
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Stacy Mason	Kindergarten	smason@jc123.k12.mo.us
Stacey Mattson	Paraprofessional	smattson@jc123.k12.mo.us
Kristin Merrigan	2nd Grade	kmerrigan@jc123.k12.mo.us
Joyce Moffat	5th Grade	jmoффat@jc123.k12.mo.us
Colette Null	HS Business	cnull@jc123.k12.mo.us

Hope Pappert	MS/HS Math	hpappert@jc123.k12.mo.us
Tyler Pedersen	High School Principal/Athletic Director	tpedersen@jc123.k12.mo.us
Megan Redden	Nurse	mredden@jc123.k12.mo.us
Wendy Riley	Special Education	wriley@jc123.k12.mo.us
Sheila Schieber	Cook	sschieber@jc123.k12.mo.us
Jackie Spire	Parents as Teachers (PAT)	jspire@jc123.k12.mo.us
Rachel Stoll	Pre-Kindergarten	rstoll@jc123.k12.mo.us
Jane Walter	Title I Coordinator	jwalter@jc123.k12.mo.us

The Department of Elementary and Secondary Education's District and Building Report Cards are available [here](#).

Superintendent Information

Dallas Giedd

Phone: 660-944-2316

Email Address: dgiedd@jc123.k12.mo.us

Welcome Letter

Dear Students, **Families**, and **Staff**,

It is with great excitement that we welcome you to another wonderful year! A new school year brings new opportunities to learn, grow, build friendships, and create lasting memories, and we are excited to begin that journey together.

This handbook is intended to be a helpful resource for students and families. Inside, you'll find important information, school expectations, and guidelines that help us create a safe, respectful, and positive learning environment for everyone.

At the elementary level, we know that learning goes far beyond academics. We want every student to feel welcomed, supported, challenged, and celebrated as they discover new interests and develop confidence in themselves. Our staff is committed to helping each child grow academically, socially, and emotionally throughout the year.

We also know that strong partnerships between school and home make a meaningful difference in student success. Thank you for the trust you place in us and for being an important part of our school community.

Please take time to review this handbook and keep it as a reference throughout the year. We look forward to working together and making this a successful and memorable school year.

Sincerely,

A handwritten signature in black ink that reads "Caden Farnan". The signature is written in a cursive, flowing style.

Caden Farnan
Elementary Principal

Academic Calendar I-100-S

Jefferson C-123 School District

2026/2027 School Year Calendar

July						
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

7/1-7/5 MSHSAA Dead Period

August						
5						9
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

8/10 - High School MSHSAA Fall Season Starts

8/17 - MSHSAA JH Fall Season Starts

8/18 - 20&24 - Staff Development - No Classes

8/25 School Year Begins

September						
20						21
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

9/7 - Labor Day - No School - District Closed

9/28 - Staff Development - No Classes

October						
13/7						22
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

10/7 PT Conferences 3-7

10/8 Staff Development - No Classes

10/9 No classes

10/21 End of 1st Quarter - 38 days

November						
17						18
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11/2 - 275 Staff Development

11/25-11/27 - Thanksgiving Break

December						
16						16
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

12/22 - 2nd Quarter Ends Half Day - 40 Days

12/22 - 1st Semester Ends - 78 days

12/23-12/31 - Christmas Vacation

January						
18						19
			1	2	3	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1/1 Christmas Vacation

1/4 - Staff Development - No Classes

1/5 - Classes Resume

1/18 - MLK Day - District Closed

February						
18						19
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

2/11 - PT Conf 3-7

2/12 - Staff Development - No Classes

2/15 - President's Day - District Closed

March						
10/10						21
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3/12 - 3rd Quarter Ends - 46 Days

3/15 - Staff Development - No Classes

3/26-3/29 Easter Break

April						
22						22
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
15						16
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5/16 - Commencement

5/21 - 4th Quarter Ends half Day - 47 Days

5/21 - 2nd Semester Ends - 93 Days

5/24 - Staff Development

June						
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MSHSAA Dead Period

Possible Make Up Days

1/18/2027

2/15/2027

3/26/2027

3/29/2027

5/24/2027

5/25/2027

Student Attendance Days - 171

Staff Attendance Days - 182

Student Attendance Hours - 1106.7

Adopted 2-18-2026

Preschool Enrollment

Children are eligible to enroll in our preschool program when they are 4 years old by August 1 of the current school year and are toilet-trained.

Kindergarten Enrollment

To enroll a child in kindergarten the child must be five years old before August 1. Enrollment forms may be filled out at this time. The birth certificate number and a copy of the immunizations are requested to be submitted at the time of enrollment. Students will be excused from any screening upon receipt of a written request from the student's parent/guardian.

Attendance and Absence Procedures S-115-S

Expectations for Attendance

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence.

Students will not be allowed to participate in any extra-curricular activities on the date of their absence without prior approval of the principal to be absent. (A student must be in school for 1/2 of a day in order to be eligible to participate in any extra-curricular activities on that date, unless prior approval has been obtained.) The administration makes the final determination regarding whether an absence is excused or unexcused.

Procedures for Reporting an Absence

Parents must report a student's absence by 8:00 a.m. on the day of the absence. The school will contact parents who do not report a student's absence by the designated time if the absence cannot be verified otherwise. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office.

If you know ahead of time your child will be absent, please contact the school AND your child should communicate with his/her teachers so preparations can be made for homework.

The District will contact the Children's Division (CD) of the Department of Social Services or the local Juvenile Officer will be informed in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents/guardians or that parents/guardians are in violation of the compulsory attendance law.

Excused Absences

Parents or students must provide proper notification to the school showing the absence was unavoidable for an absence to be excused. Once the student has excessive absences as described later in this section, documentation will be required. It is the responsibility of the student to make up work with teacher support when a student's absence is excused.

The administration may request documentation to determine whether an absence is excused. Excused absences are allowed for:

- Illness of the student
- Medical appointments that cannot be scheduled outside the school day
- Serious illness or death of a family member
- Religious observances
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal
- Visits from a parent or guardian on active military duty who is on leave from, will be immediately deployed, or immediately returned with notification and approval of the principal
- Suspensions
- Work at home if the student does not have excessive absences as defined in this section
- An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.
- College visits

Unexcused Absences

Absence for reasons other than the categories of excusable reasons, or that does not have the proper documentation for an excused absence as determined by the principal, will be considered unexcused. Excessive, unexcused absences will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

Late Arrival/Tardiness

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District.

- Students are expected to sign in with one of the school secretaries when they arrive late to school.

Truancy

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy.

Truants must be accompanied by a parent/guardian who shall make personal application to the principal and superintendent for re-admission of the truant.

Excessive Absences (10 or more) Absences are by class period.

- A. After 10 absences (excused or unexcused), a doctor's note is required or the parent must consult with the administration for any and all absences exceeding 10. If it is determined the absences have become excessive the student will make up $\frac{1}{2}$ the time missed before or after school. The local Juvenile Officer may be informed and a hotline call made when deemed necessary.
- B. A review board composed of the Elementary Principal and teachers may be convened to determine whether an exception to the rule should be made.
- C. Reviewing board's decision shall be submitted in writing.
- D. All teachers shall comply with the decision.
- E. After 10 absences, work made up for unexcused absences will be for 50% credit.

Absences - partial period attendance will be determined by the amount of time left in the period. Student will be considered absent for a whole period if their absence exceeds more than half of the period time. They will not be considered absent from that period if their absence is less than half of the period time.

- Students are expected to sign out with one of the school secretaries when they leave school early as well as sign in upon their return.
- If falsified absence information is found, written or oral excuses from parents/guardians will be required from that time on.

Make- Up Work

The timelines for turning in make-up work for prearranged absences will be determined by the teacher.

Upon returning to school after a period of absence that was not preplanned, students are expected to make up work missed.

- A. Excused Absences
 - (a). Students will have 1 attending school day for every day missing from school to make up work.

1. Example: If a person is ill for two days, they would have until class starts on the third day back at school to turn in work missed with no penalty.
 - (b). An assignment not completed by the allotted time will be considered late and the student will therefore receive 70% credit of the assigned score and follow the late work policy guidelines included in this handbook.
- B. Unexcused Absences
- (a) Students will be given 50% credit for work made up during the period of absence.
 - (b) Assignments that were to be turned in the day of the unexcused absence will therefore be considered late and the student will receive 50% credit of the graded score.

Dress Code S-180-S

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

Dress Code Expectations and Prohibitions

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted unless exception has been made for school spirit days

1. See-through garments;
2. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;
3. Clothing that does not cover undergarments when a student is sitting or standing;
4. Undergarments worn as outer wear;
5. Clothing with profane, obscene, or otherwise inappropriate language;
6. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
7. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
8. Language or symbols that promote gangs;
9. Hats and hoods (hooded sweatshirts worn up);
10. Handkerchiefs;

11. Sunglasses;
12. Face paint;
13. Costumes, including ears and tails;
14. Overly-dramatic make-up;
15. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn (although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event
16. Heavy or loose chains, or straps that create a safety risk.
17. When, in the judgement of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

Additional Dress Code Information

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extracurricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

Food Service Program F-285-S

Breakfast

Breakfast Times: 7:45 - 8:05 AM

Current cost: \$1.55

Reduced: \$0.30

Extra Milk: \$0.40

Lunch

Lunch is approximately 22 minutes.

Current cost: \$2.80

Reduced \$0.40

Extra Milk: \$0.40

Adult Meals

Breakfast: \$1.75

Lunch: \$3.90

Meal Debt

Each student will be issued a lunch number. This number will be used when one goes through the line for breakfast and lunch. Each student will keep the same account number from one year to the next.

Families will be notified when a student's balance goes below \$5.00. An additional notification will be sent if the balance reaches zero and/or a negative balance.

Students will be allowed to charge up to \$10.00. Once this debt is incurred, the student will not be able to charge a second meal, additional milk, or any a la carte items. The District will reach out to the parents to schedule a conference to work on resolving the balance.

Lunch

- A. All food will be consumed in the multi-purpose room, unless for special events.
- B. No pop will be sold during noon hour
- C. Before being dismissed, announcements may be made.
- D. Make sure you have cleaned up around you.
- E. Intramural activities may be scheduled for during this break.

Free and Reduced Lunch Application

These are available on the District's website and at enrollment.

Preschool Morning and Afternoon Snack Time

Each day, students will have the option of morning and afternoon snack. Every morning, students will eat a snack, which are provided by the parents. Water will be offered with the morning snack. In the afternoon, students will all eat the same snack contributed by parents at the beginning of the year. Only water will be offered for afternoon snack. If your child does not like the snack offered, they may choose to have white milk only. The teacher will contact parents if the snack supply is running low to bring another box. Please contact the teacher regarding allergies.

Allergy Prevention and Response S-145-S

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

Building-Wide and Classroom Approaches

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine, Narcan, and asthma-related medications as allowed by District rules. If you do not want these medications administered to your student in an emergency, please notify the school nurse in writing.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

Individual Approaches

The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

Health Services S-215-S

Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may be not physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

Illnesses/Injuries

Minor illness/injury

- (a.) Student shall obtain permission of classroom teacher to go to nurses' office
- (b.) Nurse/nurse designee shall examine and decide to:
 - a. Administer medical care and send back to class
 - i. Parental consent for treatment must be on file
 - b. Send home
 - i. notify parent/guardian
 - 1. student will not be sent home without parental consent
 - ii. notify principal's office

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 sent 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.

Serious illness/injury

Student shall be taken to a physician by the parent/guardian. If it is an emergency situation, the District will call 911. Emergency consent form must be on file. Parent/guardian notified at the earliest opportunity and are responsible for any medical bills.

Health Screenings

The school nurse does health screenings such as height, weight, vision, and hearing.

Emergency Contact Information

It is very critical to your child's welfare to have an up-to-date listing of person(s) we can contact in the event of illness or injury. If we cannot reach you or the designated person, we will contact the physician and will take emergency steps if needed.

At the beginning of the school year, emergency consent forms must be signed by the parents or guardian of each child. It is your responsibility to keep the form updated.

Health Office

If you have any questions, please contact the school nurse.

Administration of Medication S-135-S

All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office by the parent/guardian and must be in the original packaging accompanied by the following information:

Non-Prescription Medication – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, dosage route, any possible adverse reactions, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or others.

Prescription Medication – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, the dosage prescribed, frequency of administration, route of administration, prescriber's name, any adverse effects, and any applicable emergency instructions. The nurse may need to clarify prescription orders with the provider.

The District will not administer the first dose of any medication. Written permission must be obtained from the parent/guardian at least annually.

Unused, discontinued or outdated student medications shall be returned or destroyed. All medications shall be returned/destroyed at the end of the school year.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the

information may be shared with necessary District staff members on a need-to-know basis. Please contact the school nurse.

Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline and/or remedial action in accordance with the discipline code, and state and federal law.

Immunizations and Vaccinations

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at:

<https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

Student Records S-125-S

Access to and Release of Student Information

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the building principals. Requests to amend education records may be directed to the building principal to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

Directory Information

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1st of each school year.

The District designates the following items as directory information:

General Directory Information: The following personally identifiable information about a student may be disclosed by the District without first

obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information: In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

School Officials with a Legitimate Educational Interest

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Release of Records to Other Agencies or Institutions

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

Military and Higher Education Access

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by

law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

Release

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form from the front office.

Notice

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Personnel Records E-190-S

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional statute through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your student is provided services by paraprofessionals and if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- Timely notice that your student has been assigned, or have taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Parent and Family Involvement and Engagement (Title I, Part A) I-135-S

The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators, local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

The Schoolwide Program Plan and the School Parent and Family Engagement Plan may be accessed online through the Missouri Department of Elementary and Secondary Education (DESE) website by following these instructions:

1. Click “ePeGS – Public”
2. Select the District from the dropdown menu
3. Click “Funding Application Menu”
4. Select “Quality Schools”
5. Click “ESEA Consolidated”
6. Select “Budget Application”, then “Initial”
7. Choose “ESEA Consolidated Plan” from the left-side menu
8. Select “School Level” and then your student’s school

Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District’s liaison for students who are homeless, migrant, English learners, or in foster care is:

Name: Tyler Pedersen
Phone #: 660-944-2316
Email Address: tpedersen@jc123.k12.mo.us

English Language Learners I-150-S

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. The website features the ability to translate information into more than 45 languages.

For more information about the programs for students with LEP or assistance for families, please contact:

Name of Coordinator: Tyler Pedersen

Address of Office: 37614 U.S. Highway 136, Conception Jct., MO 64434

Phone #: 660-944-2316

Email: tpedersen@jc123.k12.mo.us

Visitor Procedures C-155-S

For student purposes, all visitors MUST use the main entrance and report to the Superintendent's office. No one will be allowed to enter the hallways or classrooms without permission from the office. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit 5 days in advance.

We have installed a new access system on the front door of the school. Doors will be unlocked at 7:45 in the morning for the arrival of students. At 8:10 the doors will lock. During the day, visitors will need to push the button and be granted access to get into the building. The doors will remain locked until the end of the school day. Students who are arriving earlier in the morning for tutoring will be let in by the teacher providing tutoring. For after school activities, the doors will be unlocked so parents may enter the building to pick up students.

Parents are encouraged to communicate with their children's teachers and visit the school 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. All visitors must stop at the office first before proceeding to the classrooms.

Transportation Services F-260-S

All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this procedure, and students who violate these rules may be denied access to school transportation for a specified period of time in relation to the severity of the violation. Video cameras may be in operation on the school buses.

- A. Bus riders shall be at the designated loading point before the bus arrival time.
- B. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
- C. Riders must not extend arms or heads out of the windows at any time.
- D. Aisles must be kept cleared at all times.
- E. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
- F. A bus ride will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
- G. A rider may be assigned a seat by the driver.
- H. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
- I. Riders are not permitted to leave their seats while the vehicle is in motion.
- J. Permission to open windows must be obtained from the driver.
- K. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
- L. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and courteously.
- M. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- N. Students shall not throw objects about the vehicle nor out the windows.
- O. Students shall keep feet off seats.
- P. The student discipline code will apply to students using school transportation services.

- Q. This includes conduct occurring at or in the close vicinity of a bus stop while students are waiting for the bus, or immediately after the students have disembarked.

Student Discipline S-170-S

Student Code of Conduct

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

1. Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
2. Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
3. Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
4. Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

Standards of Conduct and Consequences

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

Student Citizenship Code

Students are expected individually and as a group to conduct themselves as young adults at all times during school hours, while on school property, and while taking part in or attending school activities. Obtaining self-discipline is an important quality that Jefferson would like to see in the students so as to take an important place in the world.

1. A good student is punctual. He/she reports to class and all other school activities on time.
2. A good student is tolerant of other students regardless of race or religion.
3. A good student is industrious. He/she realizes that few students are perfect, but he/she does his/her best on all assignments.
4. A good student displays good sportsmanship in all school activities.
5. A good student is courteous at all times.
6. A good student is reliable. He/she brings adequate materials and supplies to each day.
7. A good student shows respect for authority.
8. A good student is fundamentally honest.
9. A good student is clean in mind and body
10. A good student is neat in his/her appearance.
11. A good student has an open mind for new ideas.
12. A good student displays proper conduct at all times.
13. A good student participates in class discussion and other school activities.
14. A good student respects school property and the property of others.
15. A good student is consistent. He/she does not change his/her standards to satisfy the crowd.
16. A good student realizes that his/her right stops where another person's right begins.
17. A good student is loyal to self, his/her fellow student, his/her school, and his/her country.

General Rules and Information

1. The teacher is in charge of the classroom. Please respect his/her authority.
2. Students are to conduct themselves in a quiet and orderly manner in the halls and classrooms at all times. There is to be no running in the building or congregation in the halls or restrooms.
3. At public programs, assemblies, athletic contests, etc....always remember that you are representing your school and your school will be judged by the way you conduct yourself.
4. Students may be excused from any class or study hall at time with prior approval of the principal before the beginning of that class period.
5. Any unnecessary display of affection is considered undesirable. Save yourself the embarrassment of having to be corrected in public.
6. Disposal of paper and other waste materials should be in the proper containers.
7. Swearing on school property is considered undesirable.
8. No toys are to be brought to school except for Show and Tell or other special occasions. Students must check with their teacher.

District Policy for Discipline

Definitions

Acts of violence or violent behavior - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

Corporal Punishment – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

Detention – A form of student discipline that requires students to attend a before and/or after school setting, or lunch detention, which monitors and restricts student activity.

Expulsion – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

In-school suspension – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

Need to know – A requirement to report acts of school violence to school personnel who are directly responsible for a student's education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Out-of-school suspension – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights.

Physical Restraint – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a student's hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

Restitution – The requirement of a student to return or pay for stolen goods or damaged property.

Seclusion – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school district. Seclusion does not include a timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

Serious violation of the District's Student Discipline Policy — Any act of violence or violent behavior, any drug-related activity, any offense listed in [Section 160.261.2, RSMo](#), or any other violation of the District's Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

Elementary 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.

Prohibited Conduct	Definition	Consequences
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.	First time caught - No credit for the work, grade reduction, or replacement assignment. Second or more times caught - 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, First or Second Degree	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 criminal assault in the first or second degree.	First Offense: 10-180 days out-of-school suspension or expulsion. Subsequent Offense: Expulsion.
Assault, Third or Fourth Degree	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.
Automobile/Vehicle Misuse	Discourteous 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	First Offense: Suspension or revocation of parking privileges, detention, or in-school suspension.

	established rules for parking or driving on District property.	Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), 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; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the 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	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.

	wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.	
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.	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	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.	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/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.	<u>Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.</u> First Offense: In-school suspension or 1-180 days out-of-school suspension. Subsequent Offense: Possible referral to the local juvenile office, 1-180 days out-of-school suspension or expulsion. <u>Possession of drug paraphernalia or possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, marijuana, narcotic substance, unauthorized inhalants, counterfeit drugs, or imitation controlled substances 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.</u> First Offense: In-school suspension or 1-180 days out-of-school suspension. Subsequent Offense: Possible referral to the local juvenile office, 11-180 days
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		out-of-school suspension or expulsion. <u>Sale, purchase or distribution of any prescription drug, alcohol, marijuana, 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.</u> First Offense: 1-180 days out-of-school suspension or expulsion. Subsequent Offense: 11-180 days out-of-school suspension or expulsion. <u>Possession of any tobacco products, electronic cigarettes (vaping products) other nicotine-delivery products or imitation tobacco products, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be possessed only in accordance with district policy and procedure.</u> First Offense: Confiscation of prohibited product.
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		Principal/Student conference, detention, or in-school suspension. Subsequent Offense: Confiscation of prohibited product. Detention, in-school suspension, Possible referral to the local juvenile office, or 1-10 days out-of-school suspension. <u>Use of any tobacco products, electronic cigarettes, (vaping products), imitation tobacco products 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 be used only in accordance with district policy and procedure.</u> 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, Possible referral to the local juvenile office, or 1-10 days out-of-school suspension.
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		<u>All other violations</u> First Offense: In-school suspension or 1-180 days out-of-school suspension. Subsequent Offense: Possible referral to the local juvenile office, 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.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.	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	A conflict: verbal, physical, or both, between two or more people.	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.
Weapons and Firearms	A) 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). B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include mace spray, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property. C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.	A) First Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent. Subsequent Offense: Expulsion. B) 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. C) 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.

Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.	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.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.	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	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking	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. First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

	movement, offensive touching, or offensive posters or graphics.	Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. 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. 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. Student is found “responsible” for sexual harassment under Title IX upon conclusion of a formal complaint under policy C-131-P. Any Offense: 10-180 days out-of-school suspension or expulsion Subsequent
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.	First Offense: In-school suspension or 1-180 days out-of-school suspension. Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved 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.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.	First Offense: Restitution. Principal/Student conference, detention, or in-school suspension. Subsequent Offense: Restitution. Detention or in-school suspension.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.	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	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and	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.

	approved by District employees for educational purposes.	
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.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.	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.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner	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

	inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.	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. 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,
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		detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Violations, other than those listed above, of Board policy F-265-P, F-265-S 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. Use of audio or visual recording equipment in violation of Board policy C-165-P. 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	Taking or attempting to take the property of others without consent or	First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school

	knowingly taking possession of stolen property.	suspension, or 1-180 days out-of-school suspension. Subsequent Offense: Return of or restitution for property. Detention, in-school suspension, or 1-180 days out-of-school suspension or expulsion.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.	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.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized 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	Deliberate destruction of or damage to property belonging to the District, employees, 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.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.	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.

Bullying, Hazing, and Cyberbullying S-185-S

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

Definitions

Bullying – 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; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

Cyberbullying – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is: the Building Principal and can be reached at 660-944-2316.

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

Reporting Bullying or Cyberbullying

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a

written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

Investigation

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

Retaliation

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

Consequences of Bullying, Cyberbullying, or Retaliation

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

Public Notice

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

Report Form

This form is available on the District's website.

Complaints or Concerns C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights,

including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name: Dallas Giedd
 Phone #: 660-944-2316
 Email Address: dgiedd@jc123.k12.mo.us

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Tyler Pedersen
 Phone #: 660-944-2316
 Email Address: tpedersen@jc123.k12.mo.us

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated?

	8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

For these purposes, a complaint is a written 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 ESSA.

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 the 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 include:

- A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- The facts on which the statement is based on the specific requirements 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 forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **Report by LEA.** Within thirty-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.
- **Verification.** Within five 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, or telephone call(s).
- **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 nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services 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 Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate within ten days, which will be concluded within thirty days from the day of the appeal. This 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.

Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name: Dallas Giedd
Phone #: 660-944-2316
Email Address: dgiedd@jc123.k12.mo.us

In the event the Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Tyler Pedersen
Phone #: 660-944-2316
Email Address: tpedersen@jc123.k12.mo.us

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Title IX C-131-S

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name or Title: Tyler Pedersen

Address: 37614 U.S. Highway 136, Conception Jct., MO 64434

Email Address: tpedersen@jc123.k12.mo.us

Phone #: 660-944-2316

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice. The District may utilize drug dogs on campus. Drug dogs will not come into direct contact with students.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination of facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (See the Handbook's section on Administration of Medication for more information.)

Any drug/alcohol offense may result in one or more of the following:

Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (See the Handbook's section on Student Discipline for more information.)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline.

Weapons in School S-200-S

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under

the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Instruction

Preschool Curriculum

Children will be coached on various social skills such as manners, self-help/life skills, sharing, taking turns, transitions, following a schedule, following directions, peer relationships, separation from parents, raising their hand, self-control, problem solving, and fine/gross motor dexterity. Along with social skills, they will be coached on academic skills such as shapes, colors, tracing, cutting, pencil grip, listening and answering, letter identification and sounds, recognizing their name, writing their name, handwriting, number identification, rote counting, one-to-one corresponding, rhyming, and sight words. Preschool at Jefferson will nurture your child's natural sense of adventure and curiosity, help your child develop his or her own understanding of the natural world, and introduce your child to basic elements of scientific reasoning (seeking evidence; testing predictions). All of these skills will be integrated into engaging, thematic, hands-on lessons that promote physical, emotional, social and academic growth.

Reading Intervention/Success Plans I-110-S

Students reading more than one grade level below their grade or not attaining grade-level reading competency will receive reading interventions according to the District Policy I-110-P. Students in grades kindergarten through 3rd grade will be assessed. Students with insufficient reading abilities based on assessment data will have a reading success plan. Students that are new to the district in grades 4 and 5 will also receive a reading success plan. The RSP will remain in place until the student demonstrates grade-level reading competency. The RSP will be updated and revised based on progress monitoring until grade-level competency is achieved. The law supports the LEAs in determining when a student has reached grade-level competency and may exit an RSP.

Assessment Program I-195-S

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website.

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.

Physical Education Courses

Participation

- (a) Students are required to participate in class activities.
 - 1. exceptions will be made for students with a physician's report on file stating the reason(s) for exemption from activities
- (b) Students are to dress in required P.E. clothing during class time
 - 1. may be exempt with doctor's excuse

Elementary Special Classes

Jefferson C-123 School has classes such as music, art, library, P.E, and guidance for all elementary students, technology for Kindergarten 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 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.

Teaching About Human Sexuality I-120-S

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally appropriate. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction.

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 and/or the Elementary Principal meeting with the boys and the school nurse and/or school counselor meeting with the girls. Parents/guardians have the right to review the instructional materials and may request their child not participate in the session.

Section 504 I-125-S

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

The District will provide free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of Wendy Riley, 37614 U.S. Highway 136, Conception Jct., MO 64434, 660-944-2316, wriley@jc123.k12.mo.us. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Special Education I-125-S

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, 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 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 District assures that it will provide information and referral services necessary to assist the State of Missouri in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The District assures that personally identifiable information collected, used, or maintained by the District 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 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).

This plan may be reviewed Monday – Friday (8:00 am – 3:00 pm) in the office of Wendy Riley, 37614 U.S. Highway 136, Conception Jct., MO 64434, 660-944-2316, wriley@jc123.k12.mo.us. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website and District Policy.

Alternative Methods of Instruction

The district may require students to learn at home through alternative methods of instruction due to extenuating circumstances that require the school to close for a period of time.

The student learning will likely involve various forms of teaching that could range from delivered hands-on materials to completing assignments via school provided technology devices.

Students will be responsible for completing assigned school work and may be held to the same standards as when instruction takes place in school.

Elementary 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.

Library

- A. The library will be used as a quiet place to study and for scheduled classes or impromptu instructional purposes.
- B. Be respectful of others using the library for these purposes. Please use a quiet voice if asking a question.
- C. Students are responsible for replacing library materials viewed during their time in the library in the correct places.
- D. Students are responsible for handling the materials in such a way so as not to damage materials.
- E. Students are responsible for checking out books they wish to borrow by using the kiosk. If it is not working properly, students are directed to use the white notebook on the circulation desk. (Grades PK-1 will be assisted by an adult during check-out.)
- F. Students are responsible to pay for lost or damaged books. The amount will be determined based on the current price of the book. If the book is no longer available, a suitable replacement will be chosen, and the price of that book will be paid for by the student.

Overdue Policy

- A. Books are checked out through Lumen for a two-week period. Students are expected to complete their book and return it within this time frame.
- B. Students will be notified of overdue books, or a list will be posted.

Materials Not Checked Out

- A. A student found in the possession of books and materials that have not been checked out from the library will lose free time during noon for ten consecutive days (or its equivalent).

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.

Technology F-265-S

Cell Phone Guidelines

Policy on Student Display or Use of Electronic Personal Communications Devices

For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

Prohibited Display or Use

Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day.

Devices must be turned off and stored in the designated cell phone locker from the first bell until the end of the school day, unless specifically authorized by a staff member for educational purposes.

Disciplinary Procedures

Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct. Disciplinary action may include:

- A. First offense: Conference with the principal and the student gets it back at the end of the day
- B. Second offense: Parents are called and the student has lunch detention and a parent or guardian must pick up the phone from the office between the hours of 8:00 AM and 4:00 PM Monday through Friday.
- C. Any following offenses: Conference with parents, detention, in-school suspension, or 1-3 days out-of-school suspension.

Exceptions

Display or use of an electronic personal communications device shall be permitted if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan
- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended
- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

Use of electronic devices are also allowed under the following conditions:

- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but, not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.
- For educational purposes, when explicitly authorized by a teacher or school official pursuant to this policy.

Technology Devices and Acceptable Use Policy

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are

expected to acknowledge and comply with the rules and policies of technology usage and the District network.

Technology Devices

School Provided Devices

The school may provide laptops or electronic devices to students for instructional purposes. The technology provided is to be properly maintained and cared for. Any damage needs to be reported as soon as possible to the principal or technology director.

There should be nothing downloaded or added to the device without permission from the administration, teacher, or technology director. The school reserves the right to take back the device should it be deemed that the student is not using the device as it is intended by the school district, or maintaining the device properly. Technology that is broken while under student care may require the student to pay for repairs or replacement of the device.

Acceptable Use

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

Unacceptable Use

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

Netiquette

- A. Accepted rules of network etiquette are to be followed. These include, but are not limited to the following:
 - a. Be polite. Do not write or send abusive messages to others.
 - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

- c. Do not reveal your personal address, password or telephone numbers.
- d. Do not reveal personal information on other students or colleagues.
- e. Do not disrupt the use of the network by other users.
- f. No Internet games are allowed.
- g. No music or video material is to be downloaded.

Responsibility

- A. Use of information obtained via Internet is at your own risk.
 - a. Jefferson is not responsible for:
 - i. the accuracy or quality of information obtained
 - ii. damages suffered, including loss of data resulting from:
 - 1. delays
 - 2. non-deliveries
 - 3. mis-deliveries
 - 4. service interruptions

User Agreements

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.)

Safety and Cybersecurity

The District monitors the online activities of students and operates a technology protection measure (“filtering/blocking device”) on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

Building Information

Grading and Reporting System

Progress 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.

Standard Percentage Grading scale

A	100%-95%	A-	94.99%-90.0%
B+	89.99%-87.0%	B	86.99%-83.0%

B-	82.99%-80.0%	C+	79.99%-77.0%
C	76.99%-73.0%	C-	72.99%-70.0%
D+	69.99%-67.0%	D	66.99%-63.0%
D-	62.99%-60.0%	F	59.99%-0%

Late Work (papers, tests, assignments, etc.)

Late work will not be tolerated. Classroom teachers will develop a system to ensure all work is completed.

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.

Preschool Conferences

Conferences in relation to your child's progress will be arranged upon request. School-wide conferences will be scheduled in the fall and spring semesters.

Missouri State High School Activities Association (MSHSAA) Activities

The District complies with all MSHSAA guidelines. The most up-to-date version of the MSHSAA handbook is located at www.mshsaa.org.

Eligibility Requirements

See grade check information in the Extracurricular Activities and Club section below.

Activities and Athletics Participation Citizenship Guidelines

The Jefferson C-123 School District offers many extra-curricular activities. These activities are designed to supplement the student's educational process and assist in the development of the attributes of good citizenship by the participants. Since participation in these activities is a privilege, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend half of the school day on the day of an activity in order to participate.

Eligibility requirements for participation in JHS Activities or Athletics

In order to participate in a JHS school activity governed by the Missouri High School Activities Association, a student must be currently enrolled in courses that offer three units of credit, and must have earned three units of credit the preceding semester of attendance. No more than one credit earned in summer school shall count toward maintaining academic eligibility. In addition, a student must meet the academic requirements as set forth by the Jefferson C-123 district. The student must also meet all eligibility requirements as set forth by the Missouri High School Activities Association.

Competitive Participation

Interscholastic participation in the activities sanctioned by MSHSAA for the Jefferson school district is competitive. Participation is open to everyone but the amount of participation is by no means guaranteed to be equal. Evaluation procedures by coaches will determine how much an individual gets to participate.

Citizenship Guidelines for Extra-curricular Activity Participation

Any student who represents his/her school in activities must be a credible citizen and be judged so by both the proper school authority certifying the list of students for participation and the MSHSAA. Students should remember to conduct themselves in such a manner as to reflect positively upon themselves, family, school and community. The students conduct should be satisfactory in accordance with the standards of good discipline. Besides the possibility of losing eligibility for inappropriate behavior, students involved in JHS activities are subject to the disciplinary consequences listed in the Student Handbook.

It is understood that the sponsor, principal, parents, and school handle citizenship eligibility cases on an individual basis. System wide guidelines are used in attempting a uniform handling of these cases.

Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under MSHSAA guidelines. If the student does not notify the

school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the MSHSAA Board of Directors. A student must be in attendance for ½ of the school day in order to participate in extra-curricular activities unless prior arrangements have been approved. If a student has an unexcused absence they will not be eligible to participate on that day or any subsequent day until an entire day of school has been attended.

Consequences

1. **Students under Arrest:** If a student is arrested for a misdemeanor or a felony, the student will be ineligible until the case has been resolved. If the student is assigned any restitution as a result of the court case, all restitution must be fulfilled before the student will be allowed to participate. Parents and students will be informed of any problem through a meeting with the sponsor, principal or superintendent, if the circumstances warrant. Decisions will be made jointly by the administration and activity sponsor. Penalties for violations are:
2. **Use or Possession of Alcohol or Tobacco:** Students shall not use alcohol or tobacco. If a student violates this regulation, his/her violation will be reviewed by the sponsor and the administration. Following the review, the student and his/her parent/guardian will be notified of the decision and subject to the following:
 - A First Offense - restriction from participation in activity or sport for two games.
 - B Second Offense - restriction from participation in activity or sport for the rest of the season or a significant period of time and restrictions may be extended into the following season/school year.
3. **Use or Possession of non-prescribed drugs or controlled substances:**
 - A First Offense - Restriction from participation in activity or sport for the rest of the season or a significant period of time and restrictions may be extended into the following season/school year.
 - B Second Offense -Possible restriction from participation in activity or sport for the remainder of the student's junior high school eligibility period.

4. **Students involved in misconduct while at school:** After a review by the sponsor and administration, the student will be notified of the results. Students assigned an out-of-school or in-school suspension will be ineligible to participate during the suspension. The sponsor of the activity may assign students an additional punishment.

5. **Unsportsmanlike acts by participants:** Such as during a contest, which results in ejection, will cause the participant to be restricted from representing the school for at least the next contest. A participant who commits such an act but is not ejected may still be subject to at least a one game restriction. Each case of this type will be reviewed by the sponsor, athletic director and principal before a final decision is made.

6. **Due Process:** Students will have an opportunity to express their side of any incident in which they may be involved. Parents and other appropriate representatives may be involved with students during the due process hearings. If the student is dissatisfied with any decisions, he/she has the right to appeal through the following channels:

- A. superintendent
- B. school board

7. Any incidents which occur that are not covered by these guidelines will be reviewed on an individual basis and decisions related to penalties will be made jointly by the sponsor and administration.

Out-of-Town Trips

Students are expected to accompany the group on all out-of-town trips using the mode of transportation arranged for by the school. Any deviation from this policy requires the following:

- 1. A request by the parent/guardian must be made personally and in advance and approved by the sponsor.
- 2. Under emergency conditions, the sponsor in charge of the group will use his/her best judgment in approving any requests.
- 3. If there is any doubt about the circumstances surrounding such a case, the student is to remain with the group.

Requests of this nature should be rare and discouraged. Groups should go and return as a group. Misconduct on out-of-town trips will result in disciplinary measures being taken. If a student does not return with the group a parent or guardian must sign the student out with the sponsor.

Parent Communication with Coaching Staff

Parents are encouraged to communicate with their student's coaches. If requesting a visit, please call the office or the coach ahead of time to set up an appointment. If calling the coach at home, please call before 8:00 p.m.

District Sponsored Extra-curricular Activities and Clubs I-210-S

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

No student is to be re-admitted to the building once he/she has left any school activity without prior approval.

A student becomes ineligible for extra-curriculars after receiving an "F" in the same class for two consecutive weeks.

1. The grade check will be from Monday to Monday.
2. The class grade will not be affected if a student cannot participate in the extra-curricular activity due to this grade eligibility requirement.
3. After a student becomes ineligible due to receiving an "F" in the same class for two consecutive weeks, the student may become eligible by having a "D" or above at the next grade check. However, if the student then has an "F" at a grade check in any class after becoming eligible again, the student is automatically ineligible.

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.

Student Council

School activities will be governed by the student council and the rules of procedure.

- A. There will be no class parties sponsored by the school.
- B. There will be no class dues.

Based on Missouri Statute (§ 167.790, RSMo), homeschool students, full-time equivalent virtual students, and family paced education school students can participate, contingent upon the successful completion of a tryout if applicable, in any event or activity offered by the District, as defined by law, in which the student resides. This includes athletics and fine arts activities, or other activities related to these.

The District may require participation in components of instruction required for participation in certain activities. The District’s disciplinary policies and Student Code of Conduct will apply to all students in these activities and all students must meet the same academic, physical, and financial requirements. Due to the timing of this legislation passing and printing of this material, there may be additional MSHSAA requirements in place the District must comply with as well.

School Cancellations and/or Early Dismissal

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing Textcaster to notify students and parents/guardians. Anyone may sign up for Textcaster by going to the schools web site (www.jeffersonc123.org)

Announcements will also be made on Facebook, KVVU 97.1 FM, KFEQ 680 AM, and KAAZ 95.5 FM radio stations, St. Joseph's TV station, KQTV, and the Eagle Bulletin Board (660-944-1234). Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

Arrival and Dismissal Procedures S-165-S

Once students arrive to school, students must report to the building. Loitering in the parking lot and outside of the building is not allowed.

Preschool

School at the elementary begins at 8:05 and is dismissed at 3:02. Kids cannot arrive prior to 7:45am.

Full day preschool: Monday-Friday -- 8:05am – 3:02pm

For the 2026-2027 school year, there will no tuition for resident students.

We ask that students not be dropped off before 7:45 a.m. When your child arrives at school, they should sit in the hallway next to their classroom door. The bell rings at 8:05am. If your child arrives after 8:05am, if you need to pick up your child early, or your child will be absent please contact the school at 944-2316.

Dismissals due to inclement weather/emergencies will be sent out via Textcaster. To sign up for Jefferson Textcaster contact the office or visit our website at www.jeffersonc123.org. Arrangements for your child to go **to an alternative after-school location should be emailed, sent in a note or called in to the office**. Please keep all information updated.

The procedure for when students are dropped off at the beginning of the school day are as follows. Parents will circle around so that they are facing south toward the Kitchen door to drop their student off at the front door. For parents wanting to walk their student into the building, we ask that cars be parked North of the New Gym or in the parking lot. This will prevent the bus lane from being blocked.

The procedure for students being picked up after school. The school doors will remain locked until school is dismissed. We ask the drivers to line up on the North side of the new gym facing east. This will give the buses room to pull around the front. After the buses leave drivers may pull around the front and students will be dismissed to be picked up. We ask that whoever is picking the students up from school to please wait outside. If a parent wants to come inside, please wait until the buses have left.

Class Schedules/Bell Schedules

Before School

- a. Classes begin at 8:10. Students will line up for the Pledge of Allegiance at 8:05.
- b. Students are to report to the elementary hallway and sit outside their respective classroom until they receive teacher instruction.
- c. Students riding non-district provided transportation are asked to not arrive before 7:45.

After School

- a. School dismisses at 3:02. 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 7:45-3:02 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 verify their absence with the attendance secretary.

REGULAR SCHOOL DAY

8:05-Pledge of Allegiance

8:10-Class Begins

11:15-Elementary Lunch Begins

12:12-Elementary Lunch Concludes

3:02-Dismissal

Field Trips

Occasionally, classes may take a field trip. An advance letter explaining the trip and including a permission slip will be sent home. Parents must sign the slip to give the student permission to attend.

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.

Gym

- A. The gym will not be open unless a coach or another teacher is present.
- B. At no time will street shoes be allowed on the gym floor.

Parties/Celebrations

Holiday celebrations are scheduled through the collaboration of classroom teachers, room parents, 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. 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.

Preschool Birthdays

Birthdays are special and worth celebrating! If your child's birthday lands on a school day, you may bring enough treats for the entire class. We will celebrate during afternoon snack time. If your child's birthday is in the summer, the class will celebrate your child's half birthday. If your child's birthday lands on a weekend, you may bring treats either the Friday before or the Monday after the weekend. Please do not bring invites to birthday parties to school. Please notify the teacher beforehand if you plan to bring or send treats.

Preschool – Toys from Home

We kindly ask that all toys/memorabilia/electronics/items from home be left at home. In the event of a special occasion where a specific item is welcome due to the nature of a lesson, the teacher will notify the parents via classroom newsletter.

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 an activity in the spring.

Supply Lists

Preschool Supply List

1 Large Box of Kleenex	1 complete change of clothes
Clean gym shoes to be left at school	1 Rest Mat (yoga mats do not fit in the cubbies)
2 boxes of snacks (12 count or more)	1 Water Bottle

Please have your child's name marked on clothes 2 packages of baby wipes.

Parent Teacher Organization

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. Fundraisers, such as the 3rd-6th Grade Basketball Tournament, 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 \$20.00 per family which also helps pay for the basketball tournament's concession stand supplies. Officers for the 2026-2027 school year are: President– Heather Hansen, Vice-President's-Sydney McQuinn & Kelly Schieber; Secretary – Gretchen McQueen; and Treasurer – Katie Ginther.

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. Jackie Spire 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. 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 Mrs. Spire, Mrs. Stoll and Mrs. Mason. Mrs. Spire 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.

District Telephone Usage

- A. It is the purpose and desire of the office to serve patrons, pupils, and teachers courteously.
- B. Permission from the office must be obtained before placing any call.
- C. Classes will not be interrupted for delivery of telephone messages.
- D. The only exception to this is for emergency messages.

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 660-944-1234. 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.

Student Parking

Student Vehicles

- A. School grounds speed limit is 10 miles per hour.
- B. All student motor vehicles parked on school property must be registered with the school.
- C. Students will park in the ~~west~~ north parking lot.
- D. Parking should be done in a straight line and in a manner not to block any other vehicle in the parking lot.
- E. Once parked, students are to report immediately to the building.
- F. Students are not to move or be in automobiles/vehicles during the school day without permission from school officials.
- G. When school is dismissed, vehicles will not leave until the last bus has pulled out.
- H. Respect the rights of others.
- I. Reckless driving in or around the school will cost you your right to drive on the school grounds.

District Policy Information

Physical Examinations and Screenings S-146-S

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

No nonemergency, invasive physical examinations or screenings of student are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

Surveying, Analyzing, and Evaluating Students S-150-S

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact the front office.

All District policies can be located at: <https://egs.edcounsel.law/jefferson-c-123-school-district-policies>

School Nutritional Program F-290-S

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should

contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
Fax: (202) 690-7442; or
Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Student Transfers S-120-S

The District will enroll students in the school associated with the attendance area in which the student resides. If a student's residence changes to a different attendance area within the District, the student must transfer to the associated school. The Superintendent or designee may consider exceptions to this policy under the following conditions:

1. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.
2. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

Withdrawing from School

- A. A student withdrawing from school should have a conference with the counselor.
- B. If it then becomes necessary for the student to withdraw from school, the student should

- a. Notify the principal
- b. Turn in all school books
- c. Settle up accounts

Trauma-Informed Schools Initiative

The Missouri Department of Elementary and Secondary Education (DESE) has established the “Trauma-Informed Schools Initiative” and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>.

Tobacco-Free Policy C-150-S

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

Safety F-225-S

Fire Alarm Plan

- A. Fire alarm will be an announcement made over the intercom system.
- 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 teacher 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 principal.
- 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 an announcement made over the intercom system.
- B. Students will proceed to the designated locker room.
- C. When exiting the classroom will proceed down the designated side of the hallway to the locker room.
- D. The first teacher 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.

Firearms and Weapons F-235-S

Possession of weapons, including concealed weapons, is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

Use of Recording Devices or Drones C-165-S

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

Signature and Form Requirements

- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

F-265-P Technology Usage Agreement Form Form B

Student Technology Usage Agreement

Students (for ages --- and above)

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook is prohibited and may result in disciplinary or legal action.

Student Signature:

Student Name (please print):

Student ID: _____ Grade: _____ Date: _____

Parent Technology Usage Agreement Permission Form

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

Parent/Guardian Name (please print):

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

C-105-P District Rules and Guides Form A
Student/Parent Handbook Acknowledgment

I acknowledge that I have received and reviewed the 2026-2027 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

Parent/Guardian Name (please print):

Date: _____

*Students 18 years of age or older may sign this release form for themselves.