

Jefferson C-123 School District



Student/Parent Handbook

**Adopted by the Board of Education: July 1, 2026; Updated
September 16, 2026**

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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
Caden Farnan	Elementary Principal 5th/6th Grade	cfarnan@jc123.k12.mo.us
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
Terri Jermain	Librarian/Title I	terrijermain@jc123.k12.mo.us
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
Marsha Lane	Custodian	mlane@jc123.k12.mo.us
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	jmoftat@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	mredde@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,

Welcome to a new school year! It is my privilege to serve as your principal and to work alongside a community committed to learning, mutual respect and high expectations. This handbook has been designed to provide clear expectations, helpful resources, and guidance to support a safe and productive school environment.

At Jefferson, we believe that every student matters and has the ability to succeed. With dedication, responsibility, a willingness to engage and work hard, each of you can make the most of the opportunities available here. Our staff is committed to supporting you academically, socially, and emotionally as you work toward your goals.

I encourage you to take the time to review this handbook carefully and to refer to it throughout the year. By working together and upholding our shared values, we can ensure a positive and successful experience for everyone.

Thank you for being an important part of our school community. I look forward to a great year ahead.

Sincerely,

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

Tyler Pedersen
7-12 Principal/Athletic Director

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

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 $\frac{1}{2}$ 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.

Homework Collection Sheets

- A. Must be obtained from the office prior to being absent. This will include the list of homework assigned when the student will be gone.

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 High School 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.

C. Suspensions

(a) 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.

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: \$2.90

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.
- 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.

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

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.

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.

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 persons 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. Student 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.

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.

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 - a 0 grade will be given on the item in question, possible replacement assignment for no credit. Second or more times caught - The student will then become ineligible for a period of four weeks and must be deemed to be making satisfactory progress by the administration and teaching staff. Semester grades will be figured by points earned over the semester. The assignment cheated on will be assigned a zero for points earned.
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: Principal/Student conference, 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 wireless communication device, computer or pager. Students will not	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.

	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,	<u>Possession, sale, purchase or distribution of any over-the-counter</u>

	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>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 out-of-school suspension or expulsion.
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		<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. Principal/Student conference, detention, or in-school suspension.
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		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. <u>All other violations</u>
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		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. 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.
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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

A+ Program S-130-S

A+ Program Description

The District is a proud participant of the Missouri A+ Program. As a designated school, the District graduates are eligible for the A+ designation, which qualifies them to receive A+ monies from the state to be used for tuition to any public community college or public vocational technical school in Missouri. Several four-year colleges and universities accept A+ credentials and funding as well. Some private, career/technical schools are also A+ eligible. In addition, more four-year institutions are offering incentives for students who meet the A+ criteria.

A+ Program Requirements

To participate in the A+ program, a student must meet all requirements. The student must be a U.S. citizen or permanent resident and have attended an A+ designated high school for two (2) consecutive years prior to graduation. The student must graduate with a non-weighted GPA of at least 2.5 on a 4.0 scale and have maintained at least a 95% attendance record in grades 9-12. In addition, the student must have performed 50 hours of unpaid mentoring and/or tutoring at a District school under District supervision coordinated through the A+ office. Up to 25% (12.5 hours) may include job shadowing prior to graduation. Good citizenship and the avoidance of unlawful use of alcohol and drugs is required. A score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course mathematics exam must be achieved. Finally, the student must apply for non-payback scholarships by completing a FAFSA (free application for federal student aid) form.

More information about the A+ program may be accessed through the District website, the \District A+ Coordinator/Building Principal and the school counselor.

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 assessment for students: MAP (Missouri Assessment Program, a state test) and End-of-Course Assessments.

- A. State Assessments are administered in the following grades and subject areas: 7th Grade - Communication Arts Math, 8th Grade - Math, Communication Arts and Science. End-of-Course tests are administered for students in Algebra I, Biology, Government, and English II. Students who are not enrolled in these courses will take the End-of-Course test when deemed appropriate in their course of studies.

In addition, voluntary End-of-Course tests may be administered in English I, Algebra II, Geometry, and American History. Other End-of-Course tests may be appropriate depending on class offerings and changes to the state's testing program. All Juniors will be offered to take the ACT test on the state testing date at District expense.

- B. Results are received by the district soon after the new school year begins and distributed to parents at the time of the first parent-teacher conferences. Parents may request to receive the results earlier.

Seminar/Enrichment

- A. Seminar is for the purpose of supervised study. Always bring enough work to keep you busy the entire period. Students may bring reading material if they have no school work.
- B. All junior high students must have their planner filled out with the days assignments or activities listed.
- C. Students are allowed on the computers only to do school work.
- D. The first ten minutes' seminar period will be designated for silent reading except on Wednesday (Character Strong) and Friday (Gyminar). All students should bring reading material to class with them.
- E. Students who are failing a class or who have late work will attend regular Seminar. Students will remain in regular seminar for the entire week
Students may lose honor seminar privileges due to disruptive behavior
- F. Enrichment will be an option for 9th-12th grades on Monday and Thursday.
 - 1. We will have sign up for enrichment one time per quarter and students are only
Allowed to sign up for one enrichment.
 - 2. Any students who do not sign up for enrichment will report to their assigned
Seminar classroom.
 - (a) We may offer but are not limited to:
 - 1. Music (Band/Choir)
 - 2. Art
 - 3. Advanced Fit
 - 4. FFA and Homecoming during the second semester
 - 3. Failing, late work, or disruptive behavior will attend regular seminar.
- G. On weeks where school is in session for all 5 days the honors seminar students can choose to go to the gym for what we call "gyminar". They can choose to be active or hang out and socialize.

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

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.

Teaching About Computer Science I-123-S

For students electing to use a computer science course for a math unit, please be aware some institutions of higher education may require four units of academic credit in math for college admission. If a student chooses to take a computer science course to fulfill a unit of academic credit in math, the parent/guardian who signs the Acknowledgement Form for this Student Parent Handbook acknowledges taking a computer science course to fulfill a unit of academic credit in math may have an adverse effect on college admission decisions for their student.

Graduation Requirements I-190-S

A student must meet the following requirements in order to graduate from Jefferson C-123 High School, unless otherwise exempted.

- pass proficiency exams concerning American history, American institutions, American civics, and the Missouri and U.S. Constitutions.
- successfully complete a course of instruction of at least one semester in length on the institutions, branches and functions of government of the state of Missouri, including local governments, the U.S. government, and the electoral process.
- have earned credit in the Jefferson C-123 educational program between the ninth and twelfth grades.
- have taken all required end-of-course (EOC) exams.
- have received 30 minutes of cardiopulmonary resuscitation (CPR) instruction and training in the proper performance of the Heimlich maneuver and other first aid for choking.

In addition to the graduation requirements, the superintendent of school shall establish rules and regulations governing the granting of achievements credit, independent study credit, credit earned via electronic delivery, and educational credit. A student must meet the following requirements in order to graduate from Jefferson C-123 High School, unless otherwise exempted.

Graduation Requirements

Students are required to earn a minimum of 25 units of credit to be eligible to receive a high school diploma. Accumulation of credits begins with the ninth grade year.

Specific credit requirements are:

Language Arts (3 must be English).....	4
Social Studies - 3 total must be earned, including the following specific courses:	
U.S. History	1
World History.....	1
Social Studies elective	1/2
Government	1/2
Mathematics.....	3
Science (1 credit must be a biological science & 1 credit must be a physical science)	3
Fine Arts	1
Practical Arts	1
Physical Education.....	1
Health	1/2
Personal Finance	1/2
Electives	8
TOTAL MINIMUM CREDITS	25

Early Graduation/Early Out

Twenty-five credits are required for an early out for any student wishing to enter a college course of study. An early out will be considered only for students enrolling in college their spring semester of their senior year. In addition to the minimum of 25 units of credit for graduation each student must have achieved minimum standards in the following fields to be considered for a diploma of graduation.

A student wishing to graduate early must inform the administration before the start of their senior year. If a student graduates a semester early to enter into college they will not be eligible for any school activities during that semester. The student may be allowed to participate in graduation ceremonies. All credits must be completed before the start of the second semester of their senior year.

Students Eligible for Services under the IDEA

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four years of high school at the end of a school year

may participate in the graduation ceremony and all related activities of the student's graduating class if:

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and
2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

The student and the student's parent/guardian will be provided written notice of this policy at the annual IEP meeting prior to or during the student's fourth year of high school.

Graduating with Honors

Students will be recognized at graduation with honors if met. The following are the three levels of recognition.

1. Summa Cum Laude - Highest Honors - weighted GPA 4.300 or above
2. Magna Cum Laude - High Honors - weighted GPA of 4.100 up to but not including 4.3000

High Demand Occupations

Below is information on areas of critical workforce needs and shortages in the labor markets in this state.

For a direct link to the Department of Elementary and Secondary Education's page on Critical Need/Shortage Occupations is available [here](#).

For a direct link to the fiscal year 2025 High Demand Occupations list, please click [here](#).

Career and Technical Education Certificate

In addition to receiving their graduation diploma, students may earn a career and technical education certificate (CTE) if they meet the standards created by the State Board of Education. The district will assist students by helping them develop a personal plan of study that includes a focus on CTE courses such as agriculture, health sciences or business. The schools would monitor the plan of study to ensure student success. Students entering high school may earn a CTE certificate by meeting the following criteria:

- A. meet all graduation requirements
- B. qualify as a CTE concentrator
- C. maintain a 3.0 grade-point average (on a 4.0 scale) in the CTE area of concentration

- D. Pass an approved Technical Skills Assessment and/or earn an approved Industry Recognized Credential or Certificate
- E. complete at least 50 hours of work-based learning aligned with the CTE area of concentration
- F. maintain at least a 95 percent attendance record overall for grades 9-12
- G. demonstrate soft skills/business skills
- H. achieve a score at or above the state standard on any DESE-approved measure of college and career readiness.

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.

School Flex Program

The district may participate in a program that allows a student to be employed or attend an off-campus college or a technical/career program while still being considered a full-time student of the school district. The program is only open to juniors and seniors who have approval from the principal and their parents/guardians. To participate in the program, the student must:

- a) have a written career/academic plan that meets the Department of Elementary and Secondary Education's criteria for a personal plan of study.
- b) attend the district a minimum of two instructional hours per school day.
- c) pursue a timely graduation.
- d) provide evidence of college or technical/career education enrollment and attendance or proof of employment and labor that is aligned with the student's "career academic plan" developed in conjunction with the district.
- e) refrain from being expelled or suspended while participating in the program.
- f) maintain a 95 percent attendance rate.

A student participating in the school flex program will be considered a full-time student of the district and may receive academic credit for his or her off-campus education or employment.

Vocational/Technical Education

Vocational School is available to Juniors and Seniors with approval of administration. Although students enrolled in VoTech may earn embedded science and math credits, students are required to take 3 years of science and math at Jefferson for the purpose of meeting graduation requirements. If a student's Individual Career and Academic Plan (ICAP) indicates a need for the use of embedded credits, eligibility will be evaluated on a case-by-case basis. Decisions will be made collaboratively by the high school principal and school counselor after hearing input from the student's parent(s) or guardian(s).

Additional qualifications include:

- Attend a vo-tech tour.
- Jefferson Vo-Tech Application completed by due date.
 - Include one letter of recommendation.
 - Include summary of why you would like to attend the program you are applying for.
- Complete the Northwest Technical School application by the due date.
- Attendance rate of 90% or higher during the semester prior to enrolling in NTS.
 - If application is received with a 90-94% attendance rate, the students will be put on attendance probation and must maintain regular check-in with administration.
- Maintenance of 90% or higher attendance rate during enrollment at NTS.
 - If a student drops below 90% they will be put on attendance probation and a committee made up of Jefferson administration and teachers will meet to see if the attendance issue is due to unusual, unforeseen, or unavoidable circumstances.
 - The committee will determine if the attendance issue is grounds for removal from the program.
 - See Program Withdrawal and Tuition Reimbursement below.
- Cumulative GPA of 2.0 prior to enrolling in NTS.
- Maintenance of 2.0 GPA or higher while enrolled at Northwest Technical School.

- If a student fails to maintain a minimum 2.0 GPA during the first semester, a committee composed of Jefferson administration and faculty will convene to review the student's academic standing. The committee will consider all relevant factors to determine whether continued participation in the program is appropriate.
- Students must be on track to graduate; 12 credits must be completed prior to beginning Junior year and 19 credits must be completed prior to beginning of Senior year.
- Desired program must be aligned to the student's Individual Career Academic Plan (ICAP).

Program Withdrawal and Tuition Reimbursement

Enrollment at Northwest Technical School is a valuable opportunity offered to students, with tuition expenses covered by the Jefferson C-123 school district. For the 2026-27 academic year, the tuition is approximately \$2,000.00 per student (\$1,000.00 per semester).

If a student is withdrawn from the program—whether due to disciplinary action, failure to maintain a minimum 2.0 GPA, poor attendance, or voluntary departure—the student will be placed in classes back in the District. However, depending on when this happens in the semester, the student may not be able to earn full credits for those District classes.

Participation in this program is considered an extension of the Jefferson C-123 School District classroom. As such, students are expected to adhere to all school policies and behavioral expectations. Disciplinary actions, including possible removal from the program, will be determined at the discretion of both the Jefferson C-123 and Northwest Technical School administrations.

All students **must ride** the district provided Vo-Tech transportation to and from classes at Northwest Technical School. Students may be allowed to provide his/her own transportation on occasion if prior approval by the Jefferson high school principal is granted. Written parent/guardian permission is required, regardless of the age of the student.

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.

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).

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.

Honor Roll

- A. Must maintain a grade average of an A- (3.7) for the High Honor Roll with no grade below a C.
- B. Must maintain a grade average of an B+ (3.3) for the Regular Honor Roll with no grade below a C.
- C. Students are graded on a 4-point scale

A = 4.0	A- = 3.7
B+ = 3.3	B = 3.0
B- = 2.7	C+ = 2.3
C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0
D- = 0.7	F = 0

- (a) College preparatory classes are based on a weighted scale. The weighted grade point average is used to determine class rank and is calculated by multiplying the non-weighted grade value by 1.3.

(c) 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.)

- A. Limit of one late paper per school year. An assignment not turned in counts as a late assignment.
- B. Full credit will be given for a late assignment the first offense.
- C. Second offense: the assignment must be completed, but the student will only receive 70% credit of the assigned score.
- D. The student will be assigned to regular seminar upon having a late assignment. If the assignment is not turned in the next morning by the first bell, the student will be assigned to before/after school intervention study hall starting at 7:15 am (before) or until 4:15 pm (after) provided parents can be notified. This will be set up for the next school day. No zeros will be accepted.
- E. If the student can turn in the work prior to the first bell on the day of the scheduled intervention, the intervention is not needed and the parents will be contacted to cancel.
- F. At the end of a quarter the student has two days to turn in a late assignment or a zero will be earned.
- G. Exceptions may be made if arrangements are made by the student, in advance, due to special circumstances.

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 1/2 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 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 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, KVVL 97.1 FM, KFEQ 680 AM, and KAAN 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.

Class Schedules/Bell Schedules

Before School

- A. Classes start at 8:10 a.m.
- B. The time before the start of classes is an excellent time for conferences with teachers and organization meetings. However, you may go to the library for studying or the gym for talking.
- C. No student should be at school before 7:45 A.M. unless arrangements have been made in advance with a teacher or administrator.

REGULAR SCHOOL DAY

7:45 - 8:05	Study or scheduled activities
8:10 - 9:00	First Period
9:03 - 9:48	Second Period
9:51 - 10:36	Third Period
10:39 - 11:24	Fourth Period
11:27 - 12:12	Fifth Period
12:12 - 12:28	High School Lunch
12:28 - 12:40	Junior High Lunch
12:45 - 1:30	Sixth Period
1:33 - 2:18	Seventh Period
2:21 - 3:02	Seminar / Enrichment
3:02 - 3:15	Student-Teacher Conferences

We will operate the school day with bells between periods. Students will not leave a class until the teacher dismisses them. There will be approximately three minutes between periods to go to lockers, restrooms, or to get a drink.

After School

- A. School dismisses at 3:02.
- B. The building is considered closed.
- C. No student should remain in the building after bus leaves unless staying for a school activity or permission has been given by a school employee. Students should be supervised at all times.

Drop/Add Classes

- A. A student has five school days following the first day of school to drop a class.
- B. After five school days have elapsed, the student must remain in the class until the end
- C. Classes may be added during the first five days of school with the approval of the classroom teacher for the course being added.
- D. After five school days have elapsed, a class may not be added until the next semester, with the approval of the course instructor.
- E. 2nd semester classes must be dropped/added prior to the first day of the semester.
- F. Any exceptions to the policy would require a recommendation by the teacher for the student to drop the course, and approval by the Principal or Counselor.

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.

Senior Trip

School sponsored senior trips will be within the state of Missouri or within a 200-mile radius of Jefferson High School. No money used for senior trip will come from class dues. Seniors whose attendance rate for the school year is under 90% may not be allowed to attend Senior Trip. A Review Board of teachers will convene to determine the eligibility of the student to attend Senior Trip if he/she does not meet the attendance mark.

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.

Lockers

- A. For the convenience of students, hall lockers will be issued to all students.
- B. Lockers are to be kept clean at all times.
- C. No student shall mark, write, or paste things of any kind in or on a locker.
- D. Lockers will be inspected regularly.
- E. If abused, locker privilege may be suspended.

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.

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, audiotope, 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.