

**STUDENT HANDBOOK  
FOR THE COLUMBIA PUBLIC SCHOOL  
ELEMENTARY SCHOOLS**



*“Teaming Together for Excellence”*

**Alpha Hart Lewis Elementary School  
Blue Ridge Elementary School  
Cedar Ridge Elementary School  
Derby Ridge Elementary School  
Fairview Elementary School  
John Ridgeway Elementary School  
Mary Paxton Keeley Elementary School  
Midway Heights Elementary School  
Mill Creek Elementary School**

**New Haven Elementary School  
Parkade Elementary School  
Robert E. Lee Elementary School  
Rock Bridge Elementary School  
Russell Boulevard Elementary School  
Shepard Boulevard Elementary School  
Thomas Hart Benton Elementary  
Two Mile Prairie Elementary School  
Ulysses S. Grant Elementary School  
West Boulevard Elementary School**

**2010 - 2011**

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## Section One: SCHOOL ORGANIZATION

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### A. INTRODUCTION

Education is something we all share. We value it. We know how important it is to our community, our nation and our world. Education is one of the most important factors that allow us to lead successful, quality lives. For more than 100 years our district has helped thousands of students successfully meet the challenges of work, learning and living. That is our purpose: to support the development of quality lives for all students. It is our mission -- a mission of excellence.

Education is for everyone in the Columbia Public School District. As a community we work together constantly to provide the best education possible for thousands of children, adolescents and adults.

As a school district, we are prepared for the future. Our long-range plan provides the impetus and inspiration to exceed even our most challenging dreams and desires.

The district, and our vision of its future, is built upon a solid foundation. This foundation is one of team effort, excellence and an unrelenting philosophy that we can always do better.

Recognition of our efforts has come from all levels -- local, state, national and international. However, the true measure of our achievement is the success of each student. Please feel free to access school information on the district website at: [www.columbia.k12.mo.us](http://www.columbia.k12.mo.us)

### B. STUDENT RECORDS

A cumulative record is maintained for every student in the Columbia School District. This record includes family data, school achievement data, attendance data and test data.

Parents shall have the right to inspect and review any and all official records, directly related to their children. Schools shall provide a school employee to interpret the information within the folder to parents. Procedures for the release of information on student records shall be in accordance with the provisions of Title IV of Public Law 90-247.

It is the responsibility of the legal guardian to inform the school when changes occur with respect to legal custody of a student. In written policies of the Board of Education the term parents shall be understood to include others who have legal custody of a child.

It is the responsibility of the legal guardian to provide a copy of any court documents pertaining to non-visitation orders for non-custodial parents or others. Visitation by non-custodial parents will be granted unless official documents prohibiting visitation are on file with the school.

A student's records are maintained under his/her legal name until official court documentation of a name change is received by the school.

### C. STUDENT HEALTH SERVICES

Health services are provided under the direction of a registered professional nurse. The school nurse for your school may also provide services to other schools. Although the nurse's office may not be located in your child's school, the nurse directs health care and is on call for consultation or emergency care at all times. If you need to contact the school nurse, please call the school office.

#### **Special Health Concerns**

It is important for parents to inform the school nurse of special health conditions which may be a concern or necessitate emergency care at school. Examples of special health conditions are: a hearing loss, allergies, asthma, diabetes, and seizure disorders. Current signed health care provider orders and a signed release of information will be required to assure quality health care for students needing skilled nursing services at school. School nurses will share information that may constitute an emergency at school or impact a child's education with other Columbia Public Schools staff members on a need to know basis.

#### **Immunizations**

**Immunizations** are essential for the protection of students and **ARE REQUIRED BY MISSOURI LAW FOR STUDENTS TO BE ENROLLED IN AND ATTEND SCHOOL.** (MO State Law 19 CSR 20-28.010; sections 167.181, 192.006.1, and 210.003)

The parent or guardian of each student must furnish the school satisfactory evidence of immunization in the form of a statement, certificate, or record from a physician or other health facility or a statement of medical or religious exemption from immunizations against diseases. The

nurse should be informed of immunizations a student receives after enrollment in order to maintain current and accurate information on the student's health record as required by state law.

**STUDENTS WHO WERE ENROLLED DURING A PREVIOUS SCHOOL YEAR SHALL BE DENIED ATTENDANCE FOR THE CURRENT SCHOOL YEAR IF NOT IN COMPLIANCE WITH MISSOURI IMMUNIZATION LAW.**

**Medications**

Medication received by students through the school office will be administered by a registered professional nurse or qualified designated school personnel trained and supervised by the registered professional nurse. Staff members other than those designated by the school nurse are **not** to provide medications to students **under any circumstances**.

1. All medications administered through the nurses or school offices **must** meet the following guidelines:
  - Prescription medication **from a physician** or other health professional licensed by a state regulatory body as an authorized prescriber will be administered.
  - Over-the-counter medications must have a written request **from a physician** or authorized prescriber for administration in the school office. This includes aspirin, acetaminophen, ibuprofen, cough syrup, cough drops and homeopathic preparations.
  - The physician or authorized prescriber must renew written individual and standing orders annually.
  - Prescribed medication must have a pharmaceutical label that includes the following:
    - Student's name
    - Current date
    - Name of medication
    - The dosage, route and frequency of administration
    - Name of physician or authorized prescriber
  - In most cases, it should not be necessary to administer more than one dose of medication during a six-hour school day.
  - The first dose of a new medication should not be administered at school.
  - A Medication Administration Record must be completed and signed annually by a parent/guardian for each medication administered at school.

**Please note:**

If the medication is administered two or more times a day, a Medication Administration Record should be completed for each administration time.

- A new Medication Administration Record will also be completed at the time of a medication dose change.
  - Medication must be delivered to the school by a parent/guardian or other designated adult. A one-month supply of a student's medicine can be stored at school.
  - The nurse will not administer medication amounts exceeding the recommended daily dosage indicated by the manufacturer.
  - If a student has a health concern that requires medication on an as needed basis for emergency situations, then specific written instructions must be provided as to when and under what circumstances medication is to be administered. This information should be provided and signed annually by the student's doctor.
  - Siblings can not share medications at school.
2. Students **cannot** store medication in the school office or in a teacher's desk for self-administration.
  3. Self-administration of Medication by Students

**Elementary** students are **only** allowed to carry medication (prescribed or over the counter non-prescribed) with the written request of a physician. A copy of this request will be filed in the medication notebook located in the health office. According to Missouri Law 167.627, any child who will be self-administering metered-dose inhalers for asthma or other potentially life-threatening respiratory illness must have a copy of their asthma action plan and a self-administration form signed by the parent and healthcare provider on file at his/her school (available through the school nurse or on the CPS website).
  4. Injectable medications will be administered by the school nurse. If a nurse is not in the building, the 911 (EMS) Emergency Medical System will be activated. The exception to this is the use of an Epi-Pen for a severe allergic reaction resulting in anaphylaxis. In this case, designated unlicensed personnel trained by a school nurse may administer an Epi-Pen and notify Emergency Medical Services (911).

**Illness or Emergencies**

In cases of serious injury or illness, the school nurse should be notified immediately. The Emergency Medical Service (911) may also be called. The nurse, designated school personnel and/or emergency medical personnel will care for the student and the parents will be contacted as soon as possible. If this proves impossible, the student will be cared for as directed by the school nurse. **PARENTS ARE RESPONSIBLE FOR NOTIFYING THE SCHOOL OF A PLACE WHERE THEY CAN BE LOCATED IN THE EVENT OF AN EMERGENCY.**

For minor illnesses or injuries, students will be cared for by school personnel trained in first aid. To decrease the spread of potential communicable diseases, students exhibiting symptoms of impending illness will be sent home from school. Factors considered before sending students home are the effect of symptoms on their ability to be productive at school and/or a temperature of 100 degrees or greater, without the use of fever reducing medication, accompanied by symptoms of illness and/or the effect of symptoms on their ability to be

productive at school. Students should NOT come to school if during the previous 24 hours they exhibit any of the following symptoms: (1) a temperature of 100 degrees or greater, without the use of fever reducing medication, accompanied by symptoms of illness, (2) vomiting or diarrhea, (3) an unusual or unexplained rash, (4) persistent cough or (5) ongoing symptoms of discomfort or immobility from an injury. Students with communicable diseases should have a release from their doctor to return to school.

**Vision and Hearing**

During the fall school semester and throughout the year as needed, vision and hearing screening exams will be conducted on the following students:

- Grades- kindergarten, first, third, and fifth
- New to Columbia Public Schools
- Referrals for a vision or hearing concern
- Referrals prior to special educational testing

If a vision or hearing concern is detected, the student's parent or guardian would be notified. The exams are screening exams and not meant to be diagnostic. If a parent/guardian suspects their child has a vision or hearing problem, a specialist should be consulted.

**Spinal Screening Exams**

During the months of February, March, and April Spinal Screening exams will be offered to the following students in Columbia Public Schools:

- All 5th and 6th grade girls
- All 7th and 8th grade boys
- 7<sup>th</sup>, 8<sup>th</sup>, and 9th grade students new to Columbia Public Schools
- 7<sup>th</sup>, 8<sup>th</sup> and 9th grade students to be re-evaluated from prior screening exams.

**D. NONDISCRIMINATION POLICY**

The Columbia School District strives for equal opportunity in the educational programs and activities and in the District's employment policies. The following represents the Nondiscriminatory Policy of the School District.

The Columbia Public School District does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act:

- in the recruitment, selection, treatment, and promotion of employees,
- in the admission and participation of students in the educational programs or activities,
- in vocational opportunities,
- in the treatment, counseling, and placement of students

Any person who feels that he or she has been discriminated against in violation of the nondiscriminatory policy shall apply for redress or direct questions to the following Title IX, Section 504, Homeless, Title IV, and Nondiscrimination Coordinators:

**TITLE IX COORDINATOR**  
Assistant Superintendent for Secondary Education  
Dr. Wanda Brown

**SECTION 504 COORDINATOR**  
Coordinator Behavioral/Psychological Services  
and Section 504  
Dr. Lou Ann Tanner-Jones

**HOMELESS COORDINATOR**  
Assistant Superintendent for Elementary Education  
Dr. Peter Stiepleman

**TITLE IV COORDINATOR**  
Assistant Superintendent for Secondary Education  
Dr. Wanda Brown

**NONDISCRIMINATION LAWS COORDINATOR**  
Chief Operations Officer  
Dr. Nick Boren

**Columbia Public School District**  
1818 West Worley  
Columbia Missouri 65203  
214-3400

### PROCEDURE FOR IMPLEMENTATION OF THE GRIEVANCE POLICY

The following procedure is developed for the purpose of implementing the Board of Education policy related to student grievances. If the alleged grievance is not resolved, at any step, the complainant may present the written grievance to the next level of consideration as specified herein. Such presentation shall be made within five (5) days of receipt of the reply from the previous step.

Step I: Any student who feels he or she has a justifiable grievance shall first discuss same with the appropriate building administrator. The objective will be to resolve the matter informally at this level of contact. The appropriate supervisor or building administrator shall provide an answer to the complainant with five (5) days after the meeting.

Step II: If the alleged grievance is not resolved in Step I, then the student may present the grievance in writing to the building principal. The supervisor or principal shall provide a written response within five (5) days.

Step III: If the alleged grievance is not resolved in Step II, then the student may present the written grievance, together with a copy of the Step II grievance and reply, to the appropriate assistant superintendent or other appropriate supervisor. A written response shall be given within five (5) days.

Step IV: If the alleged grievance is not resolved in Step III, then the student may present the written grievance, together with copies of all previous requests for settlement and replies, to the superintendent. A written response shall be given within five (5) days.

Step V: Should the grievance still not be resolved, a copy of the Step IV decision and written appeal of the decision of the superintendent shall be presented to the president of the Board of Education within 15 days after receipt of the Step V decision. If a hearing is requested, the Board shall grant such a hearing within a period of 20 days. The Board of Education shall make a decision and shall inform the complainant of its determination within a period of 30 days of the date of the hearing. In the event a hearing is not requested, the Board shall review the case and make a decision within 30 days of the date on which the Board received the initial appeal. The Board shall provide a written copy of the decision to the complainant. The decision of the Board will be deemed final.

During the school year, the time limits specified herein shall consist of all days that school is in session. In the period between school years the time limits shall consist of all days, except weekends and legal holidays. When mutually agreed upon, time limits may be extended. If the appropriate supervisor or administrator is not available to serve as hearing officer, he/she shall appoint an appropriate official to serve.

\* \* \* \* \*

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

Adopted: 03/03/1997

### E. VISITATION

Parents or visitors with legitimate business are always welcome at school. All visitors should check in at the office upon entering the building. Requests for classroom visits should be made in advance through the principal's office. Visitors to the classroom should not interfere with the instructional process. Non-enrolled students may not attend school.

### F. GUIDELINES FOR STUDENT TRANSFERS

In keeping with Board of Education policy, students are expected to attend the school which serves the attendance area in which they reside. Exceptions may be made in the best interest of the student and/or the school. Administration is authorized to grant or deny a request for an elementary student to attend an elementary school outside the student's designated elementary school (home school) attendance area but within the student's designated middle school attendance area. **Under this policy, transfers from one elementary school to another are discouraged, but may be granted under certain circumstances.**

Guidelines for consideration of student transfers include:

- **Transfers will only be granted if enrollment at the requested school is below the Department of Elementary and Secondary Educations (DESE) desirable guidelines for class size. If enrollment exceeds the mid-point between desirable and maximum guidelines existing transfers may have to be revoked at the end of the current school year.**
- A request for an elementary student transfer shall be initiated at the school of the student's designated attendance area (home school). The students' parents/guardians shall meet with the building principal and obtain the necessary signatures on this form.

- Parents assume transportation responsibility for any student granted a school assignment outside the designated attendance area.
- Student behavior and attendance concerns may have an impact on the initial and continued acceptance of a transfer.
- A transfer request for a younger sibling to attend an elementary school where the sibling’s older brother or sister is currently attending by special permission will be approved on a space-available basis. The siblings must be enrolled/attending during the same school year for such a “sibling” request to be considered.
- It will be the general practice that transfer requests received after the start of the third academic trimester of the school year will not be granted.
- Transfer requests for an elementary student to complete the school year at the school where the student began the school year will be granted on a space-available basis and will only be for the existing school year.
- Transfer requests to buildings with a designated special programmatic emphasis (Lee and Ridgeway Elementary) will be considered within the current parameters of the special program guidelines of that building.
- **All requests for transfer for the following fall semester must be submitted to the Assistant Superintendent for Elementary Education by May 1st annually.** Decisions on elementary school requests will be made after the end of the current school year, when enrollment at the requested school has been projected. Parents will be notified by mail of the decision by July 01.
- **Requests made after May 1st will not be processed until two weeks after the start of the new school year when enrollment numbers have stabilized.**

<b>COLUMBIA PUBLIC SCHOOL DISTRICT ~ Middle School Attendance Areas</b>		
<i>Gentry Middle School</i>	<i>Lange Middle School</i>	<i>Smithton Middle School</i>
Benton Cedar Ridge Lee: <i>May be requested from any cluster area</i> Mill Creek New Haven Rock Bridge Elementary	Alpha Hart Lewis Blue Ridge Derby Ridge Parkade Shepard Two Mile Prairie	Fairview Grant Midway Heights Paxton Keeley Russell Boulevard West Boulevard

### **G. RETENTION GUIDELINES**

Students will normally progress annually from grade to grade. Retentions may be considered when, in the judgment of the professional staff, it is in the best educational interest of the students involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration. State law requires grade-level promotion be based on students reading no more than one grade level below the student’s current grade. The law does not apply to students receiving special education services under state law.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests, other measures of skill in content mastery, standardized test results, and teacher observation of student performance.

If a child has not met the standards for promotion and the parents wish to have the child continue to the next grade, they must provide remediation, which could include outside of school tutorial services, mandatory summer school, etc. If remediation is in a form other than Columbia Public Schools summer school, documentation of remediation must be provided to the schools by the parent for inclusion in the child's permanent record.

### **H. EMERGENCY PROCEDURES**

#### School Closing Due to Inclement Weather

Severe weather or road conditions which create safety hazards may make it necessary to cancel classes and other scheduled school activities. Local TV and radio stations will be notified if a decision to cancel classes is made. Listen to those stations for closing information. You may also choose to sign up for the CPS Alert to receive important notices about district events and school closings. This can be found on the district website at: [www.columbia.k12.mo.us](http://www.columbia.k12.mo.us)

A listing of the snow/inclement weather routes for each school will be distributed in the fall.

### Fire, Tornado Drills and Intruder Alerts

Fire, tornado drills and intruder alerts will be held periodically during the year. Instructors will explain the procedure for drills the first week of school. When these alarms are sounded, it is important for students to cooperate and to react quickly and calmly to directions. .

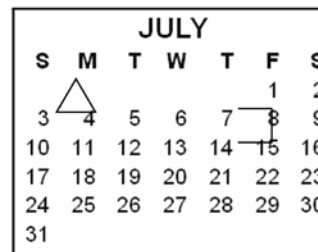
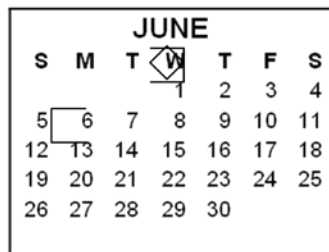
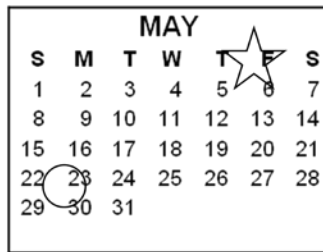
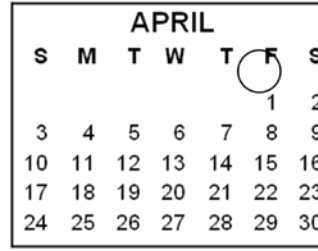
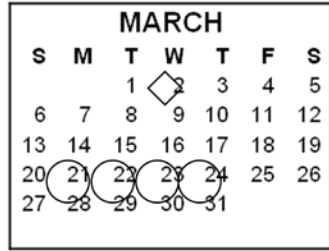
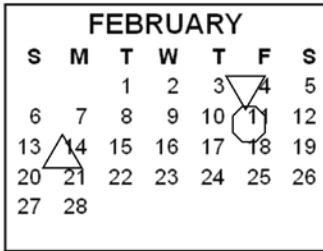
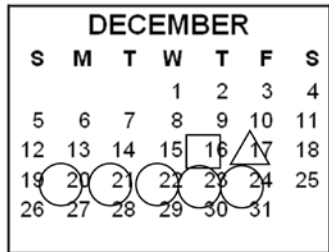
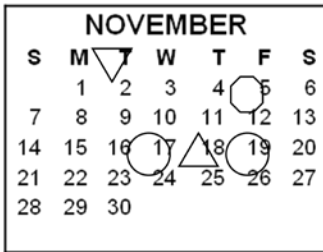
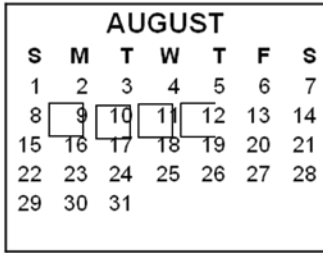
### Emergency/Crisis Management

Columbia Public School District has developed an Emergency/Crisis Management Plan, which will be implemented in event of a crisis. The Emergency/Crisis Team will be responsible for directing all activities during the emergency/crisis situation. Students will receive training in the proper procedures to follow during an emergency. It is very important that students and their families cooperate and follow the directions of the Emergency/Crisis Team. Parents are encouraged to refrain from calling the school during an emergency and to listen to local media for updated reports.

I. CALENDAR

**COLUMBIA PUBLIC SCHOOLS  
ELEMENTARY/MIDDLE SCHOOL CALENDAR  
2010-11**

First Day of Classes.....August 19  
 End of First Trimester.....November 11  
 End of Second Trimester.....February 17  
 Last Scheduled Day of Classes.....June 1  
 First Day of Summer School 2010.....June 13  
 Last Day of Summer School 2010.....July 15



Pre-school Workshops and Planning Days.....August 16,17,18  
 Labor Day.....September 6  
 Elementary Parent-Teacher conference Days..... November 12 and Feb 18  
 Thanksgiving Vacation.....November 24-26  
 Winter Recess.....December 23 –December 31  
 Martin Luther King's Birthday.....January 17  
 Teachers' Workdays.....November 2, February 11  
 Presidents' Day..... February 21  
 Spring Recess.....March 28-April 1  
 Memorial Day.....May 30

*If by early April we have not used 6 or more inclement weather days, the school district will consider taking May 6 as a holiday. The remainder of unused inclement weather days will be removed from the end of the school year.*

- Teacher Collaboration Days
- Classes Dismissed 2 ½ Hours Before Normal Dismissal Times for Staff Planning and Collaboration
- Legal School Holidays
- School Not in Session
- Elementary & Middle School Students DO NOT ATTEND CLASS – Parent-Teacher Conferences
- Opening Day of School
- Closing Day of School
- Elementary & Middle School Teachers' Workday – PreK-7 not in session

## BEFORE & AFTER SCHOOL CARE (ADVENTURE CLUB)

The University of Missouri College of Education ADVENTURE CLUB program provides children with a fun and safe place to go before and after school on the elementary school premises. All nineteen programs are licensed by the Bureau of Child Care and eleven programs are nationally accredited. To enroll in our program, please visit our website at [adventureclub.missouri.edu](http://adventureclub.missouri.edu). Opportunities for decision-making, individual and team achievement, self-esteem and life skills development are central to our mission.

### Program Fees

There is an annual non-refundable enrollment processing fee of \$15.00 per child. This fee is not applied to the first month's tuition. Sliding fees or childcare assistance (FSD) may be available for children who qualify. Please contact the main office for summer programming fees.

<b>Monthly Tuition Fees for the 2010-2011 School Year <i>Schedule</i></b>	<b><i>Monthly Tuition Fee</i></b>
AM, Full-Time	\$ 124.00 (first child) \$ 118.00 (second child)
PM, Full-Time	\$ 188.00 (first child) \$ 179.00 (second child)
AM & PM Full-Time	\$ 247.00 (first child) \$ 235.00 (second child)

**\* Please Note:** *Part-time enrollment is not available*

Limited financial assistance is available. For more information, write or call: Adventure Club, 2620 Forum Blvd Suite E, Columbia, MO 65203, 573-884-2582.

## K. VOLUNTEERS

### Philosophy of Volunteering

The philosophy of the Volunteers in Columbia Schools Program embodies the belief that community participation in the schools enriches the school program and fosters the public's interest in our schools, both of which can make a positive difference in the educational environment.

### Goals

1. To use parent/community volunteer resources to enrich student experiences and improve student performance.
2. To improve the quality, productivity, and effectiveness of education in the Columbia Public School District.
3. To stimulate action for expanded community involvement in the Columbia Public School District.
4. To broaden the scope of understanding between the community and the schools.

### Code of Ethics for Volunteers

In order to promote volunteerism in our schools, it is essential for all school volunteers to adhere to a professional code of ethics. We ask that volunteers subscribe to the following:

**Attitude:** Come to school with a positive attitude, one that will say to the principal, "I'm glad you asked me to help you," and one that will say to the student you are working with, "You are so special, I'm glad that I have an opportunity to work with you."

**Dependability:** Be dependable. The teachers will have planned activities for you to use with the students. Students and teachers depend on your help and participation.

**Communication:** Your volunteer work should be a learning activity for you. When you have questions about policy and procedures, ask the appropriate person - the teacher, the principal or the building volunteer coordinator.

**Confidentiality:** Your knowledge of students and the information about those who are succeeding or struggling must remain confidential.

**Support:** As a school volunteer, you are in a support position. You will need to support the teacher, principal and the school district since they are responsible for the education of all students at school.

As a school volunteer adhering to the Volunteer's Code of Ethics, you will be an integral part of the **school team** whose goal is to provide opportunities for all children to learn.

Volunteers shall act in accordance with district policies, regulations and school rules. Volunteers are under the direction and control of the building principal. The building principal may ask a volunteer to leave the campus if he/she violates a school rule. The superintendent/designee shall be responsible for investigating and resolving complaints regarding volunteers.

Volunteers shall maintain the same confidentiality standards expected of certificated personnel and exhibit the ethical behaviors of a professional. Volunteers shall not have access to confidential student files or records.

A criminal/child abuse record check shall be performed for each volunteer who has regular and frequent contact with students; unsupervised or one-on-one contact with students; or serves in a supervisory role. Criminal/child abuse record checks will be waived for parents/legal guardians who volunteer at the school where their child is enrolled, current district employees, and employees who have retired from the district within three months of requesting to volunteer. Volunteers who have occasional supervised contact with students do not need to complete criminal/child abuse record check. Volunteers subject to a criminal/child abuse record check will be required to resubmit record check information if there is a break in volunteering outside of the usual school year cycle breaks. If reasonable cause exists, any volunteer may be asked to submit or resubmit for a record check at anytime. The district shall pay the criminal/child abuse record check fee required by the Missouri State Highway Patrol and Missouri Department of Social Services. Results of criminal/child abuse record check will be submitted to the superintendent/designee for review. Individuals who are determined will not compromise the safety of students will be approved for volunteer status.

Volunteers will be covered under the district’s liability insurance policy while performing services sponsored by the school or the district.

The Role of PTA in Our Schools

PTA is a national organization founded to support our elementary schools. Under the guidelines of the building administration, PTA members support the school’s instructional program, organize fund-raisers, provide in-kind donations, and volunteer time. PTAs are important to all of our schools and all parents are encouraged to join yearly.

The building administrator must approve all PTA activities and communication.

**Section Two: INSTRUCTIONAL PROCESS**

- A. PROGRESS REPORTS/PARENT-TEACHER CONFERENCES
- B. STANDARDIZED TESTS
- C. GIFTED EDUCATION SERVICES
- D. ENGLISH LANGUAGE LEARNERS
- E. PHYSICAL EDUCATION
- F. PROGRAM OUTLINES
- G. SPECIAL EDUCATION
- H. ASSESSMENT PROGRAM

**A. PROGRESS REPORTS/PARENT-TEACHER CONFERENCES**

Progress reports are sent home three times a year. Additionally, parent conferences with your child’s teacher for all parents are planned in November (following the first trimester) and in February (following the second trimester). Supplemental conferences may be arranged at your request by contacting the school or by sending a note to your child’s teacher.

**B. STANDARDIZED TESTS**

The standardized testing program of the Columbia Public schools includes the following tests at the elementary level:

Cognitive Abilities Test (CAT):.....Administered to students in grades 2 and to 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> grade students who do not have an aptitude test score on file.

Missouri Assessment Program (MAP):.....Administered to students in grades 3, 4 and 5.

**C. GIFTED EDUCATION SERVICES**

The Gifted Program provides a range of gifted educational services at all grade levels designed to provide identified students with instructional objectives and strategies that are appropriate to their identified academic and affective needs. The elementary components of the program are:

**Primary High Potential Program**

K-2 qualifying students receive instruction from a certified gifted teacher at their elementary school one period per week.

**Grades 3-5 EEE**

Identified students in grades 3-5 attend the Center for Gifted Education one day per week for topic-focused, interdisciplinary classes that are differentiated for their special learning needs.

For further information on gifted program identification and services, please see the school district web page, <http://www.columbia.k12.mo.us/depts/gifted.php> or contact Terry Gaines or Jake Giessman, Gifted Program co-directors, at 214-3750 or [tgaines@columbia.k12.mo.us](mailto:tgaines@columbia.k12.mo.us) or [jgiessma@columbia.k12.mo.us](mailto:jgiessma@columbia.k12.mo.us).

#### **D. ENGLISH LANGUAGE LEARNERS**

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs.

For further information on the English Language Learners program, please contact Jennifer Albright-Borts, Social Studies/ELL Coordinator at [JAlbrigh@columbia.k12.mo.us](mailto:JAlbrigh@columbia.k12.mo.us)

#### **E. PHYSICAL EDUCATION**

K-5 students are not required to change clothes for physical education class but should wear clothes appropriate for active participation. For the safety of all students it is required that they wear a flat soled tennis shoe with no metal or hard plastic parts on them. Parent excuses from P.E. will be honored for a culmination of one school week. Students will need a doctor's excuse for absences longer than one week or two consecutive P.E. classes.

#### **F. PROGRAM OUTLINE**

The elementary curriculum has been planned and developed with the continuous growth of all children as its purpose. The curriculum includes: reading, mathematics, science, social studies, communication arts, health/physical education, computer literacy, art, and music. Completed curricula are available on the district website. It is essential for the student to master the concepts and skills in each subject area. The elementary curriculum is individualized so the needs of each child are addressed during the instructional process.

When you visit the Columbia Public Schools website at [www.columbia.k12.mo.us](http://www.columbia.k12.mo.us) you will first see the home page. Click on the top row "Parent" tab. Scroll down to "Curriculum" to access the district curriculum. In addition to the curriculum being housed on-line, hard copies are available at all elementary schools and in the Board of Education building.

The curriculum services section provides professional services related to the development and implementation of improved curricula in the schools of our state. The unit engages in a broad range of activities including: the preparation and dissemination of curricular materials; in-service training for professional staff members in curriculum development and in specific subject areas; and consultative assistance in solving instructional problems. Consultants and our district leaders provide services upon request in the areas of citizenship education, health and physical education, fine arts, reading, writing, mathematics, social studies, science and library/media. Particular emphasis is placed on assisting schools in aligning curriculum with the Show-Me Standards and the development of written curriculum guides required by the Missouri School Improvement Program and the Outstanding Schools Act.

Columbia Public School District is on the cutting edge. We are supporting the use of technology and protecting the idea of "Keeping our Schools Green." Please feel free to visit us on-line to access information including the most current K-12 curriculum. This is another effort to increase and improve the communication between parents, students, and the community.

#### **G. SPECIAL EDUCATION**

The Columbia Public School District:

- Assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program. Early intervention services are available for all eligible children.
- Provides parents the right to inspect and review personally identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).
- Has adopted the model Compliance Plan for implementation of Special Education. Copies of the Compliance Plan are available for public review during regular school hours on days school is in session at the following locations: Administration Building, 1818 West Worley Street, Principal's office of any Columbia Public School, and Daniel Boone Regional Library, 100 West Broadway, Columbia, Missouri and on the District web site. Included in this plan are the policies and procedure which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFT 76.301 of the General Education Provision Act.

If you have a child with a disability or know of a child with a disability who is not attending the public schools, please contact:

Director of Special Services  
Columbia Public School District  
1818 West Worley, Columbia, MO 65203

*This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.*

#### **Section 504**

Section 504 is civil rights legislation that prohibits discrimination against students with a disability in any program receiving federal financial assistance. This legislation defines a student with a disability as anyone who:

- Has a mental or physical impairment which substantially limits one or more major life activities [major life activities include: bending, breathing, care for one's self, communicating, eating, hearing, learning, lifting, operation of major body functions (including but not limited to functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions), performing manual tasks, reading, speaking, sleeping, seeing, standing, thinking, walking, and working];
- Has a record of such impairment; or
- Is regarded as having such an impairment.

The Columbia Public School district recognizes its responsibility under the legislation, that include the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to a free appropriate public education. If a parent or guardian disagrees with a decision regarding the identification, evaluation, or placement made by the professional staff of the school, he/she has a right to file a grievance. The method for filing a grievance is discussed in sections of this handbook.

#### **H. ASSESSMENT PROGRAM**

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with Board policy, state and/or federal law.

In cooperation with the administrative and instructional staff, the Board will annually review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals With Disabilities Act (IDEA) and Section 504 of The Rehabilitation Act.

#### **District Assessment Plan**

The superintendent or designee shall ensure that the district has a written assessment plan that shall test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The district-wide assessment program is designed to facilitate and provide information for the following:

1. Student Achievement: To produce information about relative student achievement so that parents/guardians, students, and teachers can monitor academic progress of the general population and subpopulations.
2. Student Counseling: To provide data as a tool in the counseling and guidance of students for further direction and for specific academic placement and remediation.
3. Instructional and Curriculum Change: To provide data which will assist in the preparation of recommendations for instructional and curriculum changes to:
  - a. Inform classroom instruction
  - b. Inform curriculum revision
  - c. Inform instructional policy
  - d. Inform the Board of Education in the adoption of instructional policy
4. School and District Evaluation: To provide indicators of progress of the district toward its goals and objectives.

There shall be broad-based involvement in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detract from it. Efforts shall also be made to incorporate culture-fair tests to assure that measurements are valid and reliable.

The complete Assessment Plan for the district can be obtained through the Columbia Public Schools web site, at <http://www.columbia.k12.mo.us/testing/assess.doc>

### **Reading Assessment**

The district will administer reading assessments to students in kindergarten through fifth grade to determine whether additional reading instruction is needed. Assessment scores of third grade students may be used to ascertain the necessity of retention, as required by law. The district will also administer a reading assessment to all students who transfer to the district and to all students attending summer school due to a reading deficiency, as required by law.

Reading proficiency will be based on multiple measures including, but not limited to, a standardized computer adaptive assessment and a one-on-one teacher administered diagnostic assessment. The superintendent or designee will determine which methods of reading assessment the district will utilize.

### **Statewide Assessments**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education.

The district's policy on student participation in statewide assessments is described in the Assessment Plan, which is available through the Columbia Public Schools web site at the address above, or upon request from your school principal.

## **Section Three: STUDENT INFORMATION AND SERVICES**

- A. EMERGENCY INFORMATION
- B. ATTENDANCE/SCHOOL HOURS
- C. GUIDANCE AND COUNSELING
- D. TRANSPORTATION
- E. CHANGES IN SCHOOL ROUTINE
- F. PHONE USAGE
- G. DRESS/GROOMING
- H. LOST AND FOUND
- I. RECESS
- J. BREAKFAST/LUNCH PROGRAM

### **A. EMERGENCY INFORMATION FOR STUDENTS**

All students must have emergency family information sheets filled out and filed with the main office in each school building. This information will be used to contact parents or designated others in case of illness or injury. It also lists persons other than the parent who can pick up your child in the event of an emergency. Please be certain that your emergency card is updated whenever the information changes, as it is very important that school personnel are able to contact parents.

### **B. ATTENDANCE/SCHOOL HOURS**

All Columbia Public Elementary Schools begin classes at 8:50 a.m. and dismiss at 3:45 p.m. Students should not arrive at school before 8:30 a.m. and parents should be prompt when picking up their child/children at dismissal time. Missouri law keeps attendance in the schools by the hour. If a student arrives at school 30 minutes or less after school has begun, that is considered a tardy, not an absence. School attendance is critical! Thoughtful discretion should be exercised in removing children for extended trips and vacations while school is in session. Planning well in advance and conferring with teachers about work prior to the trip is helpful. Appointments should be made outside of school hours whenever possible. Please send a note to school when your child must be dismissed early.

Students will need to be checked out through the office. It is very important that students are signed out/in through the office for safety and accuracy of records.

### **Elementary School Attendance Regulations**

These attendance regulations provide guidelines for school administrators, teachers, parents, and students for the purpose of regular student attendance which results in success in the overall school experience of students. Columbia Public Schools has established an attendance goal of 95% average daily attendance. Anytime a student is absent academic achievement can become a concern.

#### **I. Definitions**

All absences, including those approved in advance by parents and/or school officials, will be counted as days absent, unless the absence is for a school-sponsored activity. Absences can be excused or unexcused.

##### **A. Excused Absences** Those absences meeting the following criteria:

1. Illness (Students who are frequently absent because of illness will be referred to the school nurse or counselor).
2. Death in the immediate family (Immediate family includes father, mother, grandfather, grandmother, aunt, uncle, brother, and sister of the student; step family is considered immediate family).

3. Occasional unavoidable medical appointments.
4. Required religious observances.
5. Required court appearance.
6. Other circumstances which are explained to the satisfaction of the principal.

**B. Unexcused Absences** Absences for all other reasons than those indicated under excused absences.

**C. Truancy** An elective absence, which was not approved in advance by parents or by school officials. Although truancy usually refers to an absence of which parents are unaware, certain absences of which the parents are aware will be treated in the manner of truancy. Truancy is a violation of state statutes as well as school regulations and may result in suspension, prosecution, and/or other disciplinary actions. Truancy is always an unexcused absence.

**D. Suspension** An absence required by school authorities as disciplinary action for inappropriate behavior.

## II. Attendance Procedures

**A.** Parents should notify the school office each day a student will be absent prior to the beginning of the school day. Principals will provide parents at each school with specific instructions for informing the school about a student's absence.

**B.** If a student is absent and the parents do not notify the school, the school will attempt to contact the parent.

**C.** When a student has been absent more than four days in the first trimester or more than 5% of the total daily attendance after the first trimester, the absences become a major concern related to the student's overall success in school and school officials will:

1. Advise the parent of the absences by letter;
2. Review the reasons for the absence;
3. Consider attendance as a factor in recommending promotion for the following year;
4. Utilize some or all of the strategies below to prevent additional occurrences of any avoidable and unexcused absences and truantries:
  - Automated and personal phone calls to parents and letters home regarding individual absences.
  - Home visits by school personnel.
  - Student referral to a student assistance team.
  - Student referral to crisis and guidance counselors.
  - Implementation of building drop-out prevention plan.
  - Student or parent referral to Juvenile Office Children's Division, Prosecuting Attorney or other community agency as deemed appropriate.

## III. Opportunity to Make up Work Missed Due to Absence

### A. Excused Absences

1. Students who have an excused absence shall have the opportunity to make up work. It shall be the responsibility of the parent or student, to contact the teacher(s) involved to determine make-up work assignments and establish mutually agreeable times for completing make-up work.
2. When an extended family absence is necessary, it shall be pre-arranged and the following steps should be taken:
  - a. The parent shall notify the school administration in advance of the absence.
  - b. It shall be the responsibility of the student, on his/her own initiative, to contact the teachers(s) to determine make-up work assignments and establish mutually agreeable times for completing make-up work.

### B. Unexcused and Suspension Absences

1. No rule or procedure will preclude a student from making up work missed due to any type of absence, including absences due to suspension.
2. Students who have an unexcused, truant, or suspension absence will have the opportunity to make up tests, daily work, and major projects for credit. Parents/students must initiate contact with teachers involved to determine make-up work assignments and establish mutually agreeable times for completing make-up work.

## IV. Actions by Appropriate Authorities

School officials work in partnership with the Children's Division, Juvenile Court Services, the Prosecuting Attorney, and law enforcement to curb avoidable, unexcused, and truant absences by students. These authorities in turn will work with students and families to keep students' school attendance as high as possible to ensure maximum success in the student's overall school experience.

## C. GUIDANCE AND COUNSELING

The Columbia Public Schools Comprehensive Guidance and Counseling Program is an integral part of each school's total educational program. It is developmental by design and includes sequential activities organized and implemented by certificated school counselors with the support of teachers, administrators, students, and parents. The counselor for your school may also be responsible for providing services to other schools. The program is designed to address the needs of all students by helping them to acquire skills in the areas of Personal/Social Development, Academic Development and Career Development.

Counselors work in four areas:

- Responsive Services: Individual and group counseling and consultation related to personal problems and educational progress.
- Curriculum: Classroom presentations to help students learn about themselves and others and develop coping skills to deal with life's problems, develop skills to be successful in school and plan for the future.
- Individual Planning: Assist students with academic and career success.
- System Support: Management activities and program evaluation to support the guidance and counseling program as well as other school programs.

Elementary professional school counselors have a positive impact on student achievement. Elementary counselors spend their time involved in delivering curriculum based on community and school needs. Also, counselors provide individual and group counseling as well as consultation with teachers, parents, administrators and community agencies and other resources.

#### **D. TRANSPORTATION**

Bus transportation is provided by First Student Transportation (474-9473). Elementary students who live one mile or more from school are eligible for bus transportation. Eligibility for transportation is based on the residence of the pupils. Students who have special permission to attend a school are not eligible for free bus transportation. In some cases, paid transportation may be arranged with First Student for students not eligible for free transportation.

Each year students riding the bus will be given a set of rules while on the bus. Tickets will be issued for infractions of the rules. The school administration will determine consequences for tickets. Upon the third ticket or an incident of severe behavior, bus privileges may be suspended. Copies of tickets, which are issued, will be provided to parents. Drivers are responsible for maintaining discipline and safety on the buses at all times. The bus company has installed video camera systems on the buses to assist in monitoring student behavior.

The basic bus rules are:

1. Keep hands and feet to self
2. Stay seated
3. No eating/drinking on the bus
4. Talk quietly

#### **E. CHANGES IN SCHOOL ROUTINE**

Please send a note with your child or call the main office if there will be a change in your child's before or after school routine. Last minute changes should be avoided unless due to an emergency.

#### **F. PHONE USAGE**

The use of school phones by students for other than school business is discouraged. Please make arrangements in advance for after-school activities. The phone will not be available to make arrangements for this type of activity.

To foster student responsibility, students are discouraged from calling home to request items that were left at home. Students will not be called from class to accept phone calls except in an emergency. **Cell phones are to be off during school hours.**

#### **G. DRESS/GROOMING**

Dress and grooming are generally considered a matter of individual taste. The primary responsibility of dressing appropriately for school is left to the students and their parents. Extremes in dress and/or grooming which may be a health or safety hazard or which detract from a desirable educational setting are not appropriate for school. The principal is responsible for making sure that a student's dress does not distract from or interfere with the teaching/learning process. Students who interfere with the educational process by extreme dress and/or grooming will be subject to disciplinary action.

As parents, you provide direction to your child regarding appearance. All students may wear clothes you consider appropriate as long as they do not disturb the educational atmosphere of the school. The final decision in regard to appropriateness of apparel is the responsibility of the principal. Any clothing item which draws an unusual amount of attention or comment from other students (too tight, negative or inappropriate captions, clothing that promotes alcoholic beverages, tobacco, etc.) is not acceptable. No hats shall be worn indoors as well as shoes with wheels in the heel. It is hoped that students will take pride in their appearance.

#### **H. LOST AND FOUND**

Lost and found items are kept in a designated area at school. Small items and/or valuable items are kept in the office. Please check the lost and found area for lost items. For easy identification, please mark all clothing, lunch boxes, etc. with your child's name. After sufficient time has elapsed, lost and found items will be donated to a community organization.

#### **I. RECESS**

Daily outdoor recess is provided to give students a chance for appropriate social interaction and physical activity. Students should come to school prepared to go outside each day. In the case of inclement weather, the building administrator(s) will use temperature, wind chill, and

playground condition data to determine if recess will be held outside or inside. Indoor recess may be some form of physical activity or teacher-approved games. Chasing (tag) games are prohibited.

If a student must remain inside at recess for health reasons, a doctor's note should be sent to the teacher indicating the reason and duration. In general, if a child is not well enough to go to recess, the child is not well enough to be in school.

Recess privileges may also be denied for disciplinary reasons.

## **J. BREAKFAST/LUNCH PROGRAM**

### **Breakfast/Lunch Program**

Nutrition Services has a computerized cashiering system. Students may deposit money in an account to pay for lunch and/or breakfast or the student may pay cash daily. Deposits may be made at school or online at the Columbia Public Schools website, [www.columbia.k12.mo.us](http://www.columbia.k12.mo.us). Click on Departments/Nutrition Services/Internet Meal Payment and then follow the instructions.

All students use their personal identification number to access their account. The student will type this identification number into a keypad at the cashier stand.

### **Free & Reduced Priced Meals**

Free & reduced prices are available to those families who meet federal guidelines. Forms are available in the school office. A new application must be completed at the beginning of every school year.

### **Breakfast**

All students are welcome to eat breakfast every morning.

<u>Cost:</u>	Full Breakfast	\$1.35
	Reduced Breakfast	\$0.30

### **Lunch**

Hot lunches are provided featuring a regular menu, salad bar, or a sack lunch. All meals include milk.

<u>Cost:</u>	Full Lunch	\$2.10 (includes milk)
	Sack Lunch	\$2.10 (includes milk)
	Salad Bar	\$2.10 (includes milk)
	Reduced Lunch Price	\$0.40

Parents are always welcome to eat lunch with their children. Visiting adults may purchase a lunch for \$3.00.

### **Charge Policy**

District-wide policy allows children to charge their meal three times (*a charge is a meal obtained with a zero or negative student account balance*). Additional charges cannot be made until these are paid.

## **Section Four: STUDENT RIGHTS AND RESPONSIBILITIES**

- A. POSITIVE BEHAVIOR SUPPORT (PBS)
  - a. Columbia Public Schools Positive Behavior Support Purpose Statement
  - b. Positive Behavior Support Implementation
- B. DISCIPLINE PHILOSOPHY OF CPS ELEMENTARY SCHOOLS
- C. POSSIBLE BEHAVIOR CONSEQUENCES
- D. SUMMARY OF COLUMBIA PUBLIC SCHOOLS DISCIPLINE POLICY
  - a. COMPUTER USE

### **A. POSITIVE BEHAVIOR SUPPORT (PBS)**

#### **a. Positive Behavior Support Purpose Statement**

Positive Behavior Support is a collaborative process for structuring the learning environment to support the academic and social success of all students. Clearly defined universal behavioral expectations and the resulting common language used by all community members across settings and buildings:

- Provides a unified teaching focus and maximizes efficiency of instructional time
- Increases use of appropriate behaviors
- Increases student time in academic instruction

- Supports a positive learning and working climate
- Creates a more predictable learning environment K-12
- Fosters improved communication among students, faculty, staff, parents and other community members
- Efficiently provides extra supports for at-risk student populations.

Positive Behavior Support addresses all of the Columbia Public Schools Board of Education goals: increasing student achievement, eliminating the achievement gap, and increasing efficient use of resources.

**b. Positive Behavior Support Implementation**

1. Schools decide the social skills that are expected
  - Schools decide how students are to behave, such as Be Safe, Be Respectful, Be Ready.
  - Schools decide what students should do in the cafeteria, hallway, playground, commons, before school, after school, in the classroom and on the bus.
2. Teach the Social Skills
  - Teachers tell students what they should do.
  - Teachers show students what they should say, and what their body should do.
  - Teachers have students practice the social skills.
  - Teaching and practicing happens in the classroom and in the cafeteria, hallway, playground, and commons.
3. Tell Students When They Use Social Skills
  - To help students learn the social skills that are taught, teachers, media specialists, cafeteria supervisors, playground supervisors, administrators and all staff tell students when they see students do or say the skill. An example: “Thanks for being responsible and getting to class on time”.
  - Schools are encouraged to celebrate when students have learned to use kind, respectful, responsible and safe skills.
4. Correct Students When They Do Not Use Social Skills
  - When students make a social mistake, staff must stop the student and re-teach.
  - If a student is unsafe, removal from the classroom or setting may be necessary.

**B. STUDENT DISCIPLINE**

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R, JGA, JGB, JGD, JGE and JGF.

**Application**

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law. No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

**Enforcement**

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures shall be consistent with Board-adopted discipline policies. Teachers have the authority and responsibility to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved. School personnel will counsel and assist parents and students in disciplinary situations and may encourage the use of other professional assistance. All employees of the district shall annually receive instruction related to the specific contents of the district’s discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements for confidentiality. The administration shall emphasize, as part of the in-service training program for administrators, counselors and teachers, training in current alternative disciplinary techniques and strategies.

## **Release of Information**

If the superintendent believes that an incident which has occurred or situation which exists in a school is such that a general feeling of concern or insecurity is present, or may develop, among students and/or parents, notice shall be provided to parents giving appropriate information about the incident or situation and the action taken by school personnel. In cases which may be of concern to individuals, persons who inquire about an incident or situation in the schools will be given appropriate information and informed of the action taken by school personnel. Information shall not be revealed which would violate any state or federal law or which would violate or threaten to violate the legal rights of individuals.

## **C. POSSIBLE CONSEQUENCES**

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

Each individual elementary school will develop a school wide discipline plan that takes into consideration the individual school environment, which is consistent with the district-wide behavior plan. Parents, teachers, and students should understand the plan. Discipline plans and procedures should encourage students to develop self-discipline and self control. Students who do not respond to reasonable consequences may need additional intervention as determined by personnel of the Columbia School District:

- Administrative conferences
- Teacher conferences
- Parental notification
- Detention (after school or in-building detention during school hours). Most of the students in the Columbia Public School District follow the policies and procedures which help schools run efficiently and effectively. However, when it becomes necessary to discipline students for infractions, the following detentions exist as alternatives to some suspensions.

In-School Detention: This detention (ISD) is for some infractions of school policies and is served during the school day. Students are expected to report promptly after being assigned with materials to work on class assignments. Visiting or talking to other students while assigned to ISD is not permitted. Students must accept the direction of the supervising teacher at all times. Students failing to cooperate shall be subject to additional disciplinary action.

Before- or After-School Detention: This detention (ASD) can be assigned in addition or as an alternative to ISD. Students are expected to adhere to the same rules as ISD.

- Suspension or restrictions from activities, privileges, bus or school
- Removal of privileges, e.g., recess, etc.
- Restitution
- Confiscation of property (weapons, toys, or inappropriate materials)
- Notification of Director of Security and/or appropriate governmental or law enforcement agency

## **Reporting to Law Enforcement**

It is the policy of the Columbia School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

## **Documentation in Student's Discipline Record**

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

## **Participation in Activities**

Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

**Prohibition against being on or near School Property during Suspension**

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee. Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

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

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

**Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violation.

In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

**Prohibited Conduct (FILE: JG-R)**

<b>Prohibited Conduct</b>	<b>Definition</b>	<b>Consequence ( Any Offense)</b>
Academic Dishonesty	Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.
Bus or transportation misconduct	Any offense committed by a student on transportation provided by or through the district.	Shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.
Firearms	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).	One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent
Tuancy	Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.	Administrator/Student conference, detention, or in-school suspension.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.	Administrator/Student conference, detention, in-school suspension, 1-180 days out-of school suspension or expulsion. Restitution if appropriate. May include loss of privileges including, but not limited to:
Assault	Hitting, striking, or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring or attempting to kill another person.	Confiscation of the contraband item
Automobile/Vehicle misuse	Uncourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.	Loss of parking privileges Loss of technology privileges
Bullying	Repeated and systematic intimidation, harassment and attacks on a student or	

Prohibited Conduct	Definition	Consequence ( Any Offense)
	multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.	
Dishonesty	Any act of lying, whether verbal or written, including forgery.	
Disrespectful or disruptive conduct or speech	Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.	
Drugs/Alcohol	<p>1) Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.</p> <p>2) Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.</p> <p>3) Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.</p>	
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.	
False alarms	Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.	
Fighting	Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.	
Hazing	Any activity that a reasonable person believes would negatively impact the mental	

Prohibited Conduct	Definition	Consequence ( Any Offense)
	or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.	
Public display of affection	Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.	
Sexual harassment	Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments; requests for sexual favors; touching or fondling of the genital areas, breasts, or undergarments, regardless of whether or not the touching occurred through or under clothing; and other unwelcome sexual advances.	
Technology misconduct	Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.	
Theft	Theft, attempted theft, or knowing possession of stolen property.	
Threats or verbal assault	Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.	
Tobacco	Possession of any tobacco products on school grounds, school transportation or at any school activity.	
Unauthorized entry	Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district	

Prohibited Conduct	Definition	Consequence ( Any Offense)
	facility through any entrance.	
Vandalism	Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.	
Weapons (other than firearms)	Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.	

#### D. SUMMARY OF DISCIPLINE POLICY

The Safe Schools Act, passed in 1996, was established to support school districts in their efforts to ensure that school is a safe place for students and employees. It is important to know that this law means that **drugs, weapons, and malicious physical contact as well as other serious offenses, will not be tolerated on school grounds, at school activities or on school buses.**

The following is a **summary** of the Columbia School District Discipline The notation following each topic is policy approved by the Board of Education and is located on the Columbia Public Schools website [www.columbia.k12.mo.us](http://www.columbia.k12.mo.us)

##### **Weapons in School (FILE: JFCJ)**

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student, employee or patron, excluding law enforcement authorities, may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

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

1. a firearm
2. a blackjack, concealable firearm, firearm silencer, explosive weapon, gas, gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife
3. a dangerous weapon
4. all knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense
5. any object designed to look like or imitate a device as described in 1-4

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property or at any school activity will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education.

Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, may also be subject to suspension and/or expulsion from school and may be referred to the appropriate authorities.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

##### **Student Discipline (FILE: JG)**

The Board of Education has the responsibility for developing guidelines that will maintain a safe environment for learning. The Board requires appropriate behavior from all students. The Board says that if a student commits a serious offense they should not attend the regular school program. Offensive behavior would include psychological, physical, sexual and verbal abuse.

- Building principals will develop rules for their school regarding student behavior.
- Teachers will be responsible for enforcing school rules in the classrooms.
- Principals can suspend a student up to ten school days if the student does not follow the rules of the school.
- The Superintendent of the school district can suspend a student up to 180 school days. The parent/guardian will be made aware of any suspension.
- Employees of the school district will be provided yearly training regarding the content of the discipline policy. The system known as Positive Behavior Support (PBS) is one strategy used by Columbia Public Schools to assist students with learning appropriate behavior.

- The Columbia School District will recognize and honor suspensions and expulsions from other school districts if it is determined that the student's conduct would have resulted in a suspension or expulsion in the Columbia School District.
- No student may be readmitted or enrolled in the school district who has been convicted of or charged with an act which if committed by an adult would be one of the following: first and second degree murder, first degree assault, forcible rape, forcible sodomy, statutory rape, statutory sodomy, robbery in the first degree, distribution of drugs to a minor, arson in the first degree, or kidnapping when classified as a class A felony.

#### **Corporal Punishment (FILE: JGA)**

Corporal punishment is not to be used as a disciplinary measure in the Columbia Public Schools. A staff member may, however, use reasonable physical force against a student when it is essential for self-defense, the protection of other persons, the safeguarding of public school property, or the preservation of order; if such action is necessary, it shall be limited to that degree of physical force required to ensure adequate control of the student.

#### **Detention and/or In-school Suspension Students (FILE: JGB)**

The opportunity for detention or in-school suspension for students who do not follow rules of the school is an alternative for principals to use with students. The assignment to detention and the length of time the student will be in detention or in-school suspension will be determined by the principal of the school.

#### **Student Suspension and Expulsion (FILE: JGD)**

The following procedures apply to all students. However, additional procedures for discipline for students with disabilities are sometimes required, as discussed in policy JGE, Discipline of Students with Disabilities.

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

The terms "suspension" and "removal" refer to an exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for "suspensions" in this policy.

The term "suspension" refers to exclusion for a definite period of time for not following school rules.

The term "expulsion" refers to exclusion for an indefinite period for serious misconduct.

The district may honor suspensions and expulsions from another in-state or out-of-state school district including a private, charter or parochial school or school district pursuant to law and policy JEC, Student Admissions. Before making any decision to honor such suspensions or expulsions, the superintendent or designee will review the situation and consider whether the student has received the due process required by law.

#### **Suspensions:**

- A principal may suspend up to ten (10) school days.
- The superintendent may suspend up to 180 school days.

Procedures for suspending a student are outlined below.

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and give the student an opportunity to present his or her version of the incident. The student shall have the right to appeal through the appropriate levels of administration.
2. If the principal or superintendent concludes that the student engaged in misconduct punishable by suspension, the procedures described below apply. If the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act, additional procedural safeguards described in policy JGE will apply.
3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate.
4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.
5. Any suspension by the principal must be reported, immediately and in writing to the superintendent, who may revoke the suspension, either part or in full, at any time.

#### ***For suspensions that are longer than three (3) school days:***

- Official notification of a pupil's suspension should be made to the parents of the pupil in writing. The written notification should include a summary of the situation and the reasons for suspensions.
- Parents should be provided the opportunity for a personal conference regarding the reasons for the suspension and the conditions under which the pupil may be permitted to reenter school.
- Parents or school personnel may wish to involve others in the conference if it is believed that they can contribute to a better understanding of the situation.

- The decision of the principal may be appealed to the Assistant Superintendent for Secondary Education or Assistant Superintendent of Elementary Education and successively through every level of administration of the school system.
- A record should be made of the reasons for the suspension, the results of the conference with the pupil's parents, and the conditions under which the student may reenter school.

***For suspensions that are more than ten (10) school days:***

- The student, his or her parents or guardians or others having custodial care have the right to appeal the superintendent's decision to the Board of Education.
- If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
- All notices of appeal shall be transmitted to the Secretary of the Board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the Board.
- The superintendent shall provide to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.
- The Board will schedule a hearing and will notify the appealing party, by certified mail, of the date, time and place of the hearing and of the right to present evidence at the hearing and call witnesses is deemed appropriate.
- Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

***Suspensions for more than 180 school days and expulsions***

- Only the Board of Education may expel a student or suspend a student for more than 180 school days. The Board will initiate a Student Discipline Hearing in these situations.

**Student Discipline Hearings**

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

In all hearings the following procedures will be adhered to:

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

**Remedial Conference**

Prior to the readmission or enrollment of any student who has been suspended out of school (for more than 10 days) or expelled in accordance with this policy for an "act of school violence" as defined by Board policy JGF, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student and any agency having legal jurisdiction, care, custody or control of the student. Parents or guardians and all other parties shall be notified, in writing of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference. This requirement applies to enrolling students transferring from another school as well, regardless of whether the "act of school violence" was committed at a public school or at a private school in Missouri, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

## **Discipline of Students with Disabilities (FILE: JGE)**

### **Definitions**

1. **Change of Placement:** The removal of a student with disabilities from his/her classroom or service, as specified in an Individualized Education Plan (IEP) or Section 504 Plan, for a period of more than ten consecutive school days or cumulative days, if a pattern of suspension is created, within a year.

A student with disabilities, who brings a firearm on school property or uses, possesses or sells drugs on school property may be placed in another appropriate educational setting for not more than 45 school days until a final decision has been made regarding placement.

2. **Students with Disabilities:** A student identified as having disabilities as defined in Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act, or a student referred for an evaluation.

### **Procedures**

1. If a student with disabilities is charged with inappropriate behavior that may result in a suspension, the student and the student's parents/guardians shall be given oral or written notice of the charges. If the student or parents deny the charges they will be given an oral or written explanation of the facts. The student shall then be given an opportunity to give his/her version of the incident.
2. The principal shall keep a record of all disciplinary action taken against a student with disabilities that, if continued for more than ten consecutive or cumulative school days, would be a change in placement.
3. If any disciplinary action that will result in a change in placement is proposed against a student with disabilities, the Director of Special Services and the chairperson of the student's multidisciplinary team shall be notified and the committee shall be convened as soon as possible.

The student shall be given all procedural rights under federal and state law. These rights are outlined in the Board of Education Policy, FILE: JGE.

4. If the student with disabilities is found by the district to be of danger to himself/herself or others, and the student's parent/guardian has not consented to an immediate change in placement following due process procedures, the district may ask for a court order to make the change in placement. The safety of the school staff and students shall at all times be a primary consideration.
5. If the action proposed would cause a change in placement, the committee shall determine whether the behavior of the child is related to the child's disability, and whether the child is placed in an appropriate placement based on an evaluation.
6. If the committee decides that the student's behavior is unrelated to the disability, discipline that may change the placement of the student may occur, including suspension or expulsion. Parents must be notified of the change in placement. Special education services cannot stop. The committee's decision may be appealed.
7. If the committee decides that the behavior is related to the student's disability, the student shall remain in the current placement until completion of the administrative process. Disciplinary action resulting in a change in placement may not be taken against the student. The committee shall change the student's placement or IEP or 504 Plan as appropriate.
8. Due process procedures, dealing with suspension or expulsion under state law, shall be provided before the long term suspension or expulsion of students with disabilities.

### **Discipline Reporting and Records (FILE: JGF)**

The purpose of this policy is to designate specific actions committed by students, which must be reported to teachers, administrators, and/or law enforcement officials as well as those actions, which must be placed in the student's discipline record.

### **Definitions:**

1. **Act of School Violence/Violent Behavior:** The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district, or while involved in school activities.
2. **Serious Physical Injury:** Physical injury that creates substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.
3. **Serious Violation of District's Discipline Policy:** A serious violation would be one or more of the following:
  - Any act of school violence or violent behavior.
  - Any offense that occurs on school property, on school transportation, or at any school activity and that is required by law to be reported to law enforcement officials.
  - Any act that results in an out-of-school suspension for more than ten school days.
4. **Need to Know:** Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.
5. **School Property:** Property utilized, supervised, rented, leased, or controlled by the school district including, but not limited to, school playgrounds, parking lots, designated bus stops, school transportation, and any property on which any school activity takes place.

**Reporting to School Staff:** School administrators shall report acts of school violence to teachers and other school district employees with a need to know the information to adequately supervise the students and to protect themselves or others. Any part of a student's Individualized Education Program (IEP) that is related to demonstrate or potentially violent behavior shall be provided to any teacher or district employee with a need to know the information.

Teachers and other school district employees who have a need to know will also be informed by the superintendent of any act committed or allegedly committed by a student in the district, which is reported to the district by a juvenile officer or an employee of the Children's Division of the Department of Social Services, sheriff, chief of police, or other appropriate law enforcement authority in accordance with state law. Such reports shall not be used as the sole basis for denying educational services to a student.

**Reporting to Law Enforcement Officials:** Any of the following acts committed on school property, on school transportation, or at a school activity must be reported by the school administrator to the appropriate law enforcement agency as soon as reasonably possible:

- First and second degree murder
- Voluntary or involuntary manslaughter
- Kidnapping
- First, second or third degree assault
- Sexual assault or deviate sexual assault
- Forcible rape or sodomy
- Burglary in the first or second degree
- Robbery in the first degree
- Possession of a weapon
- Distribution of drugs and distribution of drugs to a minor
- Arson in the first degree
- Felonious restraint
- Property damage in first degree
- Child molestation in the first degree
- Sexual misconduct involving a child
- Sexual abuse
- Harassment
- Stalking

The superintendent or designee shall notify the juvenile or family court upon suspension for more than ten (10) school days or expulsion of any student who is under the jurisdiction of the court.

All employees who are aware of an incident in which a person committed an act that if committed by an adult would be first, second, or third degree assault, sexual assault, or deviate sexual assault against a student or school employee, while on school property, on school transportation, or at school activities shall immediately report the incident to the principal. The employee shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. The principal shall immediately report the incident to the appropriate law enforcement agency and the superintendent.

A written agreement may be developed between the superintendent and the appropriate local law enforcement agency as to the procedure for reporting any incident in which a student is believed to have committed an act that if committed by an adult would be third degree assault. School districts may report or disclose education records to law enforcement and juvenile justice authorities, if the disclosure concerns law enforcements or juvenile justice authorities' ability to effectively serve, prior to adjudication, a student whose records are released.

**Student Discipline Records:** The school district shall compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. The records shall be made available to teachers and other school district employees with a need to know and shall be provided within five (5) business days of receiving the request in accordance with state law, to any school district in which the student subsequently attempts to enroll. If a student is placed in another school by the Children's Division, the records will be transferred to the new school within two (2) business days after notification by the Children's Division. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

**Confidentiality:** Any information received by a school district employee relating to the behavior of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline are maintained in the schools.

\* \* \*

While the **Missouri Safe Schools Act** requires school officials to respond decisively, it is important to note that much of the responsibility for student behavior is now shifted back to parents/guardians. When students come to school they must show respect for themselves, their peers, and adults. They must know that schools, school grounds, school activities and school buses are safe places for learning, for playing, and for growing into responsible adults.

#### **E. COMPUTER PRIVILEGES**

The use of any Columbia Public Schools computer is a privilege, not a right. Users of computers are obligated to conform to district and individual school policies and directions given by a staff member. Using the CPS facilities to access information carried by the Internet or other such information services must be for academic work assigned by a teacher. Depending on the nature of the situation, students who violate this regulation shall be subject to disciplinary action, or as the case is with any other property of the CPS, be held responsible for the cost of repair or replacement of any damaged equipment or materials.

**Technology Usage:** The Columbia School District recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need. The district's technology exists for maximizing the educational opportunities and achievement of district students. The network is considered a limited purpose device. The professional enrichment of the staff and Board, and increased engagement of the students' families and other patrons of the district are assisted by technology, but are secondary to the ultimate goal of student achievement. Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Development of students' personal responsibility is itself an expected benefit of the district technology program.

**Definitions:** For the purposes of this policy and related regulation, procedures and forms, the following terms are defined:

1. **Technology Resources:** Technologies, devices and resources used to access, process, store or communicate information. This definition includes, but is not limited to computers, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, Internet, electronic mail, electronic communications devices and services, multi-media resources, hardware and software.
2. **User:** any person who is permitted by the district to utilize any portion of the district's technology resources, including but not limited to students, employees, School Board members and agents of the school district.
3. **User Identification (ID):** any identifier that would allow a user access to the district's technology resources, or to any program, including but not limited to, e-mail and Internet access.
4. **Password:** a unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

**User Identification and Network Security:** The district technology resources may be used by authorized students, employees, School Board members and other persons such as consultants, legal counsel and independent contractors. Use of the district's technology resources is a privilege, not a right. No student, employee, or other potential user will be given an ID, password or other access to district technology if he/she is considered a security risk by the superintendent or designee. Users must adhere to district policies, regulations, procedures, and other district guidelines. All users shall immediately report any security problems or misuse of the district's technology resources to an administrator or teacher.

**User Agreement:** Unless authorized by the superintendent or designee, all users must have an appropriately signed *User Agreement* on file with the district before they are allowed access to district technology resources. All users must agree to follow the district's policies, regulations and procedures. In addition, all users must recognize that they do not have a legal expectation of privacy in any e-mail use activities involving the district's technology. A user ID with e-mail access, if granted, is provided to users of this district's network and technology resources only on condition that the users consents to interception or access to all communications accessed, sent, received or stored using district technology in his or her *User Agreement*.

**Content Filtering and Monitoring:** The district will monitor the on-line activities of minors and operate 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. Filtering/Blocking devices are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may disable the district's filtering/blocking device to enable a non-student user access for bona fide research or for other lawful purposes. In making decisions to disable the district's filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

**Closed Forum:** The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law.

The district's web page will provide information about the school district, but will not be used as an open forum. Any expressive activity involving district technology resources that students, parents and members of the public might reasonably perceive to bear the imprimatur of the school, and which are designed to impart particular knowledge or skills to student participants and audiences, are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activity involving the district's technology is subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

**Student Users:** No student will be given access to the district's technology resources until the district receives a *User Agreement* signed by the student and the student's parent(s), guardian(s), or person(s) standing in the place of a parent. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the *User Agreement* without additional signatures. The superintendent or designee in unusual situations may grant students who do not have a *User Agreement* on file with the district permission to see district technology.

**Privacy:** A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources. All district technology resources are considered school property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time, without prior notice. Authorized district personnel may load or delete new programs or

information, install new equipment, upgrade any system or enter any system to correct problems at any time. The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications, all data stored on the district's technology resources, and download material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

**Violations of Technology Usage Policies and Procedures:** Use of district' technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policy, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. The administration may use disciplinary measures to enforce district policy, regulations and procedures. Students may be suspended or expelled for violating the district's policies, regulations and procedures. Employees may be disciplined or terminated for violating the district's policies, regulations and procedures. Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

**Sanctions:**

1. Violations may result in a loss of access.
2. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
3. When applicable, law enforcement agencies may be involved.

**Damages:** All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

**General Rules and Responsibilities:** All users of the district technology resources will follow the following rules and responsibilities.

1. Applying for a user ID under false pretenses is prohibited.
2. Using another person's user ID and/or password is prohibited.
3. Sharing one's user ID and/or password with any other person is prohibited.
4. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
5. Deletion, examination, copying or modification of files and/or data belonging to other users without their prior consent is prohibited.
6. Mass consumption of technology resources that inhibits use by others is prohibited.
7. Non-educational Internet usage is prohibited except for reasonable, incidental personal purposes.
8. Use of district technology for soliciting, advertising, fund-raising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
9. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
10. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
11. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
12. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
13. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
14. Any use which has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited. See policy AC and regulation AC-R.
15. Any unauthorized, deliberate, or negligent action, which damages or disrupts technology, alters its normal performance, or causes it to malfunction, is prohibited, regardless of the location or the duration of the disruption.
16. Users may only install and use properly licensed software, audio or video media approved for the use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license, and approved by the district.
17. At no time will district technology or software be removed from the district premises, unless authorized by the district.
18. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
19. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.
20. Electronic resources provided for home access are for the exclusive use of CPS students, staff and Board of Education members.
21. Web pages by teachers shall be hosted on servers maintained by the district or on an approved site. All district web pages including teacher web pages shall be approved for compliance with the Americans with Disabilities Act (ADA). Content of web pages hosted on school web sites needs to be education/ focused.

**Technology Security and Unauthorized Access:**

All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator. No person will be given access to district technology if he/she is considered a security risk by the superintendent or designee.

1. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
2. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
3. The unauthorized copying of system files is prohibited.
4. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
5. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
6. The introduction of the computer "viruses," "hacking" tools, or other disruptive/destructive programs into a school computer, the school network, or any external networks are prohibited.

**On-line Safety ~ Disclosure, Use, and Dissemination of Personal Information:**

1. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
2. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
3. Student users shall not agree to meet with someone they have met on-line without parental approval.
4. A student user shall promptly disclose to his/her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
5. Users shall receive or transmit communications using only district-approved and district-managed communication systems. For example, users may not use messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.
6. All district employees will abide by state and federal law and Board policies and district rules, including but not limited to, policy JO and regulation JO=R, when communicating information about personally identifiable students.
7. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
8. No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address of any student without permission.

**Electronic Mail:** A user is responsible for all electronic mail ("e-mail") originating from the user's ID or password.

1. Forgery or attempted forgery of e-mail messages is illegal and prohibited.
2. Unauthorized attempts to read, delete, copy or modify of other users is prohibited.
3. Users are prohibited from sending unreasonable amounts of unsolicited electronic mail unless the communication is a necessary, employment-related function, or an authorized publication.
4. All users must adhere to the same standards for communicating on-line that are expected in the classroom, and consistent with the district policies, regulations and procedures.

**Exceptions**

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use, which potentially violates the law, district policy, regulations or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

**Waiver**

Any user who believes he/she has a legitimate reason for using the district's technology in a manner which may violate any of the district's adopted policies, regulations and procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity, and level of supervision involved.

**No warranty/No Endorsement**

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet, or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.