

**COLUMBIA PUBLIC SCHOOL DISTRICT  
SECONDARY SCHOOLS**

This section of the student handbook contains rules, regulations, and guidelines for all the Columbia Public School District's secondary schools. For more specific information on your secondary school, refer to the sections of this publication dedicated to individual school rules, regulations, and guidelines. Throughout the year, the Board of Education reviews and revises district policies. For updated Board of Education policies, visit Columbia Public Schools' website at [www.columbia.k12.mo.us](http://www.columbia.k12.mo.us).



**NONDISCRIMINATION POLICY**

The Columbia School District strives for equal opportunity in the educational programs and activities, and in 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, Title IV, and Nondiscrimination Coordinators:

**TITLE IX COORDINATOR**

Assistant Superintendent for Secondary Education  
Dr. Wanda Brown

**SECTION 504 COORDINATOR**

Director of Special Services/Title I  
Dr. Lou Ann Tanner-Jones

**TITLE IV COORDINATOR**

Assistant Superintendent for Secondary Education  
Dr. Wanda Brown

**NONDISCRIMINATION LAWS COORDINATOR**

Chief Operations Officer  
Dr. Nick Boren

**District Homeless Coordinator**

Dr. Peter Stiepleman

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

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**This document was cooperatively compiled by a committee of CPS administrators.**

## SECTION ONE: SCHOOL ORGANIZATION

### A. SCHOOL DISTRICT MISSION

Columbia Public Schools' mission is to provide challenging opportunities to all students.

Teachers and staff together with parents and the broader community create a complete and nurturing educational environment. Challenging educational opportunities will be based on rigorous training in basic skills. Instruction will include a variety of learning experiences.

Students are individuals with distinct cultural and family backgrounds. Each student possesses a unique set of cognitive, physical, social, and emotional abilities and interests.

**Student Policy Goals:** As reflected in the statement of philosophy of the Columbia School District, students are the first concern of the district, and must receive the primary attention of the Board of Education and all staff members. In pursuing this primary goal, it is imperative that the welfare of the individual student be kept paramount and that each student be considered and treated with respect as an individual. To this end, the Board and staff shall work together to establish an environment conducive to the very best learning achievement for each student.

**Resolution of Patron Concerns:** The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and officers of the district, such as faculty, the principals, the superintendent, or the Board. Student and personnel issues or concerns will be treated confidentially as required by the law and in accordance with Board policy.

### B. NONDISCRIMINATION POLICY (FILE: AC & AC-R)

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, 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 its programs, activities, and with regard to employment. The CPS Board of Education is an equal opportunity employer.

Sexual orientation is defined as male or female homosexuality, heterosexuality, and bisexuality, by preference, practice, or as perceived by others. The terms shall not be construed as to include acts, which are prohibited by law. In this policy, sexual orientation is subject to the same restrictions as accorded religion by the state and federal law. First Amendment rights are not hereby restricted.

As part of this obligation, the Board is also prohibited from, and declares a policy against:

- (1) Retaliatory actions based on making complaints of prohibited discrimination or participation in an investigation, formal proceeding, or informal resolution concerning prohibited discrimination;
- (2) Aiding, abetting, inciting, compelling or coercing discrimination; and
- (3) Discrimination against any person because of such person's association with a person protected from discrimination due to one or more of the above-stated characteristics.

### Grievance Procedures (File: AC-R)

**Level I --** A complaint first shall be presented orally and informally to the person or persons immediately involved. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the respective principal, director, or supervisor within 30 days of the alleged violation. This written charge must include the date of filing, description of alleged violation, the name of the person or persons involved, and a recap of the action taken during the informal charge stage. A conference involving the complainant will be held within five (5) working days of receipt of the written complaint. Within ten (10) working days after the conference, the administrator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the supervisor will inform the superintendent of the formal complaint and the disposition.

**Level II --** Within ten (10) working days after receiving the decision at Level I, the complainant may appeal the decision to the district's Title IV/Section 504/ADA compliance coordinator or appropriate administrator by filing a written appeal package. This package shall consist of the complainant's grievance and the decisions rendered at Level I. The compliance coordinator or appropriate administrator will arrange for a personal conference with the complainant within five (5) working days. Within ten (10) working days after the conference, the compliance coordinator or administrator shall state a decision in writing to the complainant, with supporting evidence and reasons and will inform the superintendent of the appeal and the disposition.

**Level III --** If resolution is not reached in Level II, either party within ten (10) working days may refer the grievance to the superintendent. At that time a written appeals package consisting of the complainant's grievance and decision at Level II shall be reviewed by the superintendent. A conference involving the complainant will be held within ten (10) working days of receipt of the appeals package. Within ten (10) working days after the conference, the superintendent shall state his or her decision and reply in writing.

**Level IV --** If resolution is not reached at Level III, a similar written appeals package shall be submitted to the Board of Education requesting a hearing before the Board at the next regularly scheduled or specially called meeting. A hearing involving the complainant will be held within 15 working days of receipt of the appeal and the appeals package or at the next regularly scheduled Board of Education meeting at the discretion of the

Board. Decisions or replies will be returned to the complainant, in writing, within ten (10) working days following the hearing. The decision as to whether the hearing will be open or closed to the public will be made in accordance with applicable laws. For district purposes, the decision of the Board of Education is final. Further appeals shall be directed to the appropriate court.

### **C. MILITARY OPT-OUT PROCEDURE**

The No Child Left Behind Act of 2001 (Section 9528) passed certain new requirements with respect to Armed Forces Recruiter access to students and student recruiting information:

- Duty to provide information to military recruiters – The school district must provide upon request by military recruiters access to high school students' names, addresses, and telephone listings, unless the parent requests otherwise.
- Consent – The high school student (if 18 years old) or the parent of the student may request that the student's name, address and telephone listing not be released to military recruiters.
- Access to students – Each district shall provide military recruiters the same access to high school students as it provides (in general) to higher education institutions, community colleges, and prospective employers.

**If you do not want your student's name, address and telephone listing released to military recruiters, please complete the parent opt-out form in your student's enrollment packet or contact your student's high school office for this form.**

The form should be returned by **September 1, 2011** to:

**Dr. Wanda Brown  
Assistant Superintendent for Secondary Education  
Columbia Public Schools  
1818 West Worley  
Columbia, Missouri 65203**

### **D. PUPIL PERSONNEL INFORMATION**

The Columbia Public School system operates under the procedure of not making student information available unless permission is granted by parents, or as is provided in Section 438 of the Family Educational Rights and Privacy Act of 1974, as amended by S.J. Resolution 40; 20 U.S. Code 1232g. There is certain directory type information, however, that the district may provide the general public. This information includes: student's name; parent's name; address; telephone number; age; grade level; participation in officially recognized activities and sports including audiovisual or photographic records; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; most recent previous school attended; and photographs including photographs of regular school activities that do not disclose specific academic information about the student and/or would not be considered harmful or an invasion of privacy. In the

event that any parents **do not wish** to have the directory information released for their currently enrolled students of the Columbia Public Schools, they have until **September 1, 2011** to provide notice in writing to:

**Dr. Peter Stiepleman, Assistant Superintendent for Elementary Education, or Dr. Wanda Brown, Assistant Superintendent for Secondary Education, 1818 West Worley Street, Columbia MO 65203.**

### **E. STUDENT RECORDS (File: JO)**

A cumulative record is maintained for every student in Columbia Public Schools. This record includes family data, school achievement data, student discipline, attendance data, and test data. The importance of the cumulative record as a guiding instrument and continuing record requires that its completeness and accuracy be ensured. 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. Procedures for the release of information induced on student records shall be in accordance with the provisions of Title IV of Public Law 90-247.

The Columbia Public School system operates under the procedure of not making student information available unless permission is granted by parents, or as is provided in Section 438 of the Family Educational Rights and Privacy Act of 1974, as amended by S.J. Resolution 40; 20 U.S. Code 1232g. There is certain directory type information, however, that the district may provide the general public. For an explanation of "directory information" see policy JO-R. In the event that any parents do not wish the directory information released for currently enrolled students of the Columbia Public Schools, they have until two weeks after the start of each school year to provide notice **in writing** to the Assistant Superintendent for Elementary Education, or the Assistant Superintendent for Secondary Education.

### **F. STUDENT SUPPORT**

Positive Behavior Support is a collaborative process for structuring the learning environment to support the academic and social success of all students. A representative team within each building will work collaboratively with staff and students to: develop clear and consistent expectations; provide direct instruction on expected behavior; provide consistent specific positive feedback when students meet the behavioral expectations; and provide consistent corrective actions when students do not meet the behavior expectations. Please refer to your student's individual school handbook for specific guidelines.

## G. LAW ENFORCEMENT

The Columbia School District No. 93 has legal jurisdiction over students during the school day and hours of approved extra-curricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to intervention by law enforcement officials. If a student is a witness to or victim of a crime or a dangerous situation, the name of the student and the information gathered by school officials will be turned over to the local law enforcement to assist in protecting the welfare of all students. When law enforcement officials find it necessary to question students during the school day or periods of extra-curricular activities, the school principal or designee will be present and the interview will be conducted in private.

**School Resource Officer:** The purpose of the School Resource Officer Program is to promote and assist the Columbia Public School District in providing a safe learning environment. This program attempts to promote a better understanding to students, parents, school personnel, and the community of the law enforcement officers' role in society. The program also attempts to provide another positive role model in the educational system. The school resource officer is a valuable member of the educational team, whose goal is to assist, instruct, advise, and counsel students as needed.

## H. STUDENT HEALTH SERVICES

Health services are provided by, or under the direction of, a registered professional nurse. The nurse for your school may also provide services to other schools. Although the nurse's office may not be located in your 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 may include 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 will be administered to students 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.**

- All medications administered through the nurse's 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 written request **from a physician** or authorized prescriber for administration in the school office. This includes; aspirin, acetaminophen, ibuprofen, cough syrup, 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 medication
    - 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 medication is administered two or more times a day; a Medical 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 medication can be stored at school.
  - The nurse shall not knowingly administer medications in an amount 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 health care provider.
  - Siblings cannot share medications at school.
- Students **cannot** store medication in the school office or in a teacher's desk for self-administration.

• 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 any other potentially life-threatening respiratory illness, must have a copy of their action plan and a self administration form (available through the school nurse or the CPS website) signed by the parent and healthcare provider on file at his/her school.

**Middle School and Secondary** students

- **Are not** allowed to carry medications considered to be in the Schedule II category of controlled substances (examples: Adderall, Dextrostat, Ritalin, Ritalin SR, etc.). These medications must be stored and administered through the health office.
- **Are** allowed to carry on their person all other prescription and over the counter medication **needed for the school day**. Prescription medication should be logged in at the nurse's office. Quantities of medication are not to be stored with the student.
  - Parents/guardians are encouraged to inform the school nurse of medications students carry for chronic disorders.
  - **All** self-administered medication must be in a properly labeled pharmaceutical


bottle or container labeled by the manufacturer and contains only the amount needed for the school day.

- Students are **not** to share medication.

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, a designated unlicensed personnel trained by a school nurse may administer an Epi-Pen.

**Illness or Emergencies:** In cases of serious injury or illness, the school nurse should be notified immediately. The Emergency Medical Service (Phone 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 AN EMERGENCY.**

For minor illness or injury, school personnel trained in first aid will care for students. 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. 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, (5) or 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:

- Students in grades kindergarten, first, third, fifth.
- Referrals for a vision or hearing concern.
- Students new to Columbia Public Schools.
- 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 5<sup>th</sup> and 6<sup>th</sup> grade girls.
- All 7<sup>th</sup> and 8<sup>th</sup> grade boys.
- All 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grade students new to Columbia Public Schools
- All 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grade students to be re-evaluated from prior screening exams.

## I. SPECIAL EDUCATION

### PUBLIC NOTICE

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, 918 Bernadette, 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 school, please contact:

Dr. Lou Ann Tanner-Jones  
Director of Special Services/Title I  
Columbia Public School District  
918 Bernadette, 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.*

## J. 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.

## K. EMERGENCY PROCEDURES

**School Closing Due to Inclement Weather:** Severe storms or road conditions which create safety hazards may make it necessary to cancel classes and other scheduled school activities. Consult your local television and radio stations to be notified if a decision to cancel classes is made. On certain inclement weather days when school is in session buses may only run on snow routes. These routes will be published in the local newspapers before the beginning of school. You may also sign up for CPS Alerts on the CPS web page.

**Emergency Drills:** Fire, weather, earthquake, and building emergency drills will be held periodically during the year. When these alarms are sounded, it is important for students to cooperate and to react quickly and calmly to directions. Instructors will explain the procedure for drills the first week of school. Evacuation procedures are posted in each classroom.

**Emergency and Crisis Management:** Columbia Public Schools has developed an Emergency/Crisis Management Plan, which will be implemented in the event of an emergency/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/crisis and to listen to local media for updated reports including KFRU (AM 1400), KBIA (FM 91.3), KRCG, KMIZ, or KOMU television stations.**

#### **L. VISITATION TO SCHOOLS (FILE: KK)**

Parents are always welcome at school. They are asked to sign in at the nearest administrative office upon entering the building and to secure a visitor's pass from the principal. Other visitors must have prior approval from the building principal or designee. Visiting during finals and prior to school vacations is prohibited.

#### **M. TRANSFERS**

**Within the District:** Transfers from one secondary school to another are discouraged but are granted under certain circumstances. Requests for such transfers must be submitted by March 1. Students who think they have sufficient reasons for requesting a school transfer should contact their counselors to determine proper procedures for requesting the transfer. **Students and parents also need to understand that students attending a school outside of the attendance area of the parent's residence will be ineligible to compete in any varsity level sport competitions under sanction of the Missouri State High School Activities Association for 365 days. Approved transfers may be revoked due to lack of attendance.**

#### **INTRADISTRICT HIGH SCHOOL TRANSFERS**

##### **Rock Bridge High School:**

1. Transfer requests for Rock Bridge High School must be submitted to the office of the Assistant Superintendent for Secondary Education by March 1 and decisions will be made after May 31. Parents then will be notified by mail.

##### **Hickman High School:**

1. The number of transfers allowed will be determined by subtracting Hickman High School's number of pre-enrolled students from 2,100 as of May 1.

2. Transfers to high schools will be considered for ninth, tenth, and eleventh graders with upper classmen given priority. No transfers will be considered to either high school at the eighth-grade level.

3. Transfer requests to Hickman must be filed with Assistant Superintendent for Secondary Education by March 1. Decisions on transfers will be made after May 31, when Hickman has completed pre-enrollment. Parents will be notified by mail.

4. If necessary, transfers granted will be determined by lottery.

5. Siblings of students who are enrolled at Hickman or Rock Bridge must follow the same transfer procedure as other students. They will not be granted automatic transfers.

6. Children of faculty and staff will be given first priority for transferring if the request is made prior to March 1.

7. Recommendations from physicians, psychiatrists, and psychologists to allow certain students to transfer

will be considered by a transfer committee, but not automatically granted.

8. If a student starts his or her high school career at Hickman and later moves into the Rock Bridge attendance area, he or she will be allowed to remain at Hickman.

9. Other transfer requests may be granted to Hickman for highly unusual reasons. The decisions on these requests will be made by the transfer committee. This committee will be very restrictive in the types of transfers it grants.

**Outside the District:** Students transferring to Columbia Public Schools should call the appropriate school for an appointment time to start enrollment procedures. Appropriate records such as transcript, health certificates, discipline, and attendance from the student's previous school are needed for registration. Records of the student will be checked before enrollment is completed. Students under a suspension or other disciplinary action from a former school will not be allowed to enroll until such disciplinary action is resolved. Families will also have to show proof of residence as part of the enrollment process.

#### **N. PROOF OF RESIDENCE**

Students who transfer into the district or move during the school term must present proof a residence to the school's registrar. Proof of residence can be: a contract of home purchased, real estate lease, utility bill showing name and address, or notarized letter from owner of the residence with whom the student's family is living. A proof of residence must be given before the enrollment process can take place. Students/families who live outside the Columbia Public School District and continue to attend school are subject to prosecution and payment of tuition. Contact Dr. Wanda Brown, Assistant Superintendent for Secondary Education, if you have questions.

#### **O. STUDENT TRANSPORTATION SERVICES (FILE: EEA)**

Only students who meet eligibility requirements by means of residence will be permitted to use school bus transportation for the purpose of travel to and from school. Columbia Public Schools shall provide transportation to and from school for all students in grades kindergarten through five who reside one (1) mile or more from the school to which they are assigned and for all students in grades six through twelve who reside two (2) miles or more from the school to which they are assigned. Free transportation will not be provided to other children, except those who qualify on the basis of disability.

All eligible children with disabilities in the school district will be provided free transportation between home and the special education programs provided by the district. Transportation for a student with a disability will be provided between district school buildings if the support team determines that the Individualized Education Program (IEP) or Section 504 non-discrimination plan should include transportation as a necessary service due to the student's disability.

Buses carrying school children are extensions of the school environment. Any student whose conduct on a school bus is improper or jeopardizes the safety of other students may have his or her right to school bus transportation suspended for such period of time as deemed proper by the superintendent, principal, or designee. Uniform rules of conduct and disciplinary measures will be enforced.

**P. Protection of Student Rights**

All instructional materials, including teachers’ manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded program shall be available for inspection by the parents or guardians of the students.

No student, as part of any federally funded program, shall be required without prior parental consent in writing to submit to a survey, analysis, or evaluation that reveals information concerning:

- Political affiliations;
- Mental and physical problems potentially embarrassing to the student or his/her family;
- Sexual behavior and attitudes;
- Illegal, anti-social, self incriminating, and demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileges or analogues relationships, such as those of lawyers, physicians and ministers; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs).

**SECTION TWO: ATTENDANCE**

**SECONDARY SCHOOL (GRADES 6-12)  
ATTENDANCE (JEA, JED, JEDA, & JEDA-R)**

These attendance regulations provide guidelines for school administrators, parents, and students for the purpose of regular student attendance, which results in success in the student’s overall school experience.

**A. DEFINITIONS**

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

**1. Excused Absences** – Parents may excuse up to **seven (7) absences** per school year. An excused absence is one considered unavoidable for illness, death in the immediate family, unavoidable appointments, required religious observations, required court appearances, or other extenuating circumstances explained to the satisfaction of the assistant principal. All excused absences require the **appropriate documentation** in order to be

considered excused. Make-up work can be turned in for **100%** credit. For coding purposes, excused absences with the appropriate medical documentation will be coded as medical.

- 2. Unexcused Absence** – An unexcused absence is one that does not have the proper documentation to be excused. All unexcused absences will be considered truanies unless the absence is reported to the office by a parent within 48 hours.
- 3. Verified Absence** – An absence that does not have the proper documentation to be excused but the parent is aware of the absence. Credit for make-up work may be modified.
- 4. Truancy** – An elective absence that has not been approved by the parent or school official. A disciplinary consequence for truancy will also be assigned. Credit for make-up work will be modified.
- 5. Suspension** – An absence required by school authorities as disciplinary action for inappropriate behavior.

**B. ATTENDANCE PROCEDURES**

1. Parents should notify the office each day that the student is absent prior to the beginning of the school day. Students who are not excused from school by parents, administration, or participation in a school-sponsored activity will be counted as truant.
2. The school will attempt to contact the parent of a student who is absent if, for some reason, the parent fails to notify the school. This may occur by automated or personal phone call.
3. If no contact by a parent/guardian is made within 48 hours following an absence, the student will be considered truant.
4. Students who leave school during the school day without prior parental consent provided to school staff and without the approval of school staff will be considered truant.
5. Student absence can become a major concern related to the student’s overall success in school. When a student has been absent from school for eight (8) days, parents will be notified. Parents will also be contacted when the student has been absent twelve (12) days.
6. When student absence is judged by school staff to be excessive, avoidable, unexcused, or truant, some form of disciplinary action will be taken. All, or some, of the strategies below may be utilized to prevent additional occurrences of such absences:
  - Student referral to outreach and guidance counselors or a student assistance team.
  - Implementation of the building dropout prevention plan.
  - Personal phone calls to parents and letters sent home regarding individual absences.
  - Home visits by a Home School Communicator.
  - Completion of the Public School Truancy Form, including all actions taken by school staff to correct unexcused and truant absences, and forwarding

simultaneously to the appropriate authorities (Children's Division, Juvenile Court Services, Prosecuting Attorney, or other law enforcement officials)

### **C. OPPORTUNITY TO MAKE UP WORK MISSED DUE TO ABSENCE**

#### **1. Excused Absences/Verified Absences**

- a. Students who have an excused absence shall have the opportunity to make up work. It shall be the responsibility of the student, on his or her own initiative, to contact the teacher(s) involved determining make-up work assignments and establishing mutually agreeable times for completing make-up work.
- b. When an extended family absence is necessary, it shall be pre-arranged and the following steps should be taken:
  1. The parent shall notify the school administration in advance of the absence;
  2. The student should request assignments in advance of the absence; and
  3. The student should make up tests, class work, or major projects at the direction of each individual teacher.

#### **2. Unexcused Absences**

Students who have an unexcused absence may have the opportunity to make-up tests, daily work, and major projects for full or partial credit, according to the specific guidelines outlined by the individual school. Students must initiate contact with teachers involved to determine make-up work assignments and establish mutually agreeable times for completing make-up work.

#### **3. Truancy**

Students who are recorded as truant may have make-up assignment credit modified according to the guidelines outlined by the individual school. Students will be subject to loss of participation points. Students will be permitted to take exams.

#### **4. Absences due to Suspension**

Students who are suspended shall have the opportunity to make up work for full or partial credit, according to the guidelines outlined by the individual school. It shall be the responsibility of the student, on his or her own initiative, to contact the teacher(s) involved determining make-up work assignments and establishing mutually agreeable times for completing make-up work.

#### **5. ACE Suspension Center**

Students suspended for 5 days or more will have the opportunity to attend the suspension center. During their attendance at the suspension center they may work on their school work. Information will be provided to parents by the administrators working with the student.

### **D. EXCESSIVE ABSENCE**

The principal will establish guidelines for determining whether credit will be granted to students who accumulate more than four (4) unexcused absences, or a total of eleven (11) absences during the school year in any class. Students who miss ten (10) consecutive days

may be dropped due to nonattendance. For schools with block scheduling, these absences will be two (2) unexcused absences or a total of five (5) absences during the school year in any class. Excessive absence creates a lack of student progress due to lack of participation in class discussion and activities, which cannot be duplicated for make-up purposes. Lack of class participation will be one factor to be considered in a decision to grant credit, along with amount and quality of make-up work completed, scores on tests and major projects, the student's demonstration of overall understanding of course content, and other appropriate and related factors. Students will be granted all due process rights prior to a final decision to withhold credit from any course.

### **E. ACTIONS BY APPROPRIATE AUTHORITIES**

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

### **F. ABSENCE CALLS**

A record is kept by class period of student attendance. Attendance personnel will contact students who miss one or more periods and do not clear their absence when possible. Notification will be attempted by recorded message between the hours of 6:00 p.m. and 10:00 p.m. or school personnel may call in an attempt to keep parents informed of their student's whereabouts. Parents are encouraged to contact the school if concerns arise.

### **G. PENALTY CONSEQUENCES FOR TRUANCY**

Penalties will be assessed to secondary school students who are truant. The penalty consequences may range from referral to the juvenile office, to In School Suspension or Saturday detentions.

## **SECTION THREE: INSTRUCTIONAL PROCESS**

### **A. GRADE REPORTING**

For students to be successful in their academic achievement, it is strongly believed that they need the direction and involvement of concerned parents/guardians and the school working together. Notification of grades will be at the end of each semester in the form of report cards. In addition, parents will receive three progress reports during the semester. Parents who have questions about grades are encouraged to contact the teacher or school guidance department.

Home Access Center provides parents an opportunity to check their child's performance in school. Information can be found regarding class work/assignments,

schedules, grades, attendance and basic registration. Both students and parents can use Home Access Center. Please contact your school for registration procedures.

### **B. PROMOTION AND CREDIT**

Credit earned or promotion to the next grade will be based on academic work completed in a semester. Students will normally progress annually from grade to grade. Retentions may be considered when, in the judgment of the professional staff, it is 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. Successful remediation may be required as a condition of promotion, in accordance with policy IKE and IKE-R. Starting in the ninth grade, students earn credit toward graduation.

Grades appear as letters according to the following:

A - Excellent	D - Inferior
B - Superior	F - Failure
C - Average	IC-Incomplete/Delayed

The following grading scale is sent with transcripts for general interpretation and is recommended for assigning marks:

A 94-100	B- 80-82	D+ 67-69
A- 90-93	C+ 77-79	D 63-66
B+ 87-89	C 73-76	D- 60-62
B 83-86	C- 70-72	

### **C. SPECIAL EDUCATION**

Students enrolled in special education classes must complete individualized programs compatible with their needs and abilities. Each program shall follow graduation requirements, with only those modifications necessary to provide the most appropriate educational program for the individual student.

### **D. STATEWIDE ASSESSMENT (File: IL)**

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 Education Act (IDEA).

### **District Assessment Plan**

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

The purposes of the district wide assessment plans are 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 have a baseline against which to monitor academic progress. Within the limitations of group testing instruments, the information should be useful to serve as a validation device for other measures of student progress.
2. Student Counseling – To serve as a tool in the counseling and guidance of students for further direction and specific academic placement.
3. Instructional Change – To provide data which will assist in the preparation of recommendations for instructional program changes to:
  - a. Help teachers with instructional decisions, plans, and changes regarding classroom objectives and program implementation;
  - b. Help the professional staff formulate and recommend instructional policy; and
  - c. Help the Board of Education adopt instructional policies.
4. School and District Evaluation – To provide indicators of the progress of the district toward established goals.

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 detracts from it. Efforts shall also be made to incorporate necessary valid, reliable, and fair tests to assure that measurements are accurate and meaningful.

### **Statewide Assessments**

The district will implement the components of the Missouri Assessment Program (MAP) and the Missouri End-of-Course Exam System (EOC Exams) 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 and in compliance with state and federal accountability requirements.

The district may establish a system of incentives designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment.

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school to each student and the parent, guardian, (or other person responsible) for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during district office business hours.

### E. HONOR ROLLS

Quarterly honor rolls based on grade point averages are compiled and posted at district schools and are also sent to local newspapers for publication. For the purpose of calculating honor roll, the following range will be used:

A	3.835 - 4.0	B	3.165 - 3.499
A-	3.500 - 3.8349	B-	2.835 - 3.1649

### F. GRADUATION REQUIREMENTS

Students are required to earn a minimum of 24 units of credit to be eligible to receive a high school diploma. Accumulation of credits begins with the ninth grade year. Specific credit requirements are:

<i>Language Arts (3 must be English)</i>	4
<i>Social Studies - 3 total must be earned, including the following specific courses:</i>	
<i>U.S. History</i>	1
<i>World History</i>	1
<i>Social Studies elective</i>	½
<i>Government</i>	½
<i>Mathematics</i>	3
<i>Science (1 credit must be a biological science &amp; 1 credit must be a physical science)</i>	3
<i>Fine Arts</i>	1
<i>Practical Arts</i>	1
<i>Physical Education</i>	1
<i>Health</i>	½
<i>Personal Finance</i>	½
<i>Electives</i>	7
<b>TOTAL MINIMUM CREDITS</b>	<b>24</b>

The above represents the minimum requirements for graduation. A full-time student will schedule a minimum of three (3) credits and a maximum of three and one-half (3½) credits each semester as a normal load. Although students may enroll in additional course work through an extension or correspondence program, no more than four (4) credits can be earned during a regular school semester without special permission granted by the school principal. Graduates planning on attending college should work with their parent and counselor to assess the importance of obtaining college prep certificate.

Credit may be earned through regular high school

course work at an accredited high school or summer school; through correspondence and/or extension from accredited colleges, universities, or private schools; and as otherwise provided for by the Missouri Department of Elementary and Secondary Education. Transfer credits from non-public schools must correspond to courses and requirements acceptable to the Missouri Department of Elementary and Secondary Education and to the Columbia Public Schools. No more than two (2) credits earned in correspondence and/or extension courses may be applied toward graduation unless earned through an accredited high school program.

**Correspondence Credit: Seniors who are using correspondence courses to meet graduation requirements must have grades into their Guidance Office no later than the day all other seniors grades are due. Currently all senior grades are due one (1) week prior to Commencement.** Grades from correspondence courses received after that date will not be counted for second semester credit. Late grades will be counted toward summer semester and summer graduation. Seniors failing to meet all requirements for graduation by the required date will not be eligible to participate in graduation ceremonies.

Specific legal requirements for a high school diploma must also be met: tests of a student's knowledge of the United States and Missouri constitutions must be passed one (1) week prior to commencement.

Students who enter Douglass, Hickman, or Rock Bridge high schools during their high school years from other communities must meet these same requirements to be able to receive a Douglass, Hickman, or Rock Bridge diploma. A second semester senior entering a Columbia high school for the first time must be a full-time student for that semester. Other first-time students must attend Douglass, Hickman, or Rock Bridge full time for at least one semester to receive a diploma from that school. Students will plan specific course work with their parents and counselors to meet their individual needs and career goals.

### G. CAREER PATHS

Students have the opportunity to learn about and identify career path interests in middle and junior high school. Students can select from:

1. Arts and Communications
2. Business Management and Technology
3. Health Services
4. Human Services
5. Industrial and Engineering Technology
6. Natural Resources Systems

Students will develop a program of study consistent with their career path with the assistance of parents, teachers, and counselors. The career path and program of study will be reviewed annually during pre-registration for the next school year.

### H. POST SECONDARY OPTIONS

Regardless of which career path a student chooses, there are many educational opportunities available after graduation. Most career opportunities require some

formal training beyond high school including:

1. Military
2. On-the-job training
3. Apprenticeship
4. Career and Technical education
5. Community college
6. Four-year college or university

### I. COLLEGE PREPARATION

For students planning to attend a four-year college or university, the Missouri Department of Education recommends the following high school program and will issue a College Preparatory Studies Certificate if these requirements are met:

1. Complete a rigorous high school program cooperatively planned by the school, the student, and the student's parents. The program must include at least these units of credit:

<i>English/Language Arts*</i>	<i>4 credits</i>
<i>Mathematics*</i>	<i>3 credits</i>
<i>(Algebra I, Geometry, Algebra II, or integrated math sequence)</i>	
<i>Science*</i>	<i>3 credits</i>
<i>Social Studies*</i>	<i>3 credits</i>
<i>Fine Arts</i>	<i>1 credit</i>
<i>Practical Arts</i>	<i>1 credit</i>
<i>Physical Education</i>	<i>1 credit</i>
<i>Electives</i>	<i>5 credits</i>
<i>Units in foreign language and/or additional advanced course areas marked with an asterisk and/or advanced vocational-technical courses</i>	
<b>TOTAL REQUIRED</b>	<b>24 CREDITS</b>

2. Earn at least a 3.0 grade point average (GPA) on a 4.0 scale in the combined subject areas of English/language arts, mathematics, science and social studies. The school may calculate GPA's for students at the end of the seventh or eighth semester of high school.
3. Score above the prior year's national average on the American College Test (ACT) or on the Scholastic Aptitude Test (SAT). This criterion is revised annually to reflect the latest national averages from the ACT and SAT.
4. Maintain at least a 95% attendance rate.

Columbia Public Schools also recommends two (2) credits of computer science.

**NCAA Eligibility Guidelines:** Students planning to attend college who wish to participate in Division I or Division II sports must be certified by the NCAA Initial Eligibility Clearinghouse. The clearinghouse will analyze a student's academic information and determine if a student meets the NCAA initial eligibility requirements. Students who qualify are eligible to practice, compete, and receive athletic scholarships as college freshman. Students should see their counselor for details and more specific information.

### J. EARLY GRADUATION

Consistent with the intent of Missouri State Department of Elementary and Secondary Education regulations



pertaining to graduation requirements, a student shall be expected to complete four full years of high school.

Any high school student seeking a waiver of the policy of four years of full-time attendance must submit a written request specifying the reasons together with a letter from the parents approving the request. *A request for early graduation must be a planned part of a student's educational program and must be submitted prior to the final semester the student is in full-time attendance.*

A student approved for early graduation shall be considered a graduate at the date the student terminates their enrollment. Early graduates receiving diplomas in June may participate in the graduation ceremony and the senior activities at the end of the school year. Students choosing to receive a diploma in January will not participate in ceremonies and end-of-year activities. For students graduating early, the following guidelines apply:

1. Students may participate in the graduation ceremony and senior activities at the end of the year.
2. Students are eligible for non-competitive recognition such as honors, high honors, and highest honors.
3. Students are not eligible for competitive recognitions that are based on GPA and class rank. These include:
  - a. Valedictorian and salutatorian;
  - b. Local scholarships and awards presented to graduating seniors who have completed eight (8) semesters of course work.
4. Students should check with colleges to which they are applying as to their eligibility for college-based scholarship and awards.

### K. HONORS AND AWARDS

Numerous awards are presented to students in the Columbia School District each spring at the annual awards assemblies. Awards range from departmental awards to community provided scholarships. Awards and scholarships recognize those students who have made outstanding contributions in their school and community in leadership, scholarship, and service. Additional district, state, and national recognition awards are presented to graduating seniors at various recognition functions.

#### The following are recognized at commencement:

- *Valedictorian:* presented to the senior who maintains the highest grade point average for eight semesters of high school work.
- *Salutatorian:* presented to the senior who maintains the second highest grade point average for eight semesters of high school work. When co-valedictorians are named, no salutatorian will be named for that year.

**The following are recognized at commencement:** (These awards are based on seven semesters of high school work.)

- *Highest Honors:* recognizes seniors who maintain a 3.9 grade point average on a 4 point scale.

- *High Honors*: recognizes seniors who maintain a 3.7 to 3.89 grade point average on a 4 point scale.
- *Honors*: recognizes seniors who maintain a 3.5 to 3.69 grade point average on a 4 point scale.

#### **Awards given at the Academic Recognition Program:**

- *Presidential Educational Awards Program*: Students who have earned at least a 3.5 grade average over seven semesters of high school work and scored at or above the 85th percentile in math or reading on a nationally recognized test (ACT or SAT).
- *George Washington Carver Award*: Presented on behalf of the governor of Missouri to high school students who graduate in the top ten percent of their class in a Missouri high school.

The criteria for each of these awards is reviewed and revised annually by the issuing organization. The above criteria reflect eligibility requirements for the current school year, and may be slightly different each ensuing year. Specific criteria for each school year is made available each spring.

#### **Standards for Earning Valedictorian/Salutatorian Status**

The valedictorian and the salutatorian designation will be awarded to the students with the highest and second highest GPA respectively and who also meet the following minimum requirements:

1. Must earn a **MINIMUM** of five (5) credits in honors or advanced placement courses using the standard grading policy (A, B, C, D, F). A maximum of two (2) credits may be earned on a pass/fail basis.
2. Meet the course requirements for College Prep Certificate.
3. Courses taken at a college or university for dual credit in areas of English, Math, Science, Social Studies, Foreign Language, or Advanced Technical/Vocational courses will be considered honors level courses.
4. GPA will be calculated through three (3) decimal places. A committee of administrators and counselors will review and name valedictorian(s) and salutatorian from the eligible candidates. Ties will be named co-valedictorian(s).

#### **L. PART-TIME ATTENDANCE**

A student is considered full time if he/she takes a minimum of six classes at Hickman and a minimum of seven classes at Rock Bridge. Students wishing to be part time must complete an application process to be considered. The request for part time should be based on a plan to graduate in no more than four (4) years. The student's counselor will notify the student of the final disposition of his/her request. Students participating in activities sanctioned by the Missouri State High School Activities Association must pass a minimum of 3 credits in the previous semester if at Hickman and a minimum of 3.5 credits if at Rock Bridge. The student must also be currently enrolled in the same number of classes.

In the event circumstances beyond a student's control occur which would result in undue hardship for the student unless early graduation or part-time attendance

would be permitted, the school principal may grant a waiver from the established application deadline after careful review of the request.

#### **M. INDEPENDENT STUDY**

Independent study may be available in most departmental areas to high school students (other than first semester sophomores) who have a special interest, motivation, and the ability to work on their own. Courses that are offered during the regular school day are not available for Independent Study. The following procedure is to be closely observed by students interested in being considered for independent study:

1. The student contacts his or her counselor;
2. If the counselor is in agreement with the student's request to do independent study, the counselor will provide appropriate forms;
3. If an appropriately teacher is found, then the student and the teacher will cooperatively develop a plan of study by filling in the application form;
4. The plan will then be presented to the department chairperson or coordinator for approval;
5. If the department chairperson or coordinator approves the plan, it is then to be submitted for final consideration;
6. If the school principal acts favorably upon the application, the school principal will sign the form and return it to the student's counselor;
7. Independent study plans will be developed for a half (1/2) unit of credit and are to be completed during one full semester;
8. All independent study is graded on a pass-fail basis.

#### **N. AUDIT AND REPEAT FOR IMPROVEMENT**

**Audit:** Approval must be obtained from the appropriate department chairperson before a high school student can be assigned to a class for auditing. Applications for auditing are in the Guidance Office.

**Repeat for Increased Performance (No Credit):** Students with lower than a C- in a course wishing to improve their grade in a course will be allowed to do so under the following guidelines:

1. The department chair must give approval;
2. Both grades will be shown on the transcript with both grades being used for GPA calculation but credit is given only once for a specific course;
3. Any student changing his/her mind and wanting to drop the repeated course would have the current withdrawal procedures applied.

A student who has received a C- or better previously may not retake a course under the above guidelines.

1. These students may only repeat a course on a "contractual audit" basis.
2. "Contractual audit" requires that an agreement be signed by all parties involved (student, parent, counselor, department chair, and teacher). This agreement must specify that to remain in the class the student will demonstrate and maintain achievement greater than or equivalent to previous attempts in the course.

*purposes before they bring them to school*

#### **O. INCOMPLETE GRADES**

Students may request extended time to complete a course because of unusual circumstances. Students should check with their principal or guidance counselor for specific details. Students granted permission to complete a course late will have an "F" temporarily recorded on their report card until the course is completed. All course work must be completed **no later than two weeks** after the official ending of the grading period or the recorded "F" grade will become the grade of record. The exception is the fourth quarter in which all course work must be completed by the official ending date of the fourth grading period. ***For seniors this date is no later than one (1) week prior to Commencement.***

Upon completion of course work, the student must present the work to the teacher. The teacher, after evaluating the student's work, will submit a grade change (if necessary) to the Guidance Office. A revised grade then will be entered on the student's official records and a grade card can be generated upon request.

### **SECTION FOUR: STUDENT GUIDELINES**

#### **A. TEXTBOOKS**

Textbooks are issued to students by the teacher. Students are entirely responsible for their textbooks once they are checked out to them. They will be held accountable for lost books or any damage beyond normal wear. A student who loses a textbook may replace it by notifying the teacher or office and making arrangements for payment.

#### **B. LOCKERS**

Lockers and locks will be loaned to students at no cost. However, fees for replacing lost locks or damaged lockers will be assessed. ***Both the locker and the lock are property of the school. They may be subject to search by school officials with reasonable suspicion as the qualifying justification.***

#### **C. STUDENT IDENTIFICATION CARDS**

Early in the school year, each student is given an identification card. This card has the student's picture, bar code, and student number. These cards are used to help identify CPS students. A student's I.D. must be carried at all times and shown upon request. I.D. cards must be presented at all extra-curricular events.

#### **D. TELEPHONE CALLS**

Students who need to make telephone calls during the day are expected to follow specific building procedure. Students will not be called from class to accept phone calls except in an emergency.

#### **E. LOST AND FOUND**

Lost and found areas are maintained in each school. Any student finding an article should take it to one of these areas, and students who have lost items should check them periodically. ***Students are encouraged to mark all of their personal items for identification***

#### **F. BULLETIN BOARDS AND POSTING OF SIGNS**

Specific areas and bulletin boards located in the halls are for the purpose of displays and announcements. Any student wishing to display announcements must first have them approved by the appropriate building administrator.

#### **G. FEES/FINES**

Students who owe fees or fines because of incurred obligations will not be registered for the next school year, nor receive grade cards or diplomas, until obligations are cleared.

#### **H. STUDENT ACTIVITIES/ATHLETICS**

**Activities and Athletics Participation Citizenship Agreement Guidelines:** An extensive array of extra-curricular activities is offered by the Columbia Public Schools. Since participation in extra-curricular activities is a privilege, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate.

#### **I. STUDENT SEARCHES BY SCHOOL PERSONNEL (FILE JFG)**

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist. It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law, district policy, or the rules of the school. The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

**Eligibility requirements for participation in CPS Activities or Athletics:** In order to participate in a CPS school activity program governed by the MSHSAA a student must meet the following academic guidelines.

1. Must be currently enrolled in, and regularly attending, courses that offer 3.0 units of credit or 80 percent of the maximum allowable credits which may be earned, whichever is greater;
2. Must have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned 80 percent of the maximum allowable credits which may be earned, whichever is greater;
3. Students may count up to one unit of credit from summer school toward establishing eligibility for the fall semester. Only classes, which are required for graduation from the local school, may be counted toward meeting the academic requirement. Please check with building athletic directors with specific concerns
4. Eighth graders must have earned a promotion to freshman status at the close of the previous school year.
5. Additional guidelines may be outlined prior to the beginning of each season by specific junior high schools.

**Competitive Participation:** Interscholastic participation in the activities sanctioned by MSHSAA for the Columbia Public Schools is highly competitive. Evaluation procedures may eliminate some students from participation. Efforts will be made to inform those students in a positive way when they are not selected to a team or group.

Individual school handbooks list extracurricular activities and programs offered for students who wish to participate, along with requirements. Students are encouraged to find areas of interest and ability levels suited for them and participate in those activities. Students who participate in extracurricular activities find their high school years more interesting and rewarding.

**Citizenship Guidelines for Extracurricular Activity Participation:** Participation in school activities is a privilege, not an inherent right, and therefore requires certain behaviors and attitudes. Any student who represents his or her school in activities must be a credible citizen and be judged so by the proper school authorities certifying the list of students for participation.

A student whose character or conduct is such as to reflect discredit upon himself or herself or his or her school is not considered a credible citizen. His or her conduct shall be satisfactory in accordance with standards of good discipline. Students who participate in the activities, athletic, or performing arts programs should remember that rewards, recognition, and notoriety that come with involvement also carries a high degree of school, civic, and individual discipline and responsibility.

The rewards are great! A student has much to gain, but also has much to lose for behavior which is inappropriate. Besides the possibility of losing eligibility for inappropriate behavior, students involved in the activities programs are subject to disciplinary consequences listed in the student handbook.

Citizenship eligibility cases are handled on an individual basis by the sponsor, coach, director, supervisor, principal, and parents. System-wide guidelines assist in the uniform handling of such cases.

Students should always remember to conduct themselves in such a manner as to reflect positively upon themselves, family, school, and community.

**Consequences:**

**Student Under Arrest:** If a student is arrested for a misdemeanor (shoplifting, vandalism, etc.) or a felony (assault, robbery, DUI, possession, etc.), the student will be allowed to represent the school in interscholastic activities pending the legal outcome of the case. However, if there is admission of guilt by the student, or if after reviewing the case, school officials feel there is strong evidence (e.g., witnesses indicating probable guilt), then the school may restrict the student from participation before the legal outcome of the case. Parents and students are to be informed of any problem through a meeting with the sponsor, coach, director, supervisor, student affairs administrator, or the principal if the circumstances warrant. Decisions related to penalties will be made jointly by the administration and activity sponsor, coach, director, or supervisor. Penalties for violations are:

- Misdemeanor (excluding minor traffic violations) - up to six months restrictions from activity or sports participation.
- Felony - up to permanent suspension from activity or sports participation.

**Use of alcohol, non-prescribed drugs and tobacco:**

Students shall not use alcoholic beverages, non-prescribed drugs, or tobacco. If a student violates this regulation, the sponsor, coach, director, supervisor and administration will review his/her violation. Following the review, the student and his/her parent/guardian will be notified of the decision and whether the student is subject to consequences in addition to normal school disciplinary actions. Refer to the athletic handbook for specific language regarding citizenship guidelines and consequences for violations of these guidelines.

**First offense:** Restriction from participation in activity or sport for a designated period of time, as outlined in the athletic handbook.

**Second offense:** Restriction from participation in activity or sport for rest of season or significant period of time and restrictions may be extended into the following season/school year.

**Third offense:** Possible restriction from participation in activity or sport for the remainder of the student's high school eligibility period.

**Students involved in misconduct while at school:**

This includes truancy, disrespect to teachers, fighting, use of abusive language, or other violations of the school code. After a review by the sponsor, coach, director, supervisor, or administration, the student and his/her parent/guardian will be notified of the results. Penalties will range from a reprimand and placing the student on probationary status to temporary or permanent restriction from representing the school in

extracurricular activities. The seriousness of the case and attitude of the student will help school authorities determine the penalty. Recurrences will require that permanent restriction be considered.

**Unsportsmanlike acts by athletes:** Such acts during a contest resulting in ejection will cause the athlete to be restricted from representing the school for at least the next contest. An athlete who commits such an act but is not ejected may still be subject to at least a one game restriction. Each case of this type is to be reviewed by the head coach, building coordinator, and principal before a final decision is reached. See a further description in the MSHSAA guidelines under Athletics.

**Due process:** Students will have the opportunity to express their side of any incident in which they may be involved. Parents or other appropriate representatives may be involved with students during the due process hearings. If the student is dissatisfied with any decisions, he/she has the right to appeal. Students wishing to appeal a decision at any level should refer to the district-wide Procedure of Implementation of the Grievance Policy (FILE: JFC). Copies are available in all school offices.

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

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

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

Requests of this nature should be rare and are discouraged. Groups should go and come as a group. Misconduct on out-of-town trips will result in disciplinary measures.

**Agreement for Activities Participation:** All student extra-curricular activities participants must sign and return this acknowledgment of the CPS Citizenship Agreement Guidelines to the head coach, director, or sponsor before being allowed to participate in any school sponsored activity, group, or athletic team.

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We have received, studied, and understand the Columbia Public Schools' Citizenship Guidelines for Activities and Athletic Participation. Please sign:

Student Participant: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_  
*Return a copy of this form to the appropriate coach, director or sponsor of the activity(s) the student is participating in during the school year.*

## SECTION FIVE: RIGHTS/RESPONSIBILITIES

### A. STUDENT CODE OF CONDUCT (FILE: JG-R)

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure orderly operation of district schools. No code can be expected to list each and every offense, which may result in use of disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond the 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.

**It is essential that every student and every parent understand that students who violate the policies listed in the categories of fighting; verbal or physical assault, harassment/intimidation, selling or distributing alcohol or drugs, and possession and/or use of weapons should expect severe consequences.**

Appropriate behavior is expected of students at all times. Incidents that occur outside the school day that affect or disrupt the learning environment may warrant school consequences.

**Chronically Disruptive Students:** The Columbia School District policy for infractions promotes responsibility for one's actions with progressive consequences for repeated offenses. If the frequency or severity of a student's disciplinary problems increases, disciplinary consequences can be expected to increase in severity; if the frequency or the inappropriate behavior decreases, so may the consequences.

However, when a student's behavior and the frequency of behaviors are continually disruptive to the educational setting the student is then considered **chronically disruptive**. To determine when a student is considered chronically disruptive, school officials evaluate the type, number, and frequency of disciplinary problems. Timely notifications will be made to help remedy and remind students and parents of potential consequences. After notification that a student is considered chronically disruptive, the student will be disciplined using the sequential suspension plan for each additional referral thereafter described in this handbook. If after reaching the end of the sequential disciplinary plan, a student still exhibits chronically disruptive behavior, the student shall be disciplined by enforcing the extended out-of-school

suspension category described in this handbook.

Consequences for the disciplinary actions will be administered in a professional manner based on frequency and flagrancy of the student's behavior. A student should expect more severe consequences for repeated or serious violations of school policies.

#### **Types of Consequences:**

- Administrative conference
- Parental notification
- In-school detention before, during, and after school
- Saturday Detention or Community Service
- Suspension or restrictions from activities and privileges
- Restitution
- Confiscation of property
- Loss of course grades or credit
- Notification to Director of Safety and Security, and/or Juvenile Office, and/or appropriate law enforcement agency.
- Reassignment to different educational programs
- Sequential Suspension Plan
- Extended out-of-school suspension/expulsion

## **B. CONSEQUENCES**

**Detentions:** Most of the students in Columbia Public Schools follow the policies and procedures, which help schools run efficiently and effectively. When it becomes necessary to discipline students for infractions, the following may be assigned as alternatives to some suspensions:

1. **In-School Suspension:** This detention (ISS) is for some infractions of school policies and is served during the school day. Students are expected to report to ISS with materials and class assignments to work on. Visiting or talking to other students while assigned to ISS 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.
2. **Before or After School Detention:** This detention can be assigned in addition or as an alternative to ISS. Students are expected to adhere to the ISS rules.
3. **Saturday Detention:** Saturday Detention is held at West Junior High for junior high students and at Jefferson Junior High for high school students. The time for Saturday Detention is from 8:00 a.m. to 12:00 noon. Students are expected to adhere to ISS rules. A student who fails to attend Saturday Detention shall be subject to further disciplinary measures.

**Out-of-school suspension:** Suspension is a very serious disciplinary action resulting from an extreme violation of school rules or regulations. Any student who is suspended must adhere to these restrictions:

1. The student is not permitted in the school building or within 1,000 feet of any Columbia public school grounds without permission from the principal;
2. The student is not permitted to participate in any school function or extra-curricular activity;
3. The student is permitted to make up work per the

attendance policy for make up work (see Policy JG-R for further details).

**Out-of-school sequential suspension:** Sequential suspension may be used by school administration when a student has been determined to be chronically disruptive. The disciplinary suspension procedure will be shared with parents/guardians and students. It is our goal that students will realize that they are responsible for their actions and that their actions have consequences. The sequential suspension plan developed does not preclude having to suspend or even recommend expulsion for students involved in severe school violations as described in the extended out of school category.

#### **ACE Suspension Center**

Students suspended for 5 days or more days will have the opportunity to attend ACE Suspension Center. During their attendance at the suspension center they may work on their school work. Information will be provided to parents by the administrators working with the student.

**Extended out-of-school suspension:** Extended out-of-school suspension is for the rare occasion when a student violates school policy with such disregard that severe consequences should be expected. The disciplinary categories listed include Fighting, Verbal or Physical Assault, Harassment or Intimidation, Selling or Distributing Alcohol or Drugs, Possession and/or Use of Weapons or Hazardous Objects. Severe consequences are not limited to just these areas. All chronically disruptive behaviors can result in a student being subject to extend out of school disciplinary action being taken.

Recommendations for extended out-of-school suspensions begin with a ten (10) day out-of-school suspension by the principal, with a recommendation in writing to the superintendent to extend the suspension to 180 days, and/or the possible recommendation to the Board of Education for expulsion. In the case where the Board of Education does not expel, a recommendation may be made to place the student in a different educational setting.

Further violations of these district policies may result in a recommendation for extended suspension or expulsion by the Board of Education

## **C. OFFENSES AND POSSIBLE CONSEQUENCES**

**Academic integrity:** The integrity of the academic program and the evaluation of each student's achievement are of primary concern to educational institutions. Cheating on an educational exercise not only reflects dishonesty on the part of the cheater but also diminishes the value of the work done by his/her classmates. Students who cheat or plagiarize (using another's words, ideas or writing as one's own) may be subject to the following: referral to the principal; parent/guardian contacted; a "zero" recorded for the exercise; possible detention and/or suspension; and/or removal from the course with a grade of "F" recorded on transcript.

**Arson:** Starting or attempting to start a fire or causing or attempting to cause an explosion.

**First Offense:** 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

**Subsequent Offense:** Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

**Assault:** Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

**First Offense:** In-school suspension, 1-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

Attempting to kill or cause serious physical injury to another:

**First Offense:** Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

#### **Automobile/Vehicle Misuse:**

Driving and parking on school property are privileges granted by the Board of Education to persons who have reasons to be in the schools or on the school property. Students are expected to use all acceptable courtesies and safe driving practices on and around school property. Building principals shall establish rules and procedures necessary for the operation and parking of automobiles, trucks, motorcycles, and other vehicles on school property. All student motor vehicles parked on school property must be registered with the school. Failure to follow these rules and procedures may result in the suspension or revocation of driving and parking privileges as well as other disciplinary action.

**Automobile regulations:** All students who drive to school are expected to do so safely and to park their vehicles in designated areas only. Students who drive carelessly or violate school regulations shall be subject to disciplinary action. ***In addition, students who park in restricted areas (i.e., on yellow curbs, in visitor spaces) shall be subject to tow at the student's expense and up to a parking fine.***

Students enrolled in classes at the Columbia Area Career Center are encouraged to use district provided bus transportation. Students with special transportation needs may request to drive to the Career Center. Students must get approval from the administration at their home high school to drive to the Career Center. After permission has been granted the student may request a short-term or long-term parking permit at the main office of the Career Center. Students with permits will park on the North/West lot. Students driving without permission or parking without a Career Center permit will be subject to disciplinary action, towing and fines.

#### **Bullying: (FILE JFCF, JG-R)**

Bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to physical actions, including violence, gestures, theft, or damaging property; oral or written taunts including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

**First Offense:** 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

**Bus misconduct:** Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked.

**Campaigning on school grounds:** Certain schools will be designated as polling places. Campaigning on school property on Election Day is regulated and guided by policy KI.

**Classroom disruptive behavior:** Columbia Public Schools is very serious about the charge it has to give students the very best education possible. To accomplish this task, disruptions should not occur in the classroom by students who choose to be off task. In the event such disruptions happen, teachers often deal with them in the classroom. However, if a student does not respond to efforts of the teacher, it may become necessary to enlist the help of the parent/guardian and refer the student for disciplinary measures.

**Harassing language:** Use of words or actions, verbal, written, or symbolic meant to harass or injure another person (e.g. threats of violence or defamation of a person's race, religion, gender, ethnic origin, or other personal characteristics).

**First Offense:** Principal/student conference, in-school suspension, or 1-10 days out-of-school suspension.

**Subsequent Offense:** Suspension or 1-180 days out-of-school suspension, or expulsion and possible documentation in student's discipline record.

**Disrespectful conduct or speech:** Use of disrespectful verbal, written, or symbolic language or gesture, which is inappropriate to public settings.

**First Offense:** Principal/student conference, in-school suspension, or 1-10 days out-of-school suspension.

**Subsequent Offense:** In-school suspension or 1-180 days out-of-school suspension, or expulsion and possible documentation in student's discipline record.

**Disruptive conduct or speech:** Conduct or verbal, written, or symbolic language, which materially or substantially disrupts classroom work, school activities, or school functions.

**First Offense:** Principal/student conference, in-school

suspension, or 1-10 days out-of-school suspension.

**Subsequent Offense:** In-school suspension or 1-180 days out-of-school suspension, or expulsion and possible documentation in student's discipline record.

**Dress and Grooming:** Extremes in dress and/or grooming, which may be health or safety hazards or detract from a desirable educational setting, are inappropriate for school.

The principal is responsible for ensuring that a student's dress does not distract from or interfere with the educational process. It is hoped students will take pride in their appearance. Dress or grooming which interferes or disrupts the educational process will be subject to disciplinary action. Each school may have specific language regarding the dress for that building.

**Drugs/alcohol (FILE: JFCH, JGR and JHCD)**

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

**First Offense:** 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs, and/or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, and V in section 202 of the Controlled Substance Act.

**First Offense:** 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

**Electronics/Cell Phone Usage:(FILE KKB)** Electronic devices of any type including cell phones are commonly owned and possessed by students. However, an electronic device and/or cell phone should not disrupt the learning environment in any manner. If inappropriate use occurs the electronic device or cell phone may be required to be relinquished, and consequences will be assigned as according to individual school policy. Each school may develop its own specific guidelines regarding cell phone usage and possession. The inappropriate use of cell phones (video recording, texting, etc.) or other electronic devices may also fall under the guidelines of other specific disciplinary policies outlined in this handbook.

**Extortion:** Threatening or intimidating any student for the purpose of obtaining money or anything of value.

**First Offense:** Principal/student conference, in-school suspension, or 1-10 days out-of-school suspension.

**Subsequent Offense:** In-school suspension or 1-180 days out-of-school suspension, or expulsion and possible documentation in student's discipline record.

**False alarms:** Tampering with emergency equipment, bomb threats, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property.

**First Offense:** Principal/student conference, in-school-suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in the student's discipline record; immediate report to law enforcement.

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension or expulsion, and possible documentation in student's discipline record; immediate report to law enforcement.

**Fighting:** Defined as mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

**First Offense:** Principal/student conference, in-school suspension, 1-180 days out-of-school suspension, and possible documentation in the student's discipline record.

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

**Food and drink:** Because of safety, health and interference with the educational environment, food and drink must be consumed in designated areas only. Any student not complying with this policy shall be subject to disciplinary action.

**Hall behavior:** During class changes, students are expected to demonstrate courtesy and common sense. Safety is emphasized as a major concern at all times. Therefore, the following expectations are necessary in order for students to move safely and efficiently through the halls:

1. Walk to the right, leaving the center of the hall open at all times and allowing traffic to flow freely.
2. Speak in a normal conversational tone and never yell.
3. Obey the directions of hall supervisors, and staff. Failure to cooperate shall result in disciplinary action.

**Hazing: (FILE JFCF, JG-R)**

Hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

**First Offense:** 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

**Pornography:** Printed matter, books, pictures, computer information, or objects which may be considered inappropriate, objectionable, disruptive, or pornographic are not allowed at school. Students found with such items, or found accessing such items via the technology at school, shall be subject to disciplinary action.

**Public display of affection:** Defined as physical contact, which is inappropriate for the school setting including, but not limited to, kissing and groping.

**First Offense:** Principal/student conference, in-school suspension, 1-180 days out-of-school suspension, and possible documentation in the student's discipline record.

**Subsequent Offense:** In-school-suspension, 1-180 days out-of-school suspension or expulsion, and possible documentation in student's discipline record.

**Sexual harassment (see file: AC and AC-R)**

Use of verbal, written, or symbolic language that is sexually harassing.

**First Offense:** Principal/student conference, in-school suspension, 1-180 days out-of-school suspension or expulsion, and possible documentation in the student's discipline record.

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension or expulsion, and possible documentation in student's discipline record.

Physical contact that is sexually harassing.

**First Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in the student's discipline record.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

**Soliciting on school grounds:** No person shall solicit, distribute, sell, or purchase articles or services to any pupil or employee while on the property of the public schools. Students are not to bring any items to school for the purpose of selling without the sanction and permission of an official school club or group. Depending upon the situation, students who violate this regulation shall be subject to disciplinary action in accordance with file KI.

**Tardy:** Students are expected to be in class with appropriate materials before the bell sounds. Failure to be on time to class can result in disciplinary action being taken by the teacher and the school. Disciplinary actions could range from detention to suspension, depending on the number and frequency.

**Theft:** Theft, attempted theft, or knowing possession of stolen property.

**First Offense:** In-school suspension or 1-180 days out-of-school suspension, possible notification to law enforcement officials, and documentation in the student's discipline record.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

**Tobacco:** Possession of any tobacco products on school grounds, bus or at any school activity.

**First Offense:** Principal/student conference and/or in-school suspension.

**Subsequent Offense:** In-school suspension and/or 1-10 days out-of-school suspension.

Use of tobacco products on school grounds, bus or at any school activity.

**First Offense:** In-school suspension and/or 1-3 days out-of-school suspension.

**Subsequent Offense:** In-school suspension and/or 1-10 days out-of-school suspension.

**Truancy (See File JEDA and JEDA-R):** Truancy is defined as absences from school without the knowledge and consent of parents/guardian and/or the school administration or excessive, non-justifiable absences, even with the consent of parents/guardians.

**Unauthorized presence on school grounds/or loitering:** Persons *without* legitimate business or students who have been suspended from any school in the district are not permitted on school grounds and will be asked to leave. School officials have authority for safety and security over school grounds, including parking lots and adjoining property (see revised Missouri School Laws Statute 163.010).

For safety and security, students should not loiter in school parking lots or on adjoining commercial or private properties. Students are expected to enter the building or leave the school campus or adjacent school property immediately after school. Failure to cooperate with school officials may result in disciplinary action, arrest, or in the case of a suspended student, further suspension.

**Students or others who have been told not to be on school property should call prior to coming on campus for an appointment.**

**Vandalism:** Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

**First Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and documentation in the student's discipline record.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

**Weapons (FILE: JG, JGR, & JFCJ):** Possession of use of any instrument or device, other than those defined in 18 U.S.C. 921 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 (razors, knives, ice picks, pellet-type guns, ammunition, imitation guns, imitation weapons, mace, pepper spray, tear gas or any other device which by their presence or use can intimidate or cause injury).

**First Offense:** In-school suspension, 1-180 days out-of-school suspension or expulsion, possible notification

to law enforcement officials, and possible documentation in student's discipline record.

**Subsequent Offense:** 11-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010 RSMo (blackjack, concealable firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, or switchblade knife) or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930.

**First Offense:** One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent, notification to law enforcement officials, and documentation in student discipline record.

**If there is any question as to what constitutes a hazardous object, the student is expected to check with his or her principal.** Any confiscated weapon will **NOT** be returned but will be turned over to the Columbia Public Schools Safety and Security Coordinators or law enforcement personnel.

#### **D. IITS Computer/Network Procedures**

**Technology Usage: (File EHB)** 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:

**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.

**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.

**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 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 consent 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 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, harmful to minors and child pornography, as required by law. Because the district's technology is a shared resource, the filtering/blocking device installed by the district, including attempts to evade or disable, is a serious violation of district policy.

**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. The district web page may include the district's address, telephone number, and an e-mail address where members of the public may easily communicate concerns to the administration and the Board. 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: (File EHB-R)** 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. Students who do not have a *User Agreement* on file with the district may be granted permission to use district technology by the superintendent or designee.

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

- a. Forgery or attempted forgery of e-mail messages is illegal and prohibited.
- b. Any unauthorized attempts to read, delete, copy or modify email of other users is prohibited.
- c. Users are prohibited from sending unreasonable amounts of unsolicited electronic mail unless the communication is a necessary, employment-related function, or an authorized publication.
- d. 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.

**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:** The following rules and responsibilities will be followed by all users of the district technology resources:

- a. Applying for a user ID under false pretenses is prohibited.
- b. Using another person's user ID and/or password is prohibited.
- c. Sharing one's user ID and/or password with any other person is prohibited.
- d. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
- e. Deletion, examination, copying or modification of files and/or data belonging to other users without their prior consent is prohibited.
- f. Mass consumption of technology resources that inhibits use by others is prohibited.
- g. Non-educational Internet usage is prohibited except for reasonable, incidental personal purposes.
- h. Use of district technology for soliciting, advertising, fund-raising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
- i. 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.
- j. 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.
- k. 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.
- l. 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.
- m. Accessing, viewing or disseminating information using district resources, including e-mail or Internet

access that constitutes insulting or fighting words or 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.

- n. 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.*
- o. 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.
- p. 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.
- q. At no time will district technology or software be removed from the district premises, unless authorized by the district.
- r. 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.
- s. 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.
- t. Electronic resources provided for home access are for the exclusive use of CPS students, staff and Board of Education members.
- u. 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 focused on education.

#### **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.

- a. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.

- b. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
- c. The unauthorized copying of system files is prohibited.
- d. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
- e. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
- f. 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:**

- a. All students will be instructed on the dangers of sharing personal information about themselves or others on the Internet.
- b. Student users are prohibited from sharing personal information about themselves or others on the Internet, unless authorized by the district.
- c. Student users shall not agree to meet with someone they have met on-line without parental approval.
- d. 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.
- e. 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.
- f. All district employees will abide by state and federal law and Board policies including, but not limited to, policy JO and regulation JO-R, when communicating information about personally identifiable students.
- g. 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.
- h. 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.

#### **General Use Statements:**

- a. Users must obey established guidelines for any computers or networks used both inside and outside the CPS network.
- b. All users must recognize that they are accountable for their activities on the network.
- c. Computer accounts are owned by CPS and are to be used for institutional activities only.

**Exceptions:**

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies, 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.

**Levels of Infringement:**

- Level 1 – Minor infraction-accessing unauthorized site.
- Level 2 – Inappropriate use or manipulation of school hardware and/or software.
- Level 3 – Major disruption of services

**Suggested Computer/Network Usage Discipline:**

- Level 1** – No CPS network usage for up to 2 full weeks (school will be responsible for notifying IITS to disable network access for this level)
- Level 2** – No CPS network usage for 2 full weeks up to 1 full semester
- Level 3** – No CPS network usage for a minimum of 1 full semester

**Notes:**

- Any level of infraction may be assessed a reimbursement based upon the severity of the incident and amount of time required for recovery of data and system functionality.
- These recommendations are specified for the effect on computing; **additional discipline as per the CPS handbook may be appropriate. Some of the level 3 infractions may result in legal prosecution with charges up to a class D felony.**
- Should students need to use CPS resources while under discipline, limited (no Internet) sign-ons may be obtained from media specialists in each building

- Repeat offenses will necessitate additional consequences including, but not limited to, those listed
- For clarification, please contact IITS
- Security policies will be evaluated and updated on a quarterly basis

Security Procedure Statement	Level
Installation or usage of any malicious, destructive, or unethical software on CPS computers <ul style="list-style-type: none"> <li>• Keyloggers</li> <li>• Viruses</li> </ul>	3
Purposely denying others the use of network resources <ul style="list-style-type: none"> <li>• Denial of service attack</li> </ul>	3
Maliciously modifying or destroying data <ul style="list-style-type: none"> <li>• Deleting teacher files or other share files</li> </ul>	2-3
Acquisition or sharing of login passwords	2
Physical tampering of computing or networking equipment	2
Purposely probing and scanning the network	2
Unauthorized access of non-school computers or networks <ul style="list-style-type: none"> <li>• Accessing other business's wireless networks</li> <li>• Remote access of one's home computer</li> </ul>	2
Email facilities should not be used to send rude, obscene, harassing, or illegal materials <ul style="list-style-type: none"> <li>• SPAM</li> <li>• Pornography</li> </ul>	1-2
Accessing the computer's BIOS	1-2
Broadcast messages to other users on the network	1
Installing non-approved networking or computing components <ul style="list-style-type: none"> <li>• Switch, Router, Access Point</li> <li>• Server</li> <li>• PDA, Laptop, Notebook</li> </ul>	1-2
Purposely browsing inappropriate websites	1
Sharing or distributing information through peer-to-peer networking is prohibited <ul style="list-style-type: none"> <li>• Napster</li> <li>• Kazaa</li> <li>• WinMX</li> <li>• BearShare</li> </ul>	1

**See Appendix A – Columbia Public School Computer/Technology Form**

*This form may also be found on the Columbia Public School Website.*

**E. MISSOURI SAFE SCHOOLS ACT SUMMARY**

The purpose of the **Missouri Safe Schools Act** is to ensure that school is a safe place for students and employees. It is important to know that this law means that **no drugs, no weapons, and no malicious physical contact will be tolerated in school, on**

**school grounds, at school activities, or on school buses.** The following is a summary of the Columbia School District Discipline Policy. Development of the policy assures the District's compliance with the **Missouri Safe Schools Act**. The notation following each topic is where you can find the complete policy in the Columbia School District Policy Manual. A complete copy of the discipline policy is available for review at any Columbia public school or at the Administration Building, 1818 West Worley.

**Weapons in School (FILE: JG, JGR, & JFCJ):** A weapon is defined as:

- a firearm;
- a blackjack, concealable firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun or switchblade knife;
- any instrument used to do physical injury or harm to another person.

Any student who brings or possesses a weapon on school grounds, on a school bus, or at any school activity will be suspended from school for at least one calendar year or may be expelled. The superintendent may modify the suspension or expulsion on a case-by-case basis upon recommendation. The student will be referred to the appropriate legal authorities.

**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 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, or 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.
- Everyone working in the school district will be given information every year about the school district's discipline policy. Training will be provided about ways to assist students with developing good behavior.
- The 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 district.
- No student may be readmitted or enrolled in the district who has been convicted of or charged with an act if committed by an adult would be one of the following: first or second degree murder, first degree assault, forcible rape, forcible 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 of Students (FILE: JGA):** Corporal punishment (e.g. spanking, paddling) is not used in the district. A staff member may physically hold a student if it is necessary in order that students are safe and that property is not being destroyed.

**Detention and/or In-school Suspension of 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 principal of the school will determine the assignment to detention and the length of time the student will be in detention or in-school suspension.

**Student Suspension and Expulsion (FILE: JGD-R):** The information below applies to all students **except** students with disabilities. Procedures for working with students with disabilities will be discussed in the next section (***Students with Disabilities***).

The Board of Education believes that children who attend public school must follow the rules of the school district. Following school rules will allow students to learn in school. Therefore, the administrative prerogative to exclude a student from school because of violation of school rules and regulations, conduct which materially or substantially disrupts the rights of others to an education, or conduct which endangers the student, other students, or the property of school is permitted. Furthermore, if a student poses a threat to self or others, as evidenced by prior conduct of such student, the administration may immediately remove a student from school. Such actions will be taken in accordance with due process and with due regard for the welfare of both the student and the school. Administrators may also immediately suspend students who have been charged with or convicted of crimes, which involve assaults, weapons, drugs, and have occurred outside of the school day and off the school grounds. In such cases, the student shall be suspended if it is determined that the accused student's presence at school would be disruptive and/or threaten the safety or well-being of the students or staff.

**Suspensions:**

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

*Suspension:* The removal of a student from school for a definite period of time for not following school rules.

*Expulsion:* Removal from school for an indefinite period of time for **serious** misconduct.

**Students with Disabilities: (File JGE)** A student with a disability is a student identified as a "child with a disability" under the eligibility criteria of state regulations implementing the Individuals with Disabilities Education Act (IDEA) as amended, or as a person with a qualifying disability for the purpose of Title II or the American with Disabilities Act or Section 504 of the Rehabilitation Act.

For further information refer to JGE-R.

### Policy/Procedure

- If a student with disabilities is charged with inappropriate behavior, which 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 or her version of the incident (Reference JGE, Due Process).
- The principal shall keep a record of all disciplinary action taken against a student with a disability, which, if continued for more than ten (10) consecutive/cumulative school days, would amount to a change in placement (Reference JGE-R, Change of placement).
- If any disciplinary action which will result in a change of placement is proposed against a student with disabilities, the supervisor of special education and the chairperson of the support team responsible for determining placement shall be notified, and the team shall be convened.
- A student with a disability who possesses a weapon, as defined as a "dangerous weapon" in 18U.S.C. 930, at school or at a school function or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or at a school function may be placed in an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days.
- If the school district believes a student will injure himself/herself or others, the school district may either seek a court order or an immediate change in placement. If the student's parent or guardian has not consented to an immediate change in placement, pending due process procedures, the district may obtain an expedited due process hearing to request a change in placement for the student for not more than 45 calendar days.
- If the conduct is determined unrelated to the disability, disciplinary options, including suspension, removal or expulsion applicable to students without disabilities may be applied to the student in the same manner in which they would be applied to students without disabilities. However, such students with disabilities will still receive a free appropriate public education as required by federal law.
- If the behavior is determined to be a manifestation of the disability, no long-term suspension or expulsion will be implemented.

The IEP team may modify the students placement or IEP as appropriate, for educational, not disciplinary reasons.

**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 act 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 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 (CD) 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
- Arson in the first degree
- Felonious restraint
- Property damage in the first degree
- Child molestation in the first degree
- Sexual misconduct involving a child
- Sexual abuse

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.

Any teacher or other employee who is 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 (CD), the records will be transferred to the new school within two (2) business days after notification by the CD. 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, and school buses are safe places for learning, for playing, and for growing into responsible adults. If you have questions regarding the **Missouri Safe Schools Act** contact Dr. Wanda Brown.

#### **F. APPEALS PROCESS**

The right of due process shall be given to all students. An appeals process exists for students, beginning with the building principal. In the cases of recommendations for extended out-of-school suspensions and/or expulsions the superintendent or designee, will review those recommendations and make a decision. In some cases, depending on the severity, legality, age, and other relevant factors, a student may be allowed to apply for admittance to an alternative educational program.



Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

## **2011-2012 TECHNOLOGY USAGE AGREEMENT** *(Parent/Guardian Technology Agreement)*

I have read the Columbia Public Schools' Technology Usage policy (EHB).  
<http://www.columbia.k12.mo.us/policies/EHB-C.pdf>

I understand that violation of these provisions may result in disciplinary action taken against my student including, but not limited to, suspension or revocation of my student's access to district technology and suspension or expulsion from school.

I understand that my student's use of the district's technology resources is not private and that the school district may monitor my student's electronic communications and all other use of district technology resources. I consent to the district's interception of, or access to, all of my student's electronic communications using district technology resources. This includes downloaded materials, all data stored on the district's technology resources including deleted files, pursuant to state and federal law, and district technology resources accessed remotely.

I agree to be responsible for any costs arising from unauthorized use of the district's technology resources by my student. I agree to be responsible for any damages incurred by my student.

Online communication is critical to students' learning of 21<sup>st</sup> century skills. I understand classrooms will use Web 2.0 tools such as blogs, wikis and podcasts as part of the instructional process.

I agree to my student being photographed, interviewed and/or videotaped by representatives of Columbia Public Schools and/or media outlets. Any information or images obtained from these activities may be reproduced by the school district and/or media outlets for use in advertising, publicity or educational activities. This includes: CPS publications - printed or electronic, school yearbooks, videos, school websites and school television programs.

**Term of the Agreement**

I give permission for my student to utilize the school district’s technology resources and the right to be included in media activities.

**Verification:**

I verify that the information provided on this form is accurate and current, and that I am the legal parent/guardian of the student.

X \_\_\_\_\_  
SIGNATURE of Parent/Guardian                      PRINT Name of Parent/Guardian                      Date

X \_\_\_\_\_  
SIGNATURE of Student (if student is 18 years old)                      Date

**Terms of the Agreement**

Parents/guardians who do not grant their student the right to utilize the school district’s technology resources and be included in media activities at Columbia Public Schools must sign and return a permission denial form. Forms are available in every school office and on the district website. [www.columbia.k12.mo.us/iits](http://www.columbia.k12.mo.us/iits)

I understand that this form will be effective for the duration of my student’s attendance in the current grade cluster, (PK-5, 6-7, 8-9, 10-12) unless revoked or changed by the district or me.

\* \* \* \* \*

*Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.*

**TECHNOLOGY USAGE AGREEMENT  
(Student User Agreement)**

I have read the Columbia School District’s Technology Usage Policy, regulation, and guidelines and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me including, but not limited to, suspension or revocation of my access to district technology and suspension or expulsion from school.

I understand that my use of the district’s technology is not private and that the school district may monitor my use of district technology including, but not limited to, accessing browser logs, e-mail logs and any other history of use. I consent to district interception of or access to all communications I send, receive or store using the district’s technology resources, pursuant to state and federal law, even if the district’s technology resources are accessed remotely.

**Signature of Student** \_\_\_\_\_ **Date** \_\_\_\_\_

## CONSEQUENCE MANUAL

The Columbia Public Schools in partnership with the City of Columbia and the Boone County Juvenile Office have developed the attached “Consequence Manual” for your review with your child. It is imperative that our students understand the possible legal consequences for some behaviors. Please review the following important information.

**ABUSE & LOSE** A person under the age of 21 will LOSE their driver’s license if adjudicated/convicted for any alcohol related traffic offense, possession of a controlled substance, or possession of an altered driver’s license.

- 1<sup>st</sup> Offense: 90 day suspension
- 2 or more violations: 1 year suspension

A person 16 years of age or older will LOSE their driver’s license if adjudicated/convicted for possession or use of alcohol

- 1<sup>st</sup> Offense: 30 day suspension
- 2<sup>nd</sup> Offense: 90 day suspension
- 3 or more violations: 1 year suspension

**CERTIFICATION** A juvenile between the ages of 12 and 17 may be certified as an adult to stand trial as an adult and to be punished as an adult for certain offenses, including; 1<sup>st</sup> or 2<sup>nd</sup> degree murder, 1<sup>st</sup> degree assault, forcible rape or sodomy, 1<sup>st</sup> degree robbery, distribution of drugs or if the juvenile has 2 or more prior felony adjudications.

**EMANCIPATION** There is NO emancipation under the juvenile code in the State of Missouri. Unless you are certified as an adult, there is no other means to be declared an adult and your parents are responsible for you until you are 18 years old.

**PRESCRIPTION DRUGS** It is a crime to possess another person’s prescription medication while at school. It is a crime if you give your prescription medication to someone else while at school.

**JOINT LIABILITY** You may be held responsible for a crime even if you did not actually commit the crime, but are present when it happens and assist in ANY way (even cheering a person on.)

**CHILD PORNOGRAPHY** It is a crime to possess any obscene material that has a child as a participant in or observer of sexual conduct.

- A child is defined as anyone under the age of 18
- Pictures or videos of anyone under the age of 18 engaging in sexual conduct may be considered child pornography
- Having pictures on your cell phone of yourself engaged in sexual conduct or of someone else engaged in sexual conduct may be considered child pornography
- If you send those pictures or videos to friends...you may even be charged with distribution of child pornography

**SEXUAL OFFENSES** If you commit a felony sexual offense, you may have to register with the Juvenile Officer as a juvenile sexual offender until attaining the age of twenty-one (21).

If you commit a felony sexual offense that involves force, a weapon, or causes serious physical injury, you may have to register as an adult sexual offender. The adult registry is a lifetime registry and is public information.

**FELONY OFFENSES** If you commit a felony offense as a juvenile, the information could be used against you as an adult, if you commit another offense as an adult.

If you commit a felony offense as a juvenile, you may have difficulty getting into the military or obtaining federal employment.

## CONSEQUENCES

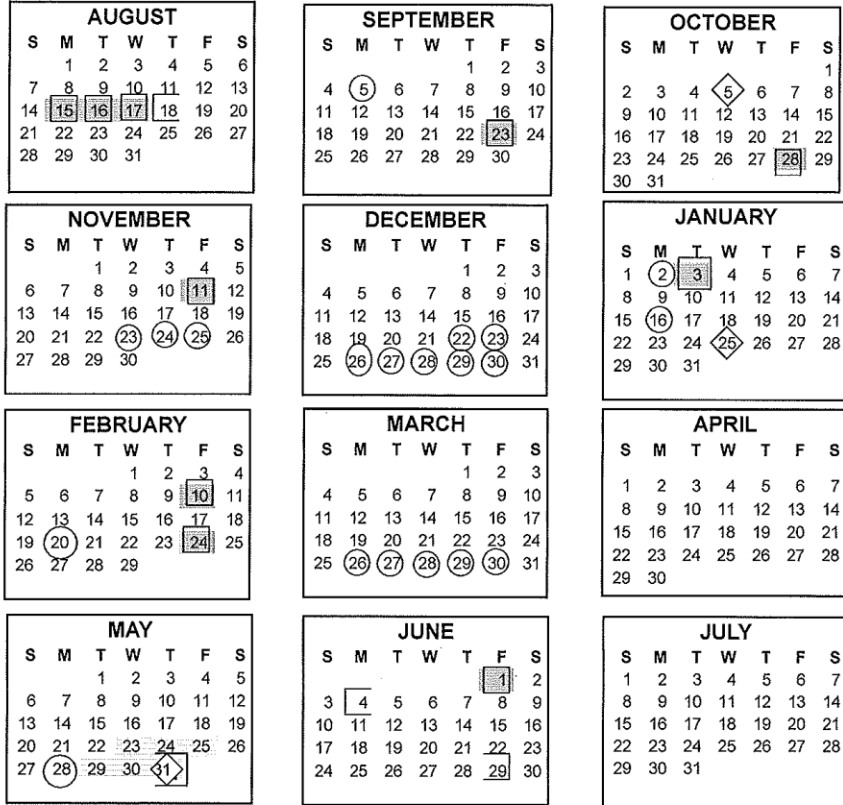
- A referral to the Juvenile Officer may result in a number of different consequences imposed upon you, to include;
- **Informal Adjustment Agreement** – an informal agreement between you and the Juvenile Officer, requiring you to participate in certain classes, pay fines and complete assignments.
- **Court Action** – the Juvenile Officer may file a petition against you and require you to come to court to answer for the offenses that you have committed.
- **Formal Supervision** – the Juvenile Court may order you to attend classes, participate in services, complete community service work, pay fines, and/or complete assignments. The Juvenile Court may order you to pay restitution, attend school, limit your activities, limit your communication with friends or restrict your associates and/or to submit to random drug testing.
- **In-Home Detention** – the Juvenile Court may order that you be placed on in-home detention, which means that you would not be free to leave unless approved by the Court.
- **Detention** – the Juvenile Court may order you to be detained at the Robert L. Perry Juvenile Justice Center for a period of time, to include up to 30 days or longer.
- **Intensive Supervision** – the Juvenile Court may order you to participate in intensive services, which require daily meetings, family participation in services and restriction of your movement and associates.
- **Division of Youth Services** – the Juvenile Court may order you to be committed to the Division of Youth Services until you obtain the age of 18. This may include a commitment to a facility for a period of time and/or supervision in the community.

The school district has created a single calendar for K-12.

**COLUMBIA PUBLIC SCHOOLS  
2011-2012 CALENDAR K-12**

Approved by Board of Education  
March 14, 2011

First Day of Classes.....August 18  
End of First Semester.....December 21  
End of First Trimester.....November 10  
End of Second Trimester.....February 17  
Last Day of Classes.....May 31  
First Day of Summer School 2012.....June 4  
Last Day of Summer School 2012.....June 29



Legal Holidays.....November 24, December 26, February 20, July 4  
Labor Day.....September 5  
Thanksgiving Vacation.....November 23 - 25  
Winter Recess.....December 22 - January 2  
Martin Luther King's Birthday.....January 16  
Presidents' Day.....February 20  
Spring Recess.....March 28 - March 30  
Memorial Day.....May 28

- Teacher Collaboration or Work Day -- School not in Session
- School Not In Session
- Classes Dismissed 2 1/2 Hours Before Normal Dismissal Times for Staff Planning and Collaboration
- Opening Day of School
- Closing Day of School

6 snow days are built into the calendar (shaded in grey). If the district uses fewer than 6 inclement weather days during the year, the unused days will be removed from the end of the school year. If the district uses exactly 4 inclement weather days, the district will consider taking May 4 as a holiday, so that the final day of school will not be a single early release day following the weekend.

