STUDENT HANDBOOK
FOR COLUMBIA PUBLIC
SECONDARY SCHOOLS

Columbia Public Schools

AEO
Achievement, Enrichment, Opportunity

Muriel Williams Battle High School
Columbia Area Career Center
Frederick Douglass High School
David H. Hickman High School
Rock Bridge High School

Gentry Middle School
Jefferson Middle School
Lange Middle School
Oakland Middle School
Smithton Middle School
West Middle School

2017-2018

COLUMBIA PUBLIC SCHOOL DISTRICT
SECONDARY SCHOOLS

This 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 individual school handbooks. 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.cpsk12.org.

NONDISCRIMINATION POLICY

The Columbia Public 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, gender, gender identity, gender expression, 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.

In addition, the District provides equal access to the Boy Scouts and other designated youth groups.

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:

Student Compliance Officer for Columbia Public Schools
Carla London
Chief Equity Officer
573-214-3413
CLondon@cpsk12.org

Employee Compliance Officer for Columbia Public Schools
Keith Bausman
Assistant Superintendent for Human Resources
573-214-3422
KBausman@cpsk12.org

With respect to the foregoing, additional information may be obtained by contacting

U.S. Department of Education Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114-3302
Telephone: (816) 268-0550
Facsimile: (816) 823-1404
Email: OCR.KansasCity@ed.gov
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This document was cooperatively compiled by a committee of CPS administrators.
A. SCHOOL DISTRICT MISSION
Columbia Public Schools’ mission is to provide an excellent education for 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 Public 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 promote high levels of learning and 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 (Board Policy: AC)
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, gender, gender identity, gender expression, 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.

Gender identity is defined as an individual’s internal, deeply-felt sense of being either male, female, something other, or in between.

Gender expression is defined as the way an individual shows others their gender (i.e. through their clothing, their name, the style of their hair, etc.).

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, including but not limited to acts of intimidation, threats, coercion, or discrimination against those who make complaints of prohibited discrimination or participate in an investigation, formal proceeding, or informal resolution concerning prohibited discrimination;
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment, or retaliatory actions; and
3. Discrimination, harassment, or retaliation against any person because of such person's association with an individual protected from discrimination due to one or more of the above-stated characteristics.

Grievance Procedures (Board Policy: AC)
Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Level 1 – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and
other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

**Level II** – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer’s decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

**Level III** – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent’s decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

**C. MILITARY OPT-OUT PROCEDURE**

Federal law requires that school districts provide military recruiters certain information. 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 8, 2017 to school’s main office.

**D. PUPIL PERSONAL INFORMATION**

The Columbia School District 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 a 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; degrees, honors, and awards received; most recent previous school attended; and photographs, including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy. Additional limited
directory information may be provided to school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; governmental entities including but not limited to law enforcement, the juvenile office, the Children’s Division (CD) of the Department of Social Services. For an explanation of “directory information” and “limited directory information” see Board Policy JO. In the event that any parents do not wish for this directory information to be released for currently enrolled students of Columbia Public Schools, they have until September 8, 2017, to provide notice in writing to the Assistant Superintendent for Elementary Education or the Assistant Superintendent for Secondary Education, 1818 West Worley Street, Columbia, MO, 65203.

E. STUDENT RECORDS (Board Policy: JO)
A cumulative record is maintained for every student in Columbia Public Schools. This record includes family data, school achievement data, student discipline, immunization data, 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 on student records shall be in accordance with the provisions of Title IV of Public Law 90-247.

F. STUDENT SUPPORT
Each school implements 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 school nurse for your child’s school may also provide services to other schools. Although the nurse may not be present at all times in your child’s school, the nurse is on call and readily available for consultation or to direct health care or emergency care at all times. To contact the school nurse, please call the school office.

Special Health Concerns
It is important for parents or guardians to inform the school nurse of special health conditions which may be a concern or necessitate emergency care at school. Examples of special health conditions are: hearing loss, allergies, asthma, diabetes, and seizure disorders. Current signed healthcare provider orders and a signed release of information will be required each school year 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
It is unlawful for any student to attend school unless the student has been immunized according to Missouri Immunization Law (MO State Law 19 CSR 20-28.010; sections 167.181 and 210.003) or unless a signed statement of medical or religious exemption is on file at the school.
The parent or guardian of each student must furnish to the school satisfactory evidence of immunization in the form of a statement, certificate or record from a physician or his or her designee, other recognized health facility, immunization registry, school record or child care record stating that the required immunizations have been given to the person and verifying the type of vaccine. The month, day and year of vaccine administration must be included on the statement, certificate or record. A completed and signed medical or religious exemption card will also be accepted per state law. 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.

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

**Medications**

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

1. All medications administered through the 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 a written request from a physician or authorized prescriber for administration. This includes acetaminophen, ibuprofen, cough syrup, cough drops and homeopathic preparations.
   - The physician or authorized prescriber must renew written individual and standing orders each school year.
   - Prescribed medication must have a pharmaceutical label that includes the following:
     - Student’s name
     - Date of most recent refill
     - Name of medication and specific instructions for administration
     - Name of prescribing healthcare provider
   - In most cases, it should not be necessary to administer more than one dose of medication during a school day.
   - The first dose of a new medication will not be administered at school.
   - A Medication Administration Record must be completed and signed annually by a parent/guardian for each medication administered at school.

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

2. Students **cannot** store medication in the school office or in a teacher's desk for self-administration.

3. Self-administration of Medication by Students:
   - Secondary students are **NOT** allowed to carry medications considered to be in the Schedule II category of controlled substances (Adderall, Ritalin, narcotics, etc.). These medications must be stored and administered through the health office. Students are allowed to carry all other prescription and over the counter medications **needed for one school day ONLY**. Prescription medication should be checked in at nurse’s office. Quantities of medication greater than the amount needed for one school day are not to be stored with the student. Parents and guardians are encouraged to inform the nurse of medications students carry for chronic conditions. All self-administered medication must contain only the amount needed for one school day and be in a properly labeled pharmaceutical bottle or container labeled by the manufacturer. According to Missouri Law 167.627, any child who will be self-administering metered-dose inhalers for asthma or other potentially life-threatening respiratory illness must have a copy of the asthma action plan and a self-administration form signed by the parent and healthcare provider on file at his/her school (available through the school nurse).

4. Injectable medications will be administered by the school nurse with signed permission from a physician and parent. 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 prefilled epinephrine for a severe allergic reaction resulting in anaphylaxis and the administration of Diastat for a
seizure disorder. In these cases, designated unlicensed personnel trained by a school nurse may administer these medications and notify Emergency Medical Services (911).

5. According to Board Policy JHCD and JHCF, Columbia Public Schools will carry prefilled epinephrine to be used per signed physician protocols in an emergency. If a parent refuses to allow their child to receive an emergency medication, it will be their responsibility to notify the Health Services Coordinator in writing at the beginning of each school year.

**Illness or Emergencies**

In cases of serious injury or illness, the school nurse should be notified immediately. The Emergency Medical Service (911) may also be called. The nurse, designated school personnel and/or emergency medical personnel will care for the student and the parents or guardians will be contacted as soon as possible. If this proves impossible, the student will be cared for as directed by the school nurse. **PARENTS OR GUARDIANS MUST LEAVE A PHONE NUMBER AND/OR EMERGENCY CONTACT WITH THE SCHOOL IN THE EVENT OF AN EMERGENCY.**

For minor illnesses or injuries, students will be cared for by school personnel trained in first aid. To prevent the potential for an illness or a communicable disease, 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. 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, (2) vomiting or diarrhea, (3) an unusual or unexplained rash, (4) persistent cough, (5) ongoing symptoms of discomfort or immobility from an injury, 6) a concerning health condition that may require further medical evaluation. Students may return to school when: 1) fever free for 24 hours without the use of fever-reducing medication; 2) vomiting and/or diarrhea free for 24 hours; 3) other conditions (rash, injury or health concern) subside; or 4) with a provider’s note authorizing the student’s return to school. Students with communicable diseases should have a release from their doctor to return to school.

**Vision and Hearing**

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

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

**Spinal Screening Exams**

Starting in January, Spinal Screening exams will be offered to the following students in Columbia Public Schools:

- All 4th, 5th and 6th grade girls
- All 7th and 8th grade boys
- All 7th grade girls and 9th grade boys who are new to Columbia Public Schools and those needing to be rechecked from the previous year

If a vision, hearing or spinal concern is detected, the student’s parent or guardian will be notified. The exams are screening exams and are not meant to be diagnostic. If a parent or guardian suspects their child has a vision or hearing problem, a specialist should be consulted. If a parent or guardian refuses to allow their child to receive scheduled screening services, it will be their responsibility to notify the school nurse in writing at the beginning of each school year.

**I. SPECIAL EDUCATION**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade.

The Columbia Public School District:

- Assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.
- 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 developed a Local Compliance Plan for implementation of Special Education. Copies of the Compliance Plan are available for public review during regular school hours on days school is in session at the following locations: Administration Building, 1818 W. Worley, principal's office of any Columbia Public School, and Daniel Boone Regional Library, 100 West Broadway, Columbia, Missouri and on the District website. 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:
Alyse Monsees
Director of Special Services and Coordinator, Section 504
Columbia Public School District
573-214-3462

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

J. SECTION 504
The Columbia MO Public School District, as a recipient of federal financial assistance from the United States Department of Education and who operates a public elementary or secondary education program and/or activity, is required to undertake measures to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

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

The Columbia MO Public School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed by contacting your student’s school or at the Special Services Office at 1818 West Worley St. 573-214-3463, by appointment. The District 504 Coordinator is Shae Collier. This notice will be provided in native languages as appropriate.

K. EMERGENCY PROCEDURES
School Closing Due to Inclement Weather: Severe weather or road conditions which create safety hazards may make it necessary to cancel classes and other scheduled school activities. Local TV and radio stations will be notified if a decision to cancel classes is made. Listen to those stations for closing information. The school district will send parent alerts regarding school closings via text, email and/or phone calls. Parents/Guardians are encouraged to go to the CPS website at www.cpsk12.org for more information about the ParentLink/Blackboard parent communication system. Parents/Guardians are also strongly encouraged to provide the most up-to-date and accurate contact information to your child’s school in order to ensure alerts can be delivered in a timely manner. Community members can sign up for the service on the school district’s website at www.cpsk12.org. A listing of the snow/inclement weather routes for each school will be distributed in the fall and will also be available on the CPS website.

Delayed Start:
As required by state law, the school district builds in six inclement weather days into its school year calendar. In past years, the district has exceeded the six days due to inclement weather conditions. In some instances, the school district might have been able to have school in session if it had a few extra hours to prepare facilities or for weather and/or road conditions to improve. As such, the school district has implemented a two-hour delayed school start as an option during inclement weather conditions. This option is in addition to other safety measures, including full school day cancellations and/or utilizing altered bus routes. Start times and dismissal times for schools when a late start day is utilized are shown on page 43 of this handbook.

School will be cancelled or a two-hour delayed start implemented only after roads are tested. Should cancellation, a two-
Parents may make the final decision regarding a child's attendance. If the parent views the weather as too severe or road conditions too dangerous, absences will be excused.

Difficulty in contacting parents usually prevents early dismissals, but under appropriate circumstances the district may dismiss early. On inclement weather days, please continue listening to local radio and television stations for news of early dismissal. Additionally, information will be sent via the district's parent communication system. Altered bus routes for district buses will be run at times when inclement weather makes some roads too hazardous for safe travel. School bus snow routes are available through schools as well as the school district website.

If you have questions about the two-hour delayed school start during inclement weather, please contact your child's school or the district administration building.

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

Emergency and Crisis Management: Columbia Public Schools has developed an Emergency/Crisis Management Plan, which will be implemented in event of a crisis. The Emergency/Crisis Team will be responsible for directing all activities during the emergency/crisis situation. Students will receive training in the proper procedures to follow during an emergency. It is very important that students and their families cooperate and follow the directions of the Emergency/Crisis Team. Parents are encouraged to refrain from calling the school during an emergency and to listen to local media for updated reports. The staff's first priority is the safety of all students. As a result, you may find that phones may not be answered for a short time period as secretaries will be assisting with our emergency plans. Principals must follow the school emergency plans to ensure the safety of all students. This may mean that they will not be available or have staff available to assist you with a parent's needs. We request that parents be respectful of the situation and allow principals to implement the emergency plan in order to keep a safe and orderly school for all students. The school district will send parent alerts via text, email and/or phone calls to give you the most accurate, up-to-date information on the situation. Parents/Guardians are encouraged to go to the CPS website at www.cpsk12.org for more information about the ParentLink/Blackboard parent communication system. Parents/Guardians are also strongly encouraged to provide the most up-to-date and accurate contact information to your child's school in order to ensure emergency alerts can be delivered in a timely manner.

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 (Board Policy: KK, KK-UC)
Parents or visitors with legitimate business are always welcome at school. All visitors are expected to check in at the office upon entering the building. Requests for classroom visits should be made in advance through the principal's office. Visitors to the classroom should not interfere with the instructional process. Visitors who wish to visit classrooms (general education or special education) with the intent of conducting observations shall work with the building principal to establish timelines and appropriate goals. Non-enrolled students may not attend school.

For added security, all elementary, middle, and high schools have an electric door and video intercom system. Parents will be required to use this system to enter the building. Parents will have to activate the system and should expect to announce who they are and why they are there before school staff will unlock the door to allow them in.

Disruptive Behavior: If a visitor's conduct becomes disruptive, threatening, or violent, the superintendent, principal, or designee of either may require the visitor to leave. The superintendent or designee may inform the visitor that he or she is not welcome back on district property or at district events indefinitely or for a specific period of time. In that case, the visitor will be notified in writing and the notice will include the length of time the person will be prohibited from district property or district events as well as any other restrictions or conditions for accessing district property or events, when applicable.

The district will not restrict or prohibit access to district property or events because a parent, guardian, student or other individual exercised his or her rights or engaged in any protected activity in accordance with the anti-discrimination and anti-retaliation laws enforced by the Office for Civil Rights. The Board prohibits retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who make complaints of prohibited discrimination or harassment, report prohibited discrimination or harassment, or participate in an investigation, formal proceeding or information resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
M. INTRADISTRICT TRANSFERS (Board Policy: JCB)
All students must transfer between district schools when their residence changes to a different attendance area, unless an approved transfer is granted by the superintendent or designee. Further, the district maintains the ability to transfer students between schools as needed. The superintendent or designee may direct the intradistrict transfer of students for the health, safety or welfare of the student, to better meet the educational needs of the student or to address overcrowding in school. Students with disabilities may be assigned to attend a school outside the student's attendance area by the 504 team or pursuant to the student’s Individualized Education Program (IEP). Administrators participating in these decisions will notify the school's registrar as soon as the decision is made to place a student outside his or her attendance area.

A student who has been a victim of a violent criminal offense on school property as defined by state regulation may, upon request, transfer to another public school in the district. The transfer will be allowed in accordance with law.

Parents and guardians may request that the district transfer a student to a different district school subject to available space and eligibility as determined by the district. The parents or guardians must submit their request to transfer to the district on or before April 1 of the school year prior to the year the transfer is desired. Transfer request forms may be accessed through the CPS website. Unless required by law, transfers are a privilege, not a right. The district will consider educational needs rather than convenience or following or remaining with a peer group when making the decision to allow a student to transfer. Further, the district may rescind a transfer once granted for any reason including, but not limited to, disciplinary issues or an increase in absences. Approved transfers may be for one or more school years. Transportation will not be provided to students transferring to schools outside the student's attendance area, unless required by law.

Guidelines for consideration of student transfers include, but are not limited to:

1. Transfer decisions will be made after May 31 and after the schools have completed pre-enrollment. Parents will be notified once a final decision is made.
2. If a student starts at one school and later moves to the attendance area for a different school, he or she will be allowed to remain at the original school for the remainder of the year. For subsequent years, a transfer request must be completed by April 1.
3. Children of employees will be given priority for school transfers that benefit the parent’s employment with Columbia Public Schools. Request must be made prior to April 1 and transfers are subject to space availability.
4. Once a transfer has been approved, the student may continue to attend the transfer school for all grade levels provided, unless otherwise notified by the district.
5. Parents will receive a letter approving or deny the transfer request. The length of transfer will be indicated in the approval letter.

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.

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
In general, in order to enroll in the Columbia Public School District, a student, the parent, legal guardian, military guardian, person acting as a parent or the student must provide proof of legal residency in the district or request a waiver of proof of residency and must complete all admission requirements as determined by Board policies, regulations and procedures. Students who do not provide proof of residency in the district will only be admitted without payment of tuition if permitted by Board Policy or required by law. This district does not allow nonresident students to enroll in and attend this district upon payment of tuition unless otherwise required by law. Proof of residence can be a current utility bill showing address, contract of home purchase, a real estate lease or notarized letter from owner of residence with whom the family is living and residence utility bill. Proof of residence is required any time the student's residence changes.

O. STUDENT TRANSPORTATION SERVICES (Board Policy: EEA)
Transportation services are provided by Student Transportation of America, Inc. (573-214-3860). High school students who reside two miles or more from their school of attendance, and middle school students who reside one mile or more from their school of attendance, are eligible for transportation at district expense. Transportation for a student with a disability will be provided if the IEP team determines that such transportation is necessary as a related service due to the student's disability. Transportation for special education students or students classified as homeless will be provided in accordance with law. The Columbia Public School District shall promote safe walking and bicycling to school whenever possible. Students who have received special permission to attend a school other than their home school are not eligible for transportation at district expense. Parents of students ineligible for transportation may, on an individual basis, contract with Student Transportation of America, Inc. for transportation service. This service will be provided if requested by parents, but only in those cases where the number of students and the routes of travel justify such an arrangement. Pay ridership will not be considered if it requires additional bus routes or a significant deviation to an existing route.

Each year students riding district buses will be instructed on bus rules. School Bus Conduct Reports will be issued for infractions of the rules. The school administration will determine consequences for inappropriate behaviors. Upon issuance of a third conduct report or an incident of severe behavior, bus privileges may be suspended or revoked. Copies of conduct reports that are issued will be provided to parents. Drivers are responsible for maintaining discipline and safety on the buses at all times. The bus company has installed video systems on buses to assist in monitoring student behavior.

For middle school students who reside within one mile of their school of attendance, and who feel there is a safety concern within their transportation route, a Pedestrian-to-School Hazards form is provided at the end of the student handbook to request special consideration for district transportation.

The bus rules are:

1. Obey the bus driver. Follow directions the first time they are given.
2. Keep head, hands, feet and objects to yourself and inside the bus. Keep the aisles clear.
3. Remain seated in your assigned seat. (Back To Back, Seat To Seat)
4. Do not eat, drink, litter, write on, or damage the bus in any way.
5. Use respectful language. No loud talking or noises, no cursing or swearing.
6. Bullying will not be tolerated and will be reported to school officials.

**P. Protection of Student Rights (Board Policy: JHDA)**

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 to submit to a survey, analysis, or evaluation that reveals information concerning the following, without prior written consent of a parent:

- 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 (Board Policy: 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 principal or designee. 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 truancies unless the absence is reported to the office by a parent within 48 hours.

4. Truancy – An elective absence that has not been approved by the parent and/or school official. A disciplinary consequence for truancy will also be assigned.

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 action will be taken. Some or all of the strategies below may be utilized to prevent additional occurrences of such absences:
   - Student referral to outreach and school 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 or other school personnel.
   - 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
   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 to determine make-up work assignments and to establish 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:
      i. The parent shall notify the school administration in advance of the absence;
      ii. The student should request assignments in advance of the absence; and
      iii. 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 will 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 make up exams, daily work, and major projects for full or partial credit.
4. Absences due to Suspension
   Students who are suspended shall have the opportunity to make up work, major projects, and exams 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 who are suspended from school are expected 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.
D. EXCESSIVE ABSENCE
The Board recognizes the importance of regular student attendance to a successful learning experience. Excessive absence creates a lack of student progress due to lack of participation in class discussion and activities. Lack of class participation will be one factor to be considered in earning 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.

The district will contact the Children’s Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student’s lack of attendance constitutes educational neglect on the part of the parents/guardians or that parents/guardians are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

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. It is the parent’s responsibility to contact school personnel in the event of an absence. 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 detentions to referrals to the juvenile office.

SECTION THREE: INSTRUCTIONAL PROCESS

A. GRADE REPORTING
For students to be successful, 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 counseling 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 in the best educational interest of the student 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. By the end of their junior year, students must have earned a minimum of seventeen (17) credits to be classified as a senior, which can be re-evaluated when students achieve necessary credits.

Grades
Grades appear as letters according to the following:
A - Excellent
B - Superior
C - Average
D - Inferior
F - Failure
IC - Incomplete/Delayed
The following grading scale is sent with transcripts for general interpretation and is recommended for assigning marks:

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

**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. ENGLISH LANGUAGE LEARNERS**

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, the inability to speak and understand the English language will not exclude a student from effective participation in the educational programs offered by the district. The district shall provide English Language Learners (ELLs) with appropriate instruction that fosters English language development and provides equal access to all its programs.

During the 2017-2018 school year, ELLs in grades 6 through 8, will be provided services at one of three middle school buildings in the district. These buildings are Jefferson Middle School, Oakland Middle School and Smithton Middle School. Students will be provided with transportation from their homes to one of these buildings. By utilizing the map located at [http://www.cpsk12.org/Page/5940](http://www.cpsk12.org/Page/5940) parents may determine which school their child will attend for ELL services at the middle school level. In addition, Jefferson Middle School will house a Newcomer Center for newly arrived, immigrant ELLs.

While Battle High School, Hickman High School, and Rock Bridge High School will all offer ELL services, a high school Newcomer Center will be housed at Douglass High School. In addition, the Douglass Academy will continue to provide support services to older ELLs (18-year-olds and older) who need programming with a more post-secondary focus.

For further information on the English Language Learners program, please contact Shelly Fair, ELL Director, at 573-214-3965.

**E. STATEWIDE ASSESSMENT (Board Policy: 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) and Section 504 of The Rehabilitation Act. In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

**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.

**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 educational standards adopted by the Missouri State Board of Education and in compliance with state and federal accountability requirements.

**F. HONOR ROLLS**

Semester 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 grade point average ranges will be used:

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

G. 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:

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

The above represents the minimum requirements for graduation. A full-time student will schedule a minimum of three and one-half (3.5) credits and a maximum of four (4) 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.

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.

Correspondence Credit: Seniors who are using correspondence courses to meet graduation requirements must have grades into their Counseling Office no later than the day all other seniors grades are due. Currently all senior grades are due one (1) week prior to Commencement. 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, including but not limited to: 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 Battle, 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 Battle, Douglass, Hickman, or Rock Bridge diploma. A second semester senior entering a Columbia high school for the first time must earn a minimum of three credits from our schools to be eligible for graduation. Students will plan specific course work with their parents and counselors to meet their individual needs and career goals.

H. CAREER PATHS
Students have the opportunity to learn about and identify career path interests in middle 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.
I. 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 certifications
5. Community college
6. Four-year college or university

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 Eligibility Center. The Eligibility Center 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 request for early graduation form complete with parent, counselor and principal signatures.

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. 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 valedictorian and salutatorian.
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(s): presented to the senior(s) who maintains the highest grade point average for eight semesters of high school work.

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 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. 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.
3. GPA will be calculated through three (3) decimal places.

L. PART-TIME ATTENDANCE
A student is considered full time if he/she takes a minimum of six classes at high school. 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 3.5 credits in the previous semester. 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 for courses that are offered during the school day that conflict with the student’s schedule. Students must find a certified teacher willing to offer their course independently. This option could also be available for a student who has a special interest, motivation or ability and has the commitment to complete course work on his or her own. The building principal and department chair must approve all requests.

The following procedure should be followed:
1. Student needs to contact his/her counselor to discuss the request. If the counselor and teacher are in agreement, an Independent Study Form is provided.
2. Together the teacher and student, in conjunction with the department chair for the department, write an agreement outlining specific assignments, topics, timelines and meetings for which the student will receive ½ credit (per semester).
3. The completed Independent Study Form needs to be returned to the counseling office and copies of the form distributed to student, teacher, counselor and school counseling office secretary.
4. All independent study courses will be graded on a pass/fail basis.
5. Students wishing to apply for independent study with a Career Center teacher must complete and return an application through the Career Center main office.

N. AUDIT AND REPEAT FOR IMPROVEMENT
Auditing: A student must obtain approval by the appropriate department chair and their counselor in order to audit a class. Repeat for Improved Grade, No Credit: Students with lower than a C- in a course wishing to improve their grade 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 only one credit given 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 (W/F).
4. A request must be completed with the student’s counselor.

A student who has received a C or better previously may not retake a course under the above guidelines. He/she may only repeat a course on a “contractual audit” basis, which requires that all parties involved sign an agreement (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.

O. INCOMPLETE GRADES
Students may request extended time to complete a course because of unusual circumstances. Students should check with their principal or counselor for specific details. Students granted permission to complete a course late will have a “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. For students involved in MSHAA sanctioned activities all course work must be completed within 5 school days after the semester.
ends. *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 Counseling 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 their school media center. 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. IDENTIFICATION CARDS
Early in the school year, each student is given an identification card. This card will contain, at a minimum, the student’s picture 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 the lost and found areas periodically. *Students are encouraged to mark all of their personal items for identification purposes before they bring them to school.*

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. NUTRITION SERVICES
For your convenience, Nutrition Services has a computerized cashiering system at all of our schools. All students are automatically assigned access to a student debit account in order to purchase and to pay for lunch, breakfast and/or à la carte items. Money may be deposited into a student’s account so that it is available each time a student eats and allows the student to move through the lines quickly. Students may still pay cash daily to the cashier as they have in the past. For parental convenience, parents may view student purchases and deposit money online.

**Parental/Guardian account access to child(ren) meal information:**
- Parents/guardians may review and/or pay for student purchases via MySchoolBucks at [www.MySchoolBucks.com](http://www.MySchoolBucks.com)
- Parents may also fill out a free and reduced price meal application in order to receive free or reduced priced meals for their student at: [http://www.cpsk12.org/nutrition](http://www.cpsk12.org/nutrition) at any point in time during the school year.
- Parents/guardians may also pay for student meals in the school cafeteria, but only to Nutrition Services personnel and;
- Lastly, payments and account review can be made at the Nutrition Services office at 1818 W. Worley Street, 65203
All students will use their assigned personal identification number to access their meal account. This identification number will be typed into a keypad by the student at the cashier stand after obtaining a meal. Kindergarten students are encouraged to practice using their individual student identification number in order to move through the lunch lines efficiently.

All communications sent home are sent using the student information on file with the district. Please keep all records up to date in order to receive important information.

Free and Reduced-Price Meals
Our free and reduced-price meal applications can be accessed and submitted online. Applications for meal benefits are only good from July 1 through June 30 annually. A new application must be completed at the beginning of each school year. Households are responsible for all student purchases incurred prior to meal benefit approval. Approval notices will be sent to the home address each household has on file with the district. If a notice of approval has not been received, meals obtained will be charged to the student’s account and parents/guardians will be responsible for all accumulated charges. If a child in your home is missing from the Free and Reduced Price meal notification, contact Nutrition Services immediately to have a student added to the application to avoid unnecessary meal charges. Nutrition Services reserves the right to pursue payment of unpaid charges owed by the student’s parent/guardian with a third party collection agency.

2017-2018 Breakfast Prices, All Grades K-12
All students are welcome to eat breakfast every morning.
Price:    Full breakfast, $1.85
         Reduced-price breakfast, $0.30
         Adults, $2.25
         A la carte milk $.50 and juice a la carte prices vary by size

2017-2018 Middle School and High School Meal Prices, Grades 6-12
Hot and cold lunches are provided featuring a regular menu, garden bar, or sack lunch. All meals include milk.
Price:   Full lunch, $3.00
         Reduced-price lunch, $0.40
         A la carte milk
         Juice 4 oz. $0.40
         Juice 8 oz. $0.60
         Juice 10 oz. $1.50

Parents are always welcome to eat meals with their children. Visiting adults may purchase a lunch for $3.75 and breakfast for $2.25.

Charging Procedures:

Middle School (grades 6-8) Charge Procedures
District-wide procedures allow middle school students to charge only a complete meal (a charge is a meal obtained with a zero or negative student account balance). A complete meal must consist of at least 3 of the 5 components offered (Grains, Meat or protein substitute, Fruit, Vegetable, and Milk). All students are required to take a fruit or vegetable at both lunch and breakfast or will be charged a la carte prices. A la carte purchases are strictly prohibited if a student does not have money in his or her account or if the account balance is negative, regardless of cash in hand. Milk-only or juice-only purchases are considered an a la carte purchase.

Important: Students will only be allowed to charge a maximum of 5 lunches and breakfasts combined (negative $25.00 maximum charge allowed). All negative balances exceeding this amount will be turned over to a collection recovery agency and may include interest fees and/or court fees if debt is not resolved in a timely manner. Students will be allowed to continue to eat a complete meal. Nutrition Services will provide low funds letters for teachers to send home with students on a weekly basis when a student has reached a positive $7.00 balance. Courtesy calls will also go out to all households with negative meal balances. Parents are discouraged from sending cash to school with students to avoid loss and/or theft.

Nutrition Services will contact the school’s guidance counselor or homeschool communicator to pursue home contact. Students who owe fees due to negative lunch accounts will not receive grade cards, or be allowed priority scheduling.

High School (grades 9-12) Charge Procedures
District-wide procedures allow high school students to charge only a complete meal (a charge is a meal obtained with a
zero or negative student account balance). A complete meal must consist of at least 3 of the 5 components offered (Grains, Meat or protein substitute, Fruit, Vegetable, and Milk). All students are required to take a fruit or vegetable at both lunch and breakfast or will be charged a à la carte prices. À la carte purchases are strictly prohibited if a student does not have money in his or her account or if the account balance is negative, regardless of cash in hand. Milk-only or juice-only purchases are considered an à la carte purchase.

**Important:** Students will only be allowed to charge a maximum of 5 lunches and breakfasts combined (negative $25.00 maximum charge allowed). All negative balances exceeding this amount will be turned over to a collection recovery agency and may include interest fees and/or court fees if debt is not resolved in a timely manner. Students will be allowed to continue to eat a complete meal. Nutrition Services will provide low funds letters for teachers to send home with students on a weekly basis when a student has reached a positive $7.00 balance. Courtesy calls will also go out to all households with negative meal balances. Parents are discouraged from sending cash to school with students to avoid loss and/or theft. Student will be verbally informed that there are negative charges.

Nutrition Services will contact the school’s guidance counselor or homeschool communicator to pursue home contact. Students who owe fees due to negative lunch accounts will not receive grade cards, diplomas or priority scheduling.

**Meal Account Refunds:**
Refunds of $10 or less can only be obtained in person at 1818 West Worley Street, Columbia. Amounts over $10.00 must be requested and then will be mailed to the parent/guardian and may take up to 4 weeks to process. Families who plan to leave the district at year’s end are encouraged to make plans for refunds that may include the address of their new residence, or make an early request. Overseas payments will take significantly longer to receive.

**Food Allergies**
If your child has a food allergy that requires a food substitution in the cafeteria, a physician's order is required. The student’s physician must fill out and sign the Medical Statement for Students to Request Special Meals form found on the CPS Nutrition Services’ website [http://www.cpsk12.org/nutritionservices](http://www.cpsk12.org/nutritionservices) or call 573-214-3480 to have a copy mailed or faxed to a physician. Nutrition Services cashiers will be unable to monitor for student or religious preferences that are not physician documented, however, updated menus and ingredient information can be found on the Nutrition Services’ website in order to assist families with meal selections daily.

All foods sold to students during the school day are under the scrutiny of USDA’s National School Lunch Program Regulations which were created to promote high standards for all foods available to children. Columbia Public Schools strictly adheres to research-based nutrition regulations geared toward targeting nutrients deficient in the U.S. American diet.

For more information regarding school meals, please contact the Nutrition Services office at (573) 214-3480, lunch@cpsk12.org or log on to the Nutrition Services’ website: [http://www.cpsk12.org/nutrition](http://www.cpsk12.org/nutrition)
# MEDICAL STATEMENT FOR STUDENT REQUIRING SPECIAL MEALS

<table>
<thead>
<tr>
<th>Name of Student:</th>
<th>Date of Birth:</th>
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<tr>
<td>Name of Parent(s):</td>
<td>Telephone:</td>
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<tr>
<td>School District:</td>
<td>School Telephone</td>
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<tr>
<td>School Attending:</td>
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For Completion By Medical Authority: Physician (M.D. or D. O.), Physician Assistant, Assistant Physicians or Nurse Practitioners

Identify and describe disability or medical condition, including allergies that requires the student to have a special diet. Describe the major life activities affected by the student’s disability (see back of form).

<table>
<thead>
<tr>
<th>Diet Prescription (Check all that apply):</th>
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<tr>
<td>☐ Diabetic (include calorie level or attach meal plan)</td>
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<td>☐ Reduced Calorie</td>
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<td>☐ Increased Calorie</td>
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<tr>
<th>Food Omitted and Substitutions:</th>
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<tbody>
<tr>
<td>Use space to list specific food(s) to be omitted and food(s) that may be substituted. You may attach an additional sheet if necessary.</td>
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<tr>
<th>OMITTED FOODS</th>
<th>SUBSTITUTIONS</th>
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<th>Indicate Texture:</th>
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<td>☐ Regular</td>
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<th>Indicate thickness of liquids:</th>
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<td>☐ Regular</td>
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<th>☐ Special Feeding Equipment</th>
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<th>Additional Comments:</th>
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I certify that the above named student needs special school meals as described above, due to the student’s disability or chronic medical condition.

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<th>Medical Authority Signature</th>
<th>Telephone Number</th>
<th>Date</th>
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<table>
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<tr>
<th>Signature of Preparer or Other Contact</th>
<th>Telephone Number</th>
<th>Date</th>
</tr>
</thead>
</table>

I hereby give my permission for the school staff to follow the above stated nutrition plan.

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<tr>
<th>Signature of Parent</th>
<th>Date</th>
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</table>

Revised 1/16
MEDICAL STATEMENT FOR STUDENT REQUIRING SPECIAL MEALS

Definition of Disability:
Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), a “person with a disability” means “any person who has a physical or mental impairment which substantially limits one or more major life activity, has a record of such impairment, or is regarded as having such an impairment.”

Major life activities covered by this definition include caring for one’s self, eating, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working and major bodily functions. The term “physical or mental impairment” includes, but is not limited to, such diseases, conditions, and functions as:
- Orthopedic, visual, speech and hearing impairments
- Cerebral Palsy, Epilepsy, Muscular Dystrophy and Multiple Sclerosis
- Digestive, bowel and bladder
- Neurological and brain
- Respiratory
- Cancer
- Cardiovascular, circulatory and heart
- Metabolic and endocrine
- Food anaphylaxis (severe food allergy)
- Mental retardation
- Emotional illness
- Drug addiction and alcoholism

Individuals who take mitigating measures to improve or control any of the conditions recognized as a disability are still considered to have a disability and require an accommodation.

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator - Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor; 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; fax number 573-526-4868; email civilrights@dese.mo.gov.

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (566) 632-9992.
Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
    Office of the Assistant Secretary for Civil Rights
    1400 Independence Avenue, SW
    Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Revised 1/16
I. 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.

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 3.5 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 3.5 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.

Additional guidelines may be outlined prior to the beginning of each season by specific middle 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 may be allowed to represent the school in interscholastic activities pending the legal outcome of the case. To the extent that an interscholastic or extracurricular activity is governed by MSHSAA, MSHSAA citizenship requirements, as provided in the MSHSAA official handbook of the current year, shall apply. Decisions related to penalties will be made jointly by the administration and activity sponsor, coach, director, or supervisor.

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.

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.

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 disciplinary due process hearings. However, students and/or their parents/guardians are not entitled to a hearing solely on the basis of exclusion from an extracurricular activity or group that is not required for a course in which the student is enrolled.

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, and in consideration of current MSHSAA guidelines, if applicable.

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 in writing and in advance and approved by the coach/administrator/coordinator. Written requests may require additional verification from the parent/guardian.
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.
4. 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.

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 SEARCHES BY SCHOOL PERSONNEL
(Board Policy: 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.

B. STUDENT CODE OF CONDUCT (Board Policy: JG-R1)
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 that may result in 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.

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. 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. 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.

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.

Electronic/Cell Phone Use (See Board Policy: EHBA): 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 electronic devices and/or cell phone usage and possession in accordance to Board Policy EHBA. The inappropriate use of cell phones may also fall under the guidelines of other specific disciplinary policies outlined in this handbook.

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.

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
- In-school suspension or out-of-school suspension
- 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
C. 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 a time and location to be determined by the district. 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-R1 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.

Alternative Continuing Education (ACE) Center

Students who receive an out-of-school suspension are expected 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 extended 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 for long-term suspension (up 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.

D. OFFENSES AND POSSIBLE CONSEQUENCES

The following provides a summary of the District’s student discipline code. Please see Board Policy JG-R1 for a complete list of disciplinary offenses and consequences.

Academic Dishonesty: 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: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

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

Any Offense: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. Restitution if appropriate. May also include loss of privileges including, but not limited to: confiscation of the
opportunities or benefits of any student without permission or parking without a Career Center permit will be subject to:

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or

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

**Assault, Third or Fourth Degree:**

No knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.

**Any Offense:** Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. Restitution if appropriate. May also include loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges.

**Assault, First and Second Degree:**

No offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student’s assigned school. In addition, bus-riding privileges may be suspended or revoked.

**Disrespectful or Disruptive Conduct or Speech:**

Bullying and Cyberbullying: (Board Policy: JFCF, JG, JG-R1)

Bullying and Cyberbullying: (Board Policy: JFCF, JG, JG-R1)

- intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.

**Any Offense:** Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. Restitution if appropriate. May also include loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges.

Automobile/Vehicle Misuse:

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

**Any Offense:** Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. Restitution if appropriate. May also include loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges.

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., next to yellow curbs, in visitor spaces) shall be subject to towing at the student’s expense and may include 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.

Bus or Transportation Misconduct:

Bullying and Cyberbullying: (Board Policy: JFCF, JG, JG-R1)
is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions.

**Any Offense:** Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. Restitution if appropriate. May also include loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges.

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.

**Harassment, including Sexual Harassment:**

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

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

**Any Offense:** Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. Restitution if appropriate. May also include loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges.

**Drugs/Alcohol (Board Policy: JFCH, JG-R1 and JHCD)**

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

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

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

**Any Offense:** Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. Restitution if appropriate. May also include loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges.

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

**Any Offense:** Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. Restitution if appropriate. May also include loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges.

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

**Any Offense:** Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. Restitution if appropriate. May also include loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges.

**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.

**Any Offense:** Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. Restitution if appropriate. May also include loss of privileges including, but not limited to: confiscation of the
Fighting: Defined as mutual combat in which both parties have contributed to the conflict either verbally or by physical action.  
Any Offense: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. Restitution if appropriate. May also include loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges.

Hazing: (Board Policy: JFCF, JG-R1)  
Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants.  
Any Offense: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. Restitution if appropriate. May also include loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges.

Sexting or Possession of Sexually Explicit, Vulgar, or Violent Material: Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.  
Any Offense: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. Restitution if appropriate. May also include loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges.

Public display of affection: Defined as physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.  
Any Offense: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. Restitution if appropriate. May also include loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges.

Theft: Defined as theft, attempted theft, or knowing possession of stolen property (includes receiving or distributing stolen property).  
Any Offense: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. Restitution if appropriate. May also include loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges.

Tobacco: Use or possession of any tobacco products, including e-cigarettes or other nicotine-delivery products, on district property, district transportation, or at any district activity.  
Any Offense: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. Restitution if appropriate. May also include loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges.

Unauthorized Entry: Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.  
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.  
Any Offense: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. Restitution if appropriate. May also include loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges.

Weapons (Board Policy: JG, JG-R1, & JFCJ): Possession or use of any weapon as defined in Board policy JG, JG-R1, & JFCJ: e.g., razors, knives (equal to or greater than 4 inches), ice picks, pellet-type guns, ammunition, imitation guns,
imitation weapons, mace, pepper spray, tear gas, blackjack, firearms, knuckles, switchblade, etc.); Possession of ammunition or a component of a weapon.

**Any Offense:** Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. Restitution if appropriate. May also include loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges.

*If there is any question as to what constitutes a weapon or 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.

**E. Technology Services Computer/Network Procedures**

**Technology Usage: (Board Policy: 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 resources exist 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:

**Technology Resources:** Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to computers, mobile devices, tablets, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, Internet, electronic mail, electronic communication devices and services, multi-media resources, hardware and software/apps.

**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 approved by the superintendent or designee, 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 or digitally authorized *User Agreement* to 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 or Internet 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 the condition that the users consent to interception or access to all communications accessed, sent, received or stored using district.

**Content Filtering and Monitoring:** The district will monitor the on-line activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to
minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

**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 district, and that 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:** All students are required to have an appropriately signed or digitally acknowledged User Agreement on file with the district before they access district technology resources. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign or digitally acknowledge the User Agreement without additional parent/guardian signatures. Students who do not have a User Agreement on file with the district may be granted permission to access 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.
1. Forgery or attempted forgery of e-mail messages is illegal and prohibited.
2. Any unauthorized attempts to read, delete, copy or modify email messages or electronic accounts of other users is prohibited.
3. Users are prohibited from sending unreasonable amounts of unsolicited electronic mail unless the communication is necessary or authorized publication.
4. All users must adhere to the same standards for communicating on-line that are expected in the classroom, and consistent with the district policies, regulations and procedures.

**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 district 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 downloaded material, including files deleted from a user’s account, may be intercepted, accessed or searched by district administrators or designee 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. 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. Disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
2. Violations may result in a loss of access.
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, may 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 comply with all Board Policies, at all times, while using district technology resources.

k. 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.

l. 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.

m. 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.

n. 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.

o. 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 Board Policy AC.

p. 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.

q. 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.

r. At no time will district technology or software be removed from the district premises, unless authorized by the district.

s. 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.

t. 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.

u. Electronic resources provided for home access are for the exclusive use of CPS students, staff and Board of Education members.

v. 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 websites 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 over 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. All district employees will abide by state and federal law and Board Policies including, but not limited to, Board Policy JQ, when communicating information about personally identifiable students.

f. 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.

g. 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.

h. Users shall receive or transmit communications using only district-approved or district-managed communication systems.

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.

Bring Your Own Device:

The Columbia School District recognizes that students increasingly have access to and are using personal electronic devices for many purposes, including educational purposes. The Board authorizes the superintendent and building principals to designate classes, grade levels and/or building where teachers are encouraged to utilize and incorporate personal electronic devices into their instruction and lesson plans in accordance with this policy. Teachers who incorporate such technology into their classroom shall, with the assistance of the principal or designee, make accommodations for those for those students who do not have access to personal electronic devices. No student shall be penalized in any fashion for failure to own or have access to personal electronic devices. To view the complete policy for student use of personal electronic devices for instructional purpose you can access policy EHBA at https://www.cpsk12.org.

Digital citizenship is critical to the educational process. Failure to follow school and district expectations for technology usage will result in disciplinary actions and may result in loss of technological privileges.

See Appendix A – Columbia Public School Computer/Technology Form

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

F. 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 district property, at district activities, or on district transportation. 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 school building or at the Administration Building, 1818 West Worley.

Weapons in School (Board Policy: JG, JG-R1, & JFCJ): A weapon is defined as:

- a firearm, as defined in 18 U.S.C. § 921;
- a blackjack, concealable firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun or switchblade knife, , as these terms are defined in § 571.010, RSMo;
• a dangerous weapon as defined in 18 U.S.C. § 930(g)(2);
• all knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense;
• any object designed to look like or imitate a device as described in 1-4.

Any student who brings or possesses a weapon on school grounds, on a school bus, or at any district 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 also be referred to the appropriate legal authorities.

Student Discipline (Board Policy: 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.
• Building principals will develop rules for their school regarding student behavior. These rules shall be consistent with Board Policy.
• Teachers will be responsible for enforcing school rules in the classrooms.
• Principals can suspend a student for 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 for 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 which if committed by an adult would be one of the following: first or second degree murder, first degree assault, forcible rape, forcible sodomy, statutory rape, statutory sodomy, robbery in the first degree, distribution of drugs to a minor, arson in the first degree, or kidnapping when classified as a class A felony.

Corporal Punishment of Students (Board Policy: JGA): Corporal punishment (e.g. spanking, paddling) is not used as a disciplinary measure in the district. However, a staff member may use reasonable physical force against a student when it is essential for self-defense, the protection of other persons, the safeguarding of public school property, or the preservation of order; if such action is necessary, it shall be limited to that degree of physical force required to ensure adequate control of the student.

Detention and/or In-school Suspension of Students (Board Policy: 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 (Board Policy: JGD-R): The information below applies to all students. However, additional procedures for discipline for students with disabilities are sometimes required, as discussed in policy JGE, Discipline of Students with Disabilities.

The Board of Education believes that 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 the 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, convicted, or pled guilty in a court of general jurisdiction for the commission of a felony criminal violation of state or federal law. 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 and exclusion for a definite period of time for not following school rules.
Expulsion: Removal from school and exclusion for an indefinite period of time for serious misconduct.

Students with Disabilities: (Board Policy: 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.
Students with disabilities will be disciplined in accordance with the district's discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime.

The district will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

The Board delegates to the superintendent or designee the authority to seek the removal of a student with a disability as allowed by federal or state law to an alternative educational setting through the state hearing process or to seek a court injunction ordering removal or a different educational placement.

The superintendent or designee will provide all district employees training on violence prevention, the district's discipline code and the legal requirements for disciplining students with disabilities. The Board delegates to the superintendent or designee the authority to contact the district's legal counsel for legal advice or training on the district's responsibilities.

**Discipline Reporting and Records (Board Policy: JGF)** The purpose of this policy is to designate specific actions committed by students that must be reported to teachers, administrators, and/or law enforcement officials, as well as those actions that 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:** One or more of the following acts if committed by a student enrolled in the district:
   - Any act of school violence or violent behavior.
   - Any act that occurs on district property, on district transportation, or at any district activity and that is required by law to be reported to law enforcement officials.
   - Any offense 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 all teachers at the attendance areas in which the involved students are educated and to 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 demonstrated or potentially violent behavior shall be provided to any teacher or district employee with a need to know the information.

The superintendent or designee will inform district employees with a need to know of any act committed or allegedly committed by a student in the district that 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 immediately by the appropriate school administrator to the appropriate law enforcement agency:

- First and second degree murder
- Voluntary or involuntary manslaughter
- Kidnapping
- First, second, or third degree assault
- Rape or sodomy in the first or second degree
- Burglary in the first or second degree
- Robbery in the first degree
- Possession of a weapon
- Manufacture or delivery of a controlled substance
- Arson in the first degree
Felonious restraint
Property damage in the first degree
Child molestation in the first, second, or third degree
Sexual misconduct involving a child
Sexual abuse
Criminal harassment
Stalking

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

All employees shall immediately report to the principal any incident that constitutes a crime, including any incident in which a person is believed to have committed an act that if committed by an adult would be first-, second-, or third-degree assault, rape in the second degree or sodomy in the second degree against a student or school employee, while on school property, school transportation or at school activities. Employees 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 these listed offenses to the appropriate law enforcement agency and the superintendent. However, if the district has entered into an agreement with law enforcement regarding the reporting of third-degree assaults, the district will report third-degree assaults to law enforcement in accordance with that agreement.

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 enforcement’s or juvenile justice authorities’ ability to effectively serve, prior to adjudication, the 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 to any school district in which the student subsequently attempts to enroll within five (5) business days of receiving the request, in accordance with state law. 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 conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline are maintained in the schools.

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

If you have questions regarding the *Missouri Safe Schools Act* contact the Assistant Superintendent of Secondary Education.

**G. APPEALS PROCESS**
The right of due process in disciplinary proceedings 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.

**H. BULLYING AND HAZING (Board Policy: JFCF)**
In order to promote a safe learning environment for all students, the Columbia School District prohibits all forms of bullying, hazing, and student intimidation on school property, at any school function, or on any school bus. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R1. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The district also prohibits reprisal or retaliation against any person who reports any act of bullying among or against students.

In addition, district staff, coaches, sponsors, and volunteers shall not permit, condone, or tolerate any form of bullying or hazing or plan, direct, encourage, assist, engage, or participate in any activity that involves bullying or hazing.
Definitions

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

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

**Hazing** – For purposes of this policy, 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.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to, acts of physical brutality, whipping, beating, branding, exposing to the elements, forcing consumption of any food, liquor, drug, or other substance, forcing inhalation or ingestion of tobacco products, or any other forced physical activity that could adversely affect the physical health or safety of an individual. Hazing is not acceptable, and is a violation of this policy, even when all students are willing participants.

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

**Designated Officials**

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least one administrator in the building who is authorized to receive and investigate reports of bullying in the principal’s absence or at the principal’s discretion.

The list of district building principals and designees authorized to receive reports of bullying shall be kept on file at central office, along with a copy of this Policy.

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

**Reporting Bullying**

District employees are required to report any instance of bullying or hazing of which the employee has first-hand knowledge to the building principal or authorized designee. District employees who witness an incident of bullying or hazing are required to report the incident to the building principal or authorized designee within two (2) school days of the employee witnessing the event, unless the principal or authorized designee are the subject of the report. In that case, the report should be made directly to the district’s compliance officer as designated in Board Policy AC.

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

If a verbal report of bullying is made, the reporter will be asked to submit a written bullying complaint form to the building
principal or designee. If the reporter refuses or is unable to submit a written complaint form, the building principal or
designee will summarize the verbal complaint in writing using a written complaint form. Bullying complaint forms will be
made available in all building principal's offices, in all guidance/counseling offices, at central office and on the district
website.

If a bullying or hazing incident involves students from more than one district building, the report should be made to the
principal or authorized designee of either building. The building designees shall determine which building will investigate,
and shall communicate across the buildings involved during the investigation, as appropriate.

Upon receipt of a report of bullying or hazing, the building principal or authorized designee shall notify the victim student's
parents/guardians of the reported incident(s) within two school days of the principal's or designee's receipt of the report,
unless the principal or designee is specifically directed by law enforcement and/or the Children's Division (CD) of the
Department of Social Services not to do so.

Investigation

Within two (2) school days of receiving a report of bullying or hazing, the principal or designee will initiate an investigation
of the incident. If at any time during the investigation the principal or designee determines that the bullying or hazing
involves illegal discrimination, harassment or retaliation as described in Policy AC, the principal/designee will report the
incident to the district compliance officer for investigation pursuant to Policy AC. Such referral to the district compliance
officer does not relieve the building principal/designee of the requirement to complete a bullying investigation under this
policy.

The investigation shall be completed within ten (10) school days of the date the report of bullying or hazing was received,
unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide
whether bullying or hazing occurred and, if so, whether additional discipline is warranted in accordance with the district’s
student discipline code. The principal will generate a written report of the investigation and findings and send a copy of
the completed report to the district’s antibullying coordinator. The principal or designee will document the incident and
report in eSchool, as provided by district procedures. All reports will be kept confidential in accordance with state and
federal law.

Retaliation

The District prohibits retaliation against any person who files a complaint of bullying, hazing, cyberbullying, or retaliation,
and further prohibits retaliation against any person who testifies, assists, or otherwise participates in any investigation,
proceeding, or hearing relating to such bullying, hazing, cyberbullying, or retaliation. The District will discipline or take
other appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any
such person.

Consequences

Students who participate in bullying or hazing or who retaliate against anyone who reports bullying or hazing will be
disciplined in accordance with the district’s discipline code. Such discipline may include, but is not limited to, detention, in-
school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors
and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact
law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include, but is
not limited to, suspension with or without pay, a negative evaluation, prohibition from being on district property or at district
activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be
permitted to volunteer.

Policy Publication

The district shall annually notify students, parent/guardians, district employees, substitutes and volunteers about this
policy and the district’s prohibition against bullying. A copy of this policy shall be included in student handbooks.

Training and Education

The district will provide information and appropriate training designed to assist the employees, substitutes, and volunteers
who have significant contact with students in identifying, preventing and responding to incidents of bullying and hazing.
The district will provide education and information about bullying and this policy to students every year. In addition to educating students about the content of this policy, the district will inform students of:

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

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

2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

**Additional School Programs and Resources**

The administration of the school district shall implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.
TECHNOLOGY USAGE AGREEMENT
(Parent/Guardian Technology Agreement)
This form is completed at time of enrollment with CPS

I acknowledge the Columbia Public Schools’ Technology Usage policy (EHB).

I acknowledge the Columbia Public Schools’ Student Use of Personal Electronic Devices for Instructional Purposes policy (EHBA).

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 communication and all other use of district technology resources.

Verification:
I verify that I am the legal parent/guardian of the student.

X_________________________________________    ________________________________________   _____________
SIGNATURE of Parent/Guardian    PRINT Name of Parent/Guardian    Date

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.
Damage/Theft/Loss of CPS One-to-One Devices
Student & Staff Policy

Columbia Public Schools reserves funds to cover some instances of damage or theft of one-to-one/personal learning devices. There are some situations where it is necessary to assess fines in order to promote accountability and responsibility. Fines may be paid at the school or through the district’s online payment system. Please refer to the district website for additional details about device policy and procedures.

Instances of DAMAGE & THEFT

1ST Instance: No Charge
2nd Instance: $25.00
3rd Instance: $50.00
All Subsequent Instances: Charged at current CPS purchase price

*Instances per Individual will be cleared annually, but will follow students from school to school within CPS.
*Fines remain on the student account until they are paid
*Stolen devices MUST be reported to the school with the police report case number within one week of the theft.
*In cases where there is obvious neglect, per instance criteria may be adjusted by the school’s administration.

Instances of LOSS

1st Instance: $50.00
1st Instance $100.00
All Subsequent Instances & Student NOT Returning to CPS: Charged at current CPS purchase price

*Instances of Loss will NOT be cleared annually.
*If device is found in usable condition within the same school year, the fine will be refunded.

Device Chargers

One sync cable and power brick (collectively the “charger”) will be issued for each one-to-one device. Each patron will keep the charger as long as they are associated with Columbia Public Schools. Each device must be returned with a working charger or a fine will be assessed at the current CPS purchase price. It is important for safety reasons that charges be Dell certified or Apple compatible

Each school will track this information for their students and staff. Alternative payment arrangements may be made at the school’s discretion as needed.

Originally Developed by Advisory Council Spring, 2013.
Updated 5/5/2016
ANNUAL MEDIA PARTICIPATION OPT OUT FORM

I do not want my student(s) to be photographed, interviewed and/or videotaped by representatives of Columbia Public Schools and/or media outlets. Any information or images obtained from these activities may not 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. The completed opt out form should be submitted to the student’s school annually.

Student Name __________________________  Student ID_________________

Student Name __________________________  Student ID_________________

Student Name __________________________  Student ID_________________

Student Name __________________________  Student ID_________________

Verification:
I verify I am the legal parent/guardian for the student(s) listed above.

X__________________________________________________
SIGNATURE of Parent/Guardian

Please PRINT Name of Parent/Guardian ___________________________   Date __________________________

School Name

Note: This Media Opt Out will be in effect for the current school year. It must be renewed annually to remain current.
# Columbia Public Schools
## Checklist for Identifying Pedestrian-to-School Hazards

<table>
<thead>
<tr>
<th>Student name(s):</th>
<th>[ ] Yes</th>
<th>[ ] No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Today’s date:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Does the home-to-school route require the student to cross railroad tracks?**
Please explain:

**Does the home-to-school route require the student to cross a four-lane roadway without a traffic control device?**
Please explain:

**Does the home-to-school route offer a sidewalk, bike path, or shoulder?**
Please explain:

**Does the home-to-school route require the student to cross over a highway overpass?**
**Does the overpass include a pedestrian walkway?**
Please explain:

---

Student/Family Advocacy Supervisor

Director of Safety and Security

Assistant Superintendent

Recommendation:

---

Date

Date

Date
## Delayed Start Time Chart

<table>
<thead>
<tr>
<th>School</th>
<th>Start Time</th>
<th>Dismissal Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Battle, Hickman, and Rock Bridge high schools</td>
<td>10:55 am</td>
<td>4:05 pm</td>
</tr>
<tr>
<td>Douglass High School</td>
<td>11:10 am</td>
<td>3:45 pm</td>
</tr>
<tr>
<td>Gentry, Jefferson, Lange, Oakland, Smithton, and West middle schools</td>
<td>9:30 am</td>
<td>2:35 pm</td>
</tr>
<tr>
<td>Benton and Lee elementary schools</td>
<td>9:55 am</td>
<td>2:55 pm</td>
</tr>
<tr>
<td>Ridgeway Elementary School</td>
<td>9:50 am</td>
<td>2:55 pm</td>
</tr>
<tr>
<td>New Haven, Midway Heights, Rock Bridge, and Two Mile Prairie schools</td>
<td>9:40 am</td>
<td>2:40 pm</td>
</tr>
<tr>
<td>Quest</td>
<td>10:45 am</td>
<td>3:00 pm</td>
</tr>
<tr>
<td>Alpha Hart Lewis, Beulah Ralph, Blue Ridge, Cedar Ridge, Derby Ridge,</td>
<td>10:20 am</td>
<td>3:20 pm</td>
</tr>
<tr>
<td>Fairview, Grant, Mill Creek, Parkade, Paxton Keeley, Russell Boulevard,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shepard Boulevard, and West Boulevard elementary schools</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Columbia Area Career Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Childhood Special Education (ECSE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title I Preschool</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rock Bridge High School students will attend classes at the Career Center according to the late start modified block schedule. Battle, Hickman, and Douglass high school students will remain at their home building to complete work assigned by the Career Center teacher.

- No morning sessions at all locations
- No session for extended day programs (ABA sessions at Waco and Hearing Impaired sessions at Rain Forest)
- No itinerant services will be provided in the community
- No evaluations will take place at Aslin before noon

- No morning preschool
- Afternoon preschool runs at regular time (12:30 to 3:30)
- Full-day preschool begins at 10:30
COLUMBIA PUBLIC SCHOOLS: 2017-2018 School Year Calendar

First Day of Classes: August 15
First Day of Kindergarten: August 17
End of First Semester: December 21
End of First Trimester: October 27
End of Second Trimester: January 26
Last Projected Day of Classes: May 29

First Day of Summer School 2018*: June 5
Last Day of Summer School 2018*: June 29

High School Summer School 2018*
- First Day HS Summer School: June 5
- Last Day HS Summer School: June 29

Dates School NOT in Session:
Legal Holidays: November 23, December 25, February 19, July 4
Labor Day: September 4
Thanksgiving Vacation: November 22 – 24
Winter Recess: December 22 – January 2
Martin Luther King’s Birthday: January 15
Presidents’ Day: February 19
Spring Recess: March 26 – March 30
Memorial Day: May 28

6 snow days are built into the calendar (May 21 - 28). 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.

Key:
- ☐ Opening Day of School
- ☐ Closing Day of School
- ☐ Jump Start Day (Grades 6 & 8)
- ☐ First Day for Kindergarten
- ☐ School Not in Session
- ☐ Teacher Paid Holiday – School Not in Session
- ☐ Teacher Work Day – School Not in Session
- ☐ Solar Eclipse
- ☐ Built in Snow Day on Calendar
- ☐ Classes Dismissed 2 ½ Hours before Normal Dismissal Times for Staff Planning and Collaboration
- ☐ Graduation Dates
- ☐ BHS: 5/19, Morning
- ☐ DHS: 5/16, Morning
- ☐ HHS: 5/19, Evening
- ☐ RHS: 5/16, Evening

November 10 and February 16 are Parent/Teacher Conference Days in Elementary and Middle Schools.
Columbia Public Schools Feeder Pattern
2016-17

** Elementary school feeds 2 middle schools
*** Elementary school feeds 3 middle schools
Acknowledgement of Student/Parent Handbook

I accept responsibility for the content of the Student/parent handbook. I understand that the handbook contains information that my child and I may need during the school year. I understand that schools should be a safe place and that all students will be held accountable for their behavior. This handbook can also be accessed electronically at: http://www.cpsk12.org/handbook.php

Student Name________________________________________    Student ID____________________

Parent Name_________________________________________     Date________________________

Parent Signature________________________________________