

Jefferson City High School



**Student Handbook
2026 - 2027**

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DISCLAIMER — To the extent this handbook conflicts with the Jefferson City, Missouri School Board Association (MSBA) Board Policy, the Board Policy (BP) prevails. Refer to the District website at <https://www.jcschools.us> for more information current policies. The Board Policy Manual can be found at <https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=117>. Please refer to the district website for the most current Board Policy.

SECTION I – INTRODUCTION

To My Fellow Jaybirds,

One of the biggest lessons high school teaches isn't found in textbooks or notes slides. It's learning that you will never make everyone happy, and that's okay! There will always be pressure to fit in, to keep your head down and become what you believe others want to see you as. However, if there's one piece of advice I hope you carry with you this year, it's this: As Beyonce said, "Don't try to lessen yourself for the world; let the world catch up to you." Every student who roams our halls has something valuable to offer our Jay Family. Your voice matters. Your perspective matters. Jefferson City High School becomes a better place every time someone chooses to show up as their authentic self.

It is an incredible honor to serve as your 2026-2027 Student Body President this school year. Whether you are beginning your first year as JCHS, or preparing for your final one, I hope you know that you belong here, and whether you are a transfer student starting your journey with us, or an exchange student that gets to witness our program for a year or two, your presence matters. This year is a new opportunity to grow, to challenge yourself, and discover what you are capable of accomplishing. I encourage you to make the most out of every opportunity granted to you by our school. Join a new club, try out a new sport, audition for a school play, volunteer, compete, or step into a leadership position. The experiences that shape us most often begin with the courage to try something new. Instead of waiting until you feel confident, allow yourself to grow into confidence through participation and involvement.

As you pursue your goals, remember that success is about more than achievements or recognition. Choose kindness, show respect, and support the people around you. A positive school environment is created by the students who are willing to encourage one another, and celebrate each other's successes! The way we treat people is the legacy that lasts the longest. Do not be afraid to ask questions, make mistakes, or seek help when you need it. Our teachers, counselors, coaches, administrators, and staff are here because they believe in your potential, and want to see you succeed. Learning to advocate for yourself is an important part of becoming both a successful student and strong leader. Most importantly, never feel that you need to shrink yourself in order to belong. Your talents, ideas, background, and perspective are something valuable to JCHS. The world doesn't need a smaller version of you, it needs your most authentic version you can be!

As we begin this school year, I challenge each of us to be bold enough to grow into who we are meant to become, and to create a positive school culture where we feel empowered to do the same. If we do that we will not spend the year trying to fit into someone else's expectations, but rather becoming the person that others will have to catch up to.

Thank you for allowing me the privilege of serving as your Student Body President. I cannot wait to see everything that we accomplish together this year! If you have any questions, or need anything at all, you can reach me at mmorris7183@student.jcschools.us! Let's have an astounding year, Jaybirds!

Malani Morris

Student Body President 2026-2027

Welcome to the 2026-2027 school year!

WELCOME to a new and exciting year at Jefferson City High School. It is a true honor to serve as your JCHS administrative team. We look forward to watching your journey as a high school student and ultimately preparing each of you for life after you leave JCHS.

Preparing for life after high school is not easy; it means that you must take an active role in your education. We absolutely love helping Jaybirds be successful while at JCHS, but this is the time for you to take responsibility for your journey. Begin asking questions of your teachers, principals and any other staff members. We are here to help you be successful.

We strive to provide environments for students that are conducive to their success: in the classrooms, hallways, common areas, and our community. This year we expect students to be Jay Ready, which includes three very specific expectations: **SAFETY, RESPECT, and RESPONSIBILITY**. While we prepare for this school year, plan to work hard in the classroom to ultimately prepare for life after high school; get involved in student life and activities; and most importantly enjoy every moment of being a Jay!

As your administrators we are committed to encouraging your involvement in both academic growth and in student activities. We hope to provide opportunities that guide your choices in the future, stimulate personal growth, and maximize your individual experience. We hope your time here will set you apart as a productive, positive, and powerful leader in our community, nation, and the world.

As a Jay, we expect students to work hard, do the right thing, hold each other accountable to a higher standard, and help each other achieve success as high school students. Your dedication and hard work WILL pay off later! The staff of JCHS are committed to you as our students. performing better every single day, holding ourselves to a higher standard because we are Jays, and outworking EVERYONE.

If you have any questions, see one of your teachers, counselors, or principals. Every adult at JC is here to help you have a rewarding experience. As we strive to become a school and district of champions in Missouri, it is important that we align our habits, practices, and philosophies to support our pursuit of an outstanding education that produces outstanding citizens. This handbook will be our guide as we pursue that goal.

Get ready! You are a JAY! We are JAYS! We expect the very best from ourselves in the classroom and in competition! Good luck this year, and GO JAYS!

Sincerely,

The JCHS Administrative Team

BRIEF HISTORY OF JEFFERSON CITY HIGH SCHOOL

The history of a high school may be recorded with a combination of factors such as enrollments, staff, grade divisions served, educational programs, and facilities. Students in grades nine through twelve have attended classes in several different facilities and with a variety of grade level combinations throughout the history of the school district.

Although the school district was established in 1838, it was on September 11, 1905, when the first "separate high school building" designated as Jefferson City High School was opened. The school was located in the 500 block of East Miller Street and enrolled in grades seven through twelve. In 1914, the name of the building was changed to Ernst Simonsen High School. Upon completion of construction of a new building in 1926 in the 200 block of East Miller Street (Miller Performing Arts), grades ten through twelve and a junior college program occupied that facility. The beginning of the 1926-27 school year marked the first time that the district operated a junior high school enrolling grade seven through nine. That grade grouping remained in effect for the next nineteen years. The High School-Junior College building housed the junior and senior classes and the two-year junior college program until the close of the 1957-58 school term when the junior college division was discontinued. Grade ten was then returned to that facility.

Grades ten through twelve were located at the Jefferson City Senior High School in the 200 block of East Miller Street from 1958 until the present Jefferson City High School opened on January 22, 1964. At that same time, students in grade nine were transferred from Simonsen Junior High to the building vacated by grades ten through twelve, and the facility for ninth graders was named Freshman High School. That division of grades was in effect until grade nine was transferred to the present high school complex in January of 1976 upon occupancy of the Nichols Career Center. The Center was named in honor of Mr. Joe Nichols, Jr., who served the district in various administrative capacities from 1945 to 1978, with the last twenty-two years as Superintendent of Schools. Even though several vocational education offerings were already available in the curriculum, a significant expansion of that program occurred when the Nichols Career Center was first occupied in January of 1976. In 1994 Lewis and Clark Middle School and Thomas Jefferson Middle School were built and the ninth grade class moved back to what is now known as Simonsen 9th Grade Center until 2019. In 2020, Jefferson City High School became a 9-12 facility.

No history of Jefferson City High School could be recorded without reference to some of the long-standing traditions and organizations that enrich the experiences and lives of students. Although there are several co-curricular and extracurricular activities in which large numbers of students participate each year, and which have been vital parts of Jefferson City High School for many years, it is not practical to attempt to mention all of them. Because of the number of students and staff members who are involved each year, and of the many years during which each event has been such a memorable part of life at "JC", three of the "traditions" are mentioned. Capitol Caroling has been a major annual event in the lives of students as well as of the entire community, for more than 80 years. Another significant event each year that has involved many students, staff members, alumni, and community is homecoming. Finally, the spirit of "JC" is developed, in great measure, and promoted by an enthusiastic and large number of students.

ALMA MATER

Sing praise to our alma mater, true to her we'll
ever be: The Red and Black will always wave
over JC, JC. All hail! All hail! Keep her colors
high above:

Our honor and devotion pledge to thee whose name we
love.

FIGHT SONG

On Jeff City! On Jeff City!

Plunge right thru that line!

Run the ball clear

'round Columbia;

A touchdown sure this time!

On Jeff City! On Jeff City!

Fight on for her fame.

Fight, fellow!

Fight! Fight! Fight!

We'll win this game.

Principal/Counselor Directory

Counselor/Principal	Assignment by Last Name
Lauren Winemiller/Dr. Deanne Fisher	A-B (Fisher)
Amanda Pax/Julie Bryan and Dr. Brent Wildhaber	C-E (Bryan) F-I (Wildhaber)
Jamie Kennedy/ Dr. Brent Wildhaber and Steve Walker	J-K (Wildhaber) L-Q (Walker)
Erin Gehlert/Steve Walker and Dr. Jaime Schulte	R (Walker) S-Z (Schulte)
Carrie Welch	Director of Counseling Services

Notifications of Publications and Federal Education Rights and Privacy Act (FERPA)

Student Handbook

The School Handbook was prepared for the purpose of giving information about the school to the students, parents, faculty and others living in the Jefferson City School District.

Yearbook

The yearbook portrays student life each year. A fee for each copy will finance the yearbook. It is intended for the enjoyment of all those who wish to recall memories of the school year.

Activity Participation Agreement

A handbook outlining rules and consequences of any extra-curricular activities is given to each participant and must have the signature page returned before a student is eligible to participate. A copy of activity participation rules and guidelines is located on the Jefferson City Activities website.

Student Recognition/Club Recognition

There are periodic media publications listing honor roll students and athletes selected for post-season honors.

Permission to Video/Computer Access Agreement

These agreements will be provided at registration during the student's first school year. Unless it is necessary to make other arrangements, these documents will be used annually by the Jefferson City School District. It is the responsibility of the parents to make the necessary changes and inform the Jefferson City School District immediately.

SECTION II – ATTENDANCE

(JCSD Board Policies GBCBC, JC, JEA, JEA-AP(1), JED, JED-AP1 and 2)

Regular attendance is important for your academic success; research has shown a direct connection between attendance and academic success. You are expected to attend school regularly and to be on time for the beginning of each class period. The JCHS staff supports families and the effort to have good attendance. One tool we will utilize is an automated call home to inform parents of absences. The state of Missouri mandates that 90% of students are in attendance at least 90% of the time.

ABSENCE NOTIFICATION

Parents/guardians should notify the school if an absence will occur. The reporting procedure is:

- Contact the HS attendance office at 659-3050 from 8:10-4:00 (voicemail is no longer an option for absence reporting).
- E-mail attendance.jchs@jcschools.us.
- Fax (573-659-3117) or provide medical or court documents for excusing an absence.
- Contact your student's principal by phone or email if an absence will be for three or more days in a row.

ACTIVITY PARTICIPATION

Students must be in school the entire day to be eligible to participate in any student activities scheduled on that day (practice or competition). The following is an excerpt from MSHSAA By-Law 212: If a student misses classes without being excused by the principal or his/her designee, the student shall not be considered eligible to participate on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes. (SEE ACTIVITIES section for details).

CLASSIFICATION OF ABSENCES

Absences will be designated as Documented Excused, Not Documented Excused, or Unexcused.

Documented Excused absences include:

- Authorized school activities
- Illness or appointment verified in writing by a medical professional.
- Court appearances verified in writing by the court.
- Funerals (immediate family)
- Pre-scheduled College Visits
- Cases specifically approved by the building principal

Parent notification of an absence is considered “Not Documented Excused”. Excessive Not Documented Excused and Unexcused absences will result in a loss of makeup privileges.

HOMEWORK AND MAKE-UP WORK PROCESS AND PROCEDURES

Students who are absent will be expected to complete all work, including, but not limited to: exams, assignments, papers, projects, quizzes, etc.

All teachers will establish procedures for make-up/late work and assessments in their classrooms. The procedures will be communicated with students and parents. It is the student’s responsibility to familiarize themselves with make-up procedures and deploy them in the event of an absence. In the spirit of producing responsible and diligent young adults, students are expected to adhere to all due dates and processes for school work.

The following expectations can be expected in each classroom at JCHS regarding making up work and/or assessments:

- **Make Up/Late Work:**
 - Attendance is not tied to make-up work.
 - All make-up work must be turned into their teacher before the unit test.
- **Assessment Expectations:**
 - Teachers will communicate with students and parents via email, in person, or phone about the missed assessment.
 - Teachers will communicate a reasonable deadline to make up the assessment.
 - If the deadline is not met, students will receive a zero/missing on the assessment.

PART-TIME STUDENTS AND STUDENTS WITH OFF-CAMPUS ASSIGNMENTS

Students are to leave school grounds immediately following their last block unless under the supervision of school personnel. Late starting and part-time students are to remain in the main entrance vestibule until the bell rings for passing time. Students should not remain in vehicles once on school campus.

TARDIES

An effective tardy policy must be designed to make the most efficient use of the instructional day for all students. To this end, having students in class is key to educational success. To encourage students to be on time to class, and discourage time out of class, the following tardy procedures for Jefferson City High School will be utilized:

Hall Sweep Procedure

Students who are processed through tardy sweeps will report to the designated area to get a pass to class. Students must show a valid school ID when reporting to the designated area. Teachers who are on plan time will sweep students to specific locations by floor.

Students will report to class with a specific tardy pass from the sweep process. Classroom teachers are to collect the pass upon student entry. Teachers, who are concerned with the discrepancy in the allotted time between process and return to class, should contact administration.

Tardy Response

Tardies will be tracked weekly.

Students are tardy if they are not in the room when the bell rings.

- Tardy Count 1-3 (Warning)
- Tardy Count 4 - 6 (1 Detention for each of the Internal tardies and contact home)
- Tardy Count 7 (Saturday School)
- Tardy Count 8 or more (ISS and loss of privileges)

Hall Sweep Response

Action taken during tardy sweeps to encourage on time behavior will be as follows for each 9-week term. If a student receives 3 tardy sweeps in a week they will receive 2 days of ISS.

SECTION III – ACADEMICS

A+ SCHOOL STUDENT FINANCIAL INCENTIVE PROGRAM (JCSB Board Policy IKA)

The Department of Elementary and Secondary Education designates Jefferson City High School as an A+ High School. This program provides scholarship funds to eligible graduates of A+ designated high schools who attend a participating public community college or vocational/technical school, or certain private two-year vocational/technical schools. To be eligible, students must:

- Be a U. S. Citizen, permanent resident, or lawfully present in the U.S.
- Sign an A+ Agreement Form with your high school prior to graduation.
- Attend a designated A+ School for two years and graduate from such a school. (If one of your parents is a member of the military on active duty or has retired from the military and relocated to Missouri within one year of their retirement, you are exempt from this requirement. However, you must attend an A+ designated high school and meet all of the other high school eligibility requirements.)
- Graduate with an overall grade point average of 2.5 or higher on a 4.0 scale.
- Have at least a 95% attendance record overall for grades 9-12.
- Perform at least 50 hours of unpaid tutoring or mentoring, of which up to 25% may include job shadowing.
- Maintain a record of good citizenship and avoidance of the unlawful use of drugs and/or alcohol.*
- Have achieved a score of proficient or advanced on the Algebra I end-of-course exam. If you meet all of the eligibility requirements except the end-of-course exam requirement, you may establish eligibility by achieving a qualifying score on the mathematics component of the ACT test. You may achieve the qualifying score as a high school or postsecondary student. If you achieve the score as a postsecondary student you may be eligible for an award in the same term that you take the test. The Missouri Department of Higher Education will announce the qualifying ACT scores annually. A score of 17 on the math ACT with a cumulative GPA of 2.5, a score of 16 on the math ACT with a cumulative GPA of 2.8 or a score of 15 on the math ACT with a cumulative GPA of 3.0 will meet the assessment requirement for A+.

The tuition incentive will be made available only after the student has made a documented good faith effort to first secure all available post-secondary student financial assistance funds that do not require repayment. The tuition incentive will only be made available to reimburse the unpaid balance of the cost of tuition and fees.

The student financial incentive program is dependent upon Jefferson City High School maintaining A+ designation and the Missouri Department of Higher Education receiving the state appropriation from the Missouri General Assembly.

* Per school board policy, any student who receives an out-of-school suspension during the four-year period will be ineligible for A+.

Contact Lauren Winemiller, A+ Coordinator, 659-3050 or lauren.winemiller@jcschools.us, if you have further questions. For more information, please visit the JCHS A+ website (<http://www.jcschools.us/domain/38>) or the Missouri Department of Higher Education A+ website. (<http://dhewd.mo.gov/ppc/grants/aplusscholarship.php>)

ACADEMIC INTEGRITY

Whenever a student is observed or suspected of cheating, the teacher shall collect the student's work, call the student's parent, and conference with administration to determine a plan of action with the teacher. Academic and disciplinary consequences are outlined further within the Jefferson City student code of conduct guidelines.

ACADEMIC PLANNING GUIDE

Each school year the Jefferson City School District develops the Academic Planning Guide. The guide provides descriptions of courses offered and other pertinent information to a student's academic success including: potential prerequisites, course requirements, and/or unique obligations for individual courses.

(<https://www.jcschools.us/domain/3321>)

ACHIEVEMENT LIST

All Students earning a B average on term coursework during each individual term will be eligible for the achievement list. Part-time and homebound students are eligible. Students may fail a class and still be eligible. E2020 coursework will be included in GPA calculation. *The achievement list will be calculated, posted at the school, updated on the website and provided to local news outlets.*

Honor Roll	Minimum GPA
A	3.667
B	3.000

ASSESSMENTS IN PREPARATION FOR POSTSECONDARY EDUCATION AND WORK OPPORTUNITIES.

The district encourages students to prepare for postsecondary education or work opportunities prior to graduation from the district. District staff will require students to take assessments necessary for pursuing postsecondary education, career training and employment. All students are required prior to graduation to have a CCR (Career and College Ready) exam on file.

Per Board Policy IKF, all students must take the following:

- All required end-of-course (EOC) exams. (DESE Graduation Guidance)
- A DESE-approved measure of college and career readiness (CCR) such as ACT, Accuplacer, WorkKeys, SAT or ASVAB.

COMPREHENSIVE FINAL EXAMS/PROJECTS POLICY

Students will be expected to be in attendance and complete all comprehensive final examinations and/or projects. Comprehensive finals will be no less than 10% and no more than 15% of the student's final grade. Students wishing to take comprehensive finals early must have prior approval from administration.

CREDIT RECOVERY

The E2020 program offers students an opportunity to recover credit for failed classes. This program is internet-based and allows students to work independently at their own pace. Students will be able to complete work both at school and outside of school.

DIPLOMAS

Students may earn a standard diploma or a college preparatory certificate. The standard diploma will require **25** credits for graduation including credits required by the State Board of Education. The college preparatory certificate will require credits by the State Board of Education and includes four credits of English, mathematics, science and social studies; two credits in world language; a cumulative grade point average of 3.5 or higher; and a rating of proficient or advanced on two of three EOC tests administered at the high school level.

****Students who demonstrate achievement of the standards of excellence in one or more subject areas will have the opportunity to earn a departmental "Seal of Excellence" award. Information regarding the Seal of Excellence requirements, as well as specific departmental requirements can be found in your Academic Planning Guide.**

END OF COURSE EXAMS EOC'S/College and Career Readiness

End of Course Exams will take place at the completion of the following courses: Algebra I, Algebra II, English II, Government, and Biology. Any student classified as a virtual, homebound and/or a part-time student is required to take the EOC test and/or tests as well. As part of the Department of Elementary and Secondary Education testing program, all Juniors will take either the ACT, Accuplacer, or ASVAB as decided upon by the student and family based on the student's post secondary plan. The Pre ACT is given to any sophomore interested as a practice test for the ACT and will provide a student with a predicted ACT score.

GRADE LEVEL CLASSIFICATION

Once entering the 9th grade, a student's grade level is classified by the number of credits earned. In order to advance to the next grade level, a student must earn the minimum credits by the end of the summer school session for the current school year. Below are the grade classification requirements:

Class Prior to beginning of year

Credits necessary to be a sophomore	6
Credits necessary to be a junior	12
Credits necessary to be a senior	18
Credits necessary to Graduate	25

GRADE POINT AVERAGE: $\text{SUM}(\text{GPA Value} \times \text{GPA Weight}) / \text{SUM}(\text{GPA Weight})$

SUM (GPA Value for A * GPA Weight for A)	$(4 \times 1) + (4 \times 1) + (4 \times 1) + (4 \times 1) + (4 \times 1) = 20$
SUM of GPA Weights for A	$1 + 1 + 1 + 1 + 1 = 5$
Calculate GPA	$20/5 = 4.0 \text{ GPA}$

GRADE REPORTING

A progress report of grades will be issued periodically throughout the semester. *The 9-week grade reports are an accumulation of grades through the term and are intended to reflect the total amount of work completed to that period of time.* ALL GRADES ARE INCLUDED IN THE CLASS RANK AND Achievement List.

Term/semester grades are entered in the student's permanent record. The following grade scale is used:

Letter Grade	%	GPA	GPA for APWeighted Courses	GPA for Pre AP Weighted Courses
A	93 – 100	4.000	4.333	4.166
A-	90 – 92	3.667	4.000	3.833
B+	87 – 89	3.333	3.667	3.499
B	83 – 86	3.000	3.333	3.166
B-	80 – 82	2.667	3.000 Advanced Placement (AP) The weight will be 0.333. Only grades of B- and above will be weighted.	2.503 Advanced Placement (Pre-AP) will have a 0.166 weight. Only grades of B- or above will be weighted.
C+	77 – 79	2.333		
C	73 – 76	2.000		
C-	70 – 72	1.667		
D+	67 – 69	1.333		
D	63 – 66	1.000		
D-	60 – 62	0.667		
F	59 & Below	0.000		

GRADUATION (EARLY) (JCSD Board Policy IKFA)

Students who wish to graduate early must have successfully completed a minimum of six semesters at the secondary level and will be required to meet with a guidance counselor and submit written notification to the principal. The counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. The student will receive a diploma if the student has met the Jefferson City School District's graduation requirements.

Any exception to the minimum six-semester completion requirement of early graduation must be granted by the Board of Education.

The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies, but will be considered an alumni for all other activities.

Students who fail to complete their plan for early graduation and must return the following semester will be required to participate in a full academic schedule as outlined in board policy and campus procedures; the principal or designee must approve any exception.

In the event of discrepancy between an administrative procedure and a Board policy, the Board policy will take precedence

GRADUATION REQUIREMENTS

BOARD POLICY: IKF

Requirements

A student must meet the following requirements in order to graduate from the Jefferson City School District, unless otherwise exempted. The student must:

1. Complete a total of 25 credits, including credits required by the State Board of Education.
To earn one unit of credit, a student must meet all the course requirements and earn a passing grade in a course that meets for at least 7,830 minutes a year or successfully complete a MOCAP course or an approved virtual course. Half and quarter units of credit may be earned for courses meeting proportionally fewer minutes.
2. Pass the Missouri and U.S. Constitution exams. (§§ 170.011, RSMo.)
3. Successfully completed a course of instruction of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, the U.S. government and the electoral process. (§ 170.011, RSMo.)
4. Pass an American civics exam starting with the 2017–18 ninth-grade class (Class of 2021). (§ 170.345, RSMo.)
5. Participate in 30 minutes of cardiopulmonary resuscitation (CPR) instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking. (§ 170.310, RSMo.)
6. Take the following:
 - All required end-of-course (EOC) exams. (DESE Graduation Guidance)
 - A DESE-approved measure of college and career readiness (CCR) such as ACT, Accuplacer, COMPASS, WorkKeys or ASVAB.
7. Have earned credit in the Jefferson City School District's educational program between the ninth and twelfth grades.

Exceptions

1. Graduation requirements for a student with a disability receiving special education services pursuant to the Individuals with Disabilities Education Act (IDEA) may be determined according to the student's individualized education program (IEP). Any specific graduation requirement may be waived if recommended by the student's IEP team. (DESE Graduation Guidance)
2. Students transferring from other Missouri school districts or charter schools, private or parochial schools, home schools, unaccredited schools, and schools in other states or countries will have their credits transferred in accordance with guidance from the Department of Elementary and Secondary Education (DESE) and may have some graduation requirements waived depending on the circumstances. (DESE Graduation Guidance)
Eligibility for graduation of students enrolling after their seventh semester shall be determined by the high school administration, based upon the standards established above and in policy JECC.
3. The district will waive the requirement to:
 - Pass examinations on the provisions and principles of American history, American institutions and the Missouri and U.S. Constitutions for students who transfer from a school outside Missouri if they can document the successful completion of a course of instruction in the institutions, branches and functions of state government, including local governments, the U.S. government and the electoral process. Such instruction must have been completed in grades 9–12. The district will waive the requirement to pass a civics examination when recommended by the student's IEP team. (§ 170.011, RSMo., DESE Graduation Guidance)
 - Take a DESE-approved measure of CCR for students who transfer in from another district if the student transfers in during their senior year or at the discretion of the superintendent or designee.
4. Graduation requirements for foster care students will be modified or waived in accordance with law and board policy IGBE. (§ 160.1990, RSMo.)
5. Students in the household of an active duty member of the military, including students in the household of certain veterans who are deceased or injured as defined by law, who transfer to the district may have graduation requirements modified or waived in accordance with law. (§ 160.2000, RSMo.)
6. Eligible students who successfully complete the Missouri Option Program will be awarded a high school diploma. (5 C.S.R. 20-500.330)

Earning Credit, Substituting Credit and Alternatives

1. The superintendent or designee is directed to assign credit values for courses offered by or through the school district and to develop formulas and procedures for awarding credit to students who transfer from a district that uses a different standard for awarding credit.
2. The Jefferson City School District recognizes units of credit obtained through accredited schools and school districts, including credits earned through courses delivered primarily through electronic media, such as online

courses. For the purposes of this policy, an "accredited school" is a Missouri public school, a Missouri charter school, the Missouri Course Access Program (MOCAP); a private agency where students with disabilities are placed by a public school; or any school or school district accredited by the Missouri State Board of Education, AdvancED or the Independent Schools Association of the Central States (ISACS). If a school or school district is located in another state, that school or school district must be accredited by that state's department of education, AdvancED, ISACS or the equivalent organizations. (§ 161.670, RSMo., DESE Graduation Guidance)

3. Students may earn advanced-standing credit by successfully completing high school-level courses prior to entering the ninth grade. Advanced-standing credit will be counted toward meeting all graduation requirements, including state minimum requirements. (DESE Graduation Guidance)
4. The district may waive up to one unit of academic credit in English language arts, mathematics, science and social studies, whichever is most appropriate, for students who successfully complete an eligible career/technical program. Students must request this credit waiver prior to enrolling in the career/technical program for which the waiver is sought. Students must take the end-of-course exam required for any waived course. Unless otherwise waived by law, students who waive a social studies unit under this section are still required to complete a course of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, and of the government of the United States and the electoral process. Students are also required to meet state requirements regarding American civics. (DESE Graduation Guidance)
5. In addition to the waiver of credit above, a student may fulfill one unit of academic credit with a district-approved agriculture or career and technical education course for any English language arts, mathematics, science or social studies unit required for high school graduation in any combination up to fulfilling one requirement in each of the four subject areas. The substitution may not be made for courses that require an end-of-course assessment. Unless otherwise waived by law, students who waive a social studies unit under this section are still required to complete a course of study of at least one semester in length covering the institutions, branches and functions of the government of the state of Missouri, including local governments, and of the government of the United States and the electoral process. Students are also required to meet state requirements regarding American civics. (§ 170.017, RSMo.)
6. The district may allow a student to fulfill one credit of any district-required mathematics, science or practical arts unit with a district-approved computer science course if the student has taken or is on track to take all courses that require end-of-course examinations for math and science. The district will notify all students relying on this provision that some institutions of higher education may require four units of academic credit in mathematics for college admission. The district will require the parent, guardian or legal custodian of each student to acknowledge in writing that taking a computer science course to fulfill a unit of academic credit in mathematics may have an adverse effect on college admission decisions. (§ 170.018, RSMo.)
7. Students may earn credit for a subject that has been embedded into another subject-area course in accordance with guidelines established by DESE. (DESE Graduation Guidance)
8. Students may earn credit by other means as approved by the board and in accordance with law.

Advanced Placement at the College Level

Although it is neither the purpose nor intent of the secondary schools to offer instruction in courses at the college level of difficulty, there are certain curricular areas in which a student might begin a sequence of courses whose completion would possibly eliminate an introductory college course or enhance the student's standing in other courses when he or she enters a college or university program. Such would pertain in the secondary division in the areas of mathematics, science, English, modern foreign languages, specific skills in business education, and social studies.

Any advanced placement at the college level would be determined in keeping with policies of the institution that the student enters.

Diplomas and Certificates

Students who complete the district's graduation requirements or are otherwise entitled to a diploma in accordance with law and district policy will receive a district diploma.

Students may earn a standard diploma or a college preparatory diploma. The standard diploma will require credits as specified herein above, including credits required by the State Board of Education. The college preparatory diploma will require credits as set forth herein above for the standard diploma, including credits required by the State Board of Education and include four credits in English, mathematics, science and social studies; two credits in foreign language; a cumulative grade point average of 3.5 or higher; and a rating of proficient or advanced on two of three Missouri Assessment Program tests administered at the high school level.

District Diploma for Coursework Completed in Other Districts

In accordance with law and DESE guidance, the district may be required to issue a diploma to students who did not

complete their education in the district but who graduated based on the district's graduation requirements. Such circumstances include, but are not limited to, situations where a foster student transfers from the district to another school or district or a student in the household of an active duty member of the military transfers to another district, in accordance with law. (§§ 160.1990, .2000, 167.019, RSMo.)

Diplomas from Other Districts

Students in the household of an active duty member of the military, including students in the household of certain veterans who are deceased or injured as defined by law, who transfer to the district at the beginning of or during their senior year and who will not meet the graduation requirements of the district by the end of the senior year may receive a diploma from the school district they are transferring from if they are able to meet the graduation requirements of that district. (§ 160.2000, RSMo.)

Foster care students who enroll in the district at the beginning of or during their senior year who cannot meet the district's graduation requirements by the end of the senior year, even after all alternatives have been considered, may receive a diploma from the previous school attended if they are eligible to receive a diploma from the previous school. (§ 160.1990, RSMo.)

Certificate of Attendance

Students with disabilities who reach age 21 or otherwise terminate their education and who have met the district's attendance requirements but have not completed the requirements for graduation may receive a certificate of attendance as directed by the student's IEP team. (DESE Graduation Guidance)

Career and Technical Education Certificate

In addition to receiving their graduation diploma, students may earn a career and technical education certificate (CTE) if they meet the standards created by the State Board of Education. (§ 170.029, RSMo.)

Seal of Biliteracy

The district may award a Missouri Seal of Biliteracy to students who have attained proficiency in English and at least one other language before high school graduation in accordance with rules established by DESE.

In the event of a discrepancy between an administrative procedure and a Board policy, the Board policy will take precedence.

HOMEBOUND INSTRUCTIONAL SERVICES (JCSD Board Policy ECA)

Homebound education is determined by school-district personnel following submission and approval of a completed application. Students should not be on school property during the school day unless they are under the direct supervision of school staff.

HOME SCHOOLING

JCSD Board Policy IGBI

In lieu of regular attendance in the Jefferson City School District, a child may be excused from compulsory school attendance if the child is provided with home schooling as authorized by Missouri law. Any alleged violation of compulsory education law shall be referred to the prosecuting attorney of the county where the child legally resides.

INFINITE CAMPUS/GRADE TRACKING

Jefferson City High School maintains student grades through the web-based student information management system, Infinite Campus. Parents/Guardians and students may track academic progress by accessing Infinite Campus through the Parent Portal. Information to access the Parent Portal can be found on the district website at <https://jeffersoncitymo.infinitecampus.org/campus/jeffersoncity.jsp>. Jefferson City High School will NOT be mailing home hard copy progress reports during the 2017-2018 school year.

1:1 TECHNOLOGY

Jefferson City High School is a one-to-one technology school. Each student is issued a school electronic device to be used to enhance instruction in the classroom. Specific instructions and regulations for use of devices can be found in the [1:1 Student Technology Handbook](#) available in the administrative offices and on the district website. Students are expected to have the school issued device available and ready to use as directed by teachers and teaching staff on a daily basis.

RECOGNITIONS/SCHOLARSHIPS/AWARDS

Students at JCHS are eligible for a variety of recognitions, scholarships, and/or awards. Please refer to your Academic Planning Guide or speak with your counselor to find more information.

SCHEDULE CHANGE PROCEDURE

A student's schedule will be changed for the following reasons:

- Computer error;
- Prerequisite courses not met;
- Duplicate credit;
- The educational team has the ability to change schedules in the event a student has been misplaced.

Requests for class changes will NOT be considered for the following reasons:

- Change of student interest;
- Negative effect of course grade on GPA
- Unnecessary for graduation

Beginning on the first school day in December students may request changes for the second semester. All changes must be made prior to the beginning of the semester.

In the event that a schedule change is considered, a withdrawal-fail for the portion of the credit they elected not to complete will be recorded on the student's transcript. In consideration, additional information will be considered including the student's academic effort using the following (but not limited to) criteria: Has the student spoken with the teacher, collaborated on a plan to be successful, and followed the plan? Has the student made an effort to complete all assignments, projects, and tests for the course? Has the student taken advantage of any/all retesting options available to him/her? Has the student attended tutoring? Have the student's academic efforts been commensurate with the level of difficulty the student is encountering?

SCHOOL ISSUED TECHNOLOGY (JCSD Board Policy EHB)

Students are issued devices that they are responsible for keeping charged and must bring to school daily. If a student forgets their device or it is not charged, the student may go to the Tech Center to get a loaner for the day or a block. Students may checkout a loaner up to 2 times a week. The loaner devices may not be taken home. Students are required to use all technology checked out to them within the parameters of district technology usage policy. If the school issued device is damaged or lost, the student will be charged the deductible through the one2onerisk.com. It is the students' responsibility to report lost or stolen devices to the Tech Center immediately.

TEXTBOOKS

Textbooks are loaned to students. Textbook numbers are recorded each term by the teachers, and the student is responsible for the care of the books checked out to him/her and should not share or loan his/her book(s) to other students. The student will be charged the replacement cost for lost or damaged books or property. Questions should be referred to the designated assistant principal.

WITHDRAWAL FROM SCHOOL

When moving to another community or withdrawing from school with no intention of returning, you must contact your counselor. It is necessary for all books and materials that belong to JCHS including technology and Chromebooks be returned or you will receive a bill for those materials



SECTION IV – ACTIVITIES

www.jeffcityjays.com

ACTIVITY PARTICIPATION (JCSJ Board Policies JEA and JED)

Students must be in school the entire day in “regular” class, ISS/SSC is not considered 'regular' classes, to be eligible to participate in any student activities scheduled on that day (practice or competition). The following is an excerpt from MSHSAA By-Law 2.12: If a student misses classes without being excused by the principal or his/her designee, the student shall not be considered eligible to participate on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.

****Notification Procedures****

- A student or parent may make arrangements for an absence prior to by calling or emailing the Activities Office at 659-3065 or Rebecca.hintenach@jcschools.us It is at the Activities Director or Principal's discretion as to whether an absence will be approved for eligibility purposes.
- Students called out from assemblies will not be given approval.
- Notifications the day of an absence may not be approved.

CITIZENSHIP STANDARDS FOR SCHOOL ACTIVITIES

Students wishing to have the privilege to participate in and/or attending school activities must abide by the following:

1. Students must be considered a credible citizen and in good-standing within the classroom, school and community.
2. Students must be drug, alcohol, and tobacco-free.
3. Students must display good sportsmanship at all times.
4. Students are encouraged to support their activity through regular attendance, active participation and proper conduct.
5. Students shall abide by all rules and guidelines established by club, organization, or team constitution or charter.

Students failing to meet these standards are subject to removal from participation in and/or attendance at school activities. In addition, a student's actions or behaviors may result in school discipline.

****MSHSAA Citizenship Requirements****

- A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (jail time, fine, court costs etc.) or special condition of probation (restitution, community service, counseling, etc.) has been satisfied.
- Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standard. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery pending review by the Board of Directors

CLUBS, ORGANIZATIONS & TEAMS

JCHS has many clubs and organizations in which students can be involved and we encourage each student to take part in areas that interest them. Those opportunities exist to provide a more enriching high school experience. Your involvement will help you enjoy high school more and the experiences will help further prepare you to be successful in the years to come. Any teacher, principal, or counselor will be glad to discuss options that you may wish to consider. We hope you take part in at least one organization outside of class. You will be glad you did.

*Certain clubs/ organizations may be building specific with certain criteria.

*All flyers and posters from clubs, organizations and teams must be approved by the activities department.

Posting procedures will be explained as part of the approval process.

CLUB REQUIREMENTS

To be recognized as an active club, each club must meet the following minimal requirements:

1. Present a list of club members to Student Council Sponsor (date to be announced).
2. Conduct one meeting of the membership each term.
3. Conduct one school service activity per school year.
4. Conduct one community service activity per school year.
5. Two recruiting drives per year at registration and one open house/parent teacher conference

Forming a new Club

1. A student wanting to start a new club must, along with a minimum of 20 other interested students, find a sponsor who is interested in helping the students form the desired club.
2. These students, along with the sponsor, will then approach Dr. Widhaber, Assistant Principal with a written nomination stating their desire to form a new club with a copy of their proposed charter or constitution.
3. With approval of the principal/designee, the club may be formed.

COURT GUIDELINES

All courts are sponsored by JCHS and it is an honor and privilege to be selected to represent the school and entire student body. Students nominated for this honor must meet academic, behavioral, and attendance standards. All court arrangements are under the supervision of the designated sponsor.

Homecoming Court (B/G):

1. Each JCHS student may nominate one JCHS girl as a queen candidate and/or one boy as a king candidate; any girl or boy elected to any one court is no longer eligible for any other court nominations for the remainder of the school year.
2. The student body will have the opportunity to vote for five candidates from the top ten students with the most nominations.
3. The student body will have the opportunity to vote for one candidate from the top five to be king/queen.

Winter Sports Court (B/G):

1. Each JCHS student may nominate one JCHS girl as a queen candidate and/or one boy as a king candidate; any girl or boy elected to any one court is no longer eligible for any other court nomination for the remainder of the school year.
2. The student body will have the opportunity to vote for five candidates from the top ten students with the most nominations.
3. The student body will have the opportunity to vote for one candidate from the top five to be king/queen.

Marcullus Court (B/G):

1. Each JCHS student may nominate one JCHS girl as a queen candidate; any girl elected to any one court is no longer eligible for any court nomination for the remainder of the school year.
2. The student body will have the opportunity to vote for five candidates from the top ten students with the most nominations.
3. A panel of judges selects the queen based on interviews with the five candidates who received the most votes.

DANCES

Attending school dances is a privilege, students can lose the privilege if they are not good citizens; have excessive violations of school guidelines; outstanding discipline; or outstanding fines/fees. Students will be denied attendance to any school dance if the day or day before the dance, a student is not in attendance the full day or is not in good standing. Students must have at or greater than 90% attendance in order to attend any school dance as calculated the day prior to ticket sales.

Dances begin at 7:00 PM and are over by 10:00 PM.; no one will be admitted to the dance after 9:30 PM. Student ID's are required for JCHS students. Students will be required to submit to a breathalyzer test. Students who do not drive must have transportation to and from the dance and must be off school property within 20 minutes of the dance conclusion. Students on property after this time may face disciplinary consequences. Dress for each dance will be determined by the sponsoring organization with approval of the administration. The JCHS Dress Code may apply.

JCHS students may bring one guest to a dance. Registration guidelines are as follows.

- Determined to be a good citizen as authorized by a school administrator by the posted due date.
- 9th Grade or above
- Age not to exceed 20 years
- Guest application form must be completed
- Copy of photo ID with visible birth date (must also be presented upon entrance)
- Guests must enter and exit the dance with the JCHS student.

EVENT ATTENDANCE

Students in grades 9-12 are encouraged to present their student ID to gain entry into any school activity. In order to use your activity pass, you must present your ID stamped with the activity pass.

NATIONAL HONOR SOCIETY (NHS)

Students may be accepted into JCHS NHS during their sophomore or junior years during second semester.. Initial consideration is limited to those sophomores with a cumulative GPA of 3.75 or higher and juniors with a cumulative GPA of 3.6 or higher who have been enrolled for at least one semester at Jefferson City High School. Students meeting the GPA requirement will be afforded the opportunity to complete a Candidate Information Form which will be mailed to the student's home of record(s) listed in Infinite Campus. The NHS Faculty Council will then review all properly completed forms and select those candidates who exemplify service, leadership and character.

Maintaining NHS Membership Status

- Enrolled full-time
- Maintain a minimum cumulative GPA of 3.5.
- Juniors need 15 hours and Seniors need 20 hours of Service Learning hours per school year
- Participate in both Fall and Spring Service Projects
- Considered a credible citizen and in good-standing within the classroom, school, and community
- Pay annual membership dues of \$10

STUDENT COUNCIL

The JCHS Student Council is very active in representing the student body of JCHS. The Student Council sponsors and encourages student participation in many activities throughout the school year. Any student is welcome to join the student council; members are welcomed in the Spring prior to the new school year and the Fall of the current school year. Please see advisors for an application and meeting information.

Student body elections are held in the Spring in order to elect a president, vice-president, secretary, and treasurer. Students wishing to become a candidate must have a GPA of 3.0 or higher, must be a current member in good standing in Student Council, and submit a petition to the Student Council Advisor that includes:

- Principal's signature
- Teacher signature
- Student Council Advisor signature and,
- Signatures of 50 classmates.

Students may pick up petitions from the Student Council Advisors at candidates meetings that are held in the Spring.

Class elections are held after the student council elections during term 4. The outgoing freshmen, sophomores, and juniors shall elect their class officers for the next school year. All class officers serve a term of one school year. Students wishing to run for an office must have a GPA of 3.0 or higher, be a student council member during their elected school year, and submit a petition to the Student Council Advisor that includes:

- Principal's signature
- Teacher signature
- Student Council advisor signature and,
- Signatures of 50 members of his/her own class.

The candidates elected are president, vice-president, secretary and treasurer.

SECTION V – DAILY OPERATIONS

ASSEMBLIES

Our assemblies are designed to be positive, relevant and educational; while recognizing the hard work, talents, and achievements of our classmates and community. Assemblies are scheduled periodically throughout the year and students, present at school, are expected to attend.

AUTOMOBILE REGULATIONS (Student Parking)

Purchase of a parking permit provides a JCHS student the privilege of parking in designated lots (Stadium lot, west end of Union St, north side lower lot, and north side middle lots). The cost of this permit is \$40.00 annually. Students must turn in an application to the appropriate school official. Applications from juniors and seniors will be accepted during registration. Students must have their parking tag displayed at all times while parked in a JCHS lot. Parking spots are on a first come, first serve basis. If a senior wants to participate in senior painting, those spots will be assigned.

Seniors that want to paint their parking spot must follow the guidelines for this activity and pay an additional fee.

Illegal parking or violations of any of these expectations may result in the revoking or suspending of parking privileges (no refund), parking ticket, and/or a disciplinary referral.

- Your parking tag that matches your parking spot number must be visible on rearview mirrors at all times.
- You may not lend, sell, or give your tag/spot to another driver.
- No loitering in the lot. This includes before and after school.
- No loud music, dangerous, or reckless driving.
- No going to the parking lot during school hours without a pass from office staff.
- Students that find another vehicle parked in their assigned parking spot need to notify the main office.

CANCELLATION OF SCHOOL: BOARD POLICY: IC

Cancellation of school takes place only during extraordinary circumstances such as extreme weather conditions, equipment failure, public crisis. The school board and administrators are aware of the hardship, which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances or other instances that prevent us from being able to occupy a school building such as power/water outage, etc. Every practical means is used to notify parents of an impending cancellation including phone call, email and text message to contact information included in official parent records via our mass notification system. Information about cancellations will also be posted to district social media accounts (Facebook and Twitter), to the district website (www.jcschools.us), to the district mobile app, and will be distributed to local news media including the Jefferson City News Tribune, KCRG-TV-CHANNEL 13, KOMU-TV-CHANNEL 8, and KMIZ-TV-CHANNEL 17.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES: BOARD POLICY: EHBA

It is strongly recommended that students and parents carefully weigh the choice of whether or not to bring personal cell phones, music players, cameras, and other electronic devices to school. These items can be disruptive to the learning environment, often create discipline problems, and are frequently damaged, lost, or stolen. Parents are reminded that in case of an emergency, the main office is the appropriate point of contact to ensure that your child is quickly reached and assisted. If students do bring cell phones and/or other electronic devices to school, they will need to be turned off during the school day and stored in their backpacks or assigned lockers. Students who bring cell phones or other devices to school are responsible for the safety and security of those devices. Headphones or

earbuds will need to be stored securely and should not be worn during school unless the teacher has approved an activity that requires listening on chrome books or school provided media. The school accepts no responsibility for cell phones or other electronic devices that are lost, damaged, or stolen at school or while traveling to and from school. Cell phones and personal electronic devices will not be used during any part of the school day, therefore, should not be visible during the school day.

During class time, students MUST keep their personal cell phones in their bags. There is a zero tolerance policy for personal cell phones being out in the building without the expressed consent of the teacher for an educational purpose.

Consequences for violating the state law, district and school technology policy is as follows*

1. **First Offense** – Phone is turned in and may be picked up by the student at the end of the school day. *(Office Referral)*
2. **Second Offense** – Phone is turned in for one week; students may pick it up at the end of each day. *(Office Referral)*
3. **Third Offense** – Additional consequences may apply; parent pick-up required. *(Office Referral)*
4. **Fourth Offense and Beyond** – Further consequences will be assigned; phone remains in administrative possession until released to a parent/guardian. *(Office Referral)*

****Students may pick up their phones at the conclusion of the school day each day they turn it in during the first two infractions, afterwards parents are responsible for pick up or phones will remain in the possession of the school administrative office.***

JG-R1

Technology Misconduct (JCSD Board policy EHB and regulation EHB-R)

Unauthorized use of cellular telephones, personal computers, or unauthorized use of electronic devices during instructional time.

First Offense:	Teacher/Student conference, temporary confiscation of devices, and/or detention.
Subsequent Offense:	Teacher/Student conference, principal/student conference, temporary confiscation of device, detention, ISS, or 1-180 days out-of-school suspension.

COMMUNICATION HOME

Jefferson City School District provides parents/guardians and students phone, text, and email alerts about important announcements, changes to schedules, and cancellations through the School Messenger system; all families are automatically registered for this service. Telephone numbers and email addresses provided during registration are used to direct all relevant information; contact information is pulled from Infinite Campus.

CRISIS MANAGEMENT

The Jefferson City School District in conjunction with JCPD has developed a crisis management plan to deal with a crisis in, or around, a school building. Although not every crisis can be foreseen, the appropriate management of any crisis is important in a school setting. Each building has adapted this plan for the requirements of our building. It is important that students, parents, teachers, and staff are aware of this plan and what to do in case of a crisis at our school. Parents should be aware that students will learn appropriate responses to crisis.

DISPLAYS OF AFFECTION

Students are to refrain from inappropriate displays of affection while on school premises or in the course of school related activity. Holding hands, side-by-side, is the limit of public display of affection allowed.

DRESS CODE (JCSD Board Policy JFCA)

Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming that presents a safety concern is permitted. No apparel displaying messages that are sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or is likely to disrupt, the educational environment is permitted.

What follows is a list of acceptable items of dress: students need to learn to present themselves professionally and dress in a manner that helps them meet with success in the workplace.

Slacks, jeans, capris, and other pants

- Pants must be of appropriate fitness, neither too tight nor too loose
- Must not show excessive skin due to holes
- No sagging pants, dresses, and skirts
- Conservative necklines (No strapless, tube tops, halter tops, crop tops or spaghetti straps)
- Must be an appropriate length so as not to reveal excessive or inappropriate areas of the skin. Please be mindful that as you bend, reach, wear a backpack or otherwise move about the school building, the length of the clothing must not shift to reveal excessive or inappropriate areas of skin.
- Shorts with an inseam of at least 3 inches or more Tops/Shirts
- Must have conservative neckline
- Must not show waistline skin (No midriffs)
- Must not advertise or suggest inappropriate messages (Examples: Alcohol, Tobacco, Weapons, Profanity, or Sexual Innuendos)

The school district reserves the right to establish or modify rules during the year regarding new fashions in dress, including the banning of certain articles of clothing adopted as gang-related icons of identifications. Any student not in compliance will be subject to disciplinary action.

ELECTRONIC COMMUNICATION BETWEEN STAFF MEMBERS AND STUDENTS: BOARD POLICY: GBCC

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose. The district discourages staff members from communicating with students electronically for reasons other than educational purposes.

EMERGENCY PROCEDURES (JCSD Board Policy EBC)

Instructions for each of the following emergencies have been posted in each classroom to direct students,

visitors, faculty and staff safely through the crisis.

Fire: STOP, LOOK, LISTEN

1. Calmly and quietly exit classrooms under the direction of the teacher.
2. Close and lock classroom doors.
3. Proceed to the designated stairwell and/or exit.
4. Exit the building and proceed to the designated meeting point **a safe distance** from the building.
5. Take attendance and display appropriate indicator cards.
6. Remain at meeting point until the “All Clear” is sounded.

Tornado

1. Move quickly and quietly to the assigned safe area.
2. Close and lock classroom doors.
3. Assume duck and cover position on the interior walls of hallways or under desks and tables within classrooms.
4. Take attendance and display appropriate indicator cards.
5. Remain in position until the “All Clear” is sounded

Earthquake

If Inside:

1. Calmly and quietly seek shelter under desks, tables, or benches. If possible, cover head with coat or other clothing to protect from falling debris.
2. If no shelter is available; get inside a doorway or crouch against an interior wall away from windows and glass.
3. Open doors
4. Take attendance and display appropriate indicator cards.
5. Stay put until given further instructions by administration or emergency personnel.

If Outside:

1. Move quickly and calmly away from the building and overhead power lines.
2. Lie flat, face down and cover your head.
3. Take attendance and display appropriate indicator cards.
4. Stay put until given further instructions by administration or emergency personnel.

Lockdown

1. Lock and deadbolt classroom doors. Barricade interior doors
2. Cover interior windows.
3. Turn off lights and all audiovisual equipment.
4. Move to a position out of sight of the hallway and exterior of the building. Prepare to counter an intruder
5. Take attendance.
6. Remain in position until the “All Clear” is sounded or evacuated by an administrator or emergency personnel.

Intruder

1. Using all means, determine best course of action

If Evacuating:

- a. Move quickly as a class out of the building
- b. Do not carry anything with you, leave all belongings behind
- c. Evacuate as far from the building as is deemed safe

If sheltering in place:

- d. Follow directions from LOCKDOWN section

FUNDRAISING

Any group or class seeking to fund raise must submit an application to the Activities Office for approval. This is a very sensitive area; abuses could result in the loss of fundraising privileges.

LANYARDS & STUDENT IDENTIFICATION CARDS (ID's)

Students are required to have their student ID in their possession at all times while on campus or at a school sponsored event. ID cards are not to be defaced or altered in any manner. Students will also need to have their ID with them to gain access to some school sponsored activities and events and at the request of a staff member. Failing to present or display your ID card may result in school discipline.

LIBRARY

The library is open to students daily from 7:30 am to 4:00 pm. Student IDs are required for entry and to check out materials. Items are due three weeks after checkout. Overdue fines are \$0.05 per school day. Notices are sent via email after books become overdue.

LOCKERS & LOCKS

Lockers are not required, but are available upon request. Students must use school-issued locks. Students will be loaned a lock. Students failing to return a lock will be charged the replacement cost. Administration reserves the right to search lockers at any time. Notice may or may not be given prior to inspections and a law enforcement canine unit may be used.

LUNCH

This is a closed campus and students must stay at school during the lunch periods. Deliveries of “takeout” food to students during lunch will not be allowed without prior administrative approval. The cafeteria area is large enough to accommodate everyone at each lunch period. Students must remain in their seats in the cafeteria. Following dismissal from the cafeteria, students are to return immediately to their class.

Students are subject to disciplinary action if cafeteria procedures are not observed. Trays, drinks, or food items are not to be removed from the cafeteria. Because classes are in session during your lunchtime, students must stay out of the halls where classes are in session. Students creating unnecessary noise or in closed halls are subject to disciplinary action. Visitors are not allowed during lunch. Students are not allowed to have food delivered to them at school.

All lunch shifts - Students must remain in the cafeteria at all times. Permission to leave the lunchroom must be given by the lunchroom supervisor. Students are not permitted to eat lunch in classrooms at any time.

The cafeteria staff reminds students that they may NOT CHARGE their meals. The staff makes every effort to let students know their current lunch balances beginning at \$10.00. On the website mySchoolBucks.com, guardians can check student’s account balances at any time and can also make deposits to their accounts. One item to note is that there is a \$2.49 charge for deposit transactions and the monies take 24 hours before being posted to the account. If paying by check, it can take up to 14 days before the money is received. We ask you to please plan ahead. A low balance alert can also be set up on your mySchoolBucks.com account. Guardians will receive an email when their students reach the “alert amount” specified by the guardian.

OFF-LIMIT AREAS

Off-limit areas include, but are not limited to, streets, parking lots, cars, Jay or Jayette Drive, behind the Little Theater or the Nichols building. During a student’s lunch, the only place students are authorized to be, is in the cafeteria.

PERSONAL PROPERTY

Students bringing personal property items to school do so at their own risk and are responsible to secure the item from theft or loss. A student using these items without permission is subject to discipline consequences.

RELEASING STUDENTS

The district recognizes that rules regarding the dismissal of students are a necessary part of the district’s safety program. Refer to District Notices and Policies “Dismissal Precautions” on page 39 of the handbook.

SCHOOL DAY EXPECTATIONS

Students are not to loiter on school property or on the streets and residential areas, adjacent to the school. This restriction includes school hours as well as the times students are arriving and departing from school or from school-sponsored activities. When students arrive at school by personal transportation, they must immediately come into the buildings or remain between the high school and Nichols building.

SCHOOL NURSE

The nurse's office is open from 8:10 AM to 3:55 PM to see students feeling ill or in need of taking prescribed medications. Students are to have a pass from their teacher or the office and their Student ID to be permitted into the nurse's office except in the case of an emergency. Additional information regarding school nurse information can be found at <https://www.jcschools.us/Page/9042>.

Illness or Emergencies

In cases of serious injury or illness, the school nurse should be notified immediately. The EMS (911) may also be called. The nurse, designated school personnel and/or emergency medical personnel will care for the student and the parents will be contacted as soon as possible. If this proves impossible, the student will be cared for as directed by the school nurse. 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 communicable disease, students exhibiting symptoms of impending illness will be sent home from school. Factors considered before sending students home are:

- The effect of illness on the student's ability to be productive at school
- Fever of 100 degrees or more

GENERAL HEALTH INFORMATION

Immunizations (JCSD Board Policy JHCB)

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. For further information regarding medications and immunization please visit <https://www.jcschools.us/Page/9042>.

The following information is provided to help parents regarding certain conditions that require exclusion from school.

- *Fever of 100.0 degrees or higher
- Students can return when fever free for at least 24 hours without the use of fever-reducing medication such as Acetaminophen and Ibuprofen.
- Students returning prior to 24 hours from being fever free could result in student being sent home
- *Vomiting
- *Diarrhea
- Untreated Ringworm
- Undiagnosed rashes
- Red, inflamed eyes (pink eye) – excluded until diagnosed and treated for 24 hours with antibiotic drops
- Impetigo (a contagious skin condition, with crusty areas especially about the nose and mouth)
- Scabies (excluded until appropriate medical treatment)
- Fainting Spells
- Common childhood diseases - **State Regulations**
- Chicken pox (**excluded until rash is crusted over**)
- Strep Throat (following a positive throat culture the child must be on antibiotics and without fever for 24 hours before returning to school)

***Students sent home ill, with elevated temperatures, vomiting, or diarrhea, are asked to be kept at home for 24 hours until they are symptom-free per the guidelines listed above without the use of fever reducing agents. Many students are sent home ill one day, return the next, and need to be sent home again because they have not recovered.** We appreciate parents sharing the diagnosis and treatment of students sent to physicians so we can be alerted to possible problems in other children (influenza, COVID-19, pink eye, head lice, strep throat, worms, etc.).

MEDICINE POLICY: BOARD POLICY: JHCD

In an effort to help ensure good health and safety for the students of our school, we have established the following guidelines:

1. Do not send medicine to school unless it is absolutely necessary.
2. First dose of a new medication will not be administered at school

3. Medications prescribed (or given) three times a day should be given at home: before school - after school - at bedtime.
4. All medications (prescribed and over-the-counter) must be presented to the school nurse/office staff in the original container that is properly labeled with the child's name, doctor's name, date, dose, and time of administration.
5. Any child who will be self-administering inhalers for asthma, auto-injector epi-pen for anaphylaxis, or insulin pen for diabetes must have on file with the school nurse an emergency action plan, medication permission for self-administration, and medication permission to administer.
6. Medications not regulated by FDA will not be given at school (herbal, essential oils, CBD, homeopathic)
7. Medications must be accompanied by a signed consent from the parent for staff to administer. This consent must include instructions (dose, time, frequency), which concur with prescription/medication label. This form can be found under the Health Information section on the Jefferson City School District Website at <https://www.jcschools.us/Page/9497>.
8. If a medication is to be administered at school, an adult must bring the medication to school. A student will not be allowed to bring the medication to school on behalf of the parent.
9. Please contact the school nurse if you have any questions

Medication/Medicine is defined as any substance given to obtain a therapeutic effect or change.

Medications that do not meet the above criteria will not be given. Please refer to Board Policy JHCD for full disclosure

SCHOOL RESOURCE OFFICER

A School Resource Officer (SRO) is provided to JCHS through an agreement between the Jefferson City Police Department and JCSD. The SRO helps school officials in creating a safe learning environment, making presentations, advising, and counseling students.

STUDENT DISCIPLINE CONSEQUENCE GUIDELINE

Detention (After School) – JCHS Room 105

Take all necessary supplies to the detention (art supplies, paper, textbooks, pencils, pens, calculator, library books, etc.)

1. Arrive at the designated location at 3:50 PM.
2. You will be engaged in learning activities the entire time.
3. No personal electronics permitted (except calculators for schoolwork).
4. Students must remain in the classroom for the entire time.
5. Dismissal will be at 4:30 pm; and transportation should be planned no earlier than this time.
6. If you are unable to serve detention on the assigned date, you must see your principal before the assigned date to reschedule the detention.
7. Failure to follow the conditions of detention may result in further consequences and will result in no credit for time served.

In-School Suspension (ISS)

Students are assigned to ISS by a principal. Students assigned to ISS, will report to room 410. The tardy policy will apply to ISS/students.

1. Refer to the student handbook for activity participation during ISS assignments.
2. You may be released from ISS to attend class with prior principal authorization.
3. You will be engaged in learning activities the entire school day.
4. Take all necessary supplies to the ISS room (art supplies, paper, textbooks, pencils, pens, calculator, library book, etc.)
5. No personal electronics permitted (except calculators for schoolwork).
6. Only water in a clear bottle will be permitted.

7. Failure to follow ISS/ expectations and/or removal from ISS may result in further disciplinary action.

Student Suspended Classroom (SSC)

Students may be assigned to SSC as opposed to Out of School Suspension (OSS) at the discretion of building administration and availability.

Out-of-School (OSS)

Students are given OSS by a principal or superintendent. Students given OSS are not to be on campus or attend school activities for the length of their suspension. Students will earn full credit for all submitted assignments during a suspension.

Saturday Detention- Meet at Main Entrance by 8:00

Students are assigned Saturday Detention by a principal.

1. Arrive at the designated location by 8:00 am.
2. Bring all necessary supplies (art supplies, paper, textbooks, pencils, pens, calculator, library books, etc.)
3. You will be engaged in learning activities the entire time.
4. No personal electronics permitted (except calculators for schoolwork).
5. Dismissal will be at 11:00 am; and transportation should be planned no earlier than this time.
6. Failure to follow the conditions of Saturday School will result in removal with no credit for time served.

TRANSGENDER RESTROOM USE

It is the goal of JCSD to provide all students with a quality education. We understand that the social/emotional welfare of students plays a significant role in their ability to learn and impacts their experience while at JC; as such, the following guidelines are in place regarding transgender restroom use:

1. Student restroom accommodations remain unchanged. Given the ongoing lack of direction at the federal and state levels, coupled with contradictory court decisions, the school district has not made any changes to its restroom practices and awaits direction from the U.S. Supreme Court on the specific issue of restroom availability as it relates to gender nonconforming and transgender students. District administrators continue to be available to meet with students and their families regarding any questions, concerns or needs that they may have.
2. There are a limited number of single stall restrooms available throughout the building which can be made available for students as needed and/or requested without regard to gender status.. Administrators are available to meet with students and their families to develop plans to best meet their individual needs.
3. Counseling staff are available to work with students to address their individual needs.

WEBSITE

The administration and faculty of the high school work to maintain the building website to provide information for parents/guardians, students, and patrons of the school. A wide variety of information can be located at the website including teacher pages providing contact information, classroom calendars, and course documents. The website can be located at: www.jcschools.us/jchs

SECTION VI – DISTRICT NOTICES AND POLICIES**District Student Handbook Summarizes District Policies**

Click on the following link to access the [District Student Handbook](https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=117). The student handbook summarizes district policy and contains general guidelines and information. Refer to official policy and procedure/regulation documents for specific information at <https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=117>. In the event of a conflict between this handbook and a Board policy or procedure/regulation, the Board policy or procedure/regulation takes precedence and controls. In the event of a conflict between this handbook and any applicable law, the applicable law takes precedence and controls.

Please contact your student's building administrator if you have any questions regarding this handbook.