

Jefferson City School District Capital City High School



Student Handbook 2026 - 2027

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SECTION I – INTRODUCTION

Dear Students, Families, and Guardians,

Welcome to the **2026–2027 school year at Capital City High School!**

Whether you are returning to CCHS or joining our Cavalier community for the first time, we are excited to begin a new school year with you. High school is a time of growth, discovery, challenge, and opportunity, and we are committed to making sure every student has the support, experiences, and encouragement needed to make the most of these years.

At Capital City High School, our **North Star** remains clear: **for all students to graduate on time with options and opportunities to enter a career pathway of their interest.** This purpose guides the decisions we make, the opportunities we create, and the way we support students each day. We believe every student deserves a meaningful pathway to success, whether that leads to college, career, the military, technical training, or other opportunities after graduation.

This handbook is designed to be a resource for students and families. It outlines the expectations, policies, procedures, and opportunities that help create a safe, respectful, and successful learning environment. We encourage families to review the handbook together and to use it throughout the year when questions arise.

At CCHS, we know that success is about more than academics. We want our students to grow as **leaders, problem-solvers, collaborators, and responsible citizens** who are prepared to make a positive impact in their communities. We challenge each student to take ownership of their learning, build meaningful relationships, embrace opportunities, and contribute to our school's culture.

Most importantly, please know that you are not on this journey alone. Our staff is committed to supporting every student and partnering with families to help each Cavalier thrive. We are excited about the year ahead and all that we will accomplish together.

Thank you for being an important part of the Capital City High School community. **Let's make 2026–2027 our best year yet!**

Go Cavs!

Sincerely,

Dr. Beth Houf

Principal

Capital City High School

Our Core Beliefs

At Capital City High School, we believe:

- Every student can learn and grow.
- Attendance matters.
- Positive relationships create successful schools.
- Respect is expected from everyone.
- Learning extends beyond the classroom.
- Families and schools are strongest when they work together.

School Contact Information

Main Office

(573) 659-3286

Attendance Office

(573) 659-3239

attendance.cchs@jcschools.us

Counseling Office

(573) 659-2388

School Website

www.jcschools.us/cchs

Office Hours: 8:00 a.m.–4:00 p.m.

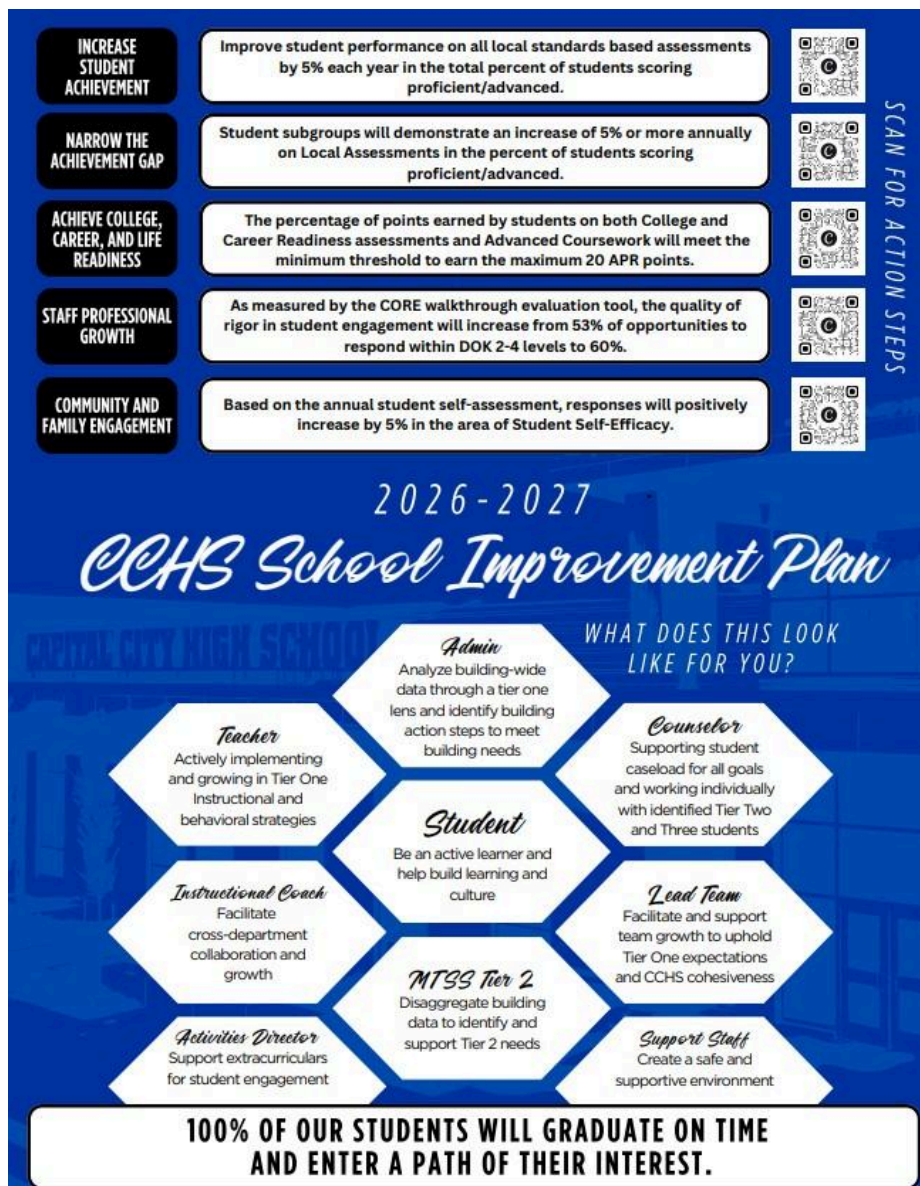
Quick Reference

Need Help With...	Contact	Phone Number
Reporting an Absence	Attendance Office	(573) 659-3239
Academic Questions	Teacher or Counselor	(573) 659-2388
Schedule Changes	Counselor	(573) 659-2388
Transportation	STA	(573) 402-1624
Student Health	Health Room	(573) 659-3219
Athletics/Activities	AD Office	(573) 691-6206
Technology	Tech Office	(573) 691-6283

Counselor/Administrator Directory

Counselor	Administrator	Assignment by Last Name
Jamie Marshall	Ryan Richardson	A, B, C, D, E
Kim Wilkins	Seth Maberry	F, G, H, I, J, K
Michelle Lorenz	Alex Miriani	L, M, N
Michelle Lorenz	Beth Houf	P, Q, R
Jessica Schaefer	Jacob Small	O, S, T, U, V, W, X, Y, Z

2026-2027 School Goals



New to CCHS: Freshman Success

Freshman Success Program

The transition to high school is an important step, and we know it can come with challenges. Our Freshman Success Program is designed to help students build the skills, relationships, and confidence they need to thrive at Capital City High School.

During Cav Time, freshmen participate in activities and experiences designed to support their transition to high school and help them develop the habits necessary for success.

The program focuses on four key areas:

- Academic Skills: Organization, time management, goal setting, and strategies for academic success
- Behavioral Skills: Responsibility, engagement, communication, and making positive choices
- Connection: Building relationships and developing a strong sense of belonging at CCHS
- Peer Support: Connecting students with positive role models who can provide encouragement, guidance, and support

A key component of the program is our Senior Mentor Program. During Cav Time, senior mentors serve as guides, connectors, and role models rather than teachers. They help freshmen navigate the transition to high school by building positive relationships, modeling strong habits, and encouraging students to take an active role in their success.

Senior Mentors may lead or assist with structured activities, help students set and monitor goals, share strategies for success, check in with students who may be struggling, and encourage positive participation in school. As an added benefit, eligible Senior Mentors can earn credit toward their A+ tutoring requirement by participating in the Freshman Success Program.

Our goal is simple: Every freshman should feel known, connected, supported, and equipped to succeed. By intentionally using Cav Time to build relationships and develop essential success skills, we can help students establish strong habits and create a positive trajectory for their high school experience.

SECTION II – ATTENDANCE

BOARD POLICY: 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 arrive on time for the start of each class period. The CCHS 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 all students be 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 CCHS attendance office at 659-3239 from 8:10-4:00 or e-mail attendance.cchs@jcschools.us
- Fax (573-556-8530) 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 3 or more consecutive days.

Attendance Matters

- Regular attendance is essential to student success. Missouri requires students to maintain an attendance rate of **90% or higher**. Please be sure to report absences to the school and provide the required documentation when requested.
- If your student is experiencing attendance challenges or your family needs support, please reach out to your child's counselor or Dr. Houf. We want to partner with families to help students attend school consistently.
- **Excessive unexcused absences may result in consequences, including Saturday School, after-school detention, and participation in the Suspended Student Center (SSC).**
- **Activity Participation**
Students must attend school for the **entire school day and arrive on time** to participate in practices, competitions, or other student activities scheduled that day.
If a student misses class without an excused absence approved by the principal or designee, the student may not be eligible to participate in that day's activity.

Jefferson City Public Schools CLASSIFICATION OF ABSENCES

Absences will be designated as Excused or Unexcused.

Excused absences include:

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

Excessive unexcused absences will result in consequences, including, but not limited to, Saturday school, after-school detention, and SSC.

HOMEWORK AND MAKE-UP WORK PROCESS AND PROCEDURES

Absent students will be expected to complete all work, including, but not limited to, exams, assignments, papers, projects, quizzes, etc. All instructors will set procedures for students to follow in the event of an absence. It is the student's responsibility to follow the teacher's procedure. The

make-up assignments, written and/or lab, will be determined by the instructor. Students are to coordinate make-up work and due dates with their instructor upon returning to school. Students are expected to adhere to the agreed-upon due date for missing or late work.

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 part-time students are to report to the cafeteria no earlier than 10 minutes before their first class and remain there until passing time begins. Students should not remain in vehicles once on school grounds.

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 arrive at class on time and discourage time out of class, the tardy policy and procedure for Capital City High School will be utilized.

Students who are tardy to 1st block will report to the office, sign in, and get a pass to class. Students who arrive late to school are not permitted to bring food or drink to class.

Action taken to encourage on-time behavior will be as follows for each semester:

- 5 tardies - lunch detention (referral)
- 10- 1 ASD, Parent/Guardian meeting (referral)
- 15 - Saturday School (referral)
- 20- 2 days ISS (referral)
- 25+ will result in additional consequences and loss of privileges (referral)

Loss of privileges, including but not limited to: parking spot for the remainder of the school year, school dances for that term, admittance to after-school activities for that term, etc.

SECTION III – ACADEMICS

A+ SCHOOL STUDENT FINANCIAL INCENTIVE PROGRAM

BOARD POLICY: IKA

The Department of Elementary and Secondary Education designates Capital 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, a participating 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 before graduation.
- Attends a designated A+ School for two years and has graduated 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. 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. For the 2018-2019 school year: 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 secure all available post-secondary student financial assistance funds that do not require repayment. The tuition incentive will only be available to reimburse the unpaid tuition and fee balance.

The student financial incentive program depends on Capital City High School maintaining an A+ designation and on 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 years will be ineligible for A+. Contact Cameron McDaniel, A+ Coordinator, 659-3286 or cameron.mcdaniel@jcschools.us, if you have further questions. For more information, please visit the CCHS A+ website (<http://www.jcschools.us/dom>) or the Missouri Department of Higher Education A+ website. (<http://dhe.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, contact the student's parent/guardian, and confer with administration to determine a plan of action. Academic and disciplinary consequences are outlined further within the Jefferson City student code of conduct guidelines.

ACADEMIC PLANNING GUIDE

Each school year, the Counseling Department 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://cchs.jcschools.us/counseling/cchs-enrollment>)

ACHIEVEMENT LIST

All Students earning a B average on term coursework during each term will be eligible for the honor roll. Part-time and homebound students are eligible. Students may fail a class and still be eligible. E2020 coursework

will be included in the GPA calculation. The honor roll 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

ACT/WORKKEYS AT DISTRICT EXPENSE

Students who are required or allowed to participate in the ACT at district expense will have the opportunity, on any date within three months before the ACT administration, to participate in the Work Keys at district expense. The district may also require the student to take the ACT.

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. All students will take assessments necessary for pursuing postsecondary education, career training, and employment. These include, but are not limited to, the ACT, ASVAB, WorkKeys, Accuplacer, and IRCS.

COMPREHENSIVE FINAL EXAMS/PROJECTS POLICY

Students will be expected to attend 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 will not be allowed to take final exams early.

CREDIT RECOVERY

The E2020 program offers students an opportunity to recover credit for failed classes or to take enrichment courses through computer-based instructional programs. This program is Internet-based and allows students to work independently. Students will be able to complete work both at school and outside. All assessments must be completed in a proctored environment as determined by staff members designated to oversee online learning.

A student may regain credit for year-long courses only when semester one credit is lost. The student's semester two grade is passing, AND the average between semester one and semester two is a passing score (59.5%). If a semester one credit is recovered, the transcript will still reflect the F earned and cannot be removed/replaced; however, an asterisk will denote credit regained at the end of the school year. Please note this is only for credit lost during semester one, and students must pass semester two to be eligible.

*.50 credit courses (semester-long) are not eligible

DIPLOMAS

Students may earn a standard diploma or a college preparatory certificate. The standard diploma will require 25 credits, including those 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 apply for a departmental award. Information regarding the application process, as well as specific departmental requirements, can be found in your Academic Planning Guide.

EARNING CREDIT

1. The superintendent or designee is directed to assign credit values to courses offered by or through the school district and to develop formulas and procedures for awarding credit to transfer students from a district that uses a different credit standard.
2. The Jefferson City School District recognizes units of credit obtained through correspondence courses and courses delivered primarily through electronic media (such as satellite video, cable video, or computer-driven online courses) as long as they are earned through the University of Missouri Center for Distance Learning or from a school accredited by the North Central Association of Colleges and Schools or its equivalent regional accrediting agency.
3. Students may earn advanced-standing credit by completing high-school level courses before entering the ninth grade. This advanced-standing credit will be counted toward meeting the elective requirements for graduation and for meeting the district requirements. Still, it will not be counted toward the minimum number of credits required by the State Board.
4. The district may waive up to one unit of academic credit in communication arts, math, science, and social studies, whichever is most appropriate, for students who complete an eligible career/technical program.
5. Students may earn credit by other means as approved by the Board and in accordance with law.

END OF COURSE EXAMS (EOC'S)/ACT

End-of-course exams will take place after the following courses: Algebra 1, Algebra II, English II, Government, and Biology. Any student classified as a 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 the ACT, and sophomores will take the Pre-ACT tests.

REQUIRED STATE ASSESSMENTS

Test Name	Statutory Requirement	Subject	Length	Testing Window	Result Distribution
End of Course (EOC)	Outstanding School Act and ESSA	Algebra I	Session 1: 90–110 minutes Session 2: 90–110 minutes	December Annually; April – May Annually	Fall of the following year.
End of Course (EOC)	Outstanding School Act and ESSA	English II	Session 1: 100–120 minutes Session 2: 90–110 minutes	December Annually; April – May Annually	Fall of the following year.
End of Course (EOC)	Outstanding School Act and	Government	60–80 minutes	December Annually;	Fall of the following

	ESSA			April – May Annually	year.
End of Course (EOC)	Outstanding School Act and ESSA	Biology	55–60 minutes	December Annually; April – May Annually	Fall of the following year.
End of Course (EOC)	Outstanding School Act and ESSA	Algebra II	Session 1: 90–110 minutes Session 2: 90–110 minutes	December Annually April – May Annually	Fall of the following year

MAP-Alternate (for students with cognitive disabilities)	Outstanding School Act and ESSA	ELA, Math, Science Grade: 11	Embedded in instruction	Sep -Dec Feb – May Annually	Fall of the following year.
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GRADE LEVEL CLASSIFICATION

Once a student enters the 9th grade, their grade level is determined by the number of credits earned.

Class	Before the beginning of the 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 credits to graduate

*4th-year students must have a graduation plan in place.

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	$20/5 = \mathbf{4.0 \text{ GPA}}$

GRADE REPORTING

A progress report of grades will be issued periodically throughout the term. The 18-week grade reports are accumulations of grades through the semester and are intended to reflect the total amount of work completed to that point. ALL GRADES ARE INCLUDED IN THE CLASS RANK AND HONOR ROLL. Semester grades are entered in the student's permanent record. The following grade scale is used:

Letter Grade	%	GPA	GPA for AP Weighted Courses	GPA for Pre-AP Weighted Courses
A	93 - 100	4	4.333	4.166
A-	90 - 92	3.667	4	3.833
B+	87 - 89	3.333	3.667	3.499

B	83 - 86	3	3.333	3.166
B-	80 - 82	2.667	3	2.833
C+	77 - 79	2.333	Advanced Placement (AP) and Pre-AP courses are weighted. The weight will be 0.333 for AP and 0.166 for Pre-AP. Only grades of B- and above will be weighted.	
C	73 - 76	2		
C-	70 - 72	1.667		
D+	67 - 69	1.333	Explanation of Marks:	
D	63 - 66	1	S: Satisfactory	P: Pass
D-	60 - 62	0.667	U: Unsatisfactory	IN: Incomplete
F	59 & Below	0	WF: Withdrawn Failing	

GRADUATION (EARLY)

BOARD POLICY: IKFA

Students who wish to graduate early must have completed a minimum of six semesters at the secondary level, meet with a school 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 they have met the Jefferson City School District's graduation requirements. The Board of Education must grant any exception to the minimum six-semester completion requirement for early graduation.

The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies, but will be considered an alumnus 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.

GRADUATION REQUIREMENTS

BOARD POLICY: IKF

The Board of Education for the Jefferson City School District establishes the following graduation policy and instructs the administration to develop all necessary procedures for proper implementation.

Requirements

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

1. Complete a total of 27 credits for the Class of 2021, 26 credits for the Class of 202, and 25 credits for the Class of 2023 and subsequent graduating cohorts, 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 complete a MOCAP course or an approved virtual course. Half- and quarter-unit credits may be earned for courses that meet proportionately fewer minutes.
2. Pass the Missouri and U.S. Constitution exams. (§§ 170.011, RSMo.)
3. Complete 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:
 - a. All required end-of-course (EOC) exams. (DESE Graduation Guidance)
 - b. 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 under the Individuals with Disabilities Education Act (IDEA) may be determined by 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). They 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,t 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)

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 their graduation requirements modified or waived in accordance with law. (§ 160.2000, RSMo.)
6. Eligible students who complete the Missouri Option Program will be awarded a high school diploma. (5 C.S.R. 20-500.330)

Earning Credit

1. The superintendent or designee is directed to assign credit values to 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 credit standard.
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 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 completing high-school level courses before entering the ninth grade. Advanced-standing credit will count toward meeting all graduation requirements, including the state minimum requirements. (DESE Graduation Guidance).
4. The district may waive up to 1 unit of academic credit in English language arts, mathematics, science, or social studies, as appropriate, for students who complete an eligible career/technical program. Students must request this credit waiver before 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 civics requirements. (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,s 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 civics requirements. (§ 170.017, RSMo.).
6. The district may allow a student to fulfill one credit in 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 in 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 adversely affect college admission decisions. (§ 170.018, RSMo.).

7. Students may earn credit for a subject embedded in another subject-area course in accordance with DESE guidelines. (DESE Graduation Guidance).
8. Students may earn credit by other means as approved by the Board and in accordance with law.

Diplomas

Students who graduate will be awarded either a diploma or a certificate of attendance in accordance with this policy and as permitted by law. Beginning in 2017, students may earn a standard diploma or a college-preparatory diploma. The standard diploma will require the credits specified hereinabove, including those 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 world 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.

A student in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, who transfers to the Jefferson City School District from another state at the beginning of or during their senior year who will not meet the graduation requirements of the district by the end of the senior year will receive a diploma from the sending school district if the student can meet the graduation requirements of the sending district. Representatives from the Jefferson City School District and the sending district will work with the student to facilitate this alternative. If the sending district refuses to cooperate, the Jefferson City School District will use its best efforts to ensure the student graduates by the end of the senior year.

Foster care students will be awarded a diploma in accordance with law and Board policy.

Students who complete the district's graduation requirements while under the jurisdiction of the juvenile court will be awarded a high school diploma even if the student completes the requirements in a different school district.

Advanced Placement at the College Level

Advanced placement (AP) courses are intended to engage students in rigorous studies in preparation for the academic demands of college and university. Upon completion, an AP course may eliminate an introductory college course or improve a student's standing in other courses when he or she enters a college or university program. Courses are available at CCHS in the areas of mathematics, science, English, modern foreign languages, specific skills in business education, and social studies. While advanced placement courses are valuable in many ways, your student's college or university policy will determine whether or not they are accepted for college credit, for a prerequisite waiver, or provide other academic advantages.

INFINITE CAMPUS/GRADE TRACKING

Capital 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>. Capital City High School will NOT be mailing hard-copy progress reports home.

RECOGNITIONS/SCHOLARSHIPS/AWARDS

Students at CCHS 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.

REGAINING CREDIT

A student may regain credit for year-long courses only when semester one credit is lost. The student's semester two grade is passing, AND the average between semester one and semester two is a passing score (59.5%). If a semester one credit is recovered, the transcript will still reflect the F earned and cannot be removed/replaced; however, an asterisk will denote credit regained at the end of the school year. Please note this is only for credit lost during semester one, and students must pass semester two to be eligible.

*.50 credit courses (semester-long) are not eligible

SCHEDULE CHANGE

Schedule changes will be considered for the following reasons only:

- Computer or scheduling error
- Prerequisite course(s) not met.
- Duplicate credit
- Education team recommendation due to academic misplacement
- *Other changes may be made at the discretion of the building administrator.*

Important Deadlines

- **Semester 1:** All schedule changes must be made **before the semester begins.**
- **Semester 2:** Students may begin requesting changes **on the first school day in December.** All changes must be finalized **before the start of the second semester.** Drop forms may be due **up to a week before** the semester begins—**check with your counselor for deadlines. All drop forms require approval and must be submitted on time to be considered.**

Mid-Semester Changes

Schedule changes **after a semester has started** are not permitted. Additionally, any student approved to drop a class mid-semester for any reason will receive a **withdrawal-fail (WF)** notation on the transcript. An administrator must approve these changes.

When a Schedule Change is Considered For a Year-Long Class

If a student is requesting a change based on academic difficulty, the following criteria may be reviewed:

- Has the student met with the teacher and collaborated on a success plan?
- Has the student consistently completed assignments, projects, and assessments?

- Has the student used available retake or recovery options?
- Has the student attended tutoring or sought additional support?
- Is the student's academic effort aligned with the level of difficulty they are facing?

SCHOOL ISSUED TECHNOLOGY

BOARD POLICY: EHB

School-issued technology is available for students to check out on a limited basis, subject to availability. School technology is distributed daily from the school; "borrowed" devices are not to be taken home. Students are required to use all technology checked out to them in accordance with the district technology usage policy. The student will be charged the replacement cost for lost or damaged property. Questions should be referred to the designated assistant principal.

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 them and should not share or loan their 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 CCHS, including technology, to be returned, or you will receive a bill for those materials.

SECTION IV – ACTIVITIES

ACTIVITY PARTICIPATION (SCHOOL ATTENDANCE POLICY)

BOARD POLICY: JEA, JED

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 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. MSHSAA participants must refer to the Activities Participation Policy.

Notification Procedures

- Parents or guardians may notify the school of a planned student absence by contacting the Capital City High School Activities Office in advance at **(573) 691-6206** or by emailing **kim.pike@jcschools.us**.
- Approval of absences for eligibility purposes is at the discretion of the Activities Director or Principal.
- Absences due to students being called out during assemblies or lunch will **not** be approved.
- Same-day notifications may not be approved.

CITIZENSHIP STANDARDS FOR SCHOOL ACTIVITIES

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

1. Students must be considered credible citizens 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 the club, organization, or team's 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. 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 for notifying the school of any situations that would affect their eligibility under the above standard. If the student does not notify the school of the situation before the school's discovery, the student shall be ineligible for up to 365 days from the date of discovery, pending review by the Board of Directors.

CLUBS, ORGANIZATIONS & TEAMS

CCHS 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 criteria.

*The principal or their designee must approve all flyers and posters from clubs, organizations, and teams. Posting procedures will be explained during 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 the Student Council Sponsor (date to be announced).
 2. Conduct one membership meeting 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 at least 20 other interested students, find a sponsor willing to help them form the desired club.
 2. These students, along with the sponsor, will then approach the principal with a written nomination stating their desire to form a new club with a copy of their proposed charter or constitution.
 3. The Student Council will then submit the proposal to the principal/designee.
 4. With the principal/designee's approval, the club may be formed.

DANCE COURT GUIDELINES

ACCHS sponsors all courts, and it is an honor and a privilege to be selected to represent the school and the entire student body. Students nominated for this honor must meet academic, behavioral, and attendance standards (90% or higher). All court arrangements are under the supervision of the designated sponsor.

Homecoming Court (B/G), Winter Sports/Sadies Court, Prom Court:

- Each CCHS student may nominate one CCHS 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.
- The student body will have the opportunity to vote for five candidates from the top ten students with the most nominations.
- The student body will have the opportunity to vote for one of the top five candidates to be king/queen.

DANCES

Attending school dances is a privilege; students can lose it if they have excessive violations of school guidelines, outstanding disciplinary issues, or outstanding fines and fees. Students will be denied attendance at any school dance if, on the day before the dance, they are not in attendance for the full day or are not in good standing. **Students must have at least 90% attendance to attend any school dance, as calculated the day before ticket sales.** A Student I.D. is required for CCHS 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 10 minutes of the dance conclusion. The dress for each dance will be determined by the sponsoring organization, with the administration's approval. The CCHS Dress Code may apply.

CCHS 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
- The 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 CCHS student.

EVENT ATTENDANCE

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

NATIONAL HONOR SOCIETY (NHS)

Students may be accepted into CCHS NHS during their sophomore or junior years. 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. Students who meet the GPA requirement will be allowed to complete a Candidate Information Form. 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.
- Complete 20 hours of Service Learning per term.
- 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 CCHS Student Council is very active in representing the student body. The Student Council sponsors and encourages student participation in many activities throughout the school year.

The Student Council Election Committee is responsible for the election of student body and class officers. Student body elections are held during term 4 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 the candidates' meetings held in March. The number of candidates for each office shall be narrowed to three (3) by the primary election.

Class elections are held after the student council elections during term 4. The outgoing first-year students, sophomores, and juniors shall elect their class officers for the next school year. All class officers serve a one-year term. Students wishing to run for an office must have a GPA of 3.0 or higher 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 their own class.

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

SECTION V – DAILY OPERATIONS

ACADEMIC SUPPORT

Students are afforded numerous opportunities for academic support.

- Arrangements with classroom teachers before or after school
- RTI for EOC-tested classes will be provided to students in need of academic support during Cavalier Time. This will be based on the teacher's recommendation.
- Work completion support (Sabre Room) will be provided for Freshmen and Sophomore students with a significant amount of missing work. This will be based on the admin's recommendation.

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 throughout the year, and students who are present at school are expected to attend.

AUTOMOBILE REGULATIONS (Student Parking)

The purchase of a parking permit grants a CCHS student the privilege of parking in designated lots in the assigned spot. The cost of this permit is \$40.00 annually. Students must complete a digital application to start the process. Students may select the area in which they want to park, but parking spots will be assigned at random within that area, with seniors placed first, then juniors.

Parking at CCHS is a privilege- Not a right.

Illegal parking or violations of any of the following expectations may result in the revocation or suspension of parking privileges (no refund), parking ticket, disciplinary referral, vehicle immobilization, or towing of vehicle, at the owner's expense.

Capital City High School may use a vehicle immobilization device ("boot") or have vehicles towed (at student expense) in cases of repeated or wanton disregard of the school's parking lot regulations. Capital City High School is not responsible for any damage to vehicles caused by attempting to drive with the vehicle immobilization device installed. Parkers are responsible for any damage caused to the immobilization device.

- The parking tag must match the parking spot number and be visible in the rearview mirror at all times. Note: Replacement tags can be purchased for \$10.
- 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 or dangerous driving.
- Students will not be allowed to go to their vehicles during school hours without administrative approval and a note from the office.
- Students who routinely park in unassigned areas may have their parking privileges revoked with no refund.
- Any suspension during the school year may result in the removal of parking privileges with no refund.
- Any student who is tardy 10 times to school in a term may have their spot revoked.
- Spots may be taken and reassigned if a student has less than 90% attendance.
- If arriving late or leaving early for any reason, students must check in and out with the attendance office. School hours are from 8:40 am - 3:40 am.

BUS CONDUCT GUIDELINES

BOARD POLICY: EEA, JFCC

All school rules apply on the bus, at the bus stop, and within the vicinity of the bus stop; infractions will be treated as if they occurred at school, and the student will receive appropriate consequences. Each student intending to ride a bus will be required to sign an agreement to understand safe conduct. Riding the school bus is a privilege. This privilege can be revoked.

CELL PHONE AND ELECTRONIC PERSONAL COMMUNICATIONS DEVICES

Definition:

Personal electronic communication devices include any portable device used to initiate, receive, store, or view communication, information, images, or data electronically (e.g., cell phones, music players, smartwatches, cameras, tablets).

Policy Overview:

Capital City High School is committed to maintaining a focused, respectful, and distraction-free learning environment. The use of personal electronic devices during the school day can interfere with instruction, create discipline issues, and increase the risk of theft or damage.

Student Expectations:

- **Cell phones and other personal electronic devices must be turned off and stored in backpacks or assigned lockers** during the instructional day.
- **Headphones and earbuds must be stored securely** and may only be used when explicitly allowed by a teacher for instructional purposes involving Chromebooks or other school-provided technology.
- **Devices may not be used between classes, during lunch, or in hallways**, unless specifically granted permission by the administration.
- **Smartwatches** used for communication purposes fall under the same guidelines as cell phones.

Important Reminders:

- **The school is not responsible** for lost, stolen, or damaged devices at any time, including during transportation to or from school.
- In the case of an emergency, **parents should contact the main office** to ensure timely and appropriate communication with students.

During class time, students MUST keep their ELECTRONIC PERSONAL COMMUNICATIONS DEVICE in their bags. There is a zero-tolerance policy for personal electronic devices being used in the building without the teacher's expressed consent for an educational purpose.

Consequences for violating the state law, district, and school technology policies are as follows:**

1. **First Offense – ELECTRONIC PERSONAL COMMUNICATIONS DEVICE** is turned in and may be picked up by the student at the end of the school day. (*Office Referral*)
2. **Second Offense – ELECTRONIC PERSONAL COMMUNICATIONS DEVICE** is turned in for one week; students may pick it up at the end of each day. (*Office Referral*)
3. **Third Offense –** Third offense - Student is no longer allowed to bring an **ELECTRONIC**

PERSONAL COMMUNICATIONS DEVICE to school; parent pick-up required. (*Office Referral*)

4. **Fourth Offense and Beyond** – Further consequences will be assigned; parent pick-up required. (*Office Referral*)

****Students may pick up their ELECTRONIC PERSONAL COMMUNICATIONS DEVICE at the conclusion of the school day each day they turn it in during the first two infractions; afterward, parents are responsible for pick up, or phones will remain locked in the school administrative office.***

CHANGE OF ADDRESS, WORKPLACE, OR PHONE NUMBER

Notify the school immediately of any change in address, home phone number, or work phone number during the school year. Infinite Campus Parent Portal has a feature that allows parents/guardians to view, add, and update certain student and household information. Address changes require proof of residency to be submitted to the school office.

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, effective crisis management is important in a school setting. Each building has adapted this plan to its specific requirements. It is important that students, parents, teachers, and staff are aware of this plan and know what to do in the event of a crisis at our school. Parents should be aware that students will learn appropriate responses to crises.

DISPLAYS OF AFFECTION

Students are expected to maintain appropriate behavior at all times, including during school hours and at all school-sponsored events. Inappropriate displays of affection (PDA) are not permitted, as they detract from the respectful and professional environment we strive to maintain at Capital City High School. Students engaging in inappropriate PDA may receive a warning or disciplinary consequences in accordance with the student code of conduct. We appreciate your cooperation in helping create a safe and respectful school environment for all.

Examples of inappropriate PDA include, but are not limited to:

- Kissing
- Prolonged hugging
- Sitting on another person's lap
- Intimate physical contact

DRESS CODE

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.

Please follow the district expectations listed in the handbook, including:

- No hats/hoods, bonnets, etc.
- Students must wear clothing, including shoes (not house slippers), and a shirt with pants, shorts, a skirt, or equivalent that fully covers undergarments and the stomach.
- Content matters: no vulgar, sexual, illegal, or inappropriate activities.
- No blankets.

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 identification. Any student not in compliance will be subject to disciplinary action.

EMERGENCY PROCEDURES

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 crises.

Fire:

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 at a safe distance from the building.
5. Take attendance and display appropriate indicator cards.
6. Remain at the 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 the 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 your head with a 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 on your stomach 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.
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.
5. Take attendance
6. Remain in position until the "All Clear" is sounded or evacuated by an administrator or emergency personnel.

FUNDRAISING

Any group or class seeking to fundraise must submit an application to the Activities Office for

approval.

STUDENT IDENTIFICATION CARDS (ID's)

Students are required to have their student ID on them 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 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 from 7:45 am to 4:00 pm. Students may check out 3 books at a time for a 3-week loan period. Books may be renewed online or through the library. Email notices are sent every Tuesday morning for any overdue books and/or fines. Students can check out books from other district locations through interlibrary loan. Ebooks and audiobooks are also available to students, as well as online databases.

LUNCH

Capital City High School is a **closed campus**, meaning students must remain on campus during all lunch periods.

- **Food deliveries** (from families or including services like DoorDash or similar) are **not permitted** without prior administrative approval.
- **Visitors** are **not allowed** during lunch periods.

The cafeteria is designed to accommodate all students during their assigned lunch shift. Students are expected to:

- Remain seated while in the cafeteria.
- Stay in the cafeteria for the entire lunch period unless the lunchroom supervisor gives you permission to leave.
- Return directly to class when dismissed from lunch.

To maintain a respectful learning environment:

- Food, drinks, and trays must remain in the cafeteria.
- Students may not eat lunch in classrooms at any time.
- Because classes are in session during lunch, students must stay out of hallways and avoid creating unnecessary noise.

The cafeteria staff reminds students that they may NOT CHARGE their meals. The staff makes every effort to inform students of their current lunch balances, which begin at \$10.00. On the website mySchoolBucks.com, guardians can check students' account balances at any time and can also make deposits to their accounts. One item to note is that there is a \$2.49 deposit transaction fee, and the funds are posted to the account within 24 hours. If paying by check, it may take up to 14 days for the payment to be received. We ask you to please plan. 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, or cars. During a student's lunch, the only place students are authorized to be is the cafeteria. Students are expected to enter the building

upon arrival on campus, remain in the building for the entire school day, and leave campus when the school day is over (unless accompanied by a school faculty member). Students should use the elevators only with a pass from the nurse.

PERSONAL PROPERTY

Students bringing personal property to school do so at their own risk and are responsible for securing the items from theft or loss. A student who uses these items without permission is subject to disciplinary consequences.

SCHOOL DAY EXPECTATIONS

Students are not to loiter on school property or on the streets and residential areas adjacent to the school. This restriction applies during school hours, as well as to the times students arrive and depart from school or from school-sponsored activities. When students arrive at school by personal transportation, they must immediately enter the building.

SCHOOL ALERTS

Jefferson City School District provides parents/guardians and students with phone and e-mail alerts about important announcements, schedule changes, and cancellations; 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.

SCHOOL NURSE

The nurse's office is open from 8:10 AM to 4:00 PM to see students who are feeling ill or need to take prescribed medications. Students must have a pass from their teacher or the office and their Student ID to be permitted into the nurse's office, except in an emergency. Additional information regarding school nurse information can be found at <https://www.jcschools.us/Page/9042>.

GENERAL HEALTH INFORMATION

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 using fever-reducing medication such as Acetaminophen or Ibuprofen.
 - Students returning before 24 hours from being fever-free could result in the 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.).

SCHOOL RESOURCE OFFICER

A School Resource Officer (SRO) is provided to CCHS through an agreement between the Jefferson City Police Department and JC Schools. The SRO helps school officials create a safe learning environment, makes presentations, and provides advice and counseling to students.

STUDENT DISCIPLINE CONSEQUENCE GUIDELINES BOARD POLICY: JG, JG-R1, JGA-2, JGB, JGD, JGE

Lunch Detention (LD)

1. If eating, get in line immediately and get lunch.
2. Report to the supervisor to sign in.
3. Sit in the assigned seat until the supervisor dismisses you.
4. Clean the area and properly dispose of any trash and food tray.
5. Failure to serve lunch detention may result in further disciplinary consequences.

Detention (After School)

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

1. You will be engaged in learning activities the entire time.
2. No personal electronics permitted (except calculators for schoolwork).
3. Students must remain in the classroom for the entire time.
4. If you are unable to serve detention on the assigned date, you must see your principal before that date to reschedule it.
5. 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 the ISS room.

1. The tardy policy will apply to ISS/students.
2. Refer to the student activity handbook for activity participation during ISS assignments.
3. You may be released from ISS to attend class with prior principal authorization.
4. You will be engaged in learning activities the entire school day.
5. Take all necessary supplies to the ISS room (art supplies, paper, textbooks, pencils, pens, calculator, library book, etc.)
6. No personal electronics permitted (except calculators for schoolwork).
7. Only water in a clear bottle will be permitted.
8. 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 rather than Out-of-School Suspension (OSS) at the discretion of building administration and subject to availability.

Out-of-School (OSS)

A principal or superintendent gives students OSS. 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

A principal assigns students Saturday Detention.

1. Arrive in the designated location by 8:00 am.
2. Bring all necessary supplies (art supplies, paper, textbooks, pencils, pens, calculators, 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 scheduled no earlier than then.
6. Failure to follow the conditions of Saturday School will result in removal with no credit for time served.

WEBSITE

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

SECTION VI – DISTRICT NOTICES AND POLICIES

PART-TIME ATTENDANCE

While the Jefferson City School District encourages all students to pursue full-time enrollment to maximize access to educational opportunities, the district recognizes that part-time enrollment may meet the needs of some students under specific circumstances, as permitted by Missouri state law. Part-time students must meet all district- and state-outlined criteria to ensure their participation supports the educational environment and does not interfere with district operations.

Eligibility Requirements

To be considered for part-time enrollment, a student must:

- **Not be enrolled full-time** in another public school.
- **Be of compulsory attendance age** and in compliance with Missouri compulsory education laws.
- **Maintain cumulative attendance at 90% or higher.**
- **Maintain** a cumulative 2.5 GPA or higher.
- **Demonstrate appropriate behavior** aligned with the district's code of conduct.
- **Receive prior approval** from the school principal or designee before the beginning of the semester.

DISMISSAL PRECAUTIONS

BOARD POLICY: JEDB

The Jefferson City School District's goal is to provide a safe environment for all students. The district recognizes that rules governing student dismissals are a necessary part of its safety program. District administrators will publicize this policy to parents and establish procedures for student dismissals.

Dismissal from School

District administrators will create student dismissal procedures that protect student safety while also ensuring the necessary flow of traffic to and from school. These procedures may vary depending on the student's age. District personnel will monitor the parking lots and other locations where students board the district's transportation or meet parents or others. At the request of a parent, school personnel will verify the identity of a parent or other authorized person before releasing the student. District staff may refuse to release a student. It will notify the principal if they have concerns regarding the student's safety or whether the person is authorized to transport the student. Otherwise, the district will assume that the student knows whom they may leave with.

Early Dismissal

Students shall not be excused into any person's custody without the direct prior approval and knowledge of the building principal or designee. Each building principal will establish procedures to validate requests for early dismissal, ensuring that students are released only for proper reasons and only to authorized persons.

Procedures must adhere to the following rules:

1. Students will only be released to the parent, guardian, or designee of the parent or guardian, or to other individuals or agencies permitted or required by law.
2. The District will release a student to either parent unless the District has a valid court order directing otherwise or unless the parent requesting release is only entitled to supervised visitation.
3. Students who are 17 years old and living independently, and students 18 or older, must validate their own attendance and dismissal.
4. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
5. Any person requesting the release of a student must present proper identification prior to the

student's release.

For this policy, a parent is defined as a biological or adoptive parent, including unmarried parents; a guardian, or an individual acting as a parent in the absence of the parent or guardian.

Dismissal from School Activities

If an activity occurs immediately after school, the district will follow the same procedures used to dismiss students at the end of the regular school day. Otherwise, students are expected to return from activities with their parents or the same person(s) who transported them to the activity. If the district provides the student transportation to an activity, the student is expected to return using district transportation. However, district administrators may develop procedures for releasing students from a school activity to parents or other authorized persons, while ensuring students' safety.

Conditions of Suspension, Expulsion, and Other Disciplinary Consequences BOARD POLICY: JGD

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless the superintendent or designee grants permission. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence, even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

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

If a student violates the prohibitions in this section, they may be subject to additional discipline, including suspension or expulsion, in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Impact on Grades

As with any absence, an out-of-school suspension may result in the student earning a lower grade, in accordance with the district's policy on absences.

Prohibited Conduct

The following describes prohibited conduct and the potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file, in accordance with law and Board policy.

Academic Dishonesty – Cheating on tests, assignments, projects, or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources, or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	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.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault

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

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. 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 assault in the first or second degree.

First Offense:	10-180 days out-of-school suspension or expulsion.
Subsequent Offense:	Expulsion.

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.

First Offense:	Principal/Student conference, suspension or revocation of parking privileges, detention, or in-school suspension.
Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

Bullying and Cyberbullying (see Board policy JFCF) – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for their 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 or written, electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by 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.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension or expulsion.
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Subsequent Offense:	1-180 days out-of-school suspension or expulsion.
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Bus or Transportation Misconduct (Board Policy JFCC) – Any offense committed by a student on, while waiting for, or entering transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Dishonesty – Any act of lying, whether verbal or written, including forgery.

First Offense:	Nullification of a forged document. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Nullification of a forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

Disrespect to Staff (see Board policy AC if illegal harassment or discrimination are involved) – Willful or continued willful disobedience of a directive or request by a district staff member or disrespectful verbal, written, pictorial, or symbolic language or gesture that is directed at a district staff member that is in violation of district policy or is otherwise rude, vulgar, defiant, or considered inappropriate in educational settings.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Disruptive Conduct or Speech (Board Policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial, or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise disrespectful, rude, vulgar, defiant, or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities, or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
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Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Drugs/Alcohol (Board Policies JFCH and JHCD)

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

First Offense:	Principal/Student conference, in-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

2. Possession, use of, or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, controlled substances, illegal drugs, counterfeit drugs, imitation controlled substances or drug-related paraphernalia.

First Offense:	Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

3. Sale, purchase, transfer or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, controlled substances, illegal drugs, counterfeit drugs, imitation controlled substances, or drug-related paraphernalia.

First Offense:	ISS, 1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of

value.

First Offense:	Principal/Student conference, out-of-school suspension, detention, in-school suspension, or 1-10 days
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Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
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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.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Detention or in-school suspension.

Failure to Meet Conditions of Suspension, Expulsion, or Other Disciplinary Consequences – Violating the conditions of a suspension, expulsion, or other disciplinary consequence, including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms ("Threats or Verbal Assaults") – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for frightening, or disturbing people, disrupting the educational environment, or causing the evacuation or closure of district

property.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Fighting (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Gambling – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests, and games.

First Offense:	Principal/Student conference, loss of privileges, detention, or in-school suspension.
Subsequent Offense:	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Harassment, including Sexual Harassment (Board Policy AC)

1. Use of material of a sexual nature or verbal, written, or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability, age, or any other characteristic that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile, or offensive educational environment. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti, display of written material or pictures, name-calling, slurs, jokes, gestures, threatening, intimidating, or hostile acts, theft, or damage to property.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability, or any other characteristic protected by law. 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.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Hazing (Board Policy JFCG) – 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.

First Offense:	Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Incendiary Devices or Fireworks - Possessing, displaying or using matches, lighters, or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Nuisance Items - Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Public Display of Affection – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense:	Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Detention, in-school suspension, or 1-180 days out-of-school suspension.

Sexting and/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.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Sexual Misconduct – Exposing of body parts to another individual, including, but not limited to, possession, transfer, or exposure of images, electronic or otherwise, of the body parts or sexually explicit images of oneself or others, and/or initiating or participating in an act of a sexual nature.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Technology Misconduct (Board policies EHB and KKB and procedure EHB-AP1)

1. Using, displaying, or turning on pagers, phones, personal digital assistants, personal laptops, or any other personal electronic devices during the regular school day, including class change time, mealtimes, or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense:	Teacher/Student conference, temporary confiscation of devices, and/or detention.
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Subsequent Offense:	Teacher/Student conference, principal/student conference, temporary confiscation of device, detention, or 1-180 days out-of-school suspension.
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1. Attempting, regardless of success, to: gain unauthorized access to technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; to interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or evade or turn off a filtering/blocking device.

First Offense:	Restitution, Principal/Student conference, loss of user privileges, detention, or in-school suspension.
Subsequent Offense:	Restitution, Loss of use privilege 1-180 day out-of-school suspension, or expulsion.

2. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure

EHB-AP,1, or any policy or procedure regulating student use of personal electronic devices.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Theft – Theft, attempted theft, ft, or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

Threats or Verbal Assault – Verbal, written, pictorial, or symbolic language or gestures that create a reasonable fear of physical injury or property damage. Threats by students, whether made on campus or off school grounds, that constitute a “true threat” against the district, its students, or employees will be immediately reported to law enforcement officials. They will subject the student to suspension and possibly refer the student for expulsion. The definition of “true threat” shall be construed in accordance with applicable law and encompasses those statements that a reasonable recipient would view as a serious threat of violence or death.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tobacco

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation, or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense:	Confiscation of prohibited products. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation of prohibited products. Detention, in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation, or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

First Offense:	Confiscation of prohibited products. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of prohibited products. In-school suspension or 1-10 days out-of-school suspension.

Truancy or Tardiness (Board policy JEDA) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense:	Principal/Student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense:	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

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.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Vandalism (see Board policy ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff, or students.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Weapons (Board Policy JFCJ)

Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

First Offense:	Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

1. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2)

First Offense:	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

2. Possession or use of ammunition or a component of a weapon.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

In addition to the above consequences, building administration may, when deemed necessary, utilize alternative consequences, with supervisor approval.

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Disclaimer- To the extent this handbook conflicts with Board Policy, the Board Policy prevails. Please refer to the district website for the most current [Board Policy](#)