FORWARD

This handbook is designed to serve as a guide for the staff members at Jamestown School. This handbook will prove to be a source of information which you refer to when questions arise concerning students/school. It should be kept as a ready reference at all times.

There are certain regulations under which our school must function. One must have a knowledge of the regulations under which he/she works and participates. We expect staff to know these regulations, to understand them, and to abide by them.

All of the policies in this handbook have been reviewed by the Board of Education. If there are any questions about the handbook, please feel free to discuss the matter with the administration.

Jamestown C-1 Faculty 2026/2027

Julie King	Kindergarten	Jackie Cowgill	HS English
Kristy Gatlin	First & Second Grade	Henry Chamberlain	HS/MS Science
Anna Vaughan	Third Grade	Heather Duncan	HS Special Services
Teresa Schoenthal	Fourth Grade	Melanie Marshall	Soc. Studies/A+ Coordinator
Rachel Traver	Fifth Grade	John Muri	Agriculture
Michelle Sumner	Sixth Grade/7-8th ELA/Spanish	Lisa Oehrke	HS/MS Math
Stacey Hirschvogel	Title I/Speech Therapy	E.H. Hirschvogel	Social Studies/Athletic Director
Tracey Tremblay	Elem. Special Services	Seth Pirtle	Business Education
Kirstyn Conley	PE/Health	Kelsey Phillips	Counselor
Marcia Burton	Keyboarding/Librarian	Kelsay Schrader	Principal/SpEd. Director
Gretta Lieser	Music	Joseph Dunlap	Superintendent
Haley Marconnet	Art		
Liz Heisserer	Special Services		

Jamestown Support Staff 2026/2027

Office:	Secretary to the Principal	Nicole Coonce
	Secretary to the Superintendent	Nicole Dedrick
	Bookkeeper	Jessie Borts
Paraprofessional		Donna Gerke
Paraprofessional		Chelsea Muri
Paraprofessional		Angie Hodges
IT Liaison		Nicole Coonce
Nurse/Crossing Guard		Lynnette Morse
Maintenance:	Maintenance Supervisor	
	Custodian	Jennifer Evans
Food Service:	Head Cook	Crystal Davenport
	Cook	Teresa Farris
Transportation:	Bus Driver & Bus Maintenance	Dale Ashley
	Bus Driver	David Griffith
	Bus Driver	Donna Gerke

Jamestown C-1 School does not discriminate on the basis of sex in its education programs or activities, including admission and employment. Inquiries about the application of Title XI may be referred to Mrs. Amber Bouse (coordinator) through email at bousea@jamestown.k12.mo.us or by contacting the school at 660-849-2141.

Table of Contents

Co-Curricular/Extra-Curricular Activities……...4
- Activities
- Assembly Programs and Field Trips
- Dances
- Student Eligibility
- Student Organizations

Attendance……...……5
- Excessive Absences
- Excused/Unexcused Absences
- Making Up Absent Work
- Parents' Responsibility in Cases of Absences
- School-Activity Absences

School Procedures……6
- Before- and After-School Policy
- Chromebook Responsibility
- Bus Regulations & Rules
- Food and Drink
- Passes
- Dress Code
- Parent/Teacher Conference
- Phone Calls
- Student Cell Phone Usage
- School Closing
- Signing In Late or Leaving Early

Coursework……..9
- Advanced Placement - Testing
- Dual Credit - Withdrawing
- Class Projects
- Final Test
- Homework Policy
- Progress Reports of Students
- Schedule Requirements

Virtual Education……...11
- Virtual Education Full-Time Equivalent
- Virtual Education Less Than Full-Time Equivalent
- Dual Credit and Dual Enrollment Scholarships

Graduation Requirements……..12

Credit
Graduation Requirements
Honors and Awards
Promotion
Health and Safety……...13
Fire
Health
- Head Lice
- Immunization
- Medical Emergencies
- Medication
- Physical Examinations

Fees……14
Deposits
Meal Program
Student Rights……15
Nondiscrimination, Harassment and Student Rights
Notification of Directory Information
Privately Owned Vehicles
Discipline……...16
Disciplinary Actions
Classroom Discipline Policy
Class A Offenses
Class B Offenses
Class C Offenses
Definitions
Nuisance Items
Plagiarism
Responsibilities and Action - Problem Areas
Search and Seizure
Rules for Detention & Suspension
Free and Appropriate Education……....20
Every Student Succeeds……21
Screened/Non-Screened Volunteers……21
Screened/Non-Screened Volunteers Form……...23

Co-Curricular/Extra-Curricular Activities

Activities

The following activities are offered to students in grades 6-12 (some activities may be restricted by grades):

Yearbook	Cheerleading	Spelling Bee (grades 5-8)
FFA	Track	Geography Team (grades 5-8)
Music	Baseball	Art Club (grades 6-12)
Student Council	Jr. High Basketball (Boys & Girls grades 6-8)	Dance
National Honor Society	Sr. High Softball (Girls)	
Academic Team	Sr. High Basketball (Boys & Girls grade 9-12)	
FBLA	Archery	
Cross Country	Math Contest	

Extracurricular activities are those school activities occurring primarily outside the regular school day and not required for a particular course. Extracurricular activities include, but are not limited to, participation in interscholastic athletics, cheerleading, and clubs. Students must maintain a C- average (GPA 1.67) for the previous semester to be eligible to participate in extracurricular activities. A weekly Watch List will be generated by the Athletic Director which will include any student receiving a D+ or lower in any class. These students will be notified that they are close to receiving a failing grade but will not be removed from the extracurricular activities for that week. A weekly Study List will also be generated by the Athletic Director and include any student who is receiving a failing grade. These students will be notified and placed on the Study List, thus making them ineligible for any extracurricular activities. At the end of each week, if the student has raised their grade, they will be removed from the list.

Co-curricular activities are activities for which students receive a grade for their participation and primarily occur during the school day. Students are not required to obtain signatures from their teachers, but co-curricular sponsors are required to email a list of students participating in the co-curricular event to the building principal at a minimum of two school days prior to missing any class. Teachers may object to a student participating in a co-curricular event if the student is on the Study List or is missing multiple assignments. Administration will make the final decision on a student's participation in a co-curricular event.

All students who participate in any extracurricular activities (athletics, cheerleading, etc.) must have a physician's certificate, stating their physical ability to participate in an athletic contest. Insurance is required to participate in athletic activities, and students may not practice before a physical form and proof of insurance is turned in.

Students must attend at least one-half of the school day in order to participate in or attend school-sponsored events that evening. The half-day absences must be verified by an office staff member (phone call or note from parent) in order for the student to participate. The principal may make exceptions to the half-day attendance provision in the cases of doctor visits, court dates, funerals, or other emergencies.

Assembly Programs and Field Trips

All school trips must be chaperoned by a certified member of the teaching staff. A complete schedule of the trip and all activities must be approved by the principal prior to the trip and placed on the school calendar by the principal or superintendent. School trips should be planned to avoid absence from regular classes. Students must obtain approval from ALL TEACHERS, have work completed before the trip, and have written permission from their parents. Students may only ride home with their parents or parents' designate after receiving approval from the teacher/coach/principal. Students may not ride home with minor sisters or brothers.

Assembly programs and field trips are an extension of the classroom. Students are expected to conduct themselves as they would during any classroom activity.

Dances
Senior high school dances will be for grades 9-12. Any student who wishes to bring a guest who is not a student at Jamestown must complete the guest application form located in the office and get approval of the principal. Guests may not exceed 20 years of age and must have a copy of photo ID with visible birth date to be admitted. Dances will end no later than 11:00 PM. Students who do not drive must have transportation from the dance within 20 minutes of the dance conclusion. Once a student leaves the building, they will not be readmitted.

Junior high dances will be for grades 6-8. Any student who wishes to bring a guest who is not a student at Jamestown must complete the guest application form located outside of the office and get approval of the principal. Dances will end no later than 11:00 PM. Students must have transportation from the dance within 20 minutes of the dance conclusion. Once a student leaves the building, they will not be readmitted.

Student Eligibility
Teachers will be responsible for maintaining weekly, up-to-date grades for all students, 6-12. If a student has a grade below a C- letter grade, this student's name shall be emailed to the Athletic Director by 9:00 am Friday morning.

Grade report cut-off will be Thursday at 3:15 PM weekly. Students receiving a D+, D, or D- shall be added to the Watch List. Students receiving an F will be added to the Study List.

If a student is not added to either list by the required time, he/she cannot be added late.

The Athletic Director will be responsible for checking the file compiling the master list every Friday, notifying students whose names have been added to the lists, as well as their parents.

Student Organizations
All meetings and activities of student organizations will be conducted with a faculty sponsor in attendance. Any extracurricular activities or student meetings planned during the regular school day must have prior administrative approval. Solicitation of any kind, with the exception of those approved by the administration, is prohibited on school grounds during regular school hours and one-half hour before school convenes and one half hour after it is dismissed. All student organizations will prepare accurate minutes of their meetings and provide a copy of each meeting's minutes to the building principal within two days after any meeting. All fundraising must have prior administrative approval. All money collected by student organizations must be deposited daily with the superintendent's secretary. No financial obligations may be incurred without prior administrative approval. All student organizations must maintain a current membership list at the office of the building principal to facilitate scheduling of activities.

Attendance

Paragraph 167.031 of Missouri School Law sets forth legal standards for school attendance. In an effort to promote a high level of academic achievement, the following attendance policy will be enforced.

Excessive Absences
For students in grades **6-8**, five or more absences in one quarter will be considered excessive unless the student is hospitalized or out of school under a doctor's care. Repeated excessive absences could result in retention, required summer school attendance, and/or Division of Family Services referrals.

Procedures:

- 5 absences in a semester will result in a letter sent to the parents/guardians
- 7 absences in a semester will result in a phone call between the administration and the parents/guardians
- 9 absences in a semester will result in a formal meeting between the parents/guardians, teacher, and administration

- Once 10 absences have been reached in a semester, the parents/guardians must go before the school board to petition them to accept the absences. If the school board does not agree, the student can be retained.
- Parents/guardians shall provide documentation of absence excuses to appeal their case. Examples of excused absences are as follows: doctor note, dental note, funeral, etc.

A student in grades **9-12** will be allowed ten absences per semester for daily classes. Notices of absences will be sent home periodically. Students with excessive absences may not be given credit for that semester's classes. Students that lose class credit due to excessive absences will have their appropriate grade recorded, but no credit will be earned toward graduation. Should credit be removed, an appeal process may be initiated by the student or parent with an attendance committee composed of three faculty members and the principal. Students that appeal may be placed on attendance probation. Future appeals by these students must be made in person to the Board of Education. Final appeals will always be to the Board of Education.

Excused/Unexcused Absences.

Jamestown School will not make any distinction between excused and unexcused absences, except in the case of truancy, in grades 9-12. In grades 6-8, excessive absences may be a determining factor in the retention of a student. Absence is defined as: Missing all or any major portion of one or more class periods. All absences must be verified by a written note or a telephone call from a parent, guardian, or doctor. If a student misses due to illness, credits will not be removed if written medical notice is provided. Parents/guardians shall provide documentation of absence excuses to appeal their case. Examples of excused absences are as follows: doctor note, dental note, funeral, etc.

Making Up Absent Work

Students who are absent will have the right to make up missed work. All absences will be recorded by class hours. NOTE: It is the responsibility of the student when returning to school following the absence to obtain all assignments missed the day(s) absent. When you are absent, you will have two days to complete the missing work. If you are absent for more than one day, you will have the number of days missed, plus one, to make up the work. Work assigned before your absence is to be turned in on the due date, or upon the date of your return.

Parents' Responsibility in Cases of Absences.

When a student is absent from school with the parents' permission, it will be necessary for the parent to call the principal's office at 660-849-2141 in order for the absence not to be considered truancy. Calls will be accepted at any time. The office is open from 7:30 AM to 4:00 PM. During the hours school is not in session, an answering machine will be activated, and parents may leave a message concerning their child's absence. Parents are urged to call in before 10:00 AM. Parents are expected to call on the day of the absence or on the first day of an absence that will last more than one day. If parents are unable to call, students should bring a note from their parents to the principal's office before school on the day they return to school. Upon returning to school, students who have not provided evidence that they had permission from their parents to be absent from school will be classified as truant.

School-Activity Absences

Any absence from a class as a result of a school-sanctioned activity is not recorded as an absence for purposes of this policy (field trip, athletic event, student activity, etc.). However, college visits, job shadowing, or any other approved day away from school where the student is not under the supervision of a certified teacher is an excused absence.

School Procedures

Before- and After-School Policy

Grades 6-12 will report to their first hour class upon arrival. Students are to be in the building after school hours only if supervised by a teacher or sponsor. Any unsupervised student will be asked to leave.

Chromebook Responsibilities

6-12 students are required to take their Chromebooks home each night throughout the school year for charging. Chromebooks must be brought to the school each day in a fully charged condition. Students need to charge their Chromebooks each evening. The late and missing work policy will apply to any missed or late work due to excessive Chromebook issues.

It is recommended that students not carry the AC adapter cord to school. Adapters are easily lost or damaged. The school is not responsible for lost or stolen electronics. If fully charged, the battery will last throughout the day. Please see Nicole Coonce if you feel you are having issues with your battery.

Bus Regulations & Rules

Bus service is provided and paid for by the district for eligible students. Eligible students are encouraged to utilize this service. Safety of bus students is of paramount importance. In order to maintain the safety of all students, conduct on school buses which causes disruptive activity or would present hazards to students will result in the issuance of written reports of misconduct to parents or guardians by bus drivers and the principal and may result in suspension from riding buses.

Previous to loading (on the road or at school): 1) Be on time; 2) Stay off the road at all times while waiting for the bus; 3) Wait until the bus comes to a complete stop before attempting to enter; 4) Be careful in approaching bus stops; 5) Wait for all buses to line up in front of school before loading.

While on the bus: 1) Keep all items inside the bus at all times; 2) Assist in keeping the bus clean; 3) No loud noises as not to confuse or divert the driver's attention; 4) Treat bus equipment as you would valuable equipment at home; 5) Never tamper with the bus or any of its equipment; 6) Do not leave books, packages, coats, or any other objects on the bus; 7) Keep books, packages, coats, and all other objects out of the aisle; 8) Help look after the safety and comfort of small children; 9) Do not throw anything out of the bus window; 10) Bus riders are not permitted to leave their seats while in motion; 11) Horseplay is not permitted around or on the school bus; 12) Bus riders are expected to be courteous to fellow pupils and bus driver; 13) Absolute quiet when approaching a railroad crossing stop; 14) In case of a road emergency, children are to remain in the bus; 15) Students ***must*** obey the bus driver in charge; 16) Damages to seats, etc. must be paid for by the offender.

After leaving the bus: 1) Cross the road at least 10 feet in front of the bus; 2) Always check for traffic; 3) Help look after the safety and comfort of small children; 4) Be alert to the danger signal from the driver; 5) Passengers will not be discharged other than at the regular bus stop at the home or school unless by proper authorization from the parent or school official.

Food and Drink

Students are allowed to have water in the classrooms. All other food and drink should be consumed in the cafeteria. On special occasions and with teacher permission, food and drinks may be allowed in classrooms.

Passes

Students must have a hall pass from their supervising teacher to be in the halls. Each teacher has a set of hall passes for the class. No student shall be prohibited from getting a drink while on pass for any other reason, such as bathroom, office, etc. Should a student need to go to their car, the teacher will provide them with an Office Pass. The office will provide a Car Pass with administrative approval. The student must return passes to the appropriate classroom. If a student is needed in another classroom, that teacher must obtain approval from the teacher of the regularly scheduled class and write a pass for the student prior to the start of that class. These passes must be kept to a minimum.

Dress Code

Students should dress in a manner conducive to learning. The following are specific guidelines aimed at achieving this goal.

1. All outerwear (coats, hats, gloves, sunglasses, hoods, etc.) personal care items (brushes, combs, cosmetic items, fingernail files, polish, etc.) should be placed in the student's locker and kept there until the end of the school day.
2. Personal cleanliness is expected from each student.
3. Shoes or sandals must be worn at all times.
4. The display of sayings or illustrations designed to be immorally suggestive or which condone prohibited behavior should not be worn. Students will be asked to change or turn the garment inside out.
5. Shorts may be worn by students that cover all sensitive body parts. Cut-off shorts are not recommended.
6. Tank tops and sundresses may be worn if undergarments do not show.
7. Bare midriff tops will not be worn.
8. Shirts and pants should be worn in the manner in which they were intended by the design of the clothing.
9. Hats are not permitted in the building between the hours of 7:30 a.m. to 3:00 p.m.
10. Fishnet or see through tops are not allowed.
11. Blankets are not permitted in the building.

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

Consequences will be determined by the administration. The above are to be used as a guideline and administrators may choose to vary if there are extenuating circumstances that deem this necessary. However, students will not be allowed to move ASD unless there is absolutely no way to avoid it. THESE ARRANGEMENTS MUST BE MADE IN ADVANCE. Students that miss their assigned consequences or misbehave during the given consequences will be assigned additional consequences.

Parent/Teacher Conference

Secondary parent/teacher conferences will be scheduled periodically throughout the year. Parent communication is always encouraged, and a parent conference may be scheduled at the parent or teacher's request. Parents may schedule a conference by contacting the teacher or the front office.

Phone Calls

Students must have permission to use the office phone. Students may not make calls to make arrangements for lunch deliveries or permission to go out for lunch. Under certain conditions, students may find it necessary to use the office phone with permission.

Student Use of Personal Communication Devices

Personal Communication Device – A portable electronic device that is used to initiate, receive, store, or view communications, information, images, or data electronically. Such devices may include cell phones, bluetooth headphones/airpods, smartwatches, personal laptops, tablets, video game devices, and other portable media players.

- **No Personal Communication Devices During School Hours:** Students are prohibited from displaying or using personal communication devices during the school day. For the purposes of this policy, a school day is defined as entry to the building until the official end of the instructional day. This includes, but is not limited to, instructional time, mealtimes, breaks, time between classes, and study halls.
- **Storage of Personal Communication Device:** Students are required to keep all personal communication devices turned off and stored in their backpack at all times. Devices must remain out of sight and are not permitted to be taken out or used during the school day.
- **Disclaimer:** Per Policy 2656, the district will not be responsible for technological support of students' personal communication devices. Students who bring personal communication devices to school do so at their own risk. The district assumes no responsibility for lost, stolen, damaged, or misplaced devices.

Consequences:

- **1st Violation:** The personal communication device will be stored in the principal's office, and a parent or guardian will be required to pick up the personal communication device during school hours. The student will receive 1 After School Detention.
- **2nd Violation:** The personal communication device will be stored in the principal's office, and a parent or guardian will be required to pick up the personal communication device during school hours. The student will receive 3 After School Detentions.
- **3rd Violation:** The personal communication device will be stored in the principal's office, and a parent or guardian will be required to pick up the personal communication device during school hours. The student will receive 1 day ISS or other appropriate consequences, as determined by the administration.

Exceptions

Students may display and use a personal communication device during the school day in the following circumstances:

1. In the case of an emergency.
2. When authorized to use such a device for an educational purpose.
3. When the district determines that the display or use is legally necessary to comply with any of the following:
    a. An individualized education program (IEP).
    b. A 504 plan.
    c. An individualized emergency healthcare plan or an individualized healthcare plan established under § 167.625.
    d. The Americans with Disabilities Act.
    e. The Rehabilitation Act of 1973.
    f. The Civil Rights Act of 1964.
    g. The Equal Educational Opportunities Act of 1974.

School Closing

Any decisions to close school due to bad weather will be made at the earliest possible time. Immediately, automatic phone calls through Common Goal will be made to parents and other interested parties, and the following TV stations will be notified: KOMU 8, KMIZ 17, KRCG 13. Social media accounts connected to the school will also be updated immediately to reflect the closing.

The superintendent will decide if the school is closed or other school activities will be canceled.

Signing In Late or Leaving Early

All students arriving to school late or students wanting to leave early must have permission to do so from their parents. Students who are 18 years old are required to have parent permission, with the exception of emancipated minors. The principal must be contacted by either a written notice or a telephone message. Students leaving early without office consent will be considered truant.

Coursework

Advanced Placement - Testing

Students who wish to take advanced courses must: 1) Score advanced/proficient on the MAP test in the given subject for two consecutive years previous to the request. 2) Have a formal written letter of recommendation from the teacher of the course. 3) Have a formal written letter from the course the student is scheduled to participate in, if different from the desired course. 4) Take and pass a placement test that will be administered by Jamestown.

Dual Credit - Withdrawing

Students who have enrolled in a 16-week course have two weeks from the start of the class to decide to withdraw. Students enrolled in a 12-week course have 1 week to withdraw. Students who wish to withdraw from a dual credit course during this time must have signed parental consent, consent from the college, and signed consent from Jamestown administration.The university or college will determine the grade to be assigned to the student, if any. The student will then be placed in a classroom, carrying over their dual credit score at the time of withdrawal. Upon withdrawal from the course, the student will not be eligible to participate in any additional dual credit courses until the following semester.

Class Projects

The school will have a property right in all projects constructed at school in conjunction with a school course or activity and using any school-supplied materials during construction. Such projects may not be removed from school until the school's property interest is satisfied. Class projects may be sold by the school for an amount to recover the cost of school materials included in the project. The person constructing the project will be given an opportunity to purchase the project before anyone else.

Final Test

Each course will have a final test at the conclusion of each semester. The test may be comprehensive or may be a unit test. Finals will be given the last three days of the semester. A final test schedule will be developed by administration to avoid overlapping of multiple finals.

Homework Policy

Students who have two or more missing assignments in any one class may receive an after school detention (ASD) to complete their assignments. ASDs will be assigned at the teacher's discretion. The teacher of the class with the two missing assignments will send the office notification of the missing assignments and specifications regarding the assignments that the student is to complete. Below are the rules and procedures that will be followed regarding this policy.

- When a student has two missing assignments, they will be assigned an ASD. Documentation will be made in Common Goal by the classroom teacher.
- The ASD will last no longer than one hour unless other arrangements have been made with the parents.
- Parents will be notified of the ASD as early as possible. The ASD will be assigned as soon as possible after the notice of missing work. The ASD will be held on Tuesdays, Wednesdays, and Thursdays of regular school weeks. If a student intentionally skips their detention time, a complete day of ISS will be assigned.
- If the work is one day late, 80% of the possible points can be earned. If the work is two days late, work can be accepted for 50% credit.
- After two days, late work can be accepted for 50% credit at the teacher's discretion.

Progress Reports of Students

Each student will receive a mid-term report 4 ½ weeks into each quarter and will receive a written report of their progress at the end of each quarter. Only semester grades and credit will be recorded on a student's permanent record. Grades recorded on permanent records for grades 6-12 will be by letter designation:

- A: far above average
- B: above average
- C: average
- D: below average
- F: far below average (F grades receive no credit.)

Schedule Requirements

All freshmen and sophomores must take a full class load. Juniors and seniors must take a full class load unless they qualify for a study hall by taking two or more dual credit courses. Students may also qualify through their Individualized Education Plan/504 as recommended by the Special Education Director. Students who are in good

academic standing, are on pace to graduate, and have not had a history of discipline issues, may be eligible to become a teacher's aide or office aide their Senior year.

Virtual Education

Virtual education courses are available to eligible students who reside in the district and are under the age of twenty-one (21). Students must be in good standing academically and behaviorally before being admitted into an online course. Priority to virtual education courses will be given to junior and senior level students who have demonstrated a need for an accelerated educational program or those students who are in the need for credit recovery. If the course is needed for credit recovery, **the students will be responsible for the cost of the program.**

Virtual Education - Full-Time Equivalent

District students will have the opportunity to participate in a virtual education program as a full-time student as provided in the Policy/Regulation. For purposes of this policy, a full-time student is a student enrolled in six (6) credits per regular term

The District will, in good faith, collaborate with the parents/guardians of full-time virtual students, the virtual program and the Host District. Designated "Host Districts" for full-time virtual students will be responsible for enrolling, monitoring, disenrolling, if required, full-time virtual District students. The District will not play any significant role in these decisions.

Virtual Education - Less Than Full-Time Equivalent

The District will annually permit any eligible student, under the age of twenty-one (21) who resides in the District, to enroll in Missouri Course Access and Virtual School Program ("Program") courses as part of the student's annual course load. Course costs will be paid by the District provided that the student:

1. Is enrolled full-time in the District and has attended a public school, including a charter school, for at least one (1) semester immediately prior to enrolling in the Program. However, if the reason for a student's non-attendance in the prior semester is a documented medical or psychological diagnosis or condition which prevented attendance, such non-attendance will be excused: and
2. Prior to enrolling in the Program course, you must have received District approval through the procedure set out in this Regulation 6190(A).

A. Enrollment

The enrollment process for participation in the Program will be substantially similar to the enrollment process for participation in District courses. In making the enrollment decision, the District may consider the suitability of virtual courses based upon prior participation in virtual courses by the student. In addition, available opportunities for in-person instruction will be considered prior to enrolling a student in virtual courses. The enrollment period will be ten (10) school days prior to each semester. Students who fail to timely enroll will be permitted to apply the next semester. New students enrolling during the school year will have five (5) school days from school enrollment to apply for a Program Course under this Regulation. The process may include consultation with a school counselor. However, consultation does not include the counselor's approval or disapproval of enrollment in the Program. However, the District has ten (10) business days from the date the application was submitted to the District to approve or deny the application.

When a District school denies a student's enrollment in a Program course or enrollment as a full-time Program student, the District will provide in "good writing" a "good cause" reason for the denial. Such good cause determination will be based upon a reasonable determination that the enrollment is not in the student's best educational interest. Where enrollment is denied, the student/parent/guardian may seek review of the decision in the same manner as the District allows review from denial of enrollment in an in-class course.

1. The District will notify the student and the student's family in writing of the right to appeal denial of Program enrollment to the Board of Education; and
2. The family will be given an opportunity to present the reasons for their appeal to the Board at an official Board meeting; and

3. The District, at such Board meeting, will provide the basis for its determination that Program enrollment was not in the student's best educational interest; and
4. The written submissions from the family and the District will be incorporated into Board minutes; and
5. The Board's written decision and the reason for that decision will be provided to the family within thirty (30) days of such Board meeting; and
6. The family may appeal the Board's determination to the Department of Elementary and Secondary Education. The Department shall provide their decision within seven (7) calendar days.
   Program credits previously earned by a student transferring into the District will be accepted by the District. Students who are participating in a Program course at the time of transfer shall continue in the course with the District assessing future monthly payments. Home school and private students wishing to take additional course beyond their school's regular course load will be permitted to enroll in Program courses under an agreement, including the student's payment of tuition or course fees.

B. **Payment For Program Courses**

Cost associated with Program courses shall be paid by the District for students satisfying subsection (1) one of regulation 6190. Payments will be made on a monthly cost basis prorated over the semester enrolled. Payment will be made directly to the Program contract provider. Such payments per semester will not exceed the market cost, but in no case more than 7% of the state adequacy target per semester. In the event a Program participant discontinues their enrollment, the District will discontinue the payments made on the student's behalf.

In the case of a student who is a candidate for A+ tuition reimbursement and who is enrolled in a Program course the District will attribute no less than 95% attendance to any such student who has successfully completed the Program course. K-8 Districts will be required to pay the District for Program attendees residing in the K-8 District.

Dual Credit and Dual Enrollment Scholarships

The District may provide "dual credit and dual enrollment" courses in conjunction with an accredited Missouri higher education institution. Such courses would be taught in a district high school by instructors possessing appropriate academic credentials. Eligible students participating in the program would be eligible to earn high school and college credit simultaneously.

Subject to appropriation funds, dual credit and dual enrollment students may be eligible for a dual credit scholarship. Dual credit and dual enrollment students would be eligible to receive the tuition cost paid by the student to enroll in a course offered by an approved dual credit provider.

In order to be eligible to receive a dual credit and dual enrollment scholarship, a student must:

1. Be a United States citizen or permanent resident;
2. Be a Missouri resident;
3. Have a cumulative high school GPA of at least 2.5 on a 4.0 scale;
4. Meet one or more of the following economic need:
   a. Be eligible to be enrolled in a federal free or reduced lunch program; or
   b. Resident in a foster home; be a ward of the state; or be homeless; or
   c. Receive low-income public assistance or live in federally subsidized public housing.

Graduation Requirements

Credit

High school students will need 24 credits to graduate. Please refer to the high school course planning guide for more details.

1. Students will earn credit on a semester basis only.
2. Students may not earn semester credit if they are not enrolled in a course until the end of the semester.
3. Each semester's enrollment in a course may earn one-half Carnegie credit unit for each course meeting full time for an entire semester or one-fourth unit of credit for each course which meets half time for one

semester.

4. Transfer credit from accredited schools in the state of Missouri will be accepted at face value.
5. Transfer credit from any other school will be accepted at its equivalent in Missouri credit standards. Responsibility to provide information about credit and certification rests with the student.
6. Any off-campus credit (correspondence credit or night credit from another school) while enrolled at Jamestown must have administrative approval.
7. Dual credit courses will be weighted on a 5.0 scale. All other courses will be unweighted on a 4.0 scale.

Graduation Requirements

A certificate of graduation will be awarded to those high school students who have successfully completed their IEP or the following minimum requirements:

	Graduation Requirements	College Prep Certificate
1. Communication Arts	4 units	4 units
2. Social Studies*	3 units	3 units
3. Mathematics	3 units	4 units
4. Science	3 units	3 units
5. Fine Arts	1 unit	1 unit
6. Practical Arts	1 unit	1 unit
7. Physical Education	1 unit	1 unit
8. Health & Family Education	½ unit	½ unit
9. Electives	7 units	7 units
10. Personal Finance	½ unit	½ unit
TOTALS	**24 units**	**25 units**

*All students must: 1) Pass the United States Constitution Test; 2) Pass the Missouri Constitution Test; 3) Pass a course in American History; 4) Pass a course in U.S. Government.

The District will accept courses offered through Missouri's K-12 Virtual Instruction Program (MoVIP) as units of credit meeting state and local graduation requirements provided however the quantity and quality of completed student works meets standards applicable to the District's traditional program.

Honors and Awards

High school valedictorian and salutatorian will be determined by grade point average, and requires at least four semesters in residence.

Students who display outstanding scholarship, courtesy, enthusiasm, and school spirit will be recognized at an awards program. Athletes, band and choir members, and cheerleaders will be recognized by guidelines established by their coaches or directors.

Promotion

Students in grades 6-8 will be promoted unless: 1) The student is achieving below grade level and below capacity; and 2) the student receives at least three semester grades of "F". Promotion will be determined by the principal after consultation with the student, parent, and counselor.

Students in grades 9-12 will be promoted with their classmates. Students transferring in will be placed in accordance with their credits. Students who will not graduate with their class will be denied class trip privileges.

Health and Safety

Fire

The administration has developed safety precautions for fire and storms. Appropriate fire extinguishers are readily available in all parts of all school buildings at all times. An emergency warning system has been developed, and

evacuation plans are posted in all rooms for both storms and fires. Practice evacuations will be conducted at the principal's discretion.

Health

Head Lice: Head lice checks will be performed as necessary. The school nurse will be responsible for coordinating any lice check. The following procedures will be followed when head lice are discovered: a) Any nits, larva or actual parasites discovered will be affixed to a piece of paper with the child's name and turned over to the principal; b) A letter, available literature, and samples will be sent to the parents; c) Parents will be contacted by the school; d) Parents will be asked not to return children until properly treated; e) Students returning to school after treatment will be rechecked; f) Students shall be removed from school if head lice are found. We will endeavor to do this in the least embarrassing manner possible.

Immunization: All students must be immunized according to the Department of Health regulations (a written objection statement by the parents to the superintendent due to religious beliefs will cause a student to be exempt from the requirement). Any student not so immunized or who cannot provide evidence of immunization and whose parents have no religious objections shall not attend school. Also, no student may attend school who has or may transmit any contagious or infectious disease, or has been found to be a carrier of any parasite.

Medical Emergencies: Any medical emergencies arising at school will be handled in the best interest of the person concerned; parents will be notified as soon as possible. The school does not assume financial responsibility for necessary medical care and arrangements. All students are required to have a phone number and family member to call in case of an emergency.

Medication: Students with prescription drugs must inform the principal's office. All drugs or medications brought to school must remain in its correctly labeled container and may be used only by the intended person as directed. Medication will be kept in a locked cabinet in the nurse's office. All over-the-counter medications should be turned in to the nurse upon arrival at school. Epi-Pens, inhalers, and insulin pens may be kept on the person if a contract is on file with the nurse.

Physical Examinations: Any student who is prevented from fully participating in the school's physical education program by physical impairment or for medical reasons must provide a written statement from a physician stating the extent of the limitation for the principal's files.

Fees

Deposits

Free textbooks are provided to all students K-12. Monetary deposits may be required of any student who is entrusted with school materials or equipment or who constructs a class project using school materials. Deposits will be returned to the student upon return of the materials or equipment, less any amount necessary to effect repairs or replacement due to the student's negligence. All costs for repair or replacement of damaged or lost school property will be charged to the person responsible for the damage or loss.

The school will make no expenditure on behalf of any student who owes charges to the school, except those required by law.

Meal Program

Jamestown School will regularly prepare hot breakfasts and/or lunches for the students and employees of the school. Price for the breakfast and/or lunches shall not be less than the cost of food served, exclusive of preparation and serving costs. No other food service will be permitted to compete with the hot lunch program.

The Jamestown School breakfast/lunch program is not a credit card, but a prepaid system. Each student has a meal account in which parents make payments to cover their children's purchases in advance. Parents are responsible for all purchases, even those they may not approve of or be aware of. Every effort will be made to communicate with parents regarding lunch balances. For all other lunch payment concerns, payment options may be discussed with the principals. Students will be allowed to charge a maximum of ten dollars ($10.00). Meals that may be charged will include only the menu items of the reimbursable meal (no extras such as second entrée, ala carte items, or second

milk). After the balance exceeds ten dollars ($10.00), the student may be given a designated menu alternative. Any student denied full meal service due to excessive charges is encouraged to apply for free or reduced-price meals. Applications for this program are available in the school office. All charges made before free/reduced application approval remain the responsibility of the parent. No food items should be removed from the cafeteria unless special permission is given.

Student Rights

Nondiscrimination, Harassment, and Student Rights

It is the policy of the district to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. The school district prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of district policy for any student, teacher, administrator, or other school personnel of this district to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this policy.

It shall also be a violation of district policy for any teacher, administrator, or other school personnel of this district to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, otherwise engaged in activities, including sporting events and other extracurricular activities under the auspices of the school district.

For purposes of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

Notification of Directory Information

Please be advised that the school will release directory information concerning your child upon request that would not be generally considered harmful or an invasion of privacy if disclosed. This will include the following: student's name, grade, date of birth, place of birth, electronic mail address, participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies), any awards or honors received, weight and height of members of athletic teams, dates of attendance, degrees, most recent regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy. This includes military recruiters and institutions of higher learning. If you do not want this information about your child released, please send a note to the principal's office by September 1.

Privately Owned Vehicles

1. All students shall park their vehicles in the parking lot north of the gym. All students who drive to school must have a vehicle registered with the office.
2. Parking is provided for faculty and staff in the south parking lot and the lot east of the main entrance.
3. Students may not work on privately owned vehicles during the regular school day.

4. Students attending Vocational Technical School, with an appropriate reason, prior written parent approval, Vo-Tech teacher/administration approval, and school administration approval, may occasionally drive a vehicle to and from Vo-Tech school.

Transportation of students in privately-owned vehicles for any school function is strongly discouraged for reasons of personal liability. Students with an appropriate reason, prior written parent approval, teacher approval, and school administration approval may occasionally drive or ride with another student to a school-sponsored activity.

Discipline

Disciplinary Actions

Students who display unacceptable behavior shall be subjected to the following disciplinary actions. Depending upon the seriousness of the unacceptable behavior, one or more of the following actions and/or other appropriate actions will be taken by school officials (teachers, administrators, or other school employees).

1. **Warning** - A school official will talk to the student to reach an agreement regarding how the student should conduct him/herself.
2. **Conference** - A formal conference is held between the student and one or more school officials. During this conference, the student must agree to change his/her behavior
3. **Loss of Participation** - May include removal from class participation or other school activities
4. **Parent Involvement** - A parent or legal guardian is notified by telephone, personal contact, or letter. A conference may be conducted between the student, his/her guardian, appropriate school officials, and other involved individuals.
5. **Disciplinary Reassignment or Detention** - A reassignment of a misbehaving student to a separate supervised environment away from usual activities within the school. This may include a referral to counseling, a schedule change, and/or an optional work assignment. Included are in school suspension (ISS) and after school detention (ASD). Parents/guardians may be notified of the action taken. All disciplinary actions are kept on file.
6. **Short Suspension** - The student is excluded from school and related activities for a specific period of one to three days. The student is informed that he/she is subject to a short suspension and may discuss his/her side of the situation with the appropriate school official. Parents shall be notified of the action. Recorded in the Student Behavioral File.
7. **Long Suspension** - The student is informed that he/she is subject to a long suspension and may discuss his/her side of the situation with the appropriate school official. During the long suspension, the student is excluded from school and all related activities for a period of four to ten school days. Parents shall be notified of the action. Recorded in the Student Behavioral File.
8. **Expulsion** - The student is informed that he/she is immediately suspended from school and that a recommendation for expulsion will be made. An expulsion includes the removal of a student from school activities and all related school functions. The length of time that a student is expelled is determined by the Board of Education. The student and his/her guardian shall be notified of the pending expulsion and information about his/her rights under due process will be explained. Recorded in the Student Behavioral file.

Classroom Discipline Policy

Teachers will clearly communicate classroom guidelines to the students by displaying a list of appropriate rules in the classroom. Teachers will conference with the student and inform them of the infraction and impending action. Every effort will be made to keep the student in class. Direct contact with the parents is suggested when classroom expectations are not met.

Class A Offenses

Included in Class A are the following offenses: Repeated failure to complete assignments, horseplay, inappropriate displays of affection, no hall pass/inappropriate use of a hall pass, malicious teasing, class disruption, excessive teasing, skipping detention. Every four tardies will result in a consequence, and the tardy count will reset at the start of each semester.

Consequences:

1. The first Class A violation will result in one ASD.
2. The second Class A violation will result in three ASDs.
3. The third Class A violation will result in one day of ISS.

Class B Offenses

Included in Class B offenses are the following: Four or more Class A offenses, harassment, cheating, disrespect to property, disrespect to a school employee, extortion, insubordination, profanity (including gestures), truancy, pushing and shoving, suggestive behavior, possession of pornography, misuse of technology.

Consequences:

1. The first Class B violation will result in two days of ISS.
2. The second Class B violation will result in three days of ISS.
3. The third Class B violation will result in three days of OSS.

Class C Offenses

Included in Class C offenses are the following violations:

	Violation 1	**Violation 2**	**Violation 3**
Arson	XXXXX	XXXXX	long-term suspension
Bullying*	10-30 days of OSS	180 days of OSS	OSS up to expulsion
Threatening Language	10-30 days of OSS	180 days of OSS	OSS up to expulsion
Disruptive or Demeaning Language or Conduct	3 days of ISS	3 days of OSS	long-term suspension
Indecent Exposure	3-10 days of OSS	10 days of OSS	long-term suspension
Repeated Class B Offenses	3-5 days of OSS	5-10 days of OSS	long-term suspension
Assault	5 days of OSS	10 days of OSS	long-term suspension
Sexual Harassment	5 days of OSS	10 days of OSS	long-term suspension
Sexual Assault	XXXXX	XXXXX	long-term suspension
Fighting	5 days of OSS	10 days of OSS	long-term suspension
Smoking/Vaping or Tobacco Possession	3 days of ISS	3 days of OSS	10 days of OSS
Alcohol Use or Possession	5 days of OSS	10 days of OSS	long-term suspension
Drug/Paraphernalia Use or Possession	XXXXX	10 days of OSS	long-term suspension
Intent to Sell Drugs	XXXXX	XXXXX	long-term suspension
Vandalism to School or Employee Property	5 days of OSS	10 days of OSS	long-term suspension
Theft	5 days of OSS	5-10 days of OSS	long-term suspension
Verbal Abuse to an Adult	5 days of OSS	10 days of OSS	long-term suspension
Possession of a Weapon	XXXXX	XXXXX	long-term suspension

(Including in Personal Vehicles)			

XXXXX indicates a step is skipped due to the severity of the violation.
* Depending on the degree of offense.

Law violations will result in law enforcement personnel being contacted. Any step on any violation may be skipped if the administration feels it is needed due to extreme severity of an offense.

Following any suspension, the student and/or parent(s) must conference with an administrator in order to discuss any necessary remedial actions needed to avoid future occurrences of misconduct.

Definitions

- **Tardiness** - Arriving late to class or school.
- **Absence** - Absences are harmful to grades. Teachers may assign work to make up for missed class. Excessive absence may lead to loss of credit. Refer to *Attendance*.
- **Automobile Misuse** - Inappropriate use of an automobile on school property, including illegal parking, speeding, and unsafe driving.
- **Bus Misconduct** - Not following bus rules and regulations. Refer to *Bus Regulations & Rules*.
- **Forgery or Lying** - Writing or giving false or misleading information to school officials.
- **Theft** - Taking, giving, or receiving property not belonging to you.
- **Tobacco** - The use or possession of tobacco in any form is strictly prohibited, including all e-cigarettes.
- **Vandalism** - Intentionally damaging, defacing, or destroying property belonging to the school, school officials, or others.
- **Alcohol/Drugs -** The use, possession or distribution of alcohol and/or drugs, including all controlled substances, counterfeit drugs, imitation drugs, kiddie dope, marijuana, electronic vaping devices, intoxicants, and other substances purported to be drugs.
- **Menacing or Harassment** - By word or conduct, intentionally intimidating or threatening another person or attempting to place another person in fear of physical injury (including "initiating" or "hazing").
- **Assault** - Any verbal or physical assault on any person. This is strictly forbidden.
- **Fighting** - Physical conflict with another person.
- **Weapons** - The possession or use of any object to inflict bodily injury, including lasers or personal pointers.
- **Incendiary/Inflammatory Devices** - The use, threat of use, possession, or sale of explosive devices, including fireworks, cigarette lighters, or any substance or device which may ignite.
- **Arson** - Use of fire to destroy or attempt to destroy property.

No credit will be earned for work missed while a student is assigned out of school suspension (OSS), unless administration pre-approved credit. **Days missed due to suspensions count as absences from their particular classes and will count against a student when the Attendance Committee makes a determination regarding retention of credit.**

Nuisance Items

Please discuss with your student that school is a place for learning. Items which may cause distractions to students or teachers, and therefore disrupt the learning process, are not allowed at school. These include smart watches, radios, handheld gaming devices, iPods (or similar devices), rubber bands, water guns, fireworks, cigarettes, tobacco, lighters, knives, gum, candy, toys, pets, and money not needed that day. Remember it is against the law to have in possession a firearm (gun) within 1000 feet of school property.

Watches should be kept on the student's wrist. Valuable items which are brought to school unnecessarily and are damaged or stolen are not the responsibility of school personnel. Special permission may be obtained from the teacher for bringing pets, candy, etc. on special occasions. We ask parents to monitor their child to see that these items are left home

Plagiarism

Plagiarism is the act of taking the work or ideas of another individual and using them as one's own work or ideas. The following consequences will accumulate during the student's high school career:

1. The first offense will result in a zero on the assignment, teacher-parent contact, and administrator-student conference.
2. The second offense will result in a zero on the assignment and three days of ISS.
3. The third offense will result in loss of credit for the course and five days of OSS.

Responsibilities and Action - Problem Areas

Students are subject to disciplinary referral for misconduct while traveling to and from school, at school-sponsored events, and while off-campus during regular school hours whenever such conduct has a direct effect on the discipline or general welfare of the school. Students exhibiting disruptive or defiant behavior may be disciplined by any teacher, staff member, or administrator who notices the misconduct or is responsible for the student. Any disciplinary action must be preceded by an explanation of the charges to the student and an opportunity for the student to respond.

No credit will be earned for work missed while a student is assigned out of school suspension (OSS), unless administration pre-approved credit. **Days missed due to suspensions count as absences from their particular classes and WILL COUNT against a student when the Attendance Committee makes a determination regarding retention of credit.**

Search and Seizure

Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas.

Jamestown C-1 School may use dogs to indicate the presence of illegal/prohibited substances on campus, including parking lots.

Searching of students, their property, and their possessions; the seizing of property deemed dangerous or disruptive to other persons or to the orderly maintenance of the educational program; or seizure of stolen property may be done under the direction of the superintendent or the building principal. Searches for particular items or information or searches of particular individuals must be on reasonable suspicion.

The school will routinely check lockers and inspect for disorderly or unsafe conditions. Lockers will be maintained in a safe and orderly manner by the students. Liquids, explosives, dangerous instruments, or live creatures will not be kept in them. Students placing padlocks on lockers must provide a key or combination to the principal at the time the lock is installed.

In the event a law enforcement official requests permission to search a student, a search warrant will be required. Every effort will be made to notify the student's parents prior to the search, and an administrator will be present during the search.

Rules for Detention & Suspension

All detention and/or suspension will be approved by the principal. After school detention will begin five minutes after the dismissal bell and last for 60 minutes. In school suspensions will begin when the student arrives at school and continue until the school day is over.

After School Detention (ASD): All students must report on time, no exceptions. Students must have work with them and work throughout the detention. No talking will be allowed. No personal belongings will be allowed. Breakage of any rules will be cause for two additional ASDs. Consequences for failure to attend are listed in the discipline code.

In School Suspension (ISS): Students in ISS will be given their daily classroom work, which may be made up for full credit if completed before the end of school. Students will be given one morning break and one afternoon break.

Lunch will be served in the detention room. Students should report in the office when they arrive at school. Consequences for failure to attend are listed in the discipline code.

Out of School Suspension (OSS): No credit will be earned for work missed while a student is assigned out of school suspension (OSS), unless administration pre-approved credit. **Days missed due to suspensions count as absences from their particular classes and will count against a student when the Attendance Committee makes a determination regarding retention of credit.**

There are other behaviors that should be avoided in addition to the above discipline code:

1. Soda should not be consumed in the hallways or classrooms. Sodas that are open in these areas will be discarded. Drinking containers stored in lockers must have lids on them if they have been opened. Open soda cans will be thrown away. Repeat offenders that store open soda cans and/or food may be sent to the principal's office.
2. Driving to school is a privilege and not a right. Reckless drivers will lose this privilege for 30 days for the first offense. The second offense could be a 90-day suspension of parking pass and the third offense could result in a suspension of one school year.
3. Being tardy is a nuisance to your education and results in the loss of time on task in the classroom. The unified definition for a tardy will be considered not being in the room when the bell rings. Each teacher may choose to enforce their own classroom rules, which may include being in your seat when the bell rings.

NOTE: The principal has the right to weigh each offense and discipline accordingly on an individual basis which he/she feels is in the best interests of the student and the school. Students are afforded due process when circumstances warrant an investigation. Students will not be allowed to attend or participate in any school-sponsored activities during the designated time of detention/suspension.

THE POLICIES AND PROCEDURES INCLUDED IN THIS HANDBOOK HAVE BEEN APPROVED BY THE BOARD OF EDUCATION BUT DO NOT NECESSARILY INCLUDE ALL BOARD OF EDUCATION POLICIES. WHEN POLICY IS NOT CLEARLY IN PLACE, SCHOOL ADMINISTRATORS WILL MAKE DECISIONS AND RULINGS.

Free and Appropriate Education

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities. Students with disabilities are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students with disabilities will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of disability.

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career-ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information, contact the principal at 660-849-2141.

Medicaid and the Children's Health Insurance Program (CHIP) provide no-cost or low-cost health coverage for eligible children in Missouri. These programs provide health coverage for children so that they can get routine check-ups, immunizations and dental care to keep them healthy. Even if your child has been turned down in the past or you don't know if they qualify, you may be able to get health coverage now.

Visit: http://www.benefits.gov/benefits/benefit-details/1606

Every Student Succeeds Act 2015

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in their field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught 4 or more consecutive weeks by, a teacher who has not met the applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Screened/Non-Screened Volunteers

The District encourages participation of parents and citizens of the community to volunteer in the school in order to serve as additional resources to the teachers and students. Volunteers are representatives of the school. Utmost integrity, and the safety of our students, must be maintained at all times. All volunteers must complete an application for volunteer service on an annual basis and may be reviewed and/or interviewed at any point regarding service.

Screened Volunteers

Individuals who assist our school on an uncompensated basis and who may periodically be left alone with students are considered "screened volunteers" under state statute. These individuals, among other service providers, may volunteer to regularly assist in the school office or library; mentor or tutor students; coach or supervise student activities before or after school. Screened volunteers may chaperone students on overnight trips if accompanying a group with proper faculty supervision. Prior to being left alone with students at school or school activities, screened volunteers must have a clear criminal records check from the State Highway Patrol and Federal Bureau of Investigation. The District will pay the costs of obtaining such criminal records checks. Screened volunteers may be informed of students' educational needs where necessary and when supervised by a faculty member or administrator.

Non-Screened Volunteers

Non-screened volunteers are individuals who are not left alone with students at school or school activities. For these volunteers, the District will, with the volunteer's consent, obtain a general background check from local law enforcement prior to beginning volunteer service. The District will not assume any costs in obtaining such records.

Application for Volunteer Service

All volunteers must complete an application for volunteer service and could be interviewed by an administrator prior to beginning volunteer service (Form 1425). The District reserves the right to deny individual applicants where the best interests of the school, our students, and the educational or extra-curricular programs are served.

A volunteer form is attached to this handbook. Please fill out and return to the front office. If you need extra forms, they are also available at the front office.

GENERAL ADMINISTRATION **Form 1425**

School Community Relations

School Volunteers

Parent/Volunteer Form

Name:_____ Telephone No:_____

Address:_____

_____

Name of Volunteer's Student(s)

School Attending:_____

Grade Level:_____

Have you ever been convicted, or plead guilty to a felony or a misdemeanor related to sexual misconduct?
Yes___ No___

If yes, please provide details:

_____

_____

_____

Has a finding of probable cause of child abuse by any state agency been entered against you?
Yes___ No___

If yes, please provide details:

_____

_____

_____

I acknowledge the District will complete a general background check from the local law enforcement prior to beginning volunteer services. Falsification of this information is a misdemeanor.

Volunteer Name (Print):_____

Volunteer Signature:_____ Date:_____

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