



2022-2023 Parent-Student Handbook



Central Administration Office
2559 Dorwood Drive
Jennings, MO 63136
314-653-8000

Home of the Warriors

VISIT
www.jenningsk12.org

JENNINGS SCHOOL DISTRICT

2022-2023

Parent-Student Handbook

Mission

The mission of the Jennings School District is to ensure that each student develops a passion for learning through challenging curricula; rigorous academic standards; innovative, stimulating educational environments and a passion that education is a lifelong pursuit.

Jennings School District Board of Education

Mrs. Miranda Jones, President
Mr. Harold Austin, Vice President
Ms. Yolonda Fountain-Henderson, Secretary
Mrs. Tammy Dailey, Director
Ms. Yonnee Fortson, Director
Mr. Gary Johnson, Director

Superintendent of Schools

Dr. Paula D. Knight

Jennings School District

2559 Dorwood Drive • St. Louis, MO 63136-4035

(314) 653-8000/Phone • (314) 653-8030/Fax

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Dear Jennings Families:

Welcome to the Jennings School District-where we strive to foster the best possible education experience for your students, parents, guardians and community. This handbook is provided as a guide to maintaining an academically sound and formative learning environment. It includes selected policies, procedures and general information and is not inclusive of all Jennings School District policies and procedures. You are encouraged to read all the items carefully and keep the handbook as a reference. For more policies and procedures please visit the district website at www.jenningsk12.org.

We look forward to welcoming back students in PreK-12 to in-person learning five days a week this school year. We will adhere to our Return to Learning Plan, which may be amended to address COVID-19 health and safety issues as they arise. A complete copy of the districts Return to Learning Plan is also available on the district website. We will alert families to any changes that may occur in this plan.

Jennings School District understands there are times when questions or concerns may arise during the school year. Parents and students should voice those concerns to a teacher, principal or other school personnel immediately to minimize the loss of instructional time.

On behalf of the board, teachers, and staff in the Jennings School District, I wish you and your student(s) a successful, enriching, and rewarding year!

Sincerely,

Dr. Paula D. Knight
Superintendent of Schools

Jennings School District

Phone Numbers and Addresses



Fairview Elementary School

7047 Emma Avenue
Jennings, MO 63136
Phone: (314) 653-8070
Fax: (314) 653-8075

Mrs. Melisha Mack, Principal
Mrs. Chantel Neal, Assistant Principal

Hanrahan Elementary School

8430 Lucas and Hunt Road
Jennings, MO 63136
Phone: (314) 653-8190
Fax: (314) 653-8197

Dr. Curtese Holmes, Principal

Woodland Elementary School

8420 Sunbury Avenue
Jennings, MO 63136
Phone: (653) 8170
Fax: (314) 867-7271

Mrs. Ann Shaw, Principal

Jennings Education Training School/ JETS

6605 West Florissant Avenue
Jennings, MO 63136
Phone: (314) 653-8042
Fax: 314-385-2858

Dr. Cryslynn Billingsley, Interim Principal
Mr. Lawrence Shields, Administrator

Jennings Senior High School

8850 Cozens Avenue
Jennings, MO 63136
Phone: (314) 653-8100
Fax: (314) 653-8102

Dr. Cryslynn Billingsley, Interim Principal
Mr. Leonard Holloway, Assistant Principal
Ms. Iris McClendon, Assistant Principal

Johnson Jennings Jr. High School

8831 Cozens Avenue
Jennings, MO 63136
Phone: (314) 653-8150
Fax: (314) 653-8168

Mr. James Robinson III, Principal
Mr. Brandon Kennard, Interim Assistant
Principal

Northview Elementary School

8920 Cozens Avenue
Jennings, MO 63136
Phone: (314) 653-8050
Fax: (314) 653-8056

Dr. DeShonda Payton, Principal
Dr. Alka Woodard, Assistant Principal



ACADEMIC CALENDAR

4 Independence Day

JULY 2022				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JANUARY 2023				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

- 2-4 NO SCHOOL-Winter Break
- 4 **J** Readiness Day
- 5 School Resumes
- 16 NO SCHOOL-Dr. Martin Luther King, Jr. Day

18 Days/19 Days

- 8-12 New Teacher Orientation
- 15-19 PD Week
- 20 Back to School Jamboree
- 22 First Day of School

AUGUST 2022				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY 2023				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

- 17 Professional Development Day
- 20 NO SCHOOL-Presidents' Day

18 Day/19 Days

- 5 NO SCHOOL-Labor Day
- 8 Open House Night
 - Elementary Schools 4-6pm
 - Secondary Schools 6-8pm

SEPTEMBER 2022				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MARCH 2023				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

- 10 **End of 3** Quarter
- 16* Professional Development, 8am-11am
- Parent Teacher Conferences, 12pm-6pm
- 17* Parent Teacher Conferences, 8a-12pm
- 20-24 Spring Break

* Non-Student Attendance Days
16 Days/17.5 Days

- 15 JSD 2022 Homecoming
- 17 End of 1st Quarter
- 20 Bldg. Professional Development, 8-11am
- Parent Teacher Conferences, 12-6pm
- 21-24 Fall Break

OCTOBER 2022				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL 2023				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- 7-10 NO SCHOOL-Spring Recess

18 Days/18 Days

- 11 Professional Development Day
- 23-25 NO SCHOOL-Thanksgiving Holiday

NOVEMBER 2022				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY 2023				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

- 25 Last Day of School-Students
- 26 Teacher Work Day
- 26 Graduation
- 29 NO SCHOOL--Memorial Day

19 Days/20 Days

- 20 End of First Semester
- 21-30 NO SCHOOL-Winter Break

DECEMBER 2022				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE 2023				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- 5 First Day of Summer Learning
- 19 NO SCHOOL—Juneteenth
- 29 Last Day of Summer Learning

14 Days/14 Days



2022-2023 BOARD OF EDUCATION MEETINGS

Unless otherwise noted both finance and the regular board of education meeting will occur at Gary Gore Education Center. The finance meeting will begin at 6:00 pm and the board meeting at 6:30 pm.

July	No Meeting
August 15, 2022	Third Monday
September 12, 2022	Second Monday
October 10, 2022	Second Monday
November 14, 2022	Second Monday
December 12, 2022	Second Monday
January 09, 2023	Second Monday
February 13, 2023	Second Monday
March 13, 2023	Second Monday
April 17, 2023	Third Monday
May 08, 2023	Second Monday
June 12, 2023	Second Monday

SPECIAL BOARD OF EDUCATION MEETINGS

Special meetings may be called at any time during the school year. Unless there are extenuating circumstances, the board clerk will e-mail the Board of Education to ascertain the best time and date to hold special meetings.

A+ Schools Program

Jennings High School's designation as an A+ School makes it possible for students to qualify for two years of tuition and fees* for attendance at any public community college or some public career-technical schools in the state of Missouri. Some four-year institutions are also offering scholarships to students who qualify for the A+ financial incentive. More information is available from the financial aid offices of the institutions of higher learning and the JHS counseling department.

To be eligible for the financial incentives of the A+ Schools Program, a student must meet the following criteria:

- Enter into a Student Participation Agreement with his/her high school prior to graduation.
- Graduate from an A+ designated school and attend an A+ designated school for any two of the four years prior to graduation.
Graduate from high school with a non-weighted, cumulative grade point average of 2.5 or above.
- Have at least a 95 percent cumulative attendance record for four years.
- Perform 50 hours of unpaid tutoring or mentoring of younger students or students of the same age group.
- Students need to earn a proficient score on the Algebra 1 End-of-Course (EOC) exam.
- Maintain a record of good citizenship and avoid the use of unlawful drugs and/or alcohol.
- Complete the Free Application for Federal Student Aid (FAFSA) form.
- Register for Selective Service, if applicable (Males only – required within 30 days after 18th birthday).

Students must sign up for the A+ Schools Program by Jan. 1 of their senior year.

**Availability of financial incentives is contingent upon the state funding of the A+ Schools Program each year. The Jennings School District does not appropriate the state funds for the program.*

Academic Screening

Academic, behavioral and language screenings take place several times per year for students in elementary and middle school. All students in grades K-8 are screened for dyslexia following the guidelines outlined by the Department of Elementary and Secondary Education. Screening outcomes guide teams as they identify students who may need additional support. Selected outside agencies work collaboratively with the support teams to provide therapeutic counseling for individuals, families and small groups.

Admission/Enrollment

Students must reside with a parent or legal guardian within the Jennings School District boundaries to attend any Jennings school. If the family does not know their school attendance area you may contact (314) 653-8003 for information.

Parents/guardians must provide proof of guardianship at the time of registration. Proof may consist of documents such as guardianship, custody, restraining orders, divorce decrees or other such legal material. Registration appointments will be determined by the office personnel at the designated school of attendance.

Students must be 5 years old on or before July 31 to register. Registration Residency Requirements

If you **own or lease/rent property in your name**, provide the following documentation below: A-C and valid photo ID.

If you **do not own or lease/rent property in your name**, you **must** contact the Student in Transition office at 314-653-8169.

Admission/Enrollment (cont'd)

A. Provide one of the following:

- Lease/Rental Agreement
 - In the parent/legal guardian/caregiver name (or owner/ leaseholder's name, if applicable)
 - Lease signed by landlord and tenant(s)
 - Lease Not Expired
- Mortgage Statement
 - In the parent/legal guardian/caregiver name
 - Dated within the last 30 days
- Property Deed
 - In the parent/legal guardian/caregiver name
- Real Estate Tax Receipt
 - In the parent/legal guardian/caregiver name
 - Most recent year

B. Provide Occupancy Permit

C. Provide one of the following:

- Gas, electric, sewer or cable bill
 - In the parent/legal guardian/caregiver name
 - Dated within the last 30 days
 - Both service and mailing address within the Jennings School District
 - Disconnection and final notices are not accepted
- Utility service connection letter

If you recently moved, contact Ameren at (314) 342-1111 or Spire at (314) 621-6960 and have the service connection letter faxed to (314) 653-8050, attention: Registration.

The following must be included in the letter:

- Name of parent/legal guardian/caregiver
- Address
- Date service was connected, (not applied for)
- Account number

D. Provide all of the following:

- Valid Photo ID (from owner/leaseholder also, if applicable)
- Child's birth certificate
- Child's immunization record

Note: Additional documentation may be required at the discretion of the registration staff.

After registering, each child's transcript and discipline record is requested from their prior school.

Once a student is registered in the district, all information is kept in the student data system. Student information is automatically transferred to the school of attendance. However, for safety and communication purposes, parents or guardians are asked to provide their child's school with all updated registration or emergency information as needed.

Children, kindergarten through 12th grade, are required to be current with all immunizations and physical exams, if needed, prior to the first day of school.

If a student leaves the Jennings School District for more than 30 calendar days, he/she must re-establish residency by contacting the last assigned school.

After School (Stars & Hero's)

Stars & Hero's is an after school program that is available to Jennings School District students in grades K-12. For more information and space availability, parents should see the site manager at their student(s) school.

After-School Activities

After-school/extra-curricular activities are considered an important extension of the school day and a significant dimension of school life. These activities provide opportunities for students to socialize with friends, develop relationships with adults and explore areas of personal interest. Student participants grow socially and emotionally and enhance their education outside of the traditional classroom setting. The camaraderie and enjoyment experienced by students who participate in after-school programs contribute to the creation of a positive school environment and help to generate school spirit and pride. Students who participate in extra-curricular programs usually develop a more positive attitude toward school, have better attendance and experience more success in all aspects of their education.

At the middle and high school levels, students may participate in a wide selection of activities which include academic enrichment classes, tutoring, sports, student council, and various clubs. These opportunities complement the academic curriculum in meeting the school related interests and needs of students not directly addressed by the school's curriculum. The activities and athletic offerings supplement the instructional program by providing opportunities for mental, social and emotional growth; the development of appropriate attitudes and behaviors concerning citizenship; growth of self-esteem and confidence and other significant learning experiences.

Activities are scheduled before or after school. Students must make arrangements to be picked up at school at the end of the activity. Arrangements should be made prior to the day of the activity. After-school, Saturday School for JSH, and evening activities/classes are cancelled on snow days and early dismissal days.

Interscholastic Athletics and Competitive Teams

The rules of the Missouri State High School Activities Association (MSHSAA), the St. Louis Suburban Public High School Athletic and Activities Association, and Jennings High School govern participation in athletics and competitive activities. Student athletes must also plan their high school academic program to meet the core requirements of the NCAA if they plan to participate in an NCAA-sanctioned activity after graduation from high school.

Missouri schools are not required to buy insurance or pay for medical expenses due to school related injuries. However, Jennings School District purchases a basic accident insurance policy as a public service to assist parents that may be without insurance or need to supplement family insurance plan deductibles or copays. The school policy will not provide 100% reimbursement for all medical expenses incurred. The school cannot assume responsibility for payment of medical expenses that are not covered by the school insurance policy.

Arrival/Dismissal-School Hours

Office Hours	Monday-Friday, 7:30 a.m. – 3:30 p.m.
Student Arrival	7:30 a.m. – 7:55 a.m. (breakfast available 7:30-7:55 a.m.)
School Hours	8:00 a.m. – 3 p.m. (students arriving after 8:05 a.m. are tardy)

School supervision is not provided before 7:30 a.m. or after 3:15 p.m. except for students involved in after-school activities or study under the supervision of a staff member.

Attendance/Absences

Please know that attendance is essential to a student's success in school. Staff members work closely with parents/guardians to achieve good student attendance. Parents should notify the school if their child is going to be absent. Messages may be left any time of day or night, seven-days-a-week, by calling the main office for the student's school.

Regular and prompt attendance is one of the most important keys to a student's academic success at school. Jennings complies with state laws regarding excessive student absences. Excessive tardiness or absences may be considered educational neglect or truancy and could result in school disciplinary action, intervention by school social workers or school resource officers, a referral to Children's Division, and/ or a referral to the Juvenile Court System.

Definitions Related to Absenteeism

The Missouri Department of Elementary and Secondary Education (DESE), for the purposes of school district accreditation, requires all districts to have 90 percent of students in attendance 90 percent of the school year, whether the absence is excused or unexcused. Referrals are made to Children's Division when a student accumulates an excess of 10 unexcused absences.

Excused Absence—Below are the **only times** a student's absence will be counted as excused:

- Illness/injury; death in the family; health/medical appointment; religious observance; legal situation; and/or participation in a valid educational opportunity and the parent provides documentation supporting the absence.

Unexcused Absence—When a parent does not provide documentation of the illness or injury, death in family, health/medical appointment, religious observance, legal situation and/or participation in a valid educational opportunity, such as a college visit, the absence will be counted as unexcused.

Truancy—Students who are absent from school:

- without the knowledge and consent of their parents and/or administration
- students who leave school during any session without the consent of the principal.

Chronic Truancy (Family Court)—A student who is absent from school without approval for a full day or more, part of a day, or all or part of a class on more than 10 occasions during a school year.

Tardies and Early Dismissals—Students who are tardy to school or leave early disrupt classroom procedures and lose educational time. Tardies and early dismissals will be documented. When tardies and early dismissals equal the time of a full school day, the student will be counted as absent for one full school day.

A student may attend/return to school if the student has a doctor's appointment during the school day.

Bicycles/Skateboards/In-Line Skates/Scooters

Students in grades 4-12 may ride bicycles to school. Elementary students must have their parent's/guardian's written permission and their principal's approval. Parents/guardians are encouraged to review safety practices with their child and to determine the safest route to and from school. Students are legally required to wear safety helmets when riding their bikes to school. Students should walk their bikes on school property, park their bikes in the bike rack and attach the bike to the rack with a safety lock. The school does not assume responsibility for damages, losses or theft of bikes and related equipment.

Skateboards, in-line skates, roller blades and scooters are not allowed on school property at any time. Any items brought to school must remain in the locker or principal's office.

Bullying

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

Cyberbullying

A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources only if it originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus

Cyberbullying (cont'd)

to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

Any act of cyberbullying is prohibited and will result in disciplinary action. Cyber bullying encompasses any of the already prohibited actions – such as bullying, discrimination or harassment – accomplished through electronic means. “Electronic means” – Include, but are not limited to, information and communication technologies such as social media, e-mail, voicemail, cell phone, text messaging, instant messaging (IM), direct messaging (DM), personal Web sites, Weblogs, and online personal polling Web sites. Examples of cyber bullying include: posting slurs, rumors, images or other disparaging remarks about a student or staff member on any Web site or Weblog; sending e-mail or instant messages that are harassing, threatening, and/or intimidating; taking and sending an unauthorized and unwanted photograph of a student or staff member.

Cyberbullying Training and Education

The district’s anti bullying coordinator will provide information and **mandatory** training design to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying. The district will provide **mandatory** education and information about bullying and this policy to students and parents every year at registration and any other times deemed necessary.

Both parents and students will be required to sign a declaration page acknowledging receipt and review of said policy. Mandatory education may include but is not limited to: review of this policy, registration videos, meetings, workshops, assemblies, presentations, curriculum nights and any other methods of dissemination. Unity Day will be observed in October, where all students participate by committing to signing that they will be bully-free.

Reporting Bullying and Cyberbullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying and cyberbullying, are encouraged to promptly report such incidents to a school employee or through the district approved reporting tool, to be received by both the building principal and district compliance officer. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee. The district compliance officer will receive all reports of bullying and cyberbullying.

Cafeteria/Breakfast/Lunch

Aramark Student Nutrition cafeterias offer students well-balanced, healthy meals that meet science-based, federal nutrition standards limiting saturated fat, age-appropriate portion size and requiring the right balance of fruits, vegetables, milk, grains, and meat/meat alternative. Students are offered fresh, canned, and/or frozen fruits and fresh and frozen vegetables, whole grains, salads, zero transfats, low-fat dairy items, 1 percent flavored and unflavored milk, and baked items rather than fried, and healthy cooking and preparation techniques. Meals are bundled as a unit and students must select full servings of at least three food items offered. Students must choose 1/2 cup of fruit or vegetable serving for lunch. Students may bring their lunch to school; however, drinks cannot be in glass bottles. Breakfast is served prior to the start of each school day at 7:15am – 7:45am.

The district’s wellness policy (EF) and practices apply to all foods and beverages available on campuses during the school day, which includes vending machines, school stores, classroom parties, celebrations, fundraisers, rewards, school events, and snacks. This does not include the daily healthy snacks provided by Aramark Food Service.

Menus are planned and meals are prepared and served by Aramark Student Nutrition. The department follows the guidelines of the National School Lunch Program and the National School Breakfast Program, based on the Healthy, Hunger-Free Kids Act of 2010.

Cafeteria Accounts

Each student has his/her own meal account. Students are issued a Personal Identification Number (PIN) that is entered at the cash register and the transaction is electronically connected to the student's meal account. Printable monthly menus are available on the district website.

Candy / Soda / Healthy Snacks

In the interest of good health and eating habits, parents are encouraged to limit candy and soda students bring to school for lunch. Students are not permitted to bring drinks to school in glass bottles. Eating and drinking are not allowed in the classrooms. In the interest of good health and eating habits, we want to ensure our parents that the Healthy Smart Snacks provided to our students meet the USDA nutrition standards.

CELEBRATIONS AND TREATS AT SCHOOL

Treats may only be brought to school for celebrations and parties with permission of the building administrator. All baked goods brought in which are not provided by Jennings School District/Aramark Food Service **MUST** be commercially prepared. No homemade baked goods can be served. All foods served must meet the regulations established in the Jennings School District **Student Allergies – Avoidance, Prevention and Response Policy** (JHCF) which includes providing a complete list of ingredients of all processed foods served or other items as identified. No products containing tree nuts or peanuts are allowed to be served.

CELL PHONES

At the start of the 2022-2023 school year, use of cell phones is prohibited during school hours – including lunch. This also includes all cell phone features such as text messaging, camera and video, Internet, etc. Students and staff have a right to privacy. It is never permissible for individuals (students, staff, and parents) to take photos or videos of others without their permission.

More serious infractions related to cell phone use would include:

- distributing or receiving confidential information such as test questions/answers (academic dishonesty).
- utilizing cell phones to make, distribute, or receive inappropriate, obscene, profane, lewd, or vulgar pictures or video.
- using cell phones to hurt, harass, attack or harm other people.

Jennings School District will launch the use of the Yondr system. Yondr is a secured pouch device that creates phone free spaces. The district is not responsible for lost, stolen or confiscated cell phones, computers, headphones or other technological devices brought to school, regardless of the reason behind why the device was at school.

Clinic

Jennings School District in partnership with the Washington University SPOT Clinic, offers a school-based health clinic with trained medical staff. The SPOT, which is located at Jennings Senior High School, provides medical services for students in grades 7-12 and case management/mental health for students grades 9-12. To make an appointment with The SPOT Clinic, please call 314-653-8188. For answers to general questions, please contact Ms. Chardial Samuel at 314-653-8141.

Conferences

Conferences between parents/guardians and teachers are extremely valuable to the overall educational process. Parent/guardian conferences are encouraged and can be arranged throughout the school year by contacting your child's teacher to arrange a mutually agreeable time. Scheduled conferences are held twice a year, during first and third quarter. All conference dates are posted on the district's website, www.jenningsk12.org.

Discipline

The district is strongly committed to maintaining a safe, positive and orderly environment that is highly conducive to learning. Good behavior and citizenship are encouraged, acknowledged and positively reinforced. Jennings

employees are expected to model and teach appropriate behavior and expectations. They also have the authority and responsibility to maintain discipline in the classroom, in areas throughout the school, on the bus and at school-sponsored events. School discipline policies are established and consistently enforced in accordance with Jennings policies and the Missouri Safe Schools Act. The Jennings School District cannot, by law, share how students are disciplined with people other than that student's parent or legal guardian. The Student Code of Conduct is included in this handbook beginning on page 22 and is available in school offices.

Dress Code

Jennings students are expected to come to school and any school activity dressed neatly in school uniforms that are appropriate for the weather and according to district policies. Parents must ensure students dress in a manner that does not affect their safety and welfare, that conforms to generally acceptable school dress, and is not disruptive or offensive. Parents are contacted if a student's dress is considered inappropriate for the school setting. Students repeatedly violating the dress code may be subject to disciplinary action.

Inappropriate school attire also includes attire that will disrupt the educational process, and those items of any organization associated with violence, drugs, intimidation or other criminal activity. Winter coats and hats are not to be worn in the classroom. Students are expected to store these items in designated areas or their assigned lockers. (See LOCKERS and Jennings Board of Education Policy JFC-A for more information).

Early Childhood Education

Jennings School District Early Childhood Education is a free program designed to help children in the Jennings School district grow socially, emotionally, physically and intellectually through developmentally appropriate activities. Classes are for children ages three to five years old.

Jennings School District Early Childhood Education offers full-day and half-day programs and Parents as Teachers services. Jennings School District Early Childhood Education program is accredited by the National Association for the Education of Young Children.

If you are interested in registering your child for the Jennings School District Early Childhood Education Program, please contact the Early Childhood Education Office at (314) 653-8084 to schedule an appointment.

Early Release from School

Middle and high school students must have parent permission to leave the school grounds at any time during the school day. An elementary student is not permitted to leave before the end of the day unless signed out in the school office by a parent or person designated on the student's emergency contact list. This person is required to show photo identification. Leaving school early is strongly discouraged except for unavoidable circumstances. Tardies and early releases are cumulative and accrue toward an absence.

Electronic Devices

Students are not permitted to use personal electronic devices, including cell phones, cameras, radios, hand-held video games, electronic games and stations, laser pointers, etc. during school hours. Students should not bring these items to school since they may be used only before or after school. Electronic devices may also interfere with essential school communication during an emergency. When students use such items during the school day, they may be taken from students and held in the office for parents to pick up later. Disciplinary action may also occur. The district is not responsible for lost, stolen or confiscated cell phones or other electronic devices brought to school, regardless of the reason behind why the device was at school.

Elevator Accessibility

Elevators are available in most of our buildings for those persons needing assistance due to disability, illness or injury. In cases of illness or injury, a doctor's note is required and should include the length of time the student will need access to the elevator. Please contact the building administrator for additional information.

Email/Voicemail

All Jennings teachers have voice and email access in their classrooms. Information, including staff names, voicemail numbers and email addresses, is provided to parents/guardians and is also available by contacting a school secretary.

Emergency Closings/Alternative Methods of Instruction Plan (AMI)

As of the 2020-2021 school year, Jennings School District will not be required to make up days when school buildings are closed due to unexpected short-term closures such as inclement weather, illness or utility outages. Instead, the district will implement an Alternative Methods of Instruction (AMI) Plan as guided by the superintendent discretion.

Jennings school buildings close due to severe weather or other emergencies only when it is necessary for the safety of students and staff. Every effort is made to keep schools in session to accommodate regular school and family schedules. All parents receive an automated telephone call informing them of any school closure. School closings are broadcasted on local television stations. Closure information is also available on the district website and social media.

When there is a short-term closure such as inclement weather, families will receive communication from the district letting you know that all students will learn virtually. Students will connect virtually with their teachers for live, real-time learning during school closures. Please note: the district will do its best to give families and staff a 24-hour advance notice of a school closure due to inclement weather.

Students should take home devices and other school supplies as needed if there is a potential for school closure due to inclement weather. Please see the schedules below:

After-school activities such as sports, clubs, scouts, extended learning classes, school-age child care and other community use of buildings are cancelled when school is cancelled.

Emergency Early Dismissal

Because of the inconvenience and hardship that unplanned early dismissals cause many families, school is dismissed early only when the well-being of students becomes an issue. Examples would be damage to the building from severe weather, equipment or utility failure or other emergency.

In preparation for the possibility of an early dismissal, parents should:

1. Keep emergency contact information at school up to date at all times.
2. Make arrangements for someone to care for children when they arrive home, or
3. Discuss with and arrange in advance for your child to go somewhere else if it is not feasible for them to go home.

Schools follow the procedures below to the extent possible:

- Issue a telephone message and email through the district's notification system.
- Post on social media, such as Facebook and Twitter.
- Announce early dismissals on television stations.
- If the early dismissal is district-wide, release of middle school students is first, followed by high school students and then elementary students so they arrive home as close as practical to their regular time.
- Release students only to persons listed on the students' emergency contact list.

After-school activities such as sports, clubs, scouts, extended learning classes, school-age child care and other community use of buildings are cancelled when school is cancelled.

Emergency Preparedness

The district has an Emergency Readiness & Contingency Plan that is activated to protect students, staff and visitors in the event of an emergency or disaster. This inclusive plan is based on state and federal best practices and utilizes a multi-hazard approach to emergency planning.

Routine emergency drills are conducted to familiarize students and staff with their role and responsibilities during an emergency. Training and drills prepare students to execute facility evacuation, severe weather shelter and emergency lockdown safety procedures.

End-of-Course

At the high school level, end-of-course examinations in Algebra, English II, Biology, Government and Personal Finance are mandated by the state.

ACCESS for English Learners

The state required yearly language assessments for all students identified as English Learners is given on an annual basis to measure English language development in listening, speaking, reading and writing in content areas.

ENGLISH LANGUAGE LEARNERS (ELL) / ENGLISH AS A SECOND LANGUAGE (ESL)

An English Language Learners (ELL) program of specialized instruction and assistance is available for students whose native language is not English. Students are assessed to determine their level of English proficiency. More information for ELL students can be obtained from the school principal.

EVERY STUDENT SUCCEEDS ACT (ESSA)

The Jennings School District fully complies with the federal Every Student Succeeds Act (ESSA) of 2015. More information about ESSA is available at www.ed.gov/essa. Additional information is included in the Parents Right to Know Notice and the Standard Complaint Resolution Procedure included in this handbook (See page 29).

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Student information and records are regulated by the Federal Family Educational Rights and Privacy Act. Jennings School District adheres to stringent guidelines to protect private information of all students.

Field Trips

Field trips enrich instruction and help introduce or conclude a unit of study. Students must have a permission slip and liability waivers signed by a parent/guardian to go on a field trip. For the safety of students, verbal permission is not permissible. In situations where the safety of a student is in question due to the nature of the field trip or prior behavior by the student, 504 & IEP teams will determine if the student should or should not attend. If the student is not under a 504 or IEP, the building principal will determine whether the student will participate. Parents must contact the school nurse if any medications are to accompany their student on the trip. Adult volunteers that assist with field trips must complete a Volunteer Application before participating. See VOLUNTEERS on the district website under the federal program tab more information.

Forwarding Records

Families who plan to move out of the Jennings District should notify a school secretary as soon as possible. Official student records are forwarded upon written request from the new school. If the child is under 17 and a request from the new school is not received within five to 10 business days, a call to Children's Division may occur to report educational neglect.

FUNDRAISING / COMMUNITY SERVICE PROJECTS

Fundraising

Students participate in fundraising activities each year. These projects are coordinated by the school parent-teacher organization, activity director, athletic director or other district employee, and must have approval of the principal and superintendent of schools. Jennings School District cannot assume responsibility for lost or stolen fundraising items or money.

Community Service Projects

Jennings students have a long history of helping others through community service projects. Students participate in school-wide and classroom service projects that help community, state or national organizations such as the American Red Cross, the Boy Scouts of America, and MODOT Adopt-A-Highway Program. Community service projects are a vital part of the district's commitment to teaching its students to be good citizens.

Graduation Requirements (Jennings Senior High School)

Jennings High School seniors must complete 24 credits in order to graduate. The Missouri Department of Elementary and Secondary Education requires 24 credits for graduation.

Hearing

Students are sent to a hearing by the building administrator for major disciplinary infractions that may require more than 10 days of suspension out of school. When suspended for 10 days with a superintendent's hearing, an office professional from Jennings School District will contact you to set a time for your family (parent(s) and student) to meet with the Hearing Officer or his/her designee. During the hearing, the school administrator and student each present an account of the event that led to the suspension to the Hearing Officer or his/her designee. A hearing outcome ranges from the student returning to school under a contract to additional days of out-of-school suspension (up to 180 days). Families are required to attend the student's hearing at the time designated by the office professional. A delay in attending the hearing may cause a delay in the child's return to school including a rendering of final decision in an absence.

Home-School Communication

District Website (www.jenningsk12.org) Jennings' website is a great resource for parents and students. In addition to the district site, each school has its own site that features photos, school events and a school calendar. Use your laptop, tablet, smart phone or any mobile device to quickly find whatever you're looking for. Can't find something? Use the search tool in the lower right corner. No matter what page you're on or how far down you scroll, the main drop-down links stay with you for quick and easy access.

Parent Portal

The Parent Portal on the TylerSIS platform is an Internet-based, real-time program allowing parents/guardians to view their child's attendance, grades, classwork, schedule, transcripts and credits and teacher email addresses. Parent Portal is also used to communicate other important academic and student information including homework assignments. Lastly, parents/guardians can access and pay fines using the parent portal.

Notification System

Keeping parents informed is a top priority of the Jennings School District because we know good communication is important to our families. The district utilizes the School Reach rapid notification system that allows us to send telephone, email and text messages to you providing important information about school events or emergencies.

The School Reach system notifies families of school delays or cancellations due to inclement weather and reminds parents and students about various events, including report card distribution, open houses, field trips and more. In the event of an emergency at school, parents can have peace of mind knowing they are informed immediately by phone or email. The successful delivery of information is dependent upon accurate contact information for each student, so please

Notification System (cont'd)

make certain the most current phone numbers are on file at the school at all times. If contact information changes during the year, please let your school secretary know immediately.

Homework

Students will receive homework assignments as an important extension of the learning that takes place at school. Homework provides opportunities for independent study, research and creative thinking. Properly designed, homework also helps students develop responsibility, independence and time management skills. Students should expect to have homework most evenings. Parents can help their children by arranging a quiet, comfortable place to work and ensuring assignments are completed and returned to school on time.

Parents are encouraged to contact teachers and check platforms such as Tyler Parent Portal or Class Dojo to make sure their child is current with assignments. If a child is absent, parents should contact the school secretary, preferably early in the morning, to request and make arrangements to pick up homework. Homework can also be sent home with a sibling.

Identification Cards

As part of the district's safety program, all middle and high school students and district employees are required to wear an identification card (ID) while on school premises. Cards are issued to students at the beginning of the school year. Students also use their ID's to access their cafeteria accounts and check out school library books. Students are responsible for reporting lost or damaged ID cards to the school office, which replaces them for a small fee. Students are subject to disciplinary consequences for not wearing their ID cards or for refusing to allow a staff member to check the ID or surrender it upon request.

Illness

Regular attendance is strongly encouraged; however, children should not come to school if they have any of the following symptoms:

- 99 degrees or higher fever in the previous 24 hours
- vomiting
- diarrhea
- unidentified, weeping and/or rapidly spreading skin rashes
- symptoms of COVID-19

Parents are asked to call the school to report any student absence due to illness. In most cases students may return to school after 24 hours of antibiotic therapy. Contact your school nurse if you have questions.

IMMUNIZATIONS / PHYSICAL EXAMS / DENTAL / VISION / HEARING / INSURANCE

Immunizations

Missouri laws require all children to have up-to-date immunizations to attend school. Documentation of either proof of immunizations, medical exemption or state issued religious exemption must be on file with the school nurse according to Missouri Department of Health and Senior Services requirements.

Physical Examinations (Student/Interscholastic Athletics)

Students are strongly encouraged to have a physical examination before entering kindergarten, third, sixth and ninth grades and provide proof of the exam, which is kept by the school nurse. Students new to the district should have an examination prior to their first day in school.

Annual physical examinations are required for participation in high school athletics, marching band, cheerleading and powder-puff activities. A record of the exam must be submitted to the coach/sponsor prior to the first practice.

Missouri State High School Athletic Association (MSHSA) guidelines require students to have proof of medical insurance coverage to participate in the activities listed above. Participation in the football program requires a

specific rider covering football. Students must attend a specified number of practices before playing in an interscholastic game.

To participate in competitive sports at the high school, students must also complete an interscholastic consent form. Physical exams must clearly state students are cleared for participation in “all competitive sports.” Both forms are available from the High School Activities Office. Examinations obtained after Feb. 1 are valid for the next school year.

Dental

Parents/guardians are encouraged to include regular dental examinations as a part of their child’s ongoing healthcare program. Jennings School District has partnered with the Gateway to Oral Health Foundation mobile services to make obtaining dental care for students more convenient. Please contact your school nurse for more information.

Vision and Hearing Screenings

Vision and hearing screenings are administered to students each year as recommended by the Missouri Department of Health and Senior Services.

Insurance

The district is not generally held legally liable for accidental injuries sustained by students while at school or participating in school-related activities. High school students must provide medical insurance information to participate in competitive athletic activities, interscholastic activities, open gyms, etc. Individuals participating in the school-sponsored football program must have a specific rider covering football. (See IMMUNIZATIONS/PHYSICAL EXAMS)

Missouri schools are not required to buy insurance or pay for medical expenses due to school related injuries. However, the School District purchases a basic accident insurance policy as a public service to assist parents that may be without insurance or need to supplement family insurance plan deductibles or copays. The school policy will not provide 100% reimbursement for all medical expenses incurred. The school cannot assume responsibility for payment of medical expenses that are not covered by the school insurance policy.

Internet Access

The Internet is an important resource for the district’s academic program. Teaching students proper and safe usage of the Internet is also a basic and vital part of the district’s technology program. Parents are required to give written permission before their children are allowed access to the Internet. Students and their parents must also sign an acceptable use policy before the student is permitted to use the Internet. Students who violate the terms of this agreement may have their Internet privileges revoked and be subject to disciplinary action. The district operates filtering software to assist in providing appropriate content to students.

LIBRARIES / MEDIA CENTERS

As part of the district’s ongoing commitment to technology, all Jennings libraries/media centers have access to the Internet. A full-time librarian/library-aide provides instruction in research, reference and technology skills. Each library features reading areas and boasts a wide assortment of books, magazines and STEM materials featuring a variety of topics specially selected for students of all reading levels and interests. Students may check out books to read at home or at school. Lost or damaged books are subject to full replacement costs.

Lockers

Lockers are provided to middle and high school students to assist them in securing books, coats, hats and other personal items while at school. Lockers are the property of the Jennings School District and the district retains the right to inspect a locker at any time.

- Lockers are not shared by students.

Lockers (cont'd)

- Padlock combinations are not shared with other students.
- Students are responsible for keeping lockers clean and neat with no stickers, decals, tape or other items that could damage the locker.
- Always check to make sure padlock is secure before leaving locker.

Media Releases

As a means of sharing information with the community, residents and parents, the Jennings School District actively works with the media to publish or broadcast stories and photos. School events, classroom projects, academic programs and student and staff accomplishments are often featured in newspapers and magazines, on television and radio and on district sponsored social media. Parents/guardians who do not want their student's name or photo included in these types of promotional activities must notify the school in writing and indicate their choice on the district enrollment form.

Directory Information

The high school is required to provide directory information to branches of the armed services each year. Parents/guardians can elect not to have this information released by notifying the school as per the Family Education Rights and Privacy Act (FERPA).

Medicine at School

Parents/guardians are strongly encouraged to give medication to children at home if at all possible. However, if medication is required during school hours, please contact the school nurse or other school personnel and provide the following information:

Medications Administered at School

Medication will be administered at school only with written physician and parent permission. This includes prescription as well as over-the-counter medications. All medication must be delivered to and from school by a parent/guardian or person designated responsible by the parent/guardian. Student's transporting medication to and from school is strongly discouraged. With the exception of certain Emergency Medications, students are not allowed to self-medicate at school.

For medication to be administered at school, the following must occur:

Physician completed medication form, which may be obtained from the school nurse. This form must also be signed by the parent/guardian. Physician and Parent/Guardian signature is required for any prescription, as well as over-the counter medication, to be administered at school.

- Over-the-counter medication **MUST** be in the original container with dosing and prescribing information.
- Prescription medication must be in the original prescription bottle or container indicating the following:
 - Child's name
 - Date prescribed/bottle must be current prescription
 - Name of medication and purpose if medication is used "as needed"
 - Time, frequency and manner administered
 - Dosage
 - Side effects and emergency instructions, if appropriate

The first dose of any new medication will not be administered by school personnel.

Self-Administration of Medication

A physician may recommend that an individual student with a chronic health condition, such as asthma or other potentially life threatening illness, assume responsibility for his/her own medication as prescribed by the physician. The school will permit such a student to self-administer medication for a school year as prescribed by the physician provided that:

- A physician certifies in writing that the student has asthma or other potentially life-threatening illness, is

capable of and has been instructed in the proper method of self-administering the medication and has been informed of the dangers of permitting others to use the student's medication.

- The parent provides the school with written authorization for self-administration of the medication, a written history of the student's experiences with the illness and a plan of action for addressing any emergency situations that could reasonably be anticipated as a consequence of administering the medication and having the illness.
- A student's IEP or 504 may provide for a student to self-administer. In such cases, the school reserves the option also to require approval by a licensed health-care provider.

Neither the district nor its personnel shall incur liability due to adverse effects of medication administered as authorized by the parent and/or physician.

Personal Property/Money/Valuables

Personal Property

To prevent loss, all items (coats, shoes, backpacks, etc.) should be marked with the student's name. A lost-and-found box is maintained at each school for lost personal property. Jennings School District does not assume responsibility for lost or stolen items.

Money/Valuables

Students should bring only as much money to school as is necessary for school-related functions. Valuable items such as jewelry, collectibles, heirlooms, electronic devices, etc. should not be brought to school since the school cannot be responsible for lost, damaged or stolen items.

PHOTOGRAPHS

As a service to parents, each year the school arranges for a commercial photographer to take individual student photos. Photo packages are available for families to purchase. Purchasing photographs is strictly optional.

REPORT CARDS / PROGRESS REPORTS

Student learning is monitored in the Jennings School District in many ways. Teachers communicate with parents during the school year to report both academic accomplishments and concerns. Please contact your child's teacher or the school principal at any time regarding academic progress.

Report Cards / Grading System

Report cards are provided to parents at the end of each semester at the elementary level. Parents receive first and third quarter report cards during parent-teacher conferences; and the second and fourth quarter report cards are emailed home.

Elementary report cards for Pre-K, Kg, and 1st grade use standards based indicators rather than letter grades. Students in grades 2nd-6th use both standards based indicators and letter grades based on mastery towards grade level academic standards. Lastly, middle and high school report cards use the letter grades to indicate academic progress.

Progress Reports

Progress reports are sent to parents/guardians of elementary and middle school students at mid-quarter if a student is performing significantly below his/her abilities or below expectations. Jennings High School issues quarterly progress reports. Teachers are encouraged to provide progress reports if a student shows significant improvement in the classroom. Parents can also access their child's academic progress through Tyler Parent Portal.

Security Officers - District and School Resource

District Security Officers (DSOs) contribute to and increase the overall security of the schools in a number of ways. In addition to being a liaison between the schools and law enforcement and being available for emergencies, the DSOs contribute to the curricular and co-curricular programs and activities. They make classroom presentations, serve as consultants to administrators, assist with drug and alcohol awareness, help with safety planning, traffic and parking issues, personal safety, violence prevention and other issues. The Jennings School District, in conjunction with the St. Louis County Police Department will also assign School Resource Officers (SRO) to Jennings buildings.

Sexual Harassment Under Title IX

The Jennings School District does not discriminate on the basis of sex in its education programs and activities, including employment and admissions, as required by Title IX of the Education Amendments of 1972 (Title IX). All forms of sex-based discrimination are prohibited in the district, but this policy focuses exclusively on sexual harassment as defined in Title IX that occurs within the education programs and activities of the district. However, the district will respond promptly to investigate and address any report or complaint of sexual harassment.

For more information, view District Policy ACA – Sexual Harassment Under Title IX, which includes grievance procedures.

Inquiries should be directed to the Title IX Compliance Coordinator below:

Dr. Vernice Hicks-Prophet
Assistant Superintendent/Federal Programs
2559 Dorwood Drive
Jennings, MO 63136

Any person who is unable to resolve a grievance arising under Title IX addressed in District Policy AC may contact the Office for Civil Rights, Region VII, One Petticoat Lane 1010 Walnut Street, Suite 320, Kansas City, MO 64106; telephone (816) 268-0550; email OCR.KansasCity@ed.gov.

SMOKE-FREE / TOBACCO-FREE CAMPUSES

All Jennings school buildings and grounds are designated smoke-free and tobacco-free. Staff, parents and visitors are reminded that smoking or use of tobacco products, including electronic products, is not permitted on school property at any time while visiting students or during school-sponsored field trips or activities.

Special Education Services

In cooperation with the Jennings School District, the Special School District of St. Louis County (SSD) is responsible for providing instruction and services to students with disabilities. To receive services, students must qualify under the provisions of the Individuals with Disabilities Act (IDEA). Disabilities include but are not limited to learning disabilities, speech and language impairments, physical disabilities, emotional handicaps and sight and hearing losses. In most cases, SSD teachers and specialists provide services in the student's home school setting and work in close partnership with the Jennings staff.

Either parents/guardians or teachers may initiate a request for services, which is followed by interventions and testing to determine whether an evaluation for services is warranted. If parents/guardians have questions about services, they may contact their child's teacher, counselor or building principal.

The Jennings liaison and SSD director for special education, Ms. Shinita Jones, can also be reached at (314) 989-8133. Questions about transportation provided by SSD should be directed to (314) 989-8160.

Student / Parent Rights (PPRA)

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors (“eligible student”) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes and certain physical exams. The full provisions of the PPRA are included in this handbook.

Student Records

Student records are maintained in the principal’s office. They may be reviewed by parents/guardians and by educational staff with a need to know. All student records, except for directory information, are confidential. Records and information from records are not released unless the parent/guardian completes a permission form, which authorizes release of information as designated, and except to other schools and agencies as required by law. Parents/guardians may insert statements into school records in instances where they do not agree with the records.

Technology / Learning Devices/ Internet

At the start of the 2022-2023 school year, all Jennings K-12 students will be given a tablet (grades K-1) or Chromebook (grades 2-12). The district also will make Wi-Fi available to students who need it so they can engage in their learning, complete assignments and tests, and communicate with our teachers, counselors and their own peers while they are working virtually. You will find the districts complete student Chromebook use and fee structure on pages 33 and 34.

Computers and other technology resources are an integral part of the district’s curriculum and students must meet specific skill requirements for each grade. All district computers have access to the Internet for research and instructional purposes only. For help with Google accounts for all grades, as well as support for devices issued to students please contact the main office.

Internet

The Internet is an important resource for the district’s academic program. Teaching students proper and safe usage of the Internet is also a basic and vital part of the district’s technology program. Parents are required to give written permission before their children are allowed access to the Internet. Students and their parents must also sign an acceptable use policy before the student is permitted to use the Internet. Students who violate the terms of this agreement may have their Internet privileges revoked and be subject to disciplinary action. The district operates filtering software to assist in providing appropriate content to students.

Testing

The Jennings District administers a broad range of assessment tools to monitor student progress in addition to the state-mandated Missouri Assessment Program (MAP). Exams are administered as ongoing diagnostic and instructional tools to measure instruction and learning as well as for screening purposes. In addition to formal testing measures, students are assessed through innumerable informal daily exchanges between teacher and student, screening programs, curriculum unit tests, portfolios of student work and the assignment of numerical and letter grades for coursework, as well as by standards-based reporting that constitutes a cumulative academic record for each student.

Grade Level Assessments

Grade Level Assessments, developed by the state of Missouri, are mandated at grades 3-8 in English Language Arts, Mathematics and Science (grades 5 and 8). The results indicate how well students have achieved according to levels established by the state rather than in comparison to other students nationwide.

TEXTBOOKS / OTHER MATERIALS

Students are entitled to the free use of resource materials to support learning. Books and other non-consumable materials distributed to students must be returned in good condition at the end of the school year.

VIRTUAL LEARNING / JENNINGS VIRTUAL ACADEMY

Jennings offers a full-virtual learning option for a limited number of students in grades K-12. It is a comprehensive online program that provides the support, learning devices and services students need to succeed. All classes are taught by certified Jennings educators. Spaces are limited and not every student who has applied will qualify for the virtual program. For more information, contact the Jennings School District Central Administration Building at 314-653-8000.

Visitors

Parents are welcome at school and are encouraged to visit. Upon entering the building, parents are required to report to the school office, sign in and obtain a visitor's badge. The safety and security of all Jennings students and staff members is the district's top priority. During the school day all exterior doors, including main entrances, are locked. All Jennings schools have a video intercom system at each main entrance.

To enter the school during the day, please push the button on the video intercom system. A member of the school's office staff will greet you and ask you for your name and additional information. Visitors will then be "buzzed in" and the door will be unlocked. Visitors will report directly to the front desk near the main entrance and you will be asked to provide identification to receive a temporary visitor's badge. You must affix your visitor's pass so that it is visible. If necessary, you will be escorted by a member of the office staff to the classroom or other location in the building. Please do not be offended if a staff member asks to see your visitor badge.

As a courtesy to the teacher, parents are asked to contact their child's teacher and/or building administrator before a classroom visit, especially to observe your child. At no point while observing your child is a parent permitted to observe, take notes, record the actions of, or discuss the behaviors of other children in the classroom. Such behavior by the parent could be deemed as violating the privacy rights of that student and may have actionable consequences by local law enforcement agents.

If a parent wishes to confer with a teacher, the parent is asked to schedule an appointment at a time that does not interfere with the teacher's classroom instructional schedule. Many parents enjoy eating lunch with their child during a visit to school. Please check with the teacher or office for scheduled lunch periods.

Visits by school-age students, including relatives and friends of Jennings students, are not permitted, except for those scheduled for educational purposes and approved by an administrator (such as new students enrolling and touring the building). Students are also not permitted to bring babies or young children to school during school hours.

At no time is the use of cell phones or other electronic devices allowed to capture images or voices of students or staff while visiting.

Volunteers

As part of the district's ongoing efforts to ensure student safety, all volunteers in the Jennings School District must complete a Volunteer Application Form. Background checks are completed annually for anyone where the potential exists for the individual to be alone with children.

The Jennings School District reserves the right to refuse a volunteer from serving in a position based on the results of the background check if it is in the best interest of the students and school. Volunteers are expected to follow all Jennings Board of Education and building policies and procedures, including confidentiality of student information.

The Volunteer Application form can be found by going to www.jenningsk12.org and clicking on the Quick Links tab and selecting "Volunteers."

When you have completed the Volunteer Application, take it to the school or building in which you wish to volunteer. The form will be processed by Jennings' Human Resources office and results take approximately two weeks. **Please**

Volunteers (cont'd)

note: During the peak season (August-November), the process can take longer. **Volunteer background checks are only good for one year. Background checks are completed annually.**

WITHDRAWALS FROM SCHOOLS/ FORWARDING RECORDS

Families who plan to move out of the Jennings District should notify a school secretary as soon as possible. Official student records are forwarded upon written request from the new school. If the child is under 17 and a request from the new school is not received within 5 to 10 business days, a call to Children's Division may occur to report educational neglect.

Student Code of Conduct





2022-2023 Student Code of Conduct

Jennings School District • 2559 Dorwood Drive Jennings, MO 63136 • Phone: (314) 653-8000 Fax: (314) 653-8030

Dear Parent(s) & Students:

The Jennings School District Board of Education is committed to success for all students by supporting a school climate that is safe and conducive to a positive teaching-learning environment. The Board of Education expects all students of the Jennings School District to acquire the knowledge, skills, abilities and attitudes to become productive citizens and lifelong learners in a changing global society. Our goal is to see that every student is successful in post-secondary education as well as the workplace after graduation. Since school is the student's workplace, we establish this code of conduct and dress code that models that of most workplaces. Our families are to review together the behavioral expectations and consequences that will help ensure that Jennings students have a productive, safe environment that promotes learning.

Individual schools may have additional guidelines that speak more directly to the organization and expectations of a particular school. Building principals will distribute this information to parent(s), students and their families at the beginning of the school year. Parents/guardians are asked to sign a form indicating they have received and read a copy of the current Student Code of Conduct. Discipline will be fairly and consistently applied based on the standards listed in this document.

If you have questions after reading the Student Code of Conduct, you are encouraged to contact the building principal.

Dr. Paula D. Knight
Superintendent

Student Discipline

The Board of Education has approved a student code of conduct policy to provide the conditions for student success because it believes that education can only progress when high expectations for student behavior match the high expectations for student achievement.

The Jennings Board of Education expects every student to:

- ◆ Comply with district policies and rules made by local schools.
- ◆ Respect and obey all school district employees.
- ◆ Be prompt and regular in attendance equipped with the necessary books, paper and other school supplies.
- ◆ Meet classroom standards of behavior and performance.
- ◆ Maintain appropriate habits of communication, dress and personal cleanliness.
- ◆ Cooperate with students who have been given special responsibilities.
- ◆ Respect the dignity, rights and property of others and avoid any activity that may endanger the health and safety of others.
- ◆ Assume responsibility for the care of school property.
- ◆ Accept the consequences of his or her actions.

Student Dress Code:

The Jennings School District expects students to dress for success. The way a student dresses affects student attitude and behavior. We encourage our students to model the dress of post-secondary and professional life.

Students are not permitted to wear:

- ◆ Any type of headgear or covering (hats, sweatbands, bandanas, scarves, wave caps, hoods, bonnets, ski mask, etc.) These items are not to be carried around school.
- ◆ Any article of clothing displaying obscene or inappropriate printing (i.e., alcohol, tobacco, drugs, weapons, harassing, obscene, vulgar, lewd or prejudice) either explicit or implied.
- ◆ Tops that are too revealing--no bare midriff or cleavage.
- ◆ Pajamas.
- ◆ Decorative jewelry that is inappropriate or dangerous (i.e., sunglasses, dog collars, chains, spiked bracelets, medallions, wristbands.)
- ◆ Clothing which sags. The waistband of the

pants, shorts, skirts or jeans must be secured at or above the waist.

- ◆ Any see through clothing which shows underwear or undergarments.
- ◆ Clothing, jewelry, emblems, badges, symbols, signs or other things which are evidence of membership or affiliation in any gang. A "gang" is defined in this policy as any group of two or more persons whose purposes include the commission of illegal acts or disruptive behavior.
- ◆ Shirts falling below the student's fingertips. Any shirt including jerseys and sweaters that falls below the fingertips must be TUCKED in at the waist.
- ◆ Coats in the building. Sweat jackets, jean jackets, light jackets, sweaters and hoodies are acceptable but must be in compliance with shirt length.
- ◆ Any clothing that is distracting or disruptive to the learning environment and school climate.
- ◆ Short skirts or shorts. All shorts, skirt and dress lengths may be no shorter than the length of the student's fingertips when their arms are placed at their side.
- ◆ House shoes, Crocs, slides, flip-flops, bare or sock feet. Appropriate footwear must be worn at all times.
- ◆ The following items are not to be worn alone:
 - Tube tops, spaghetti straps, tank tops (if the shoulder straps are less than three fingers wide), cut-offs, midriff shirts/blouses, muscle shirts.
 - Tights, spandex or leggings. These items must be worn with other clothing that adheres to short/skirt/dress length requirements.
 - See-through clothing including but not limited to tops, sleeves, legs and backs.

The final decision regarding the appropriateness of clothing and apparel will be at the discretion of the school administrator. Individual buildings may have additional restrictions as deemed necessary.

Any violation of the dress code will fall under the ramifications of the Jennings School District Student Code of Conduct.

(Parents/guardians are asked to sign a form indicating they have received and read a copy of the current Student Code of Conduct. Discipline will be fairly and consistently applied based on the standards listed below.)

The Schools' Authority:

The Jennings School District is committed to

providing a non-violent and drug-free learning environment. The Jennings School District has the authority under Section 171.011, RSMo to control student conduct that disrupts the good order and discipline in its schools, or conduct that may harm the morale or good behavior of students. Once the school district is notified of a violation of certain provisions of the Missouri Safe Schools Act, students may be subject to disciplinary action regardless of when or where the violation occurred. When necessary, any employee of the district may engage in reasonable physical restraint of students to maintain orderly student conduct. Staff members and parents of the Jennings School District have the mutual responsibility of ensuring an appropriate education for each student and modeling appropriate behavior. Parent/staff conferences and other interactions shall be conducted in a civil manner. Any conference or communication that degenerates into verbal abuse (i.e. profanity, obscenity, shouting, etc.) or threats will not be tolerated and shall be ended immediately and reported to appropriate authorities (i.e. district administration, security and/or police.) Persistent adult disruptions to the educational process may result in the issuance of a no trespassing letter to the disruptive party.

The Jennings Student Code of Conduct separates student misconduct into two categories: Type I Behavior is considered serious misconduct, and Type II Behavior is less serious, but still disruptive and unacceptable.

Students may not commit Type I or Type II Behaviors on the school property before, during or after school, at any other time when the building/property is being used by a school community group, or off school grounds at a school activity or function. In addition, students may not commit Type I or Type II Behaviors coming to or from school or school functions. Students may also be disciplined for misconduct occurring off school grounds that affects the school discipline or the general safety and welfare of students and staff.

The schools' authority extends to student possessions kept in their automobiles while parked on school property. Any vehicle driven by a Jennings School District student entering school property is subject to search by school authorities. Such search may be conducted without a warrant and upon reasonable suspicion or for any other reasonable purpose and in a reasonable manner. Desks and lockers are the property of the district and searches may be done at the discretion of building administrators. All staff members have the authority and responsibility to maintain appropriate student conduct.

TYPE I BEHAVIOR

Type I Behavior is student misconduct that

is serious enough to result in a superintendent's suspension of up to 180 school days or an expulsion. In addition to the Standards enumerated below, Type I Behavior may also include certain charges and convictions in either adult or juvenile court with one of the following:

- ◆ First or second degree murder under §§ 565.020, .021, RSMo.
- ◆ Voluntary or involuntary manslaughter under §§ 565.023, .024, RSMo.
- ◆ Kidnapping under § 565.110, RSMo.
- ◆ First, second, or third degree assault under §§ 565.050, .060, .070, RSMo.
- ◆ Rape in the first or second degree under §§ 566.030, .031, RSMo.
- ◆ Sodomy in the first or second degree under §§ 566.060, .061, RSMo.
- ◆ Burglary in the first degree or second degree under §§ 569.160, .170, RSMo.
- ◆ Robbery in the first degree under § 569.020 RSMo.
- ◆ The possession of a weapon under chapter 571, RSMo.
- ◆ Distribution of drugs or distribution of drugs to a minor under §§ 195.211, .212, RSMo.
- ◆ Arson in the first degree under § 569.040, RSMo.
- ◆ Felonious restraint under § 565.120, RSMo.
- ◆ Property damage in the first degree under § 569.100, RSMo.
- ◆ Child molestation in the first degree pursuant to § 566.067, RSMo.
- ◆ Sexual misconduct involving a child pursuant to § 566.083, RSMo.
- ◆ Sexual abuse in the first or second degree pursuant to § 566.100, RSMo.
- ◆ Harassment under § 565.090, RSMo.
- ◆ Stalking under § 565.225, RSMo.

For purposes of the Missouri Safe Schools Act and the district's Student Code of Conduct policy, "Charged" means that an indictment or information has been filed in an adult proceeding or a petition has been filed in juvenile court. Although a hearing is not required by statute for mandatory exclusions under the Safe School Acts, the district may elect to conduct a hearing regarding the existence of the charges or petition. Special rules may apply to a student with a disability who has been charged with or convicted of the offenses identified above.

In addition to the offenses identified above which typically result in a mandatory exclusion, Missouri law also permits school districts to suspend a student who has--as an adult--been charged with, convicted of or pled guilty to a felony that is not listed above. When a student is suspended as a result of the student being charged with, convicted of or having entered a plea of guilty to a felony not listed above, a hearing

before the Board of Education is required under Section 167.161 of the Missouri Revised Statutes to remove the student from school.

In addition, the **student may be reassigned by the superintendent** to another school in the district after the suspension. Type I Behavior includes student conduct that violates the following standards:

STANDARD 1 - Disruption of School

A student may not cause the disruption or obstruction of the function of school by the use of racial insults, violence, force, noise, coercion, threats, intimidation, passive resistance, extortion, trespassing or any other conduct that may result in disruption.

A student may not encourage other students to engage in the conduct described above.

When done for the purpose of disrupting or obstructing the function of school, the following list is not all inclusive but represents the kinds of offenses that are considered disruptive:

- ◆ Occupying any or part of school buildings, grounds or school-sponsored transportation with the intent of obstructing others regarding its use.
- ◆ Blocking the entrance or exit of any school building, corridor or room with the intent of obstructing others with respect to entering, exiting or using the space.
- ◆ Promoting or participating in any gang-related behavior. Students are also prohibited from displaying or wearing any secret organization or gang logos that the school deems disruptive.
- ◆ Preventing or attempting to prevent or impede by a physical act the function of any school official, class, activity, meeting or assembly.
- ◆ Blocking normal pedestrian or vehicular traffic on school grounds without the direct instruction of the principal.
- ◆ Continuously making noise or acting in any manner that would prevent school personnel from fulfilling their responsibilities.
- ◆ Intentionally making proven false accusations against staff members or students.

STANDARD 2 - Damage to School Property

A student may not willfully cause or attempt to cause damage to district property (including setting fire to, substantially damaging or defacing the school or its property) or the property of others at school or at a school activity. Repeated minor damage to school or personal property may be the basis for a superintendent's suspension or expulsion. Restitution for and/or replacement of property may be sought under Missouri law for any damage caused in violation of this Standard. (Police notification required.)

STANDARD 3 - Theft of School Property, Personal Property and Possession of Sto-

len Property

A student may not steal or attempt to steal the property of the district or of others. A student may not receive or possess property stolen from the district, an employee, a student or others who are present on school property or who are present at school activities whether on or away from school property. Restitution or replacement of any stolen property may be sought under Missouri state law. (Police notification required.)

STANDARD 4 - Threats, Fighting, Assault and Battery, Attending Fights

The Jennings School District has established a policy of zero tolerance towards violence. A student may not threaten anyone. A student may not make a false statement regarding the possession or location of an explosive or arson materials of any kind. A student may not report a fire or activate a fire alarm system when no fire exists. A student may not cause, attempt to cause or behave in a way that could cause physical injury to another student, a school employee, or any other person; this includes fighting. Students shall not go towards or attend a fight. Acts of violence will be dealt with by excluding students from school according to the Student Code of Conduct and reporting the incident to the police.

Acts of violence covered as both Type I and Type II Behavior reflect the varying ages of our students, their capacity for mature judgment, their size, their motivations for violence and the intensity of the violence. Any or all of these factors may elevate a Type II act of violence into a Type I act of violence. (Police notification required.)

STANDARD 5 - Weapons and Dangerous Instruments

A student may not possess, transmit or handle a firearm, knife, ammunition or other weapons including but not limited to chemical irritants or use any object in a manner that causes it to be capable of injuring another person. A student may not possess, fire, display or threaten use of firearms, explosives or other weapons on school grounds or at school events. This policy also prohibits the possession of BB guns, pellet guns, Tasers, or anything that looks like a gun, knife or other weapon.

Unless the superintendent deems otherwise, expulsion proceedings will be initiated for any student in possession of a firearm. (Police notification required.)

STANDARD 6 - Controlled Substances

A student may not possess, use, circulate, transfer, distribute, consume or be under the influence of any controlled substances, prescription medications (except as specifically permitted by Board Policy JHCD--Administration of Medications to Students),

over the counter medications, imitation controlled substances*, chemical substances or intoxicants of any kind.

** An imitation controlled substance is one that is not a controlled substance as defined by Missouri state law, but by appearance (shape, color, size, markings) or representations made, reasonably resembles a controlled substance.*

The possession, transfer, distribution, consumption, use or sale of drugs (including all substances identified under the first paragraph of Standard 6), alcohol and drug paraphernalia on school property or at school-sponsored activities is expressly prohibited. This standard does not apply to use of a drug that has been authorized by a medical prescription from a registered physician as long as the student complies with the district policy regarding administration of medication to students. Any student violating this policy may be suspended from school for up to 180 days or expelled. If the student successfully completes a drug education or rehabilitation program approved by the district, a portion of the suspension may be held in abeyance. This option is only available to first time offenders. (Police notification required.)

STANDARD 7 - Harassment, Bullying, Violence or Misconduct

Harassment is illegal.

Students shall not harass others for any reason including age, race, sex, religion, gender, disability or national origin. A student may not repeatedly nor flagrantly commit acts of harassment against anyone. Harassment includes but is not limited to sexual, verbal, physical, emotional or electronic intimidation. Bullying in any form is a type of harassment.

A student may not touch another person's sexual organs or any other body part in a sexual way whether or not the touching occurs through clothing and whether or not the touching is consensual.

A student may not expose sex organs or body parts under circumstances that such conduct is likely to be offensive or otherwise inappropriate.

A student may not make sexual advances or request sexual favors.

A student may not sexually assault, attempt to assault or commit any forced act of a sexual nature against anyone. (Police notification required.)

STANDARD 8 - Repeated School Violations

A student shall not repeatedly fail to comply with school rules or with directions of principals, teachers, teacher assistants or any other authorized school personnel. Type II Behaviors repeated, persistent or

exhibited over time will be considered a Type I violation.

STANDARD 9 - Habitual Truancy

A student may not accumulate an excess of eight (8) days of unexcused absences from school during a single school year.

STANDARD 10 - Academic Administrative Placement

High school students 16 years of age or older who have the ability and background to do acceptable work and have failed to earn 2.5 credits the previous semester are placed on academic probation. Academic probation may lead to an administrative placement in an alternative education program.

STANDARD 11 - Other Misconduct

A student may not commit any other misconduct or illegal activity that is not covered by the previous standards that may be disruptive under the schools' authority or that may interfere with the good order and discipline of the school.

Any student who in a court of general jurisdiction has been charged with, convicted of or pleads guilty to a felony may be suspended and/or expelled.

When Type I Behavior Occurs:

School officials will investigate when they become aware that a Type I Behavior may have occurred. The investigation normally includes an informal conference with the student suspected of misconduct. During the conference the student will be informed of the charges and given an opportunity to admit or deny them. If the student denies the charges, the school official will explain the facts that support the proposed suspension and give the student an opportunity to present his/her version of the incident.

Community law enforcement agencies may be involved in investigations regarding Type I Behaviors. Principals must notify police of student violations of Standards 2, 3, 4, 5, 6 and 7. Police will also be notified of offenses that would be considered a violation of the Safe Schools Act. If possible, the student conference will take place prior to calling the police. The community law enforcement agencies have the authority to take a student into custody for criminal action or violation of the juvenile code.

If the principal concludes that a student has engaged in Type I Behavior, the principal is required to suspend the student for 10 school days unless there are circumstances that clearly indicate that suspension is not warranted. The principal or designated school official will notify the student's parent or guardian prior to sending the student home. The parent or guardian must arrange for the student to be picked up from school or consent as to how the student will travel home. The principal or designated school

official will inform orally and by letter the student's parent or guardian of the suspension and the fact that the matter is being referred to the superintendent's office and the district hearing designee for possible further actions.

When Type I Behavior has been committed and the principal has conducted an informal investigation, a written report of the incident will be sent to the superintendent or designee and the district hearing designee within 5 school days. Within 10 school days, the district hearing designee shall give the suspended student and parent opportunity to present their perspective of the incident, review the principal's report and any other information the committee wishes to consider concerning the suspension and make its recommendation to the superintendent concerning further disciplinary action.

Following this process, the superintendent will review the matter and make a final determination concerning whether:

- The student should be suspended for up to 180 school days.
- Expulsion proceedings should be initiated.
- Discipline reassignment should be considered.
- Some other disciplinary approach should be pursued.

The superintendent will notify the student, parent or guardian by letter of the final decision concerning additional disciplinary action as a result of Type I Behavior. Failure of school officials to follow the above procedures does not invalidate an otherwise lawful disciplinary action. Procedures applicable to students with a disability are described in Board Policy JGE.

TYPE II BEHAVIOR

Student behavior that is disorderly or unacceptable but does not violate the Type I standards is known as Type II Behavior. Students who engage in Type II Behavior will not receive a superintendent's suspension or an expulsion but will be appropriately disciplined by the principal or other school official. (See pages 7 and 8 for Type II Behavior Guidelines.)

If a student repeats a Type II Behavior that could cause substantial problems for the school, the misconduct then becomes Type I Behavior. The principal is then required to issue a principal's suspension and refer the matter to the district hearing designee under the Type I Behavior guidelines.

Type II Behavior includes, but is not limited to, tardiness, skipping class, unexcused absence, leaving school grounds without permission, cheating, fighting, theft, gambling, using tobacco products, forgery, littering, profanity, insubordination, refusal to identify self to school officials, failure to wear student ID badge where required, verbal abuse, obscenities, racial slanders and slurs, refusal to

comply with directions of staff, class disruption, inappropriate dress, trespassing, obscene gestures, lying to school authorities, inappropriate physical contact between students, possession of glass bottles, making proven false accusations against staff members and any other inappropriate behavior at school or on school-sponsored transportation as defined by school officials. Electronic devices and laser pointers which are not part of the instructional program are not allowed in school with the following exceptions. Electronic planners may be used as long as their presence and/or use in the classroom are not disruptive. Elementary school students are not allowed to possess cell phones or pagers. Middle and high school students may possess cell phones and pagers. However, the use of these are restricted from the time the student enters the building at the beginning of the school day until the student exits the building after school has been dismissed. These items must be kept off and out of sight. The school will not be responsible for the loss or the theft of these items. Due to the capability of modern cellular phones to record images, the Jennings School District has established a policy of no cell phone use at any time in bathrooms, locker rooms and any other area used for dressing or changing. Preserving the privacy of all students is important to the district. Students who use devices that are prohibited, disruptive or used inappropriately will be subject to disciplinary action.

A student may not commit acts of sexual harassment or violence against anyone in school. Sexual harassment and violence includes other verbal, written, physical, visual or electronic contact of a sexual nature. Acts of sexual harassment should be reported to the building principal or to the director of human resources at (314) 653-8000.

Profanity and obscenity as well as vulgar language are prohibited at all times on school premises and at school activities. This prohibition extends to and includes classroom instructional activities, school publications and productions.

Any disciplinary action to be taken is at the discretion of the school official. If Type II Behavior results in a principal's suspension, the principal or designated official will hold an informal conference with the student prior to the suspension and will notify the student's parent, guardian or designee.

Principals are authorized to establish additional standards of conduct dealing with Type II Behavior in their buildings or on school-sponsored transportation. Failure of school officials to follow the above procedures does not invalidate an otherwise lawful disciplinary action.

Activities/Athletics Code of Honor:

In order to participate in activities or athletic programs a student must have a signed copy of the Activities/Athletics Code of Honor on file.

CONSEQUENCES OF STUDENT MISCONDUCT:

Possible consequences of student misconduct include, but are not limited to, the following:

Commencement Privilege:

Students on suspension for either Type I or Type II misconduct as of the last day of school will not be permitted to participate in commencement exercises and related activities. If the suspension prevents completion of academic work necessary for graduation, this disciplinary consequence may affect a student's graduation or receipt of a diploma.

Suspension:

A suspension is the removal of a student from school for a period up to 180 school days. Per Policy JED--Student Absences and Excuses, credit for make-up work completed due to an unexcused absence, including suspensions may not be issued. While on suspension a student may not be on school district property or attend any school-sponsored activity. Doing so without the principal's written permission constitutes trespassing and charges may be filed with the police. Students serving a suspension must remain 1,000 feet away from any Jennings School District property. There are two types of suspensions:

Principal's Suspension:

A principal may suspend a student for a period of 1-10 school days (short-term suspension) as a result of Type II Behavior. Parents or guardians will be notified of any principal's suspension. An informal conference with the student shall be held prior to suspension unless the student's presence at school poses a continuing danger to people or property, or an ongoing threat of disruption. If this is the case, the student may be removed immediately from school and the informal conference will follow as soon as possible. At the informal conference, students have the right to due process:

1. The student will be given oral or written notice of charges.
2. The student will be given an opportunity to present his/her version of the incident.
3. If the student denies the charges, an oral or written explanation will be given to the student that supports the intended suspension.
4. The principal's suspension may not be appealed.

Superintendent's Suspension:

Following the recommendation of the dis-

tract hearing designee, the superintendent may issue a student suspension for a period up to 180 school days (long-term suspension) as a result of Type I Behavior. The student, parent or guardian may appeal the decision of the superintendent to the Board of Education within 30 days of the suspension. All appeals must be in writing to the president of the Board. If an appeal is made, a hearing will be conducted before a committee of the Board, which will be appointed by the president of the Board. Until the committee of the Board makes a decision on an appeal, the superintendent's suspension remains.

The superintendent, if recommended by the principal or district hearing designee or if otherwise permitted or required by law, may reduce a superintendent's suspension in length. A contract between the student and the school listing conditions of the student's return will normally precede any reduction in the length of a superintendent's suspension. For instance, in case of student theft a reduction in the length of suspension may be based upon the student making restitution. If appropriate, the superintendent may also recommend student expulsion.

Exclusion from School for Definite Term:

Following a hearing on misconduct charges, the Board may find that expulsion would be too harsh and may order a student excluded from school for a definite period of time such as the remainder of a semester, school year or a full school year. After that period has passed, the student may return to school without a request for readmission.

Expulsion:

Following notice to a student's parents or guardians and a hearing on the charges, the Board of Education may permanently remove a student from school. At the hearing, the Board will consider the evidence and statements presented by both student and school officials before making the decision to expel.

Reporting to Law Enforcement Officials:

Any felony listed in this section or any act that if committed by an adult would be a felony listed in this section that is committed on school property, on any school-sponsored transportation or at any school activity must be reported by the appropriate school administrator to the appropriate law enforcement agency as soon as reasonably practical. The following acts are subject to this reporting requirement:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under §§ 565.023, .024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second, or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Rape in the first or second degree under §§ 566.030, .031, RSMo.
6. Sodomy in the first or second degree under §§ 566.060, .061, RSMo.

7. Burglary in the first degree or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020 RSMo.
9. The possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs or distribution of drugs to a minor under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse in the first or second degree pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the school district is aware is under the jurisdiction of the court.

A+ Program

Participation in the A+ Program is an honor and a privilege for district students.

To meet the requirements the following guidelines are in place:

- ◆ An A+ student will not sell, possess or use a controlled substance and/or related paraphernalia as defined by law, including alcohol, unless prescribed by a licensed physician. This prohibition applies at all times whether on or away from school property.
- ◆ Citizenship certification will be based on the Student Code of Conduct. All students are expected to comply with school and district policies and regulations.
 - An affirmed violation of Type I Behavior (disposition final) as defined by the Student Code of Conduct will result in immediate disqualification from the A+ Schools Program.
 - Repeated violations of Type II Behavior as defined by the Student Code of Conduct may result in disqualification from the A+ Schools Program.
 1. The student accumulates eight (8) days of suspension over four (4) years.
 2. The student accumulates ten (10) referrals that result in disciplinary action (excluding tardy, ID, hall-sweeps and homework violations).
 - If a student pleads guilty or nolo contendere (no contest) to, receives a suspended execution of sentence for or been convicted of a felony, he/she would immediately be disqualified from the A+ School Program.

- Transfer students and phase-in period:
 1. Transferring sophomores: six (6) days of suspension and/or seven (7) referrals over three (3) years.
 2. Transferring juniors: four (4) days of suspension and/or five (5) referrals over two (2) years.
 3. Transferring seniors: two (2) days of suspension and/or three (3) referrals over one (1) year.
- Student and parent signatures on the A+ Schools Participation Agreement allow the A+ coordinator to check discipline records to verify compliance with this requirement.

Jennings School District Internet Access And Computer Guidelines:

Computers are assigned to students. Damages to computers may require restitution in accordance to the Destruction of Property ordinance. Internet access is available for all staff and students through district network computers designated for their use. The Internet is an instructional/learning resource in the school district and as such it is available for student use in all classes as determined by the teacher.

The Internet offers many informational resources that are helpful for student projects, research and other class assignments. Parents, students and district staff need to recognize that there are also sites on the Internet which are inappropriate for students due to student maturity and/or site content. Such sites must be avoided by all using the district network and quickly exited if they are encountered. The final responsibility to avoid inappropriate web sites rests with the Internet user.

All students in Jennings schools will have Internet access when such access is determined appropriate by their teachers unless parents or guardians inform the principal in writing that they do not want the student to have Internet access.

Any student who does not adhere to the following Internet guidelines will lose Internet access privileges through the school district's network.

Students and staff using the district's Internet access will abide by the following regulations:

1. Users must respect the privacy of others. Users shall not intentionally obtain copies of or modify files, passwords or data that belong to anyone else. No one should forward personal material without prior consent.
2. All users must respect the legal protection provided by copyright license to programs, books, articles and data.
3. Users must respect the integrity of computing systems. For example, no one is permitted to develop programs that harass other users or attempt to infiltrate a computer or computing system.

4. Neither advertising for profit nor campaigns for political office are allowed through the network. No personal phone numbers or addresses may be included.
5. Users must respect the rights of other individuals and not use language that is abusive, profane or offensive.
6. Electronic mail is not guaranteed to be private and may be monitored at any time. Messages dealing with inappropriate or illegal activities shall be reported to the appropriate authority.
7. Passwords are not to be used by unauthorized individuals. Individuals given the district's passwords will assume responsibility for use of those passwords. If a staff member feels that there is a security problem on the network or misuse of a district password, the matter should be reported to the building principal.
8. All users must abide by existing federal and state laws in force regarding electronic communication. This includes accessing information without authorization, giving passwords out or causing a system to malfunction.
9. Access to the Internet is considered a privilege. Anyone found using access in a way deemed inappropriate will be denied privileges.
10. Student projects posted on school district servers must be approved by the building technology coordinator, building principal or other school official.

Student Absences and Excuses

On the first occurrence of an unexcused absence the principal or designee will contact the parent or guardian to discuss the possible consequences of continued unexcused absence. Students who accumulate three (3) unexcused absences in a school year will receive a warning letter. When five (5) days of unexcused absences have occurred in a school year, a conference with parents shall be scheduled with the school representative, parent or guardian and student in order to correct the problems causing the student's excessive absences and to establish conditions under which the student may remain in school and be successful. At the elementary and middle school level parents will be reported to the Family Court of St. Louis County for educational neglect or truancy after eight (8) days of unexcused absences.

At the high school level when eight (8) days of unexcused absences or the equivalent hours have occurred in a school year, students will be suspended from school under Standard 9 - Habitual Truancy and parents will be reported to the Family Court of St. Louis County for truancy if appropriate.

Note: Per Policy JED--Student Absences

and Excuses, credit for make-up work completed due to an unexcused absence including suspensions may not be issued.

Jennings School District Directory Information

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Statute 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their child's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Schools may, but are not required to, disclose educational records to parents of eligible students who are listed as dependents on a parent's federal income tax return.

Parents or an eligible student has the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records when they believe the records to be inaccurate, misleading or an invasion of privacy. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing if the school still decides not to amend the record the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records without consent, to the following parties or under the following conditions (34 CFR Statute 99.31):

- ◆ School officials with legitimate educational interest.
- ◆ Other schools to which a student is transferring.
- ◆ Specified officials for audit or evaluation purposes.
- ◆ Appropriate parties in connection with financial aid to a student.
- ◆ Organizations conducting certain studies for or on behalf of the school.
- ◆ Accrediting organizations.
- ◆ To comply with a judicial order or lawfully issued subpoena.

- ◆ Appropriate officials in cases of health and safety emergencies.
- ◆ State and local authorities with a juvenile justice system pursuant to specific state law.

Schools may disclose without consent "directory" information such as a student's name, address, telephone number, date and place of birth, honors, awards and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

In compliance with the law, high schools are required to provide military recruiters upon request access to secondary school students and directory information on those students, unless notified in writing by the parent or student (if 18 years of age or older) to "opt out" of the requirement. Jennings Senior High School has "opt out" forms available in the counselor's office.

Public Complaints:

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district.

The following procedures are to be followed by persons with questions or complaints regarding the operation of the school district:

1. Complaints on behalf of individual students should first be addressed to the teacher or appropriate staff member.
2. Unresolved matters from (1) above or problems and questions concerning individual schools should be directed to the principal of the school.
3. Unresolved matters from (2) above or problems and questions concerning the school district should be directed to the superintendent.
4. If the matter cannot be resolved satisfactorily by the superintendent, it should be brought to the Board of Education in writing. If necessary, a Board hearing will be scheduled to resolve the complaint. The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case, the complainant may go to the appropriate section of the Missouri Department of Elementary and Secondary Education and from there on to the United States Secretary of Education.



2022-2023 STUDENT CODE OF CONDUCT FOR TYPE II INFRACTIONS

NOTE: Any student who has any discipline offense at their school may be assigned to an alternative school for the remainder of the school year.

Type II Behavior		Elementary Level (K-6)		Secondary Level (7-12)	
Infraction		First	Repeated	First	Repeated
Cheating	MIN	Student conference/ parent involvement.	In-school suspension/ detention.	Loss of credit for test or assignment/parent in- volvement.	Short-term suspension.
	MAX	In-school suspension/ detention.	Short-term suspension.	Long-term suspension.	Long-term suspension.
Class Disruption	MIN	Verbal reprimand.	Temporary removal from group student/parent conference and/or short- term suspension.	Verbal reprimand/parent involvement.	Short-term suspension.
	MAX	Short-term suspension.	Long-term suspension.	Short-term suspension.	Long-term suspension.
Destruction of Property	MIN	Student conference/ restitution.	Student conference/ Restitution.	Student conference/ restitution.	Short-term suspension/ restitution.
	MAX	Long-term suspension/ restitution.	Long-term suspension/ restitution.	Long-term suspension/ restitution.	Long-term suspension/ restitution.
Failure to Follow District Internet Policy	MIN	Temporary loss of Inter- net privileges.	Semester loss of Internet privileges.	Parent conference/ temporary loss of privile- ges.	Short-term suspension/ loss of privileges.
	MAX	Short-term suspension.	Long-term suspension.	Loss of privileges/ short- term suspension.	Long-term suspension/ indefinite loss of privi- leges.
Fighting/Attending Fights	MIN	Student conference.	Short-term suspension.	Short-term suspension.	Long-term suspension.
	MAX	Long-term suspension.	Long-term suspension.	Long-term suspension.	Long-term suspension.
Forgery	MIN	Student conference.	In-school suspension/ detention.	Detention.	Short-term suspension.
	MAX	Short-term suspension.	Long-term suspension.	Short-term suspension.	Long-term suspension.
Gambling	MIN	Student conference.	Parent involvement.	Verbal reprimand.	Short-term suspension.
	MAX	Parent involvement.	In-school suspension/ detention.	Short-term suspension.	Long-term suspension.
Gang-Related Behavior	MIN	Student conference/ parent involvement.	Short-term suspension.	Verbal reprimand/parent conference.	Short-term suspension.
	MAX	Short-term suspension.	Long-term suspension.	Short-term suspension.	Long-term suspension.
Harassment/Bullying	MIN	Student conference/ parent involvement/ counselor referral.	Short-term suspension.	Student conference/ parent involvement.	Short-term suspension.
	MAX	Long-term suspension.	Long-term suspension.	Long-term suspension.	Long-term suspension.
Improper Use of Electron- ic Devices	MIN	(High school only.)		Confiscation/parent pickup.	Confiscation/parent pickup.
	MAX			Short-term suspension.	Long-term suspension.
Inappropriate Dress	MIN	Parent involvement & corrective action.	Detention/in-school sus- pension.	Corrective action/parent involvement.	Detention and correc- tive action.
	MAX	Short-term suspension.	Long-term suspension.	Short-term suspension.	Long-term suspension.
Inappropriate Physical Contact Between Students	MIN	Student conference/ parent involvement.	Parent involvement.	Verbal reprimand/parent involvement.	In-school suspension/ short-term suspension.
	MAX	Short-term suspension.	Long-term suspension.	Short-term suspension.	Long-term suspension.
Insubordination	MIN	Student conference/ parent involvement/ counselor referral.	In-school suspension/ detention.	Detention/ in-school suspension.	Detention/in-school suspension.
	MAX	Short-term suspension.	Long-term suspension.	Long-term suspension.	Long-term suspension.
Leaving Class Without Permission	MIN	Parent involvement.	In-school suspension/ detention.	Verbal reprimand/ detention.	Short-term suspension.
	MAX	Short-term suspension.	Long-term suspension.	Short-term suspension.	Long-term suspension.
Leaving School Grounds Without Permission	MIN	Parent involvement.	Short-term suspension.	In-school suspension/ detention.	In-school suspension.
	MAX	Short-term suspension.	Long-term suspension.	Short-term suspension.	Long-term suspension.
Littering	MIN	Student conference.	Parent involvement.	Verbal reprimand.	Detention.
	MAX	Parent involvement.	In-school suspension/ detention.	Detention.	Short-term suspension.
Lying to School Authori- ties	MIN	Student conference/ parent involvement/ counselor referral.	In-school suspension/ detention.	Detention/ in-school suspension.	Detention/in-school suspension.
	MAX	Short-term suspension.	Long-term suspension.	Long-term suspension.	Long-term suspension.
Making Proven False Accu- sations Against Staff Mem- bers	MIN	Student conference/ parent involvement/ counselor referral.	Short-term suspension.	Short-term suspension.	Short-term suspension.
	MAX	Long-term suspension.	Long-term suspension.	Long-term suspension.	Long-term suspension.

Obscene Gestures	MIN	Student conference.	Parent involvement.	Verbal reprimand.	Detention.
	MAX	Short-term suspension.	Long-term suspension.	Long-term suspension.	Long-term suspension.
Possession of Electronic Devices	MIN	Confiscation.	Confiscation.	Confiscation/parent pickup.	Confiscation/parent pickup.
	MAX	Short-term suspension.	Short/long-term suspension.	Short-term suspension.	Long-term suspension.
Possession or Use of Tobacco Products/ Paraphernalia	MIN	Student conference/parent involvement/counselor referral.	Short-term suspension.	Warning/confiscation.	Short-term suspension.
	MAX	Short-term suspension.	Long-term suspension.	Short-term suspension.	Long-term suspension.
Profanity/Obscenities or Possession of Profane or Obscene Materials	MIN	Student conference/parent involvement.	In-school suspension/detention.	Verbal reprimand.	Detention/in-school suspension.
	MAX	Short-term suspension.	Long-term suspension.	Long-term suspension.	Long-term suspension.
Racial Slanders and Slurs	MIN	Student conference/parent involvement.	In-school suspension/detention.	Detention/in-school suspension.	Short-term suspension.
	MAX	Short-term suspension.	Long-term suspension.	Long-term suspension.	Long-term suspension.
Refusal to Comply With Directions of Staff	MIN	Student conference.	Parent involvement.	Detention/in-school suspension.	Detention/in-school suspension.
	MAX	Parent involvement.	Short-term suspension.	Long-term suspension.	Long-term suspension.
Sexual Harassment	MIN	Student conference/parent involvement & counselor referral.	Short-term suspension.	Student conference/parent involvement & counselor referral.	Short-term suspension.
	MAX	Long-term suspension.	Long-term suspension.	Long-term suspension.	Long-term suspension.
Skipping Class	MIN	Parent contact.	Short-term suspension.	Parent contact/detention.	In-school suspension/detention.
	MAX	Short-term suspension.	Long-term suspension.	Short-term suspension.	Long-term suspension.
Tardiness	MIN	Student conference.	Parent involvement.	Verbal reprimand.	Detention.
	MAX	Parent involvement.	Detention.	Detention.	Dropped from class/short-term suspension.
Theft	MIN	Parent involvement.	Short-term suspension.	Conference/restitution.	Short-term suspension/restitution.
	MAX	Short-term suspension.	Long-term suspension.	Long-term suspension/restitution.	Long-term suspension/restitution.
Threats	MIN	Student conference.	Parent involvement.	Student conference.	Short-term suspension.
	MAX	Long-term suspension.	Long-term suspension.	Long-term suspension.	Long-term suspension.
Trespassing	MIN	Parent involvement.	Parent involvement.	Verbal reprimand.	Short-term suspension.
	MAX	Short-term suspension.	Long-term suspension.	Long-term suspension.	Long-term suspension.
Verbal Abuse	MIN	Student conference.	Parent involvement.	Verbal reprimand/student mediation.	Detention.
	MAX	Short-term suspension.	Long-term suspension.	Long-term suspension.	Long-term suspension.
Any Other Inappropriate Behavior at School, on School-Sponsored Transportation or En Route to and from School, as Defined by School Officials	MIN	Verbal reprimand.	Verbal reprimand.	Verbal reprimand.	Verbal reprimand.
	MAX	Short-term suspension.	Long-term suspension.	Long-term suspension.	Long-term suspension.
Failure to Wear Student ID Badge When Required on School Grounds (Middle & High School)					
Middle School		1 st Offense—Warning		Repeated Offenses—Pay for replacement charge.	
High School		1 st Offense—Warning		Repeated Offenses--\$1.50 fine/parent notification.	

Under district policy, corporal punishment is not permitted.

Additional copies of the Student Code of conduct are available at Jennings schools. This pamphlet summarizes the Jennings School district's Student Code of Conduct policy. A separate policy concerning the discipline of students with disabilities is also available upon request.

Please detach and return to the principal's office.

I have received and read a copy of the 2022-2023 Student Code of Conduct.

Parent Signature

Date

Student Name

School

Grade

Notices & Policies



NON-DISCRIMINATION

The Jennings School District does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies:

Dr. Leslie T. Washington
Assistant Superintendent of Schools
2559 Dorwood Drive
Jennings, MO 63136
Phone: (314) 653-8000

Further information on notice of non-discrimination may be obtained from the Office of Civil Rights, by calling (800) 421-3481.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) REGARDING STUDENT RECORDS

The protection of student rights has always been a top priority of the Jennings School District. This document is distributed annually to all parents and students in order to comply with state and federal requirements to notify the parents/guardians and eligible students of their rights with respect to the student's educational records.

In general, a student's educational record includes any information maintained by the school district, which contains information directly related to a student. A major exception would be a personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.

The Family Educational Rights and Privacy Act (FERPA) affords to parents/guardians ("parents") of students, and to students themselves who are over 18 years of age ("eligible students"), certain rights with respect to the student's education records maintained by Jennings School District ("District").

These rights are outlined below:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a written request for access. Parents or eligible students should submit to the school principal a written request that identifies, as precisely as possible, the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students should write the principal or appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent. One of several exceptions which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official includes a person employed by the District as an administrator, supervisor, instructor, counselor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the District's board; a school official may also include a volunteer or a contractor outside of the school who performs an institutional service or

function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use of personally identifiable information, (such as an attorney, auditor, medical consultant or therapist); a parent, student or other person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her responsibilities for the District. Upon request, the District discloses education records without consent to officials of a school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, S.W. Washington, D.C.
20202-4605

FERPA permits the District to designate certain student data as “directory information.” The primary purpose of directory information is to allow the District to include information about students in publications such as school activity programs, yearbooks, honor rolls and other recognition lists, graduation programs, and sports events programs. Directory information is considered generally not to be harmful nor an invasion of privacy if disclosed. Accordingly, the District has designated the following as directory information: student’s name; parent’s name; grade level; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees; honors; awards received; artwork or course work displayed by the District; photographs; videotapes; digital images and recorded sound.

Directory information is considered a public record, it may be disclosed at the discretion of the District and must be released upon request. Examples of organizations to which this information may be released are companies that market class rings or publish yearbooks.

Eligible students and parents who do not wish to have directory information about their children disclosed, without prior written consent, must annually notify the Administrator for Student Services, Jennings School District, 2559 Dorwood Drive, St Louis, MO 63136, in writing within ten days after publication of the annual public notice.

The District is also required by federal law to provide military recruiters, upon request, with secondary school students’ names, addresses, and telephone listings, unless parents have notified the District they do not want their students’ information disclosed without their prior written consent.

ASBESTOS NOTICE

This information is being published to comply with the requirements of 40 CFR 763 Subpart E asbestos containing materials in schools. This regulation, commonly known as the “AHERA” rule, requires local education agencies, such as this one, to perform certain tasks in regards to the presence and control of asbestos containing materials in the buildings under the jurisdiction of the local education agency.

These include but are not limited to:

1. Developing an asbestos management plan which is designed to outline procedures and guidelines for the inspection, reinspection and periodic surveillance of asbestos containing materials that are present in the buildings.

2. Provide awareness training and additional training to selected school employees.
3. Periodically notify all workers and occupants, or their local guardians, parent teacher organizations, and collective bargaining organizations of the availability of asbestos management plans, the location of same and the times that the plans may be reviewed.

This notification is to advise all patrons, occupants, or their legal guardians, collective bargaining organizations, and parent-teachers organizations, that the asbestos management plans required under this act are available for review upon request. A copy of the plans for all buildings under the jurisdiction of this local education agency are available in the Administration Building, which is located at 2559 Dorwood, Jennings, Missouri 63136 telephone number (314) 653-8000. Plans for individual schools and other buildings are located in the administration office of each building. The plans can be viewed by any person during normal business hours of the particular school. Interested parties wishing to inquire about the hours and times that the plans are available should call the above number or individual school.

At this time, the management plans can provide information regarding inspections, response actions, and post-response action activities, including periodic reinspection and surveillance activities that are planned or in progress. Inquiries regarding any facet of the regulation or the management plans should be directed to Mr. Henry Ilges at the above telephone number during regular business hours.

Detailed reports have become part of each school's asbestos management plan and may be reviewed in the school office. In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of Jennings School District is available for review and copying by students, staff and guardians during normal business hours.

HOMELESS STUDENTS RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways. It provides that schools and contractors:

- I. Make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- II. Obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 1. Political affiliations or beliefs of the student or the student's parent;
 2. Mental and psychological problems of the student or the student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, and demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. Religious practices, affiliations, or beliefs of the student or student's parent; or
 8. Income (other than that required by law to determine program eligibility for participation in a program or for receiving financial assistance under such program).

This requirement to notify parents and to offer them the opportunity to opt out of (remove their child) from participation also applies to the following:

1. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
2. The administration of any third party (non-Department of Education funded) survey containing one or more of the above described eight items of information.
3. Any non-emergency, invasive physical examination or screening that is: a) required as a condition of attendance; 2) administered by the school and scheduled by the school in advance; and 3) not necessary to protect the immediate health and safety of the student, or of other students.

In the event that the District conducts any protected information surveys or other activities referred to herein during the upcoming school year, parents and eligible students will be notified within a reasonable period of time prior to the administration of the surveys or activities, at which time parents will also have an opportunity to review the survey or activity and/or to opt their child out of participation.

Parents or eligible students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

**Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605**

PARENTS “RIGHT TO KNOW” PER EVERY STUDENT SUCCEEDS ACT OF 2015 (ESSA)

The Elementary and Secondary Education Act of 1965 (ESEA), through the Every Student Succeeds Act (ESSA) requires that districts provide parents with certain information and that certain other information be provided if requested. The following information must be provided to parents.

1. Information on the level of achievement and academic growth of the student, if applicable and available, on each of the state academic assessments required under ESSA.
2. Timely notice if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher of core academic subjects who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

The following information about the child’s classroom teacher(s) must be provided in a timely manner, if requested by a parent.

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
3. Whether the teacher is teaching in the field of discipline of the certification of the teacher.
4. Whether the child is provided services from a paraprofessional and, if so, the paraprofessional’s qualifications.

Information indicated above may be obtained by contacting the school principal or the Administrator for Human Resources, 2559 Dorwood Drive, St. Louis, MO 63136.

EVERY STUDENT SUCCEEDS ACT OF 2015 (ESSA)

COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department? A complaint filed with the Department must be a written, signed statement that includes:

A. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and

B. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties. The following activities will occur in the investigation:

A. **Record.** A written record of the investigation will be kept.

B. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.

C. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.

D. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.

E. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).

F. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated? The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation

may be continued beyond the thirty-day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

SERVICES AND RIGHTS FOR STUDENTS WITH DISABILITIES

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. Jennings School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and young child with a developmental delay.

Jennings School District in partnership with Special School District of St. Louis County assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

Jennings School District in partnership with Special School District of St. Louis County assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement, or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

Jennings School District in partnership with Special School District of St. Louis County has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at 2559 Dorwood Dr. St. Louis, MO 63136 8:00 a.m.-4:00 p.m. Monday-Friday.

SEXUAL HARASSMENT UNDER TITLE IX

The Jennings School District does not discriminate on the basis of sex in its education programs and activities, including employment and admissions, as required by Title IX of the Education Amendments of 1972 (Title IX). All forms of sex-based discrimination are prohibited in the district, but this policy focuses exclusively on sexual harassment as defined in Title IX that occurs within the education programs and activities of the district. However, the district will respond promptly to investigate and address any report or complaint of sexual harassment.

"Sexual harassment under Title IX" is conduct on the basis of sex within the scope of the district's

education programs or activities (as defined in this policy) that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the district's education program or activity;
or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8) or "stalking" as defined in 34 U.S.C. 12291(a)(30).

In creating this policy, the district does not relieve any person under the district's jurisdiction from the consequences for violations of other policies and rules of the district meant to establish an environment conducive to teaching, learning, support services, work and the social and emotional well-being and development of the students entrusted to the district.

If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law and district policy. Moreover, nothing in the policy precludes the mandatory or voluntary reporting of any suspected criminal activity to the appropriate law enforcement agency at any time.

Definitions Applicable to this Policy

The following definitions are intended for use only for the purposes of this policy.

Actual Knowledge—Notice of sexual harassment under Title IX or notice of allegations of sexual harassment under Title IX to the district's Title IX coordinator or to any district official who has the authority to institute corrective measures on behalf of the district or to any employee of the district, except where the only district official or employee with actual knowledge is also the respondent.

Business Days—Days on which the district's business offices are open.

Complainant—An individual who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX coordinator who signs a formal complaint is not considered a complainant.

Dating Violence—Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Determination of Responsibility—A formal finding of a decision-maker on each allegation of sexual harassment contained in a formal complaint that the respondent did or did not engage in conduct constituting sexual harassment under Title IX based on a preponderance of the evidence.

Domestic Violence—Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Missouri; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Missouri.

Education Program or Activity--Any part of the district-sponsored instruction or employment in the district, including locations, events or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurred.

Formal Complaint—A document or electronic submission filed by the complainant or signed by the Title IX coordinator alleging sexual harassment under Title IX against a respondent and requesting that the district investigate the allegations. When a complainant files a formal complaint, the document or electronic submission must have the complainant's physical or digital signature or otherwise indicate the complainant's identity. A formal complaint may be filed only by a complainant participating in or attempting to participate in the district's education programs or activities.

Informal Resolution Process—Alternative dispute resolution methods designed to resolve allegations of sexual harassment without completing the formal complaint process. The purpose of the process is to restore or preserve equal access to the district's education programs or activities for all parties. Such a process may be offered by the Title IX coordinator after a formal complaint has been filed and after consultation with the district's attorney as to whether an informal resolution process will be sufficient to meet the district's Title IX obligations.

Investigative Report—The report of the investigator of a formal complaint.

Party/Parties—Complainant(s) and respondent(s).

Remedies—Upon a final determination of responsibility, remedies are actions taken to restore or preserve equal access to the district's education programs or activities. These may include continued or new supportive measures but may also include imposition of more burdensome requirements, limitations and conditions upon the respondent, as well as disciplinary referral of the respondent, including suspension, termination or expulsion.

Report—Information provided by a complainant or any other person to the Title IX coordinator when that information indicates, suggests or alleges misconduct. This includes the intake information obtained by the Title IX coordinator prior to the filing of a formal complaint.

Respondent—An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.

Sexual Assault—This includes all behaviors constituting forcible or nonforcible sexual offenses within the scope of the Federal Bureau of Investigation's national uniform criminal incident reporting system. At present these classifications include any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of consent.

Sexual assault specifically includes:

1. **Rape (Except Statutory Rape)**—The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental or physical incapacity.
2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental or physical incapacity.
3. **Sexual Assault with an Object**—To use an object or instrument to unlawfully penetrate, however

slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental or physical incapacity.

4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental or physical incapacity.

5. **Incest**—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Missouri law.

6. **Statutory Rape**—Nonforcible sexual intercourse with a person who is under the statutory age of consent pursuant to Missouri law.

7. **Stalking**—Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

8. **Supportive Measures**—Nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, safety escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

9. **Title IX Decision**—The comprehensive decisional document of the independent decision-maker concluding the Grievance Process, as may be amended or affected by the results of an appeal.

10. **Voluntary Consent**—Consent given freely and without coercion.

Jennings School District Student Chromebook Use & Fee Agreement

At the start of the 2022-2023 school year, all Jennings K-12 students will be given a Chromebook (grades preK-12). The district also will make Wi-Fi available to students who need it so they can engage in their learning, complete assignments and tests, and communicate with their teachers, counselors and their own peers while they are working virtually.

Students are expected to use district technology safely, responsibly, and for **educational purposes only**. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned. **Only (jenningsk12.us) email accounts may be used on District Chromebooks, use of personal email accounts is expressly prohibited.**

Students are expected to comply with all requirements of the District's Computer and Internet Acceptable Use Policy. **Students shall have no expectation of privacy while using District provided technology.** The use of the equipment may be subject to monitoring, including but not limited to software to manage use and track equipment location.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive.
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying").
3. Infringe on copyright, license, trademark, patent, or other intellectual property rights.
4. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers).
5. Install unauthorized software.
6. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice.

Jennings families will **not** be charged any dollar amount initially in order to receive a Chromebook, but parents will be required to sign the *Chromebook Fee Agreement* in order to receive district support in replacing or fixing broken components. The *Chromebook Fee Agreement* establishes a partnership between the District and the parents that they acknowledge any damage done to the Chromebook will be assessed according to the fee structure listed below in this document. For example, if a student breaks the screen on their Chromebook, they would be charged up to the \$100.00 screen replacement fee, etc.

By signing this document, students and their parents/guardians accept full responsibility for the equipment and will reimburse the Jennings School District for any damages, including loss or theft up to the amounts listed below. I understand that if the equipment is stolen, my personal insurance will cover the cost, or I will assume the financial responsibility. A theft report must be filed and provided to the District. Chromebook fees are subject to change at the discretion of the district.

If the parent refuses to sign this Chromebook Fee Agreement, upon any destruction to that initially issued Chromebook, the district will be under no obligation to fix that device. Instead, a loaner Chromebook will have to be checked out each day and checked back in at the end of the day by the student at their building. Any damage to the loaner Chromebook will be noted upon check in at the end of the day and those charges will be applied to the student's account, according to the fee structure below.

Jennings School District Chromebook Fee Structure:

\$ 50.00 - Chromebook Chargers

\$ 100.00 - Chromebook Screen Replacements

\$ 40.00 - Chromebook keyboard replacement -

\$ 30.00 - Chromebook Bezel (plastic around keyboard and screen)

\$ 30.00 - Replacement Cases

\$ 280.00 - Chromebook Replacement

Parents will pay the Chromebook fees online using the Parent Portal in SIS.

○ <https://sdm.sisk12.com/JN360x3/parent>

- Payment plans will be available to those that need assistance.
- Overdue fees will affect the student's abilities to participate in extracurricular activities and may delay a graduating Seniors diploma.
- Each week the SISK12 Fines and Fees report will go out by building to the parent's email making the parents aware of any new charges against their student's account. This will provide to the parents or guardians a statement displaying the cost of repair or replacement items that were given to the student.

If the student(s) withdraw from the district for any reason, they agree to return all district property within 10 business days.

Computers and other technology resources are an integral part of the district's curriculum and students must meet specific skill requirements for each grade. All district computers have access to the Internet for research and instructional purposes only. For help with Google accounts for all grades, as well as support for devices issued to students please contact the main office.

Parent-Student Handbook Signature Page

I acknowledge that I have received, read, and understand the information that is provided in the Jennings School District 2022-2023 Parent Student Handbook. I agree and shall abide by the provisions of the JSD Parent-Student Handbook.

Student Signature

Date

Parent/Guardian Signature

Date



The Missouri Model for Trauma-Informed Schools Guidance Document

Process Overview

Background:

To help support schools across the state of Missouri, Alive and Well Communities engaged in a collaborative process to develop a guidance document of the Missouri Model. The Missouri Trauma Roundtable published the *Missouri Model: A Developmental Framework for Trauma-Informed* in 2014 as a tool to help organizations in the change process of becoming trauma-informed. The Missouri Model was officially adopted as a model for trauma-informed schools in 2017 and has been shared with educators across the state as part of SB638. Alive and Well Communities has been supporting schools on the implementation of the Missouri Model since 2015.

Guidance Document Process:

Upon the request of the Missouri Trauma Roundtable and the Missouri Department of Elementary and Secondary Education, Alive and Well Communities began in early 2018 engaging educators in creating the guidance document. The Alive and Well Educational Leader's Workgroup, co-chaired by Dr. Sharonica Hardin-Bartley, Superintendent of the School District of University City and Dr. Terry Harris, Executive Director of Student Services in Rockwood School District, provided initial input into the content and shaping of the document. Between May and August 2018, Alive and Well Steering Committees in both Saint Louis and Kansas city, along with the Missouri Trauma Roundtable, reviewed both drafts of the document and provided feedback.

On October 4, 2018, DESE sent the draft document along with instructions for providing feedback in the DESE bulletin to educators across the state. Educators had an opportunity to provide feedback directly via email, through an online platform, and on 2 scheduled conference calls. Alive and Well incorporated the feedback provided during this process into a final draft that was presented to the Missouri Trauma Roundtable at their annual meeting on October 25, 2018, where it was approved. Alive and Well Communities partnered with a graphic designer to create a final version of the document, presented to DESE for a final review on February 8, 2019.

Jennings School District does not provide community crisis response. For needs outside of our scope of service, contact one of the local resources below.

Organization	Services Provided	Phone Number
Jennings City Hall	The chief administrative building for the City of Jennings that contains the city offices.	314-388-1164
Annie's Hope	A bereavement center focused solely on the needs of grieving children, adolescents and their families in the St. Louis region.	314-965-5015
DESE Trauma-Informed Schools Initiative	The Missouri Model- A Developmental Framework for Trauma-Informed Schools Initiative. For more information log on to https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed	
St. Louis Empowerment	A recovery drop-in center for people who are mental health consumers or who have co-occurring disorders.	314-652-6100
NAMI Connection	Online family support group.	314-962-4670
Our Little Haven	Services provided for the entire family.	314-533-2229
Behavioral Health Response	Talk to a mental health clinician 24/7. Suicide/depression/crisis counseling.	314-469-6644
Provident Behavioral Health	Behavioral health services for all.	314-533-8200
Safe Connections	A STL organization working to prevent and end domestic and sexual violence while helping survivors reclaim their lives.	314-531-2003
National Council on Alcoholism and Drug Abuse (NCADA)	Provide teens the skills needed to resist the pressures to use and abuse drugs.	314-962-3456
Talk About It	Age specific talking kits to help prevent drug and alcohol use in children and teens	www.talkaboutstl.com
MO Network for Opiate Reform & Recovery	Real solutions for those struggling with substance use disorder	314-376-5400
Homeless Hotline	St. Louis County residents who are homeless or experiencing a housing crisis can seek assistance by calling the Emergency Shelter Hotline.	314-802-5444
St. Patrick Center	Provides opportunities for self-sufficiency and dignity to people who are homeless or at risk of becoming homeless	314-802-0700
3010 Apartments	For homeless individuals and veterans with special needs.	314-833-4040
Gateway 180 Homeless Services	The largest 24-hour emergency shelter for single women and families in the state of Missouri.	314-231-1515
Clark Fox Family Foundation	Mapping system with connections to resources in the St. Louis region surrounding behavioral health, after school programming, early child care, health and wellness, education, enrichment programming and substance abuse.	www.clarkfoxstl.com/mapping
Almost Home	Transitional residence for teenage mothers with up to two children. The program is nine months long and may be extended.	314-771-4663
CAASTLC	Provides assistance to low-income people in St. Louis County (rental, utility, weatherization etc.)	314-863-0015

Central Administration Office

2559 Dorwood Drive
Jennings, MO 63136
314-653-8000

Warrior Strong

