STUDENT HANDBOOK

FOR

COLUMBIA PUBLIC SCHOOLS

This student handbook contains a summary of rules, regulations, and guidelines for all the Columbia Public Schools PK-12. For more specific information on your school, refer to individual school handbooks. Throughout the year, the Board of Education reviews and revises district policies. For updated and complete Board of Education policies, visit Columbia Public Schools' website at www.cpsk12.org.

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Language Interpreting and Translation

This was translated using Google Translate or other online software. Please excuse any errors.

English:

Free – Language interpreting is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and we will arrange for an interpreter to assist you. If we do not have a CPS interpreter for your language, we will work to find someone who can help.

Information on programs such as Gifted Education (EEE), AP classes, extracurricular activities, and the Career Center can be found on our website at www.cpsk12.org. The website features the ability to translate information into more than 100 languages. We encourage you to download the CPS APP, which features multiple languages. You can receive test messages and emails from the schools in the languages that are available. The CPS APP is available FREE through Google Play and the App Store.

Arabic:

يتوفر ترجمة اللغة للوالدين/الأوصياء/ولي الطلاب الذين يحتاجون إليها. إذا كنت تحتاج إلى مترجم فوري وفيريجي الإبلاغ بمعلم الطالب أو المدرسة سوستاولي توفير مترجم فوري لمساعدتك. إذا لم يكن لدينا مترجمًا فوريًا في مدارس كوولو الخاصة، فسنعمل على إيجاد شخصًا يمكنه المساعدة!

يمكن أن تتوفر معلومات عن البرامج مثل Gifted Education (برنامج EEE)، وبرنامج التعيين المتقدمة والأنشطة الصفية والمركز المهني على موقعنا الإلكتروني على www.cpsk12.org. يتميز الموقع الإلكتروني بالقدرة على ترجمة المعلومات إلى أكثر من 100 لغة. نحن نشجعك على تحميل تطبيق (CPS) مدارس كوولو العامة، الذي يتميز بلغات متعددة. يمكنك تلقي رسائل البريد الإلكتروني من المدارس باللغات المتوفرة. يتوفر تطبيق CPS مجانًا عبر متجر Google Play، و App Store.

Bosnian:

Bespatno -- Jezično tumačenje (prevođenje) je dostupno za roditelje/staratelje i učenike kojima je potrebno. Ako vam je potreban tumač, obavijestite nastavnika svog djeteta ili školu i mi ćemo se pobrinuti da Vam tumač pomogne. Ako nemamo CPS tumača za Vaš jezik, potrudićemo se da pronađemo nekoga ko Vam može pomoći.

Informacije o programima kao što su Gifted Education (EEE), AP nastava, izvanškolske aktivnosti i centar za razvoj karijera (Career Center) možete pronaći na našim web-stranicama na adresi www.cpsk12.org. Na web-stranicama postoji mogućnost prijevoda informacija na više od 100 jezika. Preuzmite aplikaciju CPS APP koja radi na više jezika. Tekstualne poruke i e-poruke o ispitima iz škola na dostupnim jezicima. Aplikacija CPS APP dostupna je BESPLATNO putem usluga Google Play i App Store.

Burmese:

ဘာသာပြန်ဆိုခင်းကို လိုအပ်သော မိဘ/အုပ်ထိန်းသူများ၊ ဝင်ရောက်ကြည့်ရှုသူများနှင့် ကျောင်းသားများအတွက် ရရှိနိုင်ပါသည်။ သင်သည် ဘာသာပြန်တစ်ဦး လိုအပ်ပါက သင့်ကျောင်းသား၏ ဆရာ သို့မဟုတ် ကျောင်းကို အသိပေးပါ။ သင့်အား ကူညီပေးရန် ဘာသာပြန်တစ်ဦး ကြေးနှင့်ပတ်သက်၍ စီစဉ်ဆောင်ရွက်ပေးပါမည်။ သင်၏ဘာသာစကားအတွက် CPS ဘာသာပြန်တစ်ဦး မရှိပါက ကူညီနိုင်သူတစ်ဦးကို ရှာဖွေရန် ကြေးနှင့်ပတ်သက်၍ ကြိုးစားပါမည်။

Gifted Education (EEE)၊ AP အတန်းများ၊ အပြင်လှုပ်ရှားမှုများနှင့် အလုပ်အကိုင်စင်တာ တို့အကြောင်း အချက်အလက်များကို www.cpsk12.org. တွင်တွေ့နိုင်ပါသည်။ ဝဘ်ဆိုက်တွင် အချက်အလက်များအား ဘာသာစကား ၁၀၀ ကျော်သို့ ဘာသာပြန်ဆိုနိုင်စွမ်းရှိပါသည်။ ဘာသာစကားများစွာဖြင့် စာတိုပေးပို့ခြင်းနှင့် အီးမေးလ်များကို သင်လက်ခံရရှိနိုင်ပါသည်။ CPS APP ကို Google Play နှင့် App Store မှတဆင့် အခမဲ့ရယူနိုင်ပါသည်။

Chinese:

可应要求，给父母/监护人提供语言口译员服务。如果请求口译员服务，请告知您的学生的老师或学校，而我们将会安排口译员协助您。如果我们没有您对应语言的 CPS 口译员，我们将会努力寻找一些可以帮助您的人员。
可以在我们的网站 www.cpsk12.org。上找到 Gifted Education 天才计划 (EEE)、美国大学预修 (AP) 课程、课外活动和 Career Center 等计划信息。网站支持将信息翻译成 100 多种语言。我们鼓励您下载 CPS APP，支持多种语言。您可使用可选语言接

收测试信息和电子邮件。CPS APP 可在 Google Play 和 App Store 免费下载。

French:

Gratuitement - Nous offrons des services d'interprétation aux parents/tuteurs et aux élèves qui en expriment le besoin. Si vous avez besoin de services linguistiques, veuillez-en informer l'enseignant ou l'établissement que votre enfant fréquente, et nous vous fournirons les services d'un interprète. Dans l'éventualité où nous n'aurions pas déjà un interprète CPS parlant votre langue, nous ferons tout notre possible pour trouver quelqu'un.

Pour en savoir plus sur nos programmes pour les enfants surdoués (EEE), les cours AP (Advanced Placement), les activités parascolaires, et le Career Center, veuillez consulter le site www.cpsk12.org. Ce site vous offre la possibilité de traduire son contenu en plus de 100 langues. Nous vous invitons également à télécharger l'application CPS APP, qui offre des services multilingues. Vous pouvez recevoir les SMS et les courriels envoyés par la commission scolaire en plusieurs langues. L'application CPS APP est disponible gratuitement sur Google Play et l'App Store.

Gujarati:

ભાષા અનુવાદ એવા માતાપિતા/વાલીઓ અને વિદ ાર્થીઓ માટે ઉપલબ છે જેમને તેની જર છે. જો તમને કોઈ દુ ભાષિયાની જર હોય, તો કૃપા કરીને તમારા વિદ ાર્થીના શિક ક અથવા શાળાને જાણ કરો, અને અમે તમારી સહાય કરવા માટે દુ ભાષિયાની વ વસ ા કરીશું. જો અમારી પાસે તમારી ભાષા માટે કોઈ CPS દુ ભાષિયો ન હોય, તો અમે તમને મદદ કરી શકે તેવા કોઇ વ ક્તિ ને શોધવા માટે કામ કરીશું.

Gifted Education (EEE), એપી વર્ગો, ઇન્ટર પરવૃત્તિઓ જેવા કાયકરકરમો અને કારકિર્દી કેન રની માહિતી અમારી વેબસાઇટ www.cpsk12.org પર મળી શકે છે. વેબસાઇટ પર 100 કરતાં વધુ ભાષાઓમાં માહિતીનું અનુવાદ કરવાની ક મતા છે. અમે તમને CPS એપ્લિ કેશન ડાઉનલોડ કરવા પરરોત ાહિત કરીએ છીએ, જેમાં બહુવિધ ભાષા શામેલ છે. તમે ઉપલબ ભાષાઓમાંથી શાળા તરફથી ટેક સંદેશાઓ અને ઇમેઇલ પરરાપ કરી શકો છો. CPS એપ્લિ કેશન, Google Play અને App Store પર મફતમાં ઉપલબ છે.

Hindi:

विदयार्थी और उनकेपरिवार को भाषा अनुवाद की सुविधा उपलबध है। अगर आपको भाषा अनुवाद की आवशयकता हो तो विदयार्थी के स्कू ल या अधयापक से संपकर करे, और फिर हम आपकी मदद केलिए अनुवादक का परबंध करेंगे। अगर कोलंबिया पिबलक स्कू ल केपास आपकी भाषा केअनुवादक नहीं है तो हम किसी की मदद लेंगे जो आपकी भाषा में मदद कर सके।

काय रम जानकारी जैसे की परतिभावान शिकषा, उचच शरेणी कका, पाठयकरमेतर गतिविधि और करियर सेंटर www.cpsk12.org वेबसाइट
पर उपलबद: है। कोलंबिया पिबलक स्कूलज की वेबसाइट १०० से अधिक भाषाओ में जानकारी उपलबध है। हम आपसे निवेदन करते है की आप सीपीएस अपप (CPS APP) डाउनलोड करे, जिसमे विभाई भाषाओ की सुविधा है। आप विदयालय से परिकषण सनदेश और ईमेल पराप्त कर सकते हैं , जिन भाषाओ में ये सुविधा उपलबध है। ये सीपीएस अपप (CPS APP) गूगल पले सटोर और एपपल सटोर पर निशुलक उपलबध है।

ကျိုးအတၱကျိးထံအိဉ်ဝဲဒဉ်လၢမိၤပၢ် ပှၤကွၢ်ထွဲတၢ်ဖိတဖဉ်နီးကွဲဖိတဖဉ်လၢအလိဉ်ဘဉ်ဝဲအဂီၤလီၤ.နမ့ၢ်လိဉ်ဘဉ်ပှၤကျိးထံတၢ်ဖိနီး,ဝံသးစူၤဘီးဘဉ် သ့ဉ်ညါနပှၤကွဲဖိသရ့ဉ် မ့ဉ်မ့တမ့ၢ်ကွဲ,နီးပကကတဲာ်ကတီၤပှၤကျိးထံတၢ်ဖိလၢကမၤစၢၤနၤအဂီၤလီၤ.ပမ့ၢ်တအိဉ်နီး CPS ပှၤကျိးထံတၢ်လၢနကျိဉ် ဘဉ်နီး,ပကယုနီးန့ၢ်ပှၤတဂၤလၢအမၤစၢၤနၤသ့ဝဲန့ဉ်လီၤ.

တၢ်ဂ့ၢ်တၢ်ကျိၤလၢတၢ်ရဲဉ်တၢ်ကျဲၤအံၤအပူၤဒိအမ့ၢ်ကူဉ်သ့အတၢ်ဟ့ဉ်သါ(EEE),တီၤဒၢးတဖဉ်,တီၤဒၢးချုတၢ်ဟူးတၢ်ဂဲၤတဖဉ်,နီးတၢ်ဖံးတၢ်မၤလိ် ခၢဉ်သးအံၤတၢ်ထိဉ်န့ၢ်အီၤသ့ဖဲပဟ့ဉ်ယဲၤသန့ဖဲ www.cpsk12.org နဉ်လီၤ.ဟ့ဉ်ယဲၤသန့ၤအံၤဟ်ဖျါထိဉ်တၢ်သ့တၢ်ဘဉ်လၢကကျိးထံ တၢ်ဂ့ၢ်တၢ်ကျိၤဆူကျိာ်အါန့ဉ်ဘဝဝကျိာ်နဉ်လီၤ.ပဟ့ဉ်သဆဉ်ထိဉ်နၤလၢနကထုးန့ၢ်CPS APPလၢအဟ်ဖျါထိဉ်ကျိာ်အါကျိာ်နဉ်လီၤ.နဒိးန့ၢ်ဘဉ် တၢ်ဒိးစဲးအလိာ်တၢ်ကစီဉ်ဒိးအံမ့လ်တဖဉ်လၢကွီတဖဉ်အအိဉ်လၢကျိာ်လၢတၢ်ဒိးန့ၢ်အီၤသ့တဖဉ်နဉ်လီၤ.CPS APP တၢ်ဒိးန့ၢ်ကလီအီၤသ့ဖဲ Google Play နီးApp Store နဉ်လီၤ.

Cambodian-Khmer:

ការបកប្រែភាសាគឺមានសម្រាប់ឪពុកម្តាយ/អាណាព្យាបាល និងសិស្សដែលត្រូវការ។ ប្រសិន បើអ្នកត្រូវការអ្នកបកប្រែ សូមប្រាប់ដល់គ្រូ និងសាលារបស់សិស្សអ្នកជាមុន នោះយើងនឹង រៀបចំអ្នកបកប្រែ ដើម្បីជួយអ្នក។ ប្រសិនបើយើងមិនមានអ្នកបកប្រែ CPS ជាភាសារបស់អ្នក ទេ យើងនឹងខិតខំស្វែងរកនរណាម្នាក់ដែលអាចជួយបាន។

អ្នកអាចស្វែងរកព័ត៌មានអំពីមជ្ឈមណ្ឌលអប់រំ (EEE) ថ្នាក់ AP សកម្មភាពក្រៅម៉ោងសិក្សា និង មជ្ឈមណ្ឌលអាជីពនៅលើបណ្តាញរបស់យើងតាម www.cpsk12.org ។ វិបសាយនេះ មានសមត្ថភាពបកប្រែព័ត៌មានជាភាសាជាង 100 ភាសា។ យើងលើកទឹកចិត្តឲ្យអ្នកទាញយកកម្មវិធី CPS ដែលមានច្រើនភាសា។ អ្នកអាចទទួលសារ និងអ៊ីមែលបានជាភាសាដែលមានបាន។ កម្មវិធី CPS គឺងាក់ឲ្យប្រើប្រាស់ដោយឥតគិតថ្លៃតាមរយៈ: Google Play និង App Store ។

Dari:

رابیگگن – تفسیر Language در دسترس است برای پدر و مادر / سرپرستان آموزانی که به آن نیاز دارند. اگر شما نیاز به مترجم دارید لطفا به اطلاع معلم دانش آموز خود را و ما برای یک مترجم به شما کمک ترتیب اگر مترجم برای زبان شما گیریم برای کردن کسی که بتوانند کمک کند، کار خواهیم کرد.

اطلاعات در مورد برنامه های مانند آموزش پیش از (EEE)، کلاس های اسوشیتد پروگرام های فعالیت های فوق برنامه و ممرکز حرفه ای را می توان در وب سایت ما www.cpsk12.org. این وب سایت دارای توانایی ترجمه اطلاعات به بیش از 100 زبان است. شما را تشویق می کنیم که برنامه CPS را دانلود کنید که دارای چندین زبان است. شما می توانید پیام های آزمون و ایمیل ها از مدارس در زبان های که در دسترس هستند دریافت خواهید کرد. برنامه CPS از طریق گوگل پلی فروشگاه App به صورت رایگان در دسترس است.

Kinyarwanda:

Kubuntu - Gusemura indimi bikorerwa ababyeyi/abarezi bemewe n'amategeko n'abanyeshuri bamukeneye. Niba ukeneye umusemuzi, nyamuneka bimenyeshe umwarimu w'umunyeshuri wawe cyangwa ishuri, maze tuzagushakire umusemuzi uzagufasha. Niba tudafite umusemuzi muri CPS usemura ururimi rwawe, tuzakora uko dushoboye tukubonere umuntu ushobora kugufasha.
Amakuru ari muri porogaramu urugero nka (EEE), Amasomo ya AP, ibikorwa bidateganyijwe mu nteganyanyigisho, n'Ikigo Cyita ku Birebana n'Akazi ashobora kuboneka ku rubuga rwacu Ku rubuga bagaragaza ubushobozi bwo guhindura amakuru mu ndimi zirenze 100. Turagushishikariza gukurura CPS APP,igaragaza ubushobozi bwo kugira indimi nyinshi. Ushobora kubona ubutumwa na imeyiri bivuye ku mashuri mu ndimi ziboneka. CPS APP iboneka KUBUNTU unyuze kuri Google Play no kuri App Store.

Kirundi:

Ku buntu -- Igikorwa co guhindurira indimi abavyeyi/abarezi bemewe n'amategeko kiraboneka no ku banyeshure babisavye. Nimba urondera umuhinduzi, nyabuna bimenyeshe umwarimu w'umunyeshure wawe canke ishure, maze tuzokuronderere umuhinduzi wo kugufasha. Nimba tudafise umuhinduzi wa CPS uhindura ururimi rwawe, tuzokora uko dushoboye tukuronderere umuntu ushobora kugufasha.
Amakuru ari muri porogarama akarorero muri Gifted Education (EEE), mu vyigwa vya AP, mu bikorwa bitari mu nteguro y'ivyigwa, no mu Kigo Kijejwe Ivy'Akazi ashobora kuboneka ku rubuga rwacu rw'ingurukanabutumwa kuri www.cpsk12.org. Ku mwanya ugaragaza ubushobozi bwo guhindura amakuru mu ndimi zirenga ijana. Tuguhimirije gufungura CPS APP, ikuronsa uburyo bw'indimi nyinshi. Urashobora kuronka ubutumwa bw'itohoza n'ubutumwa burungitswe n'ishure mu ndimi ziboneka. CPS APP iboneka KU BUNTU unyuze muri Google Play no muri App Store

Korean:

통역이 필요한 학부모/후견인 및 학생에게는 통역 서비스가 제공됩니다. 통역사가 필요하신 경우에는 학생의 선생님이나 학교에 알려주시면 통역사가 도움을 드릴 수 있도록 하겠습니다. 사용하시는 언어에 대해서 CPS 통역사가 없는 경우에는 도움을 드릴 수 있는 사람을 찾아 볼 것입니다.

Gifted Education (EEE), AP 수업, 과외 활동 및 커리어 센터와 같은 프로그램에 대한 정보는 학교 웹사이트(www.cpsk12.org). 에 나와 있고 이 웹사이트에는 정보를 100여 개의 언어로 번역하는 기능이 있습니다. 여러 언어를 지원하는 CPS 앱을 다운로드해 두는 것도 좋습니다. 그러면 학교에서 제공하는 문자 메시지 및 이메일을 지원되는 언어로 제공 받을 수 있습니다. CPS 앱은 구글 플레이 및 앱 스토어에서 무료로 제공됩니다.

Pashto:

ورید – دلک تفسیر یوالد/سرپرسلو زوکد ولږ اشتولو رچې له غوښتنې سره بوک ئړخلې ز دکوو بدوونکیو بدوونځونو وامه بدلون راولو اندر تکړچې تدریس رسوي. کړ موندنه اسژ بلډ ارسي پي سي تر رجمې لرونو موندنه ک اک وچې و څ وړیدک ړچې م ر سکو لاشی.

تر ولګښت اضافه یتاد وکړما ز موږ و پیانکي مو ندد AP، (EEE) دهغږ روګرامونو ا ړمعه ل ولکښت دالز دک ړ و پیا ه فعه لو اوږ اوږ تله ۱۰۰ څ خزیږ اژ بڼه لی. رم وتدسه څوچې سي پي ډ او نک ړئ ک وچد ډیڅ ژ ب www.cpsk12.org.

خانګلګتیاوی لوی رتاسلو کولولۍ شئ دیښوونځیونځخپله هغوغړبوبچي شتونلري ازموینیوپیغاموناو ایمیلونهترلاسلاکړئ.رسی پی اس لی پی د ګوګل پلی او اپ ستورسله لاریږوریږشتونلري.

Portuguese:

Gratuitamente - Disponibilizamos interpretação em outros idiomas para os pais/responsáveis que precisam. Se você precisar de um intérprete, informe ao professor ou à escola, e providenciaremos um intérprete para ajudá-lo(a). Se não tivermos um intérprete CPS para o seu idioma, buscaremos alguém que possa ajudar.

Informações sobre programas como Gifted Education (EEE), aulas de programação avançada (AP), atividades extracurriculares e o Centro de Carreiras podem ser encontradas no nosso site em www.cpsk12.org. O site possui uma função de tradução das informações para mais de 100 idiomas. Recomendamos baixar o CPS APP, disponível em vários idiomas. Você pode receber mensagens de teste e e-mails das escolas nos idiomas disponíveis. O CPS APP está disponível GRATUITAMENTE na Google Play e na App Store.

Russian:

БЕСПЛАТНО - При необходимости родителям / опекунам и учащимся предоставляются услуги переводчиков. Если вам требуется переводчик, просим вас уведомить учителя или администрацию школы, где учится ваш ребенок, и мы организуем для вас помощь переводчика.
Если у нас не найдется переводчика от Службы защиты детей, мы постараемся найти того, кто сможет помочь в данной ситуации.

Информацию о таких программах, как Gifted Education (EEE), курсах AP, внеклассных мероприятиях и центре профориентации, можно найти на нашем сайте по адресу www.cpsk12.org. Сайт оснащен функцией перевода более чем на 100 языков.
Мы рекомендуем вам скачать приложение CPS APP с поддержкой различных языков.
Вы сможете получать сообщения о тестах и электронные письма от школ на доступных языках. Приложение CPS APP можно скачать БЕСПЛАТНО в Google Play и App Store.

Somali:

BILAASHA - Turjmaada luqadda waxaa loo heli karaa waalidka/masuulada iyo ardayda u baahan iyadda. Haddii aad u baahantahay turjubaan, fadlan ku wargeli macalinka ardaygaaga ama dugsiga, ama waxaanu habbayn doonaa turjubaan si uu kuu caawiyo. Haddii aanaan haysan turjubaanka CPS ee luqaddaada, waxaanu ka shaqayn doonaa inaanu helno qof ku caawin kara.

Macluumaadka barnaamijyada sida Gifted Education (EEE), fasalada AP, hawlaha manhanjka dhaafsiisan, iyo Xarunta Minhada waxaa laga heli karaa websaydka www.cpsk12.org. Websaydka waxa uu sifeeyaa kartida loogu turjumo macluumaadka wax ka badan 100 luqaddood. Waxaanu kugu dhiirigelinaynaa inaad soo dejiso OPS APP, taas oo sifaysa luqaddo farabadan. Waxaad ka heli kartaa fariimaaha tijaabada ah iyo iimaylada ka yimid dugsiga luqaddaha la heli karo. CPS APP waxaa lagu heli karaa BILAASHA dhexda Google Play iyo App Store.

Spanish:

GRATIS - La interpretación de idiomas está disponible para padres / guardianes y estudiantes que lo requieran. Si necesita un intérprete, informe al maestro de su hijo o a la escuela, y haremos los arreglos necesarios para que un intérprete le ayude. Si no tenemos un intérprete de CPS para su idioma, trabajaremos para encontrar a alguien que pueda ayudarle.
Puede encontrar información sobre programas tales como Educación para estudiantes talentosos y dotados (EEE), Clases de AP, actividades extracurriculares y el Centro de carreras profesionales en nuestro sitio web en www.cpsk12.org. El sitio web presenta la capacidad de traducir información en más de 100 idiomas. Le recomendamos que descargue la aplicación CPS, que cuenta con varios idiomas. Puede recibir mensajes y correos electrónicos de las escuelas en los idiomas disponibles. La aplicación CPS está disponible GRATIS a través de Google Play y App Store.

Swahili:

Ukalimani wa lugha upo kwa wazazi/walezi na wanafunzi wanaouhitaji. Ikiwa unamhitaji mkalimani, tafadhali fahamisha mwalimu wa mwanafunzi wako au shule na tutaweka mipango ya mkalimani ili akusaidie. Ikiwa hatuna mkalimani wa CPS wa lugha yako, tutajitahidi kumpata anayeweza kusaidia.
Maelezo kuhusu mipango kama vile Gifted Education (EEE), madarasa ya AP, shughuli za nje ya darasa na Kituo cha Taaluma yanaweza kupatikana kwenye tovuti yetu katika www.cpsk12.org. Tovuti inaangazia uwezo wa kutafsiri maelezo katika zaidi ya lugha 100. Tunakuhimiza upakue CPS APP, inayoangazia lugha mbalimbali. Unaweza kupokea ujumbe na barua pepe za jaribio kutoka kwenye shule katika lugha zilizopo. CPS APP inapatikana BILA MALIPO kupitia Google Play na App Store.

Tigrinya:

ንዘድልዮም ወለዲ/ሓብሓብቲን ተማሃሮን ናይ ትርኩም ኣገልግሎት ኣሎ። ተርጓሚ እንተድልይኩም ብኽብረትኩም ንመምህር ወይ ድማ ቤት ትምህርቲ ውላድኩም ኣፍልጡ እቲ ተርጓሚ ንኽሕግዘኩም ክነዳልው ኢና። ንቋንቋኹም CPS ተርጓሚ ዘይብልኩም እንተኾየይኑ ክሕግዘኩም ዝኽእል ሰብ ንምርካብ ክንፅዕር ኢና።

ንናይ Gifted Education (EEE), AP ክፍሊታት፣ ካልኦት ናይ ትምህርቲ ጎናዊ ንጥፈታትን ማእኸል ስራሕ ፕሮግራማት ዝምለከት ሓበሬታ ኣብ መርበብ ሓበሬታና ኣብ www.cpsk12.org ይርከብ እቲ መርበብ ሓበሬታ ነቲ ሓበሬታ ናብ 100 ቋንቋታት ይትርጉም። ነቲ ብዙሓት ቋንቋታት ዘሎዎ CPS ኣፕ ንኽተውርዱ ነተባብዐኩም። ካብቲ ቤት ትምህርቲ ዝለኣኹ መፈተኒ መልእኽቲታትን ኢሜይላትን በቶም ዘሎዉ ቋንቋታት ይለኣኽልኩም። እቲ CPS ኣፕ ካብ Google Play ን App Store ን ብናፃ ምርካብ ይከኣል።

Urdu:

جن والدین/سرپرست اور طلباء کو اس کی ضرورت ہے ان کے لیے زبان کے ترجمے کی خدمت دستیاب ہے۔ اگر آپ کو مترجم کی ضرورت ہے تو براہ کرم اپنے طالب علم کے استاد یا اسکول کو مطلع کریں اور ہم آپ کی مدد کرنے کے لیے ایک مترجم کا انتظام کر دیں گے۔ اگر ہمارے پاس آپ کی زبان کے لیے کوئیCPS مترجم نہیں ہوگا، تو ہم کسی ایسے شخص کو تلاش کرنے کی کوشش کریں گے جو مدد کر سکے۔

Gifted Education (EEE)، AP کلاسز، غیر نصابی سرگرمیوں جیسے پروگراموں کے بارے میں معلومات اور کیریئر سینٹر کو ویب سائٹ www.cpsk12.org پر تلاش کیا جا سکتا ہے۔ ویب سائٹ 100 سے زائد زبانوں میں معلومات کا ترجمہ کرنے کی صلاحیت رکھتی ہے۔ ہم آپ کو CPS ایپ ڈاؤن لوڈ کرنے کی ترغیب دیتے ہیں جو متعدد زبانوں میں دستیاب ہے۔ آپ دستیاب زبانوں میں کی طرف سے آزمائشی متنی پیغامات اور ای میلز موصول کر سکتے ہیں۔ ایپ Google Play اور App Store دونوں پر مفت CPS دستیاب ہے۔

Vietnamese:

MIỄN PHÍ - Có sẵn dịch vụ thông dịch cho phụ huynh/người giám hộ và học sinh có nhu cầu. Nếu bạn cần thông dịch viên, vui lòng thông báo cho giáo viên hoặc trường học của học sinh và chúng tôi sẽ sắp xếp thông dịch viên để hỗ trợ bạn. Nếu chúng tôi không có một thông dịch viên CPS cho ngôn ngữ của bạn, chúng tôi sẽ làm việc để tìm một người có thể giúp đỡ.
Có thể tìm thấy thông tin về các chương trình như Gifted Education (EEE), các lớp học AP, các hoạt động ngoại khóa và Trung tâm Hướng nghiệp trên trang web của chúng tôi tại www.cpsk12.org. TRang web có tính năng dịch thông tin sang hơn 100 ngôn ngữ. Chúng tôi khuyến khích bạn tải xuống ỨNG DỤNG CPS, có nhiều ngôn ngữ. Bạn có thể nhận tin nhắn kiểm tra và email từ các trường bằng các ngôn ngữ có sẵn. ỨNG DỤNG CPS có sẵn MIỄN PHÍ thông qua Google Play và App Store.

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Columbia Public Schools' Board Equity Statement

Columbia Public Schools, through action and in partnership with families and the community, will uphold the values, policies, and practices that promote cultural competence. We will accept, embrace, and empower students and staff in their individual identities to establish and sustain human dignity, justice, equitable treatment and inclusiveness in the classroom and workplace.

NONDISCRIMINATION STATEMENT

The Columbia Public School District strives for equal opportunity in the educational programs and activities, and in District's employment policies. The following represents the Nondiscriminatory Policy of the School District.

The Columbia Public School District does not discriminate based on race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act:

- in the recruitment, selection, treatment, and promotion of employees,
- in the admission and participation of students in the educational programs or activities,
- in vocational opportunities,
- in the treatment, counseling, and placement of students.

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

Any person who feels that he or she has been discriminated against in violation of the nondiscrimination policy shall apply for redress or direct questions to the following Coordinator:

Shonda Ambers-Phillips
Chief Equity Officer for Student Matters
Columbia Public Schools 1818 West
Worley Columbia, MO 65203
Phone: 573-214-3413
Fax: 573-214-3401
SPhillips@cpsk12.org

Michelle Holz, Chief Human Resources Officer
Compliance Officer for Personnel Matters
Columbia Public Schools 1818 West Worley
Columbia, MO 65203
Phone: 573-214-3423
Fax: 573-214-3403
mholz@cpsk12.org

Ranita Norwood
Title IX Coordinator for Student Matters
Columbia Public Schools 1818 West
Worley Columbia, MO 65203
Phone 573-214-3438
RNorwood@cpsk12.org

Joey Schenz
Title IX Coordinator for Personnel Matters
Columbia Public Schools 1818 West Worley
Columbia, MO 65203
Phone: 573-214-3424
JSchenz@cpsk12.org

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

U.S. Department of Education Office for Civil Rights
One Petticoat Lane, 1010 Walnut Street, 3rd floor, Suite 320, Kansas City, MO 64106
Telephone: (816) 268-0550; Facsimile: (816) 823-1404
Email: OCR.KansasCity@ed.gov

ALL STUDENTS HAVE THE RIGHT TO:

- Be treated with courtesy, respect, and dignity.
- Attend school and be valued members of the school community.
- Learn in a safe environment that is free of bullying, harassment, and discrimination.
- Receive instruction about school behavior expectations and social and emotional skills.
- Access appropriate support and services to succeed in school, including interventions, accommodations, and modifications necessary for student success.
- Receive a written copy and clear explanation of the Columbia Public Schools Behavior Education Plan, including the process to appeal disciplinary decisions.
- Implementation of behavior support that is consistent with the Columbia Public Schools Behavior Education Plan and district policies.
- Be heard and report unfair treatment to a person in authority.
- Participate in decision-making to determine which interventions and consequences will be used in response to disciplinary issues.
- Maintain personal privacy. Student property may be searched based on reasonable suspicion of a violation of district rules, policy, or law.
- Have a parent/guardian present at readmission from out-of-school suspension conferences and throughout the expulsion process.
- Have a parent/guardian notified, in a language the parent/guardian understands, when an investigation may result in a Response Level 4 or 5.

ALL STUDENTS HAVE RESPONSIBILITY TO:

- Show respect and courtesy to all students, staff, and school visitors. This includes respecting individual differences, cultural diversity, and the property of others.
- Attend school daily, be prepared for class, engage in classroom activities, and be an active participant in the learning process.
- Contribute to a safe learning environment by managing their own behavior, reporting harmful or dangerous situations to an adult.
- Understand and follow all district and school rules and instructions given by school staff.
- Bring only those materials to school that are allowed.
- Actively facilitate communication between home and school.

Columbia
PUBLIC SCHOOLS

Vision: To be the best school district in our state
Mission: To provide an excellent education for all our students

ASLIN ADMINISTRATION BUILDING
1818 West Worley Street
Columbia, MO 65203
(573) 214-3400
Fax: (573) 214-3401

Dr. Michelle Holz
Chief Human Resources Officer

Dear Parent or Guardian:
Columbia Public Schools is required to inform you of certain information that you, according to Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know:
Upon your request, our district is required to provide you with the following information in a timely manner:

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

In addition to the information that parents may request, districts must provide each individual parent with this information:

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

If you have any questions regarding this information, please contact the Chief Human Resources Officer.

Section One: School Organization

A. INTRODUCTION

Education is something we all share. We value it. We know how important it is to our community, our nation, and our. world. Education is one of the most important factors that allow us to lead successful, quality lives. For more than 150. years, our district has helped hundreds of thousands of students successfully meet the challenges of work, learning, and living. These goals support our vision, to be the best district in the state, as well as our mission of providing an excellent education for all students.

Education is for everyone in the Columbia Public School District. As a community, we work together constantly to provide the best education possible for thousands of children, adolescents, and adults.

As a school district, we are prepared for the future. Our long-range plan provides the impetus and inspiration to exceed our dreams. The district, and our vision of its future, are built upon a solid foundation. This foundation is one of team effort, excellence, and an unrelenting philosophy that we can always do better.

Recognition of our efforts has come from all levels – local, state, national, and international. However, the true measure of our achievement is the success of each student. We encourage you to access school information on the district website at: www.cpsk12.org

B. SCHOOL DISTRICT MISSION (BOARD POLICY: AD)

The mission of the Columbia Public School District is to provide an excellent education for all students by adhering to our organizational goals. CPS School Board regularly reviews policy. This handbook will be updated as soon as possible after a policy change.

Teachers and staff, together with parents and the broader community, create a complete and nurturing educational environment. Challenging educational opportunities are based on rigorous training in basic skills. Instruction includes a variety of learning experiences.

Students are individuals with distinct cultural and family backgrounds. Each student possesses a unique set of cognitive, physical, social, and emotional abilities and interests.

Student Policy Goals: As reflected in the statement of philosophy of the Columbia Public School District, students are the first concern of the district and must receive the primary attention of the Board of Education and all staff members. In pursuing this primary goal, it is imperative that the welfare of the individual student be kept paramount and that each student be considered and treated with respect as an individual. To this end, the Board and staff shall work together to establish an environment conducive to promoting high levels of learning and achievement for each student.

Resolution of Patron Concerns: The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and officers of the district, such as faculty, principals, the superintendent, or the Board. Student and personnel issues or concerns will be treated confidentially as required by the law and in accordance with Board policy.

C. NONDISCRIMINATION POLICIES

Prohibition against Discrimination, Harassment, and Retaliation (Board Policy:

The Columbia School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination, harassment, and retaliation in admission or access to, or employment in, its

programs, services, activities, and facilities. In accordance with the law, the district strictly prohibits discrimination and harassment against employees, students, or others based on race, color, religion, gender, gender identity, gender expression, sex, sexual orientation, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law. The Columbia Public Schools is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions, including but not limited to, acts of intimidation, threats, coercion, or discrimination against those who make complaints of illegal discrimination or harassment; or report illegal discrimination or harassment; or participate in an investigation, formal proceeding, or informal resolution, whether conducted internally or outside the district, concerning illegal discrimination or harassment.
2. Aiding, abetting, inciting, compelling, or coercing illegal discrimination, harassment, or retaliatory actions; and
3. Discrimination, harassment, or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy and law.

As used in this policy, "discrimination, harassment or retaliation" has the same meaning as "illegal discrimination, harassment or retaliation" and is limited to acts prohibited by law. All employees, students, and visitors must, as soon as possible, report to the district for investigation any incident or behavior that could constitute discrimination, harassment, or retaliation in accordance with this policy. 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. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment, and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

Students, employees, and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer.

Level 1 – A grievance is filed with the district's compliance officer. The compliance officer may conduct the investigation or assign an administrator or other qualified individual to conduct the investigation when appropriate. If the compliance officer determines that the grievance allegations involve sexual harassment under policy ACA, the report will be routed accordingly.

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

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

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

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

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

Sexual harassment is prohibited under this policy and policy ACA, but policy ACA applies only to a narrower category of sexual harassment under Title IX, as defined in the federal regulations. All sexual harassment reports must be made to the Title IX coordinator identified in policy ACA and evaluated for policy ACA applicability. If a sexual harassment report is made to any other district employee, the report must be promptly referred to the Title IX coordinator for intake. Incidents of alleged sexual harassment that are not investigated under policy ACA may be referred for processing under this policy.

Sexual Harassment under Title IX (Board Policy: ACA)

The Columbia School District does not discriminate based on 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 that does not fall under Title IX in accordance with Board policy AC.

Any person may report sexual harassment under Title IX regardless of whether the person is the alleged victim (complainant). However, Board members and employees must immediately report to the Title IX coordinator any incident or behavior that could constitute sexual harassment under Title IX or retaliation in accordance with this policy. Reports may be made at any time, including during non-business hours, by using the telephone number, email address, or office address listed below.

The Board authorizes the following individual(s) to serve as the Title IX coordinator(s) for the Columbia School District and coordinate and implement the district's efforts to comply with the requirements of Title IX.

Ranita Norwood
Title IX Coordinator for Student Matters
Columbia Public Schools, Aslin Administration Building 1818 West Worley
Columbia, MO 65203
Phone 573-214-3438 / Fax: 573-214-3401
RNorwood@cpsk12.org

Joey Schenz
Title IX Coordinator for Personnel Matters Columbia Public Schools, Aslin Administration Building 1818 West Worley
Columbia, MO 65203
Phone: 573-214-3424 / Fax: 573-214-3403
JSchenz@cpsk12.org

D. PUBLIC CONCERNS AND COMPLAINTS (Board Policy: KL)

The Columbia School District is interested in resolving concerns and hearing complaints from the public regarding district programs and services so that they may be improved and better meet the needs of the students and the community.

The district encourages parents/guardians, students, and other members of the public to first discuss concerns with the appropriate district staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely fashion. The Board will not act on an issue without input from the appropriate district staff and may require a parent/guardian, patron, or student to meet with or discuss an issue with district staff prior to hearing a complaint or deciding on the matter.

All district employees are expected to answer questions, receive input, and professionally address concerns and complaints of parents/guardians, students, and other members of the public. If an employee is unable to answer a question or resolve an issue, the employee must direct the person or the question to the appropriate district employee.

Complaint Process

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. Complaints involving federal programs will be processed in accordance with policy KLA. Other grievances or complaints for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure. If no other policy or procedure applies, the complaint may be brought as described below. Process for Resolving a Concern or Complaint

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established policies or procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern ("complainant") within five business days of receiving the complaint or concern unless additional time is necessary to investigate, or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding individual schools should be presented in writing to the Executive Director. The Executive Director will provide a written response to the individual raising the concern ("complainant") within five business days of receiving the complaint or concern unless additional time is necessary to investigate, or extenuating circumstances exist.
4. Unsettled matters from (3) above or concerns or complaints regarding the school district in general should be presented in writing to the Chief Schools Officer. The Chief Schools Officer will provide a written response to the complainant within five business days of receiving the concern or complaint unless additional time is necessary to investigate, or extenuating circumstances exist.

5. Unsettled matters from (4) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the complainant within five business days of receiving the concern or complaint unless additional time is necessary to investigate, or extenuating circumstances exist.
6. If the matter cannot be settled satisfactorily by the superintendent, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board. The Board will address each concern or complaint in an appropriate and timely manner. The Board is not obligated to address a complaint. If the Board decides to hear the issue, the Board's decision is final. Otherwise, the superintendent's decision on the issue is final.

Prohibition against Retaliation

The Board strictly prohibits discrimination or retaliation against any person for bringing concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

F. VISITATION TO SCHOOLS (POLICY KK)

Visitor Management System:

Columbia Public Schools has a Visitor Management System in all our buildings. The goal of the Visitor Management System is to welcome our guests while also promoting the safety and security of students, teachers and staff.

This system requires visitors, contractors, and volunteers to scan or manually enter their state issued IDs to gain entrance. Visitors will then receive a visitor's tag that identifies them as guests in our buildings. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.

Requests for classroom visits should be made in advance through the principal's office. Visitors to the classroom should not interfere with the instructional process. Visitors who wish to visit classrooms (general education or special education) with the intent of conducting observations shall work with the building principal to establish timelines and appropriate goals. Non-enrolled students may not attend school. For added security, all elementary, middle, and high schools have an electric door and video intercom system. Parents will be required to use this system to enter the building. Parents will activate the system and should expect to announce who they are and why they are there before school staff will unlock the door to allow them entrance.

It is the responsibility of the legal guardian to provide a copy of any court documents pertaining to non-visitation orders for non-custodial parents or others. Visitation by non-custodial parents will be granted unless official documents prohibiting visitation are on file with the school.

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

The district will not restrict or prohibit access to district property or events because a parent, guardian, student, or other individual exercised his or her rights or engaged in any protected activity in accordance with the anti-discrimination and

anti-retaliation laws enforced by the Office for Civil Rights. The Board prohibits retaliatory actions including, but not limited to, acts of intimidation, threats, coercion, or discrimination against those who make complaints of prohibited discrimination or harassment, report prohibited discrimination or harassment, or participate in an investigation, formal proceeding, or information resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.

G. ADMISSION OF STUDENTS (POLICIES JEC AND JECA)

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

H. GUIDELINES FOR INTRADISTRICT TRANSFERS (POLICY JCB)

The Board will establish attendance areas for all the district's school buildings, which will be reviewed annually. Attendance areas are dictated by the address of natural or legal guardian(s), and students who live within an attendance area will be required to enroll in the designated building unless one of the following exceptions applies.

- The superintendent or designee may reassign student(s) to a different building for the health, safety, or welfare of the student, to maintain discipline and safety in the schools, to better meet the educational needs of the student or to address overcrowding in school.
- Students with disabilities may be assigned to attend a school outside their attendance area by their Section 504 team or pursuant to their individualized education programs (IEPs). Administrators participating in these decisions will notify the admissions office as soon as the decision is made to place a student outside his or her attendance area.
- As required by law, students placed in foster care or students who qualify as homeless may attend or continue to attend the school of origin when it is determined that it is in the student's best interest, even when the student is placed in a home or temporarily resides in a home in another attendance area or school district.

Unless required by law, transfers are a privilege, not a right. The district will consider educational needs rather than convenience or following or remaining with a peer group when making the decision to allow a student to transfer. Further, the district may rescind a transfer once granted for any reason including, but not limited to, disciplinary issues or an increase in absences. Transportation will not be provided to students transferring to schools outside their designated attendance area unless required by law.

A parent(s)/guardian(s) may submit a request to transfer the student to a different district school subject to eligibility as determined by the district. Parents/guardians must submit a transfer request to the district administration building on or before **April 1** of the school year before the year the transfer is desired. Transfer requests received after **April 1** will be considered only after those received by the **April 1** deadline.

- Once a transfer has been approved, the student may continue to attend the transfer school in subsequent years. Parent(s)/guardian(s) will not have to re-apply for a transfer. The district may, however, rescind a transfer for cause, including but not limited to, disciplinary issues or failure to maintain good attendance. If a student chooses to return to their home school, they will not be eligible for another transfer for one full school year, absent extenuating circumstances.

- *Timeline:* Parent(s)/Guardian(s) who submit transfer requests to the district administration building on or before April 1 of the school year prior to the year the transfer is requested shall be considered first. The school district will not consider transfer requests received after April 1 until it has fully considered transfer requests received by the April 1 deadline. Transfer decisions for those applying by April 1 will be made no later than May 1. Transfer decisions made for those applying after April 1 will be made by June 1 or 14 days after the application is submitted, whichever comes later. Parents will be notified in writing once a final decision is made.
- *Students who move during the school year:* Students who move from one school attendance area to another school attendance area during the school year will be allowed (without transportation) to complete the school year at their original school. To remain at that school for additional years, however, the parent(s)/guardian(s) will need to apply for a transfer request, as outlined above.

Columbia Public Schools

Feeder School Pattern

The feeder school pattern is based on geographic location. Elementary schools that are followed by two or three asterisks indicate the school has two or three feeder patterns.

Information about attendance area boundaries based on home address may be found on the CPS website.

Elementary School	Middle School	High School
Alpha Hart Lewis Elementary (KD-5) **	Lange Middle School (6-8)	Battle High School (9-12)
Blue Ridge Elementary (KD-5) **		
Derby Ridge Elementary (KD-5) **		
Eliot Battle Elementary (KD-5)		
Shepard Boulevard Elementary (KD-5) ***		
Two Mile Prairie Elementary (KD-5)		
Blue Ridge Elementary (KD-5) **	Oakland Middle School (6-8)	
Cedar Ridge Elementary (KD-5)		
New Haven Elementary (KD-5) **		
Shepard Boulevard Elementary (KD-5) ***		
Benton Elementary (KD-5)	Jefferson Middle School (6-8)	Hickman High School (9-12)
Grant Elementary (KD-5) **		
Locust Street Elementary (KD-5)		
Shepard Boulevard Elementary (KD-5) ***		
Fairview Elementary (KD-5) ***	Smithton Middle School (6-8)	
Mary Paxton Keeley Elementary (KD-5) **		
Midway Heights Elementary (KD-5)		
Alpha Hart Lewis Elementary (KD-5) **	West Middle School (6-8)	
Derby Ridge Elementary (KD-5) **		
Fairview Elementary (KD-5) ***		
Mary Paxton Keeley Elementary (KD-5) **		
Parkade Elementary (KD-5)		
Russell Boulevard Elementary (KD-5) **		
West Boulevard Elementary (KD-5)		
Fairview Elementary (KD-5) ***	Gentry Middle School (6-8)	Rock Bridge High School (9-12)
Grant Elementary (KD-5) **		
Mill Creek Elementary (KD-5) **		
New Haven Elementary (KD-5) **		
Rock Bridge Elementary (KD-5)		
Russell Boulevard Elementary (KD-5) **		
Beulah Ralph Elementary (KD-5)	John Warner Middle School (6-8)	
Eagle Bluffs Elementary (K-5)		
Mill Creek Elementary (KD-5 **		

The Feeder Pattern for Secondary may vary depending on some addresses.

I. MILITARY OPT-OUT PROCEDURE

Federal law requires that school districts provide military recruiters with certain information. The school district must provide upon request by military recruiters access to high school students' names, addresses, and telephone listings, unless the parent requests otherwise.

- Consent – The high school student (if 18 years old) or the parent of the student may request that the student's name, address, and telephone listing are not released to military recruiters.
- Access to students – Each district shall provide military recruiters the same access to high school students as it provides (in general) to higher education institutions, community colleges, and prospective employers.

If you do not want your student's name, address, and telephone listing released to military recruiters, please complete the parent opt-out form available in your student's high school office or access and update the Registration Process in CPS Families Portal to submit your request to opt-out by September 30.

J. PUPIL PERSONAL INFORMATION

The Columbia School District operates under the procedure of not making personally identifiable student information available unless permission is granted by parents, or as is provided in the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S. Code 1232g. There is certain directory information, however, that the district may provide the public. This information includes a student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time, or part-time); participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images, and recorded sound unless such records would be considered harmful or an invasion of privacy.

In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students, and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the Juvenile Office (JO) and the Children's Division (CD) of the Department of Social Services: The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

For an explanation of "directory information" and "limited directory information" see Board Policy JO. If any parents do not wish for this directory information to be released for currently enrolled students at Columbia Public Schools, they have until the second Monday of September, to provide notice in writing to the Executive Director for Elementary Education or the Executive Director for Secondary Education, 1818 West Worley Street, Columbia, MO, 65203 or access and update the Registration Process in CPS Families Portal to submit your request to opt-out.

i. Notification of Parent and Student Rights under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Columbia Public School District receives a request for access.
   Parents or eligible students who wish to inspect their student's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where 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 to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
   Parents or eligible students who wish to ask the district to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures 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 district discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member or a person serving on the school board. A school official may also include a volunteer, contractor, or consultant who performs an service or function for which the district would otherwise use its own employees and who is under the direct control of the district with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the distirct discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. The district forwards records on request or if the disclosure is initiated by the parent or eligible student.

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 contact information of the Office that administers FERPA is:

    Family Policy Compliance Office
    U.S. Department of Education
    400 Maryland Avenue, SW
    Washington, DC 20202

Process for Parents and Students to Opt Out of the Disclosure of Directory Information under FERPA

The Family Educational Rights and Privacy Act (FERPA) requires that the [Name] School District obtains your written consent prior to the disclosure of personally identifiable information (PII) from your child's education records, with some exceptions. However, the district may disclose appropriately designated "directory information" without written consent, unless you have notified the district in writing of your objection. "Directory information" is information that the district has determined is generally not considered harmful or an invasion of privacy if it is released.

The primary purpose of directory information is to allow the district to include information from your child's education records in district publications, including but not limited to, a student's name, height and/or weight printed in a school athletic program; a student's name and photo in the school yearbook, a student's birthday on a calendar in the classroom, or a video of the choir concert on a social media page.

Directory information may also be disclosed to outside organizations without a parent's prior written consent. Some examples include the district providing a list of honor roll students to the local newspaper or parent names to the PTA.

In addition, two additional federal laws require the school district to provide military recruiters and institutions of higher education, upon request, with the names, addresses and telephone listings of secondary students, unless parents have notified the district in writing that they do not want their student's information disclosed.

If you do not want the district to disclose contact information to military recruiters or institutions or directory information from your child's education records to third parties, you must complete a written statement notifying the district that you do not want the information released and submit it to the building principal. The statement must be dated and signed. Please provide this notice in writing by [insert date]. Please note that if you opt your student out of directory information, your student's picture will not be included in

the district's yearbook or other publications and your student's name will not appear in district programs or the honor roll.

General Directory Information: The following information about a personally identifiable student may be disclosed to the school community or to any person without first obtaining written consent from a parent or eligible student:

> *Student's name; date of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors, and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images, and recorded sound unless such records would be considered harmful, an invasion of privacy, or a security issue.*

Limited Directory Information: In addition to general directory information, the following information about a personally identifiable student may be disclosed to parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office, and the Children's Division (CD) of the Department of Social Services:

> *The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.*

Student Information and Images in Recorded Classes, District Publications and Social Media

The district maintains a number of publications and social media accounts to better communicate with students, parents, and the community. Further, the district may record some classes to assist the instruction of students attending virtually or for instructional purposes. Unless the parent or eligible student notifies the district in writing as directed under the section "Process for Parents and Students to Opt Out of the Disclosure of Directory Information under FERPA," the district may include pictures and information about a student in district publications and posts on social media. Even if a parent objects to the disclosure of directory information, when a student's image is included in a photograph or video as part of a crowd shot where the focus of the image is not on that particular student, the student's image may still be included in a district publication or social media post, or video recording.

K. STUDENT RECORDS (POLICY JO)

A cumulative record is maintained for every student in the Columbia School District. This record includes family data, school achievement data, attendance data, immunization records, and test data.
Legal guardians have the right to inspect and review all official records directly related to their children. Schools shall provide a school employee to interpret the information within the folder to parents. Procedures for the release of information on student records shall be in accordance with the provisions of the Family Education Rights and Privacy Act (FERPA).

Notification of Rights under FERPA for Elementary and Secondary Schools

FERPA affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day that Columbia Public Schools (CPS) receives a request for access:
    a. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will notify the parent or eligible student of the time and place where 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, misleading, or otherwise in violation of the student's privacy rights under FERPA:
    a. Parents or eligible students who wish to ask CPS to amend their child's or their education record should write the school principal (or appropriate school official), clearly identify the part of the record they want to be changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures 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 (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent:
    a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be outlined in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school,
        i. performs an institutional service or function for which the school would otherwise use its employees;
        ii. has been determined to meet the criteria set forth in the school's or district's annual notification of FERPA rights for being a school official with a legitimate educational interest in the education records;
        iii. is under the direct control of the agency or institution with respect to the use and maintenance of education records;
        iv. uses education records only for authorized purposes and may not re-disclose PII from education records to other parties unless the provider has specific authorization from the school or district to do so and it is otherwise permitted by FERPA. (See 34 CFR § 99.31(a)(1)(i)); and the school or district is responsible for its protection. PII from education records disclosed under FERPA's school official exception to consent may only be used for the purposes authorized by the respective school or district. In the relationship between the provider and the school or district, providers should remember that the school or district may require transparency about how student data obtained or collected under a contract or agreement are used, plans for data security and confidentiality of PII, and evidence that the school or district retains direct control with respect to the use and maintenance of PII at all times;

v. is under the direct control of the school concerning the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CPS 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, SW Washington, DC
20202

It is the responsibility of the legal guardian to inform the school when changes occur with respect to legal custody of a student. Generally, in written policies of the Board of Education the term "parents" shall be understood to include those who have legal custody of a child. However, for purposes of FERPA, "parent" includes a natural parent, guardian, or an individual acting as a parent in the absence of a parent or a guardian. Therefore, noncustodial parents have access to student records in the same manner a custodial parent does unless the district receives a copy of a court order restricting those rights.

A student's records are maintained under his/her legal name until official court documentation of a name change is received by the school.

L. STUDENT SUPPORT

Each school implements a collaborative process for structuring the learning environment to support the academic and social success of all students. A representative team within each building will work collaboratively with staff and students to: develop clear and consistent expectations; provide direct instruction on expected behavior; provide consistent specific positive feedback when students meet the behavioral expectations; and provide consistent corrective actions when students do not meet the behavior expectations. Please refer to your student's individual school handbook for specific guidelines.

M. LAW ENFORCEMENT

The Columbia School District No. 93 has legal jurisdiction over students during the school day and the hours of approved extracurricular activities. If a student is a witness to, or victim of, a crime or a dangerous situation, the name of the student and the information gathered by school officials will be turned over to local law enforcement to assist in protecting the welfare of all students. When law enforcement officials find it necessary to question students during the school day or the hours of approved extra-curricular activities, the school principal or designee will be present in the interview with the student, unless prohibited by law enforcement, and the interview will be conducted in private.

Safety and Security Personnel: The purpose of Safety and Security personnel is to promote a safe learning environment. Members of the Safety and Security department are assigned school buildings and will provide support to students and staff to maintain a safe and secure building and provide a positive role model in the educational system.

Abandoned Children Missouri Safe: If a child needs to be sent home, for health or safety reasons, and the parent or guardian refuses to collect the child or to decide for the child to be brought home, the school administration will contact

the Safety and Security team member assigned to their building. Every attempt will be made to assist the family in getting their child picked up. If no solution can be found, after every attempt has been made to contact student guardians and emergency contacts, building administration will contact law enforcement to take the child into custody. If necessary, a Child Abuse and Neglect Hotline report will be made to the Division of Family Services.

N. STUDENT HEALTH SERVICES

Student Health is provided by or under the direction of registered professional nurses. The school nurse for your child's school may also provide services to other schools. Although the nurse may not always be present in your child's school, the nurse is always on call and readily available for consultation or to direct health care or emergency care. To contact the school nurse, please call the school office.

Special Health Concerns

It is important for parents or guardians to inform the school nurse of special health conditions that may be a concern or necessitate emergency care at school. Examples of special health conditions are communicable diseases, hearing loss, allergies, asthma, diabetes, and seizure disorders. Current signed healthcare provider orders and signed release of information will be required to each school year to ensure quality healthcare for students needing skilled nursing services at school. School nurses will share information that may constitute an emergency at school or impact a child's education with other Columbia Public Schools staff members on a need-to-know basis.

Immunizations (Policy JHCB)

It is unlawful for any student to attend school unless the student has been immunized according to Missouri Immunization Law (MO State Law 19 CSR 20-28.010; sections 167.181 and 210.003) or unless a signed statement of medical or religious exemption is on file at the school.

The parent or guardian of each student must furnish the school with satisfactory evidence of immunization in the form of a statement, certificate, or record from a physician or his or her designee, other recognized health facility, immunization registry, school record, or childcare record stating that the required immunizations have been given to the person and verifying the type of vaccine. The month, day, and year of vaccine administration must be included on the statement, certificate, or record. A completed and signed medical or religious exemption form will also be accepted per state law. The nurse should be informed of immunizations a student receives after enrollment to maintain current and accurate information on the student's health record.

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

Medications

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

1. All medications administered through the health office must meet the following guidelines:
    a. Prescription medication from a physician or other health professional licensed by a state regulatory body as an authorized prescriber will be administered.
    b. Over-the-counter medications must have a written request from a physician or authorized prescriber for administration. This includes acetaminophen, ibuprofen, cough syrup, cough drops, and sunscreen.
    c. The physician or authorized prescriber must renew written individual and standing orders each school year.
    d. Prescribed medication must have a pharmaceutical label that includes the following:
        i. Student's name
        ii. Date of most recent refill
        iii. Name of medication and specific instructions for administration

iv. Name of prescribing healthcare provider

e. In most cases, it should not be necessary to administer more than one dose of medication during a school day.
f. The first dose of a new medication will not be administered at school.
g. A Medication Administration Record must be completed and signed annually by a parent/guardian for each medication administered at school.
h. A new Medication Administration Record will also be completed at the time of a medication dose change.
i. Medication must be delivered to the school by a parent/guardian or other designated adult. A one-month supply of a student's medicine can be stored at school.
j. The nurse will not administer medication amounts exceeding the recommended daily dosage indicated by the manufacturer.
k. The nurse will only administer FDA-approved medications.
l. Students and siblings cannot share medications at school.

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

a. Elementary students can carry medication (prescribed and/or over the counter) only with the written request of a physician. Students are NOT allowed to carry medication considered to be in the Schedule II category of controlled substances (Adderall, Ritalin, narcotics, etc.). According to Missouri Law 167.627, any child who will be self-administering metered-dose inhalers for asthma or other potentially life-threatening respiratory illness must have a copy of the asthma action plan and a self-administration form signed by the parent/guardian and healthcare provider on file at his/her school (available through the school nurse).

b. Secondary students are allowed to carry dosage of medication needed for a school day (prescribed or over the counter). Students are NOT allowed to carry medication considered to be in the Schedule II category of controlled substances (Adderall, Ritalin, narcotics, etc.) According to Missouri Law 167.627, any child who will be self-administering metered-dose inhalers for asthma or other potentially life-threatening respiratory illness must have a copy of the asthma action plan and a self-administration form signed by the parent/guardian and healthcare provider on file at his/her school (available through the school nurse).

4. Injectable medications will be administered by the school nurse with signed permission from a physician and parent. If a nurse is not in the building, 911 (EMS) Emergency Medical System will be activated. The exception to this is the use of prefilled epinephrine for a severe allergic reaction resulting in anaphylaxis . In this case, designated unlicensed personnel trained by a school nurse may administer these medications and notify Emergency Medical Services (911).
5. According to Board Policy JHCD and JHCF, Columbia Public Schools will stock emergency prefilled epinephrine and asthma medication to be administered per signed physician protocols in an emergency. If a parent or guardian refuses to allow their child to receive an emergency medication, it will be their responsibility to notify the Health Services Director in writing at the beginning of each school year.

Illness or Emergencies

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

For minor illnesses or injuries, students will be cared for by school personnel trained in first aid. Students will be sent home and / or should remain at home if exhibiting:

- a temperature of 100.4 degrees or greater
- vomiting with associated signs of illness
- diarrhea
- unusual or unexplained rash
- shortness of breath, persistent cough
- ongoing symptoms of discomfort or immobility from an injury
- a concerning health condition that may require further medical evaluation

Vision and Hearing

Screening for vision and hearing will be provided for the following students:

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

If a vision or hearing concern is detected, the student's parent or guardian will be notified. These are screening exams and are not meant to be diagnostic. If a parent/guardian suspects their child has a vision or hearing problem, a specialist should be consulted.

O. BEFORE & AFTER SCHOOL CARE (ADVENTURE CLUB)

The University of Missouri College of Education and Human Development ADVENTURE CLUB program provides children with a fun and safe place to go before and after school on the elementary school premises. All programs are licensed by the Missouri Office of Childhood in the Department of Elementary and Secondary Education. To enroll in Adventure Club, please visit their website www.education.missouri.edu/adventureclub. Opportunities for decision-making, individual and team achievement, self-esteem and life skills development are central to our mission.

Hours: 6:45 AM until the start of school, then directly after school until 5:45 PM
* Please Note: Part-time enrollment is not available
Tuition rates can be found on the Adventure Club website.
Limited financial assistance is available. For more information, send an email to adventureclub@missouri.edu, call 573-884-2582, or visit their administrative office at 101 Park DeVille Drive Suite D, Columbia, MO 65203.

P. VOLUNTEERS (POLICY IICC)

The Board of Education values the contributions and presence of volunteers in the district's schools. Missouri law outlines criteria regarding volunteers in schools.

Volunteers: Volunteers are individuals who do not receive compensation or compensatory credit as a student-teacher for assisting in school or district programs, as well as district-affiliated programs such as PTA/PTO programs. For district employees, volunteering is involvement in any task that is substantially different from their current paid work assignment(s).

Volunteering in Columbia Public Schools is available in a variety of settings. Volunteers may be charged with assisting with student activities before or after school, chaperoning students on day field trips or overnight field trips, etc. Volunteers who wish to serve in certain capacities, including those who will be alone with students and/or have access to student records are required to undergo criminal background checks in accordance with state law. Missouri law requires school volunteers who will be alone with students, unsupervised by CPS employees, to have criminal background checks that include fingerprints before volunteering and interacting with students. Fingerprint records are submitted to the Missouri State Highway Patrol and the Federal Bureau of Investigation for a search of criminal history files and will come with a cost to the volunteer.

Visitors: Any individual may be on school grounds to interact with their child(ren) or attend activities such as classroom parties or assemblies. They may also be assisting the school under the supervision of a school or district employee, such as helping with classroom parties, mentoring or tutoring students, assisting the office with making copies or some other activity. Visitors do not require a background check. Visitors are under the direction of the building principal and will not be alone with students.

Volunteers and visitors shall act in accordance with district policies, regulations, and school rules. Volunteers and visitors are under the direction and control of the building principal. The building principal may ask volunteers and/or visitors to leave the campus if they violate a school rule. Volunteers shall maintain the same confidentiality standards expected of certificated personnel and exhibit the ethical behaviors of a professional. Volunteers shall not have access to confidential student files or records. Volunteers will be covered under the district's liability insurance policy while performing services sponsored by the school or the district. The superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers. The district may decline the services of any volunteer for any legal reason.

Volunteer program questions may be directed to the Office of Community Relations at cpscomm@cpsk12.org or (573)214-3960. Information is also available at www.cpsk12.org/volunteer

The Role of Parent Organizations in Our Schools

All schools have parent organizations that support the school. Some of these may include Family-School Partnerships, Family-School Alliances, Parent Teacher Association (PTA) or Booster Clubs. PTA is a national organization founded to support schools. Under the guidelines of the school and district administration, PTA members support the school's instructional programs, organize fundraisers, and provide in-kind donations, and volunteer time. PTAs are important to all our schools and all parents are encouraged to join annually. The building administrator is responsible for approving all PTA activities and communication.

Q. EMERGENCY PROCEDURES

School Closing Due to Inclement Weather: Severe weather or road conditions that create safety hazards may make it necessary to cancel classes and other scheduled school activities. Local TV and radio stations will be notified if a decision to cancel school is made. Listen to those stations for closing information. The school district will send parent alerts regarding school closings via text, email and/or phone calls. Parents/Guardians are encouraged to go to the CPS website at www.cpsk12.org for more information about the parent communication system. Parents/Guardians are also strongly encouraged to provide the most up-to-date and accurate contact information to your child's school to ensure alerts can be delivered promptly. Community members can sign up for the service on the school district's website at www.cpsk12.org.

Delayed Start: As required by state law, the school district builds in inclement weather days into its school year calendar. In some instances, the school district might able to have school in session if it has a few extra hours to prepare facilities or for weather and/or road conditions to improve. As such, the school district has implemented a two-hour delayed school start as an option during inclement weather conditions.

This option is in addition to other safety measures, including full school day cancellations and/or utilizing altered bus routes.

School will be canceled, or a two-hour delayed start implemented, only after the roads are tested. Should cancellation, a two-hour delay start, or altered bus routes be necessary, efforts will be made to notify radio and television stations by 6:00 a.m. Information will also be sent via the parent communication system, posted on the district's website, and on CPS-TV.

Parents may make the final decision regarding a child's attendance.

Difficulty in contacting parents usually prevents early dismissals, but under appropriate circumstances, the district may dismiss early. On inclement weather days, please continue listening to local radio and television stations for news of early dismissal. Additionally, information will be sent via the district's parent communication system.

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

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

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

Parents are encouraged to refrain from calling the school during an emergency/crisis and instead, listen to local media for updated reports including KFRU (AM 1400), KBIA (FM 91.3), KRCG, KMIZ, or KOMU television stations.

Emergency Information for Students

All students must have their emergency family information verified annually and corrected at each school. This information will be used to contact parents or designate others in case of illness or injury. It also lists persons other than the parent who can pick up your child in the event of an emergency. Please be certain that your emergency information is updated whenever the information changes, as it is very important that school personnel can contact parents. Proof of residence is required any time the student's residence changes. Proof of residence can be a current utility bill showing address, a contract of home purchase, a real estate lease or notarized letter from owner of residence with whom the family is living and residence utility bill.

Late Start Schedule School	Late Start Time	Dismissal Time
Battle, Hickman, and Rock Bridge high schools	10:55am	4:05pm
Douglass High School	11:10am	3:45pm
Eliot Battle, Benton, Locust Street, New Haven, MidwayHeights, Ridgeway, Rock Bridge, and Two-Mile Prairie elementary schools	9:40am	2:40pm
Roseta Avenue Center, Bethel Street Center	10:45am	3:00pm
Alpha Hart Lewis, Beulah Ralph, Blue Ridge, Cedar Ridge,Derby Ridge, Fairview, Grant, Mill Creek, Parkade, Paxton Keeley, Russell Boulevard, Shepard Boulevard, West Boulevard, and Eagle Bluffs elementary schools	10:20am	3:20pm
Gentry, Jefferson, John Warner, Lange, Oakland, Smithton, and West middle schools	9:30am	2:35pm

Columbia Area Career Center	Rock Bridge High School students will attend classes at the Career Center according to the late start modified block schedule. Battle, Hickman, and Douglass high school students will remain at their home building to completework assigned by the Career Center teacher.
Early Childhood Special Education (ECSE)	No morning sessions at all locations · No session for extended day programs (Hearing Impaired sessions at Discovery) · No itinerant services will be providedin the community · No evaluations will take place at Center for Early Learning North (CELN) before noon
Title I Preschool	· No morning preschool · Afternoon preschool runs at regular time (12:30 to3:30) · Full-day preschool begins at 10:30

R. TRANSPORTATION (POLICY EEA)

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

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

The safety of all students riding the bus to and from school is a responsibility we all share. It takes all of us to work together to ensure safety: students, parents, bus drivers, and school officials. The district has established student conduct expectations to ensure that all students are transported in the safest environment possible. Students who fail to observe these expectations will be subject to disciplinary action. Their failure to do so may affect the safety of others. Failure to follow bus expectations and regulations may result in suspension of bus-riding privileges, as well as school consequences depending on the seriousness of the violation.

If you need to talk with your child's driver, please call DS Bus Lines at (573) 214- 3860 to schedule a time. If you need to approach the bus, please do not step onto the bus but instead signal to the driver you would like to talk and proceed to the driver's side window. For the safety of all bus riders, drivers are instructed to close the entrance door when approaching and direct you to their side window. Keep in mind the bus has other stops and a schedule which limits the driver’s available time at individual stops. Under Missouri Law, an unauthorized entrance on a school bus is trespassing.

For more information, please log on to: https://www.cpsk12.org/departments/transportation

Safe Riding Expectations and Tips for a Safe School Bus Ride

1. Follow the bus driver's directions.
2. Be at the bus stop 5 minutes before and stay at least 5 minutes after your stop time.
3. Line up in a single line at the side of the road.
4. Sit on your seat, not on your knees or backpack.
5. Speak quietly to each other.
6. Keep hands, feet, and other items to yourself on the bus.
7. No food/drinks/gum/candy on the bus.
8. Ensure your student knows the danger zone.
9. The safest stop is the stop with an adult present.

Mobile Electronic Devices

Chromebooks, iPads, cell phones, and other similar electronic devices are permitted to be used on the school bus at the discretion of the school bus driver. If permitted, the user must follow these expectations:

- Must be in a backpack or other holder while boarding and departing the bus, so hands are free to use handrails.
- Sound must be muted, or the user must use headphones, earbuds, or something similar.
- No material in violation of District policy and procedures.
- Do not share content with other students outside the seat compartment they are in.
- Must not create a distraction for the driver.
- No video or camera use.

No handbook can contain policies for every possible eventuality. Any action that would create an environment contrary to the district's, schools and transportation department's missions will not be acceptable. If the action creates an environment in which learning, safety, and caring for others is not the primary focus, disciplinary action will result. Students are expected to use common sense in making decisions about their behavior choices.

PROCEDURES AND CONSEQUENCES

1. Bus drivers offer verbal directives for inappropriate behaviors.
2. Bus drivers take corrective action by assigning seats.
3. Bus drivers generate a Bus Conduct Report producing corrective action by a school official.
4. School officials will refer to the CPS behavior matrix to determine level of infraction and school consequences which may include suspension of bus riding privileges.
5. Severe behaviors (fighting, bullying, aggressive behavior towards other passengers or the bus driver) may result in potential revocation of bus riding privileges.

District school buses are considered extensions of the school environment. Any student whose conduct on district transportation is improper or jeopardizes the safety of other students may be suspended from district transportation services and may be disciplined in accordance with district policy. Uniform rules of conduct and disciplinary measures will be enforced. When a student does not exhibit proper conduct on a bus, the building principal shall be notified in writing by the school bus driver via a bus conduct report. Any offense committed by a student on district-provided transportation shall be punished in the same manner as if the offense had been committed at the student's assigned school. Students who have serious disciplinary problem on school transportation may have their riding privileges suspended by the principal. In such cases, the parents/guardians of the children involved shall become responsible for the transportation of their children to and from school.

GUIDELINES FOR STUDENT CONDUCT AND SAFETY FOR THE SCHOOL TRANSPORTATION PROGRAM

To provide a safe and efficient school transportation program for all students, the following regulations shall be observed. Students shall:

PRIOR TO AND DURING THE LOADING

- Be extremely careful when approaching bus stops. Whenever possible, remain off the street when walking to and from the bus stop, and when waiting for the bus. Look in both directions before crossing the street.
- Observe reasonable rules of safety and good conduct while walking to and from the bus stops and while waiting for the bus.
- Avoid pushing, shoving, or physically contacting anyone else. Wait until the bus comes to a complete stop before moving forward to board the bus.
- Cross the street, when necessary, only after the driver signals it is safe.
- Cross at least ten feet in front of the school bus.
- Board the bus in a single file.
- Observe rules of safety and good conduct while boarding the bus.

RIDING THE SCHOOL BUS

- After boarding the bus, go directly to your seat without disturbing or crowding other students.
- Remain seated until the bus reaches its destination. The bus driver and/or school official may assign seats on the bus.
- At all times, observe rules of good and safe conduct. Excessively loud talking and laughing, or other acts that cause unnecessary distraction, may divert the driver's attention from driving and could result in a serious accident.
- Always keep all body parts inside the bus.
- Remain seated until the bus reaches its destination and comes to a complete stop.

LEAVING THE SCHOOL BUS

- Remain seated until the bus has stopped.
- Leave the bus in a single file. Observe rules of safe conduct.
- If it is necessary to cross the street, do so only after the driver signals that it is safe. Cross at least ten feet in front of the bus.
- Be discharged from the bus only at regularly designated stops near home or at school. If a parent wants their child to drop off at a location other than the regular stop, the student must have a bus pass signed by a school administrator. School administrators should accompany an elementary student to the bus, especially when the student is riding a different bus than normal. The administrator should hand the bus pass to the bus driver, while also communicating with the driver about the situation. This is to ensure the student reaches the correct destination.

OTHER REMINDERS

- Drivers' directions shall always be followed promptly and courteously.
- Smoking and vaping are not permitted on the school bus.
- Profanity is not permitted on the school bus.
- Objects will not be thrown from and/or on the school bus.
- The bus will be kept clean, sanitary, and safe. Large articles that cannot be held easily on your lap and items that are prohibited on school property are also prohibited on the bus.
- School bus equipment must be treated with reasonable care. Any damage caused by a student will be paid for by the student.
- Eating or drinking is not permitted while riding the bus.
- Bullying will not be tolerated, and will be reported to a school official.
- Always keep the aisles clear.

S. NUTRITION SERVICES

Breakfast/Lunch Program Information and Meal Purchasing Procedures

Welcome to the Columbia Public Schools' (CPS) Nutrition Services meal service! This document is meant to assist our families with understanding how the school district serves meals. Nutrition Services has a computerized cashiering system at all schools. All students enrolled in CPS are automatically assigned access to a student debit account to purchase and to pay for lunch, breakfast, and/or a la carte items. Money may be deposited into a student's account so that it is available each time a student eats and allows the student to move through the lines quickly. Students may choose to pay cash daily to our cashiers, however, students bringing cash to school is discouraged due to potential loss. Columbia Public Schools will not be responsible for any deposits or lost funds not given directly to the Nutrition Services Department whether cash or check. As a convenience, parents/guardians may view student purchases and deposit money online. Parents are welcome to eat with their children in the cafeteria (adult price is $3.00 for breakfast and $5.00 for lunch)

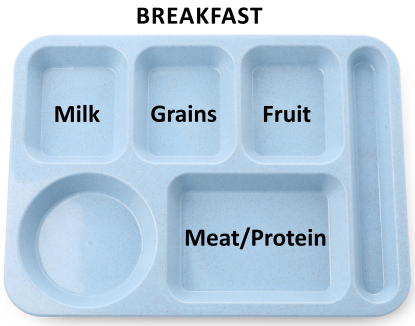
Parental/Guardian account access to child(ren) meal information:

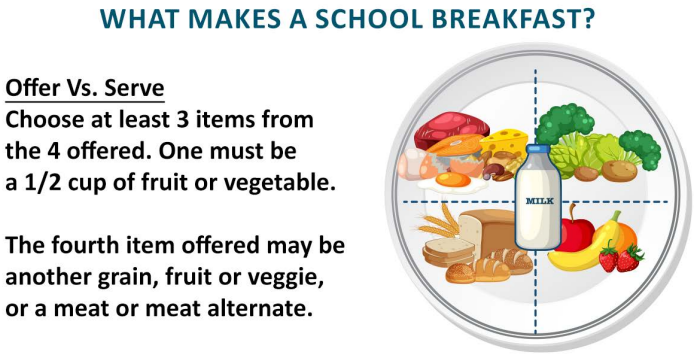
- Parents/guardians may review and/or pay for student purchases online via the **https://www.myschoolbucks.com/ or by downloading the "MSB Parent, USA" app from your Apple Store or Google Play.** Using this app also allows parents/guardians to receive notifications about low balances.
    - NOTE: MySchoolBucks will be disabled if a student is not actively enrolled in the current school year. Positive and negative balances in the account will remain.
    - Parents/guardians that wish to be considered for free or reduced-price meal benefits **must** complete a free and reduced-price meal application on the www.MySchoolApps.com, or obtain a copy online at cpsk12.org/nutrition. Applying online provides families with quicker processing times. **Free and reduced-price meal applications are accepted all year long.**
- Items sold as a la carte have an extra cost. A la carte items are singular items that do not make up a complete meal (see price list on the nutrition website). Students must have a full meal to receive any meal benefits. Parents/guardians may pay for extra items by depositing money into their child's account.
- All schools use a computerized cashier system. Each student is automatically assigned a meal account. To access this account, all students enter their student ID on a keypad at the cash register for food purchases. This account rolls information from year to year and follows your child in the Columbia Public School district. There are 3 ways to pay on or to review this account:
    - In the school cafeteria to school lunch personnel only
    - Online via https://www.myschoolbucks.com/ (can also track scholar purchases with this system). Families who would like to use this app on their cell phone device must download the "MSB, Parent USA" app from their Google Play or Apple Store.
    - In the Nutrition Services office at 1818 W. Worley St., Columbia, MO 65203
    - When using a credit card, processing fees apply as follows:
        - MySchoolBucks fee is a flat fee of $3.95 per every $120 transaction.
        - By phone or in person, the payment system is also called SchoolPay, and the fee is $2.00 per every $50 transaction.
        - These fees are not collected by the District. The fees are associated with the payment company the District uses to offer convenience for our families.
- To receive low balance notices, families must create a MySchoolBucks account and choose an alert amount.

All students use their assigned personal identification number to access their meal account. This identification number will be typed into a keypad by the student at the cashier stand after obtaining a meal. Kindergarten students are encouraged to practice using their individual student identification number to move through the lunch lines efficiently.

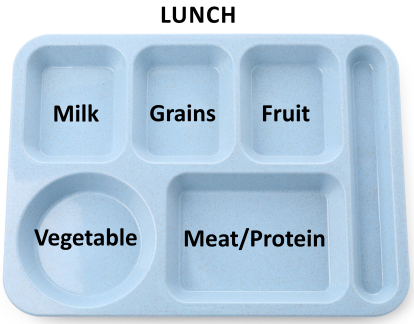
All meals with a complete number of components are federally subsidized and therefore monitored for minimum amounts on a scholar's tray by the cashier. The following is a list of components:

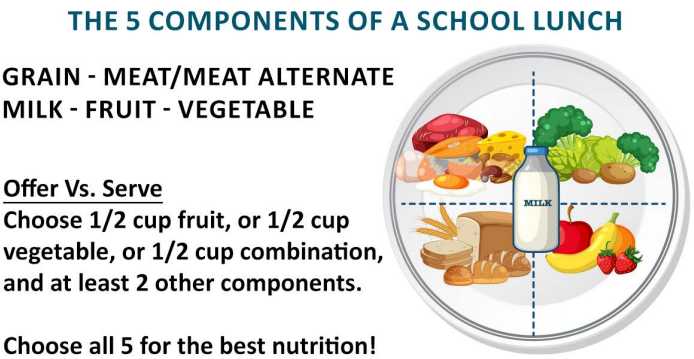
- **Students must select 3 components at each meal**: During breakfast, 4 items are offered covering 3 components and during lunch 5 components are offered. Students may have all 4 for breakfast and all 5 for lunch. A mandatory component is a fruit or a vegetable. Without one, a scholar will not pass inspection for completeness and may be charged higher a la carte prices per item or sent back to obtain a missing component.





We offer 4 items at breakfast and 5 components/items at lunch. Students may refuse one at breakfast and 2 at lunch and it is called Offer vs. Serve. See the graphics below:





Free, Reduced-Price and Full-Price Meals

Annually all households by regulation will receive a free and reduced-price application to the address or e-mail listed on file in our Student Information System (SIS). Applications for meal benefits must be submitted every year to maintain meal benefits from July 1 through June 30. Income guidelines change every July 1st. Eligibility begins as of the date parents place on the application or within 60 days of a federal claim if the date is beyond 2 months. Applications are accepted all year long.

In school year 2025-2026, all students without prior approval of free meal benefits, when selecting a meal without money in their account, will have the full-price meal charge added to their account. Households are responsible for all student charges incurred prior to free meal benefit approval.

All households who apply for benefits will be notified by the e-mail listed in the Student Information System whether approved or denied. Households that haven't received an e-mail of their results are encouraged to contact Nutrition Services at lunch@cpsk12.org or call 573-214-3480. If a scholar is missing from the meal benefit notification, contact Nutrition Services immediately to have that scholar added to the application to avoid unnecessary meal charges. Meal charges do not go retroactive before the date on an approved application. All accumulated charges are the responsibility of the parent/guardian of the scholar. Columbia

Public Schools reserves the right to pursue payment of unpaid charges with a third-party collection agency. Please see the new *Scholar Charges and Delinquent Meal Accounts* section for details.

Meal Prices are updated July 1st of every year, please visit the Nutrition Services' website for updates cpsk12.org/nutrition

Parents are welcome to eat meals with their children.

Student Charges and Delinquent Meal Accounts and Charge Procedures

A complete lunch must consist of at least 3 of the 5 components offered: Whole Grains, Meat/Protein Substitute, Fruit, Vegetable, and Milk. A complete breakfast consists of 3 components offered: Grain or Protein item (2 offered daily), fruit/vegetable, and milk. All students are required to take fruit or vegetables at both lunch and breakfast or will be charged a la carte prices. A la carte purchases are strictly prohibited if a student does not have money in his or her account or if the account balance is negative, regardless of cash in hand. Milk or juice-only purchases are considered a la carte purchase. Courtesy automated phone calls will also go out to all households with **any** negative meal account balances weekly.

Students who go through the meal line to obtain a complete meal will not be denied a meal for any reason. There is no alternate meal for delinquent accounts. All students receive the same meal offer regardless of account balance.

Special Notes:

- Secondary scholars (grades 6-12) will be informed of their account balances upon request and/or if they inquire about why they are unable to obtain extra meal items due to account deficits.
- Seniors with a delinquent meal account will be denied their diploma for graduation.

***Important Information**:* Students will only be allowed to charge a maximum of 5 lunches and breakfasts combined before an *additional* automated message is generated to all households with a deficit account of negative $25.00. Accounts with any deficit are considered delinquent. Immediate payment in full is required to avoid further action.

All delinquent accounts exceeding a negative $50.00 will be turned over to a third-party debt recovery service and is considered bad debt. Once delinquent debt is turned over to a debt recovery service, interest fees and court fees associated with lawsuits may be charged if bad debt is not resolved in a timely manner. Columbia Public Schools has chosen a debt recovery service that is sensitive to our families' needs and will set up a payment plan if needed.

Once a delinquent account is turned over to a 3rd party collection service, payments must be directed to the 3rd party service to avoid account confusion. Any payments made to Columbia Public Schools after being turned over to the 3rd party collection service will be added to the students account for future purchases and **will not** be applied to outstanding bad debt without explicit instructions with payment to do so.

All communications sent home are sent using the scholar information on file with the district. Please keep all scholar contact information up to date to receive important information. Failure to receive these notices does not negate parental/guardian responsibility for negative meal balances.

Meal Account Refunds:

All refunds must be requested. Refunds of $10 are only issued in person in the Nutrition Services office at 1818 West Worley Street, Columbia. Amounts over $10.00 must be requested and will be mailed to the address on file for the parent/guardian. Refunds may take up to 4 weeks to process. Families who plan to leave the district at year's end are encouraged to make plans for refunds that may include the address of their new residence or make an early request. Overseas payments will take significantly longer to receive. Refunds older than 3 years for unenrolled students will no longer be available for refunds due to the limited capacity to maintain scholar financial information for inactive students.

Meal Modifications/Food Allergies

If your child has a food allergy that requires a food substitution in the cafeteria, a physician's order is required that includes foods to be eliminated and a list of acceptable substitutions. The scholar's physician must fill out and sign the Medical Statement for Students to Request Special Meals form found on the CPS Nutrition Services' website cpsk12.org/nutrition or call 573-214-3480 to have a copy mailed or faxed to a physician. Due to the large number of students, Nutrition Services cashiers will be unable to monitor for students' religious or lifestyle preferences that are not physician-ordered. However, updated menus and ingredient information can be found on the Nutrition Services' website to assist families with meal selections daily.

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

School Food Share Baskets and Food Allergies

School Food Share Baskets provide a way for students to place uneaten, unopened food items served as part of the Federally subsidized meal program into a designated basket for other students to take free of charge. This initiative helps reduce food waste and supports students who may be experiencing food insecurity. Please note only items from the school meal program are allowed in the share basket. Food brought from home may not be placed in the basket. Children with food allergies are cautioned not to take food from the food basket/table due to possible unknown ingredients.

For more information regarding school meals, please contact the Nutrition Services office at (573) 214-3480, e-mail with questions, lunch@cpsk12.org or log on to the Nutrition Services' website: cpsk12.org/nutrition.

MEDICAL STATEMENT FOR STUDENT REQUIRING MEAL MODIFICATION

Student's Name	**Student's Date of Birth**
Name of Parent/Guardian	**Parent/Guardian Contact Phone**
School District your Child Attends	**School Attending**

For Completion By Medical Authority: *Physician (M.D. or D.O.), Physician's Assistant, Assistant Physician or Nurse Practitioner*

Identify the child's physical or mental impairment and how it restricts the child's diet, including allergies, requiring the student to have a modified diet.

Explanation of what must be done to accommodate the child.

Omitted Foods Listed Below	**Substitute Foods Listed Below**	
Medical Authority Printed Name	**Title**	
Medical Authority Signature	**Telephone Number**	**Date**

Parent/Guardian Permission: *To be completed by a parent/guardian*

I give permission for school personnel responsible for implementing my child's prescribed diet order to discuss my child's special dietary accommodations with any appropriate school staff and to follow the prescribed diet order for my child's school meals. I also give permission for my child's medical authority to further clarify the prescribed diet order on this form if requested to do so by school personnel.

Signature of Parent/Guardian	**Date**

Revised 9/22

Important! Local Education Agencies are required to make substitutions to meals for children with a disability that restricts the child's diet on a case-by-case basis and only when supported by a written statement from a State recognized medical authority.

Modifications to Accommodate a Disability: A school is required to make meal modifications prescribed by a medical authority to accommodate a student's disability.

Definition of Disability:
Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), and Departmental Regulations of 7 CFR part 15b define a person with a disability as any person who has a physical or mental impairment which substantially limits one or more major life activity, has a record of such impairment, or is regarded as having such an impairment.

Major life activities are broadly defined and include, but are not limited to caring for one's self, eating, sleeping, performing manual tasks, walking, standing, lifting, bending, seeing, hearing, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. Major life activities also include operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs and activities. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title VII/Title IX/504/ ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, **USDA Program Discrimination Complaint Form** which can be obtained from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

Columbia Public Schools

Dr. Jeff Klein
Superintendent of Schools

Nutrition Services
1818 W. Worley
Columbia, MO 65203
Phone: (573) 214-3480
cpsk12.org/nutrition
Laina Fullum, Director

2026-2027 FREE & REDUCED-PRICE SCHOOL MEAL APPLICATION
SCHOOL MEALS FAQ

MEAL PRICES

GRADES K-5
- Breakfast: $2.50
- Lunch: $3.55

GRADES 6-12
- Breakfast: $2.50
- Lunch: $3.75

REDUCED-PRICE STUDENTS K-12
- Breakfast: $0.30
- Lunch: $0.40
- All separate milk & juice are charged separately

ADULTS
- Adult breakfast: $3.50
- Adult Lunch: $5.50

Menus & a la carte info are available online: cpsk12.org/nutrition

Dear Parents/Guardians,

Welcome to the 2026-2027 School Year. Children need healthy meals to learn**.** Columbia Public Schools' Nutrition Services offers healthy meals every school day. **Your children may qualify for free meals or for reduced-price meals.** This packet includes an application for free or reduced-price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED-PRICE MEALS?

All children enrolled and attending Columbia Public Schools, in households receiving one or more of the following below eligibility criteria, may be eligible for free or reduced-price meal benefits:

- Household's gross income is within the limits of the Federal Income Eligibility Guidelines.
- Food Stamp Program/Supplemental Nutrition Assistance Program (SNAP) eligible
- Food Distribution Program on Indian Reservations (FDPIR) eligible
- Temporary Assistance for Needy Families (TANF) eligible
- Foster children: children who are the legal responsibility of a foster care agency or court.
- Children who are homeless, run away, or migrant are eligible to receive free meals.

Below is an example of the federal Income Eligibility Guidelines

Household Size	Annually	Monthly	Weekly
1	$29,526	$2,461	$568
2	40,034	3,337	770
3	50,542	4,212	972
4	61,050	5,088	1,175
5	71,558	5,964	1,377
6	82,066	6,839	1,579
7	92,574	7,715	1,781
8	103,082	8,591	1,983
For each add'l person add	+10,508	+876	+203

2. CAN I APPLY ONLINE? Yes! The process yields quicker results and has the same requirements. Visit our online application website MySchoolApps.com, and select "Apply".

3. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call the district's Student Services Department at 573-214-3438.

4. DO I NEED TO COMPLETE AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced-Price School Meals Application for all students in your household each year.* We cannot approve incomplete applications, so be sure to complete all required information. Return the completed application to: Columbia Public Schools, Nutrition Services' address above, your child's school cafeteria, or online.

5. SHOULD I COMPLETE AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter carefully and follow the instructions**. If any children in your household are missing from your eligibility notification, contact Nutrition Services immediately.** Eligibility must be renewed annually between July 1-June 30.

6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? *Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless you have been notified by Nutrition Services that your child is eligible for the new school year.*

7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Maybe. Children in households participating in WIC may be eligible for free or reduced-price meals. Please send in an application.

8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.

9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free or reduced-price meals if the household income drops below the income limit.

10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to Nutrition Services. A hearing may be requested by contacting Lazell Ofield, Chief Operations Officer at 573-214-3400, or in writing at 1818 W. Worley Street, Columbia, MO 65203.

11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.

12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make $1000 each month, but you missed some work last month and only made $900, put down that you made $1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application or may not receive income at all. Whenever this happens, please write a 0 in the field. If any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

15. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper and attach it to your application.

16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for the Food Stamp Program/SNAP or other assistance benefits, contact your local assistance office or call 1-855-373-4636.

17. HOW DO I PAY FOR MY CHILD'S SCHOOL MEALS? All schools use a computerized cashier system. Each student is automatically assigned a meal account. To access this account, all students enter their student ID on a keypad at the cash register for food purchases. This account rolls information from year to year and follows your child in the Columbia Public School district. There are 3 ways to pay on this account:

- In the school cafeteria to school lunch personnel only
- Online via Heartland Mosaic MySchoolBucks). Families who would like to use this app must sign up for a MySchoolBucks account.
- In the Nutrition Services office at 1818 W. Worley St., Columbia, MO 65203 or call 573-214-3480.

18. WHAT IF MY CHILD DOES NOT HAVE MONEY IN THEIR MEAL ACCOUNT? Students will still be able to select a complete USDA certified meal but will not be able to purchase any additional items such as milk only or a snack. Please review the district's 2026-2027 Breakfast/Lunch Program Information and Meal Purchasing Procedures. **For more information visit our website at cpsk12.org/nutrition, email lunch@cpsk12.org, or call 573-214-3480. Have a great school year!**

USDA Non-discrimination Statement:

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; **Fax:** (202) 690-7442; or **Email:** program.intake@usda.gov.

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HOW TO APPLY FOR FREE AND REDUCED-PRICE SCHOOL MEALS

Please use these instructions to help you complete the application for free or reduced-price school meals. You only need to submit one application per household, even if your children attend more than one school in Columbia Public Schools. The application must be filled out completely to determine the eligibility of your child(ren) for free or reduced-price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact the Nutrition Services office at 573-214-3480 or e-mail lunch@cpsk12.org.

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

STEP 1: LIST ALL CHILDREN, INFANTS, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants/toddlers, children not in school, and elementary/middle/high school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children aged 18 or under AND are supported with the household's income.
- In your care under a formal foster arrangement through a court or state/local agency, or qualify as homeless, migrant, or runaway youth.
- Students attending Columbia Public Schools regardless of age

A) List each child's name.	B) Building name/Grade.	C) Do you have any foster children?	D) Are any children homeless, migrant, or run away?
Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children. This also applies to adults in Step 3. "MI" is short for middle initial. Print the first letter of each child's middle name in the box.	If child is a student, list building name and grade.	If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing **STEP 1**, go to **STEP 4**. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3. Note: Adopted children are not considered foster children. A foster child is a minor child who has been taken into state custody and placed with a state-licensed adult, who cares for the child in place of their parent or guardian.	If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and complete all steps of the application. Homeless, Migrant, Runaway status must be confirmed with the appropriate program staff. If the school district cannot confirm your student's homeless, migrant, or runaway status, then the school district will contact you to complete an income-based application. You may choose to provide income information now to prevent the school district from potentially needing to contact you later.

STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- The Food Distribution Program on Indian Reservations (FDPIR)

If no one in your household participates in any of the above listed programs:	If anyone in your household participates in any of the above listed programs:
• Check "No" in **STEP 2** and go to **STEP 3.**	• Write a case number for SNAP, TANF, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact: State number 1-855-373-4636. • Go to **STEP 4**.

STEP 3: LIST ALL HOUSEHOLD MEMBERS AND INCOME FOR EACH MEMBER

How do I report my income?

- Use the list titled **"Sources of Income for Adults"** & **"Sources of Income for Children,"** printed on the back side of the application form to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
  - **Gross income** is the total income received **before** taxes and deductions.
  - Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.

Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as zero. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.

- Mark how often each type of income is received using the check boxes to the right of each field.

3.A. REPORT INCOME EARNED BY ADULTS

Who should I list here?

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- ***Do NOT include:***
  - People who live with you but are not supported by your household's income AND do not contribute income to your household.

Infants, Children, and students already listed in **STEP 1.**

1) List all adult household member names. Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Include college students, unless they are declared independently on taxes (all college students are considered adults). Do not list any household members you listed in STEP 1.	**2) List earnings from work.** List all total gross income from work in the "Earnings from Work" field on the application. total gross income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income. What if I am self-employed? Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.	**3) List income from public assistance/child support/alimony.** List all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.
4) List income from pensions/retirement/all other income. List all income that applies in the "Pensions/Retirement/ All Other Income" field on the application.	**5) List total household size.** Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in **STEP 1** and **STEP 3**. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced-price meals.	**6) Provide the last four digits of your Social Security Number.** An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no Social Security Number."

3.B. LIST INCOME EARNED BY CHILDREN

List all income earned or received by children. List the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.

- ***What is Child Income?*** Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.

Provide your contact information. Write your current mailing address in the fields provided if this information is available. If you have no permanent address, that is okay. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you. **Optional:** Share children's racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced-price school meals. This information is requested solely for the purpose of determining the State's compliance with Federal civil rights laws, and your response will not affect consideration of your application and may be protected by the Privacy Act. By providing this information, you will assist us in assuring that this program is administered in a nondiscriminatory manner.	**Print and sign your name and write today's date.** Print the name of the adult signing the application and that person signs in the box "Signature of adult."	**Mail Completed Application to:** Columbia Public Schools, Nutrition Services, 1818 W. Worley St. Columbia MO 65203. Please **DO NOT** mail, fax, or e-mail completed applications or questions about applications to USDA Office of the Assistant Secretary for Civil Rights or your child's eligibility for free or reduced-price meals will be delayed.

2026-27 Application for Free and Reduced Price School Meals

Complete one application per household. Please use a pen (not a pencil).

APPLY ONLINE: myschoolapps
RETURN TO Nutrition Services, 1818 W. Worley St. Columbia, MO 65203

Check this box if student is new to CPS ☐
Date Received by LEA (LEA use only): _____

STEP 1 List ALL children, infants, and students up to and including grade 12. Attach another sheet of paper if you need space for more names.

List ALL children in the household. Do not forget to list infants, children attending other schools, children not in school, and children not applying for benefits. This includes children not related to you in your household.

Child's First Name	MI	Child's Last Name	Building Name	Grade	Foster Child	Homeless, Migrant, Runaway
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☒

Check all that apply

If you checked any of these boxes, please refer to the Application Instruction's Step 1: Part C & Part D.

STEP 2 Do any household members (including you) participate in: SNAP, TANF, or FDPIR?

○ **NO** → Go to STEP 3. ○ **YES** → Write case number here and proceed to STEP 4. **CASE NUMBER (NOT EBT NUMBER):** ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ Write only one case number in this space.

STEP 3 List ALL household members and income for each member (before taxes and deductions)

A. All Adult Household Members (Anyone who is living with you and shares income and expenses, even if not related, including you.)

List all Adult Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they receive income, report total gross income (before taxes and deductions) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is not income to report.

Name of Adult Household Members (First and Last)	Earnings from Work	How often received? Weekly	Every 2 Weeks	2x Month	Monthly	Annual	Public Assistance, Child Support, Alimony	How often received? Weekly	Every 2 Weeks	2x Month	Monthly	Pensions, Retirement, Social Security, SSI, VA Benefits, All Other Income	How often received? Weekly	Every 2 Weeks	2x Month	Monthly
	$	○	○	○	○	○	$	○	○	○	○	$	○	○	○	○
	$	○	○	○	○	○	$	○	○	○	○	$	○	○	○	○
	$	○	○	○	○	○	$	○	○	○	○	$	○	○	○	○

Total Household Members (Children and Adults): ☐☐

Last four numbers of Social Security Number (SSN) of primary wage earner or other adult household member (If Applicable): X X X | X X | ☐☐☐☐

Check if no Social Security Number ☐

Please see back of application for list of income sources.

B. Child Income

Sometimes children in the household earn or receive income.
Include the TOTAL income (before taxes and deductions) received by ALL children listed in STEP 1 here.

Child income	How often received? Weekly	Every 2 Weeks	2x Month	Monthly	Annual
$	○	○	○	○	○

STEP 4 Contact information and adult signature. RETURN COMPLETED FORM TO: Columbia Public Schools, Nutrition Services, 1818 W. Worley St., Columbia MO 65203

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (confirm) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Print Name of Adult Signing the Form	Signature of Adult	Today's Date

Mailing Address (if Available)	City	State	Zip	Daytime Phone and Email (optional)

DO NOT FILL OUT THIS SECTION. THIS IS FOR SCHOOL USE ONLY.

ANNUAL INCOME CONVERSION: WEEKLY X 52, EVERY 2 WEEKS X 26, TWICE A MONTH X 24, MONTHLY X 12 (USE ONLY IF MULTIPLE FREQUENCY)

❑Food Stamps/Temporary Assistance Household size: _____ Total income: :_____ Per: ❑Week ❑Every 2 Weeks ❑Twice a Month ❑Month ❑Year

Eligibility: ❑Free ❑Reduced ❑Denied Reason: _____ Date withdrawn: _____

Error Prone Application: ❑Yes ❑No *(Optional – See FAQs)* Determining Official's Signature: _____ Date Approved/Denied: _____

Confirming Official's Signature (For Verification purposes only): _____ Date: _____

SOURCES AND EXAMPLES OF INCOME

For additional information on income, please refer to the instructions that accompany this application.

Sources of Income		
Earning from Work	**Public Assistance/Alimony/Child Support**	**Pensions/Retirement/ All other sources of income**
• Salary, wages, cash bonuses, tips, commissions • Net income from self-employment (farm or business) **If you are in the U.S. Military:** • Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances) • Allowances for off-base housing, food, and clothing	• Unemployment benefits • Workers' compensation • Supplemental Security Income (SSI) • Cash assistance from State or local government. • Alimony payments • Child support payments • Veterans' benefits • Strike benefits	• Social Security/Disability (including railroad retirement and black lung benefits) • Private Pensions or disability benefits • Income from trusts or estates • Annuities • Investment income • Earned interest. • Rental income • Regular cash payments from outside household

Examples of Income for Children
• A child has a regular full or part-time job where they earn a salary or wages
• A child is blind or disabled and receives Social Security benefits. • A parent is disabled, retired, or deceased, and their child receives Social Security benefits
• A child has a regular full or part-time job where they earn a salary or wages
• A child has a regular full or part-time job where they earn a salary or wages

OPTIONAL

Children's ethnic and racial identities. This information is kept confidential and may be protected by the Privacy Act of 1974.

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

Ethnicity (check one): ❑ Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race) ❑ Not Hispanic or Latino

Race (check one or more): ❑ American Indian or Alaska Native ❑ Asian ❑ Black or African American ❑ Native Hawaiian or Other Pacific Islander ❑ White

Return this completed form to your child's school. *Do not mail, fax, or email completed applications to the U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights.

Use of Information Statement _____

The Richard B. Russell National School Lunch Act requires that we use information from this application to see who qualifies for free or reduced-price meals. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met.

Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, 'Check if no Social Security Number'. Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number.

Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

Return completed form to your child's school cafeteria or to Nutrition Services: 1818 W. Worley St. Columbia, MO 65203.

The contact information below is solely to file a complaint of discrimination

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

* MAIL: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

FAX: (833) 256-1665 or (202) 690-7442; or
EMAIL: Program.Intake@usda.gov

*** Do not mail applications to this address, only complaints of discrimination.**

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CONSENT TO SHARE INFORMATION WITH OTHER PROGRAMS (OPTIONAL)

Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced-Price School Meals Family Application may be shared with other programs for which your child(ren) may qualify. For the following programs, we must have your permission to share your information. Sending in this form will not change whether your child(ren) get free or reduced-price meals.

This consent authorizes Columbia Public Schools to release and/or obtain records or information as identified below. The agency/institution/individual listed below must maintain the confidentiality of the records/information.

I understand that this authorization:

- can be stopped at any time by sending a written request to Columbia Public Schools, Nutrition Services.
- takes effect the day I sign it and is valid for one year.

I further understand:

- That any records or information received by the school district from another agency/institution/individual may not be protected by the Health Insurance Portability and Accountability Act (HIPAA) but will become education records and information protected by the Family Educational Rights and Privacy Act (FERPA). See page 2 of this release for more information about FERPA and HIPAA.
- Provision of this authorization is voluntary.
- A copy of this release form is as valid as an original.

❑ No! I **DO NOT** want information from my Free and Reduced-Price School Meals Family Application shared with any of these programs.

❑ Yes! I **DO** want school officials to share information from my Free and Reduced-Price School Meals Family Application with

❑ Yes! I **DO** want school officials to share information from my Free and Reduced-Price School Meals Family Application with **[name of program specific to your school]**.

❑ Yes! I **DO** want school officials to share information from my Free and Reduced-Price School Meals Family Application with **[name of program specific to your school]**.

If you checked yes to any or all the boxes above, fill out the form below. Your information will be shared only with the programs you checked.

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

Address: _____

For more information, you may call **Nutrition Services** at **573-214-3480**.
Return this form to: Nutrition Services, 1818 W. Worley St. Columbia, MO 65203 or lunch@cpsk12.org

REQUEST FOR INFORMATION

(Complete one form per family)

Please answer the question below by checking the appropriate box. The following information is a request adopted by the General Assembly in 2010 requiring school districts to determine whether or not all children in a family have health insurance.

Does each child in your family have healthcare insurance?

☐ YES

☐ NO

MO HealthNet (Medicaid) is considered healthcare insurance.

If NO is checked the school district will provide the Does Your Child Need Healthcare Coverage form for the family.

Completion of this form is not a condition of determining meal eligibility. The Free and Reduced Price Meals Family Application will be reviewed regardless of your response to this Request for Information.

Submit this request with your Free and Reduced Price School Meals Family Application or return to your school/school district.

Printed name of parent/guardian: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act of 2008 (ADAAA), the Genetic Information Non-Discrimination Act (GINA), or USDA Title VI.

Direct inquiries related to department employment practices to the Jefferson State Office Building, Human Resources Director, 205 Jefferson Street, Jefferson City, Missouri 65102-0480; telephone number 573-751-9619. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title VII/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 7th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-522-1775 or TTY 800-735-2966; fax number573-522-4883; email **civilrights@dese.mo.gov**

Anyone attending a meeting of the State Board of Education who requires auxiliary aids or services should request such services by contacting the Executive Assistant to the State Board of Education, Jefferson State Office Building, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone 573-751-4446 or TTY: 800-735-2966.

Inquiries or concerns regarding civil rights compliance by school districts or charter schools should be directed to the local school district or charter school Title IX/non-discrimination coordinator. Inquiries and complaints may also be directed to the Office for Civil Rights, Kansas City Office, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd floor, Suite 320, Kansas City, MO 64106; telephone: 816-268-0550; TDD: 877-521-2172.

2026-2027 NUTRITION SERVICES

Breakfast/Lunch Program Information and Meal Purchasing Procedures

Welcome to the Columbia Public Schools' (CPS) Nutrition Services meal service! This document is meant to assist our families with understanding how the school district serves meals. Nutrition Services has a computerized cashier system at all schools. All students enrolled in CPS are automatically assigned access to a student debit account to purchase and to pay for lunch, breakfast, and/or a la carte items. Money may be deposited into a student's account so that it is available each time a student eats and allows the student to move through the lines quickly. Students may choose to pay cash daily to our cashiers, however, students bringing cash to school are discouraged due to potential loss. Columbia Public Schools will not be responsible for any deposits or lost funds not given directly to the Nutrition Services Department whether cash or check. As a convenience, parents/guardians may view student purchases and deposit money online. Parents are welcome to eat with their children in the cafeteria (adult price is $3.50 for breakfast and $5.50 for lunch)

Parental/Guardian account access to child(ren) meal information:

- Parents/guardians may review and/or pay for student purchases online via the **https://www.myschoolbucks.com/ or by downloading the "MSB Parent, USA" app from your Apple Store or Google Play.** Using this app also allows parents/guardians to receive notifications about low balances.
    - NOTE: MySchoolBucks will be disabled if a student is not actively enrolled in the current school year. Positive and negative balances in the account will remain.
    - Parents/guardians that wish to be considered for free or reduced-price meal benefits **must** complete a free and reduced-price meal application on the www.MySchoolApps.com, or obtain a copy online at cpsk12.org/nutrition. Applying online provides families with quicker processing times. **Free and reduced-price meal applications are accepted all year long but must be submitted annually.**
    - If you're experiencing financial hardship (e.g., job loss, illness), please contact Nutrition Services at 573-214-3480 to discuss assistance options.
    - Nutrition Services hosts a community donation account to assist students and families in need. One hundred percent of proceeds go towards a child's meal.
        - To donate go to Lunch for Learners
- To receive meal benefits (like free or reduced-price meals), students must choose a complete meal.
- A la carte items (such as snacks or individual drinks) are not part of a full meal and are an additional cost. Parents or guardians can pay for extra a la carte items by adding money to their child's meal account. For prices and details, please visit the Nutrition Services website.
- All schools use a computerized cashier system. Each student is automatically assigned a meal account. To access this account, all students enter their student ID on a keypad at the cash register for food purchases. This account rolls information from year to year and follows your child in the Columbia Public School district. Kindergarten students are encouraged to practice using their individual student identification number to move through the lunch lines efficiently.
- There are 3 ways to pay on or to review this account:
    - In the school cafeteria to school lunch personnel only

This institution is an equal opportunity provider.

- Online via https://www.myschoolbucks.com/ (the computerized system also tracks student purchases). Families who would like to use this app on their cell phone device must download the "MSB, Parent USA" app from their Google Play or Apple Store.
- In the Nutrition Services office at 1818 W. Worley St., Columbia, MO 65203 or call us at 573-214-3480.
- When using a credit card, processing fees apply as follows:
  - MySchoolBucks fee is a flat fee of $3.25 per every $120 transaction.
  - By phone or in person, the payment system is also called SchoolPay, and the fee is $2.00 per every $50 transaction.
  - These fees are not collected by the District. The fees are associated with the payment company the District uses to offer convenience for our families.

What Counts as a Meal Under Free and Reduced-Price Meal Benefits?
To qualify for free or reduced-price meal benefits, students must select a complete meal that meets federal nutrition guidelines. Otherwise, it will be charged at full or a la carte prices.

- **Meal Requirements:**
  - Students must take at least 3 components for the meal to count.
  - One of the selected components must be fruit or a vegetable.
  - If a meal is missing a required component, students may be charged a la carte prices or may be asked to go back and choose the missing component.
- **Breakfast** consists of 4 items offered across 3 components: 2 grains/bread, milk, fruit. Students must have at least 3 different items on their tray to receive meal benefits.

Lunch consists of 5 different components: meat/meat alternate, grains/bread, fruit, vegetable, and fluid milk. Students must take at least 3 different components.

We offer 4 items at breakfast and 5 components/items at lunch. Students may refuse one at breakfast and 2 at lunch and it is called Offer vs. Serve. See graphics below:



Figure 1: Complete Lunch Tray



Figure 2: Complete Breakfast Tray



Figure3: Complete Lunch Tray

These types of posters shown in the graphic above are found in all cafeterias to assist students with mandatory component selections.

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Updated 5-21-26

Free, Reduced-Price and Full-Price Meals
Annually all households by regulation will receive a free and reduced-price application to the address or e-mail listed on file in our Student Information System (SIS). Applications for meal benefits must be submitted every year to maintain meal benefits from July 1 through June 30. Income guidelines change every July 1st. Eligibility begins as of the date parents place on the application or within 60 days of a federal claim if the date is beyond 2 months. Applications are accepted all year long.

In school year 2026-2027, all students without prior approval of free meal benefits, when selecting a meal without money in their account, will have the full-price meal charge added to their account. Households are responsible for all student charges incurred prior to free meal benefit approval.

All households who apply for benefits will be notified by the e-mail listed in the Student Information System whether approved or denied. Households that haven't received an e-mail of their results are encouraged to contact Nutrition Services at lunch@cpsk12.org or call 573-214-3480. If a student is missing from the meal benefit notification, contact Nutrition Services immediately to have that student added to the application to avoid unnecessary meal charges. Meal charges do not go retroactive before the date on an approved application. All accumulated charges are the responsibility of the parent/guardian of the student. Columbia Public Schools reserves the right to pursue payment of unpaid charges with a third-party collection agency. Please see the new *Student Charges and Delinquent Meal Accounts* section for details.

Parents are welcome to eat meals with their children. Adult meals are $3.50 for breakfast and $5.50 for lunch.

Meal Prices are updated July 1st of every year, please visit the Nutrition Services' website for updates cpsk12.org/nutrition

Student Charges and Delinquent Meal Accounts and Charge Procedures
A complete lunch must consist of at least 3 of the 5 components offered: Whole Grains, Meat/Protein Alternative, Fruit, Vegetable, and Milk. A complete breakfast consists of 3 components offered: Grain or Protein item (2 offered daily), fruit/vegetable, and milk. All students are required to take a fruit or vegetable at both lunch and breakfast or will be charged a la carte prices. A la carte purchases are strictly prohibited if a student does not have money in his or her account or if the account balance is negative, regardless of cash in hand. Milk or juice-only purchases are considered an a la carte purchase. Courtesy automated phone calls will also go out to all households with **any** negative meal account balances weekly.

Students who go through the meal line to obtain a complete meal will not be denied a meal for any reason. There is no alternate meal for delinquent accounts. All students receive the same meal offer regardless of account balance.

Special Notes:
- Secondary students (grades 6-12) will be informed of their account balances upon request and/or if they inquire about why they are unable to obtain extra meal items due to account deficits.
- Seniors with a delinquent meal account may be denied their diploma for graduation.

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Updated 5-21-26

***Important Information**:* Students will only be allowed to charge a maximum of 5 lunches and breakfasts combined before an *additional* automated message is generated to all households with a deficit account of negative $25.00. Accounts with any deficit are considered delinquent. Immediate payment in full is required to avoid further action.

All delinquent accounts exceeding a negative $50.00 will be turned over to a third-party debt recovery service and is considered bad debt. Once delinquent debt is turned over to a debt recovery service, interest fees and court fees associated with lawsuits may be charged if bad debt is not resolved in a timely manner. Columbia Public Schools has chosen a debt recovery service that is sensitive to our families' needs and will set up a payment plan if needed.

Once a delinquent account is turned over to a 3rd party collection service, payments must be directed to the 3rd party service to avoid account confusion. Any payments made to Columbia Public Schools after being turned over to the 3rd party collection service will be added to the students' account for future purchases and **will not** be applied to outstanding bad debt without explicit instructions with payment to do so.

All communications sent home are sent using the student information on file with the district. Please keep all student contact information up to date to receive important information. Failure to receive these notifications does not negate parental/guardian responsibility for negative meal balances.

Meal Account Refunds:

All refunds must be requested. Refunds of $10 or less are only issued in person in the Nutrition Services office at 1818 West Worley Street, Columbia. Amounts over $10.00 must be requested and will be mailed to the address on file for the parent/guardian. Refunds may take up to 4 weeks to process. Families who plan to leave the district at year's end are encouraged to make plans for refunds that may include the address of their new residence or make an early request. Overseas payments will take significantly longer to receive. Refunds older than 3 years for unenrolled students will no longer be available for refund due to the limited capacity to maintain student financial information for inactive students.

School Lunch Refunds Before Going Back to Your Home Country

If you are leaving the United States and want a refund of your school meal balance prior to your departure, please contact the Nutrition Services Office at least 4 weeks before you leave. Processing time can take up to 4 weeks, so it is important to plan ahead. To request a refund, contact Nutrition Services in one of 3 ways to provide a verified address for a refund:

- Email: lunch@cpsk12.org
- Phone: 573-214-3480
- Visit: 1818 W. Worley St., Columbia, MO

If you do not contact Nutrition Services in time, a check can be mailed to your home country address, but delivery may take much longer to arrive. Note: Check refunds will only be issued for balances over $10, and checks will be mailed to the address provided. Refunds of less than $10 can be provided in the Nutrition Services office in cash.

Meal Modifications or Food Allergies

If your child has a food allergy that requires a food substitution in the cafeteria, a physician's order is required that includes foods to be eliminated and a list of acceptable substitutions. The student's

physician must complete and sign the Medical Statement for Student Requiring Meal Modification form found on the next page and on CPS Nutrition Services' website cpsk12.org/nutrition or call 573-214-3480 to have a copy mailed or faxed to a physician. Due to the large number of students, Nutrition Services cashiers will be unable to monitor for students' religious or lifestyle preferences that are not physician-ordered. However, updated menus and allergen information can be found on the Nutrition Services' website to assist families with meal selections daily.

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

School Food Share Baskets and Food Allergies

School Food Share Baskets provide a way for students to place uneaten, unopened food items served as part of the Federally subsidized meal program into a designated basket for other students to take free of charge. This initiative helps reduce food waste and supports students who may be experiencing food insecurity. Please note only items from the school meal program are allowed in the share basket. Food brought from home may not be placed in the basket. Children with food allergies are cautioned not to take food from the food basket/table due to possible unknown ingredients.

For more information regarding school meals, please contact the Nutrition Services office at (573) 214-3480, e-mail with questions, lunch@cpsk12.org or log on to the Nutrition Services' website: cpsk12.org/nutrition.

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Updated 5-21-26

Section Two: Instructional Process and Assessments

A. GRADE REPORTING

For students to be successful, it is strongly believed they need the direction and involvement of concerned parents/ guardians, and the school working together. Notification of grades will be at the end of each semester in the form of report cards. In addition, parents will receive progress reports during the semester. Parents who have questions about grades are encouraged to contact the teacher or school counseling department. Infinite Campus Parent provides guardians an opportunity to check their child's performance in school. Information can be found regarding class work/ assignments, schedules, grades, attendance, and basic registration. Both students and parents can use Infinite Campus. Please contact your school for registration procedures.

B. PROMOTION AND CREDIT

Credit earned or promotion to the next grade will be based on academic work completed in a semester. Students will normally progress annually from grade to grade. Retentions may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration. Successful remediation may be required as a condition of promotion, in accordance with policy IKE and IKE-R. Starting in the ninth grade, students earn credit toward graduation. By the end of their junior year, students must have earned a minimum of seventeen (17) credits to be classified as a senior, which can be re-evaluated when students achieve the necessary credits.

Grades

Grades appear as letters according to the following:

A – Excellent D - Inferior
B – Superior F - Failure
C – Average IC – Incomplete

The following grading scale is sent with transcripts for general interpretation and is recommended for assigning marks:

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

Honor Rolls

Semester honor rolls are based on unweighted grade point averages. In calculating honor roll, the following unweighted grade point average ranges will be used:

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

C. RETENTION GUIDELINES (POLICY IKE)

Students will normally progress annually from grade to grade. Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the students involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration. State law requires that students who are reading below a third grade reading level according to the district's fourth grade reading assessment shall be retained if the student has not adequately improved by the end of

summer school. This law does not apply to students receiving special education services under state law, to students determined to have limited English proficiency, or to students who have been determined, before the beginning of any school year, to have a cognitive ability insufficient to meet the reading requirement.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests, other measures of skill in content mastery, standardized test results, and teacher observation of student performance.

If a child has not met the standards for promotion and the parents wish to have the child continue to the next grade, they must provide remediation, which could include outside-of-school tutorial services, mandatory summer school, etc. If remediation is in a form other than Columbia Public Schools summer school, documentation of remediation must be provided to the schools by the parent for inclusion in the child's permanent record. Further, if a student fails to attend remediation assigned as a condition of promotion, the student will be retained.

D. PROGRESS REPORTS/PARENT-TEACHER CONFERENCES (ELEMENTARY AND MIDDLE SCHOOL)

Progress reports are sent home three times a year. Additionally, parent conferences with your child's teacher for all parents are planned around November and around February. Supplemental conferences may be arranged at your request by contacting the school or by sending a note to your child's teacher.

As part of the District Assessment Plan, students who demonstrate a need for intervention will be identified. Where appropriate, interventions will be made available to those students to bring them up to grade-level achievement. Student performance data will be collected in accordance with the district Assessment Calendar, Board Policy, and state and federal laws. General education services (intervention) will be provided as the data indicates. Multiple strategies will be used to increase student rate of learning, including, but not limited to dedicated intervention time, intervention courses, and individualized and group instruction. Parents have a right to request a Special Education or Section 504 evaluation at any time, including during the intervention process. Attendance, discipline, and achievement data is collected throughout the school year for all students and will be used to verify appropriate instruction and the need for intervention. Assessment and other data collected will be made available to parents during parent-teacher conferences, and in Campus Parent.

E. CURRICULUM

The curriculum includes reading, mathematics, science, social studies, communication arts, health, physical education, computer literacy, art, music, and school counseling (social/emotional, career and academic). Complete curricula are available on the district website. It is essential for students to master the concepts and skills in each subject area. The elementary curriculum is individualized so the needs of each child are addressed during the instructional process. Content and standards are aligned with State Standards.

When you visit the Columbia Public Schools website at https://www.cpsk12.org/ you will first see the home page. Click on the top row "Departments" scroll down to "Curriculum and Instruction" to access the district curriculum.

F. PHYSICAL EDUCATION

Student Dress Policies and Protocols

To provide a safe and healthy state of mind and body for fitness and daily activities, students are expected to come to physical education classes prepared with appropriate dress and mindset each day. Although students are not required to change clothes for physical education class, students are responsible for wearing appropriate and safe attire each day of physical education activities. This includes athletic shoes with rubber soles and good support. Attire that allows movement of all limbs without revealing midriffs, undergarments, or other distracting areas. Crocs, flip flops, steel-toe boots, work boots/cowboy boots, sock-feet, or bare feet are not permitted for safety reasons. Hats, unsafe head or neckwear, or other distracting attire are prohibited for safety reasons.

Appropriate attire should be worn for any outdoor activities. All outdoor activities should be planned, and students should be notified within reasonable time frames to have weather-appropriate clothing on PE days.

Elementary PE Make Up Work Guidelines

All students are expected and encouraged to participate to the best of their ability on any given day in their physical education class. However, non-participation may happen due to absence or injury/illness that would require students to do additional work to make up any missed learning and practice opportunities to demonstrate mastery of any given PE-related skills.
**Every situation will be handled on an individual basis*, *but* the following guidelines are available to assist.

General Absence from PE

School-Related Events: NO makeup work necessary if the absence is due to a school-related event. It is the responsibility of the student to notify the teacher prior to the school-related absence.

Excused Absence: Students will have the opportunity to make up missed time in PE in the next class. Instructors are expected to keep multiple practice opportunities for each skill, every day of PE.

Family/Guardian/School Nurse Excuse

A written note from a parent/guardian will excuse a student from participating in PE for up to two (2) class periods. Missing work for this type of note/excuse will be made up using physical activity in the next class period when activity is allowed. If a medical reason for a parent/guardian excuse extends beyond 2 class periods, it is suggested that medical professionals be engaged for a medical excuse/note.

Medical Excuse/Doctor's Note

If a student has a medical excuse that indicates "NO ACTIVITY" and takes them out of PE for longer than 2 weeks, they will go to an alternative setting during their normal PE class period for safety reasons. Doctor's Notes should include: Length of time excused from PE, Date to Return, and (if applicable) modifications to be made during PE.

A doctor's note will excuse a student for the length of time specified. If the note does not specify a return date, a doctor's release to participate must be obtained before the student may participate in class.

If the doctor's note does allow for modified participation, the student will remain in the PE setting and demonstrate the movements allowed by the doctor's note. (For example: physical therapy exercises, stretches of hamstrings and lower back, walking, keeping HR below 110 bpm, mindfulness exercises, abdominal work, catching and throwing, etc.)
*Note that several absences due to school-related events may result in a non-reported grade for a critical concept due to lack of opportunities to practice, and to show mastery of a particular skill.

G. CAREER PATHS (MIDDLE SCHOOL)

Students in middle school have the opportunity to participate in Explorations courses, like:

1. Arts
2. Business Management and Technology
3. Life Skills
4. Industrial Technology

Students will develop a program of study consistent with their career path with the assistance of guardians, teachers, and counselors. The career path and program of study will be reviewed annually during course selection for the next school year and finalized in high school.

H. STANDARDIZED TESTS

The standardized testing program of the Columbia Public schools' can be found at https://www.cpsk12.org/departments/aid/assessment-plan-and-calendar.

I. GIFTED EDUCATION SERVICES

The Gifted Program provides a range of gifted educational services at all grade levels designed to provide identified students with instructional objectives and strategies that are appropriate to their identified academic and affective needs. The components of the program are as follows:

Grades 1-5 EEE

Appropriately identified students in grades 1-5 attend the Center for Gifted Education one day per week for topic-focused, interdisciplinary classes that are differentiated for their special learning needs. Program goals include research skills, creative and critical thinking skills as well as meeting the affective needs of the gifted learner. This intervention program and curriculum are designed to meet the academic, social, and emotional needs of identified gifted students within a safe, nurturing environment. Gifted education teachers use developmentally appropriate practices to promote high learner engagement and build confidence through a challenging and rigorous curriculum.

Grades 6-8 EEE

Identified gifted students are enrolled in an EEE class in middle school. Each middle school has an assigned, certified EEE teacher who meets the students within the school building during the school day. This class meets every other day, alternating with PE, and replacing Advisory/RTI. The curriculum is designed to be appropriately challenging for gifted students and focuses on research, creative and critical thinking skills, and students' affective needs.

Grades 9-12 EEE

All three comprehensive high schools have certified EEE teacher on site. The EEE teacher is the advocate for students on campus. There are EEE courses that can be taken which are listed in the high school course guide. Students can also opt for additional services such as course selection guidance and 4-year planning, just to name a few. Gifted students represent a diverse population and the nature of the services in high school can become more individualized and targeted. Students who do not enroll in any EEE course are encouraged to schedule time to meet with the EEE teacher early in their high school career.

J. ENGLISH LEARNERS (POLICY IGBH)

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

EL students in grades K through 5, will be provided direct EL services at the following elementary buildings: Alpha Hart Lewis Elementary, Eliot Battle Elementary, Beulah Ralph Elementary, Blue Ridge Elementary, Cedar Ridge Elementary, Derby Ridge Elementary, Eagle Bluffs Elementary, Fairview Elementary, Grant Elementary, Locust Street Elementary, Mill Creek Elementary, New Haven Elementary, Mary Paxton Keeley Elementary, Parkade Elementary, Ridgeway Elementary, Russell Elementary, Rock Bridge Elementary, Shepard Elementary and West Boulevard Elementary.

EL students in grades 6 through 8 will be provided services at the following middle school buildings: Gentry Middle School, Jefferson Middle School, Lange Middle School, Oakland Middle School, Smithton Middle School, and West Middle School. Oakland Middle School and West Middle School will house a Newcomer Center for EL middle school students who are at the beginning level of English acquisition.

EL students in grades 9 through 12 will be provided services at Battle High School, Hickman High School, and Rock Bridge High School. A Newcomer Center will be housed at Douglass High School.

Students will be provided with bus transportation from their neighborhoods to those buildings offering EL services. By utilizing the attendance maps and choosing the EL boundary map located at: https://www.cpsk12.org/departments/english-learners-and-migrant-services parents can see which school their child will attend for EL services. For more information on the English Learners program, please contact Shelly Fair, EL Director, at 573-214-3965.

K. SPECIAL EDUCATION

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

The Columbia Public School District:

- Assures that it will provide 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 children with a developmental delay.
- Assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for Missouri's First Steps Program. Early intervention services are available for all eligible children.
- Provides parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).
- has developed a Local Compliance Plan for the implementation of Special Education. Copies of the Compliance Plan are available for public review during regular school hours on days school is in session at the following locations: Administration Building, 1818 W. Worley, principal's office of any Columbia Public School, and Daniel Boone Regional Library, 100 West Broadway, Columbia, Missouri and on the district website. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

This Procedures Manual may be reviewed by contacting your student's school or at the Special Services Office at 1818 West Worley St. 573-214-3459, by appointment.

Students Eligible for Services under the IDEA

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four years of high school at the end of a school year may participate in the graduation ceremony and all related activities of the student's graduating class if:

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and

2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

L. SECTION 504

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

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

The Columbia MO Public School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed by contacting your student's school or at the Special Services Office at 1818 West Worley St. 573-214-3459, by appointment. The district's 504 Coordinator is Shae Collier. This notice will be provided in native languages as appropriate.

M. GRADUATION REQUIREMENTS

Students are required to earn a minimum of 24 units of credit to be eligible to receive a high school diploma.

Accumulation of credits begins with the ninth-grade year. Specific credit requirements are:

English / Language Arts	4
Social Studies - 3 total must be earned, including the following specific courses:	
U.S. History	1
World History	1
Social Studies elective	1/2
Government	1/2
Mathematics	3
Science (1 credit must be a biological science & 1 credit must be a physical science)	3
Fine Arts	1
Practical Arts (1/2 credit must be Personal Finance)	1
Physical Education	1
Health	1/2
Personal Finance (part of Practical Arts requirement)	1/2
Electives	7
TOTAL MINIMUM CREDITS	**24**

A full-time student will schedule a minimum of three and one-half (3.5) credits and a maximum of four (4) credits each semester as a normal load. Although students may enroll in additional coursework through an extension or online program, no more than four (4) credits can be earned during a regular school semester without special permission granted by the school principal.

Credit may be earned through regular high school course work at an accredited high school or summer school; through online courses from accredited colleges, universities, or private schools; and as otherwise provided for by the Missouri Department of Elementary and Secondary Education. Transfer credits from non-public schools must correspond to courses and requirements acceptable to the Missouri Department of Elementary and Secondary Education and to the Columbia Public Schools.

Non-CPS Sponsored Online Credit: Seniors who are using non-CPS online courses to meet graduation requirements must have grades submitted to their Counseling Office no later than the day all other senior grades are due. Seniors failing to meet all requirements for graduation by the required date will not be eligible to participate in graduation ceremonies.

Specific legal requirements to receive a high school diploma must also be met, including successful completion of Missouri and U.S. Constitution exams. Students must also complete one College/Career Assessment (ACT, ACT WorkKeys, SAT, Accuplacer, ASVAB) in high school to graduate.

Students who enroll at Battle, Douglass, Hickman, or Rock Bridge High Schools from other communities must meet these same requirements to be able to receive a Battle, Douglass, Hickman, or Rock Bridge diploma. A second-semester senior entering a Columbia high school for the first time must earn a minimum of three credits from the district to be eligible for graduation. Students will plan specific coursework with their parents and counselors to meet their individual needs and career goals.

N. AUDIT AND REPEAT FOR IMPROVEMENT

Auditing: A student must obtain approval from the appropriate department chair and their counselor to audit a class.

Repeat for Improved Grade, No Credit: Students with a C- or lower in a course wishing to improve their grade will be allowed to do so under the following guidelines:

1. The department chair must approve.
2. **The grade received for the repeated course, if higher, will cancel the first grade and will be used in computing the cumulative GPA.**
3. Any student wanting to drop the repeated course would have the current withdrawal procedures applied (W/F).
4. A request must be completed with the student's counselor.

A student who has received a C or better previously may not retake a course under the above guidelines. The student may only repeat a course on a "contractual audit" basis, which requires that all parties involved sign an agreement (student, parent, counselor, department chair, and teacher). This agreement must specify that to remain in the class the student will demonstrate and maintain achievement greater than or equivalent to previous attempts in the course.

O. INCOMPLETE GRADES

Students may request extended time to complete a course because of unusual circumstances. Students should check with their principal or counselor for specific details.

P. POST-SECONDARY OPTIONS

Regardless of which career path a student chooses, there are many educational opportunities available after graduation. Most career opportunities require some formal training beyond high school, including:

1. Military
2. On-the-job training

3. Apprenticeship
4. Career and Technical certifications
5. Community college
6. Four-year college or university

NCAA Eligibility Guidelines: Students planning to attend college who wish to participate in Division I or Division II sports must be certified by the NCAA Eligibility Center. The Eligibility Center will analyze a student's academic information and determine if a student meets the NCAA initial eligibility requirements. Students who qualify are eligible to practice, compete, and receive athletic studentships as college freshmen. Students should see their counselor for details and more specific information.

Q. EARLY GRADUATION

Consistent with the intent of Missouri State Department of Elementary and Secondary Education regulations about graduation requirements, a student shall be expected to complete four full years of high school.

Any student seeking a waiver of the policy of four years of full-time attendance must submit a written request specifying the reasons for the request with a parent/guardian signature approving the request. *A request for early graduation must be a planned part of a student's educational program and should be submitted before the final semester the student is in full-time attendance. This may affect the ability to take the district-offered ACT for juniors.* Students approved for early graduation shall be considered graduates at the date the students terminate their enrollment. Early graduates meeting graduation requirements in December may participate in the graduation ceremony at the end of the school year and end-of-the-year senior activities. They may not be eligible for certain awards or recognitions that require eight (8) semesters of attendance. Other guidelines include:

1. Students may participate in the graduation ceremony and senior activities at the end of the year.
2. Students are eligible for non-competitive recognition such as honors, high honors, and highest honors.
3. Students are not eligible for competitive recognitions that are based on GPA. These include valedictorian and salutatorian.
4. Students should check with colleges to which they are applying as to their eligibility for college-based scholarships and awards.

R. HONORS AND AWARDS

Numerous awards are presented to Columbia Public Schools seniors each spring. At the end of each school year, an awards night is held to recognize those students who have made outstanding contributions to the school and community in leadership, studentship, and service. Awards and scholarships are presented to students by various departments and civic organizations.

Students who meet specific criteria are eligible to receive the following awards:

- The Presidential Award for Educational Excellence is presented to seniors who have an unweighted GPA of 3.50 or higher after 7 semesters and who scored at or above the 85th percentile in math or in reading on the ACT or SAT.
- The George Washington Carver Award is presented on behalf of the governor of Missouri to high school seniors who graduate in the top ten percent of their class using the unweighted GPA.

The criteria for each of these awards is reviewed and revised annually by the issuing organization. Specific criteria for each school year are made available each spring.

The following honors are recognized at commencement using the unweighted GPA:

- Highest Honors: recognize seniors who maintain a 3.9 grade point average on a 4.0 scale.
- High Honors: recognize seniors who maintain a 3.7 to 3.89 grade point average on a 4.0 scale.
- Honors: recognize seniors who maintain a 3.5 to 3.69 grade point average on a 4.0 scale.

The following awards are presented at commencement:

- Valedictorian: presented to the senior who maintains the highest unweighted grade point average for eight semesters of high school work and the other criteria listed below.
- Salutatorian: presented to the senior who maintains the second highest unweighted grade point average for eight semesters of high school work and the other criteria listed below.

Valedictorian and Salutatorian Guidelines

- The valedictorian and the salutatorian designation will be awarded to the students with the highest and second highest GPA after eight (8) semesters who also meet the following minimum requirements using an unweighted cumulative GPA. Qualifying candidates must be enrolled full-time (six of eight blocks each year) as a senior to be eligible for this designation.
- The student must earn a MINIMUM of five (5) credits in honors or advanced placement courses using the standard grading policy (A, B, C, D, F).
- The student must score above the prior year's national average on the ACT or SAT.
- Courses taken at a college or university for dual credit in areas of English, math, science, social studies, world languages, or advanced technical/vocational courses will be considered honors-level courses.
- Unweighted GPA will be calculated through three (3) decimal places. A committee of administrators and counselors will review and name the valedictorian(s) and salutatorian from the eligible candidates. Ties will be designated as co-valedictorian(s). When co-valedictorians are named, no salutatorian will be named for that year.

Missouri Seal of Bi-Literacy

The Missouri Seal of Biliteracy is an award granted by Columbia Public Schools to recognize students who have attained a designated level of proficiency in English and one or more other world language(s) before high school graduation. This recognition of biliteracy becomes a part of the high school transcript and serves as documentation of functional proficiency in English and another language for future employers, colleges and universities, and the community. Eligibility: Any student who has acquired another language in addition to English is a potential awardee. Students may acquire proficiency in a language through traditional world language and ELA classrooms, community-based programs, at home, or by any other method. English learners (ELs) and other heritage language learners are also eligible. Students must pass state-approved standardized tests as proof of proficiency in English and the second language. And, because the ability to participate in a global society and economy is a necessity, a project to demonstrate the student's socio-cultural competency is required of all students earning the Seal of Bi-literacy.

Weighted Grades

Weighted grades will be applied to Advanced Placement, Early College, Dual Credit, Dual Enrollment and Honors courses. AP, Early College, Dual Credit, Dual Enrollment, and Level 3 and Level 4 World Language courses will earn an additional 1.0 points to the standard 4.0 grading scale. The purpose is to recognize the challenge that students are embarking on by taking the highest-level courses.

S. PART-TIME ATTENDANCE (HIGH SCHOOL ONLY)

A high school student is considered full-time if the student is enrolled in a minimum of six classes. Students wishing to be part-time must complete an application process to be considered. The request for part-time should be based on a plan to graduate in no more than four (4) years. Students participating in activities sanctioned by the Missouri State High School Activities Association must pass a minimum of 3.5 credits in the previous semester and be currently enrolled in 3.5 credits to meet MSHSAA requirements.

Students in grades 11 and 12 who are requesting a part-time schedule will need to meet the following criteria:

- The request should be a part of the student's educational program to meet graduation requirements

- The student must submit a completed application with signatures from the assistant principal, counselor, student, and guardian

Part-time students are not permitted to remain on school grounds during non-scheduled periods. A part-time schedule is not recommended for a student who plans to attend a post-secondary institution.

An exception to the part-time request process may be made if circumstances beyond a student's control create a need for early graduation or a part-time schedule. The school principal may grant a waiver from the established application process after careful review of the request.

T. INDEPENDENT STUDY (HIGH SCHOOL ONLY)

Independent study may be available for students who have a special interest, motivation or ability and have the commitment to complete coursework independently. Students must find a certified teacher willing to offer a course independently. The building principal and department chair must approve all requests. All independent study courses will earn .5 credits per semester and will receive a Pass/Fail grade. Forms for independent study requests may be accessed in the counseling office or through the CACC if the independent study is in a CACC course.

U. ALTERNATIVE METHODS OF INSTRUCTION

If school is closed due to exceptional or emergency circumstances the district has an approved alternative methods of instruction (AMI) plan and may choose to implement AMI. Columbia Public Schools will notify students and parents on each day of closure whether the AMI plan is to be implemented for that day. Notifications will be made via the district's mass messaging system for text and email and posted on the school district website. If the plan is to be implemented on any day of the closure, the district shall ensure that each student receives assignments for that day in electronic format or hard copy form (if requested) or receives instruction through virtual learning or another method of instruction. The district will ensure that all AMI provided to students with disabilities is adapted or modified as necessary to meet student needs. Any assignments or other work assigned on an AMI day must be completed and turned in, otherwise the student will be counted absent for the day. Some AMI may involve activities requiring a reliable internet connection. Internet access is available outside of all school district buildings for free and accommodation will be made for any student without reliable internet access at home.

V. KINDERGARTEN ENTRY ASSESSMENT (KEA)

The Department of Elementary and Secondary Education (DESE) requires all school districts to give kindergarten students a one-time assessment designed to measure a child's skills and behaviors within the first few weeks of entering kindergarten. Using KEA data can help inform teachers and leaders of the number of children who are ready for school overall, as well as support instruction by meeting students where they are when they enter kindergarten.

Columbia Public Schools uses the Kindergarten Observation Form (KOF) to assess the students and meet the requirements of DESE. The KOF is a brief assessment used to measure a child's skills and behaviors within the first few weeks of entering kindergarten and is part of the Applied Survey Research (ASR) School Readiness Assessment model.

Kindergarten Entry Assessment (KEA)

W. DISTRICT ASSESSMENT PLAN

The district will administer reading and math assessments to students in PK-12th grade to determine what additional instruction is needed. A comprehensive list of assessments is available at https://www.cpsk12.org/departments/aid/assessment-plan-and-calendar.

As part of the District Assessment Plan, students who demonstrate a need for intervention will be identified. Where appropriate, interventions will be made available to those students to bring them up to grade-level achievement. Student performance data will be collected in accordance with the district Assessment Calendar, Board Policy, and state and federal laws. General education services (intervention) will be provided as the data indicates. Multiple strategies will be used to increase student rate of learning, including, but not limited to dedicated intervention time, intervention courses, and individualized and group instruction. Parents have a right to request a special education or Section 504 evaluation at any time, including during the intervention process. Attendance, discipline, and achievement data is collected throughout the school year for all students and will be used to verify appropriate instruction and the need for intervention. Assessment and other data collected will be made available to parents during parent-teacher conferences, in the Parent Portal under Student Data for Parents, or upon request. Parents may opt-out their student from some assessments by completing the opt-out form. Most assessments are not eligible for opt-out. The opt-out form can be found on the CPS website at http://www.cpsk12.org/department/aid/assessment-survey-opt-out-from.

Opt-outs will not be guaranteed if the opt-out form is not completed by the parent/guardian. An email requesting an opt-out is not sufficient.

Reading and Math Assessment

The district will administer reading and math assessments to students in kindergarten through 11th grade to determine what additional instruction is needed. Assessment scores in reading of third-grade students may be used to ascertain the necessity of retention, as required by law. The district will also administer a reading assessment to all students who transfer to the district and to all students attending summer school due to a reading deficiency, as required by law. Reading and math proficiency will be based on multiple measures including, group administered screening assessment and one-on-one teacher-administered diagnostic assessment. The superintendent or designee will determine which methods of reading assessment the district will utilize.

Statewide Assessments

The district will implement the components of the Missouri Assessment Program (MAP) to monitor the progress of all students in meeting the Missouri Learning Standards, as set by the Missouri State Board of Education. The MAP assessment is mandated by the state of Missouri and the federal government of the United States and is not eligible for opt-out.

X. DYSLEXIA SCREENING

Pursuant to § 167.950. RSMo., the district will conduct dyslexia screenings of each student who is experiencing consistent difficulty in the areas of weakness that are typically associated with dyslexia as determined by the classroom teacher or as requested by the student's parent/guardian. The dyslexia screening will consist of a short test conducted by a teacher or school counselor to determine whether a student is likely to have dyslexia or a related disorder in which a positive result does not represent a medical diagnosis but indicates that the student could benefit from approved support. Exemptions to the requirements outlined in this section include if the student has an existing diagnosis of dyslexia, the student has a sensory impairment (visual/auditory), the student has severe intellectual disabilities, or the student is an English Learner where tools or staffing related to administration and/or interpretation in the native language is unavailable.

Columbia Public Schools has a system for the administration of universal screening. The purpose of universal screening is to identify the needs of students in as efficient a manner as possible. In kindergarten through tenth grade, iReady will serve as the screener.

Y. Every Student Succeeds Act Notification

Our district is required to inform you of information that you, according to Every Student Succeeds Act of 2015 (Public Law 114-95) have the right to know. Upon your request, our district is required to provide you with the following information in a timely manner:

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

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

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

AA. School Counseling Program

The Columbia Public Schools K-12 Comprehensive School Counseling Program is an integral part of each school's educational program and supports the academic, social/emotional, and career and workforce readiness of all students. Delivered by master's-level, certified school counselors in collaboration with families, educators, and community partners, the program provides developmentally appropriate support and services from kindergarten through grade twelve.

Through classroom instruction, individual and group support, consultation, and collaboration, school counselors help students develop skills for learning, build healthy relationships, strengthen coping and problem-solving abilities, identify strengths and interests, and prepare for future educational and career opportunities. Students also engage in developmentally appropriate experiences that encourage self-awareness, goal setting, and exploration of future pathways to support success in school and beyond.

School Counseling Services

School counselors provide a variety of supports and services, including:

- Classroom lessons focused on academic, social/emotional, and college, career, and workforce readiness
- Individual and small-group counseling and support
- Crisis response and consultation
- Goal setting and planning for academic and postsecondary success
- Assistance with identifying strengths, interests, and future pathways
- Referrals and connections to school and community resources as needed
- Collaboration with families, teachers, and community partners to support student success

Our Commitment to Every Student

Columbia Public Schools is committed to providing equitable access to school counseling services for all students. School counselors work to create inclusive, culturally responsive, and welcoming environments where students feel safe, respected, and valued. Counselors advocate for practices that reduce barriers to learning and support every student in reaching their full potential, regardless of background, identity, ability, language, or life experience.

Confidentiality

School counselors respect student privacy and understand the importance of creating a safe environment where students feel comfortable seeking support. Information shared with a school counselor is kept confidential whenever possible.

However, there are situations in which counselors are legally or ethically required to share information to protect student safety or to comply with the law. Examples may include concerns related to:

- Risk of harm to self
- Risk of harm to others
- Suspected abuse or neglect
- Court orders or other legal requirements
- Situations requiring collaboration with school personnel to support student safety or educational needs

When information must be shared, school counselors make every effort to involve students and families appropriately and share only information necessary to provide support.

Contacting Your Student's School Counselor

Families and students may access school counseling services in several ways:

- Contact your child's school directly and request to speak with the school counselor
- Students may visit or request to see the school counselor during the school day, as appropriate
- Teachers, administrators, or school staff may refer a student for support

Important Mental Health and Safety Information

School counseling services are designed to provide support within the school setting and are not intended to replace emergency or ongoing clinical mental health services.

If a student is experiencing a mental health crisis, thoughts of self-harm, or an immediate safety concern outside of school hours, contact 911, go to the nearest emergency room, or call/text the 988 Suicide & Crisis Lifeline at 988 for immediate assistance.

Z. READING SUCCESS PLAN

Senate Bill (SB) 681 (2022) requires the administration of a state-approved foundational reading skills assessment to all students in grades K-3 to identify those who may be at risk for having a significant reading deficiency (SRD). Students will be assessed within the first 30 days of school to determine who qualifies for a Reading Success Plan (RSP). An RSP is a plan to support students who exhibit a substantial deficiency in reading. Missouri legislation (Section 167.645, RSMo) specifically addresses student literacy and lists the requirements of an RSP. The development of an RSP includes the process of gathering and analyzing student data, determining if a student has a substantial reading deficiency (SRD), using data to set student growth goals, and assessing whether students meet those goals at the end of instruction. Students who receive an RSP must have evidence-based intervention reading instruction that is grounded in the science of reading. An RSP is designed to monitor the specific skills needing improvement as identified through a state-approved assessment or any other relevant student reading data.

AA. STUDENT CHECKLIST

Students in grades 3-12 will complete a brief student checklist about their experiences with peers, emotions, and social behavior. The information will be used by the school to help support student needs and help build strong intra-personal and inter-personal skills. The checklist, which consists of 40 short questions, asks students to think about their relationships with peers, their social skills, problem-solving abilities, organizational skills, and how they cope when upset. A similar checklist will also be completed by the teachers of students in all grades. The checklist is completed two times per school year. Parents may opt their student out of the checklist by completing the opt-out form on the CPS website at https://www.cpsk12.org/departments/aid/assessment-survey-opt-out-form. Opt-outs will not be guaranteed if the opt-out form is not completed by the parent/guardian. An email requesting an opt-out is not sufficient.

BB. Sexual Health Instruction (Board Policy: IGAEB)

The board of education recognizes that parents/guardians should be the primary source of sexuality education for their children. The board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults.

The district will offer language inclusive instruction in human sexuality and will provide language inclusive instruction regarding sexual abuse as required by law. All language inclusive instruction will be appropriate to the age of the students receiving the language inclusive instruction.

Notice and Opt-Out

The district will notify parents/guardians of the basic content of the district's human sexuality and sexual abuse language inclusive instruction. The district will also notify parents/guardians of their right to remove their student from any part of the district's language inclusive instruction on these topics upon written request. The district will make all curriculum materials used in the district's human sexuality and sexual abuse language inclusive instruction available for inspection prior to the use of such materials in actual language inclusive instruction.

https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed

Section Three: Online Courses

Columbia Public Schools make every attempt to meet the curricular needs of all students by offering a wide range of course offerings and opportunities. In cases where student needs are not met, there are 3 avenues available to learn online; CPS Online, the Missouri Course Access and Virtual School Program (referred to as "MOCAP"), and the LAUNCH Program.

A. CPS ONLINE

Columbia Public Schools offers a robust set of coursework offered asynchronously online. CPS Online courses are taught by CPS teachers and adhere to CPS district policies. It is expected that students and parents are familiar with all the procedures related to the CPS Online program which can be found in the program **handbook**.

Student achievement is our highest priority. Taking asynchronous courses like CPS Online requires specific skills such as self-regulation, time management, and internal motivation. While the individualization and flexibility of CPS Online can be a good compliment to a student's academic experience, we do not want to wait too long while students do not learn needed content as this puts them behind in future courses.

There are procedures that will require students to make adequate progress. Students should always communicate with their instructor about all course pacing requirements. Here is a summary of the policies related to adequate progress.

Participation agreement

Parents of students enrolled full-time online must complete this **agreement** prior to the beginning of the semester.

Add/Drop

Enrollment for CPS Online courses is completed by each student with their school counselor. Students have up to four weeks at the beginning of each semester to add an online course. Please consult the district **calendar**.

Students will be dropped from a CPS Online course after 20 consecutive days of non-attendance, which is the same rule for in person.

Pacing and Academic Requirements for Students

Any student who is not **at least 15% complete** in any of their online courses **by IPR#1** will be dropped from those online courses (s). As a point of reference, IPR#1 is posted approximately 30% of the way through the semester.

1. Students and parents/guardians will receive warning emails as follows:
    a) Two weeks prior to the IPR date
    b) One week prior to the IPR date
2. Students who are dropped out of no participation are provided with a two school-day window in which to appeal. Students are allowed one academic pacing appeal per academic year.

Failure to Thrive Online

Any student who fails 2 or more online classes* in any year will not be allowed to take online classes the following semester. *(Middle school=2 core classes; High school=2 credit-bearing classes).

Pacing and Progress

Students are required to make adequate progress and to complete the course within the semester.
Adequate progress is defined as those activities which lead to successful completion of the course within the semester. Activities that demonstrate adequate progress are:
-logging in daily to check for due dates, announcements from the teacher, and assignments,
-turning in all assigned work by the due date,
-communicating with the instructor with any questions and requesting an individual appointment with the teacher, when needed,
-watching a video or reading material/notes required for the course,
-posting to a discussion board, and/or
-other tasks as directed by the instructor.

Seniors

In the Spring semester, seniors are expected to complete all online coursework by the same last day of attendance for seniors in a seat.

Please note that if your child has an IEP, the IEP team must meet to consider the request prior to enrollment in a CPS Online course. If you have questions regarding CPS Online, please contact Dr. Beth Winton, Columbia Public Schools Online Program Administrator. Dr. Winton can be reached at bwinton@cpsk12.org or 573-214-3821

B. MISSOURI COURSE ACCESS PROGRAM (MOCAP)

For secondary students, enrollment in individual MOCAP courses takes place at the same time as enrollment in other CPS courses. Individual MOCAP courses may only be added or dropped during in-seat enrollment timelines. Students should enroll in MOCAP courses the same way they enroll for regular CPS courses, i.e., with their counselors. Course options can be found on the MOCAP website: https://mocap.mo.gov/catalog.

These online courses are *asynchronous*, designed for students who are self-motivated and can work independently. In an online course, students take the entire course online as opposed to a face-to-face classroom environment. Courses are not taught using Zoom; rather they are self-paced. Please note that if your child has an IEP, the IEP team must meet to consider the request before enrollment in a MOCAP course.

Parents interested in enrolling their child in a full-time MOCAP program should visit www.mocap.mo.gov for a list of providers. Please note that students participating in a full-time MOCAP program will be required to enroll in the virtual program's host district and will be unenrolled from the Columbia Public Schools.

If you have questions regarding MOCAP, please contact Dr. Beth Winton at bwinton@cpsk12.org or 573-214-3821.

Any request to take a MOCAP course that is denied by Columbia Public Schools can be appealed. Information about the appeals process will be sent to parents along with notification of the denial. For more information about the appeals process please contact Kerri Graham, Director of Curriculum & Instruction, at 573-214-3932, KGraham@cpsk12.org.

Policy IGCDA applies to students seeking to enroll full-time in the Missouri Course Access and Virtual School Program (MOCAP) with a course provider that is a public school district, charter school, or higher education institution (a "hosted MOCAP provider").

Definitions:
Full-Time MOCAP Student – A student who is enrolled in a MOCAP program for the instructional equivalent of six credits per regular term.
Hosted MOCAP Provider – A public school district, charter school, or higher education institution that is registered through the Department of Elementary and Secondary Education (DESE) to provide virtual education through the MOCAP program to Missouri students. A host district may provide the courses directly or contract with a course provider to provide the courses.
Missouri Course Access and Virtual School Program (MOCAP) Course – A virtual course that is offered by a course provider listed by DESE as part of the virtual course program under § 161.670, RSMo.
Hosted MOCAP Providers -Resident students who seek to enroll with a hosted MOCAP provider on a full-time basis without paying tuition must enroll directly with the MOCAP provider and host district offering the program. Students who are accepted by the hosted MOCAP provider will have their enrollment transferred to the host district, and the student will be considered a student of the host district for all purposes.

The District will collaborate in good faith with the virtual program and the host district. The superintendent or designee may provide relevant information and input on the student's enrollment within ten business days of notice of the student's enrollment application. Students who are denied enrollment by the MOCAP provider may utilize the state process for reviewing the decision.

Students with Disabilities
It is the hosted MOCAP provider's responsibility to accommodate students with disabilities and implement students' individualized education programs (IEPs) or Section 504 plans. The District may enter into a contract to provide services to resident students enrolled in these programs if fully compensated by the enrolling host district, but it is not required to do so.
Access to District Facilities
Students of full-time hosted MOCAP providers may be allowed access to District facilities for all or some portion of instructional activity if the hosting district reimburses the District for any costs.
Eligibility for Extracurricular Activities
According to policy IGDAA, a resident student receiving instruction on a full-time basis at a virtual school will have the opportunity to participate in District athletics, fine arts activities, and integrated cocurricular activities in accordance with policy IGDAA. These students may participate in other District extracurricular activities only if the District allows other unenrolled students to participate in the activity.
Re-Enrollment or Enrollment in the District If the District is notified that a resident, full-time MOCAP student has been disenrolled by a MOCAP provider, the District will provide a written list of available educational options in the District to the parents/guardians of the student within five business days and will promptly enroll or re-enroll the student when notified by the parent/guardian.

C. LAUNCH

For parents interested in a full-time synchronous online option (offering live Zoom classes), the Columbia Public Schools has partnered with online provider Launch. Students enrolled in the Launch program remain CPS students. According to the State of Missouri, students can only enroll in one school district per term. This means a student cannot take Columbia Public Schools courses and an online course through another school district in the same semester.
For elementary students, the program features the following:

- Live daily Zoom instruction in reading, writing, and math (plus a daily integrated science, social studies, and health lesson)
- Weekly physical education, music, and art lessons
- Full-time teacher support that follows Missouri's recommended class size
- Social-emotional and counseling lessons provided by a certified school counselor.

For secondary students, the program features synchronous (featuring live Zoom sessions) classes in the four core subject areas of English, Math, Science, and Social Studies in most grade levels. Middle school and high school students taking synchronous core classes fill out their schedule with asynchronous elective courses.

Please note that if your child has an IEP, the IEP team must meet to consider the request before enrollment in Launch. If you have questions regarding Launch, please contact Dr. Beth Winton at bwinton@cpsk12.org or 573-214-3821.

Section Four: Student Rights and Responsibilities

A. POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

1. Positive Behavior Intervention Support Purpose Statement

Positive Behavior Intervention Support is a collaborative process for structuring the learning environment to support the academic and social success of all students. Clearly defined universal behavioral expectations and the resulting common language used by all community members across settings and buildings:

- Provides a unified teaching focus and maximizes efficiency of instructional time.
- Increases use of appropriate behaviors
- Increasing student time in academic instruction.
- Supports a positive learning and working climate.
- Creates a more predictable learning environment for K-12
- Fosters improved communication among students, faculty, staff, parents, and other community members.
- Efficiently provides extra support for at-risk student populations.

Positive Behavior Intervention Support addresses all the Columbia Public Schools Board of Education goals: increasing student achievement, eliminating the achievement gap, and increasing efficient use of resources.

2. PositiveBehavior Intervention Support Implementation

a) Schools decide the social skills that are expected.
- Schools decide how students are to behave, such as Be Safe, Be Respectful, Be Ready.
- Schools decide what students should do in the cafeteria, hallway, playground, commons, before school, after school, in the classroom, and on the bus.

b) Teach the Social Skills
- Teachers tell students what they should do.
- Teachers show students what they should say, and what their bodies should do.
- Teachers have students practice social skills.
- Teaching and practicing happen in the classroom and in the cafeteria, hallway, playground, and commons.

c) Tell Students When They Use Social Skills
- To help students learn the social skills that are taught, teachers, media specialists, cafeteria supervisors, playground supervisors, administrators, and all staff tell students when they see students do or say the skill. An example: "Thanks for being responsible and getting to class on time".
- Schools are encouraged to celebrate when students have learned to use kind, respectful, responsible, and safe skills.

d) Correct Students When They Do Not Use Social Skills

- When students make a social mistake, staff must stop the student and re-teach.
- If a student is unsafe, removal from the classroom or setting may be necessary.

B. STUDENT DISCIPLINE

It is essential that the district maintains a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is disruptive to good order and discipline in the schools or impairs the morale or good conduct of other students. The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures, and regulations: JG, JG-R1, JGA- 2, JGB, JGD, JGE, JGF, JFCC, JFCF, JFCH, and JFCJ.

Application

These policies, regulations, and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations, and procedures. Students who have been charged, convicted, or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law. The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law. No student may be confined in an unattended locked space except in an emergency while awaiting the arrival of law enforcement personnel. For this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

Enforcement

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures shall be consistent with Board-adopted discipline policies. Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subjects to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student, and the individual circumstances involved. School personnel will counsel and assist parents and students in disciplinary situations and may encourage the use of other professional assistance. All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements for confidentiality. The administration shall emphasize, as part of the in-service training program for administrators, counselors and teachers, training in current alternative disciplinary techniques and strategies.

Release of Information

If the superintendent believes that an incident that has occurred or a situation that exists in a school is such that a general feeling of concern or insecurity is present, or may develop, among students and/or parents, notice shall be provided to parents giving appropriate information about the incident or situation and the action taken by school personnel. In cases which may be of concern to individuals, persons who inquire about an incident or situation in the schools will be given appropriate information and informed of the action taken by school personnel. Information shall not be revealed which would violate any state or federal law or which would violate or threaten to violate the legal rights of individuals.

C. BULLYING

General

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

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

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to physical actions, including violent 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 using an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on the district property, at activities or technology resources The district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

Hazing – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for initiation, affiliation, admission, membership, or maintenance of membership in any group, class, organization, club, or athletic team including, but not limited to, a grade level, student organization, or school-sponsored activity. Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that would result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include but is not limited to, acts of physical brutality, whipping, beating, branding, exposure to the elements, forcing consumption of any food, liquor, drug, or other substance, forcing inhalation or ingestion of tobacco products, or any other forced physical activity that could adversely affect the physical health or safety of an individual. Hazing is not acceptable, and is a violation of this policy, even when all students are willing participants.

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

Designed Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least one other professional employee (teacher level or above) in the building who is authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

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

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

Reporting Bullying

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

Students who have been subjected to bullying or hazing, or who have witnessed or have knowledge of bullying or hazing, are encouraged to report such incidents to a school employee within two (2) school days. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If a verbal report of bullying is made, the reporter will be asked to submit a written bullying complaint form to the building principal or designee. If the reporter refuses or is unable to submit a written complaint form, the building principal or designee will summarize the verbal complaint in writing using a written complaint form. Bullying complaint forms will be made available in all building principals' offices, in all guidance/counseling offices, at central office and on the district website.
https://docs.google.com/forms/d/e/1FAIpQLScOxfq4M8RDNMfzqsmqlGtiRYINOpa8QetvsIuHFI4VKapYUA/viewform

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

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

Investigation

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

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

Retaliation

The district prohibits retaliation against any person who files a complaint of bullying, hazing, cyberbullying, or retaliation, and further prohibits retaliation against any person who testifies, assists, or otherwise participates in any

investigation, proceeding, or hearing relating to such bullying, hazing, cyberbullying, or retaliation. The district will discipline or take other appropriate action against any student, teacher, administrator, or other school personnel who retaliate against any such person.

Consequences

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

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

Policy Publication

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

Training and Education

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

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

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

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend himself or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal focus of control.

Additional School Programs and Resources

The administration of the school district shall implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

D. STUDENT SEARCHES BY SCHOOL PERSONNEL (Board Policy: JFG)

Student property may be searched based on reasonable suspicion of a violation of district rules, policy, or law. Reasonable suspicion must be based on facts known to the administration, credible information, or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original

justification of the search. The privacy and dignity of students shall be respected. Search shall be carried out in the presence of adult witnesses and not in front of other students unless exigent circumstances exist.

High Schools buildings are monitored by Weapons Detection Systems. In our continued effort to ensure the safety and security of all students, staff, and visitors we implement a weapons detection system at the entrance of our High School buildings. These systems provide additional layers of protection to our staff, students, and visitors. The expectation is that students and visitors will enter the building through the designated entrance where the System is installed. Our trained building safety and security aids will be on hand to assist students and visitors entering the building. Students, and guests, may be asked to pass around items to Building Safety and Security Aides to assist in moving efficiently through the system. See student searches by school personnel (Board Policy: JFG) above.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law, district policy or the rules of the school. The administration will contact law enforcement officials to conduct research to determine if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods, or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

E. CODE OF CONDUCT

The Student Code of Conduct is designed to foster student responsibility, and respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses that, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce or increase the consequences listed in this policy, as allowed by law. This code includes but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots, and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Appropriate behavior is always expected of students. Incidents that occur outside the school day that affect or disrupt the learning environment may warrant school consequences.

Chronically Disruptive Students: The Columbia School District policy for infractions promotes responsibility for one's actions with progressive consequences for repeated offenses. However, when a student's behavior and the frequency of behaviors are continually disruptive to the educational setting the student is then considered chronically disruptive. To determine when a student is considered chronically disruptive, school officials evaluate the type, number, and frequency of disciplinary problems. Timely notifications will be made to help remedy and remind students and parents of potential consequences. If the frequency or severity of a student's disciplinary problems increases, disciplinary consequences can be expected to increase in severity; if the frequency or the inappropriate behavior decreases, so may the consequences.

Each school will develop a school-wide discipline plan that takes into consideration the individual school environment, which is consistent with the district-wide behavior plan. Parents, teachers, and students should understand the plan.

Discipline plans and procedures should encourage students to develop self-discipline and self-control. Students who do not respond to reasonable consequences may need additional intervention as determined by personnel of the Columbia Public School District, including but not limited to:

- Administrative conferences
- Teacher conferences
- Parental notification
- Detention (after school or in-building detention during school hours). Most of the students in the Columbia Public School District follow the policies and procedures which help schools run efficiently and effectively. However, when it becomes necessary to discipline students for infractions, the following detentions exist as alternatives to some suspensions.
    - **In-School Suspension:** This detention (ISS) is for some infractions of school policies and is served during the school day. Students are expected to report promptly after being assigned with materials to work on class assignments. Visiting or talking to other students while assigned to ISS is not permitted. Students must always accept the direction of the supervising teacher. Students failing to cooperate shall be subject to additional disciplinary action.
    - **Before or After School Detention**: This detention (ASD) can be assigned in addition or as an alternative to ISS. Students are expected to adhere to the same rules as ISS.
    - **Alternative Continuing Education (ACE) Center:** This detention may be accessed if a child receives an Out-of-School Suspension. Students are expected to complete schoolwork under the supervision of a CPS instructor. Transportation will be provided by the parent/guardian.
- Suspension or restrictions from activities, privileges, bus, or school
- Removal of privileges, e.g., attending after school events
- Restitution
- Confiscation of property (weapons, toys, or inappropriate materials)
- Notification to Director of Security and/or appropriate governmental or law enforcement agency

F. SUMMARY OF COLUMBIA PUBLIC SCHOOLS DISCIPLINE POLICY

The Safe Schools Act, passed in 1996, was established to support school districts in their efforts to ensure that school is a safe place for students and employees. It is important to know that this law means that **drugs, weapons, and malicious physical contact as well as other serious offenses, will not be permitted on school grounds, at school activities or on school buses.**

The following is a summary of the Columbia School District Discipline. The notation following each topic is approved by the Board of Education and is located on the Columbia Public Schools website www.cpsk12.org. Please refer to the corresponding Board Policy for complete information.

Weapons in School (Board Policy: JFCJ/ECA)

The Board recognizes the importance of preserving a safe educational environment for students, employees, and patrons of the district. To maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student, employee, or patron, except for authorized law enforcement officials or the director, assistant director, and coordinators of Safety and Security, may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

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

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property or at any district activity will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education.

Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, may also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with Board Policy JGE.

Student Discipline (Board Policy: JG)

The Board of Education has the responsibility of developing guidelines that will maintain a safe environment for learning. The Board requires appropriate behavior from all students.

- Teachers will be responsible for enforcing school rules in the classrooms.
- Principals can suspend a student for up to ten school days if the student does not follow the rules of the school.
- The Superintendent of the school district can suspend a student for up to 180 school days. The parent/guardian will be made aware of any suspension.
- The Board of Education may, after a hearing, suspend a student for more than 180 school days or may expel a student.
- Employees of the school district will be provided with training regarding the content of the discipline policy. The system known as Positive Behavior Intervention Support (PBIS) is one strategy used by Columbia Public Schools to assist students with learning appropriate behavior.
- The Columbia School District will recognize and honor suspensions and expulsions from other school districts if it is determined that the student's conduct would have resulted in a suspension or expulsion in the Columbia School District.
- No student may be readmitted or enrolled in the school district who has been convicted of or charged with an act which if committed by an adult would be one of the following: first and second-degree murder, first degree assault, forcible rape, forcible sodomy, statutory rape, statutory sodomy, robbery in the first degree, distribution of drugs to a minor, arson in the first degree, or kidnapping when classified as a class A felony.

Corporal Punishment (Board Policy: JGA)

Corporal punishment is not to be used as a disciplinary measure in the Columbia Public Schools. A staff member may, however, use reasonable physical force against a student when it is essential for self-defense, the protection of other persons, the safeguarding of public-school property, or the preservation of order; if such action is necessary, it shall be limited to that degree of physical force required to ensure adequate control of the student.

Detention and/or In-school Suspension Students (Board Policy: JGB)

The opportunity for detention or in-school suspension for students who do not follow the rules of the school is an alternative for principals to use with students. The assignment to detention and the length of time the student will be in detention or in-school suspension will be determined by the principal of the school.

Student Suspension and Expulsion (Board Policy: JGD)

The following procedures apply to all students. However, additional procedures for discipline for students with disabilities are sometimes required, as discussed in policy JGE, Discipline of Students with Disabilities. The board of education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and procedures of the school district. This observance of school policies, rules and procedures is essential for permitting others to learn at school. Therefore, the administration may exclude a student from school because of violation of school rules and procedures, conduct which materially or substantially disrupts the rights of others to an education, or conduct which endangers the student, other students or the property of the school. Furthermore, if a student poses a threat to self or others, as evidenced by the prior conduct of such student, the administration may immediately remove the student from school. Such actions will be taken in accordance with due process and with due regard for the welfare of both the student and the school. (Administrators may also immediately suspend students who have been charged with or convicted of crimes which involve assaults, weapons, or drugs, and have occurred outside of the school day and off the school grounds. In such cases, the student shall be suspended if it is determined that the accused student's presence at school would be disruptive and/or threaten the safety or well-being of students or staff.) The terms "suspension" and "removal" refer to an exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for "suspensions" in this policy. The term "expulsion" refers to exclusion for an indefinite period. The district may honor suspensions and expulsions from another in-state or out-of-state school district including a private, charter or parochial school or school district pursuant to law and policy JEC, Student Admissions. Before making any decision to honor such suspensions or expulsions, the superintendent or designee will consider whether the student has received the due process required by law.

Suspensions

In Missouri, a principal may suspend a student for up to ten school days. A superintendent may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below:

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct they are accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and give the student an opportunity to present their version of the incident. The student shall have the right to appeal through the appropriate levels of administration.
2. The principal or superintendent should determine whether the student should be suspended or whether alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student's behavior.
3. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply. If the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act, additional procedural safeguards described in policy JGE will apply.
4. If suspension is imposed, the student's parents/guardians must be promptly notified of the suspension, the reasons for the action, and the appeal process.
5. If charges are dismissed, the educational record of the student will be updated within five business days of the decision.

For suspensions that are longer than three (3) school days

The following specific procedures should be observed in any situation involving suspension for a period of three to ten days:

1. Official written notification of a pupil's suspension should be made promptly to the parents/guardians of the pupil. The written notification should include a brief summary of the situation, the reasons for the suspension, and the appeal process.
2. Parents/Guardians shall be provided the opportunity for a personal conference regarding the reasons for the suspension and the conditions under which the pupil may be permitted to reenter school.
1. Parents/Guardians or school personnel may wish to involve others in the conference if it is believed that they can contribute to a better understanding of the situation.
2. Written appeals shall be submitted and reviewed at each level in the following manner:

   Step I: Any student, or their parents/guardians, who feels they have a justifiable appeal shall first appeal same with the appropriate building administrator. The appropriate supervisor or building administrator shall provide an answer to the complainant in writing within two business days after holding a meeting on the appeal with the parents/guardians. If the appeal is denied, the letter shall include how to appeal this decision.
   Step II: If the appeal is not resolved in Step I, then the student or their parents/guardians may, within two business days, present the written appeal, together with a copy of the Step I appeal and reply to the superintendent or designee. Final decision will be provided via written response within two business days unless additional time is required to complete a thorough investigation.

3. A record should be made of the reasons for the suspension, the results of the conference with the student's parents/guardians, and the conditions under which the pupil may be allowed to reenter school.

For suspensions that are more than ten (10) school days

If a student is suspended for more than ten school days, the following rules apply:

1. The student, their parents/guardians or others having custodial care have a right to appeal the superintendent's decision to the board. The board may then hear the appeal as a full board, or may delegate the hearing process to a committee of the board appointed by the board president.
2. If the student, their parents/guardians, or others having custodial care give notice that they wish to appeal the suspension to the board, the suspension shall be stayed until the board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
3. All notices of appeal shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the board.
4. The superintendent, when notified of an appeal, shall promptly transmit to the board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.
5. Upon receipt of a notice of appeal, the board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
6. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

For suspensions that are more than 180 school days and expulsions

Only the board may expel a student or suspend a student for more than 180 school days. The applicable procedures are outlined below:

1. Before recommending to the board that a student be expelled or suspended for more than 180 school days, the superintendent must (a) tell the student's parents/guardians in writing what misconduct the student is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and give the student an opportunity to present their version of the incident.
2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 school days, the procedures described below apply unless the student has a disability. (In the case of a student with a disability, the procedures described in policy JGE dealing with the discipline of students with disabilities shall apply.)

    a. The superintendent will recommend to the board that the student be expelled or suspended for more than 180 school days. A written record of the reason for the expulsion should be presented to the board of education. The superintendent may also immediately suspend the student for up to 180 school days.
    b. Upon receipt of the superintendent's recommendation, the board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.

3. If the student is expelled, they or their parents/guardians may later apply to the board for readmission. Only the board can readmit an expelled student.

Student Discipline Hearings

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the board of education will review the superintendent's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents/guardians, to consider appeals from student suspensions in excess of ten school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

In all hearings, whether initiated by the board of education or by appeal, the following procedures will be adhered to:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents/guardians. The board shall make a good-faith effort to have the parents/guardians present at the hearing.
2. Prior to the board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.
3. The hearing will be closed unless the board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, their parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges.

4. At the conclusion of the hearing, the board of education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the District. The administration or its counsel, by direction of the board of education, shall promptly prepare and transmit to the parents/guardians written notice of the decision.

Remedial Conference

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy for any "act of school violence" as defined in § 160.261.2, RSMo., and board policy JGF, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. The board of education shall notify, in writing, the parents/guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference. This requirement applies to enrolling students transferring from another school as well, regardless of whether the "act of school violence" was committed at a public school or at a private school in Missouri, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

Discipline of Students with Disabilities (Board Policy: JGE)

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

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

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

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

Discipline Reporting and Records (Board Policy JGF)

The purpose of this policy is to designate specific actions committed by students that must be reported to teachers, administrators, and/or law enforcement officials, as well as those actions that must be placed in the student's discipline record.

Definitions

1. **Act of School Violence/Violent Behavior:** The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district, or while involved in school activities.
2. **Serious Physical Injury:** Physical injury that creates substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.
3. **Serious Violation of District's Discipline Policy:** One or more of the following acts if committed by a student enrolled in the district:

a. Any act of school violence or violent behavior.
b. Any offense that occurs on district property, on district transportation, or at any district activity and that is required by law to be reported to law enforcement officials.
c. Any offense that results in an out-of-school suspension for more than ten school days.

4. **Need to Know:** Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.
5. **School or District Property:** Property utilized, supervised, owned, rented, leased, or controlled by the school district including, but not limited to, school playgrounds, parking lots, designated bus stops, transportation, and any property on which any school activity takes place.

Report to School Staff

School administrators shall report acts of school violence to all teachers at the attendance areas in which the involved students are educated in and to other school district employees with a need to know the information to adequately supervise the students and to protect themselves or others. Any part of a student's Individualized Education Program (IEP) that is related to demonstrated or potentially violent behavior shall be provided to any teachers or district employees with a need to know the information.

The superintendent or designee will inform district employees with a need to know of any act committed or allegedly committed by a student in the district that is reported to the district by a juvenile officer or an employee of the Children's Division (CD) of the Department of Social Services, sheriff, Chief of Police, or other appropriate law enforcement authority in accordance with state law. Such reports should not be used as the sole basis for denying educational services to a student.

Reporting to Law Enforcement Officials

Any of the following acts committed on school property, on school transportation, or at a school activity must be reported immediately by the appropriate school administrator to the appropriate law enforcement agency:

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

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

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

A written agreement may be developed between the superintendent and the appropriate local law enforcement agency as to the procedure for reporting any incident in which a student is believed to have committed an act that, if committed by an adult, would be third degree assault.

School districts may report or disclose education records to law enforcement and juvenile justice authorities, if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released.

Student Discipline Records

The school district shall compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. The records shall be made available to teachers and other school district employees with a need to know and shall be provided to any school district in which the student subsequently attempts to enroll within five (5) business days of receiving the request, in accordance with state law. If a student is placed in another school by the Children's Division, the records will be transferred to the new school within two (2) business days after notification by the Children's Division. Personally, identifiable student records will only be released or destroyed in accordance with state and federal law.

Confidentiality

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline are maintained in the schools.

* * *

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

G. APPEALS PROCESS

The right of due process in disciplinary proceedings shall be given to all students. An appeals process exists for students, beginning with the building principal. In the cases of recommendations for extended out-of-school suspensions and/or expulsions, the superintendent or designee will review those recommendations and decide. In some cases, depending on the severity, legality, age, and other relevant factors, a student may be allowed to apply for admittance to an alternative educational program.

H. OFFENSES

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

Academic Dishonesty*:* The integrity of the academic program and the evaluation of each student's achievement are of primary concern to educational institutions. Cheating on an educational exercise not only reflects dishonesty on the part of the cheater but also diminishes the value of the work done by his/her classmates.

The origin and development of one's own thinking is crucial in becoming a critical thinker, reader, writer, and life-long learner. The district recognizes that honesty in academic endeavors is essential and the basis for true success. The district, therefore, will not tolerate any form of academic dishonesty including plagiarism or "passing off the ideas or words of another as one's own: using another's production without crediting the source" (Merriam-Webster).
It shall be a violation of policy for students to take credit for work that is not their own. This would include, but not be limited to, the use of technologically generated writing, purchased papers, books, periodicals, interviews, and research abstracts without attribution and/or authorization. It shall also be a violation of policy to cheat on assignments and assessments.

Students who violate this policy are subject to consequences as outlined in the Columbia Public Schools Board of Education (Policy JG-R1: Academic Dishonesty).

Students who cheat or plagiarize (using another's words, ideas or writing as one's own) may be subject to the following: No credit for the work, grade reduction, or course failure.

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

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

Assault, First and Second Degree: Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.

Automobile/Vehicle Misuse: Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property. Driving and parking on school property are privileges granted by the Board of Education to persons who have reasons to be in the schools or on the school property. Students are expected to use all acceptable courtesies and safe driving practices on and around school property. Building principals shall establish rules and procedures necessary for the operation and parking of automobiles, trucks, motorcycles, and other vehicles on school property. All student motor vehicles parked on school property must be registered with the school. Failure to follow these rules and procedures may result in the suspension or revocation of driving and parking privileges as well as other disciplinary actions.

Automobile regulations: All students who drive to school are expected to do so safely and to park their vehicles in designated areas only. Students who drive carelessly or violate school regulations shall be subject to disciplinary action. **Videos of parking lots will not be made available for insurance purposes in case of an accident.** In addition, students who park in restricted areas (i.e., next to yellow curbs, in visitor spaces) shall be subject to tow at the student's expense and may include a parking fine. Students enrolled in classes at the Columbia Area Career Center are encouraged to use district-provided bus transportation. Students with special transportation needs may request to drive to the Career Center. Students must get approval from the administration at their home high school to drive to the Career Center. After permission has been granted the student may request a short-term or long-term parking permit at the main office of the Career Center. Students with permits will park on the North/West lot. Students driving without permission or parking without a Career Center permit will be subject to disciplinary action, towing, and fines.

Bullying and Cyberbullying: (Board Policy: JFCF, JG, JG-R1): Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager. Students will not be disciplined for speech in situations where the speech is protected by law.

Bus or Transportation Misconduct: Any offense committed by a student on transportation provided by or through the district.

Disrespectful or Disruptive Conduct or Speech: Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions.

Columbia Public Schools is very serious about the charge that it must give students the very best education possible. To accomplish this task, disruptions should not occur in the classroom by students who choose to be off task. In the event such disruptions happen, teachers often deal with them in the classroom. However, if a student does not respond to the efforts of the teacher, it may become necessary to enlist the help of the parent/guardian and refer the student for disciplinary measures.

Harassment, including Sexual Harassment (Board Policy: AC and ACA which include specific definitions):

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, gender identity, gender expression, race, color, religion, sex, sexual orientation, national origin, ancestry, disability, or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.
2. Unwelcome physical contact of a sexual nature or that is based on gender, gender identity, gender expression, race, color, religion, sex, sexual orientation, national origin, ancestry, disability, or any other characteristic protected by law. Examples include, but are not limited to, touching, or fondling of the genital areas, breasts, or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

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

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

Extortion: Threatening or intimidating any person to obtain money or anything of value.

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

False Alarms: Tampering with emergency equipment, bomb threats, setting off false alarms, making false reports; communicating a threat or false report for frightening, disturbing, or causing the evacuation or closure of school property.

Fighting: Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

Hazing: (Board Policy: JFCF, JG-R1): Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants.

Sexting or Possession of Sexually Explicit, Vulgar, or Violent Material: Students may not possess or display, electronically or otherwise, sexually explicit, vulgar, or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

Public display of affection: Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

Theft: Theft, attempted theft, or knowing possession of stolen property (includes receiving or distributing stolen property).

Tobacco: Use or possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products, on district property, district transportation, or at any district activity.

Unauthorized Entry: Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance, including evading weapons detection.
Students or others who have been told not to be on school property should call prior to coming to campus for an appointment.

Vandalism: Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

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

If there is any question as to what constitutes a weapon or hazardous object, the student is expected to check with his or her principal. Any confiscated weapon will NOT be returned but will be turned over to the Columbia Public Schools Safety and Security Coordinators or law enforcement personnel.

Section Five: Attendance

A. ATTENDANCE PROCEDURES

1. Parents must notify the office each day if a student is absent before the beginning of the school day, but no later than 48 hours after the absence. Parents can notify the school for multiple absences in one communication when appropriate, such as before a weeklong absence. Students who do not have an approved absence from school by parents, administration, or participation in a school-sponsored activity will be counted as Truant.
2. The school will attempt to contact the parent of a student who is absent if, for some reason, the parents fail to notify the school. This may occur by automated or personal phone calls. Students will be marked as Truant until approval is received from the parent.
3. If no direct contact by a parent/guardian is made within 48 hours following an absence, the student will be considered Truant.
4. To leave school during the day, the student must check out at the front office before leaving school. Students who leave school during the school day without checking out and without prior parental consent provided to school staff or without the approval of school staff will be considered Truant.
5. Student absence can become a major concern related to the student's overall success in school. When a student has been absent from school for five (5) days, parents will be notified. Parents will also be contacted when the student has been absent for ten (10) days and fifteen (15) days.
6. When student absence is judged by school staff to be excessive, avoidable, or Truant, some form of action will be taken. Some or all the strategies below may be utilized to prevent additional occurrences of such absences:
    1. Student referral to outreach and school counselors or a student assistance team.
    2. Implementation of the building dropout prevention plan.
    3. Personal or automated phone calls to parents and letters sent home regarding individual absences.
    4. Home visits by Home School Communicator or other school personnel.
    5. Completion of the Public School Truancy Form, including all actions taken by school staff to correct Truant absences, and forwarding simultaneously to the appropriate authorities (Children's Division, Juvenile Court Services, Prosecuting Attorney, or other law enforcement officials).
7. Students of the District who attend part-time are eligible to attend field trips within the district only when those trips relate specifically to the classes the student attends. Part-time students are not eligible to attend any field trip that does not relate specifically to a class the student attends within the district, including any grade-level, building-wide or District-wide field trip that does not have a specific curricular purpose (e.g., attendance reward trips, etc.).
8. Attendance may also be used when considering whether to revoke a special permission to attend a school other than his/her home school.

B. ATTENDANCE DEFINITIONS

All absences, including those approved in advance by parents and/or school officials, will be counted as days absent, unless the absence is for a school-sponsored activity. For reporting purposes, there is no difference between an excused and absences unexcused will generally absence. be coded as PN (Parent Notified), Truant, or Medical.

1.Only Medical absences will show as excused; however, unexcused absences are not treated differently than excused absences for the purposes of reporting to the state. The Parent Portal will show absences as Excused or Unexcused, but there is no difference, and all absences are treated the same.

2. Parent Notified – The parent/guardian has communicated with the school office regarding the absence no later than 48 hours after the absence. The school office may also initiate communication. These absences will show as Unexcused in the Parent Portal but will not be treated like a Truancy.
3. Truant – An elective absence that has not been approved by the parent and/or school official. A disciplinary consequence for truancy may also be assigned.

4. Suspension – An absence required by school authorities as a disciplinary action for inappropriate behavior. Starting in the 2025-2026 school year, suspensions are not considered an absence even though the student is not physically present.
    i. Senate Bill 68
5. Tardy – Late arrival to school or class. Tardies are marked when a student is 15 minutes (or less) late. Arriving after 15 minutes is considered an absence for the amount of time they are late. For example, if a student arrives at school 23 minutes after school has started, then they are marked absent for 23 minutes. Excessive tardies may result in disciplinary action.

C. ELEMENTARY (TIER 1 & 2 ATTENDANCE)

There are two (Tier 1 and Tier 2) starting times for elementary schools. The chart below indicates the start and end times for your child's school. No student should arrive at school more than 20 minutes before start time and parents should be prompt when picking up their child/children at dismissal time. Missouri law keeps attendance in the schools by the minute. School attendance is critical! Thoughtful discretion should be exercised in removing children from extended trips and vacations while school is in session. Planning well in advance and conferring with teachers about work before the trip is helpful. Appointments should be made outside of school hours whenever possible. Please send a note to the school when your child must be dismissed early.

Students will need to be checked out through the office. It is very important that students sign out/in through the office for the safety and accuracy of records.

School Start Times

Tier	Schools	AM Bell	AM Arrive	PM Bell	PM Depart
1	Elementary	7:40	7:20	2:40	2:47
2	Elementary	8:20	8:00	3:20	3:27

Battle, Benton, Locust Street, Midway Heights, New Haven, Ridgeway, Rock Bridge, and Two-Mile Prairie elementary schools are in Tier 1 All other elementary schools are considered Tier 2.

D. OPPORTUNITY TO MAKE UP WORK MISSED DUE TO ABSENCE

Students who have an absence shall have the opportunity to make up work for credit. It shall be the responsibility of the student, on his or her own initiative, to contact the teacher(s) involved to determine make-up work assignments and to establish mutually agreeable times for completing make-up work.

1. When an extended family absence is necessary, it should be pre-arranged, and the following steps should be taken:
    a. The parent shall notify the school administration in advance of the absence.
    b. The student should request assignments in advance of the absence; and
    c. The student should make up tests, class work, or major projects at the direction of each individual teacher.
2. Alternative Continuing Education (ACE) Center- Students who are suspended from school and assigned to ACE are expected to attend the suspension center. During their attendance at the suspension center they may work on their schoolwork. Information will be provided to parents by the administrators working with the student. Attending ACE is discretionary and is dependent on the available resources to meet the students' needs.

E. EXCESSIVE ABSENCE

The Board recognizes the importance of regular student attendance to a successful learning experience. Excessive absence creates a lack of student progress due to lack of participation in class discussion and activities. Lack of class participation will be one factor to be considered in earning credit, along with the amount and quality of make-up work completed, scores on tests and major projects, the student's demonstration of overall understanding of course content, and other appropriate and related factors.

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

F. ACTIONS BY APPROPRIATE AUTHORITIES

School officials will work in partnership with the Children's Division, Juvenile Court Services, the Prosecuting Attorney, and law enforcement officials to curb truant absences by students. These authorities will work with students and families to keep school attendance as high as possible to ensure maximum success in the student's overall school experience.

G. ABSENCE CALLS

A record is kept by class period of student attendance. It is the parent's responsibility to contact school personnel in the event of an absence. Attendance personnel will contact students who miss one or more periods, when possible. Notification will be attempted by phone from attendance personnel or recorded message throughout the day and evening. Parents are encouraged to contact the school if concerns arise.

H. PENALTY CONSEQUENCES FOR TRUANCY

Penalties will be assessed to secondary school students who are truant. The penalty consequences may range from detentions to referrals to the juvenile office.

Section Six: Student Guidelines

A. CHANGES IN SCHOOL ROUTINE (ELEMENTARY ONLY)

Please send a note with your child or call the main office if there will be a change in your child's before or after-school routine. Last-minute changes should be avoided unless they are due to an emergency.

B. ELECTRONIC/ CELL PHONE USE

In accordance with Missouri Senate Bill 68, CPS does not allow the use of Personal Electronic Devices, such as cell phones, at any school at any time during the day.

- All changes are consistent with Senate Bill 68
- The act defines an "electronic personal communications device" as a portable device that is used to initiate, receive, store, or view communication, information, images, or data electronically.
- From the beginning of the day to the end of the day, phone and personal electronic devices must be silent and put away from the beginning until the end of the school day, including, but not limited to, during instructional time, mealtimes, breaks, time between classes and study halls.
- Exceptions are allowed during emergency situations or when authorized under federal law for health or special education purposes.

C. DRESS/GROOMING

Parents and guardians provide direction to their child regarding appearance. Any clothing or accessory that is disruptive to the educational environment is prohibited. For example, dress that includes threatening language or messages, language that students could not use in school, products that students cannot legally consume, sexual messages or inuendo, and messages that promote drugs or alcohol is prohibited. Likewise dress or accessories that pose a health or safety issue are also prohibited. The final decision regarding appropriateness of apparel is the responsibility of the principal.

As parents, you provide directions to your child regarding appearance. The final decision regarding

appropriateness of apparel is the responsibility of the principal. Any clothing item which draws an unusual amount of attention or comment from other students (negative, or inappropriate captions, clothing that promotes alcoholic beverages, tobacco, etc.) is not acceptable.

D. LOST AND FOUND

Lost and found areas are maintained in each school. Small items and/or valuable items are kept in the office. For easy identification, please mark all clothing, lunch boxes, etc. with your child's name. After sufficient time has elapsed, lost, and found items will be donated to a community organization. Any student finding an article should take it to one of these areas, and students who have lost items should check the lost and found areas periodically.

E. RECESS (ELEMENTARY ONLY)

Daily outdoor recess is provided to give students a chance for appropriate social interaction and physical activity. Students should come to school prepared to go outside each day. In the case of inclement weather, the building administrator(s) will use temperature, heat index, wind chill, and playground condition data to determine if recess will be held outside or inside. Indoor recess may be some form of physical activity or teacher-approved games. Chasing (tag) games are prohibited.

These are guidelines only and are not meant to be a substitute for professional judgment.

WINTER

32 degrees to 90 degrees – comfortable for outdoor play
10 degrees to 32 degrees – use caution. May be necessary to decrease outdoor time. 10 degrees or below – children should not go outside.
**Temperature includes wind-chill

SUMMER

32 degrees to 90 degrees – comfortable for outdoor play
90 degrees to 100 degrees – use caution. May be necessary to decrease outdoor time. 100 degrees or above – children should not go out.
**Temperature includes heat index

Use caution: Children should be clothed appropriately for the weather and have access to fluids and sunscreen. Closely observe children for signs of becoming too hot or too cold.

www.weather.com is a resource with temperature by zip code. Use the "feels like" temperature which includes the wind-chill or heat index. The National Weather Service web page is where you will find a wind chill/heat index and other weather resources. http://www.weather.gov/.

If a student must remain inside at recess for health reasons, a doctor's note should be sent to the teacher indicating the reason and duration. In general, if a child is not well enough to go to recess, the child is not well enough to be in school. Recess privileges may also be denied for disciplinary reasons.

F. HALL BEHAVIOR

During class changes, students are expected to demonstrate courtesy and common sense. Safety is always emphasized as a major concern. Therefore, the following expectations are necessary for students to move safely and efficiently through the halls:

1. Walk to the right, always leaving the center of the hall open and allowing traffic to flow freely.
2. Speak in a normal conversational tone and never yell.
3. Obey the directions of hall supervisors, and staff. Failure to cooperate shall result in disciplinary action.

G. ELECTRIC SCOOTERS

Electric scooters (e.g., Birds, Lime, etc.) can be dangerous and should be treated like bicycles and skateboards. Because our schools have a higher percentage of inexperienced drivers, children should wear helmets and take extreme caution when riding them in and around roads and district parking lots.

H. STUDENT ACTIVITIES/ATHLETICS

Activities and Athletics Participation Citizenship Agreement Guidelines: An extensive array of extra-curricular activities is offered by the Columbia Public Schools. Since participation in extra-curricular activities is a privilege, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity to participate.

Eligibility requirements for participation in CPS Activities or Athletics:
To participate in a CPS school activity program governed by the MSHSAA a student must meet the following academic guidelines:

1. Must be currently enrolled in, and regularly attending, courses that offer 3.0 units of credit or 80 percent of the maximum allowable credit which may be earned, whichever is greater.
2. Must have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned 80 percent of the maximum allowable credit which may be earned, whichever is greater.
3. Students may count to one unit of credit from summer school toward establishing eligibility for the fall semester. Only classes, which are required for graduation from the local school, may be counted toward meeting the academic requirement. Please check with building athletic directors with specific concerns.
4. Eighth graders must have earned a promotion to freshman status at the close of the previous school year.

Additional guidelines may be outlined prior to the beginning of each season by specific middle schools.

Competitive Participation: Interscholastic participation in the activities sanctioned by MSHSAA for the Columbia Public Schools is highly competitive. Evaluation procedures may eliminate some students from participating. Efforts will be made to inform those students in a positive way when they are not selected to a team or group.

Schools will provide lists of extracurricular activities and programs offered for students who wish to participate, along with requirements. Students are encouraged to find areas of interest and ability levels suited for them and participate in those activities. Students who participate in extracurricular activities find their high school years more interesting and rewarding.

Citizenship Guidelines for Extracurricular Activity Participation: Participation in school activities is a privilege, not an inherent right, and therefore requires certain behaviors and attitudes. Any student who represents his or her school in activities must be a credible citizen and be judged by the proper school authorities certifying the list of students for participation.

A student whose character or conduct is such as to reflect discredit upon himself or herself or his or her school is not considered a credible citizen. His or her conduct shall be satisfactory in accordance with standards of good discipline. Students who participate in the activities, athletics, or performing arts programs should remember that rewards, recognition, and notoriety that come with involvement also carries a high degree of school, civic, and individual discipline, and responsibility.

Besides the possibility of losing eligibility for inappropriate behavior, students involved in the activity's programs are subject to disciplinary consequences listed in the student handbook. Citizenship eligibility cases are handled on an individual basis by the sponsor, coach, director, supervisor, principal, and parents. System-wide guidelines assist in the uniform handling of such cases.

Students should always remember to conduct themselves in such a manner as to reflect positively upon themselves, family, school, and community.

Consequences: Student Under Arrest: If a student is arrested for a misdemeanor (shoplifting, vandalism, etc.) or a felony (assault, robbery, DUI, possession, etc.), the student may be allowed to represent the school in interscholastic activities if not otherwise excluded under disciplinary action, pending the legal outcome of the case. To the extent that an interscholastic or extracurricular activity is governed by MSHSAA, MSHSAA citizenship requirements, as provided in the MSHSAA official handbook of the current year, shall apply. Decisions related to penalties will be made jointly by the administration and activity sponsor, coach, director, or supervisor.

Use of alcohol, non-prescribed drugs, and tobacco: Students shall not use alcoholic beverages, non-prescribed drugs, or tobacco. If a student violates this regulation, the sponsor, coach, director, supervisor, and administration will review his/her violation. Following the review, the student and his/her parent/guardian will be notified of the decision and whether the student is subject to consequences in addition to normal school disciplinary actions.

Students involved in misconduct while at school: This includes truancy, disrespect to teachers, fighting, use of abusive language, or other violations of the school code. After a review by the sponsor, coach, director, supervisor, or administration, the student and his/her parent/guardian will be notified of the results. Penalties will range from a reprimand and placing the student on probationary status to temporary or permanent restriction from representing the school in extracurricular activities. The seriousness of the case and the attitude of the student will help school authorities determine the penalty. Recurrences will require that permanent restrictions be considered.

Unsportsmanlike acts by athletes: Such acts during a contest resulting in ejection will cause the athlete to be restricted from representing the school for at least the next contest. An athlete who commits such an act but is not ejected may still be subject to at least a one-game restriction. Each case of this type is to be reviewed by the head coach, building coordinator, and principal before a final decision is reached.

Due process: Students will have the opportunity to express their side of any incident in which they may be involved. Parents or other appropriate representatives may be involved with students during disciplinary due process hearings. However, students and/or their parents/guardians are not entitled to a hearing solely based on exclusion from an extracurricular activity or group that is not required for a course in which the student is enrolled.

Any incidents that occur that are not covered by these guidelines will be reviewed on an individual basis, and decisions related to penalties will be made jointly by the school administration and sponsor, and in consideration of current MSHSAA guidelines, if applicable.

Out-of-Town Trips: Students are expected to accompany the team or group on all out-of-town trips using the mode of transportation arranged by the school. Any deviation from this procedure requires the following:

1. A request by the parent/guardian must be made in writing and in advance and approved by the coach/administrator/coordinator. Written requests may require additional verification from the parent/guardian.
2. Under emergency conditions, the sponsor in charge of the group will make his or her best judgment in approving any requests.
3. If there is any doubt about the circumstances surrounding such a case, the student is to remain with the group. Requests of this nature should be rare and are discouraged. Groups should go and come as a group.
4. Misconduct on out-of-town trips will result in disciplinary measures.

Policy IGD: DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND GROUPS
https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=42&revid=jbkP1rBOkIpWbfXnNuaeDw==&ptid=amIgTZiB9plushNjI6WXhfiOQ==&secid=qo79RxbUbdO3GjATNVIJ7Q==&PG=6&IRP=0&isPndg=false

Policy IGDAA: RESIDENT PARTICIPANT STUDENT INVOLVEMENT IN ACTIVITIES AND EVENTS
https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=42&revid=FC2LslshoQ0MhnQ5aZda3MW6w==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&secid=qo79RxbUbdO3GjATNVIJ7Q==&PG=6&IRP=0&isPndg=false

I. TEXTBOOKS

Textbooks are issued to students by their school media center. Students are entirely responsible for their textbooks once they are checked out to them. They will be held accountable for lost books or any damage beyond normal wear. A student who loses a textbook may replace it by notifying the teacher or office and planning for payment.

J. LOCKERS

Lockers and locks will be loaned to students at no cost. However, fees for replacing lost locks or damaged lockers will be assessed. Both the locker and the lock are the property of the school. They may be subject to periodic inspection without notice.

K. IDENTIFICATION CARDS

Early in the school year, each student is given an identification card. This card will contain, at a minimum, the student's picture, and student number. These cards are used to help identify CPS students. A student's I.D. must be always carried and shown upon request. I.D. cards may be presented at all extracurricular events.

L. TELEPHONE CALLS

The use of school phones by students for other than school business is discouraged. Please decide in advance for after-school activities. The phone will not be available to decide on this type of activity. To foster student responsibility, students are discouraged from calling home to request items that were left at home. Students will not be called by class to accept phone calls except in an emergency.

M. POSTING OF SIGNAGE IN SCHOOLS

Columbia Public Schools has had a signage policy in place in its schools since 1997. The district intends to operate a nonpublic forum. Advertisement is prohibited on district property except as allowed under Board of Education policy. Advertisement includes, but is not limited to, in-person solicitation; signage; verbal announcements using communication equipment; pamphlets; handouts; distribution through district technology; other distribution of information regarding products or services available or for sale; or the solicitation of information including, but not limited to, political campaigning. Board of Education policies regarding signage do not prohibit speech in circumstances where it is protected by law.

Requests to Post by External Entities

The school district has multiple avenues available for outside organizations to share information with families.

1. Requests to post flyers or signage from outside entities must be directed to the Community Relations Department.
2. Approved flyers or postings from outside organizations will only come from the Community Relations office for posting or distribution after the approval process is complete and in conjunction with district policy.
3. Please appoint a staff member to monitor posting in your school regularly. Remove posters or signs that have expired.
4. Signage related to athletic sponsorship agreements goes through the district's athletics department.

Requests to Post by Extra-Curricular and Co-Curricular Clubs and Activities

The school district values the importance of student clubs and activities. Extra-curricular and co-curricular clubs must have a CPS employee sponsor and must be approved by the building principal before being formally organized. School-

sponsored extra-curricular and co-curricular clubs have access to post signage related to their organizations. (See extra-curricular and co-curricular definitions in policy IGD).

1. Signage must be reviewed by the club sponsor and approved by the building principal before being posted.
2. Signs must meet Board of Education policy requirements before being posted.
3. Signs should clearly indicate the student club or activity related to the posting.
4. Signage may be designed to a specific location identified by the building principal.
5. Club signage in schools will be monitored regularly. Posters or signs that have expired or that are unrelated to student clubs or activities will be removed.

Requests to Post by Non-Curricular Student-Initiated Groups

Students have the right to exercise freedom of expression. Freedom of expression shall include the rights and responsibilities of students, collectively and individually, to express their views through speech and symbols; write, publish, and disseminate their views; and assemble peaceably on school property for the purpose of expressing their opinions. Non-school-sponsored student expressive activities shall not be prohibited solely because the activity expresses any idea, popular or unpopular, highly controversial, or critical of school officials. Time, place, and manner apply in these instances. Please refer to the policy IGDBA:

1. Materials must be reviewed by the principal prior to posting or distribution.
2. Materials must meet the guidance of appropriate time, place, and manner.
3. Materials must indicate that it is not school district sponsored. Permission does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted.
4. Material distribution may be designated to a specific location by the principal or district administration.

Requests to Post Related to Instruction

District staff may post signage and resources consistent with and related to the district's curriculum and be compliant with the district's wellness policy and procedures. District staff may post signage regarding programs, events, contests, and other activities that are not sponsored by the district when those events are consistent with and related to the district's curriculum.

1. Signs must meet Board of Education policy requirements before being posted.
2. Signage may be designed for a specific location identified by the building principal.
3. Postings in school will be monitored regularly. Posters or signs that have expired or that are unrelated to the curriculum will be removed.

Policy KI: PUBLIC SOLICITATIONS/ADVERTISING IN DISTRICT FACILITIES
https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=42&revid=CfQhYoqGswcUEjfJ71Inag==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&secid=1QSfUuz8WRJ5slsh0xnyVwukQ==&PG=6&IRP=0
Policy IGDA: STUDENT-INITIATED GROUP USE OF DISTRICT FACILITIES
https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=42&revid=GJM1y6Kqplus9y6lWGItCplusUyg==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&secid=qo79RxbUbdO3GjATNVIJ7Q==&PG=6&IRP=0
Policy IGDBA: DISTRIBUTION OF NONCURRICULAR STUDENT PUBLICATIONS
https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=42&revid=KQplusN86kZSSYr5UeXPJ5hyQ==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&secid=qo79RxbUbdO3GjATNVIJ7Q==&PG=6&IRP=0&isPndg=false

N. FEES/FINES

Students who owe fees or fines because of incurred obligations are expected to clear them up by the end of the school year. Seniors will be required to settle all fees/fines before receiving their diplomas.

Section Six: Technology

Technology Usage (POLICY EHB): The Columbia School District recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need. The district's technology resources exist to maximize the educational opportunities and achievement of district students. The network is considered a limited-purpose device. The professional enrichment of the staff and Board and increased engagement of the students' families and other patrons of the district are assisted by technology but are secondary to the goal of student achievement. Use of technology resources in a disruptive, manifestly inappropriate, or illegal manner impairs the district's mission, squanders resources, and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. The development of students' responsibility itself is an expected benefit of the district technology program.

Definitions: For this policy and related regulation, procedures, and forms, the following terms are defined:

1. **Technology Resources:** Technologies, devices, and services used to access, process, store, or communicate information. This definition includes, but is not limited to computers, mobile devices, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, Internet, electronic mail, electronic communications devices and services, multi-media resources, hardware, and software/apps. Technology resources may include technologies, devices, and services provided to the district by a third party.
2. **User:** Any person who is permitted by the district to utilize any portion of the district's technology resources, including but not limited to students, employees, School Board members, and agents of the school district.
3. **User Identification (ID):** Any identifier that would allow a user access to the district's technology resources, or to any program, including but not limited to, e-mail and Internet access.
4. **Password:** A unique word, phrase, or combination of alphabetic, numeric, and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

General Use Statements:

1. Users must obey established guidelines for any computers or networks used both inside and outside the CPS network.
2. All users must recognize that they are accountable for their activities on the network.
3. Computer accounts are owned by CPS and are to be used for institutional activities only.

*User Identification and Network Security***:**

The district technology resources may be used by authorized students, employees, School Board members, and other persons approved by the superintendent or designee, such as consultants, legal counsel, and independent contractors. Use of the district's technology resources is a privilege, not a right. No student, employee, or other potential user will be given an ID, password, or other access to district technology if he/she is considered a security risk by the superintendent or designee. Users must adhere to district policies, regulations, procedures, and other district guidelines. All users shall immediately report any security problems or misuse of the district's technology resources to an administrator or teacher.

User Agreement:

Unless authorized by the superintendent or designee, all users must have an appropriately signed User Agreement on file to access district technology resources. All users must agree to follow the district's policies, regulations, and

procedures. In addition, all users must recognize that they do not have a legal expectation of privacy in any e-mail or Internet use activities involving the district's technology. A user ID with e-mail access, if granted, is provided to users of this district's network and technology resources only on the condition that the users consent to interception or access to all communications accessed, sent, received, or stored using district technology.

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

Closed Forum:
The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's web page will provide information about the school district but will not be used as an open forum. Any expressive activity involving district technology resources that students, parents, and members of the public might reasonably perceive to bear the imprimatur of the district, and that are designed to impart knowledge or skills to student participants and audiences, are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing, and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activity involving the district's technology is subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Student Users:
All students are required to have an appropriately signed or digitally acknowledged User Agreement on file with the district before they access district technology resources. The superintendent or designee in unusual situations may grant students who do not have a User Agreement on file with the district permission to access district technology.

Privacy:
A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources. All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change, or exchange hardware or other technology between buildings, classrooms, employees, students, or any other user at any time, without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system, or enter any system to correct problems at any time. The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications, all data stored on the district's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed, or searched by district administrators or designees at any time.

Violations of Technology Usage Policies and Procedures:
The use of district technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning the use of the district's technology resources. Any violation of district policy, regulations or procedures regarding technology usage may result in temporary, long-term, or permanent suspension of user privileges. The administration may use disciplinary measures to enforce district policy, regulations, and procedures. Students may be disciplined, up to and including expulsion for violating the district's policies, regulations, and procedures regarding technology usage. Any attempted violation of district policy, regulations, or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.
Sanctions:

Sanctions:

1. Disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
2. Violations may result in a loss of access.
3. When applicable, law enforcement agencies may be involved.

Damages: All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property and staff time, may be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

General Rules and Responsibilities:

All users of the district technology resources will follow the following rules and responsibilities.

1. Using another person's user ID and/or password is prohibited.
2. Sharing one's user ID and/or password with any other person is prohibited.
3. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
4. Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources that inhibit use by others is prohibited.
6. Non-educational Internet usage is prohibited except for reasonable, incidental personal purposes.
7. Use of district technology for soliciting, advertising, fund-raising, commercial purposes, or for financial gain is prohibited unless authorized by the district.
8. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
9. Users are required to comply with all Board Policies, always, while using district technology resources.
10. Users are required to obey all laws, including criminal, copyright, privacy, defamation, and obscenity laws. The school district will render all reasonable assistance to local, state, or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
11. Accessing, viewing, or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent, or vulgar, or advertising any product or service not permitted to minors is prohibited.
12. Accessing, viewing, or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
13. Accessing, viewing, or disseminating information using district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
14. Any use that has the purpose or effect of discriminating or harassing any person or persons based on race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited. See Board Policy AC.
15. Any unauthorized, deliberate, or negligent action that damages or disrupts technology, alters its normal performance, or causes it to malfunction, is prohibited, regardless of the location or the duration of the disruption.
16. Users may only install and use properly licensed software, audio, or video media approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
17. At no time will district technology or software be removed from the district premises, unless authorized by the district.

18. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved, or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
19. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.
20. Electronic resources provided for home access are for the exclusive use of CPS students, staff, and Board of Education members.
21. Web pages by teachers shall be hosted on servers maintained by the district or on an approved site. All district web pages including teacher web pages shall be approved for compliance with the Americans with Disabilities Act (ADA). The content of web pages hosted on school websites needs to be education focused.

Technology Security and Unauthorized Access:

All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator. No person will be given access to district technology if he/she is considered a security risk by the superintendent or designee.

1. Use of district technology resources in attempting to gain or gain unauthorized access to any technology system or the files of another is prohibited.
2. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
3. Unauthorized copying of system files is prohibited.
4. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
5. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
6. The introduction of computer "viruses," "hacking" tools, or other disruptive/destructive programs into a school computer, the school network, or any external networks is prohibited.

Online Safety ~ Disclosure, Use, and Dissemination of Personal Information:

1. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
2. Student users are prohibited from sharing personal information about themselves or others over the Internet unless authorized by the district.
3. Student users shall not agree to meet with someone they have met online without parental approval.
4. A student user shall promptly disclose to his/her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
5. Users shall receive or transmit communications using only district-approved or district-managed communication systems.
6. All district employees will abide by state and federal law and Board Policies and district rules, including but not limited to, Board Policy JO, when communicating information about personally identifiable students.
7. Employees shall not transmit confidential student information using district technology unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
8. No curricular or non-curricular publication distributed using district technology will include the address, phone number, or e-mail address of any student without permission.

Electronic Mail:

A user is responsible for all electronic mail ("e-mail") originating from the user's ID or password.

1. Forgery or attempted forgery of e-mail messages is illegal and prohibited.

2. Unauthorized attempts to read, delete, copy, or modify e-mail messages or electronic accounts of other users are prohibited.
3. Users are prohibited from sending unreasonable amounts of unsolicited electronic mail unless the communication is a necessary, employment-related function, or an authorized publication.
4. All users must adhere to the same standards for communicating online that are expected in the classroom, and consistent with the district policies, regulations, and procedures.

Exceptions:
Exceptions to district rules will be made for district employees or agents investigating of a use that potentially violates the law, district policy, regulations, or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

Waiver:
Any user who believes he/she has a legitimate reason for using the district's technology in a manner that may violate any of the district's adopted policies, regulations, and procedures may request a waiver from the building principal, superintendent, or their designees. In deciding to grant a waiver to a student, the administrator shall consider the purpose, age, maturity, and level of supervision involved.

No warranty/No Endorsement:
The district makes no warranties of any kind, whether expressed or implied, for the services, products, or access it provides. The district's technology resources are available on an "as is, as available" basis. The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries, or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet or the use of its technology resources. Access does not include endorsement of content, or the accuracy of the information obtained.

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

Access to Blocked or Filtered Content:
Board regulation allows students, employees, or other users to request that the district review or adjust the content filter to allow access to a website or specific Internet content.

1. **Unblocking Content:**
District technology users who believe that a website or web content has been inappropriately blocked by the district's content filter must use the following process to request access to the blocked Internet content:
   i. Users must submit a request, by e-mail or anonymously in writing, to the superintendent or designee for access. The request should include reasoning in support of the request.
   ii. Requests will be made within ten business days of the superintendent or designee receiving the request. The superintendent or designee will unblock access to the content unless there is an articulated and legal

reason not to do so. The superintendent or designee may consult the district's attorney before deciding. Unless the request is made anonymously, the user requesting access will be notified of the decision.

iii. If access is denied, the user may request to be put on the agenda for the next Board meeting to discuss the issue. The Board has the discretion to grant or deny the agenda request. The requested material will remain blocked until the Board decides if any.

2. Disabling Content Filters:

The superintendent or designee may fully or partially disable the district's content filter to enable access for an adult who is authorized to use district Internet resources to access content for bona fide research or other lawful purposes. Adult users must use the following process to request that a content filter be disabled:

i. Adult users must submit a written request to the superintendent or designee to have the content filter disabled. The request should include reasoning in support of the request.

ii. Requests will be made within ten business days of the superintendent or designee receiving the request. The filter will be disabled only if the superintendent or designee determines that it will serve a legitimate educational purpose or otherwise benefit the district. The adult user will be notified of the decision.

iii. If the request is denied, the adult user may request to be put on the agenda for the next Board meeting to discuss the issue. The Board has the discretion to grant or deny the agenda request. The requested material will remain blocked until the Board decides if any.

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

Age-Appropriate Technology:

Parents are encouraged to monitor student use of technology and pay close attention to app restrictions. To promote healthy social and emotional development, parents must assist students in selecting age-appropriate apps. In doing so, many parents find it helpful to visit websites such as Common-Sense Media or Protect Young Eyes to obtain more in-depth reviews about the appropriateness of content. It’s important to monitor and restrict access to inappropriate content, as well as opportunities for students to engage in e-commerce or links to websites or social networks outside of the intended app.

Virtual Learning FERPA Consent Form

My name is_____(Parent/Guardian Printed Name) and I am the parent/legalguardian of_____(Student).

I understand that, as a virtual education student, my student will take part in online learning activities whichmay include videoconferencing or other communications with his or her teacher and classmates.

I understand that during those communications, the district will not have the ability to limit or monitor theindividuals supervising students participating in virtual learning.

I understand that by allowing my child to participate, I am:

- Allowing my student to participate in a group virtual learning platform where he/she can see andparticipate in lessons with other students; and
- Allowing my student to be viewed during these virtual learning activities by other students who are participating in the same virtual learning activity and their families or caretakers monitoring them duringthe activity.

I also understand that, while unlikely, observers and/or participants in the virtual learning activity may overhearor view personally identifiable student record information of my student.

I fully consent to my child's participation in the above-mentioned virtual learning activities, and any other virtual methods of participation during my student's enrollment in virtual coursework. I understand that personally identifiable student record information belonging to my student may be discussed in my student's courses, which may be overheard by the families, caretakers, or other individuals supervising students duringvirtual learning activities. I consent to the release of personally identifiable student record information belonging to my student during virtual learning activities as described herein, to ensure my student can fully participate in virtual learning coursework.

I understand that I may revoke this consent at any time. I also understand that if I do not provide this consent,my student may not be able to fully participate in virtual learning courses.

_____ _____

Parent/Guardian Signature Date

This release is in effect until (check one):

[ ] My student is no longer enrolled in virtual learning courses in the District.

[ ] The following date: _____

TECHNOLOGY USAGE AGREEMENT

(Parent/Guardian Technology Agreement)

This form is completed at the time of enrollment with CPS

I acknowledge the Columbia Public Schools' Technology Usage policy and regulations. (EHB)), (EHB-R1) and (EHB-R2).

https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=42&revid=Ah4DDiZVptEPSER60FMURw==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&secid=muNUlKiR2jsXcslsh28JpBkiw==&PG=6&IRP=0&isPndg=false

https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=EHB-R1&Sch=42&S=42&C=E&RevNo=1.01&T=A&Z=A&St=ADOPTED&PG=6&SN=true

https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=EHB-R2&Sch=42&S=42&C=E&RevNo=1.01&T=A&Z=A&St=ADOPTED&PG=6&SN=true

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

https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=42&revid=aOTGnidofAtDScC5pb3MeQ==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&secid=muNUlKiR2jsXcslsh28JpBkiw==&PG=6&IRP=0&isPndg=false

I understand that violation of these provisions may result in disciplinary action taken against my student including, but not limited to, suspension or revocation of my student's access to district technology and suspension or expulsion from school.

I understand that my student's use of the district's technology resources is not private and that the school district may monitor my student's electronic communication and all other use of district technology resources.

I understand that students are required to use various applications throughout the school day. These could include various websites, browser extensions, and educational technology tools. Some of these require student accounts and logins, while others do not. Some of these require Personal Identifying Information, including a student's name, and email address. Columbia Public Schools is committed to complying with Federal laws governing student safety and privacy while online. These Federal laws include the Children's Online Privacy Protection Act (COPPA), and the Family Educational Rights and Privacy Act (FERPA). Any approved website, browser extension, and educational technology tool have met COPPA, FERPA, and internal Columbia Public Schools standards.

Verification:

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

X_____ _____ _____

SIGNATURE of Parent/Guardian PRINT Name of Parent/Guardian Date

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area

Student Information Disclosure and Media Opt Out

Must Be Renewed Annually

Directory Information is information that the district has determined is not harmful or an invasion of privacy to release in the school or in the community without written consent of the parent. The district will disclose this information unless you indicate otherwise on this form. Directory Information is defined in Columbia Public Schools as:

> *Student's name; date of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors, and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images, and recorded sound unless such records would be considered harmful, an invasion of privacy, or a security issue.*

☐ **I do NOT consent to the release of my student's Directory Information without my written consent. I understand that by opting out my student's name and image will not appear in the district's yearbook, in student programs, on the district's website or social media pages, on the honor roll or in district publications. Teachers will not post my student's birth date, pictures, schoolwork or awards in the classroom or in the school.**

External Media Outlets (non-CPS affiliated publications) such as newspapers, television stations, magazines and/or radio stations sometimes request to photograph, video or interview students for their news coverage. The district works with media outlets and allows them supervised access to students, unless a parent notifies the district otherwise on this form.

☐ **do NOT consent to external media outlets photographing, videoing or interviewing my student. This means my student's likeness in pictures or video will NOT be included in any newspapers, magazines or television for sporting events, spelling bees, award ceremonies, fine arts competitions or field days other than a crowd shot.**

Names of the Students this opt-out applies to:

Parent/Guardian Name

Parent/Guardian Signature Date

CPS Student Device & Equipment Damage, Loss, or Theft

While Columbia Public Schools covers some instances of damage or loss of technology devices and equipment, there are situations where it is necessary to assess device and/or equipment fines in order to promote accountability and responsibility. Fines may be paid at schools or through the district's online payment system (SchoolPay).

Columbia Public Schools provides devices for students (PK - 8 iPads and 9-12 Laptops) to use for instruction.

- One cable and power brick (collectively the "charger") is issued with each device. Patrons keep the charger and case (for iPads) as long as they are associated with Columbia Public Schools.
- Devices must be returned with a complete working charger* and case (for iPads) in good condition, or a fine will be assessed at the current CPS purchase price.
    - * It is important for safety reasons that chargers be Acer or Apple certified or compatible. Full size iPads require a 12 watt charger and sync cable (5 watt charger is insufficient for effective charging)

Damage Incidents

General Guidelines

- Incident instances per individual are reset annually, but follow students from school to school within CPS.
- Fines remain on the student account year over year until they are paid.
- In cases where there is obvious neglect or intentional damage, the per instance criteria may be adjusted by the school's administration.
- Each school will track this information. Alternative payment arrangements may be made at the school administrator's discretion as needed.
- For middle school student iPads, the first instance of damage applies to the keyboard case and/or the iPad (If the case and iPad are broken at the same time, it would be 1 instance).

1ST Instance (iPad, iPad Case or laptop): No Charge
2nd Instance (iPad, iPad Case or laptop): $25.00
3rd Instance (iPad, iPad Case or laptop): $50.00
All Subsequent Instances: Charged at the current CPS purchase price

Loss & Theft Incidents

General Guidelines

- Instances of loss will NOT be cleared annually.
- Stolen devices must be reported to the school within one week of the theft and accompanied by a police report case number. Failure to provide a police report case number within this timeframe may result in the device being assessed as lost and the applicable lost device fee being charged.
- If the device is found in usable condition within the same school year, the paid fine will be refunded.
- If a student loses a device or fails to return one, a new device should not be permanently assigned to that student until the missing device issue has been resolved.
- If a student loses a hotspot, another hotspot won't be distributed to them unless the lost fee has been paid.
- Each school will track this information. Alternative payment arrangements may be made at the school administrator's discretion as needed.

iPads
First instance Lost iPad or iPad Case: $50.00
All Subsequent Instances and Students NOT Returning to CPS: Charged at the current CPS purchase price
iPad Charger Loss: current CPS purchase price

Laptops
1st Instance Lost Laptop: $100.00
All Subsequent Instances and Students NOT Returning to CPS: Charged at the current CPS purchase price
Laptop Charger Loss: current CPS purchase price

Hotspots
Any instance of Lost Hotspot: $50.00
Any instance of Lost Hotspot charger: $20.00

Hotspots

Any instance of Lost Hotspot: $50.00
Any instance of Lost Hotspot charger: $20.00

- Instances of Loss will NOT be cleared annually.
- If the device is found in usable condition within the same school year, the paid fine will be refunded.
- If a student loses a hotspot, another hotspot won't be distributed to them unless the lost fee has been paid.
- Maximum of $100 fine for first loss

Missouri Department of Elementary and Secondary Education

Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs[1] that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)[2] .

Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA Programs
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Appeals
9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

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.

[1] *Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V*
[2] *In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)*

Revised 4/17

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

6. **How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. 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:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **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.
5. **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).
6. **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.

PROHIBITION AGAINST ILLEGAL DISCRIMINATION, HARASSMENT AND RETALIATION
(Notice of Nondiscrimination)

General

The «districtCommonName» Board of Education is committed to maintaining a workplace and education environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs, activities or in employment. The board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The «District_with_School_District» is an equal opportunity employer.

Facilities

The district also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law.

School Nutrition Programs

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the district is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Individuals with Disabilities

The district will identify, evaluate and provide a free, appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a child may have a disability—regardless of whether the child is currently enrolled in the «District_with_School_District»—is encouraged to contact the district's compliance officer listed below.

Anyone who, because of a disability, requires an auxiliary aid or service for effective communication or requires a modification of policies or procedures to participate in a program, service or activity should contact the compliance officer listed below as soon as possible, but no later than 48 hours before the scheduled event.

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Reporting

The district's nondiscrimination policy and grievance forms are available on the district's website at _____ [web address] or at any district office.

The following compliance officer has been designated to address inquiries, questions and grievances regarding the district=s nondiscrimination policies:

(Title)
(Address)
(Phone) / (Fax)
(TDD/TTY, if available)
(Email address)

In the event that the compliance officer is unavailable or is the subject of a grievance that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

(Title)
(Address)
(Phone) / (Fax)
(TDD/TTY if available)
(Email address)

Inquiries about the application of Title IX or any complaint alleging sexual harassment should be directed to the Title IX coordinator.

(Title)
(Address)
(Phone) / (Fax)
(TDD/TTY, if available)
(Email address)

Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, the USDA or the U.S. Department of Justice if applicable.

Office for Civil Rights
Phone: 816-268-0550
TDD: 800-877-8339
Email: OCR.KansasCity@ed.gov

Equal Employment Opportunity Commission
Phone: 800-669-4000
TTY: 800-669-6820
Email: info@eeoc.gov

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U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410
Phone: 866-632-9992
Fax: 202-690-7442 or (833) 256-1665
TDD: 800-877-8339 or (800) 845-6136 (Spanish)
Email: program.intake@usda.gov

U.S. Department of Justice
Phone: 202-514-4609
TTY: 202-514-0716
Email: AskDOJ@usdoj.gov

Missouri Commission on Human Rights
Phone: 877-781-4236
TDD: 800-735-2966
Relay Missouri: 711 or 866-735-2460
Email: mchr@labor.mo.gov

See also the district's Title IX sexual harassment policies and notices, derived from policy ACA, Sexual Harassment under Title IX.

Implemented:

Revised:

«AddressLine»

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PPRA Model Notice and Consent/Opt-Out for Specific Activities

[LEAs should adopt the following model form as appropriate]

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires **[School District]** to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent; or
8. Income, other than as required by law to determine program eligibility.

This parental notification requirement and opt-out opportunity also apply to the collection, disclosure or use of personal information collected from students for marketing purposes ("marketing surveys"). Please note that parents are not required by PPRA to be notified about the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. Additionally, the notice requirement applies to the conduct of certain physical exams and screenings. This includes any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. This does not include hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required by State law.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the [**School District]** will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities, an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

[The following are only examples of PPRA notices and consent/opt-outs that may be used by school districts for protected information surveys or marketing surveys. School districts will need to tailor their notices and consent/opt outs depending on their specific activities, as required by PPRA.]
[For surveys that contain questions from one or more of the eight protected areas noted above:]

Date: On or about [**Add date.**]
Grades: Eight and Nine
Activity: ABC Survey of At-Risk Behaviors.
Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parents and children, and use of alcohol and drugs at home.

[**Note to schools**: We recommend that the notice inform parents that they may submit a request to a specified school official or office in order to review the protected information survey and that the school official or office will notify the parent of the time and place where the parent may review this. A parent has the right, upon request, to review this protected information survey.]

[Note to schools: If the survey in question is administered as partof an applicable program of the U.S. Department of Education (ED program), such as through an ED-administered grant program and the student is required to submit to the survey, prior "active" consent is required, as in the first example. If the survey is not administered as part of an ED program or the student is not required to submit to the survey, then the school should use the second example of an opt-out notice.**]**

Consent **[only for protected information surveys that are administered as part of an ED program and to which the student is required to submit]**: A parent must sign and return the consent below no later than [insert return date] so that your child may participate in this survey.

[Sample consent:

I [parent's name] give my consent for [child's name] to take the ABC Survey of At-Risk Behaviors on or about [Add date].

_____
Parent's signature

Please return this form no later than [insert date] to the following school official: [Provide name and mailing address.]

Opt-out **[for any protected information survey that is not administered as part of an ED program or to which the student is not required to submit]**: A parent must sign and return this opt-out form no later than [insert return date] [OR] Contact **[school official]** at **[telephone number, email, address, etc.]** no later than **[date]** if you do not want your child to take the ABC Survey of At-Risk Behaviors on or about [**Add date**].

[For marketing surveys:]

[**Note to schools**: Certain information that would not generally be considered harmful or an invasion of privacy if disclosed – such as names, addresses, and telephone listings – may be designated as "directory information" in a public notice under the Family Educational Rights and Privacy Act (FERPA) and subsequently disclosed if the parents or eligible students do not opt out of the disclosure. Instead of using a format similar to that set forth in these Model Notices, schools *may* meet PPRA notice requirements for specific marketing activities that involve only the disclosure of designated "directory information" by allowing parents or eligible students to opt out of the disclosure of the designated "directory information" at the start of each school year; if the parents or eligible students opt-out of the disclosure of their children's or their "directory information," then the school may not disclose their children's or their "directory information" for marketing activities. In addition to the "directory information" notice discussed above, under applicable PPRA requirements, please note, however, that school districts must also directly notify parents of the specific or approximate dates during the school year when the marketing activities are scheduled or expected to be scheduled.**]**

Date: [**Add date**.]
Grades: Nine through Twelve
Activity: Student-Based Commercial Services
Summary: **[School]** collects and discloses, or allows businesses to collect, use, or disclose personal information collected from students, including names, addresses, telephone listings and Social Security numbers. These businesses provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products.

[Note to schools: If this collection of personal information from students involves a marketing survey, we recommend that the notice inform parents that they may submit a request to specified school official or office to review the marketing survey and that specifiied school official or office will notify the parent of the time and place where the parent may review this. A parent has the right, upon request, to review this marketing survey before it is administered or distributed to a student.**]**

Opt-out : A parent must sign and return this opt-out form no later than **[insert return date] [OR]** Contact **[school official]** at **[telephone number, email, address, etc.]** no later than **[date]** if you do not want your child to participate in this marketing activity on [Add date].

Consent: A parent also must sign and return the attached consent form no later than [insert return date] in order for your child's Social Security number to be disclosed for this maketing activity.

[**Sample consent:]**

I [parent's name] give my consent for [child's name] to be disclosed to businesses that provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products, on [Add date].

Suicide Awareness and Prevention

Board Policy JHDF outlines the Columbia School District's commitment to protecting student health and welfare by identifying and supporting students at risk of suicide without stigma or exclusion. No student will be excluded from school solely based on a perceived risk of suicide. The policy relies on Building Crisis Response Teams (BCRT), which are school-based groups of administrators, counselors, nurses, and social workers trained in suicide awareness and intervention. A suicide crisis is defined as a medical emergency where a student is actively attempting, planning, or seriously contemplating suicide.

If any staff member reasonably believes a student is at risk or in an active crisis, they must find another employee and locate the student immediately. One employee must stay with the student at all times while the second employee alerts a BCRT member or administrator. If the BCRT or administrator cannot be reached for an at-risk student, the employee will contact the parent, or emergency services if the parent is unavailable. In an active suicide crisis where the BCRT is unreachable, the employee will immediately contact the parent and emergency services by dialing 911, or utilize the Suicide and Crisis Lifeline by dialing or texting 988 (or calling 1-800-273-8255).

Once notified, the BCRT will use an evidence-based tool to assess the risk level, notify parents or guardians immediately, and meet with the family to establish coping strategies and a Personal Safety Plan. The team will provide ongoing monitoring and offer resource follow-ups. To the extent possible, the superintendent or designee will work with the teachers hired by Missouri Course Access and Virtual School Program (MOCAP) providers to solicit information about the social and emotional health of the virtual learners in their courses.

When a student returns to school after a suicide attempt, a BCRT member will meet with the student and family on their first day back, design a customized school support plan, coordinate safety communication with teachers, and actively monitor the student’s safety plan. If the school community is impacted by a suicide or attempt, the Superintendent and District Crisis Team will deploy mental health supports and guide community communication.

Regarding district compliance, staff are required to share safety concerns with the BCRT and cannot promise students secrecy regarding self-harm. Student records are protected under FERPA but may be shared with parents or emergency personnel to protect student safety. If a suicide risk reveals suspected abuse or neglect, staff must contact the Child Abuse and Neglect Hotline. Newly issued student ID cards for grades 7 through 12 must include the 988 Crisis Lifeline and local non-emergency police numbers. Finally, all employees receive regular training on identifying risk factors and crisis response, while students receive age-appropriate suicide awareness and prevention instruction starting no later than fifth grade. The full policy text is available on the district website.

Asbestos Hazard Emergency Response Act(AHERA)

In 1986, Congress passed the Asbestos Hazard Emergency Response Act(AHERA) requiring schools to inspect and identify any asbestos containing building materials(ACBM). Ouray School District R-1 hired a certified building inspector to identify and sample any suspect asbestos containing materials.

The law further requires the school to have an asbestos management plan. Columbia Public Schools has an asbestos management plan available for review in the school district administrative office during regular business hours. All inquiries regarding the asbestos management plan and asbestos-related issues should be directed to CPS Facilities at 573-214-3760.

SECURE STORAGE RESOLUTION

Whereas, evidence strongly suggests secure firearm storage is an essential component to any effective strategy to keep schools and students safe;

Whereas, between 2020 and 2025 1,156 firearms were reported stolen in Columbia, 593 of which were stolen from vehicles.

Whereas, an estimated 4.6 million American children live in households with at least one loaded, unlocked firearm;

Whereas, every year, roughly 360 children under the age of 18 unintentionally shoot themselves or someone else, with more than 70% of these incidents taking place inside a home;

Whereas, another 1,300 children and teens die by gun suicide each year, most often using guns belonging to a family member;

Whereas, in 75% of active shooter incidents the shooters were current or former students;

Whereas, research from the University of Washington published by the American Medical Association shows that secure firearm storage practices are associated with up to an 85% reduction in the risk of self-inflicted and unintentional firearm injuries among children and teens;

Whereas, the U.S. Secret Service National Threat Assessment Center recommends the importance of appropriate storage of firearms because 76% of school shooters used firearms acquired from the homes of parents or close relatives;

Whereas, across the country, lawmakers, community members, school districts, and local leaders are working together to implement public awareness campaigns, to encourage secure gun storage practices and highlight the public safety risks of unsecured guns;

Whereas, keeping our students, teachers, and staff safe from the threat of violence, especially gun violence, is the responsibility of all adults in our school-communities;

Whereas, in order to continue with preventative measures to increase student and school safety we must act now; now therefore, be it

Resolved, that the Board directs the Superintendent and staff to update the Student Handbook and related acknowledgements to include information about the importance of secure storage of firearms and that the best practice for secure gun storage is to keep all guns unloaded, locked up, and separate from locked up ammunition;

Resolved further, that the Board directs the Superintendent to create an appropriate letter, in English and Spanish, to parents and guardians that explains the importance of secure gun storage in preventing minors from accessing guns, and that the best practice for secure gun storage is to keep all guns unloaded, locked up, and separate from

ammunition, to be included in annual registration materials requiring acknowledgement of awareness of secure gun storage responsibilities; and, be it finally;

Resolved, that the Board and the Superintendent will continue to work with local law enforcement agencies, health agencies, and non-profits to collaborate and increase efforts to inform District parents about secure storage of firearms in their homes, including a public service announcement to be displayed for viewing on the school district's website and CPS-TV.

ADOPTED THIS THE 8TH DAY OF DECEMBER 2025.

John Lyman, Board President	**Paul Harper,** Board Vice President
Suzette Waters, Board Member	**Erica Dickson,** Board Member
Jeanne Snodgrass, Board Member	**Alvin Cobbins,** Board Member
April Ferrao, Board Member	

Acknowledgement of Student/Parent Handbook

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

Student Name_____ Student ID_____

Parent Name_____ Date_____

Parent Signature_____

_____

Parent's signature

Please return this form no later than [insert date] to the following school official: [Provide name and mailing address.]

[Note to schools: While some of the information – names, addresses, and telephone listings – may be designated and disclosed as "directory information" under the Family Educational Rights and Privacy Act (FERPA), schools that permit marketing activities that involve the disclosure of students' Social Security numbers may not use an opt-out procedure and must obtain prior written consent in accordance with § 99.30 of the FERPA regulations.**]**