



Jackson Middle School

“Empowering students to succeed!”

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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PARENT AND STUDENT HANDBOOK

JACKSON MIDDLE SCHOOL

Jackson Middle School is committed to empowering all students to succeed and become lifetime learners!

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Contact Information

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If you need to contact a staff member, you may call the school or e-mail the staff member directly

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T.R.I.B.E.

Character Education Initiative at Jackson Middle School

One area of focus of the Strategic Action Plan for Jackson R2 School District is to ensure that all students of the Jackson R2 School District's social/emotional needs are met. In an effort to implement components of a character education focus, the T.R.I.B.E. was created.

A tribe is a group of people, a community, with similar values or interests.

The Jackson Middle School T.R.I.B.E. includes every person in our school, all working together to help all students learn, be successful and feel safe.

TRUST

RESPECT

INTEGRITY

BELONGING

EMPATHY

Jackson Middle School - T.R.I.B.E. pledge:

- This is **OUR** school
- WE WILL work together to make JMS a safe place.
- WE WILL show **empathy** and STAND UP for any student who is being harmed - letting them know that they are *not* alone.
- WE WILL treat all members of the JMS community with **respect** and encourage a sense of **belonging**, helping everyone to feel included.
- WE WILL show **integrity** by doing what is right even when no one else is looking.
- WE WILL work to earn the **trust** of others, by being honest, reliable and responsible.

Building Opening/Closing

Jackson Middle School will open at 7:00 a.m. and close at 4:00 p.m. For safety reasons, students are not to arrive before or remain on campus prior to or after those times unless they are being supervised by a member of the staff. If an item has been forgotten, students will be allowed to go get it. They do need to check in with the office.

Parent Conferences and Visitations

We will schedule Parent/Teacher Conferences twice during the school year: once during first semester, and once during second semester. Refer to the list of important dates for more information.

If at any other time you wish to have a conference with a teacher or team, it is welcomed. Parents are welcome to come and visit the school. When a parent wishes to visit the school while school is in session, they are to come to the school office. The visitor will be issued a visitor's pass if applicable. If the staff member is unavailable, a conference will be scheduled with the person with whom the parent wishes to speak.

Grading

All teachers will utilize Student Information Systems (also known as SIS) to electronically keep records of student grades. Assessments and tests make up the majority of a student's grade, and all assessments/assignments taken for a grade are linked to a learning standard.

It is our privilege and our obligation to ensure every student masters the learning standards. Therefore, we strive to empower students to reach and 80% on each assignment or assessment. If/when a student struggles to reach that level of mastery, we will utilize the ICU program to assist them. Refer to the next page for more details.

Grading Scale

96 – 100 = A	87 – 89 = B+	77 – 79 = C+	67 – 69 = D+	00 – 59 = F
90 – 95 = A-	83 – 86 = B	73 – 76 = C	63 – 66 = D	
	80 – 82 = B-	70 – 72 = C-	60 – 62 = D-	

Grading Terms

1st Quarter/Term 1: August 15th to October 18th

2nd Quarter/Term 2: October 21st to December 20th

3rd Quarter/Term 3: January 6th to March 13th

4th Quarter/Term 4: March 17th to May 19th

Honor Roll

Honor Rolls are produced after each quarter of the school year, based upon the calculations in the Student Information System (SIS). Honor Rolls are designed to recognize students' academic achievements. They are usually reproduced in the *Cash-Book Journal* and *The Southeast Missourian*.

Honor Rolls are calculated utilizing the following grade point system.

Scholastic	equivalent to	11.0 points
A Honor Roll	ranging from	10.0 – 10.999 points
B Honor Roll	ranging from	8.0 – 9.999 points

Jackson Middle School

Empowering students to succeed!

Phone: 243-8543

Fax: 243-8545



Academic ICU

What is ICU?

Just like in a hospital, ICU stands for "Intensive Care Unit". Students placed on the ICU list need intensive care to ensure their success. These students:

- A. have a missing or incomplete assignment or assessment
- OR
- B. Did not earn a proficient score on an assignment or assessment.

When a student is added to the ICU list, parents are notified through a text message and/or email. They are also given extra supports throughout the school day to ensure their success in school.

Proficiency

Proficiency is defined as having a high degree of competence or skill. Another word for proficiency is mastery. We want to ensure that all students master the skills and standards taught at JMS. Therefore, we set proficiency at 80%. If a student earns a score below 80%, he or she will be placed on the ICU list.

Student Supports

Lunch and Advisory Academic Lab—students on the ICU list are assigned to lunch and advisory academic lab. Here, students are given extra time to work and are supported by 2 to 3 teachers to ensure their success.

Before and After School Academic Lab—this voluntary time is for students who need extra help or a quiet place to work on homework or classwork. While this is not one-on-one tutoring, a teacher or two will be available for assistance. In addition, this could become compulsory if we see a need for students.

Morning Ac Lab is M, T, TH, F from 7:15 to 7:55

After School Ac Lab is M, T, W, TH from 3:30 to 4:30

Lifeguard—Jason Bruns is our 7th grade lifeguard and Josh Adams is our 6th grade lifeguard. They check in with ICU students daily. They also communicate with parents and teachers to get students the help they need.

Saturday School—when the above supports are not enough to ensure a student's success, we open the school on Saturday for extra work time.

Blitz Day—This works double duty as reward/incentive and extra work time for students. Once a month, students who are not on the ICU list will participate in fun activities, while those on the list receive extra time and support to achieve success.

Board Approved 02/12/2019



JACKSON R-2 SCHOOL DISTRICT 2019-2020 SCHOOL CALENDAR



August 2019				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
			11 Days	

September 2019				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
			20 Days	

October 2019				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
			21 Days	

November 2019				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
			17 Days	

December 2019				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
			15 Days	

January 2020				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
			19 Days	

February 2020				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
			17 Days	

March 2020				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
			21 Days	

April 2020				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
			18 Days	

May 2020				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
			13 Days	

IMPORTANT DATES:

August 6, 7, 8	New Teacher Orientation
August 12, 13, 14	Professional Development
August 15	First Day Of Classes
August 30	Professional Development – No Classes
September 2	Labor Day – No Classes
October 4	Parent Teacher Conferences – No Classes
October 7	Professional Development – No Classes
November 5	Professional Development – No Classes
November 27, 28, 29	Thanksgiving Break – No Classes
December 20	Last Day of Semester
January 2	Teacher Work Day – No Classes
January 3	Professional Development – No Classes
January 6	CLASSES RESUME
January 20	Martin Luther King Birthday – No Classes
February 14	Parent Teacher Conference – No Classes
February 17	Presidents' Day – No Classes
February 18	Professional Development – No Classes
March 16	Professional Development – No Classes
April 9, 10, 13, 14	Spring Break
May 19	Tentative Last Day of Classes for Students
May 20	Teacher Work Day

2019-2020 Scheduled Make-Up Days

Students will not make up the first three snow days

If number of days missed exceeds three, days will be added to the end of the school year

IMPORTANT DATES AND SCHEDULES

First Day of School	August 15
No Classes (PD Day)	August 30
Labor Day—No Classes	September 2
Parent Teacher Conferences (4:30 p.m. to 8:00 p.m.)	September 26, October 1
End of 1 st Term	October 18
No Classes (PT Conferences)	October 4
No Classes (PD Day)	October 7
No Classes (PD Day)	November 5
Thanksgiving Break (No Classes)	November 27-29
Last Day of 1 st Semester, End of 2 nd Term	December 20
Winter Break	December 21-January 5
1 st Day of Second Semester, Classes Resume	January 6
Martin Luther King, Jr. Day (No Classes)	January 20
Parent Teacher Conferences (4:30 p.m. to 8:00 p.m.)	February 6, 11
No Classes (PT Conferences)	February 14
Presidents' Day (No Classes)	February 17
No Classes (PD Day)	February 18
End of 3 rd Term	March 13
No Classes (Professional Development Day)	March 16
Spring Break (No Classes)	April 9-14
Last Day of School, End of 4 th Term	May 19

BUILDING OPEN TIMES

On regular school days, the building opens at 7:00 a.m. Students will sit in the lobby until the 7:30 a.m. bell rings, dismissing them to the cafeteria and/or the gym. The first bell for classes rings at 7:50, and the tardy bell rings at 7:55.

On Collaboration days, the building will still open at 7:00 a.m.; however, classes are delayed. Teachers take this time to meet as content teams to work on curriculum, develop assessments, and ensure we are meeting the academic needs of all the students. On these dates (listed below), the first bell will ring at 8:20 a.m., and the tardy bell rings at 8:25 a.m.

The building closes each afternoon at 4:00 p.m.

BELL SCHEDULE

Period	Time	Passing Time	Description	Time in Each Period
	7:30		Cafeteria/Gym(s) Open	
	7:50	5 minutes	Students Move to Class	
0	7:55-8:06		Homeroom	11 minutes
		4 minutes		
1	8:10 – 8:56			46 minutes
		4 minutes		
2	9:00 – 9:46			46 minutes
		4 minutes		
3	9:50 – 10:36			46 minutes
		4 minutes		
4	10:40 –11:26			46 minutes
		4 minutes		
5	11:30 –12:16			46 minutes
Lunch	A/B Lunch	11:30 – 11:48	A Lunch / B Recess	18 minutes

		11:52 – 12:10	B Lunch / A Recess	18 minutes
5	12:16 – 1:02			46 minutes
Lunch	C/D Lunch	12:20 – 12:38	C Lunch / D Recess	18 minutes
		12:42 – 1:00	D Lunch / C Recess	18 minutes
		4 minutes		
6	1:06 – 1:26		Advisory	20 minutes
		4 minutes		
7	1:30 – 2:16			46 minutes
		4 minutes		
8	2:20 – 3:06			46 minutes

We will use the **COLLABORATION/RTI BELL SCHEDULE** on the following Wednesdays:

Aug. 21, 28

Jan. 8, 15, 22, 29

Sept. 4, 11, 18, 25

Feb. 5, 12, 19, 26

Oct. 2, 9, 16, 23, 30

March 4, 11, 18, 25

Nov. 6, 13, 20

April 1, 8, 15, 22, 29

Dec. 4, 11

Period	Time	Passing Time	Description	Time in Each Period
	7:30		Cafeteria/Gym(s) Open	
	7:30-8:20		Collaboration	
	8:20-8:25	5 minutes	Students Move to Class	
0	8:25-9:13		RTI Time	48 minutes
		4 minutes		
1	9:17 – 9:57			40 minutes
		4 minutes		
2	10:01 – 10:41			40 minutes
		4 minutes		
3	10:45 – 11:25			40 minutes
		4 minutes		
5	11:29 – 12:09		5 th Period	40 minutes
		4 minutes		
Lunch	A/B Lunch	11:29 – 11:47	A Lunch / B Recess	18 minutes
		11:51 – 12:09	B Lunch / A Recess	18 minutes
5	12:13 – 12:53		5 th Period	40 minutes
Lunch	C/D Lunch	12:13 – 12:31	C Lunch / D Recess	18 minutes
		12:35 – 12:53	D Lunch / C Recess	18 minutes
		4 minutes		
4	12:57 – 1:37			40 minutes
		4 minutes		
7	1:41 – 2:21			40 minutes
		4 minutes		
8	2:25 – 3:05			40 minutes

PROCEDURES FOR JACKSON MIDDLE SCHOOL

Cafeteria

- Students will be expected to sit in seats when eating.
- There will be only one person to a chair.
- Students will not move chairs from table to table.
- Students will remain courteous to others.
- Students will clean up after themselves.
- Students will not run or cut in front of others in the lunch line.
- Students will push in chairs when released.
- Students will be expected to memorize their lunch Personal Identification Number (PIN).
- No Food should be delivered from outside vendors. ** This will only be allowed during friends and family lunch.

Gym

- Students will be courteous to others.
- Students will play the designated activity or will be seated around the wall.
- Students will not take food or drink into the gym.
- Students will line up in an orderly fashion when the bell rings or a whistle is blown.

Hallway

- Students will stay to the right of the hallway following the red and black lines.
- Students will talk at appropriate voice levels.
- Students will be expected to walk.
- Students will keep hands, feet, and other objects to themselves at all times.

Before School

- If arriving before 7:30 a.m., students will report directly to the lobby and remain there until the 7:30 bell rings.
- Once the 7:30 bell rings, student report to the gym or the cafeteria and remain there until the 7:50 bell rings for classes.

BUS RIDERS:

- Will arrive at the back of the building.
- Walk down the middle hallway directly to the gym or cafeteria.
- Will NOT stop at lockers.
- Will raise their hands to get permission to leave the gym or their seat for breakfast or the bathroom.
- Will remain seated until released and then walk out orderly in rows.
- Will walk within the red and black lines on the right side of the hallway down to their classrooms.

CAR RIDERS:

- Will arrive at the South side of the building and enter between the gym and cafeteria.
- Will NOT go to lockers.
- Will sit in the gym or at a cafeteria table.
- Will raise their hands to get permission to leave the gym or their seat for breakfast or the bathroom.
- Will remain seated until released and then walk out orderly in rows.
- Will walk within the red and black lines on the right side of the hallway down to their classrooms

Lockers

- Students will keep backpacks, coats, and other personal belongings in their assigned locker.
- Students will carry only the necessary supplies with them to class.
- Students will carry their Chromebook inside a case with them to each class.
- Students will keep all belongings in their assigned locker during lunch and recess.

Students will understand lockers are school property and students should not place stickers, etc. on them. Lockers are also subject to search and seizure.

Leaving the Building

- On the first bell, students riding 1st round busses, walkers, and car riders will be released.
- Students will follow the hallway procedures and go directly to designated area.
- All other rounds will remain in their classrooms until their bus round is called by intercom.
- Students must form orderly bus lines in the cafeteria as directed by staff.
- There will be no running or cutting to busses or vehicles.
- Bicycles will be parked in the front of the building. Due to safety issues, skateboards are not allowed on campus.
- Students will be picked up in the driveway area. They are not to be picked up on the highway.

Outside Recess

- Students will dress appropriately for the weather.
- Students will not shove or play tackle-football.
- Students will not kick basketballs or throw them against the building.
- Students will retrieve balls and place them in the storage bin at the end of the lunch break.
- Students will line up in an orderly fashion when the bell rings.
- Students will either be on the concrete or on the grass, in view of the teacher on duty.

Checking Out Early

- Parents will need to notify the office by phone or in person that they will be checking out the student.
- Upon arrival to the school, the parent needs to enter the building and sign the student out in the office.
- Parents are required to show photo identification when signing a student out.
- Students are not to leave school grounds unless they are checked out by a parent.

Checking In Late

- Students who are late will need to go to the office and sign in. Three tardies to school will result in disciplinary action.
- Students will need to provide a reason for being late.

Telephone

- Students will be called out of class for phone calls only in emergency situations.
- Messages and deliveries from home must be left in the office.
- Students will need to provide a reason to use the phone when utilizing the office phone.
- **All cell phones are to be turned off while the student is at school.**
- The student phone is to be used only with permission from the office or a teacher.

Absence

- If the student is absent, the parent will need to call the school at 243-9543 to notify them of the absence.
- Upon returning to school, the student is responsible for checking with the teacher for any assignments that need to be made up.
- Requests for homework need to be made prior to 9:00 am, and the work may be picked up after 3:00 pm. Work is not allowed to be sent home with other students.
- Students will have the same number of days to make up the work as the days that were absent.

Lunch Money and Food Services

To purchase breakfast and/or lunch in the cafeteria, students will use their assigned PIN. It is the student's responsibility to remember their PIN. Cashiers are not allowed to take lunch money. Money should be deposited in the student's lunch account by placing cash or a check in a lunch envelope and dropping it in the designated box in

the school lobby. You may also make payments online through your Parent Link account. For more information on making online payments, please visit the school website: www.jacksonr2schools.com.

Students are allowed to charge up to \$15.00 for lunch. If a student already owes the \$15.00 maximum allowed, the student will be offered a peanut butter sandwich or cheese and crackers with a carton of milk at no charge to their account. Breakfast may not be charged if a student exceeds the \$15.00 maximum charge limit allowed. The Jackson R-2 Food Service department does not allow any students to charge ala carte items. **Parents are responsible for monitoring the amount of money in their child's account and for paying back any charges incurred.**

- Students should bring their lunch money to the office. Teachers do not collect lunch money.
- Students should place the lunch money into the envelopes provided. (Be sure to put full name, date and amount on the envelope)
- Students should place the envelope in the slot by 10:15am for credit to the account on that day.
- Students will be notified by the cafeteria personnel when they are close to a zero balance.
- Students who are in excess of \$15.00 in charges will be provided an alternate meal.
- Students may eat the regular meal plan again when the excessive charges are paid.
- **Cost: \$1.85 daily for breakfast and \$2.85 daily for lunch**

Incomplete Work

- Students who have an incomplete assignment will be placed on the school's ICU list (a list for missing assignments and assessments).
- Parents will receive a text and email notifying them of the missing work.
- Students will be provided extra time to complete the assignment at lunch or after school.
- Students who have incomplete assignments for an extended amount of time may be required report on Saturdays or other days that school is not in session.
- For more details, see the section on ICU.

TIPS FOR RESOLVING CONFLICTS AND ISSUES

Someone is picking on you:

Being picked on can be a very frustrating experience. If this happens, tell them to stop. If it continues, inform a teacher, the counselor, or the principal/assistant principal. Let them try to help you find a solution.

Someone is trying to start a fight with you:

Consider the source of information. What have you heard with your own ears from the person with which you are having the conflict? Many fights can be avoided by letting the counselor, teacher, or principal/assistant principal assist you in arranging a peaceful conference between you and the other student. Fighting is not the solution to the problem.

Someone offers you or tries to sell you drugs or alcohol:

Do not touch or handle drugs! Students caught with real or fake illegal substances or paraphernalia will be suspended out of school and turned over to the police for legal action. Students caught selling, giving away, or buying drugs or alcohol at school are at risk of being expelled from the school district. If someone tries to give you an illegal substance, turn and walk away. Report this to the principal/assistant principal, teacher, or parent. If your friends are dealing in drugs, get a new set of friends.

You see a weapon at school:

Someone may get hurt or killed if you do not report it. It is important that you assist in maintaining a safe school. **Report it to an adult immediately!**

Your belongings are missing:

Before you accuse others of taking your things, try to be certain that you have not accidentally misplaced them. Once you have ruled out this possibility, find a teacher or another adult and report the missing items. In either case, it is best not to bring valuable items to school.

Someone has hurt your feelings:

People can be cruel and some people make a habit of it. There is no sense in carrying a heavy burden with you. The counselor, teachers, and principals want you to feel comfortable at the school. Our doors are always open to students who need help.

	Arrival	Dismissal	Hallway	Bathrooms	Lunch/Cafeteria	Outside/Recess
BE RESPONSIBLE	<p>Turn in lunch money/go to restroom before sitting in cafeteria.</p> <p>Girls sit in the red chairs/ Boys in black chairs.</p> <p>If eating breakfast, take backpack to breakfast area.</p>	<p>Go to designated areas at the first bell.</p> <p>Walkers and car riders, use the front doors and wait for your ride.</p> <p>Watch for your ride to arrive.</p>	<p>Go straight to destination.</p> <p>Avoid disrupting the flow of traffic.</p> <p>Do not stop to chat.</p>	<p>Be sure to use the bathroom during PE, during lunch/recess, or during passing time.</p>	<p>Clean up after yourself.</p> <p>Ask permission to leave the cafeteria for any reason.</p> <p>Eat during the appropriate lunch according to your last name.</p>	<p>Quickly line up at the bell.</p> <p>Bring in all equipment, coats, and lunch boxes.</p>
BE RESPECTFUL	<p>No saving seats.</p> <p>Use inside voice.</p> <p>Ask permission before leaving cafeteria area.</p>	<p>Use inside voice while walking down hallway</p> <p>Keep hands, feet, and other objects to yourself.</p>	<p>Inside quiet voice levels</p> <p>Voices OFF in front of office</p> <p>Do not drop, throw, or bounce balls</p> <p>Drinking fountains are closed after lunch until the hallway is clear</p>	<p>Use bathroom quickly, and leave promptly when finished.</p> <p>Paper towels are used to dry hands and then placed directly in the trash can.</p> <p>Don't bother others using the bathroom.</p>	<p>Use an inside voice.</p> <p>No saving seats.</p>	<p>Treat equipment and playground with care.</p> <p>Treat others well.</p>
BE SAFE	<p>One person per chair.</p> <p>When dismissed, push in your chair and follow hallway procedures to walk to your destination.</p>	<p>Follow hallway procedures.</p> <p>Form orderly lines when arriving in the cafeteria for bus pick up.</p> <p>Stand in grassy area near benches to wait for your ride.</p>	<p>Keep hands, feet, & other objects to yourself.</p> <p>Walk on the right side of the hallway in the red & black tiles.</p> <p>Walk 2 by 2.</p>	<p>Wash your hands.</p> <p>Keep hands, feet, and other objects to yourself.</p>	<p>Push in your chair.</p> <p>Keep hands, feet, and other objects to yourself.</p>	<p>No Footballs on blacktop.</p> <p>No tackle football at all.</p> <p>Stay inside the boundaries.</p>

CODE OF CONDUCT AND DISTRICT POLICIES

Bus Conduct

Please remember that bus riding is an extension of the school and all school rules apply.

1. Students are to remain seated while the bus is in motion.
2. The driver is in charge of the students on the bus. Students are to obey the driver promptly and respectfully.
3. Students will not smoke, use profanity, inappropriate gestures, spit, eat, or drink on the bus.
4. Excessive noise is prohibited—normal conversation only. Unnecessary conversation with the driver is prohibited.
5. Students are not to throw paper or other litter on or outside the bus.
6. Possession of tobacco products or mood-modifying substances are NOT allowed on the bus.
7. Students should be on time and conduct themselves appropriately at designated bus stops.
8. Students need to treat others with respect.
9. Band instruments are to be taken to the seat with the student – not left in the front of the bus.
10. Students are to use prompt, safe procedures when boarding or exiting the bus.
11. Only animals trained for the handicapped will be allowed on the bus.
12. Fighting/assault, extortion, arson, false alarm, theft, vandalism, sexual harassment, carrying or the use of weapons will not be tolerated and could lead to immediate suspension of bus privileges.

Attendance Policy

An absence from the classroom disrupts the instructional process, not only for the individual student who is absent, but for the remainder of the class and the teacher. The benefit of regular classroom instruction is essential for all students, so they will gain the most experience from their education. Most students who miss frequently experience great difficulty in making satisfactory progress.

All students who are absent are required to bring a note or have parents call Jackson Middle School at 243-9543 stating the reason for being absent. Students will be cited an unexcused absence for all classes missed and could be accompanied by disciplinary action. Attendance records are kept by the hour. Any time a student misses an hour of school, it will count against the attendance policy.

The following attendance procedures may occur, unless medical verification can be made:

Step 1: At four (4) days/26 hours a form letter will be sent.

Step 2: At eight (8) days/52 hours a referral will be made to the school-based social worker who will make contact with the parent or guardian.

Step 3: At ten (10) days/65 hours a referral may be made to the Prosecuting Attorney's investigator who will generate and personally deliver a "final warning" letter.

Students absent beyond this point will be in danger of losing credit for the semester in all classes. Students will be informed and allowed to provide any relevant information prior to the loss of credits.

- During First Hour, if a student misses the first 30 minutes of the hour, they will be counted as tardy. After the first 30 minutes of First Hour, students will be counted as absent for the hour.
- Anytime a student misses at least one-half of a class for any reason that is not excused by the office, it is to be considered truancy and consequences will result in the form of a detention or time served in the In School Suspension Room.
- **All unexcused absences will count toward the 10 day limit allowed each semester.**
- All absences will be considered as either excused or unexcused as determined by the Principal or Assistant Principal.

- Examples of unexcused absences include, but are not limited to: truancy, hunting, shopping, work, missing the bus or personal transportation problems, hair appointments, oversleeping, personal business, leaving school grounds without permission.

The following examples will **not** count toward the limit of 10 days per semester: all school sponsored activities, failure of school bus to pick up students, suspension for disciplinary action.

- Cases of chronic illness, hospitalization, death in the family or other such issues will warrant consideration of extending the limit of allowed absences. Each case will be reviewed and considered on a case by case basis.
- Parents should attempt to notify the school office of all absences. All absences other than sickness should be arranged in advance with the Principal or Assistant Principal. Parents/guardians may notify the office of student absences by calling 243-9543.
- All make-up work for excused absences should be completed within the number of days equal to the number of days absent (3 days absence = 3 days to make-up all work).

Tardiness

Each classroom teacher will establish tardy procedures. Students with three (3) tardies to the same class per semester will be assigned to after-school detention for one day. Additional tardies to this same class will result in a greater number of hours in detention or In School Suspension.

Dress Code

The Jackson R-2 schools are committed to the total education process of their students. The conduct, manners, appearance, and dress of each individual student play a role in this process.

- Students are expected to be clean, neat, and modest during the school day and at school functions.
- Clothing that makes reference to tobacco, alcohol, or illegal substances are not permitted.
- “Gang” dress or symbolism that is disturbing in the school environment will not be allowed.
- Students will remove head coverings in the building and classrooms.
- **The principal/faculty member may restrict a student’s appearance or mode of dress that disrupts the educational process or constitutes a threat to health and safety.**

In an attempt to further clarify the dress code the following guidelines will be followed.

- Shirts/tops must be long enough to cover the torso
- Pants/shorts/skirts must be worn at the waist and cover to mid-thigh.
- No holes in pants/shorts above mid-thigh that reveal skin or undergarments.
- No chains or straps.
- No undergarments should be visible. This includes see through outerwear.
- No bandannas
- No clothing which illustrates with words, symbols, or pictures condoning alcohol, violence, double-entendres, profanity, or membership or affiliation in any gang or cult.
- Piercings in or around the mouth are prohibited for safety reasons.

Students who violate the dress code will receive one warning from the office. In an attempt to keep the student in the educational environment, upon warning, the student may be issued appropriate clothing for the remainder of the day. On the second violation, the student will be assigned to detention. Continued violations will result in punishment according to the student discipline policy.

Cell Phones and Electronic Devices

Student cell phones and other personal electronic devices must be turned off and put away while the student is at school. Cell phones and personal electronic devices are only allowed to be used in the classroom, with teacher permission, and under direct teacher supervision. After the dismissal bell while students are waiting for parents to arrive, students must obtain the permission of the supervising teacher to use a cell phone or electronic device.

Students should have their district-provided Chromebook with them at all times. They should carry it in the provided case and have it charged.

Plagiarism, Cheating, and Forgery

This policy covers a wide range of infractions ranging from literary theft, to copying, and/or passing off another's work as one's own. It is the intention of Jackson Middle School that students gain full advantage of the educational experience during their tenure here. To accomplish this, each student must complete their own work to the best of their ability and within the guidelines set by the classroom teacher. Failure to do so will result in the following disciplinary action:

- Parent will be notified and the student will be referred to the office.

JACKSON MIDDLE SCHOOL DISCIPLINE CODE OF PUNISHMENT 2018-2019			
Incident	Frequency & Action		
	1st	2nd	3rd +
Classroom Misconduct	W-1 Det	1-3 Dets	ISS
Misuse of Class time	W-1 Det	1-3 Dets	ISS
General Misbehavior	W-1 Det	1-3 Dets	ISS
Inappropriate Language/Gestures	Det-OSS	Det-OSS	ISS-OSS
Tardy	W-1 Det	1-2 Dets	3 Dets-OSS
Disrespect/Insubordination	Det-OSS	Det-OSS	ISS-OSS
Arguing/Encouraging or minor Fighting	1 Det-ISS	4 Det-OSS	OSS
Major fighting	Det-OSS	OSS	OSS
Assault	W-OSS	OSS	OSS
Truancy	4 Dets	ISS	ISS-OSS
Skiping Class	1 Det/Hour	2 Det/Hour	ISS
Tobacco, c-cigarettes, vapes	ISS	ISS	ISS- OSS
Romantic/Public Display of Affection	W-OSS	Det-OSS	ISS-OSS
Use of/Possession of Dangerous Item or Weapon	5 Dets-Recommend to Supt.		
Stealing/Vandalism	2 Dets-OSS	ISS-OSS	OSS
Inappropriate Language or Gesture toward a Staff Member	2 Dets-OSS	OSS	OSS
Threats to a Staff Member	ISS-Recommend to Supt.		
Striking a Staff Member	Recommend to Supt.		
Influence/Possession/Drugs or Alcohol	10 Days OSS- Recommend to Superintendent		
Sale/Distribution of Drugs/Alcohol	10 Days OSS- Recommend to Superintendent		
Misbehavior at School Activities	1 Det-OSS	5 Dets-OSS	OSS
Threatening/Harassment	W-OSS	ISS-OSS	W-OSS
Dress Code Violation	W-1 Det	1-3 Dets	3-5 Dets
Electronic Device Violation	Device Confiscated, Parents must pick up-2 Det.		

ISS is defined as In-School Suspension; OSS is defined as Out-of-School Suspension.

***Bus misconduct problems will be arranged with the Director of Transportation. Bus riding privileges may be suspended or revoked.**

****Continued or serious discipline problems may result in suspension and/or referral to the Superintendent for extended suspension time of 11-180 days.**

The administration has the right to adjust any punishment as deemed necessary.

For further information and more complete policies please refer to *Information for Students and Parents: Regarding Student Conduct For School and School Activities*

Jackson R-II School District: Conduct Guide and the Safe Schools Act, Student Information

Because of the passage of the Safe Schools Act, school administrators must: inform law enforcement agencies of certain offenses, must establish and keep permanent student discipline records to keep track of certain offenses, and suspend or expel students for the first offense in some serious situations.

The following specific actions committed by students must be documented in a student's permanent discipline record.

Arson: Starting a fire or causing an explosion with the intention to damage property or buildings

Assault: Attempting to cause injury to another person (also see fighting)

Disparaging or Demeaning Language: Saying or writing things to harass, scare, or injure another person

Disrespectful Conduct or Speech: Saying, writing, or making gestures which are inappropriate to public settings directed at a staff member

Disruptive Speech or Conduct: Writing, saying, or taking actions that disrupt classroom work, school activities or school functions. Styles of dress that may be interpreted by the school administration as signifying gang affiliation will not be allowed on school property or at school activities.

Drugs/Alcohol: (1) Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, or drug related paraphernalia while at school or at any school activity **will result in student suspension from school at a minimum** for the first offense. (2) Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug related paraphernalia **will result in student expulsion from school at a minimum** for first offense. **Appropriate law enforcement agencies will be contacted.**

Extortion: Threatening or intimidating any student for the purpose of obtaining money or anything of value

False Alarms: Tampering with emergency systems, setting off false alarms, making false reports **will result in student suspension from school at minimum** for the first offense

Fighting: Mutual combat in which both parties have contributed to the conflict either verbally or by physical action (an unprovoked attack on another student will be viewed as an assault). **Appropriate law enforcement agencies will be contacted.**

Sexual Harassment: (1) Use of verbal, written or symbolic language that is sexually harassing. (2) Physical contact that is sexually harassing **will result in student suspension from school at minimum** for first offense.

Theft: Theft, attempted theft or willful possession of stolen property. **Appropriate law enforcement agencies will be contacted.**

Vandalism: Willful damage or the attempt to cause damage to property belonging to the school, staff, or other students. **Appropriate law enforcement agencies will be contacted.**

Weapons: Possession or use of any instrument or device that is customarily used for attack or defense against another person, or any instrument or device used to inflict physical injury to another person **will result in student suspension from school at minimum** for the first offense. **Appropriate law enforcement agencies will be contacted.**

JACKSON R-2 SCHOOL DISTRICT DISCIPLINE POLICIES

Updated 5/2014

INFORMATION FOR STUDENTS & PARENTS

REGARDING STUDENT CONDUCT

FOR SCHOOL AND SCHOOL ACTIVITIES

THIS UPDATE OF THE JACKSON R-2 SCHOOL DISTRICT STUDENT CODE

IS IN RESPONSE TO THE REQUIREMENTS OF THE SAFE SCHOOLS ACT OF 1996 (HB1301/1298). IT IS VERY IMPORTANT THAT WE MAINTAIN OUR EXCELLENT TRADITION OF GOOD STUDENT BEHAVIOR. WE BELIEVE THAT THIS HIGH STANDARD OF BEHAVIOR WILL ONLY CONTINUE THROUGH THE COOPERATIVE EFFORTS OF STUDENTS, TEACHERS, ADMINISTRATORS, AND PARENTS. PLEASE CONTACT YOUR BUILDING PRINCIPAL IF YOU HAVE QUESTIONS REGARDING ANY AREA OF OUR STUDENT CODE OF CONDUCT.

JACKSON R-2 SCHOOL DISTRICT REVISED STUDENT POLICIES

(REFERENCE: SAFE SCHOOLS ACT, 1996-HB1301 & HB1298)

Student Discipline

The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in district instructional and support programs, as well as at school-sponsored activities and events. 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 penalties and penalty ranges for the offenses and disciplinary issues described below are guidelines only. The Jackson R-2 School District expressly reserves the right to deviate from the guidelines as, in its sole discretion, it deems appropriate or necessary. The District also has the right to impose discipline for infractions or offenses in addition to those specifically described below to the extent allowed by law. Further, the District also reserves the right to contact or otherwise involve law enforcement even in circumstances not specifically referenced below.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) school days for violation of these policies, rules and regulations. Notice of suspension shall be given immediately to the parent or guardian, and to the superintendent.

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension by the superintendent or expulsion by the Board, both subject to appropriate due process procedures. The superintendent may suspend a student for up to 180 school days; however, expulsion of students is a function only of the Board of Education.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

Student discipline records will go with the student from year to year.

Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal to either contact the parent or guardian by written notice delivered by the student, through the mail, or by direct telephone contact.

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.

Student Discipline Offenses

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. **Any conduct not included herein, or an aggravated circumstance of any offense or an 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 addition, any suspension or expulsion may be modified by the superintendent on a case-by-case basis.**

1. Arson

*Starting a fire or causing an explosion with the intention to damage property or buildings. * ***

First Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will be suspended from school. The length of suspension will depend on the severity of the offense. Serious and dangerous offenses will be directed to the superintendent. Student disciplinary action may be for a period of 1-180 days out-of-school suspension or expulsion. This offense will be documented in a student's discipline record and will be reported to law enforcement officials. The school district will seek restitution of all damages.

Subsequent Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. This offense will be directed to the superintendent and the student will be expelled from school. This offense will be documented in a student's discipline record and will be reported to law enforcement officials. The school district will seek restitution of all damages.

2. Assault

*Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury. * ***

First Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will either be assigned after-school detention, assigned to In School Suspension, or suspended from school. The length of suspension will depend on the severity of the offense. Serious and dangerous offenses will be directed to the superintendent. Student disciplinary action may be for a period of 1-180 days out-of-school suspension or expulsion. This offense, if considered as a serious assault, will be documented in a student's discipline record and will be reported to law enforcement officials.

Subsequent Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will be suspended from school. The length of suspension will depend on the severity of the offense. Serious and dangerous offenses will be directed to the superintendent. Student disciplinary action may be for a period of 1-180 days out-of-school suspension or expulsion. This offense will be documented in a student's discipline record and will be reported to law enforcement officials.

3. Bus Misconduct

Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school.

In addition, to other disciplinary actions, bus riding privileges may be suspended or revoked. Parents will be notified of all misconduct while riding on a school bus.

4. Disparaging or Demeaning Language

*Use of words or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin. **

First Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will either be assigned after-school detention, assigned to In School Suspension, or suspended from school. The length of suspension will depend on the severity of the offense.

Subsequent Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will either be assigned after-school detention, assigned to In School Suspension, or suspended from school. The length of suspension will depend on the severity of the offense. Serious offenses will be directed to the superintendent. Student disciplinary action may be for a period of 1-180 days out-of-school suspension or expulsion. This offense, if considered as a serious offense, will be documented in a student's discipline record.

5. Disrespectful Conduct or Speech

*Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings directed at a staff member. **

First Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will either be assigned after-school detention, assigned to In School Suspension, or suspended from school. The length of suspension will depend on the severity of the offense.

Subsequent Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student may be suspended from school. The length of suspension will depend on the severity of the offense. Serious offenses will be directed to the superintendent. Student disciplinary action may be for a period of 1-180 days out-of-school suspension or expulsion. This offense, if considered as a serious offense, will be documented in a student's discipline record.

6. Disruptive Speech or Conduct

*Conduct or verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions. Styles of dress that may be interpreted by the school administration as signifying gang affiliation will not be allowed on school property or at school activities. **

First Offense: An administrative review will be held. There will be a principal and student conference. Parents may be notified. The student may be assigned after-school detention, assigned to In School Suspension, or suspended from school. The length of suspension, from 1-10 days, will depend on the severity of the offense as determined by the building principal.

Subsequent Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will be either be assigned after-school detention; assigned to In School Suspension; or suspended from school. The length of suspension will depend on the severity of the offense. Serious and dangerous offenses will be directed to the superintendent. Student disciplinary action may be for a period of 1-180 days out-of-school suspension or expulsion. This offense, if considered as a serious offense, will be documented in a student's discipline record.

7. Drugs/Alcohol

A. *Use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug related paraphernalia is prohibited. * For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, 195.010, RSMo., and in schedules I, II, III, IV and V in section 202© of the Controlled Substances Act, 21 U.S.C. 812(c).*

First Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will be suspended from school. The length of suspension will depend on the severity of the offense. Serious and dangerous offenses will be directed to the superintendent. Student disciplinary action may be for a period of 1-180 days out-of-school suspension or expulsion. This offense will be documented in a student's discipline record.

Subsequent Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will be suspended from school. The length of suspension will depend on the severity of the offense. Serious and dangerous offenses will be directed to the superintendent. Student disciplinary action may be for a period of 1-180 days out-of-school suspension or expulsion. This offense will be documented in a student's discipline record.

B. *Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia. * ***

First Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will be suspended or expelled from school. This offense will be documented in a student's discipline record and law enforcement officials will be notified. The superintendent will review all suspensions and expulsions and may modify all such disciplinary actions on a case-by-case basis.

8. Extortion

*Threatening or intimidating any student for the purpose of obtaining money or anything of value. **

First Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will either be assigned after-school detention, assigned to In School Suspension, or suspended from school. The length of suspension will depend on the severity of the offense. Serious offenses will be directed to the superintendent. Student disciplinary action may be for a period of 1-180 days out-of-school suspension or expulsion. This offense, if considered as a serious offense, will be documented in a student's discipline record.

Subsequent Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will be either be assigned after-school detention; assigned to In School Suspension; or suspended from school. The length of suspension will depend on the severity of the offense. Serious and dangerous offenses will be directed to the superintendent. Student disciplinary action may be for a period of 1-180 days out-of-school suspension or expulsion. This offense will be documented in a student's discipline record.

9. False Alarms

*Tampering with emergency equipment, setting off false alarms, making false reports. **

First Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will be suspended from school. The length of suspension will depend on the severity of the offense. Serious and dangerous offenses will be directed to the superintendent. Student disciplinary action may be for a period of 1-180 days out-of-school suspension or expulsion. This offense, if considered as a serious offense, will be documented in a student's discipline record.

Subsequent Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will be suspended from school. The length of suspension will depend on the severity of the offense. Serious and dangerous offenses will be directed to the superintendent. Student disciplinary action may be for a period of 1-180 days out-of-school suspension or expulsion. This offense will be documented in a student's discipline record.

10. Fighting

*Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. An unprovoked attack on another student will be viewed as an assault. **

First Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will either be assigned after-school detention, assigned to In School Suspension, or suspended from school. The length of suspension will depend on the severity of the offense. Serious and dangerous offenses will be directed to the superintendent. Student disciplinary action may be for a period of 1-180 days out-of-school suspension or expulsion. This offense, if considered as a serious offense, will be documented in a student's discipline record.

Subsequent Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will be suspended from school. The length of suspension will depend on the severity of the offense. Serious and dangerous offenses will be directed to the superintendent. Student disciplinary action may be for a period of 1-180 days out-of-school suspension or expulsion. This offense, if considered as a serious offense, will be documented in a student's discipline record and if an assault, law enforcement officials will be notified.

11. Public Display of Affection

Physical contact which is inappropriate for the school setting.

First Offense: An administrative review will be held. There will be a principal and student conference. Parents may be notified. If, as a result of the administrative review and student conference, further disciplinary action is indicated the student will either be assigned after-school detention, assigned to the In School Suspension, or suspended from school. The length of suspension will depend on the severity of the offense.

Subsequent Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will either be assigned after-school detention, assigned to In School Suspension, or suspended from school. The length of suspension will depend on the severity of the offense.

12. Sexual Harassment

*A. Use of verbal, written or symbolic language that is sexually harassing. **

First Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student may be assigned after-school detention, assigned to In School Suspension, or suspended from school. The length of suspension will depend on the severity of the offense. Serious and dangerous offenses will be directed to the superintendent. Student disciplinary action may be for a period of 1-180 days out-of-school suspension or expulsion. This offense, if considered as a serious offense, will be documented in a student's discipline record.

Subsequent Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will be suspended from school. The length of suspension will depend on the severity of the offense. Serious and dangerous offenses will be directed to the superintendent. Student disciplinary action may be for a period of 1-180 days out-of-school suspension or expulsion. This offense, if considered as a serious offense, will be documented in a student's discipline record.

B. Physical contact that is sexually harassing. *

First Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will be suspended from school. The length of suspension will depend on the severity of the offense. Serious and dangerous offenses will be directed to the superintendent. Student disciplinary action may be for a period of 1-180 days out-of-school suspension or expulsion. This offense will be documented in a student's discipline record.

Subsequent Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will be suspended from school. The length of suspension will depend on the severity of the offense. Serious and dangerous offenses will be directed to the superintendent. Student disciplinary action may be for a period of 1-180 days out-of-school suspension or expulsion. This offense will be documented in a student's discipline record.

13. Theft

*Theft, attempted theft or willful possession of stolen property. * ***

First Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will either be assigned after-school detention, assigned to In School Suspension, or suspended from school. The length of suspension will depend on the severity of the offense. Serious and dangerous offenses will be directed to the superintendent. Student disciplinary action may be for a period of 1-180 days out-of-school suspension or expulsion. This offense, if considered as a serious offense, will be documented in a student's discipline record and law enforcement officials may be notified. The school district will seek restitution of all loss by theft.

Subsequent Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will be suspended from school. The length of suspension will depend on the severity of the offense. Serious and dangerous offenses will be directed to the superintendent. Student disciplinary action may be for a period of 1-180 days out-of-school suspension or expulsion. This offense will be documented in a student's discipline record and law enforcement officials may be notified. The school district will seek restitution of all loss by theft.

14. Tobacco

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

First Offense: An administrative review will be held. There will be a principal and student conference. Parents may be notified. The student will either be given a warning, assigned after-school detention, or assigned to In School Suspension.

Subsequent Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will either be assigned after-school detention, assigned to In School Suspension, or suspended from school. The length of suspension, from 1-10 days, will depend on the circumstances of the offense.

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

First Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will either be assigned after-school detention, assigned to In School Suspension, or suspended from school. The length of suspension, from 1-3 days, will depend on the circumstances of the offense.

Subsequent Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will either be assigned after-school detention, assigned to In School Suspension, or suspended from school. The length of suspension, from 1-10 days, will depend on the circumstances of the offense.

15. Truancy

Absence from school without the knowledge and consent of parents/guardian and/or the school administration.

First Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will either be assigned after-school detention or assigned to In School Suspension.

Subsequent Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will be either be assigned after-school detention, assigned to In School Suspension, or suspended from school. The length of suspension will, from 3-10 days, will depend on the circumstances of the offense.

16. Vandalism

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

First Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will either be assigned after-school detention, assigned to In School Suspension, or suspended from school. The length of suspension will depend on the severity of the offense. Serious and dangerous offenses will be directed to the superintendent. Student disciplinary action may be for a period of 1-180 days out-of-school suspension or expulsion. This offense, if considered as a serious offense, will be documented in a student's discipline record and law enforcement officials will be notified. Restitution of all damages may be sought.

Subsequent Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will be assigned to In School Suspension or suspended from school. The length of suspension will depend on the severity of the offense. Serious and dangerous offenses will be directed to the superintendent. Student disciplinary action may be for a period of 1-180 days out-of-school suspension or expulsion. This offense will be documented in a student's discipline record and law enforcement officials will be notified. Restitution of all damages may be sought.

17. Weapons

A. *Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or § 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person. **

First Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will be assigned after school detention, to In School Suspension, or suspended from school. The length of suspension will depend on the severity of the offense. Serious and dangerous offenses will be directed to the superintendent. Student disciplinary action may be for a period of 1-180 days out-of-school suspension or expulsion. This offense, if considered as a serious offense, will be documented in a student's discipline record.

Subsequent Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will be suspended or expelled from school. The expulsion or the length of suspension will depend on the severity of the offense. Serious and dangerous offenses will be directed to the superintendent. Student disciplinary action may be for a period of 1-180 days out-of-school suspension or expulsion. This offense will be documented in a student's discipline record.

B. *Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in § 571.010, RSMo. * ***

First Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will either be suspended or expelled from school for a period of one calendar year. This offense will be documented in a student's discipline record and law enforcement officials will be notified. The superintendent may modify all suspensions and expulsions on a case-by-case basis.

* Denotes misconduct that requires documentation in a student's discipline record.

** Indicates an offense that is required to be reported to the appropriate law enforcement agency.

Discipline of Students with Disabilities

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 for law enforcement action when required by law and/or 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.

Detention and/or In-School Suspension

The provisions of detention or an in-school suspension program for student violations of policies, rules and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. When this alternative is appropriate, students will be assigned to serve a specified time period in the in-school suspension program. These assignments, and the determination of the time period for them, shall be determined by the principal, or his or her designee. In-school suspension in Jackson R-2 School District is available for grades 6-12.

Student Suspension and Expulsion

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 regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school.

Therefore, the administrative prerogative to exclude a student from school because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students or the property of the school is permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the student and the school.

The term "suspension" refers to an exclusion from school that will not exceed a specific period of time. The term "expulsion" refers to exclusion for an indefinite period.

Out of School Suspensions

In Missouri, a principal may suspend a student for up to ten (10) 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 he or she 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; and give the student an opportunity to present his or her version of the incident.
2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply unless the student is disabled. (If the student is disabled, the procedures described in the policy dealing with the discipline of disabled children apply.)
3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate.
4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.
5. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part or in full, at any time.
6. If a student is suspended for more than ten (10) school days, the following rules also apply:
 - A. The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president.
 - B. If the student gives notice that he or she wishes 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.
 - C. 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.
 - D. 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.
 - E. 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.

F. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

Suspensions For 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 or principal must (a) tell the student, either orally or in writing, what misconduct he or she 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 his or her 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 is disabled. (In the case of a disabled student, the procedures described in the policy dealing with the discipline of disabled children shall apply.)
 - A. The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 school days. 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, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy, 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 or 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.

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, to consider appeals from student suspensions in excess of ten (10) 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 or guardians. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.
2. 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, his or her 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. A licensed court reporter may record the hearing and prepare a written transcript.

3. 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.

Discipline Reporting and Records

In compliance with state law, the Board of Education establishes explicit channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors which endanger the welfare or safety of students, staff and patrons of the district. The purpose of this policy is to designate specific actions committed by students which must be reported to teachers, administrators and/or law enforcement officials as well as those actions which must be documented in a student's discipline record.

Definitions

The following definitions and terms apply to this policy:

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 a school bus in service on behalf of the district, or while involved in school activities.
2. **Serious Physical injury** -- Physical injury that creates a 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:
 - Any act of school violence.
 - Any offense which occurs on school grounds, on school buses or at any school activity which is required by law to be reported to law enforcement officials.
 - Any offense which results in an out-of-school suspension for more than ten (10) 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.

Reporting to School Staff

School administrators shall report acts of school violence to teachers and other school district employees with a need to know. In addition, any portion of a student's Individualized Education Program (IEP) that is related to demonstrated or potentially violent behavior shall be provided to any teacher and other district employees with a need to know.

Teachers and other school district employees who have a need to know will also be informed by the superintendent or designee of any act committed by a student in the district which is reported to the district by a juvenile officer in accordance with state law. The report from the juvenile officer shall not be used as the sole basis for denying educational services to a student.

Any teacher who is aware of an incident in which a person is believed to have committed an act which if committed by an adult would be first, second or third degree assault, sexual assault or deviate sexual assault against a student or school employee, while on school property, buses or at school activities shall immediately report such incident to the principal. The teacher shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

Reporting to Law Enforcement Officials

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

- First or second degree murder under §§ 565.020, .021, RSMo;

- Voluntary or involuntary manslaughter under § 565.024, RSMo;
- Kidnapping under § 565.110, RSMo;
- First, second, or third degree assault under §§ 565.050, .060, .070, RSMo;
- Sexual assault under §§ 566.040, .070, RSMo;
- Forcible rape or sodomy under §§ 566.030, .060, RSMo;
- Burglary in the first or second degree under §§ 569.160, .170, RSMo;
- Robbery in the first degree under § 569.020, RSMo;
- Possession of a weapon under chapter 571, RSMo;
- Distribution of drugs under §§ 195.211, .212, RSMo;
- Arson in the first degree under § 569.040, RSMo;
- Felonious restraint under § 565.120, RSMo;
- Property damage in the first degree under § 569.100, RSMo.

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

The principal shall immediately report to the appropriate law enforcement agency and superintendent any incident in which a person is believed to have committed an act which if committed by an adult would be first, second or third degree assault, sexual assault or deviate sexual assault against a student or school employee, while on school property, buses or at school

activities. The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

Student Discipline Records

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to teachers and other school district employees with a need to know, and shall be provided in accordance with state law to any school district in which the student subsequently attempts to enroll within five (5) business days of receiving the request. Personally identifiable student records will only be released or destroyed in accordance with state and federal law. Student discipline records will go with the students from year to year.

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 is maintained in the schools.

STUDENT HEALTH SERVICES

Health services are provided by or are under the direction of a registered professional nurse. In the event of illness or injury during school, students should report to the school nurse with a pass from a classroom teacher. Upon the nurse's evaluation, the student may be sent home after consultation with the student's parent. The school nurse for your school may also provide services to other schools. If you need to contact the school nurse, please call your school office.

Students should not contact a parent or guardian via cell phone regarding an illness. It is important that students see the school nurse if they become ill at school. In the event a parent or guardian chooses to sign out a student after being notified of an illness by the student via cell phone, the absence will count as unexcused.

Illness and Injury

In case of illness or injury during school, students must obtain a pass from their teacher to admit them to the nurse's office. To decrease the spread of potential communicable diseases, students exhibiting symptoms of impending illness may be sent home at the discretion of the school nurse. Factors considered before sending students home include a temperature of 100 degrees or higher, vomiting, or other symptoms that affect their ability to be productive at school. **Students should not return to school until they are symptom free (fever, vomiting, diarrhea, or unusual or unexplained rash) for 24 hours without medication.** If a child is diagnosed with an infectious disease such as strep throat, impetigo, pink eye, etc. the child will not be allowed to return to school until they have been on an antibiotic for 24 hours.

In cases of serious injury or illness, the school nurse will 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 will be contacted as soon as possible. **PARENTS ARE RESPONSIBLE FOR PROVIDING THE SCHOOL A PHONE NUMBER WHERE THEY CAN BE REACHED IN THE EVENT OF AN EMERGENCY.**

Medication

Medication administered through the school office to students will be by the school nurse or designated school personnel trained and supervised by the school nurse. All medication administered through the school nurse must meet the following guidelines.

- The prescription medication shall be in the original container labeled with the physician's prescription.
- The first dose of a new medication will not be administered at school.
- A "Request for Giving Medication" form must be completed and signed annually by a parent/guardian for each medication administered at school. A new form must be completed at the time of a medication dose change.
- Medication should be delivered to the school by a parent/guardian or other designated adult. A one month supply of a student's medication can be stored at the school.
- The school nurse will not administer medication amounts exceeding the recommended daily dosage indicated by the manufacturer.
- If a student has a health concern that requires medication on an as needed basis for emergency situations, then specific written instructions must be provided as to when and under what circumstances medication is to be administered. This information should be provided and signed annually by the student's doctor.
- Over the counter medication may be dispensed for a specific condition by the school nurse upon written request or verbal permission by the parent/guardian.
- Over the counter medication brought to school, must be in its original container and kept in the nurse's office.
- Students in grades 10-12 may carry their own over the counter medication and consume as directed. (Students in grades 7-9 who participate in school sponsored after school activities may carry their own over the counter medication with school nurse and parent agreement).

SELF-ADMINISTRATION OF MEDICATION BY STUDENTS

An authorized prescriber may recommend that an individual student with a chronic health condition assume responsibility for his or her own medication. The district will allow students to self-administer medication for the treatment of asthma and anaphylaxis in accordance with board policy JHCD. The District may allow students to self-administer other medications in accordance with law. The district will not allow any student to self-administer medications unless:

1. The medication was prescribed or ordered by the student's physician.
2. The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
3. The student has demonstrated proper self-administration technique to the school nurse.
4. The student's parent has signed a statement authorizing self-administration and acknowledging that the District and its employees or agents will incur no liability as a result of any injury arising from the self administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

POSSESSION OF SELF-ADMINISTERED MEDICATION

An authorized prescriber may recommend that an individual student with a chronic health condition be allowed to be in possession of his or her medication on district property for the purposes of self-administration. The district will permit possession of medication for the treatment of asthma or anaphylaxis on district property, at district-sponsored activities, and in transit to and from school or activities in accordance with law. No student will be permitted to possess any medication unless the parent/guardian has submitted all required authorizations and releases in accordance with board policy JHCD.

IMMUNIZATIONS

Immunizations are essential for the protection of students and are required by Missouri Law for students to be enrolled in and attend school. The parent or guardian must furnish the school satisfactory evidence of immunization in the form of a statement, certificate, or record from a physician or other health facility or a statement of medical or religious exemption from immunizations against diseases. (A religious exemption must be completed every year.) Students without proper immunization documentation will not be permitted to attend school. Please contact the school nurse if you have questions regarding immunization requirements.

SCREENINGS

The Jackson R-2 School District will conduct screening exams in the areas of speech/language, hearing, vision and scoliosis for the following grades:

- Hearing – 1st, 3rd, & 6th
- Vision – Kindergarten, 1st, 3rd, & 6th
- Scoliosis – 6th & 8th for girls and 9th for boys
- Speech – Kindergarten, 1st, 2nd
- Dental – PreK through 10th

If a concern is detected in any area screened, the student's parent/guardian will be notified.

HEAD LICE PROCEDURES

The procedures listed will be in effect to control the spreading of head lice at school:

1. If head lice/eggs (nits) are discovered on a student, the student will be removed from the classroom and the parent/guardian will be called to remove the student from school
2. When head lice/eggs (nits) are discovered on a student, all siblings attending one of the Jackson R-2 Schools will be checked.

3. Parents will be provided information concerning procedures to eliminate the head lice.
4. After treatment is completed and prior to returning to the classroom, the student must come to the nurse's office for an examination. If eggs (nits) or lice are found, the students will not be allowed to return to the classroom.

Students cannot attend school unless the school nurse or designated school person has determined that they are free of eggs (nits) and/or head lice.

SPECIAL HEALTH CONCERNS

It is important for parents to inform the school nurse of special health conditions which may be a concern or necessitate emergency care at school. Examples of special health conditions are: a hearing loss, severe allergies, asthma, diabetes, and seizure disorders. Please complete a Student Health History form and send it to your child's school nurse. School nurses will share information that may constitute an emergency at school or impact a child's education with other Jackson R-2 staff members on a need to know basis.

JACKSON SCHOOL DISTRICT PUBLIC NOTICE

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 Jackson R-2 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction.

Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Jackson R-2 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Jackson R-2 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Jackson R-2 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at 614 E. Adams St., Jackson, MO on Monday through Friday from 8:00 a.m. – 5:00 p.m.

This notice will be provided in native languages as appropriate.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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 School receives a request for access.
Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official 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 are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
Parents or eligible students who wish to ask the School to amend a 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 school 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 is a person employed by the school 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 or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use 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 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 school discloses education records without consent to officials of another 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.
 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] 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

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(I) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to

effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

NOTICE FOR DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Jackson R-2 School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.¹

If you do not want the District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing within 10 days after the annual public notice is provided. The Jackson R-2 School District has designated the following information as general directory information:

-Student’s name	-Participation in district-sponsored or district-recognized activities and sports
-Parents’ names	-Weight and height of members of athletic teams
-Grade level	-Degrees, honors, and awards received
-Enrollment Status	-Photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.
-Dates of Attendance	
- Artwork or course work displayed by the district	
-Schools or school districts previously attended	

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

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 governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division of the Department of Social Services:

-The parents' addresses, telephone numbers and e-mail addresses.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 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 parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
 1. Any other protected information survey, regardless of funding;
 2. 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, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Jackson R-2 School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Jackson R-2 School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Jackson R-2 School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Jackson R-2 School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at the time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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

COMPLAINT RESOLUTION PROCEDURE FOR FEDERAL PROGRAMS

Complaint resolution procedure applies to all federal programs in which the Jackson R-2 School District participates.

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with the **Jackson R-2 Public Complaints Policy: Policy KL** (available at the Jackson R-2 Board of Education Office, 614 East Adams). If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may field a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone needing more information about the complaint resolution policy and procedure may contact Dr. Rita Fisher at the Jackson Board of Education Office (243-9501).

PARENT'S RIGHT TO KNOW

Our district is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

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

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

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

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

NOTICE OF NONDISCRIMINATION

The Jackson R-2 School District is committed to maintaining a workplace and educational 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 District also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Jackson R-2 School District is an equal opportunity employer.

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.

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 student may have a disability regardless of whether the student is currently enrolled in the Jackson R-2 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.

The District's nondiscrimination policy and grievance forms are located on the District's website at www.jacksonr2schools.com or at any District office.

The following compliance officer has been designated to address inquiries, questions and grievances regarding the District's nondiscrimination policies:

Dr. Beth Emmendorfer
614 E. Adams St.
573-243-9501, phone
573-243-9503, fax
bemmendorfer@jackson.k12.mo.us

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 Superintendent of Schools.

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, or the U.S. Department of Justice if applicable.

Office for Civil Rights
Phone: 816-268-0550
TDD: 877-521-2172
E-mail: OCR.KansasCity@ed.gov

Equal Employment Opportunity Commission
Phone: 800-669-4000
TTY: 800-669-6820

E-mail: AskDOJ@usdoj.gov

Missouri Commission on Human Rights
Phone: 800-735-2466
TDD: 800-735-2966
Relay Missouri: 877-781-4236
E-mail: mchr@dohr.mo.gov

U.S. Department of Justice
Phone: 202-514-2000
TTY: 202-514-0716

504 PUBLIC NOTICE

The Jackson R-2 School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake 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 parents or guardians of the District's duty.

The Jackson R-2 School District assures that it will provide a 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 an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet 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 504 federal regulations.

The Jackson R-2 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 at 614 E. Adams St., Jackson, MO 63755.

This notice will be provided in native languages as appropriate.

JMS Policy for
CELL PHONES AND ELECTRONIC DEVICES

Student cell phones and personal electronic devices must be turned off and put away while the student is at school. Cell phones and personal electronic devices are only allowed to be used in the classroom, with teacher permission, and under direct teacher supervision. After the dismissal bell while students are waiting for parents to arrive, students must obtain the permission of the supervising teacher to use a cell phone or electronic device.

Students should have their district-provided Chromebook with them at all times. They should carry it in the provided case and have it charged.

Furthermore, students should not contact a parent or guardian via cell phone regarding an illness while at school. It is important that students see the school nurse if they become ill at school. In the event a parent or guardian chooses to sign out a student after being notified of an illness by the student via cell phone (rather than the school nurse), the absence will count as unexcused.

By signing, I confirm that I have read and understand the policy above. I also understand that the misuse of cell phones or electronic devices at JMS will result in disciplinary action.

_____ Student Name	_____ Student Signature	_____ Date
_____ Parent Name	_____ Parent Signature	_____ Date

After signing, please tear this page out and return to your school as soon as possible.