



Jackson High School will ensure that every student develops the essential skills to be successful in life.

Jackson High School Office Staff:

Principal

Seth Harrell

Assistant Principals

Brad Berry (A-D)

Roseann Bruns (L-R)

Andlle Naeter (S-Z)

Travis Wilson (E-K)

John Martin - Athletic Director

Matt Roethemeyer - Assistant AD

School Resource Officers

Ron Styer

Danny Bronson

Counselors

Lori Kayser (L-R)

Laura McClard (E-K)

Charon Shy (A-D)

Katlyn Turner (S-Z)

Administrative

Professionals

Terri Batz

Angie Bauer

Emma Brewer

Josie Dittlinger

Emilie Hamm

Kathy Childers

Carol Poat

Julie Toft

Jackson High School

Alma Mater

Jackson High School, Jackson High School
Happy Youthful Days,
Evermore shall we be loyal,
Ever Bring thee praise

Wave the colors red and black,
And give the dear old yell.
Long life to our Jackson High School,
Here's to Jackson High

Jackson High School Bell Schedule 2020-2021

RED Day - Odd Classes

1st: 7:55-9:30 (95 min)

3rd: 9:35-11:10 (95 min)

A

(100 min class, 33 min lunch)

Lunch 11:10-11:38

5th Hr 11:43-1:23

B

(95 min class, 33 min lunch)

5th Hr 11:15-11:43

Lunch 11:43-12:11

5th Hr 12:16-1:23

C

(95 min class, 33 min lunch)

5th Hr 11:15-12:22

Lunch 12:22-12:50

5th Hr 12:55-1:23

D

(100 min class, 33 min lunch)

5th Hr 11:15-12:55

Lunch 12:55-1:23

(5 min cleaning between A/B lunch)

(11 min cleaning between B/C lunch)

(5 min cleaning between

C/D lunch)

7th Hour: 1:28-3:03 (95 min)

BLACK Day - Even Classes

2nd: 7:55-9:30 (95 min)

4th: 9:35-11:10 (95 min)

A

(100 min class, 33 min lunch)

Lunch 11:10-11:38

6th Hr 11:43-1:23

B

(95 min class, 33 min lunch)

6th Hr 11:15-11:43

Lunch 11:43-12:11

6th Hr 12:16-1:23

C

(95 min class, 33 min lunch)

6th Hr 11:15-12:22

Lunch 12:22-12:50

6th Hr 12:55-1:23

D

(100 min class, 33 min lunch)

6th Hr 11:15-12:55

Lunch 12:55-1:23

(5 min cleaning between A/B lunch)

(11 min cleaning between B/C lunch)

(5 min cleaning between

C/D lunch)

8th Hour (Advisory): 1:28-3:03 (95 min)

Welcome to the 2020-2021 school year! The information and procedures outlined in this handbook are designed to ensure that our school runs smoothly and allows for every student to be successful. This information has been carefully prepared so that students and families have a clear understanding of our school and how we operate on a day to day basis. We encourage you to review this information and contact us with any questions or concerns.

It is our hope that all students become an integral part of our school. Students are encouraged to get involved in the many clubs, organizations, and extra-curricular activities that we offer. We feel that student involvement leads to several opportunities to develop positive relationships with their peers and teachers. We wish all of our students a successful school year!

HIGH SCHOOL HOURS OF OPERATION

The high school doors will be open at 7:00 a.m. The main office will open at 7:30 a.m. and close at 4:30 p.m.

VISITORS

All visitors must report to the main entry on Missouri Street and push the access button located on the wall. JHS staff will communicate with visitors. For the current school year, 2020-2021, visitors will be asked to remain outside unless it is necessary to enter the building. Anyone entering the building must report to the office before contacting any student, teacher, or staff member. All visitors must have administrative approval to be on the high school campus and will be issued a visitor's pass. Messages and deliveries from home should be left in the office. All florist deliveries will be accepted only during the last period of the school day. Messages will be sent to students to pick the floral deliveries up at 3:05 p.m.

STUDENT PARKING

Students parking on the school campus or in the vicinity of the high school are expected to leave their vehicles and exit the parking areas upon their arrival. Parking and driving violations may result in disciplinary action. Parking violations can include but are not limited to parking in faculty parking lots/spaces, handicap spots, visitor spots or parking in any manner that does not allow another vehicle to exit the lot.

COUNSELING

Counseling services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study aids, assistance with home problems, school and/or social and emotional concerns. Students desiring to visit a counselor may drop in or contact the secretary in the guidance office to arrange for an appointment.

SCHEDULE CHANGES

If students should be placed incorrectly in a class, have major career objective changes, do not have the ability to be successful or their ability is too high for the course content, schedule changes may be permitted through the recommendations of the instructors, administration, parents, and counselors. Any request for a schedule change should take place during the first 3 days of classes each semester. Full year classes are not to be dropped at the end of the first

semester unless grade problems exist or teachers recommend the change.

Students will not be allowed to change instructors within the same teaching area, unless they have failed the course earlier with the assigned instructor.

COLLEGE DAY

Seniors will be allowed to take TWO college days during their senior year if their total absences are less than six days that semester and have been approved by the office. College days count as days absent from school and must be pre-arranged at least ONE day in advance with a note from a parent. Juniors may take one college day following the same requirements. Upon the student's return to school, a note or letter from the registrar or college official is required. No college days will be allowed the last six weeks of school.

LEAVING SCHOOL GROUNDS

Students are not allowed to leave campus without permission for school administration. This approval will first come from the parent or guardian through a note, a parent visit, or a phone call to the office. This verification must be made to the office before the student leaves campus. After office approval, students must sign-out in the office. If a student is signing out due to sickness, they need to do so through the school nurse to be excused.

LUNCH ACCOUNTS

Students are allowed to charge up to \$15.00 for lunch. If students exceed their charge limit, an alternate meal may be provided. Please let us know of any concerns with your students lunch account.

SUCCESS CENTER

Students who need academic assistance, access to technology, or a quiet place to do their school work, can attend Success Center in our library from 3:10-5:00 p.m. Success Center is available Monday-Thursday and is staffed with a certified teacher in either math, English, social studies, or science.

ELIGIBILITY

To be eligible for any activity sanctioned by MSHSAA, a student must be currently enrolled in and regularly attending courses that offer a minimum of 3.00 units of credit and must have earned a minimum of 3.00 units of credit the preceding semester.

If a student misses class on the date of a contest without being excused by the administration he (she) will not be considered eligible to compete on that date. Illness is not a satisfactory excuse. If a student is too sick to come to school, then the student is too sick to participate in a school activity. All excuses should be prearranged.

Students assigned to in school suspension are not eligible to participate in school activities the day(s) of the assignment. Students suspended from school may not participate or attend any school activities while under suspension. Students attending school activities should be in attendance at school for a minimum of four hours the day of or the day preceding the activity.

NCAA ELIGIBILITY

The NCAA has approved the following courses for use in establishing the initial-eligibility certification status of student-athletes from this school. Some course titles may begin with one of the following prefixes. These prefixes are defined as follows:

= Only students who have received proper NCAA approval for their diagnosed learning disability may receive credit for these approved courses.

! A student will receive no more than one NCAA mathematics credit for the successful completion of any two courses so noted.

!! A student will receive NCAA mathematics credit according to the unique credit values noted.

< A student receives no more than one unit of NCAA natural/physical science credit for the successful completion of all courses so noted.

<< A student will receive no more than one and one-half units of NCAA natural/physical science credit for the successful completion of all courses so noted.

<<< A student will receive no more than two units of NCAA natural/physical science credit for the successful completion of all courses so noted.

Courses designated with a '=' symbol are courses that may be used only by students with a diagnosed disability. Also, in order for a student to receive credit for a course designed for students with disabilities, the student must have provided verification of his or her status by presenting to the NCAA Initial-Eligibility Clearinghouse either (1) a nonstandard ACT or SAT score; or (2) notice of disability designation by the NCAA Disability Services staff.

NCAA legislation permits a student to receive credit for a core course only one time. As a result, if a student repeats the core course, the student will only receive credit once for the core course and the highest grade earned in the course will be included in the calculation of the student's core-course grade-point average. Likewise, if a student completes a course that is duplicative with another core course, the student will only receive credit once for the core course and the highest grade earned in the course will be included in the calculation of the student's core-course grade-point average.

NCAA APPROVED CORE COURSES

ENGLISH

=LD/LA 1
=LD/LA 2
=LD/LA 3
ADV Language Arts 1
ADV Language Arts 2
AP English
Cont. Literature
CP Writing
Debate
Early English Lit
Language Arts 1
Language Arts 2

MATHEMATICS

Algebra 1
Algebra 2
ADV Algebra 2
Algebra 3
AP Calculus
Geometry
Math-Analysis
Statistical Reasoning
Trigonometry

Social Science

=LD/ Am History

Language Arts 3
Language Arts 4
Literature of Drama
Modern English Lit
Short Story
Speech 1
Speech 2

=LD/ Government
=LD/ World History
American History
American History/ AP
Current Events
Government
AP Government
Psychology
Recent U.S. History
World History

NATURAL/PHYSICAL SCIENCE

=LD/ Physical Science (lab)
ADV Biology (lab)
AP Chemistry (lab)
AP Physics (lab)
Applied Genetics (lab)
Basic Biology (lab)
Biology/ AP
Chemistry (lab)
Earth Science (lab)
Earth Science/ ADV (lab)
Physical Science (lab)
Physical Science (lab)
Physics (lab)
Physiology/ Human Anatomy

ADDITIONAL CORE COURSES

Computer Applications
Computer Applications/ ADV
Desktop Publishing
French 1
French 2
French 3
French 4
German 1
Internet/ Web Page Design
Multimedia/ Presentation
Spanish 1
Spanish 2
Spanish 3
Spanish 4

STUDENT CLASSIFICATION

Third year Jackson High School Students must have at least 18 units of credits in order to be considered a senior and participate in senior class activities. In order to be considered a junior, a student must have completed and passed at least 11 units of credit by the end of their sophomore year. To be considered a sophomore a student must have 4 units of credit.

GRADING SCALE

Jackson High School has adopted the following grading scale:

Grade	Percent %	GPA	Example GPA
A	96-100	11	English: B = 8
A-	90-95	10	Math: A- = 10
B+	87-89	9	Science: B- = 7
B	83-86	8	History: B+ = 9
B-	80-82	7	Art: C+ = 6
C+	77-79	6	PE: B- = 7
C	73-76	5	Foreign Language: A = 11
C-	70-72	4	
D+	67-69	3	Total = $58/7 = 8.28$
D	63-66	2	
D-	60-62	1	
F	0-59	0	

Converting GPA to a 4.0 scale (multiply GPA by 4, divide that number by 11)

Ex. $GPA = 8.28 \times 4 = 33.12 / 11 = 3.01$

HONOR ROLL

Scholastic Honors: For all students with a cumulative grade point average of 12.0 or better.

(CERTIFICATES WILL BE PRESENTED TO SCHOLASTIC HONOR ROLL
STUDENTS WHO MAKE **SEMESTER** SCHOLASTIC HONORS.)

"A" Honor Roll: For all students with a cumulative grade point average of 10.0 to 11.99.

"B" Honor Roll: For all students with a cumulative grade point average of 8.0 to 9.99.

POWER OF ICU

All students are expected to demonstrate mastery of the Missouri Learning Standards. To ensure that every student has the ability to accomplish this, every quality assignment is expected to be completed by every student.

The ICU approach is an important aspect of student academic success at Jackson High School. ICU will serve as an important resource for academic success and intervention. This process will place a heavy emphasis on providing students with remediation, enrichment, support, and multiple opportunities for extra academic assistance to ensure that every student learns at the highest level. We want EVERY student to complete EVERY quality assignment.

JHS will use the following ICU (Intensive Care Unit) Procedures:

1. Students will be placed on the ICU list if they have an incomplete assignment.
Parents/guardians will receive an email notification when a student is put on the list.
When the assignment is completed and turned in, the student will be taken off the list.
2. If the student needs more assistance with their work, teachers, ICU Lifeguards, and other school staff will determine if the student needs to have a Working Lunch, attend Success Center after school, attend Saturday school, or work on their assignments during Collaboration or Advisory.
3. ICU Lifeguards will check in with students to check on progress during 5th hour.
4. Students who consistently are not meeting expectations due to non-compliance may have to receive discipline from school administration.

ADVISORY

Advisory is one of the most important academic, social, emotional, and behavioral systems of intervention at JHS. Each student is assigned an Advisory teacher and will stay with that same Advisory teacher and class for all four years of high school. For more information on our Advisory period, please refer to the following link.

[Advisory Information](#)

CLUBS AND ORGANIZATIONS

The following clubs and organizations are offered to students as a way to develop leadership, responsibility, group involvement, and to promote a common interest.

1. Drama Club
2. FBLA (Future Business Leaders of America)
3. FCA (Fellowship of Christian Athletes)
4. FFA (Future Farmers of America)
5. FCCLA (Family, Career, and Community Leaders of America)
6. FTA (Future Teachers of America)
7. French Club
8. Guitar Club
9. Hi-Step
10. J-Click
11. J-Crue - Pep Club
12. JAGR (Jackson Area Game and Roll Playing)
13. Key Club
14. National Honor Society
15. Peer Tutors
16. Prism
17. Jackson Flight - Journalism
18. Robotics Team
19. Scholar Bowl
20. Science Club
21. Silver Arrow

22. Spanish Club
23. Spear It Dancers (Dance Team)
24. Speech and Debate
25. JHS Press (School Newspaper)
26. Student Council

SCHOOL SPONSORED TRIPS

JHS staff schedules all buses to games or field trips and each bus is under the direction of a faculty member. School buses are provided to students for extra activities. Students are expected to ride to and from all school activities on the buses provided. Behavior on the school bus is the same as expected in the classroom.

ATTENDANCE POLICY

***Due to the COVID-19 Pandemic, attendance policies may be modified on a case-by-case basis.**

Absences from the regular classroom learning experiences disrupt the instructional process not only for the individual student that is absent, but for the instructor and the remainder of the class as well. The benefit of regular classroom instruction is essential for all students in order that they will gain the most from their high school educational experience. Most students that are absent from classes frequently experience a great deal of difficulty in making satisfactory grades and in keeping up with their assignments.

In an effort to keep parents and guardians informed regarding attendance standard form letters will be sent to the parents at 21, 35, and 42 hours of absence. All absences will be considered unexcused until arrangements have been made via the parent/guardian and administration to excuse the absence. Anytime the student is absent it is necessary for the parent/guardian to contact the school prior to 10:00 a.m. the following day or the absence will be considered unexcused and appropriate disciplinary action will be taken toward the student.

The principal or his/her designee will determine whether an absence is excused or unexcused.

Attendance records will be kept by the hour and anytime a student is absent an hour of school that time is counted toward the student's attendance.

A total of six (6) absences per semester will be allowed for each student. **All absences excused or unexcused will count toward the six (6) absences.** After six (6) absences medical verification will be required before further absences will be excused. All school sponsored activities, failure of the bus to run, and/or suspension of students by the administration will not count toward the six (6) days of attendance.

Examples of **unexcused absences** would be, but not limited to the following: truancy, hunting, leaving school without signing out, elected suspension, work, missed bus or car trouble,

shopping, haircut appointments, oversleeping, needed at home, and/or personal business. Final decision regarding unexcused absences will be made by the administration.

An **excused absence** will be defined as an illness of the student, death/tragedy in the immediate family, physicians appointments (timed notes from the physician's office stating the time the appointment was finished, may be required upon return to school). Moreover, a student's absence will be considered excused if the school nurse evaluates the student and sends the student home. All absences other than sickness should be arranged and approved in advance by the principal and/or his designee.

All make-up work for excused absences should be completed within the number of days equal to the number of days absent. (i.e. three (3) days' absence should allow three (3) days for the student to make-up the work).

If the absence is unexcused the following disciplinary action will be taken:

Two hours or less	1 After School Detention
More than two hours	2 After School Detentions

For absences of extended periods, discipline will be assigned accordingly.

Attendance Procedures per Semester:

- Step 1 - 21 hours (equivalent to 3 days) - A letter will be mailed to the student's parent or guardian.
- Step 2 - 35 hours (equivalent to 5 days) - A conference will be held with the student. Letter sent home
- Step 3 - 42 hours (equivalent to 6 days) - A conference will be held with the parent either in either person or via the telephone. Letter sent home.
- Step 4 - 49 hours (7-12+ days) Disciplined assigned for absences without medical verification. Continued conferences held with the student and letter sent home.

Absences beyond 70 hours (10 days) a referral may be made to school-based social worker or appropriate authorities (including Juvenile Court, Division of Children Services, Prosecuting Attorney or law enforcement).

Single absences to the same class will result in the following disciplinary action being taken:

- 10 absences = 3 days of after school detention.
- 11 absences = 3+ after school detentions and/or 1 Saturday detention.
- 12 absences = 3+ after school detentions or 1+ Saturday detentions.
- 13 absences = In school suspension assigned and the loss of school privileges.

Extenuating circumstances such as chronic illness, hospitalization, or a death in the family will be cause for consideration of extending the limit of allowed absences. Each case will be viewed individually.

TARDINESS

Being late to school or to class during the school day limits learning and is not conducive to learning. Jackson High School has implemented the following policy regarding tardies. Each classroom teacher will establish tardy procedures. Students with three (3) tardies to the same class per semester will be assigned one lunch detention. Additional tardies to the same class will result in lunch detentions, after-school detention, or In School Suspension. Students arriving late to school will meet with a school administrator prior to attending class.

EXTENDED TARDINESS

A student arriving more than 20 minutes late to school will receive a warning. Subsequent morning tardies beyond 20 minutes will result in an after-school detention. A student entering a class unexcused beyond five minutes of the bell will be assigned one after-school detention. Additional extended tardies to the same class will result in detention or In School Suspension.

SUSPENSIONS

Suspension from school is the result of serious misconduct or the result of continued misconduct. Suspensions from school will not count against the school attendance policy. When a student is suspended, he/she will be allowed to receive credit for any work that is missed. In addition, students receiving suspension will lose privilege status and forfeit the right to participate/attend extracurricular events including, but not limited to, sporting events, dances, clubs & activities, and school sponsored performances. The length of time the student will lose privileges will be determined by the building administrator. The loss of participating in or attending the extracurricular activities can and may extend beyond the days of the suspension. Furthermore, students who are under out-of-school suspension should not be on any school premises during the length of suspension.

More serious infractions, including but not limited to: drug & alcohol offenses, fighting, theft, and habitual discipline will result in the following:

- The student will lose privilege status for the remainder of the school year.
- The student may not be allowed to attend school dances for the remainder of the school year.
- Consideration will be given as to whether or not the student will be permitted to attend other school functions for an amount of time to be determined by the building administrator.
- Senior students may not be allowed to participate in the graduation ceremony or other senior activities.

USE OF AND/OR POSSESSION OF DANGEROUS ITEMS/WEAPONS

Students are forbidden from bringing any item that is ordinarily considered to be a weapon or dangerous onto school property. (Ex. knives, guns, chains, mace, metal knuckles, fireworks or explosives).

Consequences: The student could be suspended from school for up to 10 days. If necessary, a recommendation may be made to the superintendent requesting a long term suspension for up to 180 days.

DANCES

All Jackson High School students are allowed to attend school dances. Prom is considered a senior and junior dance. Sophomore and freshman students are not allowed to attend prom unless they have been invited by a junior or senior.

The following rules apply to Jackson High School dances:

1. All students who invite out-of-school guests must fill out a permission form and turn this form into the office prior to the dance deadline.
 - All guests must be under the age of 21 years and approved by building administration.
 - Out-of-school guests must have earned a high school diploma or obtained their GED.
 - Guests enrolled in a home school program must provide documentation of current enrollment.
2. Once you leave a school dance, you may not return.
3. No drugs, alcohol or tobacco will be permitted in the building or on the school grounds, or at any school function held off school grounds. All other school rules will apply and would warrant school discipline.
4. Students and guests whose actions and behavior are considered inappropriate while in attendance will not be allowed to attend future dances.
5. Dress regulations for each dance will vary and depend on the type of dance. Formal dress will be required for Silver Arrow and Prom.
6. Students will be required to present their student ID's to enter. Out-of-school guests will need to show identification as well.

DRESS

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.

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

- Clothing that makes reference to tobacco, alcohol, or illegal substances are not permitted.
- Clothing that contains inappropriate symbolism that disturbs the school environment will not be allowed. This would include clothing that could be considered gang related.
- Clothing that is deemed to be racial in nature, offensive, distracting, or inappropriate will not be allowed.
- Students will remove head coverings in the building and classrooms.
- Shirts need to have a full back and cover the entire torso -- no tank tops or belly shirts. Undergarments are to be worn under clothes and should not be visible.
- Head coverings will not be allowed in the building, and may be confiscated under the dress code policy. (This includes head coverings, hats, caps, bandanas, shower caps, etc).

The principal or his designee will make the final decision at the school level as to whether specific attire is disruptive or inappropriate. Violations will be handled according to the school discipline policy and may include confiscation of the inappropriate articles.

CELL PHONES and other ELECTRONIC DEVICES

Cell phone and electronic device use will be allowed in the morning before school, in the hallways between classes, at lunch, and during privilege time. These devices should not be used during class unless granted permission by the classroom teacher. Teachers will decide how to manage cell phone use in their classroom and students who do not follow the teacher's guidelines may be referred to the office. It would be appropriate for a teacher to expect students to have cell phones out of sight and silenced during the entire class period. If this is the expectation then the student should not use their cell phone or a classmates cell phone for any reason, including but not limited to checking the time, a communication from parent, or any other reason.

Students using a cell phone in the building during the times allowed are still subject to the technology agreement and should not be using a cell phone in an inappropriate manner. Students are not allowed to take pictures or videos while at school. Students using a cell phone inappropriately at school may receive discipline from the office.

PLAGIARISM, CHEATING and FORGERY

This policy covers a wide range of infractions ranging from literary theft to copying and or passing off others work as one's own. It is the intention of Jackson High 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 abilities and within the guidelines as set by the classroom teacher. Failure to do so will result in the following disciplinary action.

1st offense

- Parent notification

- Office referral (conference, lunch detention, after school detention, ISS)

- Student must redo the assignment or complete an alternate assignment for full credit.

Subsequent offense

- Parent notification

- In-School Suspension (length of time determined by administration)

- Student must redo the assignment or complete an alternate assignment for full credit.

DISCIPLINE AUTHORITY FOR CONDUCT OCCURRING OFF SCHOOL PROPERTY

The Jackson R-2 School district is committed to establishing a safe, healthy and secure environment for its students. Any conduct that is or may be detrimental to the school district, its employees or students by reason of its proximity to the school or its observation by or effect upon students while at or near a school and would be a violation of school district disciplinary provisions may result in disciplinary action.

The Board of Education finds that smoking (including e-cigarettes) by students in view of or proximate to a school building or other students near school property, such that such conduct is occurring near other students or may be observed by other students while on school premises or by students arriving or departing school property in the immediate vicinity of a school building, or at a school activity, is detrimental to the safety, moral and good conduct of students, and is subject to disciplinary action under this policy and the other discipline policies of the school district.

The Board of Education also finds that loitering by groups of students near a school may be detrimental to the safety, moral and good conduct of students, and the administration may direct students to refrain from such conduct if it determines that such loitering is detrimental to the safety, moral and good conduct of students. Failure to comply with the directives of the administration may result in disciplinary action in accordance with school district policy.

JACKSON HIGH SCHOOL COMPUTER MAINTENANCE POLICY

Students shall not perform any computer hardware maintenance (this includes installation, repair, and cleaning), remove any computer's casing, perform network management, or install non-school licensed software on any Jackson High School computer. Only authorized Jackson R-2 personnel will perform these duties.

TERMINATION OF SCHOOL SERVICES

To meet graduation requirements, a student must be in attendance for seven semesters. A semester during which a student elects to drop out of school does not count as a semester of attendance.

Students under the age of 18 may not drop out of school without parental consent.

Students who drop out and then wish to re-enroll will receive unexcused absences for all of the days missed and will not be allowed to complete any make-up work.

If the number of days out of school places the student over the number allowed by the Jackson School District attendance policy guidelines, the student will be considered to have withdrawn from school and the student's parents will be notified accordingly by school personnel.

STUDENT HEALTH SERVICES

Health services are provided by or are under the direction of a registered professional nurse. 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.

Illness or Injuries

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.**

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 NOTIFYING THE SCHOOL OF**

A PLACE WHERE THEY CAN BE LOCATED IN THE EVENT OF AN EMERGENCY.

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. Students without proper immunization documentation will not be permitted to attend school. Please contact the school nurse if you have questions regarding immunization requirements.

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.

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 medications administered through the school office 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 or by specific arrangement that has been made between parent/guardian and school nurse. A one-month supply of a student's medication can be stored at 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.
- Students in grades 9-12 may carry their own over the counter medication and consume as directed. Over the counter medication must be in its original container.

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.

SCREENINGS

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

- Hearing – 1st, 3rd, & 5th
- Vision – Kindergarten, 1st, 3rd, & 6th
- Scoliosis – 6th & 8th for girls and 9th for boys
- Speech/Language – Kindergarten, 1st, 2nd
- Dental – PreK, K, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th & 10th

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

HEAD LICE PROCEDURE

The procedure listed below 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 parents/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 student 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.

PARENT PORTAL

Parent Link is a web based program that allows access to grades, attendance, lunch balances, and more. [CLICK HERE TO ACCESS PARENT PORTAL](#)

1. To begin using Parent Portal, you must first sign up at any school office. Please remember to bring along a picture ID when you visit. If you have children at multiple school buildings, you will only need to visit one of the schools to turn in the Parent Link form. The office for that school will send your information to the schools your other children attend. If you like, you can print a copy of the form from our website:
2. Once your information has been entered into the program, you will be sent an e-mail containing all of your login information. If you entered multiple e-mail addresses on the signup form, e-mail will be sent to each address with its own unique login information. If you ever forget your password for Parent Portal, please go to the Parent Portal web page and enter your e-mail address in the appropriate field to have your password automatically sent to you.
3. To access Parent Portal, visit the Parent Portal section of the Jackson R-2 School District's website at: <http://www.jacksonr2schools.com> and click "Parent Portal".

**JACKSON R-2 SCHOOL
DISTRICT DISCIPLINE POLICIES
Updated 5/2017**

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.**

Impact on Grades

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

Prohibited Conduct

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

Academic Dishonesty

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

First Offense: No credit for the work, grade reduction, or replacement assignment. Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

Arson

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

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

Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault

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

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

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

2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

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

Subsequent Offense: Expulsion.

Automobile/Vehicle Misuse

Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense: Suspension or revocation of parking privileges, detention, or in-school suspension.

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Bullying and Cyberbullying (see Board policy JFCF)

Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

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

Second Offense: 1-180 days out-of-school suspension or expulsion.

Bus or Transportation Misconduct

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition to other disciplinary actions, transportation privileges may be suspended or revoked. Parents will be notified of all student misconduct on district transportation.

Dishonesty

An act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Drugs/Alcohol (see Board policies JFCH and JHCD)

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

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

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

2. *Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act, while at school or at any school activity.*

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

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

3. *Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances and/or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.*

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

Extortion

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

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

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

Failure to Care for or Return District Property

Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

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

Subsequent Offense: Restitution. Detention or in-school suspension.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences

Violating the conditions of suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences." As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

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

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

False Alarms (see also “Threats or Verbal Assault”)

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

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

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

Fighting (see also “Assault”)

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

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

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

Gambling

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

First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.

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

Harassment, including Sexual Harassment (see Board policy AC)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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

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

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

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

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

Hazing (see Board policy JFCG)

Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes

of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants.

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

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

Incendiary Devices or Fireworks

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

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

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

Nuisance Items

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

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

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

Public Display of Affection

Physical contact that is inappropriate for the school setting, including but not limited to, kissing and groping.

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

Subsequent Offense: Detention, in-school suspension, or 1-10 days out-of-school suspension.

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material

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

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Detention, in-school suspension, or 1-180 days out-of-school suspension, or expulsion.

Sexual Activity

Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

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

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a

higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

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

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

3. *Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHBAP1 or any policy or procedure regulating student use of personal electronic devices.*

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

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

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

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

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

Theft

Theft, attempted theft or willful possession of stolen property.

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

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

Threats or Verbal Assault

Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

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

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

Tobacco

1. *Possession of any tobacco 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: Confiscation of prohibited product. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation of prohibited product. Detention, in-school suspension or 1-10 days

out-of-school suspension.

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

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

Subsequent Offense: Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.

Truancy or Tardiness (see Board policy JEDA)

Absence from school without the knowledge and consent of parents/guardian and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

Unauthorized Entry

Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

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

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

Vandalism (see Board policy ECA)

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

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

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

Weapons (see Board policy JFCJ)

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

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

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

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

Subsequent Offense: Expulsion.

3. *Possession or use of ammunition or a component of a weapon.*

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

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

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

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 OF STUDENTS

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.

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. The Jackson R-2 School District's 504/Title IX Coordinator is Dr. Jessica Maxwell, 573-243-9501 or jmaxwell@jr2mail.org. This notice will be provided in native languages as appropriate.

Jackson R-2 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)(1) - (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))

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

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).

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 coursework displayed by the district | |
| -Schools or school districts previously attended | |

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 are 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. Jessica Maxwell
614 E. Adams St.
573-243-9501, phone
573-243-9503, fax

jmaxwell@jr2mail.org

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

U.S. Department of Justice
Phone: 202-514-2000
TTY: 2025140716
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

Hazardous Materials

To promote the health and safety of the students, staff and patrons of the district, and to ensure that hazardous materials are handled appropriately, the Board of Education of the Jackson R-II School District directs the administration, under the guidance of the superintendent, to develop procedures that address the purchase, storage, handling, transportation and disposal of hazardous materials for all school facilities and operations of the district.

The Board directs district staff to avoid using hazardous materials to the extent feasible and to minimize the quantities of such substances used by or stored in the school district. In addition, district employees shall follow the procedures developed by the administration and shall take the necessary precautions recommended by manufacturers' warnings when handling or transporting hazardous materials.

The procedures developed by the administration shall comply with all local, state and federal laws and regulations that pertain to the proper management of hazardous materials. The superintendent or designee is responsible for identifying any substances that may be hazardous and ensuring such substances are properly disposed in a state-approved facility or landfill.

Emergency Plans

The superintendent or designee will include in district emergency plans appropriate responses and evacuation plans for situations where hazardous materials threaten the health or safety of persons on district property or when hazardous materials on district property threaten the health or safety of people in the surrounding area.

Asbestos

The district will use appropriately accredited professionals and laboratories and will follow all federal and state laws regarding the identification, management and abatement of asbestos in district buildings.

Lead

The superintendent or designee is directed to identify and develop plans to eliminate all potential sources of lead poisoning from district property.