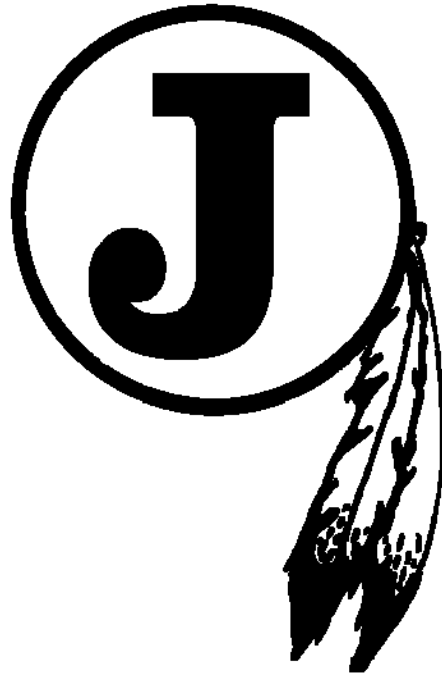


210 North West Lane  
Jackson, Missouri 63755

Office Phone: 573.243.9533  
Office Fax: 573.243.9584

# JACKSON JUNIOR HIGH



**Cory Crosnoe**  
Principal

**Mike Ford**  
Assistant Principal

**Brenda Etzold**  
**Sara Pylate**  
Counselors

**Carrie Lattimer**  
**Beth Salyer**  
**Kristie Rayburn**  
Administrative Assistants

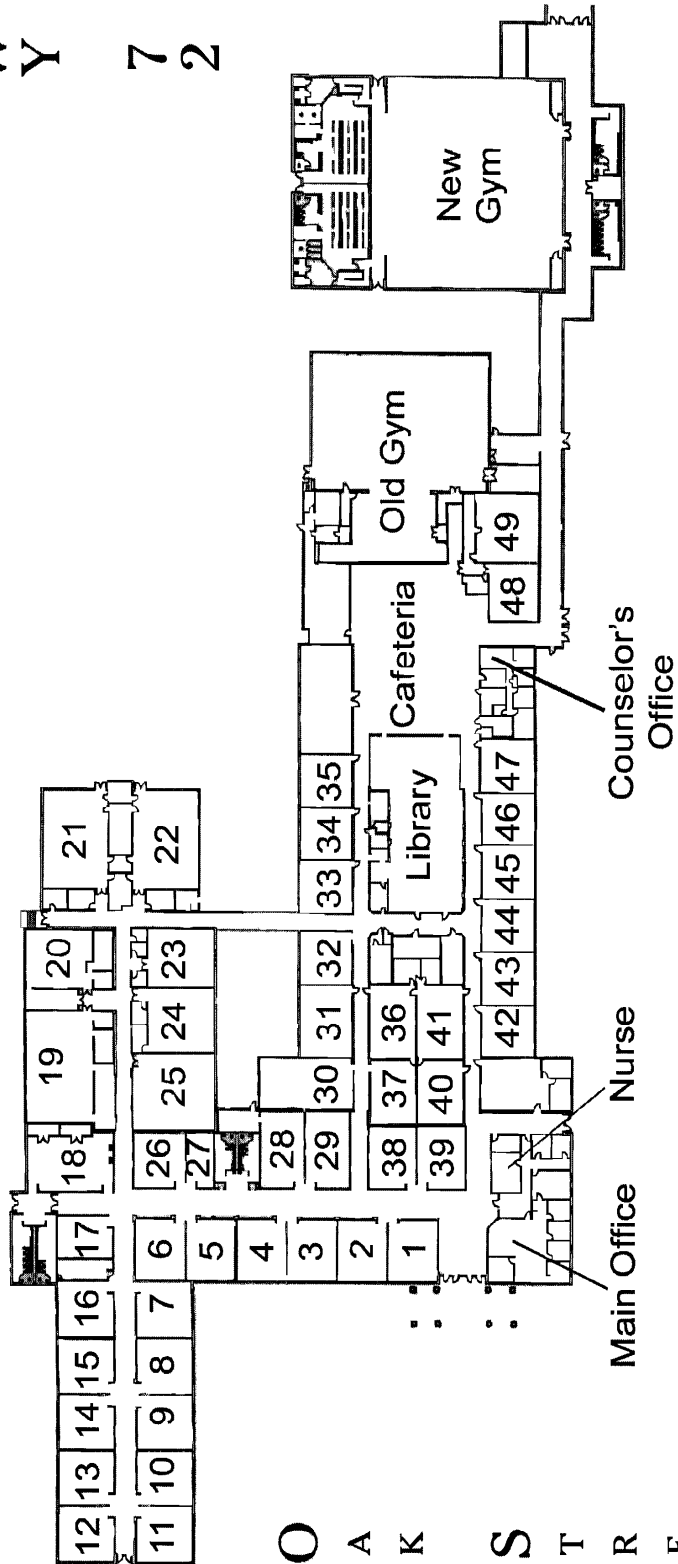
**Matt Roethemeyer**  
Junior High Athletic Director

**Laura Baugh**  
Student Services Specialist

# JACKSON JUNIOR HIGH MAP

## JACKSON JUNIOR HIGH SCHOOL

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**JACKSON JUNIOR HIGH 2011-2012 HANDBOOK  
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**JJHS Daily Bell Schedule  
2011-2012 School Year**

<b>Building Opens</b>	<b>7:30AM</b>	
<b>Halls Open</b>	<b>7:40AM</b>	
<b>Morning Bell</b>	<b>7:50AM</b>	
<b>1<sup>st</sup> hour</b>	<b>7:55 – 8:43AM</b>	<b>(48 minutes)</b>
<b>2<sup>nd</sup> hour</b>	<b>8:48 – 9:36AM</b>	<b>(48 minutes)</b>
<b>3<sup>rd</sup> hour</b>	<b>9:41 – 10:29AM</b>	<b>(48 minutes)</b>
<b>4<sup>th</sup> hour</b>	<b>10:34 – 11:22 PM</b>	<b>(48 minutes)</b>

<b>A Lunch: 11:22 – 11:52</b>	<b>(30 minutes)</b>
<b>5<sup>th</sup> Hour: 11:52 – 12:42</b>	<b>(50 minutes)</b>
<b>B Lunch: 11:47 – 12:12PM</b>	<b>(25 minutes)</b>
<b>5<sup>th</sup> Hour: 11:27 – 11:47 / 12:12 – 12:42</b>	<b>(50 minutes)</b>
<b>C Lunch: 12:17 – 12:47</b>	<b>(30 minutes)</b>
<b>5<sup>th</sup> Hour: 11:27 – 12:17</b>	<b>(50 minutes)</b>

<b>6<sup>th</sup> hour</b>	<b>12:47 – 1:17PM</b>	<b>(30 minutes)</b>
<b>7<sup>th</sup> hour</b>	<b>1:22 – 2:10PM</b>	<b>(48 minutes)</b>
<b>8<sup>th</sup> hour</b>	<b>2:15 – 3:10PM</b>	<b>(55 minutes)</b>
<b>Halls Close</b>	<b>3:30PM</b>	
<b>Detention Hall Closes</b>	<b>5:00PM</b>	

**JJHS Collaborative Day – Bell Schedule**  
**The Collaborative Bell Schedule will be used every Wednesday morning.**

<b>Building Opens</b>	<b>7:30AM</b>	
<b>Halls Open</b>	<b>7:40AM</b>	
<b>Morning Bell</b>	<b>8:20AM</b>	
<b>1<sup>st</sup> hour</b>	<b>8:25 – 9:09AM</b>	<b>(44 minutes)</b>
<b>2<sup>nd</sup> hour</b>	<b>9:14 – 9:58AM</b>	<b>(44 minutes)</b>
<b>3<sup>rd</sup> hour</b>	<b>10:03 – 10:47AM</b>	<b>(44 minutes)</b>
<b>4<sup>th</sup> hour</b>	<b>10:52 – 11:36 PM</b>	<b>(44 minutes)</b>

<b>A Lunch: 11:36 – 12:06</b>	<b>(30 minutes)</b>
<b>5<sup>th</sup> Hour: 12:06 – 12:51</b>	<b>(45 minutes)</b>
<b>B Lunch: 12:01 – 12:26</b>	<b>(25 minutes)</b>
<b>5<sup>th</sup> Hour: 11:41 – 12:01 / 12:26 – 12:51</b>	<b>(45 minutes)</b>
<b>C Lunch: 12:26 – 12:56</b>	<b>(30 minutes)</b>
<b>5<sup>th</sup> Hour: 11:41 – 12:26</b>	<b>(45 minutes)</b>

<b>6<sup>th</sup> hour</b>	<b>12:56 – 1:26PM</b>	<b>(30 minutes)</b>
<b>7<sup>th</sup> hour</b>	<b>1:31 – 2:15PM</b>	<b>(44 minutes)</b>
<b>8<sup>th</sup> hour</b>	<b>2:20 – 3:10PM</b>	<b>(50 minutes)</b>
<b>Halls Close</b>	<b>3:30PM</b>	
<b>Detention Hall Closes</b>	<b>5:00PM</b>	

# JACKSON JUNIOR HIGH

## OUR MISSION

*"The Mission of Jackson Junior High School is to provide our students with a connection to the future by fostering responsibility, academic integrity, and excellence through continual effort."*

## OUR VISION

*"Our vision is to become a collaborative learning community that instills passion, responsibility, and respect in order for all students to have the relevant skills and knowledge necessary to reach their greatest potential."*

## OUR FACULTY

### **Communication Arts:**

Ms. Dohogne  
Ms. Eftink  
Ms. Lipe  
Mr. Peats  
Ms. Rainey  
Ms. Stevens

### **Mathematics:**

Ms. Adams  
Ms. Bruns  
Ms. Leonneke  
Ms. Miller  
Ms. Cox

### **Industrial Technology:**

Mr. Moss  
Mr. Turner

### **Foreign Languages:**

Ms. Johnson  
Ms. Pruitt  
Ms. Statler

### **Music:**

Mr. Broussard  
Mr. Cox  
Mr. Crawford  
Mr. Fliege  
Ms. St. John  
Mr. Vangilder  
Ms. Winborne

### **Special Services:**

Ms. Baugh  
Ms. Beck  
Ms. Brown  
Ms. Cain  
Ms. Paullus  
Ms. Rosenquist  
Ms. Tillman

### **Science:**

Mr. Brummel  
Ms. Daniel  
Ms. Skaggs  
Mr. Spurgeon  
Ms. Thele  
Ms. Walley

### **History:**

Ms. Dillingham  
Mr. Mabuce  
Mr. J. Scott  
Ms. P. Scott  
Mr. Wachter

### **Art:**

Ms. Brandmeyer  
Ms. Moore

### **Counseling:**

Ms. Pylate  
Ms. Etzold

[www.jacksonjhcounselor.com](http://www.jacksonjhcounselor.com)

### **Physical Education/Health:**

Mr. Austin  
Ms. Haertling  
Mr. Roethemeyer  
Mr. Wachter  
Ms. Wunderlich

### **Family And Consumer Sciences:**

Ms. Kurre

### **Computer Technology/ Business:**

Ms. Mirly

### **Library:**

Ms. Roach

<http://www.jackson.k12.mo.us/JuniorHigh/library/default.htm>

**JACKSON JUNIOR HIGH  
2011-2012 SCHOOL CALENDAR**

School Begins .....	August 18
Back-To-School Dance.....	August 19
Back-To-School-Night .....	August 25
Labor Day (No School) .....	September 5
Junior High Parent Teacher Conferences.....	September 27, 29
End First Term Grading Period.....	September 29
Parent Teacher Conferences (No School).....	September 30
Jackson Band Festival.....	October 4
Professional Development Day (No School).....	October 24
End Second Term Grading Period.....	November 2
Junior High Jazz band Concert.....	November 21
Thanksgiving Holiday Break (No School) .....	November 23, 24, 25
Winter Dance.....	December 2
Jackson Christmas Parade.....	December 3
Semester Finals.....	December 19, 20, 21
<b>End of 1<sup>st</sup> Semester/Holiday Break Begins.....December 21</b>	
Second Semester Begins .....	January 4
Martin Luther King, Jr. Holiday (No School).....	January 16
Teacher Professional Development (No School).....	February 6
End Fourth Term Grading Period .....	February 10
Spring Dance.....	February 10
President's Day (No School).....	February 20
Junior High Parent Teacher Conferences.....	February 21, 23
Parent Teacher Conferences (No School).....	February 24

End Fifth Term Grading Period.....	March 23
District Teacher Meeting (No School).....	March 16
Night of Percussion .....	April 2
Spring Break (No School).....	April 6, 9
Junior High Spring Band Concert .....	April 23
Brains and Brawn/Dodge Ball Tournament.....	May 4
Farewell Freshman Dance.....	May 4
Red Carpet Awards .....	May 8
Awards Assembly .....	May 11
Semester Finals.....	May 16, 17, 18

**Last Day of School (Tentative)..... May 18**

\*\*Weather Make-Up Days ..... March 16, April 9, May 21, 22, 23, 24

### Collaboration Schedule

The following dates will be Collaboration dates scheduled on **Wednesday**:

August .....	24, 31
September .....	7, 14, 21, 28
October.....	5,12,19,26
November .....	2, 9, 16, 30
December .....	7, 14
January.....	11, 18, 25
February .....	1, 8, 15, 22, 29
March.....	7, 14, 21, 28

The following Collaboration dates are scheduled for **FRIDAY**:

April .....	4, 13, 20, 27
May.....	4

## BUILDING

Jackson Junior High will open at 7:30 a.m. and close at 3:30 p.m. For safety reasons, students are not to arrive or remain on campus prior to or after those times unless they are being supervised by a member of the staff.

Students arriving before 7:30 a.m. will remain in the cafeteria or gym until 7:40 a.m. when the halls are opened. The halls will close daily at 3:30 p.m.

## LOCKERS

Lockers are the property of the Jackson R-II School District. The administration or their appointee has the right to inspect or search lockers as deemed necessary. The student is expected to keep his/her locker clean and neat at all times. Locks may be checked out through the office for student use. The locks supplied by the office will be the only locks allowed on school lockers.

### LOCKER LOCATION IN THE HALLWAYS WITH ROOM LOCATIONS

Lockers 1-100: .....Pi Drive (Rooms 40-47)

Lockers 101-123, 173-200: ..... Literacy Lane (Library)

Lockers 124-172, 201-260 ..... Einstein Hall (Rooms 30-37)

Lockers 298-350: ..... Allegro Lane (Rooms 19,20, 22-25)

Lockers 351-382: ..... Industrial Drive (Room 21)

Lockers 501-712 ..... Hemming's Way (Rooms 1-6)

Lockers 713-924 ..... Heritage Hall (Rooms 7-16)

## HALL CONDUCT

Please follow the rules listed to help make the hallways more passable.

- No headphones/cell phones in the hallway.
- No food or drink in the hallway.
- Do not congregate in the hallway.
- No running or horseplay will be allowed.
- Be quiet when there are classes in session.

## GUIDANCE SERVICES

Guidance services are available for every student in the school. Those services include assistance with educational planning, interpretation of test scores, occupational information, study guidance, and personal concerns.

Ms. Etzold —Students A-K

Ms. Pylate —Students L-Z

## GRADING, GRADE SCALE, CALCULATING GRADE POINT AVERAGE

The following grade scale is utilized by all junior high teachers. The grade point average is computed by using the number value listed under the GPA column. The student totals the points for all subjects and then divides by the number of subjects to determine the grade point average.

Grade	Percent %	GPA	GPA Example
A	100-96	11	
A-	95-90	10	Math: B+ = 9
B+	89-87	9	Science: A = 10
B	86-83	8	LA: C+ = 6
B-	82-80	7	History: A = 11
C+	79-77	6	Art: C- = 4
C	76-73	5	PE: B+ = 9
C-	72-70	4	Computers: D+ = 3
D+	69-67	3	
D	66-63	2	Total = 45 / 7 = 6.4
D-	62-60	1	
F	59-0	0	

## HONOR ROLL

To recognize academic excellence, the following standards have been set for Honor Roll:

**A Honor Roll:** For all students with a grade point average of 10.0 or above.

**B Honor Roll:** For all students with a grade point average of 8.0 or above.

## GRADING PERIODS

Jackson Junior High classes are based on **semester grades**. A full-year course consists of two semesters. Each semester is divided into three six-week grading periods. These grading periods provide students with their grade progress for that point in time of each semester, with the last six week grade consisting of the final semester cumulative grade. Semester grades are the only grades that count toward a student's grade point average (GPA) and class rank.

## SCHEDULE CHANGES

After classes have been set by students, approved by parents, and checked by counselors, schedule changes should not be necessary. If the student has been placed incorrectly in a class, or does not have the ability to be successful, schedule changes will be permitted with the recommendation of the teacher, administration, parents and counselors. **Any request for a schedule change should take place during the first 7 days of classes each semester.**

Yearlong classes are not to be dropped at the end of the first semester unless teachers and administrators recommend the change. Students will be reminded about schedule change dead-lines as appropriate.

## ASSIGNMENT PHILOSOPHY

Assignments should be an outgrowth of an extension of a meaningful classroom experience and have a positive effect on achievement. Assignments help develop life-long learning skills that will benefit the student throughout his/her life. Assignments are designed to:

- Reinforce learning through the practice, application, integration, and extension of knowledge and skills.
- Strengthen test preparation skills and strategies.
- Develop study skills, work habits, time management skills, and a sense of personal responsibility so that the student may become an independent learner.
- Use school and community resources.
- Develop self-discipline.

Jackson Junior High has a formal homework policy. This policy illustrates the above philosophy clearly by outlining the idea “**Homework is not an option.**” Parental support, student’s commitment, and teacher’s directed instruction are key factors to the success of any assignment policy.

## CHEATING

Cheating is wrong and will not be condoned. Students who cheat hurt themselves and their education. Cheating is defined as:

- Using anyone’s homework other than your own.
- Using another’s work and submitting it as your own.
- Copying answers on a test or any assignment.
- Supplying work or materials to others.

## PARENT LINK

Parent Link is an Internet program that allows you, via your web browser, to access timely information about your child’s progress in school. By accessing this program, you will be directed to your child’s grades, attendance, lunch account balances, etc.

To begin using Parent Link, you must first sign up at any school office. Please remember to bring along a picture ID during this visit. If you have children in multiple schools buildings within the district, you will only need to visit one school and complete one Parent Link form.

Once your information has been entered into the program, you will be sent an email containing your login information. If you ever forget your password, simply visit the ParentPortal web page and enter your email address in the appropriate field to have your password sent to you.

To access Parent Link, visit the parent’s section of the Jackson R-II School District’s website at <https://sisk12.jackson.k12.mo.us/JK/Default.aspx?Action=Parent> and click “Parent Link Login”.

## TELEPHONE, MESSAGES, AND DELIVERIES

Cell phones are restricted to before and after school (outside the building only) and are not to be used during school hours. Cell phones used during school hours could be confiscated by school personnel and **must be picked up by a parent**. Students will be called out from class only for emergency telephone calls. Two phones are available for student use. Calls are limited to two minutes and can be used before school, after school for EMERGENCIES ONLY. Using the phone is not an excuse for being tardy. Failure to follow these guidelines will result in phone privileges being removed.

Messages and deliveries from home should be left in the office. Messages will be given to students during passing time. Florist deliveries are discouraged and should be made to the student’s home. Balloons are not allowed on school buses due to safety reasons.

## ATTENDANCE POLICY

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

**All students who are absent are required to bring a note or have parents call Jackson Junior High at 243-9533 stating the reason for being absent.** Students will be cited an unexcused absence for all classes missed and could be accompanied by disciplinary action. \*Students will be informed and allowed to provide relevant information prior to loss of credits.

- Attendance records are kept by the hour. Any time a student misses an hour of school, it will count against the attendance policy.
- Beyond 10 days (approximately 72.5 hours), referral may be made to school-based social workers or appropriate authorities (including Juvenile Court, Division of Children Services, Prosecuting Attorney, or law enforcement).
- During First Hour, if a student misses the first 30 minutes of the hour, they will be counted as tardy. After the first 30 minutes of First Hour, students will be counted as absent for the hour.
- Anytime a student misses at least one-half of a class for any reason that is not excused by the office, it is to be considered truancy and consequences will result by issuance of one detention for each hour of truancy.
- All absences, excused or unexcused, will count toward the 10 day limit allowed each semester.
- All absences will be considered as either excused or unexcused as determined by the Principal or Assistant Principal.
- Examples of unexcused absences include, but are not limited to: Truancy, hunting, shopping, work, missing the bus or personal transportation problems, hair appointments, oversleeping, personal business, leaving school grounds without permission.

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

- In the case of chronic illness, hospitalization, death in the family or other such issues will be the cause for consideration of extending the limit of allowed absences. Each case will be reviewed and considered on a case by case basis.
- Letters will be sent to parents/guardians on the sixth and tenth absence.
- Once a student reaches the limit of 10 days per semester, the administration will take disciplinary action.
- Parents should attempt to notify the school office of all absences. All absences other than sickness should be arranged in advance with the Principal or Assistant Principal. Parents/guardians may notify the office of student absences by calling 243-9533.
- All make-up work for excused absences should be completed within the number of days equal to the number of days absent (3 days absence = 3 days to make-up all work).

## TARDIES

It is important that students be in class and prepared to work when the tardy bell rings. A student is tardy if he/she is not in class when the bell rings. Three unexcused tardies could result in after-school detention. Additional tardies could result in increased after-school detention.

## CHECK-OUT POLICY

Students are not to leave the school grounds at any time without permission from the office. If you must leave the building due to illness or emergency, you must sign out from the office after securing parental permission. Failure to do so will be considered an unexcused absence and disciplinary action will be considered. Students must be picked up by their parents unless special arrangements are made through the office. Parents must sign out their student in the office when leaving school grounds for any reason.

## ELIGIBILITY FOR SCHOOL ACTIVITIES

Participation in a school activity is a privilege to be acquired by the student. The eligibility is based on academics, citizenship, and attendance. School activities include any extracurricular activity.

Academic Eligibility Standards:

- An 8th grade student may not have failed more than (two) 2 classes the preceding semester. If you are a 9th grader you must have been promoted at the end of the preceding semester. At the end of the first semester you must have earned 2.50 credits.

School Citizenship Eligibility Standards:

- Those students whose character or conduct is such as to reflect discredit upon themselves or their school are not considered "creditable citizens" and may be ineligible to participate in school activities

Activities Available:

### 8<sup>th</sup> Grade Activities

Football  
Basketball  
Volleyball  
Track  
Cross Country  
Wrestling  
Band  
FCCLA  
Student Council  
Cheerleading

### 9<sup>th</sup> Grade Activities

Football  
Basketball  
Volleyball  
Track  
Cross Country  
Wrestling  
Softball  
Baseball  
Golf  
Cheerleading  
Student Council  
Band  
Speech/Debate  
Drama  
FCCLA  
FFA  
FBLA  
Publications  
Tennis

## DRESS CODE

The Jackson R-II Schools are committed to the total educational process of their students. The conduct, manners, appearance, and dress of each student play a role in this process. Students are to be clean, neat, and modest during the school day and at school functions. **The principal and/or designee will make the final decision as to whether a specific attire, fashion, body decoration, etc. is disruptive or inappropriate.** General guidelines include but are not limited to: shirts must be long enough to cover the torso; **pants/shorts/skirts must be worn at the waist, not sag, and cover to mid-thigh**, nor exhibit holes above mid-thigh; nor chains or straps; nor allow underwear to show; hair should be clean, neat, and worn in a style and color which is not distracting or disruptive, but rather in a natural color and cut; no hats, caps, bandannas; no clothing which illustrates with words, symbols, or pictures condoning alcohol, violence, double entendres, profanity, or membership or affiliation in any gang or cult. Piercings in or around the mouth are prohibited for safety reasons.

Failure to follow dress code guidelines could subject the student to disciplinary action, confiscation of the article in question, or be asked to change into less offensive or disruptive attire. If a student or parent is in doubt about the appropriateness of an item, the best decision is to leave the item at home.

## **ELECTRONIC DEVICES**

**A student phone is provided during school hours.** The use of electronic devices causes severe disruption to the educational process. **Therefore cell phones are restricted to before and after school (outside the building only) and are not to be used during school hours. If a student uses their phone, it will be confiscated immediately and a parent must come to the school to pick up the phone. The second time a student uses their phone, they will lose the right to bring the phone to school and consequences will follow.** Music devices (CD players, I Pods, MP3 Players or any other type device) are also limited to before or after school hours. These devices should not be used or seen in the hallways. They may be used in classroom situations at the individual teacher's discretion. Again, the best course of action is to leave the item at home if there are questions as to the item's appropriateness. There will be no recording devices allowed. ***Jackson Junior High is not responsible for lost, damaged or stolen items.***

## **TOBACCO**

Students are not allowed to smoke, dip, chew, or possess tobacco at any time on school property or in view of the Junior High campus. This applies to all school sponsored activities as well as the regular school day. Violation of this rule could result in disciplinary action and notification of law enforcement.

## **FUNDRAISING**

No outside group or individual fundraising will be allowed on the Junior High School campus. Candy sales will be limited to school sponsored groups with the permission of the principal. Candy should not be sold during normal school hours.

## **LOST AND FOUND**

If a student finds any items (books, notebooks, clothing, shoes, student I.D., jewelry, watches, purses, billfolds, musical instruments, etc.) which do not belong to them, the items are to be taken to the office immediately. **If a student keeps any item found rather than turning it into the office, the items will be considered stolen and the student will face disciplinary action.** Students may claim all lost and found materials in the office.

## **AUTOMOBILES**

Students are not allowed to park on school property at any time. Student pickups before and after school by student drivers are to be made on West Lane or Oak Streets.

## **DANCES**

Four dances are scheduled during for the school year and last from 7:00-9:30PM. The following rules apply to all dances:

- Only Jackson Junior High students are allowed.
- All school rules are enforced.
- Attendance is required on the day of the dance.
- Eligibility standards of conduct and attendance have to be met.
- Once you leave a school dance, you may not return.
- Students may not be under suspension or in ALC the day of the dance to attend.

## DISCIPLINARY ACTIONS

Disciplinary Action at Jackson Junior High can result in several options:

**Teacher Assigned Detention:** Teachers at Jackson Junior High have the right to place a student in a teacher-supervised detention before or after school or during lunch for a period of time designated by the teacher.

**Lunch Detention:**

May be assigned by teachers or main office.

**Office Assigned Detention:** If a discipline referral is sent to the office, an office assigned detention could be given. Detention will run from 3:00 -5:00 daily. Students will be required to have work with them to complete in detention.

**Alternative Learning Center (ALC):** This is an in-school suspension unit. Students are not counted absent, but are instead sent to ALC for closely structured, closely monitored supervision. Students will receive regular classroom work which they must complete before being allowed out of ALC. ALC is used for chronic academic or discipline issues not requiring suspension.

**Saturday School:** This is a step between detention and suspension. Saturday school will run from 8:00 AM until 12:00 PM (4 hours). Students will have work with them and be prepared. Saturday school, when assigned, is mandatory. Students failing to show up for Saturday school will be automatically suspended the following Monday unless prior arrangements are made through the office (by the end of school Friday).

**Suspension:** Students may be suspended for a variety of incidents and may vary in the number of days suspended. Students will be able to do daily work they miss while suspended, but will not receive credit. However, students may make-up tests or large projects for credit while under suspension. The principal or assistant principal will send a letter to the parent/guardian notifying them of the suspension of their student. Dates of the suspension will be included in this letter.

**Academic Lab:** While not a disciplinary action, Academic Lab is designed to assist those students who have been referred to the office for violating the Assignment Policy or who have failed to show satisfactory progress in their classes. Academic Lab is staffed by certified teachers who serve as tutors to assist students with academic difficulties. Academic Lab will run from 3:00- 4:30 PM, Monday – Thursday.

## TRANSPORTATION SERVICES

Generally speaking, bus drivers have the same authority and exercise the same privileges in working with students as teachers while the students are being transported to and from school. Failure to follow bus rules could result in transportation privileges being suspended or revoked. Students who wish to ride a bus other than designated must have a note signed by the parent or guardian and approved by the administration. Parents wishing to pick up their students may do so in the North (Oak Street entrance) parking lot or the South (West Lane entrance) lot.

## HEALTH SERVICES

Health services are provided by a registered professional nurse or their designee. In the event of illness or injury during school, students should report to the school nurse with a pass from a classroom teacher. Upon the nurse's evaluation, the student may be sent home after consultation with the student's parent.

Prescription medications that must be administered at school will be administered through the nurse's office. The medications shall be in their original pharmacy container, labeled with the student's name, physician's name and dosage schedule. Over the counter medication may be self administered by the students after notifying the school nurse. These medications must also be in their original container.

## FOOD SERVICES

To purchase lunch in the cafeteria students will be using an assigned PIN number. It is the student's responsibility to remember their assigned PIN number. Cashiers are not allowed to take lunch money. Money should be deposited in the student's account in the Counselor's office adjacent to the cafeteria. No a la carte items may be purchased by students without money in their accounts. An alternative lunch will be offered to those students who have a negative balance in their lunch account at the end of the regular line. Regular student lunches will cost \$2.50. Regular student breakfasts will cost \$1.75. Be aware that a weekly lunch bill may cost more depending on the "extras" the student may purchase.

## CAFETERIA RULES/OUTSIDE AREAS

The cafeteria is for eating. If you wish to play or just have a good time with your friends, go to the gym or to a designated outside area. Following are guidelines for cafeteria use:

- If you break line, you will be asked to go to the end of the line.
- Return all trays, utensils, and trash to the tray window.
- Keep all food and drink in the cafeteria.
- **Students must have their lunch PIN code to eat lunch.** If they do not have their number, they may obtain their PIN code in the counselor's office.

## STUDENT EMAIL – JACKSON R2

### FROM SCHOOL

[www.jacksonr2schools.com](http://www.jacksonr2schools.com)

<Web Resources

<Student Email

Username: (same as school computer login)**@students**

Password: (same as school computer login)

**\*Student email is for school purposes only.**

### FROM HOME

[www.jacksonr2schools.com](http://www.jacksonr2schools.com)

<Web Resources

<Student Email

Username: (same as school computer login)**@students.jackson.k12.mo.us**

Password: (same as school computer login)

**\*Student email is for school purposes only.**

## TECHNOLOGY USAGE GENERAL RULES AND RESPONSIBILITIES

The following rules and responsibilities (District Board Policy EHB-R) will be followed by all users of Jackson R-2 School District's technology resources:

- Applying for a user ID under false pretenses is prohibited.
- Using another person's user ID and/or password is prohibited.
- Sharing one's user ID and/or password with any other person is prohibited.
- A user will be responsible for actions taken by any person using the ID or password assigned to the user.
- Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.
- Mass consumption of technology resources that inhibits use by others is prohibited.
- Unless authorized by the district, non-educational Internet usage is prohibited.
- Use of district technology for soliciting, advertising, fund-raising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
- Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
- Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
- Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
- Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
- Accessing, viewing or disseminating information using school or district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
- Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
- Any unauthorized, deliberate, or negligent action that damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
- Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
- Users will abide by district technology security and access guidelines; disclosure, use and dissemination of personal information guidelines; and electronic mail guidelines.

*You may view the complete Technology Usage Policy on the R-2 web site at [www.jacksonr2schools.com](http://www.jacksonr2schools.com)*

JACKSON R-2 SCHOOL DISTRICT  
DISCIPLINE POLICIES  
Updated 6/10/2009

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.

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

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

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

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

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

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties, including but not limited to approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements for confidentiality.

**STUDENT DISCIPLINE OFFENSES**

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

**1. Arson**

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

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

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

**2. Assault**

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

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

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

**3. Bus Misconduct**

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

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

**4. Disparaging or Demeaning Language**

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

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

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

action may be for a period of 1-180 days out-of-school suspension or expulsion. This offense, if considered as a serious offense, will be documented in a student's discipline record.

#### **5. Disrespectful Conduct or Speech**

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

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

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

#### **6. Disruptive Speech or Conduct**

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

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

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

#### **7. Drugs/Alcohol**

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

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

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

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

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

#### **8. Extortion**

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

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

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

#### **9. False Alarms**

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

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

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

#### **10. Fighting**

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

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

action may be for a period of 1-180 days out-of-school suspension or expulsion. This offense, if considered as a serious offense, will be documented in a student's discipline record.

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

#### **11. Public Display of Affection**

*Physical contact which is inappropriate for the school setting.*

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

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

#### **12. Sexual Harassment**

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

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

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

**B. Physical contact that is sexually harassing. \***

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

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

#### **13. Theft**

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

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

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

#### **14. Tobacco**

**A. Possession of any tobacco products on school grounds, bus or at any school activity.**

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

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

**B. Use of any tobacco products on school grounds, bus or at any school activity.**

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

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

#### **15. Truancy**

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

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

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

#### **16. Vandalism**

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

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

suspension will depend on the severity of the offense. Serious and dangerous offenses will be directed to the superintendent. Student disciplinary action may be for a period of 1-180 days out-of-school suspension or expulsion. This offense, if considered as a serious offense, will be documented in a student's discipline record and law enforcement officials will be notified. Restitution of all damages may be sought.

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

#### **17. Weapons**

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

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

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

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

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

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

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

#### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

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

#### **CORPORAL PUNISHMENT**

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed, and then only in reasonable form and upon the recommendation of the principal. If found necessary, it should be administered preferably by the principal in the presence of the teacher. It should never be inflicted in the presence of other pupils, nor without a witness.

Corporal punishment shall be administered only by swatting the buttocks with a paddle. When it becomes necessary to use corporal punishment, it shall be administered so that there can be no chance of bodily injury or harm. Striking a student on the head or face is not permitted.

The teacher or principal shall submit a report to the superintendent, explaining the reason for the use of corporal punishment as well as the details of the administration of the same.

#### **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. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student's behavior.
4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.
5. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part or in full, at any time.
6. If a student is suspended for more than ten (10) school days, the following rules also apply:
  - A. The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president.
  - B. If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
  - C. All notices of appeal shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the Board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the Board.
  - D. The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.
  - E. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
  - F. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

### **Suspensions For More Than 180 School Days and Expulsions**

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

1. Before recommending to the Board that a student be expelled or suspended for more than 180 school days, the superintendent or principal must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and give the student an opportunity to present his or her version of the incident.
2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 school days, the procedures described below apply unless the student is disabled. (In the case of a disabled student, the procedures described in the policy dealing with the discipline of disabled children shall apply.)
  - A. The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 school days. The superintendent may also immediately suspend the student for up to 180 school days.
  - B. Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.
3. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference.

### **Student Discipline Hearings**

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

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

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.
2. The hearing will be closed unless the Board decides otherwise. The hearing will only be open

with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges. A licensed court reporter may record the hearing and prepare a written transcript.

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

### DISCIPLINE REPORTING AND RECORDS

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

#### Definitions

The following definitions and terms apply to this policy:

1. **Act of School Violence/Violent Behavior** -- The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities.
2. **Serious Physical injury** -- Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.
3. **Serious Violation of District's Discipline Policy** -- One or more of the following acts if committed by a student enrolled in the district:
  - Any act of school violence.
  - Any offense which occurs on school grounds, on school buses or at any school activity which is required by law to be reported to law enforcement officials.
  - Any offense which results in an out-of-school suspension for more than ten (10) school days.
4. **Need to Know** -- Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

#### Reporting to School Staff

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

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

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

#### Reporting to Law Enforcement Officials

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

- First or second degree murder under §§ 565.020, .021, RSMo;
- Voluntary or involuntary manslaughter under § 565.024, RSMo;
- Kidnapping under § 565.110, RSMo;
- First, second, or third degree assault under §§ 565.050, .060, .070, RSMo;
- Sexual assault under §§ 566.040, .070, RSMo;
- Forcible rape or sodomy under §§ 566.030, .060, RSMo;
- Burglary in the first or second degree under §§ 569.160, .170, RSMo;
- Robbery in the first degree under § 569.020, RSMo;
- Possession of a weapon under chapter 571, RSMo;
- Distribution of drugs under §§ 195.211, .212, RSMo;
- Arson in the first degree under § 569.040, RSMo;
- Felonious restraint under § 565.120, RSMo;
- Property damage in the first degree under § 569.100, RSMo.

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

The principal shall immediately report to the appropriate law enforcement agency and superintendent any incident in which a person is believed to have committed an act which if committed by an adult would be first, second or third degree assault, sexual assault or deviate sexual assault against a student or school employee, while on school property, buses or at school activities. The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

### **Student Discipline Records**

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

### **Confidentiality**

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

### **Student Health Services**

Health services are provided by or are under the direction of a registered professional nurse. 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 will be sent home from school. 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 come to school if during the previous 24 hours they exhibit any of the following symptoms: (1) a temperature of 100 degrees or higher, (2) vomiting or diarrhea, or (3) an unusual or unexplained rash.

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 must be delivered to the school by a parent/guardian or other designated adult. A one-month supply of a student's medication can be stored at school.
- The school nurse will not administer medication amounts exceeding the recommended daily dosage indicated by the manufacturer.
- If a student has a health concern that requires medication on an as needed basis for emergency situations, then specific written instructions must be provided as to when and under what circumstances medication is to be administered. This information should be provided and signed annually by the student's doctor.
- Over the counter medication may be dispensed for a specific condition by the school nurse upon written request or verbal permission by the parent/guardian.
- Over the counter medication brought to school, must be in its original container and kept in the nurse's office.
- Students in grades 10-12 may carry their own over the counter medication and consume as directed.

### **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 the 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 purpose of self-administration. The district will permit possession of medication for the treatment of asthma and anaphylaxis on district property, at district sponsored activities and in transit to and from school or activities in accordance with the law. No student will be permitted to possess and 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, and scoliosis for the following grades:

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

*If a concern is detected in any area screened, the student's parent/guardian will not 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 Portal is an Internet ready program that allows you, via your web browser, to access timely information about your child's progress in school. With a click of the mouse you will have access to grades, attendance, balances, and much more.

1. To begin using Parent Link, 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: <http://www.jacksonr2schools.com>. Then to Parent Resources.
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 sign up form, e-mail will be sent to each address with its own unique login information. If you ever forget your password for Parent Link, please go to the Parent Link web page and enter your e-mail address in the appropriate field to have your password automatically sent to you.
3. To access Parent Link, please visit the Parent's section of the Jackson R-2 School District's website at: <http://www.Jackson.k12.mo.us/parents> and click "ParentLink Log-in".

### **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, mental retardation/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 the Jackson R-2 Board of Education Office, 614 E. Adams St., Jackson, Missouri 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 over 18 years of age ("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 of 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 record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place 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.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 advise them 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 consent to disclosures of personally identifiable information contained in 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); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Jackson R-2 School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

**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 Jackson R-2 School 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 Jackson R-2 School 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 three directory information categories – 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.<sup>1</sup>

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

<b>Student's name</b>	<b>Participation in officially recognized activities and sports</b>
<b>Parent's name</b>	<b>Weight and height of members of athletic teams</b>
<b>Address</b>	<b>Degrees, honors, and awards received</b>
<b>Telephone listing</b>	<b>Photographs or video of students on school property or at activities</b>
<b>Electronic mail address</b>	<b>Artwork</b>
<b>Dates of attendance</b>	<b>The most recent educational agency or institution attended</b>
<b>Grade level</b>	<b>Enrollment Status</b>

<sup>1</sup>These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S. C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

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

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

- *Consent* before students are required to submit to a survey that concerns one or more of the

following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  - *Inspect, upon request and before administration or use –*
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

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

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

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

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

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

### **COMPLAINT RESOLUTION PROCEDURE FOR FEDERAL PROGRAMS**

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

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

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

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

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

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

### **PARENT'S RIGHT TO KNOW**

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

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

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

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

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

#### **NOTICE OF NONDISCRIMINATION**

The Jackson R-2 School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs or activities.

Any person having inquiries concerning Jackson R-2's compliance with the regulations implementing Title VI, Title IX, or Section 504 as amended, is directed to contact: Dr. Beth Emmendorfer, 614 E. Adams St., 573-243-9501.

Any person may also contact the Assistant Secretary of Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504 as amended.

#### **504 PUBLIC NOTICE**

The Jackson R-2 School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Jackson R-2 School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

*The Jackson R-2 School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at 614 E. Adams St., Jackson, MO 63755.*

This notice will be provided in native languages as appropriate.