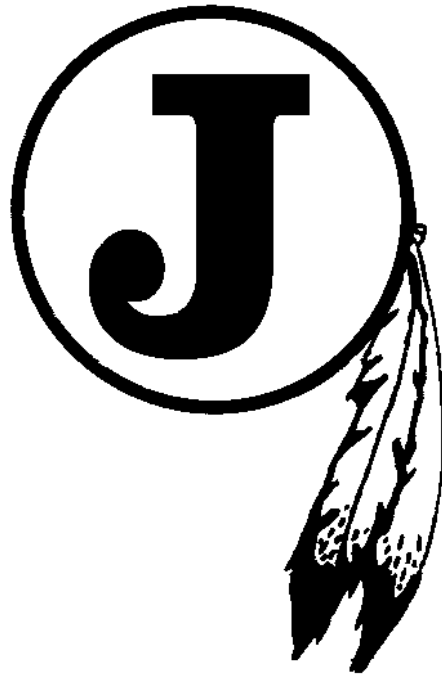


210 North West Lane  
Jackson, Missouri 63755

Office Phone: (573) 243-9533  
Office Fax: (573) 243-9584



**Cory Crosnoe**  
Principal

**Mike Ford**  
Assistant Principal

**Angel Klund**  
**Sara Pylate**  
Counselors

**Ann VanDeVen** (Office Manager)  
**Paige Turner** (Athletics/Discipline)  
**Patty Schlosser** (Attendance)  
**Lisa Scheffer** (Counselor's Office)  
Administrative Assistants

**Matt Roethemeyer**  
Junior High Athletic Director

**Laura Baugh**  
Student Services Specialist

**Megan Houseman**  
School Resource Officer

***Note: All Blue, underlined sections are clickable links for more information.***

# Jackson Junior High Map

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# JJHS Collaborative Day – Bell Schedule

The Collaborative Bell Schedule will be used every Wednesday.

Building Opens                    7:30AM  
 Halls Open                        8:15AM  
 Morning Bell                      8:20AM

1<sup>st</sup> hour    8:25 – 9:08 AM            (43 minutes)  
 2<sup>nd</sup> hour    9:12 – 9:55 AM            (43 minutes)  
 3<sup>rd</sup> hour    9:59 – 10:42 AM           (43 minutes)  
 4<sup>th</sup> hour    10:46 – 11:29 AM         (43 minutes)

5th Hour	11:33 - 12:16	5th hour class for students with C or D lunch	(46 min.)
	12:11 - 12:54	5th hour class for students with A or B lunch	(46 min.)

11:29 - 11:48	Lunch A/Recess B	(20 min)
11:48 - 12:07	Lunch B/Recess A	(20 min)
12:16 - 12:35	Lunch C/Recess D	(20 min)
12:35 - 12:54	Lunch D/Recess C	(20 min)

6<sup>th</sup> hour    12:58 – 1:26 PM            (28 minutes)  
 7<sup>th</sup> hour    1:30 – 2:13 PM            (43 minutes)  
 8<sup>th</sup> hour    2:17 – 3:03 PM            (46 minutes)

Halls Close                        3:30 PM  
 Academic Lab Closes            4:15 PM  
 Detention Hall Closes            4:30 PM

# Jackson Junior High Faculty

## ***Communication Arts:***

Ms. Bess  
Ms. Clardy  
Ms. Knippen  
Mr. Peats  
Ms. Stecher  
Ms. Stevens

## ***Mathematics:***

Mr. Beevor  
Ms. Blake  
Ms. Bruns  
Ms. Conrad  
Ms. Cox  
Mr. Gross  
Ms. Loenneke

## ***Agriculture/Industrial Technology:***

Ms. Green  
Mr. Turner

## ***Foreign Languages:***

Ms. Pruitt  
Ms. Riggs  
Ms. Statler

## ***Music:***

Mr. Brockman  
Mr. Broussard  
Mr. Fliege  
Ms. Mizicko  
Ms. Reynolds  
Mr. Schlesselman  
Ms. Winborne

## ***Alternative School:***

Ms. Dannenmueller

## ***Special Services:***

Ms. Altenthal  
Ms. Brown  
Ms. Puls  
Ms. Paullus  
Ms. Quade  
Ms. Rosenquist  
Ms. Tillman

## ***Science:***

Ms. Becker  
Mr. Brummel  
Ms. Conrad  
Mr. Holloway  
Ms. Martin  
Ms. Richmond  
Mr. Spurgeon

## ***History:***

Mr. Allen  
Mr. Haertling  
Mr. Mabuice  
Ms. Scott  
Ms. Tornetto  
Mr. Wortmann

## ***Art:***

Ms. Kinnaman  
Ms. Moore

## ***Counseling:***

Ms. Klund  
Ms. Pylate

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

Mr. Austin  
Mr. Bardot  
Mr. Mirly  
Ms. Richardson  
Mr. Roethemeyer  
Mr. Wahlig

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

Ms. Kurre

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

Ms. Mirly

## ***Library:***

Ms. Masters

**JJHS School Library**

## JJHS SCHOOL CALENDAR

<b>School Begins</b>	<b>August 22</b>
<b>Back-To-School Night</b>	<b>August 28</b>
<b>Collaboration Schedule Begins</b>	<b>August 29</b>
<b>Labor Day (No School)</b>	<b>September 3</b>
<b><u>End of 1<sup>st</sup> Term Grading Period</u></b>	<b>September 28</b>
<b>Junior High Parent Teacher Conferences (5 – 8:30pm)</b>	<b>October 11 &amp; 16</b>
<b>STUCO Family Luncheon {Student’s eat with family during lunch}</b>	<b>October 12</b>
<b>(No School) Parent Teacher Conferences</b>	<b>October 19</b>
<b><u>End 2<sup>nd</sup> Term Grading Period</u></b>	<b>November 9</b>
<b>Thanksgiving Holiday Break (No School)</b>	<b>November 21, 22 &amp; 23</b>
<b>1<sup>st</sup> Semester Finals</b>	<b>December 18, 19 &amp; 20</b>
<b>End of 1st Semester/Winter Break: Dec 21 - Jan 7</b>	
<b>Teacher Work Day (No School)</b>	<b>January 3</b>
<b>Professional Development Day (No School)</b>	<b>January 4</b>
<b>2nd Semester Begins</b>	<b>January 7</b>
<b>Martin Luther King, Jr. Holiday (No School)</b>	<b>January 21</b>
<b>End 4<sup>th</sup> Term Grading Period</b>	<b>February 22</b>
<b>(No School) Parent Teacher Conferences</b>	<b>February 15</b>
<b>President’s Day (No School)</b>	<b>February 18</b>
<b>Junior High Parent Teacher Conferences</b>	<b>February 28 &amp; March 5</b>
<b>Professional Development Day (No School)</b>	<b>March 15</b>

**End 5<sup>th</sup> Term Grading Period**

**April 5**

**Spring Break (No School)**

**April 18-23**

**2<sup>nd</sup> Semester Finals**

**May 22, 23 & 24**

**Last Day of School (Tentative) May 24**

**\*\*Weather Make-Up Days - April 18, April 23, March 15, April 22, May 28 & 29**

## **Collaboration Schedule**

The following dates will use the Collaboration schedule on **Wednesday** {class starts at 8:25am}:

<b>August</b>	<b>29</b>
<b>September</b>	<b>5, 12, 19, 26</b>
<b>October</b>	<b>3, 10, 17, 24, 31</b>
<b>November</b>	<b>7, 14, 28</b>
<b>December</b>	<b>5, 12</b>
<b>January</b>	<b>9, 16, 23, 30</b>
<b>February</b>	<b>6, 13, 20, 27</b>
<b>March</b>	<b>6, 13, 20, 27</b>
<b>April</b>	<b>3, 10, 17, 24</b>

## **OUR MISSION: “Dedication to Education”**

***Our Vision: “We are dedicated to life-long learning that makes the GRADE.”***

- *Goals (Learn the Standards)*
- *Resources (81 adults to help you)*
- *Assistance (If you don't know, ask for help)*
- *Determination (Don't fake it, really try to learn)*
- *Effort (Practice, Practice, Practice, Practice)*

## BUILDING HOURS

Jackson Junior High halls will open at 7:50 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 7:50 a.m. will remain in the library, cafeteria or old gym until 7:50 a.m. when the halls are opened. The halls will close daily at 3:15 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.

### 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 451 – 468	Pi Drive (Across from room 46 & 47)
Lockers 501-712	Hemming's Way (Rooms 1-6)
Lockers 713-924	Heritage Hall (Rooms 7-16)

## HALL CONDUCT

- No photography or video recording of any kind.
- Music should not be played out loud.
- Do not congregate in the hallway.
- No running or horseplay will be allowed.
- Be quiet when there are classes in session.
- Keep hands off other students.



## 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. Klund —  
Students with last  
names beginning with  
A - K**

**Ms. Pylate —  
Students with last  
names beginning with  
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 = 52 / 7 = 7.4
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 cumulative results for the whole semester. 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 5 days of classes each semester.**

Year long 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 deadlines.

## Parent Portal Link

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, lunch balances, option to add lunch money and much more.

To begin using Parent Portal, you must first sign up at any school office. Please remember to bring along a picture ID when you visit. If you have children at multiple school buildings, you will only need to visit one of the schools to turn in the Parent Portal 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:

Once your information has been entered into the program, you will be sent an email containing all of your login information. If you ever forget your password for Parent Portal, please go to the Parent Portal web page and enter your email address in the appropriate field to have your password automatically sent to you.

## 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.

## POWER of ICU CULTURE

Jackson Junior High believes that **ALL STUDENTS CAN LEARN!** In order for learning to take place, assigned work is not optional. It is the responsibility of the student to complete each assignment on time and in a manner that shows understanding of the standard. The basic premise is that any time a student does not do their work and/or does it unsatisfactorily; their understanding of the standards needs assistance or care. In an effort to help ALL STUDENTS reach their full potential, JJHS has adopted the following Power of ICU {Intensive Care Unit} Procedures:

1. Students will be placed on the ICU List if they have an incomplete assignment. Once the student is placed on the List a parent/guardian will receive a text and email notification of an assignment missing. The student's name will be removed once the assignment has been turned in and is at a satisfactory level. The parent/guardian will then receive an email notifying them of the completion.
2. Classroom teacher, school principal, or ICU Lifeguard will decide an appropriate intervention (Academic Lab, working lunch, after school detention, ALC, Saturday School or etc.)
3. The "Lifeguard" will communicate with student and/or parent to discuss a plan of action.
4. Continued non-compliance may result in administrative discipline.

Parental support, student's commitment, and teacher's directed instruction are key factors to the success of any assignment policy.

Assignments are designed to:

- Be an extension of a meaningful classroom experience and have a positive effect on achievement.
- Reinforce learning through 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 and learning skills that will benefit the student throughout their life.

**Academic Lab:** 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 3:10 - 4:15 PM, Monday – Thursday and 7:15 - 7:50 am, Monday – Friday.

## **TELEPHONE, MESSAGES, AND DELIVERIES**

Two phones are available for student use. Calls are limited to two minutes and can be used before school or 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.

## **CHEATING/PLAGIARISM**

Cheating is wrong and will not be condoned. Students who cheat hurt themselves and their education. Students who are caught cheating will have parent notified and consequences given.

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.

Plagiarism is defined as:

- Is a form of cheating.
- Turning in someone else's work as your own.
- Copying/pasting text from the internet or print source without credit to the source.
- Using a source without crediting it.

## **Student Services**

- **Gmail**
- **Student SIS Portal**
- **Canvas Login**
- **Student WiFi Login instructions**
- **Library Catalogue**

## ATTENDANCE PROCEDURES

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

In an effort to keep parents and guardians informed regarding attendance standard form letters will be sent to the parents at 21, 35, and 42 hours of absence. All absences will be considered unexcused until arrangements have been made via the parent/guardian and administration to excuse the absence. All students who are absent are required to bring a note or have parents call Jackson Junior High School before 9:00 AM stating the reason for being absent. The principal or his/her designee will determine whether an absence is excused or unexcused.

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

A total of six (6) absences per semester will be allowed for each student. All absences excused or unexcused will count toward the six (6) absences. After six (6) absences medical verification will be required before further absences will be excused.

Examples of unexcused absences would be, but not limited to the following: hunting, missed bus or car trouble, shopping, vacations, oversleeping, needed at home, or personal business.

An excused absence will be defined as an illness of the student, death/tragedy in the immediate family, physicians appointments (timed notes from the physician's office stating the time the appointment was finished, may be required upon return to school). Moreover, a student's absence will be considered excused if the school nurse evaluates the student and sends the student home. All absences other than sickness should be arranged and approved in advance by the principal and his designee. All school-sponsored activities, failure of the bus to run, and out of school suspension will not count toward the six (6) days of attendance.

All make-up work for excused absences should be completed within the number of days equal to the number of days absent. (i.e., 3 days of absence - allow 3 days to make up the work). Homework may be requested on the second day of consecutive absences.

### Attendance Procedures per Semester:

Step 1: At three (3) days or 21 hours a letter will be sent to the parent/guardian.

Step 2: At five (5) days or 35 hours a letter will be sent to the parent/guardian.

Step 3: At six (6) days or 42 hours a letter will be sent to the parent/guardian. Also, a referral will be made to the school-based social worker/student services specialist who will make contact with the parent/guardian.

Step 4: At seven (7) days or 49 hours discipline will be assigned for absences without medical documentation. Conference held with student & letter sent to parent/guardian. Any additional absences past the (7) days or 49 hours may result in graduated consequences.

Absences beyond ten (10) days or 70 hours a referral may be made to the school-based social worker or appropriate authorities (including Juvenile Court, Division of Children Services, Prosecuting Attorney or law enforcement). Students absent beyond this point may also be in danger of repeating all classes.

During the 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.

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

### **CHECK-OUT POLICY**

Students are not to leave 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 taken. 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.

### **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 may result in after-school detention. Additional tardies could result in increased consequences.

### **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.

### **ELECTRONIC DEVICES (Chromebooks, Cell Phones, Tablets, ect.)**

Cell phone use will be allowed in the morning before school, in the hallways between classes, at lunch, and after school. Cell phones should not be used during class for any reason without a teacher's permission. ***Jackson Junior High is not responsible for lost, damaged or stolen items.***

The following are a list of **acceptable uses** during approved times:

- **Phone calls**

- Texting
- Appropriate internet usage
- Appropriate app usage

The following are some of the usages not allowed during the school day:

- Taking video or using camera feature at any time without permission
- No use of device in the bathrooms or locker rooms
- No inappropriate internet usage or app usage
- No video games or websites that are violent, sexual in nature, or inappropriate in a school setting.
- Only one ear bud may used at a time so we can communicate with students
- No noise level that reaches farther than the person sitting next to you Sharing assignments should only be done with teacher permission.

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

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.

# JJHS Athletics Website

## 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 (one) 1 class the preceding semester.

School Citizenship Eligibility Standards:

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

### **7<sup>th</sup> & 8th Grade Activities**

Football  
Basketball  
Volleyball  
Track  
Cross Country  
Wrestling  
Band  
FCCLA  
Student Council  
Cheerleading  
FBLA  
TAG  
Guitar Club

## Transportation Services

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 different than their assigned one must have a note signed by the parent or guardian and approved by the administration by noon of the day they will be using alternate bus. This can only be done on a one day basis unless approved by Administration and District's Transportation Director.**



## **STUDENT DROP OFF AND PICKUP LOCATIONS**

Students may be picked up and dropped off on the North (Oak Street entrance) parking lot or the South (West Lane entrance) lot. Only school buses are allowed in the bus lane.

## **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.

**Working Lunches:** This may be assigned by teachers or main office. Students will be called out over the intercom to be released to the cafeteria prior to their lunch. Students will be allowed to eat their lunch while in working lunch.

**Office Assigned Detention:** If a discipline referral is sent to the office, an office assigned detention may be assigned. Detention will run from 3:00 - 4:30 daily. Students will be required to have work with them to complete in detention.

**Alternative Learning Center (ALC):** This is an in-school suspension classroom. Students are not counted absent, but are instead sent to ALC for closely structured, 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 may be 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.

## **TOBACCO/ELECTRONIC CIGARETTES**

Students are not allowed to possess or distribute tobacco of any kind on school property or in view of the Junior High campus. This includes, but not limited to cigarettes, smokeless tobacco, electronic cigarettes, vapes, vape juice or any device/product that contains nicotine.

This applies to all school sponsored activities as well as the regular school day. Violation of this rule will result in disciplinary action and notification to law enforcement.

## 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 or payments may be made online through your [Parent Portal Link](#). 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. Be aware that a weekly lunch bill may cost more depending on the "extras" the student may purchase. Students are allowed to charge up to \$15.00 for lunch. If students already owes the \$15.00 maximum allowed, the student will be offered a peanut butter sandwich or cheese and crackers with a carton of milk at no charge to their account. Breakfast may not be charged if a student exceeds the \$15.00 maximum charge limit allowed. The Jackson R-2 Food Service department does not allow any students to charge ala carte items. **Parents are responsible for monitoring the amount of money in their child's account and for paying back any charges incurred.**

### **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.

### **TECHNOLOGY USAGE GENERAL RULES AND RESPONSIBILITIES**

The following rules and responsibilities 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 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 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 location or 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.

## One 4 One Technology Initiative

The Jackson R-2 School District is committed to providing every student in grades K-12 with their own personal computing device. Student devices will be provided to 8th-12th-grade students in 2017, 7th-4th-grade students in 2018, and 3rd-grade -Kindergarten students in 2019. While the One 4 One Initiative will provide a device for every student, the device is not the focus of the program. The goal of One 4 One is to utilize technology to enhance classroom instruction. One 4 One focuses on the 4 Cs of 21st Learning: (a) critical thinking; (b) communication; (c) collaboration; and (d) creativity. A goal of One 4 One is to ensure equitable technological access for all students while utilizing technology to enhance learning.

# One 4 One Student Handbook

## [Click Here for Insurance Enrollment and Device Registration](#)

### **STUDENT HEALTH SERVICES**

Health services are provided by or under the direction of a registered professional nurse. The school nurse for your school may also provide services to other schools. If you need to contact the school nurse, please call your school office.

#### **Illness or Injuries**

In case of illness or injury during school, students must obtain a pass from their teacher to admit them to the nurse's office. To decrease the spread of potential communicable diseases, students exhibiting symptoms of impending illness may be sent home at the discretion of the school nurse. Factors considered before sending students home include a temperature of 100 degrees or higher, vomiting, or other symptoms that affect their ability to be productive at school. **Students should not return to school until they are symptom free (fever, vomiting, diarrhea, or unusual or unexplained rash) for 24 hours without medication.**

In cases of serious injury or illness, the school nurse will be notified immediately. The Emergency Medical Service (911) may also be called. The nurse, designated school personnel, and/or emergency medical personnel will care for the student and the parents will be contacted as soon as possible. **PARENTS ARE RESPONSIBLE FOR NOTIFYING THE SCHOOL OF A PLACE WHERE THEY CAN BE LOCATED IN THE EVENT OF AN EMERGENCY.**

#### **Immunizations**

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

#### **Special Health Concerns**

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

#### **Medication**

Medication administered through the school office to students will be by the school nurse or designated school personnel trained and supervised by the school nurse.

All medications administered through the school office must meet the following guidelines:

- The prescription medication shall be in the original container labeled with the physician's prescription.
- The first dose of a new medication will not be administered at school.
- A "Request for Giving Medication" form must be completed and signed annually by a parent/guardian for each medication administered at school. A new form must be completed at the time of a medication dose change.
- Medication should be delivered to the school by a parent/guardian or other designated adult or by specific arrangement that has been made between parent/guardian and school nurse. A one-month supply of a student's medication can be stored at school.
- The school nurse will not administer medication amounts exceeding the recommended daily dosage indicated by the manufacturer.
- If a student has a health concern that requires medication on an as needed basis for emergency situations, then specific written instructions must be provided as to when and under what circumstances medication is to be administered. This information should be provided and signed annually by the student's doctor.
- Over the counter medication may be dispensed for a specific condition by the school nurse upon written request or verbal permission by the parent/guardian.
- Students in grades 9-12 may carry their own over the counter medication and consume as directed. Over the counter medication must be in its original container. (Students in grades 7-8 who participate in school sponsored after school activities may carry their own over the counter medication with school nurse and parent agreement.)

#### **SELF-ADMINISTRATION OF MEDICATION BY STUDENTS**

An authorized prescriber may recommend that an individual student with a chronic health condition assume responsibility for his or her

own medication. The district will allow students to self-administer medication for the treatment of asthma and anaphylaxis in accordance with board policy JHCD. The District may allow students to self-administer other medications in accordance with law. The district will not allow any student to self-administer medications unless:

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

### **POSSESSION OF SELF-ADMINISTERED MEDICATION**

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

### **Screenings**

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

- Hearing – 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>
- 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>, 2<sup>nd</sup>
- Dental – PreK - 10<sup>th</sup>

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

### **Head Lice Procedure**

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

1. If head lice/eggs (nits) are discovered on a student, the student will be removed from the classroom and the parents/guardian will be called to remove the student from school.
2. When head lice/eggs (nits) are discovered on a student, all siblings attending one of the Jackson R-2 schools will be checked.
3. Parents will be provided information concerning procedures to eliminate the head lice.
4. After treatment is completed and prior to returning to the classroom, the student must come to the nurse's office for an examination. If eggs (nits) or lice are found, the student will not be allowed to return to the classroom.

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

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

### **INFORMATION FOR STUDENTS & PARENTS**

#### **REGARDING STUDENT CONDUCT FOR SCHOOL AND SCHOOL ACTIVITIES**

**THIS UPDATE OF THE JACKSON R-2 SCHOOL DISTRICT STUDENT CODE IS IN RESPONSE TO THE REQUIREMENTS OF THE SAFE SCHOOLS ACT OF 1996 (HB1301/1298). IT IS VERY IMPORTANT THAT WE MAINTAIN OUR EXCELLENT TRADITION OF GOOD STUDENT BEHAVIOR. WE BELIEVE THAT THIS HIGH STANDARD OF BEHAVIOR WILL ONLY CONTINUE THROUGH THE COOPERATIVE EFFORTS OF STUDENTS, TEACHERS, ADMINISTRATORS, AND PARENTS. PLEASE CONTACT YOUR BUILDING PRINCIPAL IF YOU HAVE QUESTIONS REGARDING ANY AREA OF OUR STUDENT CODE OF CONDUCT.**

JACKSON R-2 SCHOOL DISTRICT  
REVISED STUDENT POLICIES  
(REFERENCE: SAFE SCHOOLS ACT, 1996-HB1301 & HB1298)

## **STUDENT DISCIPLINE**

The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in district instructional and support programs, as well as at school-sponsored activities and events. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

The penalties and penalty ranges for the offenses and disciplinary issues described below are guidelines only. The Jackson R-2 School District expressly reserves the right to deviate from the guidelines as, in its sole discretion, it deems appropriate or necessary. The District also has the right to impose discipline for infractions or offenses in addition to those specifically described below to the extent allowed by law. Further, the District also reserves the right to contact or otherwise involve law enforcement even in circumstances not specifically referenced below.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due

process procedures, may summarily suspend any student for up to ten (10) school days for violation of these policies, rules and regulations. Notice of suspension shall be given immediately to the parent or guardian, and to the superintendent.

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

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

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

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

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

## **STUDENT DISCIPLINE OFFENSES**

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

### **Impact on Grades**

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

### **Prohibited Conduct**

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

### **Academic Dishonesty**

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

First Offense: No credit for the work, grade reduction, or replacement assignment.

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

### **Arson**

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

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

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

### **Assault**

1. Using Physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other

person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

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

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

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

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

Subsequent Offense: Expulsion.

### **Automobile/Vehicle Misuse**

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

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

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

### **Bullying and Cyberbullying (see Board policy JFCF)**

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

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

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

### **Bus or Transportation Misconduct**

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

### **Dishonesty**

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

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

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

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

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

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

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

### **Drugs/Alcohol (see Board policies JFCH and JHCD)**

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



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

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

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

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

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

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

### **Extortion**

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

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

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

### **Failure to Care for or Return District Property**

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

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

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

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

Violating the conditions of suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

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

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

### **False Alarms (see also "Threats or Verbal Assault")**

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

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

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

### **Fighting (see also "Assault")**

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

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

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

### **Gambling**

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

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

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

### **Harassment, including Sexual Harassment (see Board policy AC)**

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

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

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

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

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

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

### **Hazing (see Board policy JFCG)**

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

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

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

### **Incendiary Devices or Fireworks**

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

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

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

### **Nuisance Items**

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

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

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

### **Public Display of Affection**

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

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

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

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

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

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

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

### **Sexual Activity**

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

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

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

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

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

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

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

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

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

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

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

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

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

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

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

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

### **Theft**

Theft, attempted theft or willful possession of stolen property.

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

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

### **Threats or Verbal Assault**

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

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

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

## **Tobacco**

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

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

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

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

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

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

## **Truancy or Tardiness (see Board policy JEDA)**

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

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

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

## **Unauthorized Entry**

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

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

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

## **Vandalism (see Board policy ECA)**

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

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

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

## **Weapons (see Board policy JFCJ)**

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

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

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

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

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

Subsequent Offense: Expulsion.

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

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

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

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

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

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

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

## **DETENTION AND/OR IN-SCHOOL SUSPENSION OF STUDENTS**

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

## **STUDENT SUSPENSION AND EXPULSION**

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school.

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

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

### **Out of School Suspensions**

In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below.

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

B. If the student gives notice that he or she wishes to appeal the suspension to the

Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

C. All notices of appeal shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the Board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the Board.

D. The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.

E. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.

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

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

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

1. Before recommending to the Board that a student be expelled or suspended for more than 180 school days, the superintendent or principal must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and give the student an opportunity to present his or her version of the incident.

2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 school days, the procedures described below apply unless the student is disabled. (In the case of a disabled student, the procedures described in the policy dealing with the discipline of disabled children shall apply.)

A. The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 school days. The superintendent may also immediately suspend the student for up to 180 school days.

B. Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.

3. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

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

### **Student Discipline Hearings**

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school

days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

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

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.
2. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges. A licensed court reporter may record the hearing and prepare a written transcript.
3. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the District. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the decision.

#### **DISCIPLINE REPORTING AND RECORDS**

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

#### **Definitions**

The following definitions and terms apply to this policy:

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

Any act of school violence.

Any offense which occurs on school grounds, on school buses or at any school activity which is required by law to be reported to law enforcement officials.

Any offense which results in an out-of-school suspension for more than ten (10) school days.

4. Need to Know -- Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

#### **Reporting to School Staff**

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

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

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

### **Reporting to Law Enforcement Officials**

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

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