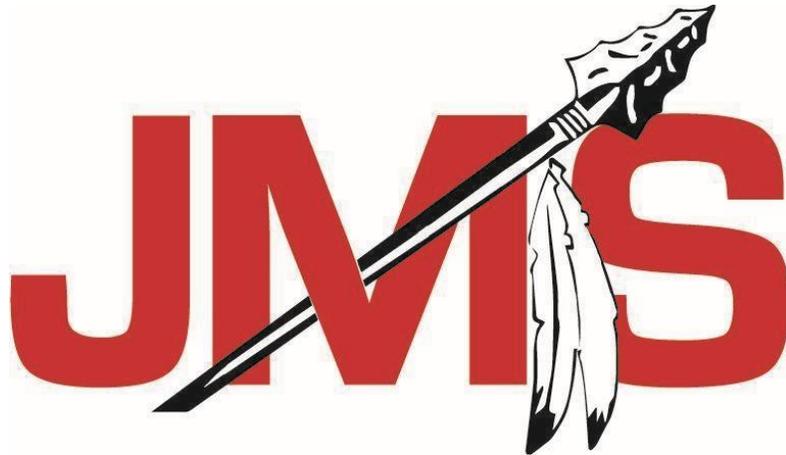


Jackson R-2 School District



Middle School Student Parent Handbook

Adopted by the Board of Education: July 1, 2025

Contents	
Mission C-110-S	4
School Board Members G-100-S	4
School Building Information and Contact Information.....	5
Building Information	5
Academic Calendar I-100-S.....	10
Attendance and Absence Procedures S-115-S	11
Dress Code S-180-S	14
Food Service Program F-285-S	15
Allergy Prevention and Response S-145-S	16
Health Services S-215-S.....	17
Illnesses/Injuries	17
Health Screenings	18
Health Office	21
Administration of Medication S-135-S.....	22
Communicable Diseases F-245-S.....	22
Asbestos F-215-S.....	24
Student Insurance S-140-S.....	24
Student Records S-125-S	25
Personnel Records E-190-S	27
Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S .	28
English Language Learners I-150-S	28
Visitor Procedures C-155-S.....	28
Transportation Services F-260-S	29
Student Discipline S-170-S	31
Hall Conduct	49
Bullying, Hazing, and Cyberbullying S-185-S	50
Complaints or Concerns C-120-S	53
Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures.....	54
Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S	57
Title IX C-131-S.....	57
Student Searches S-175-S	58
Student Alcohol/Drug Abuse S-195-S	58
Counseling S-147-S	59
Weapons in School S-200-S	59
Instruction	60
Assessment Program I-195-S.....	60
Teaching About Human Sexuality I-120-S.....	60

Section 504 I-125-S.....	60
Special Education I-125-S.....	61
Virtual/Online Courses I-160-S.....	62
Technology F-265-S.....	62
Artificial Intelligence F-266-S.....	64
Building Information.....	64
Grading and Reporting System.....	64
Incomplete Work.....	67
Identification Cards/Badges.....	67
District Sponsored Extra-Curricular Activities and Clubs I-210-S.....	68
School Sponsored Trips.....	68
School Cancellations and/or Early Dismissal.....	68
Arrival and Dismissal Procedures S-165-S.....	69
Before/After School Care Program.....	70
2025-2026 JMS Bell Schedule.....	71
Telephone.....	74
Fundraising.....	74
Lockers.....	74
Drink Policy.....	75
Outside Recess.....	75
Gym.....	75
Hallway.....	75
Lost and Found.....	75
Supply Lists.....	76
District Policy Information.....	76
Physical Examinations and Screenings S-146-S.....	76
Surveying, Analyzing, and Evaluating Students S-150-S.....	76
School Nutritional Program F-290-S.....	77
Student Transfers S-120-S.....	77
Trauma-Informed Schools Initiative.....	78
Tobacco-Free Policy C-150-S.....	78
Safety F-225-S.....	78
Firearms and Weapons F-235-S.....	79
Use of Recording Devices or Drones C-165-S.....	79
Signature and Form Requirements.....	80
C-105-P District Rules and Guides Form A Student/Parent Handbook Acknowledgment.....	81
F-265-P Technology Usage Agreement Form Form B.....	82

Mission C-110-S

The mission of the Jackson R-2 School District is: to graduate life-ready, service-motivated citizens with a passion for lifelong learning.

T.R.I.B.E.

Character Education Initiative at Jackson Middle School

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

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

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

Trust

Respect

Integrity

Belonging

Empathy

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

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

School Board Members G-100-S

Brian Thompson, President

Brandon Pylate, Vice President

Greg Farrow, Member

Sheila King, Member

Christine Warren, Member

Todd Rushing, Member

Brad Walters, Member

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

School Building Information and Contact Information

The Department of Elementary and Secondary Education's District and Building Report Cards are available [here](https://apps.dese.mo.gov/MCDS/Reports/SSRS_Print.aspx?Reportid=94388269-c6af-4519-b40f-35014fe28ec3) (https://apps.dese.mo.gov/MCDS/Reports/SSRS_Print.aspx?Reportid=94388269-c6af-4519-b40f-35014fe28ec3).

Building Information

Jackson Middle School will open at 7:15 a.m. and close at 4:00 p.m. For safety reasons, students are not to arrive before or remain on campus prior to or after those times unless they are being supervised by a member of the staff. If an item has been forgotten, students will be allowed to go get it. They do need to check in with the office.

Office Phone Number: 243-9543 (Administrative, Counseling, Nurse Offices)

Fax Number: 243-9545

Web Site: www.jacksonr2schools.com

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

Office Staff:

Michael Martin, Principal mmartin@jr2mail.org

Niki Sturms, Asst. Principal nsturms@jr2mail.org

Paul Schorey, Asst. Principal pschorey@jr2mail.org

Autumn Brown, Counselor anreid@jr2mail.org

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Laura Hodges lhodges@jr2mail.org



Jackson Middle School

1651 West Independence Street Jackson, MO 63755-3055
Office: (573)243-9543 Fax: (573)243-9545

Mike Martin
Principal

Niki Sturms
Assistant Principal

Paul Schorey
Assistant Principal

Autumn Brown
Counselor

Jennifer Ivy
Counselor

Joeli Wahlig
Counselor

Welcome!

It is a pleasure to welcome you to Jackson Middle School. JMS offers excellent academics, co-curricular activities, after school programs, and athletic opportunities. These programs along with an excellent faculty and staff make JMS the right choice for your child.

Jackson Middle School's Vision:

Jackson Middle School, in partnership with parents and community, is striving to create a school where:

- Student Learning - Curriculum and instruction are academically challenging for all students allowing them to progress individually as lifetime learners.
- Culture - The atmosphere is safe and comfortable, promoting a strong sense of unity and belonging.
- Voice - Empowered individuals participate successfully in a learning community where each voice is heard.

At JMS we take this vision seriously and work diligently to meet the needs of the individual child to the best of our abilities. Middle school children are very unique and the staff at JMS is highly experienced working with the needs of this age level.

If you would like more information on the school or programs available, please call at 243-9543.

Thank you,

Michael Martin, Principal

Paul Schorey, Assistant Principal

Niki Sturms, Assistant Principal

Academic Calendar I-100-S

The Academic Calendar is available [here](https://cdnsm5-ss12.sharpschool.com/UserFiles/Servers/Server_11232508/File/District%20Information/District%20Calendar/25-26%20District%20Calendar%20Board%20Approved.pdf) (https://cdnsm5-ss12.sharpschool.com/UserFiles/Servers/Server_11232508/File/District%20Information/District%20Calendar/25-26%20District%20Calendar%20Board%20Approved.pdf).

Attendance and Absence Procedures S-115-S

Expectations for Attendance

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school-sponsored activities must attend school at least 3.5 hours on the day in which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is excused or unexcused.

Procedures for Reporting an Absence

Parents must report a student's absence by 9:00 a.m. on the day of the absence by calling 573-243-9513. The school will contact parents via an automated call at 10:00 a.m. who do not report a student's absence by the designated time. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office.

Verified Absences

Verified absences is when the parent has provided an explanation as to why the student was absent from school. After the 7th absence, the absence will be considered unverified unless the parent provides medical documentation explaining the absence.

Excused Absences

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be excused. All absences other than sickness should be pre-arranged and approved by the principal and/or his/her designee.

The administration may request documentation to determine whether an absence is excused. Excused absences are allowed for:

- Illness of the student with a doctor's note
- Medical appointments that cannot be scheduled outside the school day
- Serious illness or death of a family member (obituary is required for death of a family member)
- Religious observances
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal
- Visits from a parent or guardian on active military duty who is on leave from, will be immediately deployed, or immediately returned with notification and approval of the principal

Suspensions

An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.

Unexcused Absences

Absence for reasons other than the categories of excusable reasons, or that does not have the proper documentation for an excused absence as determined by the principal, will be considered unexcused. Excessive, unexcused absences will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

If the absence is unexcused disciplinary actions may be taken.

Notification to Parents

A total of ten (10) absences or 70 hours per year will be allowed for each student for each student. All absences excused or unexcused will count toward the ten (10) absences. After seven (7) absences/49 hours medical verification will be required before further absences will be excused.

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.

Attendance Procedures per school year (August-May):

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

Step 2: At five (5) days or 35 hours, an automated letter/ phone call will be sent to the parent/guardian.

Step 3: At seven (7) days or 49 hours, a letter will be sent to the parent/guardian as well as a phone call to discuss the absences. Also, a referral may be made to the school-based social worker/student services specialist who will make contact with the parent/guardian. Any additional absences past the seven (7) days or 49 hours may result in graduated consequences. Doctor's excuses become mandatory for absences.

Step 4: At ten (10) days or 70 hours, discipline may be assigned for absences without medical documentation. Conference held with student & letter sent to parent/guardian. Any additional absences past the ten (10) days or 70 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.

Drop-Out

Students under the age of 18 may not drop out of school without parental consent. Students who drop out and then wish to re-enroll will receive unexcused absences for all of the days missed and will not be allowed to complete any make-up work.

Once enrolled, the student will be considered a district student until the District is directed to withdraw the student or until multiple unsuccessful attempts have been made to contact the parents/guardians or student to confirm continued enrollment after several absences.

Late Arrival/Tardiness

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. The District will count tardiness as an absence. Each classroom teacher will establish tardy procedures. Students with three (3) tardies to the same class per semester will be assigned one lunch detention. Additional tardies to the same class will result in lunch detentions, after-school detention, or In School Suspension. Students arriving late to school will meet with a school administrator prior to attending class.

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

Truancy

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. Families are entitled to appeal assigned consequences to the Superintendent or designee.

Leaving School Grounds

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

Make-Up Work

All make-up work for absences should be completed within the number of days equal to the number of days absent. (i.e. three (3) days' absence should allow three (3) days for the student to make-up the work). If it is an extended absence, the administration will work with the student to get the work turned in a timely manner.

Dress Code S-180-S

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

Dress Code Expectations and Prohibitions

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

1. See-through garments;
2. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;
3. Spandex sports shorts;
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outer wear;
6. Clothing with profane, obscene, or otherwise inappropriate language;
7. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
8. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
9. Language or symbols that promote gangs;
10. Hats and hoods (hooded sweatshirts worn up);
11. Do-rags;
12. Handkerchiefs;
13. Bonnets and Shower Caps;
14. Sunglasses;
15. Face paint;
16. Body drawings and/or writing
17. Overly-dramatic make-up;
18. Cosplay accessories;
19. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn (although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event);
20. Blankets carried or worn as coats or wraps while in the building;
21. Heavy or loose chains, or straps that create a safety risk.

Additional Dress Code Information

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other

safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extracurricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

Food Service Program F-285-S

Below are the Lunch/Breakfast prices for the 2025/2026 school year.

- Secondary Student Breakfast - \$2.25
- Secondary Student Lunch - \$3.35
- Reduced Student Breakfast - \$.30
- Reduced Student Lunch - \$.40

One milk is included in the meal, however if a child chooses to only get a milk then \$.55 will be charged to the child's account.

Students in grades K-12 are allowed to charge up to -1.00 before receiving a robo call of a negative balance. Parents will receive an automatic call when the student account reaches a negative 1.00, then again at negative 5.00 and 10.00. Once accounts reach a negative 10.00 and the lunch accounts aren't made current then the parents will receive a call from someone from their students building. Parents are responsible for monitoring the amount of money in their child's account and for paying back any charges incurred.

If a student reaches a balance of negative \$50, the student will receive an alternative meal of a peanut butter and jelly sandwich, a fruit or vegetable, and a milk at no additional charge to the family. The Jackson R-2 Schools Nutrition Service department does not allow any students to charge a la carte items when their account is in the negative.

Additionally, students must purchase a complete reimbursable meal before any a la carte items can be purchased. A reimbursable meal includes 3 of the 5 meal components (meat or meat alternative, grain, fruit, vegetable, dairy) one of which must be a fruit or vegetable. Parents are responsible for monitoring the amount of money in their child's account and for paying back any changes incurred.

Free and Reduced Lunch Application

To apply for benefits you must complete an online application for Free and Reduced Price School Meals. The application is available through SchoolCafé to each household at the website <http://www.schoolcafe.com/>. Directions are available on their website: <http://docs.primeroedge.com/SchoolCafe/SchoolCafe+Eligibility+Quick+Card.pdf> or you can request a printed set of instructions from any school office. Alternatively, there is also an instructional video available:

<https://vimeo.com/280726060/a627865334?ust=1627137720000000> To assure a quick response, please fill out all required information correctly. Responses will be sent

by email with the address on file. You will be notified by email whether your application has been approved or denied for free or reduced meals.

Adult Visitors for Lunch

Outside visitors and outside food/drinks are not permitted.

Allergy Prevention and Response S-145-S

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

Building-Wide and Classroom Approaches

Any food brought in for class parties must be pre-packaged snacks.

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine, Narcan, and asthma-related medications as allowed by District rules. If you do not want these medications administered to your student in an emergency, please notify the school nurse or principal in writing.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

Individual Approaches

The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team

may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

Health Services S-215-S

Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may not be physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

Illnesses/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 100.1 degrees or higher, vomiting, or other symptoms that affect their ability to be productive at school. **Students should not return to school until they are symptom-free (fever, vomiting, diarrhea, or unusual or unexplained rash) for 24 hours without medication.** If a child is diagnosed with an infectious disease such as strep throat, impetigo, pink eye, etc. the child will not be allowed to return to school until they have been on an antibiotic for 24 hours.

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

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.**

Health Screenings

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

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

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

Head Lice Protocol

Head lice infestations are a common problem for children in childcare settings and schools. Anyone can get head lice. There are two other kinds of lice that infest people, but they do not live on the head. Parents should check their child(ren) for head lice regularly. If they find lice or eggs, use the information provided below.

CAUSE

Pediculus humanus capitis, a louse.

Head lice are very small (less than 1/8" long, about this size [--]), brownish-colored insects that live on human heads and lay their eggs (nits) close to the scalp. The eggs are tiny (about the size of the eye of a small needle) and gray or white in color. Adult lice move fast and do not like light.

SYMPTOMS

Itching of the head and neck. Look for: 1) crawling lice in the hair, usually few in number; 2) eggs (nits) glued to the hair, often found behind the ears and at the back of the neck; and 3) scratch marks on the head or back of the neck at the hairline.

SPREAD

Lice are spread by head-to-head contact and by sharing personal items such as combs (especially on picture day), sports head gear, brushes, barrettes, hats, scarves, jackets, blankets, sheets, pillowcases, stuffed animals, play activity clothes, and hats. Head lice may be spread during sleepovers.

Lice do not jump or fly; they crawl and can fall off the head. Head lice do not live longer than 48 hours off the head. They only lay their eggs while on the head. Nits which are more than 1/2" from the scalp are dead or empty and will not hatch. The eggs do not hatch if they fall off the head. Lice does not spread to or from pets.

INCUBATION

It takes 7 to 10 days from when the eggs are laid until they hatch.

CONTAGIOUS PERIOD

Until treated with a lice treatment product.

PROCEDURES

- If head lice are discovered on a student, the student will be sent to the school nurse and the parents or emergency contact will be called. The child does not need to be sent home immediately if the lice are detected; however they should not return to school until effective treatment is given.
- When head lice/nits are discovered on a student, all Jackson R-2 school-age siblings of the affected student will also be checked for head lice.
- If there are more than two children showing signs/symptoms of head lice in a classroom, the school nurse will determine the need for and efficacy of screening the entire classroom. Screening at will is not recommended by the Department of Health as it is time-consuming and ineffective in the discovery and elimination of head lice. The nurse may, however, send a letter to notify the other children's parents that head lice has been found in their child's classroom, so they may watch for signs of infestation as well.
- The school nurse will be available to screen for head lice, as well as give the parent information concerning the procedure to eliminate head lice.
- After treatment is complete and prior to returning to the classroom, the student must come to the nurse's office for an examination by the school nurse.
- If there is no evidence of head lice, the student will be permitted to return to the classroom. If nits remain, it is up to the discretion of the school nurse whether the student will be permitted to return to school.
- After being readmitted to school, the student will randomly be examined by the school nurse to check for re-infestation.

TREATMENT

- Call a healthcare provider or pharmacist for advice. Recommended treatment includes using either an over-the-counter (OTC) or prescription medicated (lice killing) product. Use products that contain permethrin or a pyrethrin-based shampoo. Refer to the Centers for Disease Control and Prevention for the most current head lice treatment guidelines.
- Follow the product directions carefully (especially the amount of product to use, length of time on the hair, and whether to use on dry or damp hair). Directions will vary, depending on the product used.
- With certain products a second treatment is recommended 7 to 10 days later to kill any lice that may have hatched after the first treatment.
- It may take 24 hours for products to kill lice.
- Lice treatment products are not 100% effective in killing lice, especially nits. Removing the nits (nitpicking) is an essential part of the treatment for controlling the spread of head lice. The nits are glued onto the hair shaft as they

are laid and require effort to remove. To remove the nits, use a metal nit comb, cat flea comb, or your fingernails to slide eggs off the hair shafts. Continue checking the head and combing hair daily for 2 weeks. If all nits within ½" of the scalp are not removed, some may hatch and the child will be infested again.

Remember: it takes at least 2 weeks to get rid of lice.

- Check all household members for head lice. Treat only household members with head lice, and treat all at the same time.
- Many alternatives to OTC or prescription head lice control products have been suggested. CDC does not have clear scientific evidence to determine if suffocation of head lice with mayonnaise, olive oil, margarine, butter, or similar substances is an effective form of treatment.

PREVENTION/CONTROL

- DO NOT share combs, brushes, other hair grooming items and other hair accessories (barrettes, etc.), towels, bedding, clothing, hats, and headgear, such as personal headphones and sports helmets.
- Hang coats, jackets, and caps in individual lockers or on assigned coat hooks. If this is not possible, put the clothing in separate plastic bags. Bedding, when not in use for naptime, can be stored in individual plastic bags or storage boxes.
- Parents should check their child's head frequently throughout the year. If one person in a household, childcare, school, etc., has head lice, others should be checked too. Sleepovers are a common setting in which head lice are spread. When a child returns from a sleepover, check the child's head and launder any bedding that they brought home.
- Clean all combs, brushes, other hair grooming items and accessories (barrettes, etc.) by doing one of the following: - soaking in the lice treatment product for 10 minutes. - cleaning with hot soapy water. - boiling for 5 minutes.
- Vacuum carpets, upholstered furniture, mattresses, and seats in the car(s) thoroughly. Insecticide sprays are NOT recommended because this will expose household members to unnecessary pesticides and most viable lice are found on the head, not in the environment.
- Wash clothing worn in the last 3 days (e.g., jackets, hats, scarves, pajamas), bedding, and towels in hot (130 °F or higher) water and dry in a hot dryer for at least 20 minutes before using again. Clothing or backpacks that cannot be washed or dried, linens, and stuffed toys can be dry cleaned or sealed in plastic bags for 2 weeks.

HOW TO REMOVE NITS

- Work in a well lit room or under a bright lamp (using a magnifying glass may help you see the nits).
- Divide the hair into 4 parts and divide each part into 1-inch sections.
- Starting at the scalp, use a metal nit comb, cat flea comb, or your fingernails to comb each hair section individually.
- Use the comb or your fingernail to slide eggs off the hair shaft or use scissors to cut hair shafts that have nits glued to them.

- Remove all nits each time you comb the hair.
- REMEMBER: it can take at least 2 weeks to get rid of lice.

ADDITIONAL RESOURCES

<https://health.mo.gov/living/families/schoolhealth/pdf/HEADLICE.pdf>

For more information, call Missouri Department of Health and Senior Services (MDHSS) at 573-751-6113 or 866-628-9891 (8-5 Monday thru Friday) or call your local health department.

More information about head lice can be found on the Centers for Disease Control and Prevention website at: <http://www.cdc.gov/lice/head>.

Bed Bugs

If a confirmed bed bug is found on a student, he or she should not be sent home.

1. Notify the parent/guardian.
2. It is not necessary for the student to be sent home or isolated from other students.
3. The student should be temporarily removed from the classroom so that the school nurse or a qualified individual can perform an inspection of the student's clothing and other belongings including: hat, shoes, jacket, backpack and school supplies.
4. Without drawing significant attention to the student, areas where the student sits or where the affected belongings may have been placed for extended periods of time will be checked.
5. Specimens for positive identification will be collected.
6. If a confirmed bed bug is found on a student, the student should change into temporary clothing and place all of their clothes (including shoes) in the dryer set on high for 30 minutes or use an UV treatment machine.
7. After treatment, the student should change back into their clothes and return to class.
8. Remaining belongings should be placed in a large zip lock plastic bag and plastic container.
9. If a dryer is not available to treat clothes, the clothes should also be put into the plastic bag and plastic container.
10. Ongoing individual student case management will be provided by the District.
11. [Bed Bug Pamphlet](https://health.mo.gov/living/healthcondiseases/communicable/bedbugs/pdf/brochure.pdf). (<https://health.mo.gov/living/healthcondiseases/communicable/bedbugs/pdf/brochure.pdf>)

Health Office

If you have any questions, please contact the nurse's office at 573-243-9543.

Administration of Medication S-135-S

All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office and must be accompanied by the following information. The first dose of a new medication will not be administered at school. 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.

Non-Prescription Medication – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or others.

Prescription Medication – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need-to-know basis. Please contact the school nurse.

Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and

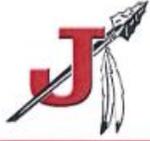
entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to *discipline and/or remedial action* in accordance with the discipline code, and state and federal law.

Immunizations and Vaccinations

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

Asbestos F-215-S



Jackson R-2 School District

Dr. Matt Lacy
Deputy Superintendent

Dr. Keenan Kinder
Superintendent

Merideth Pobst
Chief Marketing & Communications Dir.

Dr. Jessica Maxwell
Associate Superintendent

Janelle Pope
Associate Superintendent

August 1, 2025

Dear Parent/Employee:

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations, which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This New Rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

Jackson R-2 has conducted a complete inspection of its facilities for asbestos containing building materials on August 11, 1988, utilizing the services of Larron Laboratory. TruTest Environmental Solutions, LLC conducted a re-inspection October 2023. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of the LEA (and in the offices of each school) during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public, including teachers, other school personnel and their representatives, and parents. The LEA may charge a reasonable cost to make copies of management plans.

You, as a parent or employee, are encouraged to examine the management plan that affects your child(ren) or you. The contents of the management plan and the recommendations made in it were presented and discussed at the September 27, 1988 Board of Education meeting at 8:00 P.M. If you were unable to attend this meeting please contact the administration office at 573-243-9501 to obtain transcripts and/or recordings of the presentation.

The purpose of the Federal and State regulations is to protect the health and well being of all persons entering the buildings of this LEA for any reason. This LEA takes very seriously the recommendations made in the management plan, which has been sent to the Missouri Department of Health for approval. The person in this LEA trained to oversee asbestos activities and ensure compliance is Dr. Keenan Kinder. As required in the rule, Dr. Kinder is the single contact for the public to obtain information about asbestos related activities in the LEA. You may reach Dr. Kinder at 573-243-9531. Thank you for your cooperation and understanding.

Sincerely,


Dr. Keenan Kinder, Superintendent of Schools

Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA) requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at: <https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

Student Records S-125-S

Access to and Release of Student Information

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the District's Custodian of Records. Requests to amend education records may be directed to the District's Custodian of Records to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

Directory Information

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by the first day of school or within 10 days of enrollment of each school year.

The District designates the following items as directory information:

General Directory Information: The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

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

School Officials with a Legitimate Educational Interest

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

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

Release of Records to Other Agencies or Institutions

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or

where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

Military and Higher Education Access

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

Release

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form.

Notice

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The 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

Personnel Records E-190-S

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

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

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

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

licensure requirements at the grade level and subject area in which the teacher has been assigned.

This information may be requested by contacting the building administration.

Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District's liaison for students who are homeless, migrant, English learners, or in foster care is:

Name: Dr. Jessica Maxwell
Phone #: 573-243-9501
Email Address: jmaxwell@jr2mail.org

English Language Learners I-150-S

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. The website features the ability to translate information into 10 languages.

For more information about the programs for students with LEP or assistance for families, please contact:

Name: Dr. Jessica Maxwell
Phone #: 573-243-9501
Email Address: jmaxwell@jr2mail.org

Visitor Procedures C-155-S

For student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass. If you

need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit in advance.

Transportation Services F-260-S

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.

STUDENT DROP OFF AND PICK UP LOCATIONS

Students may be picked up and dropped off by entering the West Independence entrance lanes and following the lanes to the south side of the building. If vehicles are in the lane closest to the building, they may exit either on Broadridge or West Independence. If vehicles are in the outside entrance lane, they may only exit via West Independence.

STUDENT SIGN-IN and SIGN-OUT PROCEDURES

As we strive to make JMS a secure and safe learning environment for our students and staff, Jackson Middle School will utilize the following Student Sign-in and Sign-out procedures. We thank you in advance for your cooperation and understanding.

- Make your way to the front of the building.
- Press the button on the side of the building.
- An Office staff member will greet you using the intercom and ask for your name and ID.
- You will need to hold your ID up to the camera.
- Once your ID has been verified, you will be allowed access to the foyer area.
- Once in the foyer, you will utilize the electronic sign-in/sign-out platform.
 - If you are signing your child in, we will open the doors for them to enter and have them go to their class.
 - If you are signing your child out, you may wait in the foyer while we call down your child
 - Once your child is in the lobby, we will have them meet you in the foyer.

DISCIPLINARY ACTIONS

Disciplinary Action at Jackson Middle School can result in several options:

Lunch Detention: Lunch detention, which is comprised of a student's lunch and recess period, may be assigned from the office based on a student's behavior.

After School Detention: After School Detention, defined as the time period from 3:06 - 4:30, may be assigned from the office based on a student's behavior. Students will be required to have work with them to complete in detention.

In-school Suspension: This is an in-school suspension classroom. Students are not counted absent but are instead sent to ISS for closely structured, monitored supervision. Students will receive regular classroom work which they must complete before being allowed out of ISS. ISS is used for chronic academic or discipline issues not requiring out of school 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). 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 and receive credit. Students may also make up tests or large projects for credit while under suspension. The principal or assistant principal will contact the parent/guardian notifying them of the suspension of their student. The dates of the suspension will be included in this letter.

Bus Conduct

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

1. Students are to remain seated while the bus is in motion.
2. The driver is in charge of the students on the bus. Students are to obey the driver promptly and respectfully.
3. Students will not smoke, use profanity, inappropriate gestures, spit, eat, or drink on the bus.
4. Excessive noise is prohibited—normal conversation only. Unnecessary conversation with the driver is prohibited.
5. Students are not to throw paper or other litter on or outside the bus.
6. Possession of tobacco products or mood-modifying substances are NOT allowed on the bus.
7. Students should be on time and conduct themselves appropriately at designated bus stops.
8. Students need to treat others with respect.

9. Band instruments are to be taken to the seat with the student – not left in the front of the bus.
10. Students are to use prompt, safe procedures when boarding or exiting the bus.
11. Only animals trained for the handicapped will be allowed on the bus.
12. Drug use, fighting/assault, extortion, arson, false alarm, theft, vandalism, sexual harassment, carrying or the use of weapons will not be tolerated and could lead to immediate suspension of bus privileges.

Student Discipline S-170-S

Student Code of Conduct

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

1. Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
2. Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
3. Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
4. Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student

may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

Standards of Conduct and Consequences

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

District Policy for Discipline

Definitions

Acts of violence or violent behavior - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

Corporal Punishment – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

Detention – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity.

Expulsion – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

In-school suspension – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

Need to know – A requirement to report acts of school violence to school personnel who are directly responsible for a student’s education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Out-of-school suspension – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights. Suspensions from school will not count against the school attendance policy. When a student is suspended, he/she will be allowed to receive credit for any work that is missed. In addition, students placed on suspension will lose privilege status and forfeit the right to participate/attend extracurricular events including, but not limited to, sporting events, dances, clubs & activities, and school sponsored performances. The length of time the student will lose privileges will be determined by the building administrator. The loss of participating in or attending the extracurricular activities can and may extend beyond the days of the suspension. Furthermore, students who are under out-of-school suspension should not be on any school premises during the length of suspension.

Physical Restraint – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student’s torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a student’s hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

Restitution – The requirement of a student to return or pay for stolen goods or damaged property.

Seclusion – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school district. Seclusion does not include a timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

Serious violation of the District’s Student Discipline Policy – Any act of violence or violent behavior, any drug-related activity, any offense listed in [Section 160.261.2, RSMo](#)

(<https://revisor.mo.gov/main/OneSection.aspx?section=160.261&bid=7750&hl=>), or any other violation of the District’s Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

Prohibited Conduct	Definition	First Offense	Second, Subsequent Offense
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication or information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person’s work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work.	No credit for the work, grade reduction, replacement assignment, based on administrative discretion.	No credit for the work, grade reduction, course failure, removal from extracurricular activities, based on administrative discretion.

	The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.		
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.	10-180 days out-of-school suspension or expulsion.	Expulsion.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause	Principal/Student conference, detention, in-school suspension,	In-school suspension, 1-180 days out-of-school

	<p>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.</p>	<p>1-180 days out-of-school suspension, or expulsion.</p>	<p>suspension, or expulsion.</p>
<p>Bullying and Cyberbullying</p>	<p>Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance,</p>	<p>Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.</p>	<p>1-180 days out-of-school suspension or expulsion.</p>

	<p>opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts.</p> <p>"Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where</p>		
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	the speech is protected by law.		
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.	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	Any act of lying, whether verbal or written, including forgery.	Nullification of forged document. Principal/Student conference, detention, or in-school suspension.	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the	In-school suspension or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion. Possession of tobacco products:

	<p>influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.</p>	<p>Sale, purchase or distribution of any of the items listed with the exception of tobacco: 1-180 days out-of-school suspension or expulsion.</p> <p>Possession of tobacco products: Confiscation of prohibited product. Principal/Student conference, detention, or in-school suspension.</p> <p>Use of tobacco products: Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1- 3 days out-of-school suspension.</p>	<p>Confiscation of prohibited product. Detention, in-school suspension or 1-10 days out-of-school suspension.</p> <p>Use of tobacco products: Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.</p>
Extortion	Threatening or intimidating any person for the purpose of	Principal/Student conference, detention, in-school suspension,	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

	obtaining money or anything of value.	or 1-10 days out-of-school suspension.	
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Fighting	A conflict: verbal, physical, or both, between two or more people.	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Weapons and Firearms	A) Possession or use of a firearm as defined in 18 U.S.C. § 921 (https://www.govinfo.gov/content/pkg/USCODE-2020-title18/html/USCODE-2020-title18-partI-chap44-sec921.htm) or any instrument or device defined in § 571.010, RSMo	A) One calendar year suspension or expulsion, unless modified by the Superintendent or Board of Education. B) In-school suspension, 1-180 days out-of-school suspension, or expulsion. C) In-school suspension,	A) Expulsion. B) 1-180 days out-of-school suspension or expulsion. C) 1-180 days out-of-school suspension or expulsion.

	<p>(https://revisor.mo.gov/main/OneSection.aspx?section=571.010&bid=29695&hl=), or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2) (https://www.govinfo.gov/content/pkg/USCODE-2020-title18/html/USCODE-2020-title18-partI-chap44-sec930.htm)</p> <p>.</p> <p>B) Other weapons are prohibited. Other weapons are defined as devices readily capable of lethal use, or devices designed to mimic a weapon. Other weapons</p>	<p>1-180 days out-of-school suspension, or expulsion.</p>	
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	<p>include any knife, regardless of blade length; items customarily used, or which can be used, to inflict injury upon another person or property; and any object designated to look like or imitate a device as described in the list above.</p> <p>C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.</p>		
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does	Confiscation. Warning, principal/student conference, detention, or in-school suspension.	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

	not include educational activities designed and supervised by District employees.		
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.	Principal/Student conference, loss of privileges, detention, or in-school suspension.	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Sexual in nature: In-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Sexual in nature: 1-180 days out-of-school suspension, or expulsion.

Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.	Principal/Student conference, in-school suspension or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension, or expulsion.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, of other possessions not approved for educational purposes.	Confiscation. Warning, principal/student conference, detention, or in-school suspension.	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.	Restitution. Principal/Student conference, detention, or in-school suspension.	Restitution. Detention or in-school suspension.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.	Principal/Student conference, detention, or in-school suspension.	Detention, in-school suspension, or 1-10 days out-of-school suspension.
Sexting and/or Possession of	Possessing, displaying, or	Confiscation. Principal/Student	Confiscation. Detention, in-

<p>Sexually Explicit, Vulgar or Violent Material</p>	<p>generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.</p>	<p>conference, detention, or in-school suspension.</p>	<p>school suspension, or 1-180 days out-of-school suspension, or expulsion.</p>
<p>Sexual Activity</p>	<p>Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.</p>	<p>Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.</p>	<p>Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.</p>
<p>Tardiness or Truancy</p>	<p>A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes,</p>	<p>Principal/Student conference, detention, or 1-3 days in-school suspension.</p>	<p>Detention or 3-10 days in-school suspension, and removal from extracurricular activities.</p>

	but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.		
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.	Confiscation/Restitution. Principal/Student conference, detention, or in-school suspension.	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: Restitution.

			<p>Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.</p> <p>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: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension, or expulsion.</p> <p>Violations, other than those listed above, of District</p>
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			<p>policy, procedure, including related to student use of personal electronic devices:</p> <p>Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.</p> <p>Violation of C-165-P: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.</p>
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Unauthorized Entry	Entering a District facility, office, locker or other area	Principal/Student conference, detention, in-	1-180 days out-of-school suspension or expulsion.

	that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.	school suspension, or 1-180 days out-of-school suspension.	
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Hall Conduct

- No photography or video recording of any kind.
- Music should not be played out loud.
- Students should not have headphones on or earbuds in while in the halls.
- 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.

Tips for Resolving Conflicts and Issues

Someone is picking on you:

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

Someone is trying to start a fight with you:

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

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

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

You see a weapon at school:

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

Your belongings are missing:

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

Someone has hurt your feelings:

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

Bullying, Hazing, and Cyberbullying S-185-S

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

Definitions

Bullying – 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; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

Cyberbullying – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school’s campus or at a District activity using the student’s own person technological resource.

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is the building administrator or designee and can be reached at 573-243-9543.

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

Reporting Bullying or Cyberbullying

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District’s Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

Investigation

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

Retaliation

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

Consequences of Bullying, Cyberbullying, or Retaliation

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

Public Notice

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

Report Form

This form is posted on the District's [website](https://docs.google.com/forms/d/e/1FAIpQLSfwBJYBDH9ol_doOFIKopuH9P7zcjunJN6NmTtkZq1XEvE2xQ/viewform) (https://docs.google.com/forms/d/e/1FAIpQLSfwBJYBDH9ol_doOFIKopuH9P7zcjunJN6NmTtkZq1XEvE2xQ/viewform).

Complaints or Concerns C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters

including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District’s Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District’s Compliance Officer:

Name: Associate Superintendent of Elementary and Student Services
 Phone #: 573-243-9501
 Email Address: jmaxwell@jr2mail.org

In the event the District’s Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Associate Superintendent of Secondary and Human Resources
 Phone #: 573-243-9501
 Email Address: jpope@jr2mail.org

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information	
<ol style="list-style-type: none"> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? 	
Complaints filed with LEA <ol style="list-style-type: none"> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)? 	Complaints filed with the Department <ol style="list-style-type: none"> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated?

	8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that include:

- A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- The facts on which the statement is based on the specific requirements allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name: Associate Superintendent of Elementary and Student Services
Phone #: 573-243-9501
Email Address: jmaxwell@jr2mail.org

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Associate Superintendent of Secondary and Human Resources
Phone #: 573-243-9501
Email Address: jpope@jr2mail.org

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Title IX C-131-S

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name or Title: Associate Superintendent of Elementary and Student Services
Address: 614 E. Adams Street, Jackson, Missouri 63755
Email Address: jmaxwell@jr2mail.org
Phone #: 573-243-9501

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or

known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (See the Handbook's section on Administration of Medication for more information.)

Any drug/alcohol offense may result in one or more of the following: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (See the Handbook's section on Student Discipline for more information.)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline.

Counseling S-147-S

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. Wahlig	Mrs. Brown	
Students with last names beginning with A-F	Students with last names beginning with G-O	Mrs. Ivy Students with last names beginning with P-Z

Weapons in School S-200-S

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, or any other items customarily used, or which can be used, to inflict injury upon

another person or property, any object designated to look like or imitate a device as described in either list above.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Instruction

Assessment Program I-195-S

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website. The assessment plan is as follows:

https://drive.google.com/file/d/1ibkwXzbFI1oqHcADN64RiGkTNgOs6T7_/view?usp=sharing

Teaching About Human Sexuality I-120-S

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally appropriate. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction.

Section 504 I-125-S

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

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

The 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 Monday – Friday, 8:00 am – 4:30 pm in the office of Meredith Adkisson, 573-243-9531, madkisson@jr2mail.org. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Special Education I-125-S

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, 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 District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

The District assures that personally identifiable information collected, used, or maintained by the District 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 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 Monday – Friday, 8:00 am – 4:30 pm in the office of Meredith Adkisson, 573-243-9531, madkisson@jr2mail.org. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at <https://www.jacksonr2schools.com/district-information/m-o-c-a-p-information> and District Policy.

Technology F-265-S

Policy on Student Display or Use of Electronic Personal Communications Devices

For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

Prohibited Display or Use

Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day. Cell phones are expected to be out of sight and silenced during this time period.

Disciplinary Procedures

Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct in S-170-S.

Exceptions

Display or use of an electronic personal communications device shall be permitted if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan

- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended
- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

Use of electronic devices are also allowed under the following conditions:

- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.
- For educational purposes, when explicitly authorized by a teacher or school official pursuant to this policy.

Technology Devices and Acceptable Use Policy

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

Technology Devices

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

Acceptable Use

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

Unacceptable Use

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for

disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

User Agreements

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.)

Safety and Cybersecurity

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

Artificial Intelligence F-266-S

The District supports the use of Artificial Intelligence (AI) in classrooms and school operations but requires all AI use by students and staff to follow existing policies and requirements outlined in the Student Parent Handbooks and Employee Manual. These include rules on student privacy, acceptable use, data security, academic integrity, non-discrimination, and bullying, to name a few. Violations may result in discipline for both students and staff.

The District AI Coordinator, Janelle Pope, oversees AI program approvals, provides guidance, and offers training. Any requests to use AI tools must be submitted to the AI Coordinator for approval and must include the program details, its purpose, and its Terms of Use and Privacy Policy. Concerns or misuse must be reported to the AI Coordinator.

Building Information

Grading and Reporting System

All teachers will utilize Infinite Campus to electronically keep records of student grades. Assessments and tests make up the majority of a student’s grade, and all assessments/assignments taken for a grade are linked to a learning standard.

It is our privilege and our obligation to ensure every student masters the learning standards. Therefore, we strive to empower students to reach 75% on each assignment

or assessment. If/when a student struggles to reach that level of mastery, we will utilize the ICU program to assist them. Refer to the next page for more details.

Grading Scale

95 – 100 = A 87 – 89 = B+ 77 – 79 = C+ 67 – 69 = D+ 60 – 59 = F
90 – 94 = A- 83 – 86 = B 73 – 76 = C 63 – 66 = D
80 – 82 = B- 70 – 72 = C- 60 – 62 = D-

Grading Terms

1st Quarter/Term 1: End--10/10
2nd Quarter/Term 2: End--12/19
3rd Quarter/Term 3: End--3/12
4th Quarter/Term 4: End--5/21

Canvas

Canvas is the electronic platform that teachers will utilize to post assignments, activities, information online as well as communicate with students. Parents can sign up to be observers of their student's Canvas account. [Here](#) is an informational link to assist parents.

(<https://drive.google.com/file/d/1d1Ql92ZyGXOfxfe41HSSmTaq3TyFhsFM/view>)

ACADEMIC ICU

What is ICU?

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

Have a missing or incomplete assignment or assessment.

OR

Did not earn a proficient score on an assignment or assessment.

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

Proficiency is defined as having a high degree of competence or skill. Another word for proficiency is mastery. We want to ensure that all students master the skills and standards taught at JMS. Therefore, we set proficiency at 75%. If a student earns a score below 75%, he or she will be placed on the ICU.

Student Supports

- **Lunch Academic Lab (working lunch)** – students on the ICU list are assigned to lunch and advisory academic lab. Here, students are given extra time to work and are supported by 2 to 3 teachers to ensure their success.
- **Before and After School Academic Lab** – this voluntary time is for students who need extra help or a quiet place to work on homework or classwork. While this is not one-on-one tutoring, teachers will be available for assistance. In addition, this could become compulsory if we see a need for students.
 - **Morning Ac Lab is** – Monday, Tuesday, Thursday, Friday from 7:15-7:45
 - **After School Ac Lab is** – Monday, Tuesday, Wednesday, Thursday from 3:30 – 4:30
- **Lifeguard** – Mr. Tim Kluesner is our lifeguard. He checks in with ICU students daily and communicates with parents and teachers to get students the help they need.
- **Saturday School** – when the above supports are not enough to ensure a student's success, we open the school on Saturday for extra work time.
- **Blitz Day** – this works double duty as reward/incentive and extra work time for students. Once a month, students who are not on the ICU list will participate in fun activities, while those on the list receive extra time and support to achieve success.

ACADEMIC- 95%

Jackson Middle School has a literacy program in place to support students with their reading skills. Our Literacy program helps readers improve their skills in reading, and boosts their confidence and engagement with learning. This takes place during the school day to ensure that students do not miss out on academic content while receiving the necessary support.

Literacy programs like the one here at JMS have a positive impact on students' academic performance, as well as their overall enjoyment of reading. Continuing to prioritize literacy and providing interventions as needed will contribute to the success and growth of the students at Jackson Middle School.

In order to determine if your child will receive this support, a screener may need to be conducted. Some students may have already received this screener during their previous school year, therefore they will not have to be screened again. If your child has not received their screener, a trained certified staff member will administer the screener to your child. From that point forward it will be determined if your child will receive these supports.

Linked here is the [parent screening form](https://drive.google.com/file/d/1x8BIY6F-cQRLXBIoNEGdCyQ1ok6qotZE/view) (<https://drive.google.com/file/d/1x8BIY6F-cQRLXBIoNEGdCyQ1ok6qotZE/view>) and the [literacy plan form](https://drive.google.com/file/d/1Dxf5Nz2B2bOaL9Eo8QQCXaE9KLBZj6lW/view) (<https://drive.google.com/file/d/1Dxf5Nz2B2bOaL9Eo8QQCXaE9KLBZj6lW/view>).

Incomplete Work

- Students who have an incomplete assignment will be placed on the school's ICU list (which is a list for missing assignments and assessments).
- Parents will receive a text and email notifying them of the missing work.
- Students will be provided extra time to complete the assignment using the following interventions:
 - Before and After School Academic Lab
 - Working Lunch
 - MTSS (Multi Tiered System of Support) Time during Advisory to reteach class concepts.
 - Saturday School
- For more details, see the section on ICU.

Parent/Teacher Conferences (Fall and Spring)

- Fall-October 23rd and October 28th.
- Spring- February 5th and February 10th.

If at any other time you wish to have a conference with a teacher or team, it is welcomed.

Identification Cards/Badges

Student must have his/her student ID accessible at all times. They are encouraged to wear them on a lanyard around their neck or clipped on a lapel.

District Sponsored Extra-Curricular Activities and Clubs I-210-S

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

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

1. FBLA (Future Business Leaders of America)
2. Student Council
3. Publications
4. Coding Club
5. JMS Robotics
6. Math Team
7. Shine Club
8. Other Sponsored Clubs

School Sponsored Trips

JMS staff schedules all buses to go on field trips and each bus is under the direction of a faculty member. Students are expected to ride to and from all field trips on the buses provided. Behavior on the school bus is the same as expected in the classroom.

School Cancellations and/or Early Dismissal

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing the automated phone system to notify students and parents/guardians. Announcements will also be made on social media, KFVS12, and K103 FM. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your

child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

Arrival and Dismissal Procedures S-165-S

- If arriving before 7:30 a.m., students will report directly to the cafeteria and remain there until the 7:30 bell rings.
- Once the 7:30 bell rings, students report to their appropriate gym or the cafeteria for breakfast and remain there until the 7:45 bell rings for classes.
- On the 3:06 bell students riding buses will be released out the back of A,B, or C hallway.
- Shortly after students who are car riders will be released to the old gym. Car riders will be released by teachers as their names get called.
- Students who are walkers/bike riders will be released to the front lobby if they go towards Route D, if students go towards Independence they will meet at the end of B hallway. Car riders will be released by teachers as their names get called. Walkers and bike riders will be released from the building at 3:15 under teacher supervision.
- Students will follow the hallway procedures and go directly to the designated areas.
- There will be no running or cutting to buses or vehicles.

BUS RIDERS:

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

CAR RIDERS:

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

Before/After School Care Program

What is After School Kids' Club? (ASKC) The Jackson R-2 School District offers an After School Kids' Club program for any Jackson R-2 student currently enrolled in preschool through 6th-grade. The program runs every day after school until 5:45 pm, Monday through Friday, whenever school is in session. ASKC is a FUN and ENGAGING childcare program. Students will have an opportunity to work on their homework (if needed) and play at stations/centers that will encourage and build skills socially, cognitively, emotionally, and physically.

August-May tuition for the first child is \$8.00/day with each additional child \$7.00/day.

Your payment is due at the time of scheduling.

What is Full Day Kids' Club? (FDKC). Full Day Kids' Club (FDKC) is a FUN and ENGAGING childcare program provided by the Jackson R2 School District when Jackson Schools are NOT in session. Our program operates from 7:30 am-5:45 pm. During the time students are attending FDKC there will be a variety of games and activities that will encourage and build new skills socially, cognitively, emotionally, and physically. Payments are due when you schedule your childcare. Students must bring a sack lunch when attending the full-day program. A morning and afternoon snack will be provided. Please see our Kids' Club website for dates and cost of tuition. No walk-ins are accepted.

What is Early Childhood Full Day Kids' Club? (ECFDKC) Early Childhood FDKC is offered to incoming Preschool students (age 3-4) at East Early Childhood Center. This program is offered whenever the school year ends in May and continues through most of June. Please check our website for current dates. This program operates from 7:30am-5:45 pm. There will be a variety of games and activities that will encourage and build new skills socially, cognitively, emotionally, and physically. The cost of this program is \$30.00, per day. Your child does not have to attend every day. You will only pay for the days you schedule your child to attend. Payments are due at time of scheduling. Students must bring a sack lunch when attending the full-day program. A morning and afternoon snack will be provided. No walk-ins are accepted.

What is Summer School Kids' Club? (SSKC) Summer School Kids' Club (SSKC) is a FUN and ENGAGING childcare program offered for students after the summer school day is complete, 3:10 pm-5:45 pm. The program is available for students entering kindergarten through sixth grade. SSKC will run at the building where your child attends summer school. During the time students are attending SSKC there will be a variety of games and activities that will encourage and build new skills socially, cognitively, emotionally, and physically. The cost of Summer School Kids' Club is \$8.00

per day for each child that is kindergarten through sixth-grade students. All students receive an afternoon snack. Please see the Kids' Club website for dates.

What is July Camp Kids' Club? (JCKC) The district offers childcare for students during the summer months. Our program operates from 7:30 am-5:45 pm and is open to preschool through 6th-grade students who are enrolled in Jackson School District. During JCKC, your child will attend field trips, play games, enjoy bouncy houses, enjoy lots of outdoor water activities and MUCH more! Students must bring a sack lunch, water bottle, 2 snacks, bathing suit, towel and extra change of clothing when attending JCKC. Please see the Kids' Club website for dates and cost of tuition.

If you have any questions, refer to: our website <https://sites.google.com/jacksonindians.us/kidsclub/home> call the Kids' Club office (573)243-9576 or send an email to Kids' Club Assistant, Elizabeth Greenlee, egreenlee@jr2mail.org

2025-2026 JMS Bell Schedule

RED Day (odd classes)

Homeroom: 7:45 - 8:02			
1st Hour (Advisory/MTSS): 8:06 - 8:56 (50 minutes)			
3rd Hour: 9:00 - 10:30 (90 minutes)			
<u>5th Hour & A/B Lunch</u>		<u>5th Hour & C/D Lunch</u>	
10:34 - 11:19 (45 min Class)		10:34 - 12:04 (90 min Class)	
11:21 - 11:59 (Lunch/Recess)		12:07 - 12:45 (Lunch/Recess)	
12:03 - 12:48 (45 min Class)			
<u>A Lunch</u>	<u>B Lunch</u>	<u>C Lunch</u>	<u>D Lunch</u>
Lunch: 11:21-11:39	Recess: 11:21-11:39	Lunch: 12:07-12:25	Recess:12:07-12:25
Recess: 11:41-11:59	Lunch: 11:41-11:59	Recess: 12:27-12:45	Lunch: 12:27-12:45
7th Hour: 12:52 - 2:22 (90 minutes)			
9th Hour (Advisory): 2:26 - 3:06 (40 min)			

BLACK Day (even classes)

Homeroom: 7:45 - 8:02			
2nd Hour: 8:06 - 9:36 (90 minutes)			
4th Hour: 9:40 - 11:10 (90 minutes)			
<u>6th Hour & A/B Lunch</u> 11:17 - 11:57 (Lunch/Recess) 12:02 - 1:32 (90 min Class)		<u>6th Hour & C/D Lunch</u> 11:14 - 11:59 (45 min Class) 12:03 - 12:43 (Lunch/Recess) 12:47 - 1:32 (45 min Class)	
<u>A Lunch</u> Lunch: 11:17-11:35 Recess: 11:39-11:57	<u>B Lunch</u> Recess:11:17-11:35 Lunch: 11:39-11:57	<u>C Lunch</u> Lunch: 12:03-12:21 Recess: 12:25-12:43	<u>D Lunch</u> Recess:12:03-12:21 Lunch: 12:25-12:43
8th/Advisory: 1:36-3:06 (90 minutes)			

Green Day: Wednesday Collaboration Day

(All classes except 1st & 9th Hour/Advisory)

Teacher Collaboration: 7:30-8:20 (50 minutes)					
Homeroom: 8:25-8:32 (7 minutes)					
2nd Hour: 8:36-9:21 (45 minutes)					
3rd Hour: 9:25-10:10 (45 minutes)					
4th Hour: 10:14-10:59 (45 minutes)					
<p style="text-align: center;"><u>5th Hour & A/B Lunch</u></p> <p style="text-align: center;">11:07 - 11:47 (Lunch/Recess) 11:52 - 12:37 (45 min Class)</p> <table style="width: 100%;"><tr><td style="text-align: center; width: 50%;"><u>A Lunch</u> Lunch: 11:07-11:25 Recess: 11:29-11:47</td><td style="text-align: center; width: 50%;"><u>B Lunch</u> Recess: 11:07-11:25 Lunch: 11:29-11:47</td></tr></table>	<u>A Lunch</u> Lunch: 11:07-11:25 Recess: 11:29-11:47	<u>B Lunch</u> Recess: 11:07-11:25 Lunch: 11:29-11:47	<p style="text-align: center;"><u>5th Hour & C/D Lunch</u></p> <p style="text-align: center;">11:03 - 11:48 (45 min Class) 11:56 - 12:36 (Lunch/Recess)</p> <table style="width: 100%;"><tr><td style="text-align: center; width: 50%;"><u>C Lunch</u> Lunch: 11:56-12:14 Recess: 12:18-12:36</td><td style="text-align: center; width: 50%;"><u>D Lunch</u> Recess: 11:56-12:14 Lunch: 12:18-12:36</td></tr></table>	<u>C Lunch</u> Lunch: 11:56-12:14 Recess: 12:18-12:36	<u>D Lunch</u> Recess: 11:56-12:14 Lunch: 12:18-12:36
<u>A Lunch</u> Lunch: 11:07-11:25 Recess: 11:29-11:47	<u>B Lunch</u> Recess: 11:07-11:25 Lunch: 11:29-11:47				
<u>C Lunch</u> Lunch: 11:56-12:14 Recess: 12:18-12:36	<u>D Lunch</u> Recess: 11:56-12:14 Lunch: 12:18-12:36				
6th Hour: 12:41-1:26 (45 minutes)					
7th Hour: 1:30-2:15 (45 minutes)					
8th Hour: 2:19-3:06 (47 minutes--for messages)					

Full Week

M	T	W	R	F
RED	BLACK	ALL (Collab in AM)	RED	BLACK

4-Day Week

M	T	W	R	F
RED	BLACK	RED	BLACK	No School

4-Day Week

M	T	W	R	F
No School	RED	BLACK	RED	BLACK

3-Day Week

M	T	W	R	F
No School	No School	ALL (Collab in AM)	RED	BLACK

3-Day Week

M	T	W	R	F
RED	BLACK	ALL (Collab in AM)	No School	No School

Telephone

Students will be called out of class for phone calls only in emergency situations.

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

Fundraising

No outside group or individual fundraising will be allowed on the Jackson Middle 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.

Lockers

- Students will have the option to have a locker with a combination for the safety and security of their possessions.
- Students will not switch lockers without permission from their counselor.
- Students will not share their locker combination with other students.
- Students will understand lockers are school property and students should not place stickers, etc. on them. Lockers are also subject to search and seizure.

Drink Policy

JMS encourages students to bring personal, refillable water bottles for use throughout the school day. To maintain a clean and distraction-free learning environment, **only personal water bottles** are allowed in hallways and classrooms.

- **Retail beverages are not allowed** beyond the cafeteria (e.g., coffee cups, cans, bottles, or any drinks purchased from restaurants or stores).
- If a student brings a retail drink as part of their breakfast or lunch, it must be **finished in the cafeteria before proceeding to class**.
- Refillable water bottles are encouraged and may be used throughout the school day.

Outside Recess

- Students will dress appropriately for the weather.
- Students will not shove or play tackle-football.
- Students will not kick basketballs or throw them against the building.
- Students will retrieve balls and place them in the storage bin at the end of the lunch break.
- Students will line up in an orderly fashion when the bell rings.
- Students will stay within the designated recess boundary as specified by administration.

Gym

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

Hallway

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

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. Students are encouraged to write their names on their personal property in case an item is misplaced.

Supply Lists

[JMS Supply List](#)

(https://drive.google.com/file/d/1WLMKmo_NZ2pMjZ182bHUGNnIrbGYkQhv/view)

District Policy Information

Physical Examinations and Screenings S-146-S

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

No nonemergency, invasive physical examinations or screenings of student are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

Surveying, Analyzing, and Evaluating Students S-150-S

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact the building administrator.

All District policies can be located at: <https://egs.edcounsel.law/jackson-r-2-school-district-policies/>

School Nutritional Program F-290-S

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the , (AD-3027) found online at: [How to File a Complaint](https://www.usda.gov/about-usda/general-information/staff-offices/office-assistant-secretary-civil-rights/how-file-program-discrimination-complaint) (https://www.usda.gov/about-usda/general-information/staff-offices/office-assistant-secretary-civil-rights/how-file-program-discrimination-complaint), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

Student Transfers S-120-S

The District will enroll students in the school associated with the attendance area in which the student resides. If a student's residence changes to a different attendance area within the District, the student must transfer to the associated school. The Superintendent or designee may consider exceptions to this policy under the following conditions:

1. The District will not generally grant requests for transfers but the District will make limited exceptions based upon educational needs of the student. Resident parents/guardians may request a transfer to another school within the District by completing the transfer request form available on the website. All transfer requests will consider a school's space and class sizes. The District may rescind a transfer for any reason, including but not limited to, disciplinary issues and

absenteeism. Any student who transfers to a school outside the student's attendance area based upon residence will be subject to all eligibility rules of the Missouri State High School Activities Association (MSHSAA). The final decision regarding a student transfer rests with the District administration. The District will not provide transportation outside the student's attendance area unless required by law. The Board authorizes the Superintendent to establish student transfer procedures.

2. The Superintendent or designee may transfer students between schools if a transfer is necessary for the student's safety, health, or welfare, or to address overcrowding in a school. The decision of the Superintendent regarding a student transfer will be final.
3. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.
4. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

Trauma-Informed Schools Initiative

The Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative" and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>.

Tobacco-Free Policy C-150-S

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

Safety F-225-S

[Hazardous Materials](#)

To promote the health and safety of the students, staff and patrons of the District, and to ensure that hazardous materials are handled appropriately, the Board of Education of

the Jackson R-II School District directs the administration, under the guidance of the superintendent, to develop procedures that address the purchase, storage, handling, transportation and disposal of hazardous materials for all school facilities and operations of the District.

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

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

Emergency Plans

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

Firearms and Weapons F-235-S

Possession of weapons, including concealed weapons, is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

Use of Recording Devices or Drones C-165-S

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent.

Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

Signature and Form Requirements

- *Student/Parent Handbook Acknowledgement Form*
- *Technology Usage Agreement Form*

*C-105-P District Rules and Guides Form A
Student/Parent Handbook Acknowledgment*

I acknowledge that I have received and reviewed the 2025-2026 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

Parent/Guardian Name (please print):

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

F-265-P Technology Usage Agreement Form Form B
Student Technology Usage Agreement
Students

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook is prohibited and may result in disciplinary or legal action.

Student Signature:

Student Name (please print):

Student ID: _____ Grade: _____ Date: _____

Parent Technology Usage Agreement Permission Form

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parental Consent for Website Operators to Collect Personal Information of Children Under the Age of 18

The District utilizes computer software applications and web-based services operated not by the District but by third parties. This includes Google Workspace for Education. In order for students to use these programs and services, certain personal information – generally the student’s name, email address, password – must be provided to the third party operator. However, additional information such as a telephone number for account recovery or a profile photo may also be collected. The Google Workspace for Education Privacy Notice is available [here](#)

(https://workspace.google.com/terms/education_privacy/#privacy-police-revamp-contacthttps://workspace.google.com/terms/education_privacy/) and includes additional details on the personal information collected and potential opportunities for the disclosure of personal information.

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it is also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google’s users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](https://cloud.google.com/terms/data-processing-addendum) (<https://cloud.google.com/terms/data-processing-addendum>) for more information.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google’s users, and the public. See the [Google Privacy Policy](https://policies.google.com/privacy) (<https://policies.google.com/privacy>) for more details.

I give permission for the Jackson School District to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described here and in the Google Workspace for Education Privacy Notice and other Google notices linked herein. Google Workspace for Education will not collect, use, or disclose any personal information from the child if the parent does not provide such consent.

Parent/Guardian Signature:

Parent/Guardian Name (please print):

Date: _____