



# Jackson Middle School

*"Empowering students to succeed!"*

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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**Parent and Student Handbook**  
**Jackson Middle school**

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

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## **Contact Information**

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

Fax Number: 243-9545

Web Site: [www.jacksonr2schools.com](http://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	<a href="mailto:mmarin@jr2mail.org">mmarin@jr2mail.org</a>	Tim Lester, SRO	<a href="mailto:tlester@jr2mail.org">tlester@jr2mail.org</a>
Tyler Abernathy, Asst. Principal	<a href="mailto:tabernathy@jr2mail.org">tabernathy@jr2mail.org</a>	Julie Smith, School Nurse	<a href="mailto:jlsmith@jr2mail.org">jlsmith@jr2mail.org</a>
Niki Sturms, Asst. Principal	<a href="mailto:nsturms@jr2mail.org">nsturms@jr2mail.org</a>	Angie Randol, School Nurse	<a href="mailto:arandol@jr2mail.org">arandol@jr2mail.org</a>
Sydnei Henry, Counselor	<a href="mailto:shenry@jr2mail.org">shenry@jr2mail.org</a>	Candice McClellan, Secretary	<a href="mailto:cmcclellan@jr2mail.org">cmcclellan@jr2mail.org</a>
Autumn Reid, Counselor	<a href="mailto:anreid@jr2mail.org">anreid@jr2mail.org</a>	Nicole Randolph, Secretary	<a href="mailto:nrandolph@jr2mail.org">nrandolph@jr2mail.org</a>
Mary Kay Stoneking, Counselor	<a href="mailto:mstoneking@jr2mail.org">mstoneking@jr2mail.org</a>	Anne Abner	<a href="mailto:aabner@jackson.k12.mo.us">aabner@jackson.k12.mo.us</a>
Donna Bullard, Social Worker	<a href="mailto:dbullard@jr2mail.org">dbullard@jr2mail.org</a>		

### **Library Staff:**

Sara Bess, Librarian	<a href="mailto:sbess@jr2mail.org">sbess@jr2mail.org</a>
Mary Pensel, Library Asst.	<a href="mailto:mpensel@jr2mail.org">mpensel@jr2mail.org</a>
Lauren Schuette	

### **English Language Arts Staff:**

Rachel Barrett	<a href="mailto:rbarrett@jr2mail.org">rbarrett@jr2mail.org</a>
Kelli Brown	<a href="mailto:kmbrown@jr2mail.org">kmbrown@jr2mail.org</a>
Whitney Conklin	<a href="mailto:wconklin@jr2mail.org">wconklin@jr2mail.org</a>
Morgan Cooper	<a href="mailto:mcooper@jr2mail.org">mcooper@jr2mail.org</a>
Ashley Diebold	<a href="mailto:adiebold@jr2mail.org">adiebold@jr2mail.org</a>
Rhonda Farrow	<a href="mailto:rfarrow@jr2mail.org">rfarrow@jr2mail.org</a>
Misty Mabuce	<a href="mailto:mmabuce@jr2mail.org">mmabuce@jr2mail.org</a>
Cailin Rayburn	<a href="mailto:crayburn@jr2mail.org">crayburn@jr2mail.org</a>
Adam Stoneking	<a href="mailto:astoneking@jr2mail.org">astoneking@jr2mail.org</a>
Kaylie Thieret	<a href="mailto:kathieret@jr2mail.org">kathieret@jr2mail.org</a>
Erica Thompson	<a href="mailto:ethompson@jr2mail.org">ethompson@jr2mail.org</a>
Emily Young	<a href="mailto:eyoung@jr2mail.org">eyoung@jr2mail.org</a>

### **Math Staff:**

Lindsey Gross	<a href="mailto:lgross@jr2mail.org">lgross@jr2mail.org</a>
Kelli Guyot	<a href="mailto:kguyot@jr2mail.org">kguyot@jr2mail.org</a>
Amy McElroy	<a href="mailto:amcelroy@jr2mail.org">amcelroy@jr2mail.org</a>
Monica Nugent	<a href="mailto:mnugent@jr2mail.org">mnugent@jr2mail.org</a>
Diana Roethemeyer	<a href="mailto:droethemeyer@jr2mail.org">droethemeyer@jr2mail.org</a>
Alisha Turley	<a href="mailto:aturley@jr2mail.org">aturley@jr2mail.org</a>
Erica Birdwell	<a href="mailto:ebirdwell@jackson.k12.mo.us">ebirdwell@jackson.k12.mo.us</a>

### **Science Staff:**

Sherry Ford	<a href="mailto:sford@jr2mail.org">sford@jr2mail.org</a>
Sarah Goodwin	<a href="mailto:sgoodwin@jr2mail.org">sgoodwin@jr2mail.org</a>
Traci Grunloh	<a href="mailto:tgrunloh@jr2mail.org">tgrunloh@jr2mail.org</a>
Tim Kluesner	<a href="mailto:tkluesner@jr2mail.org">tkluesner@jr2mail.org</a>
Jacquie Maxton	<a href="mailto:jmaxton@jr2mail.org">jmaxton@jr2mail.org</a>
Megan Sides	<a href="mailto:msides@jr2mail.org">msides@jr2mail.org</a>

### **Fine Arts Staff:**

Nathan Kohm, Art	<a href="mailto:nkohm@jr2mail.org">nkohm@jr2mail.org</a>
Justin Lepper, Music	<a href="mailto:jlepper@jr2mail.org">jlepper@jr2mail.org</a>
Austin Treat, Choir	<a href="mailto:atreat@jr2mail.org">atreat@jr2mail.org</a>

### **Social Studies Staff:**

Luke Brown	<a href="mailto:ljbrown@jr2mail.org">ljbrown@jr2mail.org</a>
Victoria Blaylock	<a href="mailto:vblaylock@jr2mail.org">vblaylock@jr2mail.org</a>
Jason Buchtman	<a href="mailto:jbuchtman@jr2mail.org">jbuchtman@jr2mail.org</a>
Ali Featherston	<a href="mailto:afeatherston@jr2mail.org">afeatherston@jr2mail.org</a>
Erica Job	<a href="mailto:ejob@jr2mail.org">ejob@jr2mail.org</a>
Wendy McBryde	<a href="mailto:wmcbyrde@jr2mail.org">wmcbyrde@jr2mail.org</a>

### **Special Education Staff:**

Amy Altenthal	<a href="mailto:aaltenthal@jr2mail.org">aaltenthal@jr2mail.org</a>
Amber Beard	<a href="mailto:abeard@jr2mail.org">abeard@jr2mail.org</a>
Alicia Brinkman, SLP	<a href="mailto:abrinkman@jr2mail.org">abrinkman@jr2mail.org</a>
Betsy Brake, SLP	<a href="mailto:abrake@jr2mail.org">abrake@jr2mail.org</a>
Emily Buell	<a href="mailto:ebuell@jr2mail.org">ebuell@jr2mail.org</a>
Sherene Eckley	<a href="mailto:seckley@jr2mail.org">seckley@jr2mail.org</a>
Tina Harrison	<a href="mailto:tharrison@jr2mail.org">tharrison@jr2mail.org</a>

Heather Hochmuth [hhochmuth@jr2mail.org](mailto:hhochmuth@jr2mail.org)  
Allison Jones [ajones@jr2mail.org](mailto:ajones@jr2mail.org)  
Morgan Politte [mpolitte@jr2mail.org](mailto:mpolitte@jr2mail.org)  
Dana Paullus [dpaulus@jr2mail.org](mailto:dpaulus@jr2mail.org)  
Madison Schilling [mschilling@jr2mail.org](mailto:mschilling@jr2mail.org)

**Practical Arts Staff:**

Carrie Korbecki, Tech [ckorbecki@jr2mail.org](mailto:ckorbecki@jr2mail.org)  
Jennifer Parker, IT [jparker@jr2mail.org](mailto:jparker@jr2mail.org)  
Stephanie Martin, FACS [smartin@jr2mail.org](mailto:smartin@jr2mail.org)  
Tara Wortmann, Tech [twortmann@jr2mail.org](mailto:twortmann@jr2mail.org)

**PE and Health Staff:**

Corie Chuning [cchuning@jr2mail.org](mailto:cchuning@jr2mail.org)  
Derek Gohn [dgoohn@jr2mail.org](mailto:dgoohn@jr2mail.org)  
Zach Walton [zwalton@jr2mail.org](mailto:zwalton@jr2mail.org)

**Other Staff:**

Staci Beussink, ALERT [sbeussink@jr2mail.org](mailto:sbeussink@jr2mail.org)  
Julie Lohr, Reading [jlohr@jr2mail.org](mailto:jlohr@jr2mail.org)  
Kirk Williams, Alt. [kwilliams@jr2mail.org](mailto:kwilliams@jr2mail.org)  
Donna Brown, ISS [lbrown@jr2mail.org](mailto:lbrown@jr2mail.org)  
Cindy Lawson, ISS [clawson@jr2mail.org](mailto:clawson@jr2mail.org)

**T.R.I.B.E.**

*Character Education Initiative at Jackson Middle School*

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

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

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

**Trust**

**Respect**

**Integrity**

**Belonging**

**Empathy**

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

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

## **Building Opening/Closing**

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

## **Parent Conferences and Visitations**

We will schedule Parent/Teacher Conferences twice during the school year: once during the first semester, and once during second semester. .

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

## **Grading**

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

It is our privilege and our obligation to ensure every student masters the learning standards. Therefore, we strive to empower students to reach 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+	00 – 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**

1<sup>st</sup> Quarter/Term 1: Mid--9/16 End--10/14

2<sup>nd</sup> Quarter/Term 2: Mid--11/11 End--12/20

3<sup>rd</sup> Quarter/Term 3: Mid--2/3 End--3/10

4<sup>th</sup> Quarter/Term 4: Mid--4/14 End--5/25

## **Honor Roll**

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

Honor Rolls are calculated utilizing the following grade point system.

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

## **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.

# 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

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.



**Jackson R-2 School District  
2022-2023 School Year  
Board Approved 1/11/2022**

JULY 2022						
S	M	T	W	T	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
AUGUST 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
SEPTEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
OCTOBER 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
November 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
December 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug. 9-11	New Teacher Orientation
Aug. 15-18	All Teacher Professional Development
Aug. 22	First Day of Classes
Sept. 5	Labor Day (No School)
Oct. 10	Professional Development (No School)
Oct. 31	Parent Teacher Conference (No School)
Nov. 1	Professional Development (No School)
Nov. 23-25	Thanksgiving Break (No School)
Dec. 20	Last Day of Second Quarter/1st Semester (80 Days)
Dec.21-Jan.2	Winter Break (No School)
Jan. 3	Staff Work Day (No School)
Jan. 4	School Resumes
Jan. 16	Martin Luther King Birthday (No School)
Feb. 17	Professional Development (No School)
Feb. 20	Presidents Day (No School)
Mar. 17	Parent Teacher Conf./Prof. Development (No School)
Apr. 7-14	Spring Break (No School)
May 25	Last Day of School/2nd Semester (1/2 Day)
May 26	Staff Work Day (No School)

	First Semester		Second Semester
August	8	January	19
September	21	February	18
October	19	March	22
November	18	April	14
December	14	May	18.5
<b>Total 1st Semester</b>	<b>80</b>	<b>Total 2nd Semester</b>	<b>91.5</b>

The first 5 days of school missed for inclement weather will not be made up.  
 \* If more than five days of school are missed, alternative methods of instruction may be implemented.  
 \*\* instruction may be implemented.  
 Further revisions to the school calendar will be decided in the best academic interest of students by the Superintendent/Board of Education.

<b>NO SCHOOL Days</b>						
Start and Stop Dates of School						
Professional Development Days						

JANUARY 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
FEBRUARY 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
MARCH 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
APRIL 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
MAY 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
JUNE 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- \*\*172 Day Calendar
- \*\* 1 Early Release Day - The last day of school "Release at 12:00"
- \*\*\*\*PD Days are Full Days - 4 Prior to Start, 4 spread throughout = 8 Total
- \*\*\*\*\*Includes 2 Staff Work Days - Jan 3 and May 26



## Important Dates and Schedules

First Day of School	August 22
Labor Day—No Classes	September 5
No Classes (PD Day)	October 10
No Classes (PT Conferences)	October 31
No Classes (PD Day)	November 1st
Thanksgiving Break (No Classes)	November 23-25
Last Day of 1 <sup>st</sup> Semester	December 20
Winter Break	December 21-January 2
1 <sup>st</sup> Day of Second Semester, Classes Resume	January 4
Martin Luther King, Jr. Day (No Classes)	January 16
No Classes (PD Day)	February 17
Presidents' Day (No Classes)	February 20
No Classes (PT Conferences/PD Day)	March 17
Spring Break (No Classes)	April 7-14
Last Day of School	May 25

### Parent/Teacher Conferences (Fall and Spring)

- Fall-October 4th and October 6th.
- Spring- February 9th and February 15th.

### Building Open Times

On regular school days, the building opens at 7:00 a.m. Students will sit in the cafeteria until the 7:30 a.m. bell rings, dismissing them to one of the gyms. The first bell for classes rings at 7:45. Homeroom begins at 7:50.

On all GREEN days, the building will still open at 7:00 a.m.; however, classes are delayed. Teachers take this time to meet as content teams to work on curriculum, develop assessments, and ensure we are meeting the academic needs of all the students. The first bell will ring at 8:20. Homeroom begins at 8:25.

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



# JMS Bell Schedule

## 22-23

### RED Day

(Odd Classes)

<b>Homeroom Ends: 8:02</b>	
<b>1st Hour: 8:06-9:36</b> (90 minutes)	
<b>3rd Hour: 9:40-11:10</b> (90 minutes)	
A/B Lunch Shift:  <u>A Lunch</u> 11:17-11:35 (18 min) Recess: 11:39-11:57 <b>5th Hour: 12:02-1:32</b> (90 minutes)	C/D Lunch Shift:  <b>5th Hour: 11:14-11:59</b> (first half, 45 minutes) <u>C Lunch</u> 12:03-12:21 (18 min) Recess: 12:25-12:43 <b>5th Hour: 12:47-1:32</b> (second half, 45 minutes)
<u>B Lunch</u> Recess: 11:17-11:35 11:39-11:57 (18 min)	<u>D Lunch</u> Recess: 12:03-12:21 12:25-12:43 (18 min)
<b>7th Hour: 1:36-3:06</b> (90 minutes)	

### BLACK Day

(Even Classes)

<b>Homeroom Ends: 8:02</b>	
<b>2nd Hour: 8:06-9:36</b> (90 minutes)	
<b>4th Hour: 9:40-11:10</b> (90 minutes)	
A/B Lunch Shift:  <u>A Lunch</u> 11:17-11:35 (18 min) Recess: 11:39-11:57 <b>6th Hour: 12:02-1:32</b> (90 minutes)	C/D Lunch Shift:  <b>6th Hour: 11:14-11:59</b> (first half, 45 minutes) <u>C Lunch</u> 12:03-12:21 (18 min) Recess: 12:25-12:43 <b>6th Hour: 12:47-1:32</b> (second half, 45 minutes)
<u>B Lunch</u> Recess: 11:17-11:35 11:39-11:57 (18min)	<u>D Lunch</u> Recess: 12:03-12:21 12:25-12:43 (18 min)
<b>8th/Advisory: 1:36-3:06</b> (90 minutes)	

## Green Day: Wednesday Collaboration Day

(All classes except 8th Hour/Advisory)

Teacher Collaboration: 7:30-8:20 (50 minutes)					
<b>Homeroom: 8:25-8:32</b> (7 minutes)					
<b>1st Hour: 8:36-9:21</b> (45 minutes)					
<b>2nd Hour: 9:25-10:10</b> (45 minutes)					
<b>3rd Hour: 10:14-10:59</b> (45 minutes)					
<p style="text-align: center;">A/B Lunch Shift:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <u><b>A Lunch</b></u>                      11:07-11:25 (18 min)                      Recess: 11:29-11:47  <b>4th Hour: 11:52-12:37</b> (45 minutes)                 </td> <td style="width: 50%; vertical-align: top;"> <u><b>B Lunch</b></u>                      Recess: 11:07-11:25                      11:29-11:47 (18min)                 </td> </tr> </table>	<u><b>A Lunch</b></u> 11:07-11:25 (18 min) Recess: 11:29-11:47 <b>4th Hour: 11:52-12:37</b> (45 minutes)	<u><b>B Lunch</b></u> Recess: 11:07-11:25 11:29-11:47 (18min)	<p style="text-align: center;">C/D Lunch Shift:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>4th Hour: 11:03-11:48</b> (45 minutes)  <u><b>C Lunch</b></u>                      11:56-12:14 (18 min)                      Recess: 12:18-12:36                 </td> <td style="width: 50%; vertical-align: top;"> <u><b>D Lunch</b></u>                      Recess: 11:56-12:14                      12:18-12:36(18min)                 </td> </tr> </table>	<b>4th Hour: 11:03-11:48</b> (45 minutes) <u><b>C Lunch</b></u> 11:56-12:14 (18 min) Recess: 12:18-12:36	<u><b>D Lunch</b></u> Recess: 11:56-12:14 12:18-12:36(18min)
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<b>5th Hour: 12:41-1:26</b> (45 minutes)					
<b>6th Hour: 1:30-2:15</b> (45 minutes)					
<b>7th Hour: 2:19-3:06</b> (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

# 2022-2023

## Jackson Middle School Red, Black, Green Days

August '22						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September '22						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October '22						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November '22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December '22						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January '23						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March '23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April '23						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May '23						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Red Days are Indicated with a **RED** Number  
 Black Days are Indicated with a **BLACK** Number  
 Green Days are Indicated with a **GREEN** Number  
 NO CLASSES are Indicated with a Solid Gray square

## **Procedures for Jackson Middle School**

### **Cafeteria**

- Students will be expected to sit in seats at designated tables when eating.
- There will be only one person in the chair.
- Students will not move chairs from table to table.
- Students will remain courteous to others.
- Students will clean up after themselves.
- Students will not run or cut in front of others in the lunch line.
- Students will push in chairs when released.
- Students will have an ID badge that they will carry on their person at all times. This will be used as a scan card for receiving a school tray.
- No food should be delivered from outside vendors. \*\* This will only be allowed during friends and family lunch.

### **Gym**

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

### **Hallway**

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

### **Before School**

- If arriving before 7:30 a.m., students will report directly to the 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.

#### **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.

### **Lockers**

- Students will be assigned 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.

### **Leaving the Building**

- 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. 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.

### **Outside Recess**

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

### **Checking Out Early**

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

### **Checking In Late**

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

### **Telephone**

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

### **Absence**

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

### **Lunch Money and Food Services**

- Below are the Lunch/Breakfast prices for the 2022/2023 school year.
  - Secondary Student Breakfast - \$2.00

- Secondary Student Lunch - \$3.05
- Reduced Student Breakfast - \$.30
- Reduced Student Lunch - \$.40
- Second Entree - \$2.55
- 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 are allowed to charge up to negative -\$1.00 for meals. Parents will receive an automated call once there is a negative balance of -\$1.00 and again at negative -\$5.00. If an account reaches a negative -\$10.00 the parents will receive a personal call from their student's building. The Jackson R-2 School District Nutrition Service department does not allow any students to charge ala carte items. **Parents are responsible for monitoring the amount of money in their child's account and for paying back any charges incurred.**

### **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.

## **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.

## **Code of Conduct and District Policies**

### **Bus Conduct**

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

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

## **JACKSON R-2 ATTENDANCE PROCEDURES**

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

In an effort to keep parents and guardians informed regarding attendance, an automated email or phone call will be sent to guardians at 3 days or 21 hours and 5 days or 35 hours. At 7 days or 49 hours of absence, an attendance letter will be mailed and a phone call will be made notifying that further absences could lead to a referral to the Prosecuting Attorney's office. Any further absences will require a doctor's excuse. All absences will be considered unexcused until arrangements have been made via the parent/guardian and administration to excuse the absence. All students who are absent are required to bring a note the next day to school or have parents call the building before 9:00 AM stating the reason for being absent. **The principal or his/her designee will determine whether an absence is excused or unexcused.**

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

A total of seven (7) absences or 49 hours per year will be allowed for each student. **All absences excused or unexcused will count toward the seven (7) absences/49 hours.** After seven (7) absences/49 hours medical verification will be required before further absences will be excused. Examples of **unexcused absences** would be, but not limited to the following: truancy, hunting, leaving school without signing out, elected suspension, work, missed bus or car trouble, shopping, haircut appointments, oversleeping, needed at home, vacations, and/or personal business.

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



than sickness should be arranged and approved in advance by the principal and/or his designee. All school-sponsored activities, failure of the bus to run, and out of school suspension will not count toward the seven (7) days of attendance.

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

### **Attendance Procedures per School Year (August-May):**

Step 1: At three (3) days or 21 hours an automated letter/ phone call 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 will 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 will 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.

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

### **Tardiness**

Each classroom teacher will establish tardy procedures. Students with three (3) tardies to the same class per semester may be subject to school discipline.

### **Dress Code**

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

- Students are expected to dress and groom clean, neat, and in good taste during the school day and at school functions.
- All students must wear shoes, boots or other types of footwear
- Dress and grooming will not disrupt the teaching/learning process or cause undue attention to an individual student. Halter or tube tops, see-through shirts or blouses, exposed midriffs, or undergarments worn as outerwear will not be permitted..
- Hats, hoods, and sunglasses will not be worn in the building at any time. Any hats and/or sunglasses worn in the building during school time may be confiscated.
- Clothing with objectionable language and suggestive messages or illustrations will not be allowed.
- **The possession of any radio equipment on school property is not permitted.**
- **Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period, in the interest of maintaining safety standards.**
- **Additional dress regulations may be imposed upon students participating in certain extracurricular activities.**
- **The principal/faculty member may restrict a student's appearance or mode of dress that disrupts the educational process or constitutes a threat to health and safety.**

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

- Shirts/tops must be long enough to cover the torso
- Pants/shorts/skirts must be worn at the waist and cover to mid-thigh.
- No holes in pants/shorts above mid-thigh that reveal skin or undergarments.
- No chains or straps.

- No undergarments should be visible. This includes see through outerwear.
- No bandannas
- No clothing which illustrates with words, symbols, or pictures condoning alcohol, violence, double-entendres, profanity, or membership or affiliation in any gang or cult.
- Piercings in or around the mouth are prohibited for safety reasons.

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

### **Cell Phones and Electronic Devices**

Student cell phones and other personal electronic devices must be turned off and put away while the student is at school. Cell phones and personal electronic devices are only allowed to be used in the classroom, with teacher permission, and under direct teacher supervision. After the dismissal bell while students are waiting for parents to arrive, students must obtain the permission of the supervising teacher to use a cell phone or electronic devices. Students should have their district-provided Chromebook with them at all times. They should carry it in the provided case and have it charged.

### **Academic Dishonesty**

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

- No credit for the work, up to removal from extracurricular activities.

**JACKSON MIDDLE SCHOOL  
DISCIPLINE CODE OF PUNISHMENT 2022-2023**

Incident	Frequency & Action		
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup> +
Classroom Misconduct	W-1 Det	1-3 Dets	ISS
Misuse of Class time	W-1 Det	1-3 Dets	ISS
General Misbehavior	W-1 Det	1-3 Dets	ISS
Inappropriate Language/Gestures	Det-OSS	Det-OSS	ISS-OSS
Tardy	W-1 Det	1-2 Dets	3 Dets-OSS
Disrespect/Insubordination	Det-OSS	Det-OSS	ISS-OSS
Arguing/Encouraging or minor Fighting	Det-ISS	Dets-ISS	OSS
Major fighting	Det-OSS	OSS	OSS
Assault	D-OSS	D-OSS	ISS-OSS
Truancy	Det	ISS	ISS-OSS
Skiping Class	1 Det/Hour	2 Det/Hour	ISS
Tobacco, c-cigarettes, vapes	ISS	ISS	ISS- OSS
Romantic/Public Display of Affection	W-OSS	Det-OSS	ISS-OSS
Use of/Possession of Dangerous Item or Weapon	Det-Recommend to Supt.		
Stealing/Vandalism	Det-OSS	ISS-OSS	OSS
Inappropriate Language or Gesture toward a Staff Member	Det-OSS	OSS	OSS
Threats to a Staff Member	ISS-Recommend to Supt.		

Striking a Staff Member	Recommend to Supt.
Influence/Possession/Drugs or Alcohol	OSS- Recommend to Superintendent
Sale/Distribution of Drugs/Alcohol	OSS- Recommend to Superintendent

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Vandalism:** Willful damage or the attempt to cause damage to property belonging to the school, staff, or other students.

**Appropriate law enforcement agencies will be contacted.**

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

## Student Health Services

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

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

### ILLNESS AND INJURY

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

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

### MEDICATION

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

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

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

### SELF-ADMINISTRATION OF MEDICATION BY STUDENTS

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

1. The medication was prescribed or ordered by the student's physician.

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

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

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

### **IMMUNIZATIONS**

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

### **SCREENINGS**

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

- Hearing – 1<sup>st</sup>, 3<sup>rd</sup>, & 6<sup>th</sup>
- Vision – Kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, & 6<sup>th</sup>
- Speech – Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>
- Dental – PreK through 10<sup>th</sup>

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

### **HEAD LICE PROCEDURES**

The protocol listed below will be in effect to control the spreading of head lice (pediculosis) at school:

1. If head lice/nits (eggs) are discovered on a student, the student will be removed from the classroom and the parents or emergency contact will be called to remove the student from school.
2. 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.
3. 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.
4. The school nurse or assistive personnel will be available to screen for head lice, as well as give the parent information concerning the procedure to eliminate head lice.
5. 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 or assistive personnel. If there is no evidence of head lice or nits, 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.

6. After being readmitted to school, the student will randomly be examined by the school nurse or assistive personnel to check for re-infestation.

### **BED BUG PROTOCOL**

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

1. Notify the parent.
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, check the areas where the student sits or where affected belongings may have been placed for extended periods of time.
5. Try to collect specimens for positive identification. Keep specimens as intact as possible.
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 the clothes, the clothes should also be put into the plastic bag and container.
10. Ongoing individual student case management will be provided by the District.
11. [Bed Bug Pamphlet](#)

### **SPECIAL HEALTH CONCERNS**

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

## **JACKSON SCHOOL DISTRICT PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Jackson R-2 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction.

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

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

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

Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

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

This notice will be provided in native languages as appropriate.

### **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the School receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

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



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

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

### **NOTICE FOR DIRECTORY INFORMATION**

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to,

companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.<sup>1</sup>

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

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>-Student’s name</li> <li>-Parents’ names</li> <li>-Grade level</li> <li>-Enrollment Status</li> <li>-Dates of Attendance</li> <li>- Artwork or course work displayed by the district</li> <li>-Schools or school districts previously attended</li> </ul> | <ul style="list-style-type: none"> <li>-Participation in district-sponsored or district-recognized activities and sports</li> <li>-Weight and height of members of athletic teams</li> <li>-Degrees, honors, and awards received</li> <li>-Photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.</li> </ul> |
|--|---|

In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities governmental entities including, but not limited to, law enforcement, the juvenile office and the Children’s Division of the Department of Social Services:

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

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

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

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

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

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

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

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

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

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

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

**COMPLAINT RESOLUTION PROCEDURE FOR FEDERAL PROGRAMS**

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

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

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

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

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

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

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

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

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

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

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

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

For any complaints that have violated a federal statute or regulation that applies to a program under ESSA, please refer to the below link:

[Missouri Department of Elementary and Secondary Education](#)

[Every Student Succeeds Act of 2015 \(ESSA\)](#)

[COMPLAINT PROCEDURES](#)

## **NOTICE OF NONDISCRIMINATION**

The Jackson R-2 School District is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs, activities or in employment. The District also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Jackson R-2 School District is an equal opportunity employer.

The District also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law.

The district will identify, evaluate and provide a free, appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a student may have a disability regardless of whether the student is currently enrolled in the Jackson R-2 School District is encouraged to contact the District's compliance officer listed below.

Anyone who, because of a disability, requires an auxiliary aid or service for effective communication or requires a modification of policies or procedures to participate in a program, service or activity should contact the compliance officer listed below as soon as possible, but no later than 48 hours before the scheduled event.

The District's nondiscrimination policy and grievance forms are located on the District's website at [www.jacksonr2schools.com](http://www.jacksonr2schools.com) or at any District office.

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

Dr. **Jessica Maxwell**

614 E. Adams St.

573-243-9501, phone

573-243-9503, fax

[jmaxwell@jr2mail.org](mailto:jmaxwell@jr2mail.org)

In the event that the compliance officer is unavailable or is the subject of a grievance that would otherwise be made to the compliance officer, reports should instead be directed to the Superintendent of Schools.

Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, or the U.S. Department of Justice if applicable.

Office for Civil Rights

Phone: 816-268-0550

TDD: 877-521-2172

E-mail: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

Equal Employment Opportunity Commission

Phone: 800-669-4000

TTY: 800-669-6820

U.S. Department of Justice

Phone: 202-514-2000

TTY: 2025140716

E-mail: [AskDOJ@usdoj.gov](mailto:AskDOJ@usdoj.gov)

Missouri Commission on Human Rights

Phone: 800-735-2466

TDD: 800-735-2966

Relay Missouri: 877-781-4236

E-mail: [mchr@dohr.mo.gov](mailto:mchr@dohr.mo.gov)

## **504 PUBLIC NOTICE**

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

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

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

This notice will be provided in native languages as appropriate.

## **ASBESTOS HAZARD EMERGENCY**

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 2015. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of this 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 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 James Aufdenberg. As required in the rule, James Aufdenberg is the single contact for the public to obtain information about asbestos related activities in the LEA. You may reach James Aufdenberg at 243-9531.

**JMS Policy for**  
**CELL PHONES AND ELECTRONIC DEVICES**

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

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

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

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

_____ Student Name	_____ Student Signature	_____ Date
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_____ Parent Name	_____ Parent Signature	_____ Date
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*After signing, please tear this page out and return to your school as soon as possible.*