

JACKSON R-2 MISSION STATEMENT

The Jackson R-2 Schools, in partnership with parents and the community, are committed to achieving our mission:

“To ignite the desire for learning and continuous improvement, graduating educated, responsible citizens.”

INTRODUCTION

The Jackson R-2 School District encourages an open relationship between the school and its patrons. If you have problems, concerns, or suggestions for improvement you are urged to discuss them with your child’s teacher first, and then with the building principal if necessary.

We encourage parents to communicate with their child’s teacher often and openly. These lines of communication are of utmost importance in providing a quality education for your child. Cooperation and understanding between the teachers, children, and parents is imperative for a successful school year.

This handbook has been compiled to help parents know and understand the elementary policies and procedures. Please keep this handbook so that you will be able to refer to it during the school year.

Dr. Rita Fisher – Asst. Superintendent
573-243-9501
614 E. Adams St.
Jackson, MO 63755-2150

Orchard Drive Elementary
Mr. Rob French - Principal
573-243-9555
1402 Orchard Drive
Jackson, MO 63755-1032

Gordonville Elementary
Ms. Shauna Criddle – Principal
573-243-9580
653 State Hwy Z
Gordonville, MO 63701-9366

North Elementary
Ms. Shauna Criddle - Principal
573-243-9590
10730 State Hwy W
Jackson, MO 63755-8010

Millersville Elementary
Mr. Lance McClard –Principal
573-243-9585
377 State Hwy B
Millersville, MO 63766-6154

South Elementary
Ms. Jessica Maxwell - Principal
Mr. Lance McClard – Assistant Principal
573-243-9575
1701 S. Hope Street
Jackson, MO 63755-2800

West Lane Elementary
Ms. Cynthia Matthew - Principal
573-243-9565
338 N. West Lane
Jackson, MO 63755-3096

ELEMENTARY ATTENDANCE

Prompt regular attendance is an integral part of the learning experience and results in improved academic performance and achievement. Students who are absent and/or tardy are not able to participate in class discussions, small group activities, or class experiments, which *cannot* be made up. They miss explanations of concepts and ideas that will appear on homework assignments and tests. Poor attendance can result in poor work habits, lower grades, reduced self-esteem and lack of self-discipline. Thoughtful discretion should be exercised in removing children for extended trips and vacations while school is in session. Planning well in advance and conferring with teachers about work prior to the trip is helpful. Appointments should be made outside of school hours whenever possible. Please send a note to school when your child must be dismissed early.

Students will need to be checked out through the office. It is very important that students are signed out/in through the office for safety and accuracy of records.

Elementary Attendance Regulations

These attendance regulations provide guidelines for school administrators, parents, and students for the purpose of regular student attendance which results in success in the student's overall school experience.

I. Definitions

All absences, including those approved in advance by parents and/or school officials, will be counted as days absent, unless the absence is for a school-sponsored activity.

A. Truancy An elective absence, which was not approved in advance by parents or by school officials. Although truancy usually refers to an absence of which parents are unaware, certain absences of which the parents are aware will be treated in the manner of truancy. Truancy is a violation of state statutes as well as school regulations and may result in suspension, prosecution, and/or other disciplinary actions. Truancy is always an unexcused absence.

B.. Suspension An absence required by school authorities as disciplinary action for inappropriate behavior.

II. Attendance Procedures

A. Parents should notify the school office each day a student will be absent prior to the beginning of the school day. Principals will provide parents at each school with specific instructions for informing the school about a student's absence.

B. If a student is absent and the parents do not notify the school, the school will attempt to contact the parent.

C. When a student has been **absent or tardy (tardy means late arrivals or early checkouts)** more than five (5) days per semester, the absences/tardies will become a

major concern related to the student's overall success in school and school officials shall:

1. Advise the parent of the absences by letter;
2. Review the reasons for the absence;
3. Consider attendance as a factor in recommending promotion for the following year; and
4. Utilize some or all of the strategies below to prevent additional occurrences of any avoidable and unexcused absences, trancies, or excessive tardies:
 - Personal phone calls to parents and letters home regarding individual absences.
 - Home visits by school social worker.
 - Student referral to a student assistance team.
 - Student referral to guidance counselors.
 - When a student has 10 absences or 10 tardies, school officials may contact appropriate authorities.
5. If a student misses over 15 consecutive days, the school will assume the parent has chosen to withdraw the student. The parent will be notified that the district has withdrawn the student.

III. Opportunity to Make up Work Missed Due to Absence

A. Absences

1. Students who have an absence shall have the opportunity to make up work. It shall be the responsibility of the student and the teacher(s) involved to determine make-up work assignments and establish mutually agreeable times for completing make-up work.
2. When an extended family absence is necessary, it shall be pre-arranged and the following steps should be taken:
 - a. The parent shall notify the school administration in advance of the absence.
 - b. It shall be the responsibility of the student and the teacher(s) involved to determine make-up work assignments and establish mutually agreeable times for completing make-up work.

B. Suspension Absences

Students who have a truant or suspension absence may have the opportunity to make up tests, daily work, and major projects for credit. It shall be the responsibility of the student and the teacher(s) involved to determine make-up work assignments and establish mutually agreeable times for completing make-up work.

IV. Actions by Appropriate Authorities

School officials work in partnership with the Division of Family Services, Juvenile Court Services, the Prosecuting Attorney, and law enforcement to curb avoidable, unexcused, and truant absences by students. These authorities in turn will work with students and families to keep student's school attendance as high as possible to ensure maximum success in the student's overall school experience.

SCHOOL DAY

The school day varies between buildings due to bus schedules. Non-bus riders should arrive to school between 7:45 a.m. and 7:55 a.m., but never before the first bus arrives at approximately 7:30 a.m. Teachers are not on duty to supervise students in the building before buses arrive.

	<u>School Begins</u>	<u>School Closes</u>
Gordonville Elementary	8:00 a.m.	3:15 p.m.
Millersville Elementary	8:00 a.m.	3:15 p.m.
North Elementary	8:00 a.m.	3:15 p.m.
Orchard Elementary	8:00 a.m.	3:10 p.m.
South Elementary	8:00 a.m.	3:10 p.m.
West Lane Elementary	8:00 a.m.	3:10 p.m.

(1) When children arrive late, parents are asked to bring them into the building and sign them in.

(2) If your child has a change in his/her regular routine after school, please send a note to your child’s teacher. Written permission to change his/her schedule is preferable, however, in case of an emergency, a phone call to verify relationship is required; otherwise we will follow your child’s regular routine. Calling the school usually results in your child’s classroom being interrupted during the school day. It is in the best interest of all children not to interrupt valuable instruction time.

SCHOOL CANCELLATIONS

Parents will be notified of school cancellations (including early dismissals) by an automated phone call from the school district. The notification will also be aired on KFVS-TV and local radio stations. Please listen to one of these stations in case of inclement weather. Do not telephone the school unless there is an emergency. Telephone lines should remain open as much as possible for emergency traffic.

DISCIPLINE

- Any questions concerning discipline should be discussed with the classroom teacher first.
- The Jackson R-2 Schools pride themselves in discipline that maintains a quality educational setting for all students. In order for this to be possible, parents must cooperate with the school system. West Lane Elementary and South Elementary use the Positive Behavior Support as part of their discipline procedures.
- A Disciplinary Referral System is used to inform parents of any situation which may become a problem. Students will receive a referral slip to take home for minor infractions of the rules. In more serious situations, the referral slip will be mailed home.
- Good discipline is a must for good education.

FILE: JFCF

Bullying – For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital

communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

Discipline Procedures

- The student will receive a warning of the rule and an explanation of the rule.
- Isolate the student from group for a period of time during non-instructional time or loss of privilege with a note of explanation from the teacher sent to parents.
- Send a disciplinary referral form home along with their plan for correction. This will be sent home with the student.
- The parent(s) is called at the earliest convenience of the teacher and a conference arranged with the building principal, parent, and teacher.
- A disciplinary referral form is mailed home requesting a parent conference.
- The student is suspended from school by the building principal.
- The discipline situation is referred to the superintendent of schools.

Note: Within an individual building there may be rules pertaining to particular areas: these rules will be uniform for that particular building. These rules will be explained to the students and a copy filed with the building principal.

Student Discipline Policy

The Student:

The individual student is responsible for his/her own actions. The following rules were developed for all students. The consequences for breaking these rules are included. All students will be instructed as to the rules and consequences.

In The Classroom:

1. Be on time and have materials ready to work.
2. Enter and leave in a quiet and orderly manner.
3. Follow directions and complete assignments.
4. Raise hand and be recognized before speaking during instruction and study time.
5. Respect your own and other's life spaces.

In Common Areas:

1. Follow the direction of the teacher on duty.
2. Walk in a quiet manner on the proper side of the hall.
3. Use facilities appropriately.
4. Use proper manners (conduct yourself in a mannerly way).
5. Respect your own and other's life spaces.

On The Playground:

1. Stay within boundaries of the playground.
2. Use playground equipment properly.
3. Respect your own and other's life spaces.
4. Help keep the playground clean by disposing of litter properly.
5. Throw only playground balls.
6. Leave the playground only with permission.
7. Line up quickly and quietly when the bell rings.

The Parent's Role in School Discipline

The parent has a significant role to play in the discipline of students. The role of the parent is the major influence in the effectiveness of any plan. This role is essential since: first, the parent has set the tone for discipline early in the life of their child and secondly, how the parent views discipline will be relayed in the feelings of the student.

Some suggested do's and don'ts for parents to assist in an effective discipline program at school:

1. Do practice and enforce good discipline habits in the home. Being firm, fair, and forgiving at home will make good discipline at school.
2. Do be cooperative with school personnel. You may not always agree with methods and/or actions. A constructive disagreement is often the very best cooperative situation.
3. Do be involved in your child's education process. Your involvement enhances understanding and reinforces your support of your child.
4. Do be understanding of your child's problem; however, let it remain his/her problem. Be supportive in helping him/her find a solution to his/her problem.
5. Do give yourself an opportunity to evaluate the total situation before reacting. Many problems are created out of haste.
6. Do not over-react to a situation. Few problems are life threatening and most can be worked out with clear thinking.
7. Do not immediately take "sides". If you must (and it is not necessary take a "side"), be sure it is one you can support in the final analysis. Being supportive is not taking "sides".
8. Do not over punish for the offense or make it a punishment that you cannot carry out. Try and make the punishment fit the degree of the offense and be fair to you and your child.
9. Do not let small situations become major problems before they are discussed. Often a review of minor situations can lead to a solution through a cooperative effort on everyone's part.

ENROLLMENT

The person enrolling the student must be a resident of the Jackson R-2 School District and have legal custody of the student. Proof of residency is required (utility bills, rent receipt, contract on house). Students new to the district must comply with the guidelines of Missouri State law regarding immunizations. The Jackson R-2 School District requires a copy of the state birth certificate and social security card for all students new to the district regardless of grade level. Students not having an immunization record will be excluded from school at that time.

Parent Portal

Parent Link is an Internet ready program that allows you, via your web browser, to access timely information about your child's progress in school. With a click of the mouse you will have access to grades, attendance, balances, and much more.

1. To begin using Parent Portal, you must first sign up at any school office. Please remember to bring along a picture ID when you visit. If you have children at multiple school buildings, you will only need to visit one of the schools to turn in the Parent Portal form. The office for that school will send your information to the schools your other children attend. If you like, you can print a copy of the form from our website:
<http://www.jackson.r2schools.com>
2. Once your information has been entered into the program, you will be sent an e-mail containing all of your login information. If you entered multiple e-mail addresses on the sign

up form, e-mail will be sent to each address with its own unique login information. If you ever forget your password for Parent Portal, please go to the Parent Portal web page and enter your e-mail address in the appropriate field to have your password automatically sent to you.

3. To access Parent Portal, please visit the Parent Portal section of the Jackson R-2 School District's website at: <http://www.jacksonr2schools.com> and click "Parent Portal".

Change of Information

When there is a change in the information listed on your child's enrollment form, please send this information to the school office. Report any change of address, place of employment, telephone number, doctor, or dentist. If the telephone number is unlisted we still need it for emergency situations. In an emergency situation, the wrong phone number means a delay in informing you of a situation requiring your immediate attention. For your child's sake, always keep the school informed of changes in home or work phone numbers.

Child Custody

In most cases, when parents are divorced, both the mother and the father continue to have equal rights where their children are concerned. If there is a court order that limits the rights of one of the parents, like custody or visitation, the office must have a copy of this court order. If we don't have a court order we assume both parents have equal rights to pick up children at school and all other contact situations.

Kindergarten Pre-Registration

Early enrollment for the next year's kindergarten class usually takes place in January. To be eligible for kindergarten, a child must be five years of age by August 1. An official state birth certificate is required at the time of enrollment as well as a complete record of immunizations.

SCHOOL BREAKFAST PROGRAM

- The Jackson R-2 School District provides a breakfast program to all elementary students.
- Breakfast money can be sent in the student's lunch envelope.
- Through the Federal Lunch Program, free and partial priced breakfasts are available to those whose income meets the criteria of the Federal Government.

SCHOOL LUNCH PROGRAM

- The Jackson R-2 School District provides a Type A lunch program for all students.
- Through the Federal Lunch Program, free and partial priced lunches are provided to those whose income meets the criteria of the Federal Government. Forms are available at each office upon request. If you wish to apply, complete and return these forms immediately.
- The school will provide envelopes for lunch/breakfast money which is put into an account for your student. Lunch costs are deducted each day through an automated system. Reminder letters are sent home periodically after lunches have been charged. If the balance due is \$15 or more an alternate meal will be served. Additional milk is available.
- Students may bring their lunch to school and purchase milk in the cafeteria.

REPORT CARDS AND GRADING

- Standards-based assessment and reporting measures how well an individual student is performing according to the state and district expectations for his or her grade level. Each subject has a specific list of standards-based items.
- The report card uses a 4-1 system to indicate performance levels on district standards. The performance level descriptors are shown below.

<i>4. Exceeding</i>	<i>3. Meeting</i>	<i>2. Approaching</i>	<i>1. Beginning</i>
<p>Exceeding district and state level standards. Demonstrates in-depth inferences and applications of grade level concepts.</p>	<p>Meeting district and state level standards. Demonstrates and applies the key concepts, processes, and skills for the grade level.</p>	<p>Approaching the district and state level standards, with assistance and guidance. Demonstrates understanding of basic key concepts, processes, and skills for the grade level.</p>	<p>Beginning to demonstrate a basic understanding of key concepts, processes, and skills for the grade level. Not yet able to produce work that meets district and state level standards.</p>

- Standards-based progress is reported at mid-quarter in the areas of Communication Arts, Mathematics, Science, Social Studies, and Student Responsibilities. Standards-based progress is reported at the end of the quarter for those same areas as well as Art, Music, and Physical Education.
- Parent-teacher conferences are held in the fall and spring of each year for all parents to meet with their child’s teacher and discuss his/her progress.

Homework

Homework is an assignment that students complete outside of regular classroom time. This work might include the following: written assignments, projects, oral drill and practice, independent reading, reading with an adult, and test preparation. Properly designed homework helps students develop responsibility, independence, and time management skills. Homework is an integral part of the educational process as it encourages student learning and practice after school hours. It also provides an important channel of communication between the school and home.

Parents can facilitate the learning experience by providing a quiet, well-lighted place where the student can complete homework assignments. We encourage all parents to promote reading for pleasure.

STUDENT HEALTH SERVICES

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

Illness or Injuries

In case of illness or injury during school, students must obtain a pass from their teacher to admit them to the nurse's office. To decrease the spread of potential communicable diseases, students exhibiting symptoms of impending illness will be sent home from school. Factors considered before sending students home include a temperature of 100 degrees or higher, vomiting, or other symptoms that affect their ability to be productive at school. **Students should not come to school if during the previous 24 hours they exhibit any of the following symptoms: (1) a temperature of 100 degrees or higher without medication (2) vomiting or diarrhea, or (3) an unusual or unexplained rash.**

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

Immunizations

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

Special Health Concerns

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

Medication

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

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

- The prescription medication shall be in the original container labeled with the physician's prescription.
- The first dose of a new medication will not be administered at school.
- A "Request for Giving Medication" form must be completed and signed annually by a parent/guardian for each medication administered at school. A new form must be completed at the time of a medication dose change.
- Medication must be delivered to the school by a parent/guardian or other designated adult. A one-month supply of a student's medication can be stored at school.

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

Self-Administration of Medication by Students

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

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

Possession of Self-Administered Medication

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

Screenings

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

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

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

Head Lice Procedure

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

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

Wellness Policy

For the safety and health of our students, home-made treats are no longer allowed to be brought to school. All treats should be store-bought items. Parents are encouraged to provide healthy snacks for celebrations and parties.

Jackson R-2 School District
PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Jackson R-2 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

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

This notice will be provided in native languages as appropriate.

Notification of Rights under FERPA **For Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

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

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

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

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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

NOTICE FOR DIRECTORY INFORMATION

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

Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. ¹

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

- | | |
|--|--|
| <ul style="list-style-type: none">-Student's name-Parent's name-Address-Telephone listing-Electronic mail address-Photographs or video of students on school property or at activities-The most recent educational agency or institution attended | <ul style="list-style-type: none">-Participation in officially recognized activities and sports-Weight and height of members of athletic teams-Degrees, honors, and awards received-Dates of attendance-Grade level-Artwork-Enrollment status |
|--|--|

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

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

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

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

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

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

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.

- Any non-emergency, invasive physical examination or screening as described above.

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

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

COMPLAINT RESOLUTION PROCEDURE FOR FEDERAL PROGRAMS

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

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

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

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

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

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

PARENT'S RIGHT TO KNOW

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

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

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

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

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

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

NOTICE OF NONDISCRIMINATION

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

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

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

504 PUBLIC NOTICE

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

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

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

This notice will be provided in native languages as appropriate.

SCHOOL PORTRAITS AND YEARBOOKS

Student portraits are taken in the fall and spring. Flyers listing choice of background color, availability of props, and prices of prints will be sent home shortly before portrait day. All purchased prints must be paid for on the day pictures are taken. Payment envelopes typically accompany the flyers sent home with students.

Yearbooks are also available for purchase. Parents can prepay for a yearbook when the flyers are sent home.

SUPPLIES AND MATERIALS

The Jackson R-2 School District provides all necessary educational materials. Parents are expected to provide supplies necessary to perform daily tasks. All supplies and belongings are to be labeled with your child's name. Following are the Early Childhood Special Education, Title I Childhood Program, and K-5th grade supply lists.

Early Childhood

Supply List 2011-2012

- 1 Book bag (labeled with name) – PLEASE SEND EVERYDAY
- 1 Large box of facial tissues
- 2 Boxes wet wipes (refills are fine)
- 1 Roll of paper towels
- 1 Box of quart or gallon size zip-lock bags (girls – quarts; boys – gallon)
- 1 4 oz. bottle of white school glue
- 1 Package of glue sticks
- 1 Package of washable markers (girls only)
- 1 Package of 16 count crayons (boys only)
- 1 Container of Clorox disinfectant wipes

Send a complete change of clothing (including socks and underwear) with child's name to stay at school. Please send in a large zip-lock bag with child's name on the bag. Diapers or pull-ups for your child, if necessary.

Kindergarten

Supply List 2011-2012

- 1 Book bag **without rollers**
- 2 Boxes of 16-24 count crayons (1 will be saved until January)
- 1 4oz bottles of white school glue (1 will be saved until January)
- 2 Packages No. 2 pencils
- 1 Large boxes of facial tissues
- 1 Container of baby wipes
- 1 Box of quart or gallon size zip-lock bags (girls-quart; boys-gallon)
- 1 Box of 8 Crayola washable markers
- 1 Regular towel for rest time (must fit inside a small cubby)
- 2 Packages of glue sticks
- 2 Dry erase markers

First Grade
Supply List 2011-2012

- 1 Book bag
- 1 Box of 16-24 count crayons
- 1 4oz bottle of white school glue
- 1 1 Glue stick
- 1 Package of No. 2 pencils
- 2 Large boxes of facial tissues
- 2 Pocket folders
- 1 Box of sandwich or gallon size zip-lock bags (girls-sandwich; boys-gallon)
- 1 Large eraser
- 1 Spiral notebook (wide rule)
- 1 Zipper supply bag
- 1 Pair blunt scissors
- 2 Dry erase markers

Second Grade
Supply List 2011-2012

- 1 Book bag
- 1 Box of 16-24 count crayons
- 1 4oz bottle of white school glue
- 1 Package of No. 2 pencils
- 2 Large boxes of facial tissues
- 2 Pocket folders
- 1 Spiral notebook (70 page, wide rule)
- 1 Large eraser/pencil top erasers
- 1 Zipper supply bag
- 1 Small pointed scissors
- 1 Box washable markers
- 1 Red checking pen
- 1 Package notebook paper (wide rule)
- 2 Dry erase markers

Third Grade
Supply List 2011-2012

- 1 Book bag
- 1 Box of 16-24 count crayons
- 1 4oz bottle of white school glue or 2 glue sticks
- 2 Packages of No. 2 pencils
- 2 Large boxes of facial tissues
- 3 Pocket folders
- 1 Spiral notebook (70 page, wide rule)
- 1 Large eraser
- 1 Zipper supply bag
- 1 Small pointed scissors
- 1 Ruler – inches and centimeters
- 2 Packages notebook paper (wide rule)
- 1 Package of Highlighters (3)

- 1 Box of Ziploc bags (Girls-Quarts; Boys-Gallons)
- 2 Dry erase markers (Black)

Fourth Grade
Supply List 2011-2012

- 1 Book bag
- 1 Box of 16-24 count crayons
- 1 4oz bottle of white school glue or 1 glue stick
- 1 Package of No. 2 pencils
- 2 Large boxes of facial tissues
- 2 Pocket folders
- 2 Spiral notebooks (70 page, wide rule)
- 1 Eraser
- 1 Zipper supply bag
- 1 Scissors
- 1 Package colored pencils or markers
- 1 Ruler – inches and metric
- 2 Packages loose notebook paper (wide rule)
- 1 Highlighter
- 1 Box Ziploc bags (Girls-Quarts; Boys-Gallons)
- 2 Dry erase markers (Black)
- 1 Red checking pen

Fifth Grade
Supply List 2011-2012

- 1 Book bag
- 1 Box of 16-24 count crayons
- 2 Glue sticks (no white glue)
- 1 Package of No. 2 pencils
- 1 Large box of facial tissues
- 4 Pocket folders
- 2 Spiral notebooks (70 page, wide rule)
- 1 Eraser
- 1 Zipper supply bag
- 1 Scissors
- 1 Box colored pencils
- 1 Red checking pen or red fine line marker
- 1 Ruler – inches and metric
- 2 Packages loose notebook paper (wide rule)
- 2 Dry erase markers
- 2 Highlighters
- 1 Box Ziploc bags (Girls-Quarts; Boys-Gallons)

TECHNOLOGY

Internet access is available to students and teachers in the Jackson R-2 School District. Internet accessibility is to support research and education in schools. Use of the internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. A user agreement must be reviewed and signed by the parents/guardian and the sponsoring teacher for all students and any

new students. This form will be sent home at the beginning of each school year and the signed form will be kept on file with the teacher for that school year.

TRANSPORTATION

The Jackson R-2 Schools provide transportation for students. Students are to always ride the bus that they are assigned. Please review the rules for riding the bus with your child.

1. Students are to remain seated while the bus is in motion.
2. The driver is in charge of students on the bus. Students are to obey the driver promptly and respectfully. When in doubt, classroom conduct is to be observed.
3. Students are to keep one's head, hands, legs, and arms inside the bus and to oneself.
4. No smoking, profanity, inappropriate gestures, spitting, eating or drinking on the bus.
5. No excessive noise – normal conversation only. Unnecessary conversation with the driver is prohibited.
6. Do not throw paper or other litter on the floor.
7. No use or possessions of tobacco products or mood-modifying substances are allowed on the bus.
8. Students need to be on time and conduct oneself appropriately at designated bus stop.
9. Students need to treat others with respect.
10. Band instruments are to be taken to the seat with the student – not left in the front of the bus.
11. Students are to use prompt, safe procedures when boarding or exiting bus without pushing/shoving.
12. No animal, dead or alive, may be permitted on the bus, except dogs trained to aid handicapped.
13. Fighting/assault/extortion/arson/false alarm(s)/theft/vandalism/sexual harassment/carrying or use of weapons will not be tolerated and could lead to immediate suspension of bus riding privileges.

Riding the School Bus in a privilege. Failure to obey these rules may cause suspension of riding privileges.

Board Policy-EEAB

Students will ride their assigned buses, getting on and getting off at their regularly assigned stops, unless a note from their parent or guardian authorizes students to depart at other than their regular stop or ride a bus other than their assigned bus. Notes will be subject to approval by the superintendent or designee. In unusual or emergency situations, parents/guardians may request to have their child picked up or dropped off at a different spot by directly communicating to the superintendent or designee.

The note must be given to the bus driver so they are aware of the change for that day.

Safety for School Bus Passengers

PARENTS: Please read and discuss with your child.

- **WALKING TO THE BUS STOP:** Leave home early enough to arrive at the bus stop on time. Walk facing traffic if you are walking where there are no sidewalks. Do not accept rides from strangers.

- **WAITING FOR THE BUS:** Wait off of the road. Respect people's property. Stay back until the bus comes to a complete stop.
- **BOARDING:** Wait for the driver's signal before crossing the street. Stay at least ten feet in front of the bus so the driver can see you. Board in an orderly fashion. Always use the handrail. Get to your seat as quickly and quietly as possible without running.
- **RIDING ON THE BUS:** Obey the driver respectfully. Conduct yourself on the bus the same way you do in the classroom. Stay in your seat while the bus is in motion. When seated, make sure your feet and other objects are out of the aisle. Get permission from the driver before opening windows. If windows are open, do not put anything outside - arms, legs, book, or pencils. Do not write on bus panels or windows. Do not eat on the bus, as spilled food or food in the mouth can be dangerous. Keep your voice down so the driver can listen for other vehicles. You must be quiet at railroad crossings to allow the driver to hear the signal of an approaching train. Warn the driver if you spot a danger he may not have seen.
- Inform the driver when you expect to be absent from school so that he will not be looking for you at the stop. Report any damage that you see has been done to the bus. Keep the bus clean and neat. There should be no trash or food on the bus at any time. Get rid of it before you enter.
- Do not bring animals or insects on the bus. If your teacher should request that you take an animal or insect to school for display, arrange another means of taking it there.
- Take musical instruments, lunch boxes, book bags, and other large items to your seat with you. Place them under the seat. Do not put them at the front of the bus where other students may trip on them or they may distract the driver.
- Do not tamper with any part of the bus or its equipment. The first aid kit, fire extinguisher and flares are for emergency use only. You can hurt yourself and others by playing with them. You make them unusable for some future emergency.
- **UNLOADING:** Get off the bus quickly and quietly without crowding or pushing. Walk straight to your assigned area. Do not linger around the bus loading zones. Stay seated until the bus comes to a complete stop. If you need to cross the street in front of the bus stay at least ten feet from the front of the bus. Make sure that the driver can see you before you cross. Walk out to the left side of the bus and look both ways before continuing to cross. If there are no sidewalks, walk facing traffic. **GET OFF ONLY AT YOUR ASSIGNED STOP UNLESS YOU HAVE WRITTEN PERMISSION TO EXIT AT ANOTHER STOP.**

Transportation Supervisor - Ms. Carol Woods 243-9507 Transportation Center - 243-9595

UNIVERSITY STUDENT TEACHERS

At various times, your child may have a student teacher or other university/college related person in his/her classroom. So that the educational experience is profitable for all, these individuals are carefully screened. Strict guidelines are followed.

VISITING THE SCHOOL

The Jackson R-2 School District welcomes visitors to our school. The following guidelines will provide a safe educational atmosphere for all students:

1. All persons are to report to the office upon entering the building for security reasons. All non-students are required to sign-in at the office and wear a visitor's badge. This includes parents picking up students prior to dismissal. In most cases, you will need to sign your child out.
2. Procedures for parents picking up their children after school are as follows:

West Lane, Orchard, South – Parents are asked to wait in their cars.

North Elementary – Parents are to pick up their children in the entrance-way to the gym.

3. If you need to talk with your child's teacher, the teacher will be happy to schedule a conference during planning time or before or after school. Teachers are not to visit with parents while classes are in session.
4. Class visitations are welcome, but must be prearranged with the principal and the classroom teacher. (One or two days in advance are recommended.) Visitations are not allowed if they become disruptive to the learning process.

OTHER IMPORTANT INFORMATION

1. School telephones are for emergency use only. Students are instructed to bring notes from home on special instructions and not to use the telephone.
2. Parent Teacher Organizations (PTO) are organizations for the parents and you are encouraged to join and attend meetings as announced.
3. The dress code of the Jackson R-2 Schools states that each student's dress and grooming be neat, clean and in good taste, so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Spaghetti strapped tank tops are not permitted. Shirt length must cover the stomach. When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications. Dress that would tend to draw attention is generally inappropriate.
4. Parents are asked not to bring animals to school. This is for the protection of all students.
5. Change of address, phone number, or emergency phone number should be reported to the school office immediately. If other information changes, you should notify the office so student enrollment information can be kept up to date.
6. Parents should always send a note to their child's teacher if his/her afternoon routine changes or the regular routine will be followed.
7. Flowers and balloons sent to students cannot be taken on buses. These items are also distracting to the educational process. We ask parents to have such items sent to your home rather than school. If parents choose to send such items to school, they will not be delivered to the classroom. Your child will be asked to pick them up in the office at the end of the school day.
8. School parties are for the enjoyment of our students. Room mothers are asked not to bring younger siblings to classroom parties.
9. In an effort to preserve the learning environment, invitations to birthday parties and other activities outside school are not to be handed out at school.
10. Electronic devices such as video games and radios should remain at home.
11. Students should not bring their own playground equipment, toys, or other personal belongings to school for entertainment purposes. Items sometimes are broken, stolen, or have caused disagreements with other children.
12. Mark all coats, hats, gloves, and lunch boxes with student names.