

WELCOME

The following information was not compiled as a set of rules, but rather as a set of procedures to help you make your education worthwhile and to improve your school experience. It is recommended that you read and study the following procedures carefully, you are expected to be acquainted with the information here presented.

Students must keep in mind that teachers are responsible for the welfare of students and consequently are given the authority to maintain acceptable student behavior as outlined in the behavioral policies.

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

HIGH SCHOOL OFFICE

The high school office will open at 7:45 a.m.

VISITORS

All visitors must report to the High School office before contacting any student, teacher, or staff member. All visitors must have administrative approval to be on the High School campus and will be issued a visitors pass. Visitors who do not have prior approval to visit the campus will be considered as trespassing and will be dealt with accordingly.

TELEPHONES

The office telephone is a business phone and should be used by students only for emergencies. Students will be called out of class only for emergency telephone calls. Messages and deliveries from home should be left in the office. All florist deliveries will be accepted only during the last period of the school day. Messages will be sent to students to pick the floral deliveries up at 3:05 p.m.

COUNSELING

Counseling services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study aids, assistance with home problems, school and/or social concerns, or any question the student may feel he would like to discuss. Students desiring to visit a counselor may drop in or contact the secretary in the guidance office to arrange for an appointment.

SCHEDULE CHANGES

After classes have been requested by students, approved by parents and checked by counselors, schedule changes should not be necessary. If students should be placed incorrectly in a class, have major career objective changes, do not have the ability to be successful or their ability is too high for the course content, schedule changes may be permitted through the recommendations of the instructors, administration, parents, and counselors. Any request for a schedule change should take place during the first 5 days of classes each semester.

Full year classes are not to be dropped at the end of the first semester unless grade problems exist or teachers recommend the change.

Students will not be allowed to change instructors within the same teaching area, unless they have failed the course earlier with the assigned instructor.

The school announcements will serve as an excellent reminder to all students regarding schedule changes. The reminder will be issued numerous times prior to the deadline.

COLLEGE DAYS

Seniors will be allowed to take TWO college days during their senior year if their total absences are less than six days that semester and have been approved by the office. College days count as days absent from school and must be pre-arranged at least ONE day in advance with a note from parent. Juniors may take one college day following the same requirements. Upon the students return to school, a note or letter from the registrar or college official is required. **NO** college days will be allowed the last six weeks of school. The cut off date will be announced by intercom.

STUDENT PARKING

Students parking on the school campus or in the vicinity of the high school are expected to leave their vehicles and exit the parking areas upon their arrival. Failure to do so will result in disciplinary action. Parking and driving violations will result in disciplinary action. Parking violations can include but are not limited to parking in front of or behind other cars which leaves a car no exit, parking on the grass, parking in a handicap spot, parking in the middle of a lane of traffic, or parking any place that does not allow another vehicle to exit a lot will result in disciplinary action.

LEAVING SCHOOL GROUNDS

At no time should students leave school grounds without prior approval of the office. This approval will first come from the parent or guardian through a note, a parent visit, or a phone call to the office. This verification must be made to the office before the student leaves campus. After office approval, students must sign-out before leaving the school campus. If a student is signing out as sick, they need to do so through the school nurse to be excused.

ELIGIBILITY

To be eligible for any activity sanctioned by MSHAA, a student must be currently enrolled in and regularly attending courses that offer a minimum of 3.00 units of credit and must have earned a minimum of 3.00 units of credit the preceding semester.

If a student misses class on the date of a contest without being excused by the administration he (she) will not be considered eligible to compete on that date. Illness is not a satisfactory excuse. If a student is too sick to come to school, then the student is too sick to participate in a school activity. All excuses should be prearranged.

Students assigned to in school suspension are not eligible to participate in school activities the day(s) of the assignment. Students suspended from school may not participate or attend any school activities while under suspension. Students attending school activities should be in attendance at school for a minimum of four hours the day of or the day preceding the activity.

NCAA ELIGIBILITY

The NCAA has approved the following courses for use in establishing the initial-eligibility certification status of student-athletes from this school. Some course titles may begin with one of the following prefixes. These prefixes are defined as follows:

= Only students who have received proper NCAA approval for their diagnosed learning disability may receive credit for these approved courses.

! A student will receive no more than one NCAA mathematics credit for the successful completion of any two courses so noted.

!! A student will receive NCAA mathematics credit according to the unique credit values noted.

< A student receives no more than one unit of NCAA natural/physical science credit for the successful completion of all courses so noted.

<< A student will receive no more than one and one-half units of NCAA natural/physical science credit for the successful completion of all courses so noted.

<<< A student will receive no more than two units of NCAA natural/physical science credit for the successful completion of all courses so noted.

Courses designated with a '=' symbol are courses that may be used only by students with a diagnosed disability. Also, in order for a student to receive credit for a course designed for students with disabilities, the student must have provided verification of his or her status by presenting to the NCAA Initial-Eligibility Clearinghouse either (1) a nonstandard ACT or SAT score; or (2) notice of disability designation by the NCAA Disability Services staff.

NCAA legislation permits a student to receive credit for a core course only one time. As a result, if a student repeats the core course, the student will only receive credit once for the core course and the highest grade earned in the course will be included in the calculation of the student's core-course grade-point average. Likewise, if a student completes a course that is duplicative with another core course, the student will only receive credit once for the core course and the highest grade earned in the course will be included in the calculation of the student's core-course grade-point average.

NCAA APPROVED CORE COURSES

ENGLISH

=LD/LA 1
=LD/LA 2
=LD/LA 3
ADV Language Arts 1
ADV Language Arts 2
AP English
Cont. Literature
CP Writing
Debate
Early English Lit
Language Arts 1
Language Arts 2
Language Arts 3
Language Arts 4
Literature of Drama
Modern English Lit
Short Story
Speech 1
Speech 2

MATHEMATICS

Algebra 1
Algebra 2
Algebra 2/ADV
Algebra 3
AP Calculus
Geometry
Math-Analysis
Trigonometry

Social Science
=LD/ Am History
=LD/ Government

=LD/ World History
American History
American History/ AP
Current Events
Government
Govt/ Politics/ AP
Missouri History
Psychology

	Recent U.S. History
	World History
NATURAL/PHYSICAL SCIENCE	ADDITIONAL CORE COURSES
=LD/ Physical Science (lab)	Computer Applications
ADV Biology (lab)	Computer Applications/ ADV
AP Chemistry (lab)	Desktop Publishing
AP Physics (lab)	French 1
Applied Genetics (lab)	French 2
Basic Biology (lab)	French 3
Biology/ AP	French 4
Chemistry (lab)	German 1
Earth Science (lab)	Internet/ Web Page Design
Earth Science/ ADV (lab)	Multimedia/ Presentation
Physical Science (lab)	Spanish 1
Physical Science (lab)	Spanish 2
Physics (lab)	Spanish 3
Physiology/ Human Anatomy	Spanish 4

The following courses do not qualify as NCAA courses and therefore cannot be used for NCAA initial-eligibility certification.

Intro to Mass Media	Computers 2
Practical Language Arts 3	Computers 3
=LD/ Math	Computers 4
Pre-Algebra	Music Theory/ AP
Computers 1	

STUDENT CLASSIFICATION

Third year Jackson High School Students must have at least 18 units of credits in order to be considered a Senior and participate in senior class activities. In order to be considered a junior, a student must have completed and passed at least 11 units of credit by the end of their sophomore year. To be considered a sophomore a student must have 4 units of credit.

SCHOOL SPONSORED TRIPS

The school schedules all buses to games or field trips and each bus is under the direction of a faculty member. School buses are provided to students for extra activities. Students are expected to ride to and from all school activities on the buses provided. Behavior on bus is the same as expected in the classroom.

ATTENDANCE POLICY

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 high school educational experience. Most students that are absent from classes frequently experience a great deal of difficulty in making satisfactory grades and in keeping up with their assignments.

In an effort to keep parents and guardians informed regarding attendance standard form letters will be sent to the parents at 42, 56, 63, and 70 hours of absence.

All absences will be considered unexcused until arrangements have been made via the parent or guardian and administration to excuse the absence. Anytime the student is absent it is necessary for the parent/guardian to contact the school prior to 10:00 a.m. the following day or the absence will be considered unexcused and appropriate disciplinary action will be taken toward the student.

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 eight (8) absences per semester will be allowed for each student. All absences excused or unexcused will count toward the eight (8) absences. After eight (8) absences medical verification will be required before further absences will be excused. All school sponsored activities, failure of the bus to run, and/or suspension of students by the administration will not count toward the eight (8) days of attendance.

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, hair cut appointments, oversleeping, needed at home, and/or personal business. Final decision regarding unexcused absences will be made by the administration.

An excused absence will be defined as illness of the student, death/tragedy in the immediate family, physician's appointments (timed notes from the physician's office stating the time the appointment was finished, may be required

SCHOOL PROPERTY AND STUDENTS RESPONSIBILITY

Students will be held responsible for all damages to school property (ex. textbooks, lockers, vandalism or defacing property etc.). If a student finds an item that is not theirs, he/she is to turn that item into the office.

DANCES

The following rules apply to Jackson High School dances:

1. Students will be permitted to invite one guest. Girls invite boys and boys invite girls.
2. Once you leave a school dance, you may not return.
3. No alcohol or tobacco will be permitted in the building or on the school grounds, or at any school function held off school grounds.
4. Ninth grade students may not be invited as guests to the Dances.
5. All students who invite out-of-school guests to dances must sign for those guests in the office. All guests must be under the age of 21 years.
6. Students and guests whose actions and behavior are considered inappropriate will not be allowed to attend social functions later in the school year.
7. Dress regulations for each dance will vary and depend on the type of dance. Formal dress will be required for the Silver Arrow Dance, the Winter Formal and the Prom.
8. Students will be required to present their student id's to enter.
9. Any guest who is not attending high school or who has not graduated from high school will not be allowed to attend Jackson High School Dances.

DRESS

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 be clean, neat, and modest during the school day and at school functions. Clothing or items that make reference to tobacco, alcohol, or illegal substances are not permitted. "Gang" dress or symbolism that is disturbing in the school environment will not be allowed. Students will remove head coverings in the building and classrooms. 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 or safety.

The principal or his designee will make the final decision at the school level as to whether specific attire is disruptive or inappropriate. Violations will be handled according to the school discipline policy and may include confiscation of the inappropriate articles. If a student or parent is in doubt about the inappropriateness of an item, the best decision is to leave the item at home.

In an attempt to further clarify the Dress Code Policy a group of students, faculty members, and administrators have recommended the following guidelines for Jackson High School.

- Shirts and blouses need to cover from neck to shoulders (both sides), have a full back, and be long enough to cover the entire torso.
- Head coverings will not be allowed in the buildings and may be confiscated under the dress code policy. (This includes all types of head coverings, hats, caps, bandanas, shower caps, etc.)
- Clothing that makes reference to tobacco, alcohol, or illegal substances will not be permitted.
- Underclothing is to be worn under clothes and should not be visible.

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 school day. On the second violation the student will be assigned to detention. Continued violation will result in punishment according to the student discipline policy. "Head covering violations will be given automatic discipline."

ELECTRONIC DEVICES

Electronic Devices should not be brought to school (examples of these devices include but are not limited to tape recorders, walk-man, IPODS, radios, beepers, and cell phones). These items may be left in the student's vehicle during the school day, but emergencies should be handled through the use of the office phone. Use of these devices while on school grounds (including the school bus) will result in disciplinary action.

If students elect to have a cell phone at school during the school day the phone should be turned off and out of sight. Students are not to have cell phones out while at school from 7:55 am to 3:05 pm. If the cell phone is being used or is turned on (including phone calls, text messaging, and the picture function on certain phones) or if it rings/vibrates there will be **no warning** given to the student. The phone will be taken for the remainder of the school day and the student will receive one detention.

Plagiarism, Cheating and Forgery

This policy covers a wide range of infractions ranging from literary theft to copying and or passing off others work as ones own. It is the intention of Jackson High 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 abilities and within the guidelines as set by the classroom teacher. Failure to do so will result in the following disciplinary action.

1st offense

- Parent notification
- Zero on assignment or revision at the discretion of the teacher

2nd offense

- Zero on assignment
- 2 detentions

3rd offense

- Zero on assignment
- 1 day In School Suspension

GRADING SCALE

Jackson High School has adopted the following grading scale:

A	=	96 to	100
A-	=	90 to	95
B+	=	87 to	89
B	=	83 to	86
B-	=	80 to	82
C+	=	77 to	79
C	=	73 to	76
C-	=	70 to	72
D+	=	67 to	69
D	=	63 to	66
D-	=	60 to	62
F	=	00 to	59

HONOR ROLL

Scholastic Honors: For all students with a cumulative grade point average of 12.0 or better. (CERTIFICATES WILL BE PRESENTED TO SCHOLASTIC HONOR ROLL STUDENTS WHO MAKE **SEMESTER** SCHOLASTIC HONORS.)

"A" Honor Roll: For all students with a cumulative grade point average of 10.0 to 11.99.

"B" Honor Roll: For all students with a cumulative grade point average of 8.0 to 9.99.

CLUBS AND ORGANIZATIONS

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

1. Drama Club
2. FBLA (Future Business Leaders of America)
3. FCA (Fellowship of Christian Athletes)
4. FFA (Future Farmers of America)
5. FCCLA (Family, Career, and Community Leaders of America)
6. French Club
7. Hi-Step
8. Health and Careers and Club
9. J-Click
10. JAGR (Jackson Area Game and Roll Playing)
11. Key Club
12. National Honor Society
13. Peer Tutors
14. Pep Club

15. Quill and Scroll
16. Robotics Team
17. Scholar Bowl
18. Science Club
19. Silver Arrow
20. Spanish Club
21. Spear It Dancers (Dance Team)
22. Speech and Debate
23. Squawler (School Newspaper)
24. Student Council

DISCIPLINE AUTHORITY FOR CONDUCT OCCURRING OFF SCHOOL PROPERTY

The Jackson R-2 School district is committed to establishing a safe, healthy and secure environment for its students. Any conduct that is or may be detrimental to the school district, its employees or students by reason of its proximity to the school or its observation by or effect upon students while at or near a school and would be a violation of school district disciplinary provisions may result in disciplinary action.

The Board of Education finds that smoking by students in view of or proximate to a school building or other students near school property, such that such conduct is occurring near other students or may be observed by other students while on school premises or by students arriving or departing school property in the immediate vicinity of a school building, or at a school activity, is detrimental to the safety, moral and good conduct of students, and is subject to disciplinary action under this policy and the other discipline policies of the school district.

The Board of Education also finds that loitering by groups of students near a school may be detrimental to the safety, moral and good conduct of students, and the administration may direct students to refrain from such conduct if it determines that such loitering is detrimental to the safety, moral and good conduct of students. Failure to comply with the directives of the administration may result in disciplinary action in accordance with school district policy.

JACKSON HIGH SCHOOL COMPUTER MAINTENANCE POLICY

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

TERMINATION OF SCHOOL SERVICES

Students who elect to drop out of high school will be required to go through specific procedures. These procedures include filling out the proper drop forms and getting the signature of their parents if they are under 18 years old. Having the teachers sign the drop out form and collect and inspect all textbooks as they are returned. If a student should drop and then wish to re-enroll, that student will receive un-excused absences for all of the days missed and will not be allowed to complete any make-up work. If the number of days out of school places the student over the attendance policy guidelines, then that student will be considered a withdrawal and student's parents will be notified by school personnel. To meet graduation requirements, a student must be in attendance for eight semesters, a semester when a student elects to drop does not count as a semester of attendance. Only after correct drop procedures have been followed will records be released

STUDENT HEALTH SERVICES

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

Illness or Injuries

In case of illness or injury during school, students must obtain a pass from their teacher to admit them to the nurse's office. To decrease the spread of potential communicable diseases, students exhibiting symptoms of impending illness will be sent home from school. Factors considered before sending students home include a temperature of 100 degrees or higher, vomiting, or other symptoms that affect their ability to be productive at school. Students should not come to

school if during the previous 24 hours they exhibit any of the following symptoms: (1) a temperature of 100 degrees or higher, (2) vomiting or diarrhea, or (3) an unusual or unexplained rash.

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

Immunizations

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

Special Health Concerns

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

Medication

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

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

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

SELF-ADMINISTRATION OF MEDICATION BY STUDENTS

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

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

administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

POSSESSION OF SELF-ADMINISTERED MEDICATION

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

Screenings

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

- Hearing – 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.

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

PARENT PORTAL

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

1. To begin using Parent 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 Link form. The office for that school will send your information to the schools your other children attend. If you like, you can print a copy of the form from our website: <http://www.jackson.k12.mo.us/parentlink/form>
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's section of the Jackson R-2 School District's website at: <http://www.Jackson.k12.mo.us/parents> and click "Parent Link Log-in".

Jackson R-2 School District
PUBLIC NOTICE

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

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

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

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

This notice will be provided in native languages as appropriate.

Notification of Rights under FERPA
For Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) afford 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:

-Student's name	-Participation in officially recognized activities and sports
-Parent's name	-Weight and height of members of athletic teams
-Address	-Degrees, honors, and awards received
-Telephone listing	-Grade level
-Electronic mail address	-The most recent educational agency or institution attended
-Photographs or video of students on school property or at activities	
-Dates of attendance	
-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 are provided an opportunity to opt their child out of such activities and surveys. Parents will be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

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

Complaint Resolution Procedure for Federal Programs

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

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

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

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

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

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

Parent's Right to Know

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

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

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

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

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

Notice of Nondiscrimination

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

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

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

504 PUBLIC NOTICE

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

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

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

This notice will be provided in native languages as appropriate.