



Jackson R-II School District

Elementary Handbook

2021-2022

## **JACKSON R-2 MISSION STATEMENT**

The Jackson R-2 School District, a gateway to infinite possibilities and a community rich in tradition and excellence, promotes as its mission to graduate life-ready, service motivated citizens with a passion for lifelong learning by:

- Igniting innovation within an evolving digital world.
- Customizing successful, dynamic, individual learning experiences.
- Transferring wisdom and support from parents, educators, community members and other partners in education.
- Encouraging and engaging students in personal, social and civic responsibility.
- Ensuring a safe and secure learning environment for all students and staff.

## **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.

East Elementary  
Mrs. Erica Weadon - Principal  
Mrs. Shauna Criddle - Assistant Principal  
573-243-5271  
455 N. Lacey St.  
Jackson, MO 63755

North Elementary  
Dr. Lance McClard - Principal  
573-243-9590  
10730 State Hwy W  
Jackson, MO 63755

Orchard Drive Elementary  
Mrs. Christine Zirges – Principal  
Mrs. Allison Miller – Asst. Principal  
573-243-9555  
1402 Orchard Drive  
Jackson, MO 63755

South Elementary  
Mrs. Krista Birk – Principal  
Mrs. Allison Miller – Asst. Principal  
573-243-9575  
1701 S. Hope Street  
Jackson, MO 63755

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

Millersville Elementary  
Ms. Shanna Wilson – Principal  
573-243-9585  
377 State Hwy B  
Millersville, MO 63766

West Lane Elementary  
Ms. Samantha Trankler – Principal  
Ms. Shanna Wilson – Asst. Principal  
573-243-9565  
338 N. West Lane  
Jackson, MO 63755

Dr. Jessica Maxwell  
Associate Superintendent  
614 E. Adams St.  
Jackson, MO 63755  
573-243-9501

## **ELEMENTARY ATTENDANCE**

Board Policy: [JED](#)

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**

**All students who are absent are required to bring a note or have parents call the Elementary School where their child attends stating the reason for being absent.** Students will be cited an absence for all classes missed. Attendance records are kept by the hour. Any time a student misses an hour of school, it will count against the attendance policy.

The following attendance procedures may occur, unless medical verification can be made:

Step 1: At four (4) days or 26 hours a form letter will automatically be sent to the parent/guardian.

Step 2: At eight (8) days or 52 hours a referral may be made to the school-based social worker who will make contact with the parent or guardian.

Step 3: At ten (10) days or 65 hours a referral may be made to the Prosecuting Attorney's Office who generates and personally delivers a "final warning" letter.

- **All absences will count toward the 10 day limit allowed each semester.**

The following examples will **not** count toward the limit of 10 days per semester: All school sponsored activities, failure of school bus to pick up students, suspension for disciplinary action.

- Cases of chronic illness such as hospitalization, death in the family, etc. may be a cause for consideration of extending the limit of allowed absences. Each case will be reviewed and considered on a case-by-case basis.
- Parents should attempt to notify the school office of all absences. All absences other than sickness should be arranged in advance with the Principal or Assistant Principal. Parents/guardians may notify the office of student absences.

## **SCHOOL DAY**

The school day varies between buildings due to bus schedules. Non-bus riders should arrive at 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 until 7:30 a.m.**

	<b><u>School Begins</u></b>	<b><u>School Closes</u></b>
East Elementary	8:00 a.m.	3:10 p.m.
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.	3:10 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 to bring them into the building and sign them in.
  - a. 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 relationships 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.
  - b. **During regular school hours, all doors will remain locked. Should an unknown visitor need to enter the building, a photo I.D. will be required at the buzzer. After identification is confirmed the visitor should go directly to the office and obtain a visitor's badge.** This includes

parents picking up students prior to dismissal. In most cases, you will need to sign your child out. Board Policy: [KK](#)

2. 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.
3. Class visitations are welcome, but must be pre-arranged 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.

### **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 and posted on the Jackson R-2 and school building Facebook pages. 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.

### **CODE OF CONDUCT**

Board Policy: [JG](#)

#### School-Wide Positive Behavior Intervention Support: What is SW-PBIS?

SW-PBIS stands for school-wide positive behavior intervention support. It is a broad range of systemic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior. Simply put, it's a general approach to preventing problem behavior and at the same time rewarding positive behavior through school-wide incentives.

While acronyms may vary from building to building, Jackson R-2 Elementary Schools will teach a basic code of conduct, which includes being a respectful learner, a responsible learner and a safe learner. This pledge will be reflected in each matrix and will be displayed in every classroom. The matrix will list and define the expected behaviors in several settings throughout each building and campus including, but not limited to, the cafeteria, on the playground and in the classroom. Every student will be introduced to the matrix at the beginning of the school year with each expectation taught in the classroom and reinforced throughout the year.

To promote and encourage positive behaviors there will be several incentives in place that are awarded to students. Each elementary building will design their own awards and work to assure that all students are aware.

Students are encouraged to treat each other with respect, act responsibly and think about the safety of themselves and others in all situations. As a school community, we are able to achieve these things through SW-PBIS.

If you have any questions concerning your child's behavior, please contact the teacher. Should you need further clarification, contact the principal.

**Bullying Board Policy: [JFCF](#)**– In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

**Cyberbullying** – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

**Hazing Board Policy: JFCG**– In order to promote a safe learning environment for all students, the Jackson R-II School District prohibits all forms of hazing. Hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity.

**Discrimination, Harassment and Retaliation Board Policy: AC**– The Jackson R-II School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Jackson R-II School District is an equal opportunity employer. All complaints of discrimination, harassment and retaliation need to be reported to the Compliance Officer, Associate Superintendent of Elementary and Student Services.

**Discrimination** – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

**Harassment** – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

**Student Alcohol/Drug Abuse Board Policy: JFCH**– The Jackson R-II School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

## **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 a web based program that allows access to grades, attendance, lunch balances, and more.

1. Parents will be registered for Parent Portal access when the child(ren) is/are enrolled. Once enrollment is complete, if any changes need to be made to Parent Portal access (i.e. adding a spouse or a non-resident parent), the person being added must go to the building of the oldest child. They must bring a photo ID and fill out a Parent Portal form at the building. To login to Parent Portal click here: <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 email 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, visit <https://sisk12.jackson.k12.mo.us/JK360x3/login>.

## **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.

## **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 or terminates the rights of one of the parents, 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 February. 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, served from 7:30-8:00 a.m.
- Breakfast money can be sent in the student's lunch envelope **OR** payments may be made online through your Parent Portal account. For more information on making online payments, please visit the district website: <http://www.jacksonr2schools.com>.
- Through the Federal Lunch Program, free and reduced priced breakfasts are available 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.

## **SCHOOL LUNCH PROGRAM**

- The Jackson R-2 School District provides a Type A lunch program for all students which meets meal pattern and nutrition standards based on the latest *Dietary Guideline for Americans*. The current meal pattern increases the availability of fruits, vegetables, and whole grains in the school menu.
- 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 **OR** payments may be made online through your Parent Portal account. For more information on making online payments, please visit the district website: <http://www.jacksonr2schools.com>.
- Lunch costs are deducted each day through an automated system. Reminder letters are sent home periodically after lunches have been charged.
- Students are allowed to charge up to \$15.00 for lunch. If a student already owes the \$15.00 maximum allowed, the student will be offered a peanut butter sandwich or cheese and crackers with a carton of milk at no charge to their account. Breakfast may not be charged if a student exceeds the \$15.00 maximum charge limit allowed. The Jackson R-2 Food Service department does not allow any students to charge ala carte items. **Parents are responsible for monitoring the amount of money in their child's account and for paying back any charges incurred.**  
Board Policy: [EF](#)
- Students may bring their lunch to school and purchase milk in the cafeteria.
- Free and reduced price food service Board Policy: [EFB](#)

## **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.

<b><i>4. Exceeding</i></b>	<b><i>3. Meeting</i></b>	<b><i>2. Approaching</i></b>	<b><i>1. Beginning</i></b>
<b>Exceeding district and state level standards. Demonstrates in-depth inferences and applications of grade level concepts.</b>	<b>Meeting district and state level standards. Demonstrates and applies the key concepts, processes, and skills for the grade level.</b>	<b>Approaching the district and state level standards, with assistance and guidance. Demonstrates understanding of basic key concepts, processes, and skills for the grade level.</b>	<b>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.</b>

- Standards-based progress is reported at the end of the quarter in the areas of Communication Arts, Mathematics, Science, Social Studies, Student Responsibilities, 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.
- For more information about our district's assessment program view Board Policy: [IL](#).

## **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.

Jackson R2 supports the health and physical well-being of students through the establishment of a districtwide student health services program in the school district. The purpose of the district health services program is to help each student attend school in optimum health and to benefit from the school experience. Board Policy: [JHC](#)

### **Illness or Injuries**

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

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

### **COVID-19 Guidelines**

- **Screen your child at home prior to sending him/her to school for any symptoms of illness.**
  - Has your child had a fever in the last 3 days?
  - Has your child experienced any respiratory symptoms?
  - Does your child have any symptoms such as chills, fever, muscle pain, new loss of taste or smell, vomiting, diarrhea, sore throat?
- **Check your child's temperature daily before sending him/her to school. The child's temperature must be less than 100 degrees to attend school.**
- **Students and staff must be fever free for 24 hours with no medication before returning to the program. If a student becomes ill while at school, parents will be contacted immediately and you must promptly pick up your child.**

## **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.

## **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: hearing loss, severe allergies, asthma, diabetes, and seizure disorders. Please complete the Student Health History within our online enrollment. Each school year this information needs updated. 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. Board Policy: [EBBA](#)

## **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, anaphylaxis and other chronic health conditions in accordance with board policy [JHCD](#). The district will not allow any student to self-administer medications unless:

1. The medication was prescribed or ordered by the student's physician.
2. The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
3. The student has demonstrated proper self-administration technique to the school nurse.



4. The student's parent has signed a statement authorizing self-administration and acknowledging that the District and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

### **Possession of Self-Administered Medication**

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

### **Communicable Diseases**

In accordance with law, students cannot attend school without providing satisfactory evidence of immunization, unless they are exempted from immunization. Board Policy: [EBB](#).

### **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 – 1<sup>st</sup>, 3<sup>rd</sup>, & 5<sup>th</sup>
- Vision – Kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, & 6<sup>th</sup>
- Scoliosis – 6<sup>th</sup> & 8<sup>th</sup> for girls and 9<sup>th</sup> for boys
- Speech – Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>
- Dental – PreK - 10<sup>th</sup>
- Reading - Kindergarten - 3<sup>rd</sup>

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

### **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. Ideas for healthy treats may include: granola bars, yogurt tubes, cuties, bananas, grapes, carrots, celery. A copy of the district's wellness policy may be found on the website: <https://www.jacksonr2schools.com>.

### **Jackson R-2 School District - PUBLIC NOTICE**

Board Policy: [IGBA](#)

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

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

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

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

The Jackson R-2 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at 614 E. Adams St., Jackson, MO on Monday through Friday from 8:00 a.m. – 4:00 p.m.

This notice will be provided in native languages as appropriate.

### **Notification of Rights under FERPA**

#### **For Elementary and Secondary Schools, Board Policies: [JO](#) & [JHDA](#)**

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

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

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

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

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

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

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

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

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

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

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

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

### **NOTICE FOR DIRECTORY INFORMATION**

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

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

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

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

- Student's name
- Parents' names
- Grade level
- Enrollment Status
- Degrees, honors, and awards received
- Dates of Attendance
- Photographs, videotapes, digital images and recorded sound harmful or an invasion of privacy
- Artwork or course work displayed by the district
- Schools or school districts previously attended
- Participation in district-sponsored or district-recognized activities and sports
- Weight and height of members of athletic teams

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

- **The parents' addresses, telephone numbers and e-mail addresses.**

<sup>1</sup>These 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 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 Mr. Matt Lacy 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**

Board Policy: [AC](#)

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

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

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

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

The District's nondiscrimination policy and grievance forms are located on the District's website at <http://jacksonr2schools.com> or at any District office.

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

Dr. Jessica Maxwell  
 614 E. Adams St.  
 573-243-9501, phone  
 573-243-9503, fax  
 jmaxwell@jr2mail.org

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

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

Office for Civil Rights  
 Phone: 816-268-0550  
 TDD: 877-521-2172  
 E-mail: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

Equal Employment Opportunity Commission  
 Phone: 800-669-4000  
 TTY: 800-669-6820

U.S. Department of Justice  
Phone: 202-514-2000  
TTY: 2025140716  
E-mail: AskDOJ@usdoj.gov

Missouri Commission on Human Rights  
Phone: 800-735-2466  
TDD: 800-735-2966  
Relay Missouri: 877-781-4236  
E-mail: mchr@dolir.mo.gov

### **504 PUBLIC NOTICE**

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

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

The Jackson R-2 School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed 614 E. Adams St., Jackson, MO 63755. The Jackson R-2 School District's Section 504/Title IX Coordinator is Dr. Jessica Maxwell, 573-243-9501 or [jmaxwell@jr2mail.org](mailto:jmaxwell@jr2mail.org).

This notice will be provided in native languages as appropriate.

### **SUPPLIES AND MATERIALS**

Supply lists can be found on the website at [https://www.jacksonr2schools.com/parents/supply\\_lists](https://www.jacksonr2schools.com/parents/supply_lists) and will be posted at local stores.

### **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**

Jackson R-2 "3 Be" Bus Expectations

"KHAFOOTY" Keep Hands and Feet Other Objects to Yourself

"1-2-3 Rule" Ask Someone to Stop, Walk Away, Tell an Adult

	<b>Waiting at Bus Stop</b>	<b>Riding the Bus</b>	<b>Exiting the Bus</b>
<b>Be Respectful</b>	<b>*Use 5 minute rule</b> <b>*Stay at assigned bus stop</b>	<b>*Listen to driver</b> <b>*Use school language</b> <b>*Share your seat</b> <b>*Classroom voice</b>	<b>*Thank the bus driver</b>
<b>Be Responsible</b>	<b>*Be on time</b> <b>*Help others</b>	<b>*Put belongings in appropriate place</b> <b>*Keep belongings in book bag</b> <b>*Keep bus clean</b>	<b>*Take all belongings</b>

<b>Be Safe</b>	<ul style="list-style-type: none"> <li><b>*Walk</b></li> <li><b>*Stay out of danger zone</b></li> <li><b>*Use handrail</b></li> <li><b>*Driver signal to cross</b></li> </ul>	<ul style="list-style-type: none"> <li><b>*Use the "3B" help signal</b> (<i>3 fingers raised high</i>)</li> <li><b>*"Back to back-seat to seat-feet on floor-bag in lap"</b></li> <li><b>*Keep aisles clear</b> (<i>no feet, legs .arms or belongings in the aisle</i>)</li> <li><b>*Eat &amp; drink only after exiting bus</b></li> <li><b>*Stay seated until bus is stopped</b> (<i>at all route and school stops</i>)</li> </ul>	<ul style="list-style-type: none"> <li><b>*Walk</b></li> <li><b>*Be ready to exit</b></li> <li><b>*Use handrail</b></li> <li><b>*Stay out of danger zone</b></li> <li><b>*Driver signal to cross</b></li> </ul>
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Board Policy: [EEA](#)

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.

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

### **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. 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. Shirt length must cover the stomach and shorts should be a modest length. 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. Board Policy: [JECA](#)
3. Animals should not be brought to school unless the Principal has given permission. This is for the protection of all students.
4. Flowers and balloons sent to students cannot be taken on buses. These items are also distracting to the educational process. Parents should 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.
5. School parties are for the enjoyment of our students. Parents are asked not to bring younger siblings to classroom parties.
6. 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.
7. Electronic devices such as video games, cell phones, iPods and tablets should remain at home unless approved by the Principal.
8. Students should not bring their own playground equipment, toys, or other personal belongings to school for entertainment purposes. The school will not be responsible for items that are broken, stolen, or have caused disagreements with other children.
9. Mark all coats, hats, gloves, and lunch boxes with student names.



**SCHOOL CALENDAR**  
**2021-2022**

August 10, 11, 12	New Teacher Workshop Days
August 16, 17, 18, 19	Professional Dev. Mtg./Workdays
August 23	First Day for Students
September 6	Labor Day – No Classes
September 30	Professional Development Day - No Classes
October 1	Parent/Teacher Conference - No Classes
October 29	Professional Development Day - No Classes
November 25, 26, 27	Thanksgiving – No Classes
December 21	End of Semester/Winter Break begins at end of classes
January 3	Teacher Work Day – No Classes
January 4	Classes Resume
January 17	M.L. King Birthday – No Classes
February 18	President’s Day – No Classes
March 18	Parent/Teacher Conference - No Classes
March 21	Professional Development Day – No Classes
April 14, 15, 18, 19	Spring Break – No Classes
May 24	Tentative Last Day for Students
May 25	Teacher Workday

Snow Make-up Days: Students will not make up the first three snow days. If snow days exceed three, the days will be added to the end of the school year.