

# Public Notices

Jackson County Central ISD #2895 continues to address environmental, health & safety (EHS) issues in a proactive manner. JCC is working with the Institute for Environmental Assessment (IEA) to provide safe and healthy environments for our community's youth and employees.

## **Asbestos**

Each year, the Asbestos Hazard Emergency Response Act (AHERA) requires Jackson County Central ISD #2895 to provide an update on asbestos activities to building occupants.

Asbestos is a mineral fiber associated with increased levels of disease when inhaled. Properly maintained, asbestos containing materials pose no health hazard to building occupants. Asbestos is only dangerous when it is broken loose from building materials into fine, dust like fibers and inhaled.

Our asbestos management plan has been implemented as of July 9, 1989. Since that time, Jackson County Central ISD #2895 completes various activities to control asbestos hazards within the facilities. Periodic surveillances are conducted every six months to check for damage to the asbestos containing materials. Specially trained maintenance staff repair damages identified. In addition to periodic surveillances, the buildings are re-inspected every three years. The purpose of the re-inspection is to have a federally certified asbestos inspector reassess the condition of the material. The most recent re-inspection was completed March 2009.

The asbestos management plan is maintained in the district office and in the administrative offices of each building. It is available for review during school office hours. Copies are available for twenty-five cents per page.

Short-term workers (outside contractors, telephone repair workers, electricians, exterminators, etc.) shall be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance before commencing work to be given this information.

If you have any questions or concerns regarding asbestos containing materials within our buildings please contact our AHERA Designated Person, Mark Steffen at (507) 847-3608.

## **Indoor Air Quality**

Jackson County Central ISD #2895 has developed a district-wide indoor air quality (IAQ) program designed to help ensure that the school provides a safe environment for students and staff. Each school in the district will be evaluated on an annual basis for potential indoor air quality problems.

The evaluation will include a number of steps. Ventilation systems will be examined to make sure they are functioning properly and providing adequate fresh air. Visual inspections will be conducted to determine the potential for mold growth. Cleaning practices will be reviewed to ensure that cleanliness is maintained and that the cleaning supplies used are safe yet effective. A portion of staff members will be interviewed annually regarding indoor air quality issues. If problems are found, they will be addressed appropriately.

Additional information about the Jackson County Central ISD #2895 IAQ program can be obtained by contacting Mark Steffen, Director of Buildings and Grounds at (507) 847-3608.

## **Pest Control Materials**

Jackson County Central ISD #2895 uses a licensed, professional pest control service firm, for the prevention and control of rodents, insects and other pests in and around the district's buildings. The program consists of:

1. Inspection and monitoring to determine whether pests are present and whether any treatment is needed.
2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control measures.
3. Utilization of non-chemical measures such as traps, caulking, and screening.
4. Application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied by a licensed, professional pest control service.

Along with pest control measures, Jackson County Central ISD #2895 applies herbicides and fertilizers to our grounds to control weeds and improve the quality of our grass.

Parents of students may request to receive prior notification of any application of a pest control material or herbicide. Any expenses associated with prior notification may be charged to the requesting parent.

*If you have any questions, please contact Mark Steffen, Director of Buildings and Grounds at (507) 847-3608.*

## **Family Educational rights and Privacy Act (FERPA)**

### **Model Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that JCC Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Jackson County Central Schools may disclose appropriately designated "director 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 County Central School 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.<sup>1</sup>

If you do not want Jackson County Central Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1, of each year. The Jackson County Central School has designated the following information as directory information:

➤ Student's name	➤ Dates of attendance
➤ Address	➤ Grade Level
➤ Telephone listing	➤ Participation in officially recognized activities and sports.
➤ Electronic mail address	➤ Weight and high of members of athletic teams
➤ Photograph	➤ Degrees, honors, and awards received
➤ Date and place of birth	➤ The most recent educational agency or institution attended
➤ Major field of study	

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<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.

### **The Pledge of Allegiance**

The school board recognized the need to provide instruction in the proper etiquette, display, and respect of the United States flag. The purpose of this policy is to provide for recitation of the pledge of allegiance and instruction in school to help further that end.

Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students must respect the choice to not recite the pledge.

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### **IMMUNIZATION REQUIREMENTS**

Children enrolled in a Minnesota school or childcare program will need to meet additional immunization requirements before they can start school:

Varicella (chickenpox): documentation of vaccine or disease history for children enrolled in childcare, kindergarten, or 7<sup>th</sup> grade.

Measles, mump, rubella (MMR): documentation of second dose required for children entering kindergarten (also still required for children in grades 7-12)

Tetanus and diphtheria booster: The Td requirement that had been suspended due to the vaccine shortage will be reinstated in the fall of 2004. All students in grades 7-12 in need of a Td booster will be required to receive this vaccine before starting school in the fall.

Hepatitis B and MMR-2: Students in grade 7 will also need documentation of hepatitis B vaccine and MMR-2.

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

PPRA affords parents and students who are 18 emancipated minors (“eligible students”) 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 edibility.
  
- *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 non necessary to protect the immediate health and safety of a student, and not necessary to protect the screenings, or any physical exam or screening permitted or required under State law; and 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.

Jackson County Central School 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 surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Jackson County Central will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Jackson County Central Schools will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

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

*Parents/eligible students 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

## **Annual Tennessean Warning to Students and Parents**

Minnesota law requires that the school district provide the following warning or notice to parents and students. Parents and students should be advised that:

1. Students attending school in the school district or their parents will be asked to supply information to school personnel in the ordinary course of school business. This may include information requests such as: homework assignments or tests, questions asked of students during classroom discussions or other classroom activities, information requested of students or parents relating to a student's participation in school-related athletic or extra-curricular activities, or questions asked of students or parents during a scheduled or an informal conference with a teacher or administrator, either by telephone or in person, relating to the student's behavior or academic performance.
2. The information will be collected by the school district in order to evaluate the student's current level of performance with respect to his or her education program, to maintain discipline within the school, and to determine the student's needs and preferences relating to his or her education program. The education program includes athletic or extra-curricular activities, for purposes of this notice.
3. Students or parents are not required by any law or regulation to supply the information requested. However, the school district expects that students will participate fully in their educational program by completing homework assignments and tests, and participating in classroom discussions and activities, and that students and parents will participate fully by providing information relating to either athletic or extra-curricular activities or academic performance or behavior. The consequences for refusing to supply the information requested will relate to the need for the request, and may result in reduced grades, ineligibility to participate in athletic or extra-curricular activities, or, in the case of a school district employee's investigation into the student's behavior, may result in action being taken without complete information.
4. Information collected as described in this notice will be provided to school district personnel or others having a legitimate educational interest in obtaining access to the data, and to state and federal authorities having statutory rights of access to the data.
5. All school administrators, teachers' assistants, and support staff are legally required to report suspected child abuse and neglect. (M.S.626.556; M.A.2600.001; M.S.609.342345.

## **District #2895 Policy against Religious Racial and Sexual Harassment and Violence**

1. Everyone at District #2895 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
  - a) name calling, jokes or rumors;
  - b) pulling on clothing;
  - c) graffiti;
  - d) notes or cartoons;
  - e) unwelcome touching of a person or clothing;
  - f) offensive or graphic posters or book covers; or
  - g) any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or action makes you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or Human Rights officer, Supt. Todd Meyer.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School District policy against religious, racial and sexual harassment and violence. Complete policies are available in the Building Offices upon requests.

**RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW.  
DISCRIMINATION IS AGAINST THE LAW.**

CONTACT: Human Rights Officer Supt. Todd Meyer @ 507/847-3608

## **No Child Left Behind Act of 2001**

As a parent of a student in the JCC School District, under the No Child Left Behind Act of 2001, you have the right to know the professional qualifications of the teachers who instruct your child. The No Child Left Behind Act gives you the right to ask for the following information about each of your child's classroom teachers:

- Whether the State of Minnesota has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact the District Office at 847-3608. Thank you.



## **Bullying Prohibition Policy**

### **DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student;
2. damaging a student's property;
3. placing a student in reasonable fear of harm to his or her person or property; or
4. creating a hostile educational environment for a student.

B. "Immediately" means as soon as possible but in no event longer than 24 hours.

C. "On school district property or at school-related functions" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored, activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

### **Reporting Procedure**

The school district encourages the reporting party or complainant to report to the principal in writing of each building or the school district, but oral reports shall be considered complaints as well.

The complete bullying policy is available at the district office.

## **School Hiring Authority's Policy**

The school board requires that all new school hires complete a criminal history background check that provides services to the school before beginning their position.

# Does your child have health insurance?

*If not, help may be available.*

## Nurse's Corner

Tracy Mitchell-School Nurse



### Minnesota Health Care Programs

There is a Minnesota Health Care Program for each student if you should qualify. Applications and information are available at <http://edocs.dhs.state.mn.us/lfserver/Public/DHS-3417-ENG> . Contact Jackson Human Services, 310 Sherman St, Jackson MN 56143 or call 507-847-4000 for more information.

### Immunization Requirements

The Minnesota Department of Health has immunization requirements for students attending school. Typically, students entering kindergarten and 7<sup>th</sup> grade will need immunizations before school begins in the fall. Please note that kindergarten and 7<sup>th</sup> grade do need 2 varicella (chickenpox) vaccines. All immunization requirements can be found at <http://www.health.state.mn.us/divs/idepc/immunize/arekidseng.pdf>

### Medication Administration

Please take note of the changes to the medication administration policies beginning in August of 2010. All prescription medications that need to be administered in school will require a physician's order before they can be administered. Middle school and High school students will be allowed to carry their own over-the-counter medications when a signed parent authorization and a signed student contract are on file in the health office. All medications must be provided in the original manufacturer's bottle or the current prescription bottle. Medications not in these bottles will not be administered. Consent forms can be printed from the Nurse link on [www.jccschools.com](http://www.jccschools.com).

### FLU Shots offered to all Students this fall!

Cottonwood-Jackson Public Health has received a grant from the American Reinvestment and Recovery Act of 2009 to provide seasonal influenza vaccines to all children in the JCC School District for the 2010-2011 influenza seasons. These vaccines will be given free of charge. Please be aware that immunizations will take place when the vaccine arrives and this time frame is unknown to public health at this time. CoJak Public Health has ordered FluMist and injectable type of vaccine to give parents and kids a choice at the time of vaccine. Watch for consent forms coming home in the fall as they need to be returned for all students' whether you authorize or do not authorize your child to receive the vaccine. Thank you for your cooperation and watch for additional information in the fall.