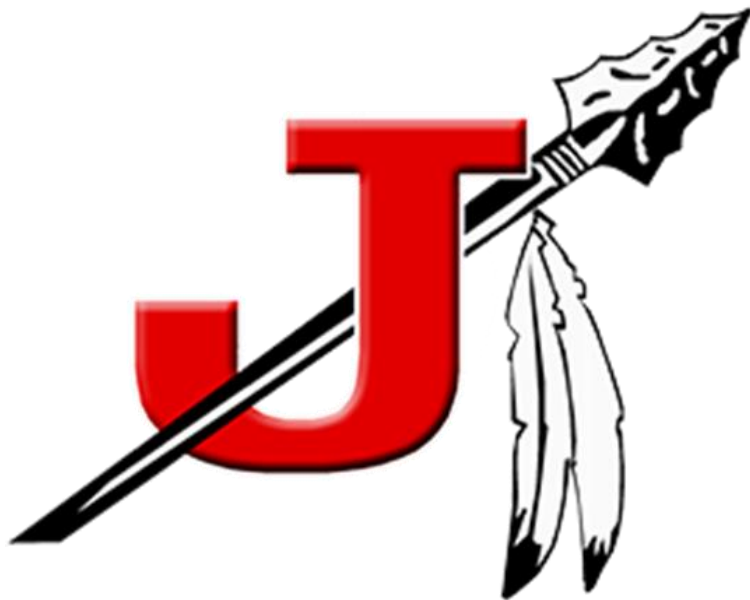


Jackson R-2 School District



Child Lab Parent Handbook

Adopted by the Board of Education: July 1, 2025

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Mission C-110-S

The mission of the Jackson R-2 School District is: to graduate life-ready, service-motivated citizens with a passion for lifelong learning.

Vision

All children will learn, grow, and develop to realize their full potential.

School Board Members G-100-S

Brian Thompson, President

Brandon Pylate, Vice President

Greg Farrow, Member

Sheila King, Member

Christine Warren, Member

Todd Rushing, Member

Brad Walters, Member

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

The Department of Elementary and Secondary Education's District and Building Report Cards are available [here](https://apps.dese.mo.gov/MCDS/Reports/SSRS_Print.aspx?Reportid=94388269-c6af-4519-b40f-35014fe28ec3) (https://apps.dese.mo.gov/MCDS/Reports/SSRS_Print.aspx?Reportid=94388269-c6af-4519-b40f-35014fe28ec3).

School Building Information and Contact Information

Mrs. Olivia Farris

Jackson Senior High School

 Email: ofarris@jr2mail.org

 Phone: 573-243-9513 ext. 2140

What is a Child Lab?

Child Lab is a unique opportunity that places high school students in a hands-on childcare setting. High school students are responsible for planning and leading daily activities while caring for the children enrolled in the lab.

- In Fall, there are 2 blocks of high school students rotating halfway through the lab session.
- In Spring, there are 3 blocks of high school students, offering extended interaction and learning time.

Age Groups Served

Children ages 2–5 are welcome in the lab.

Lab Hours

Fall 2025

- Red & Black Days: 8:00 AM – 11:00 AM

Spring 2026

- Red & Black Days: 8:00 AM – 12:45 PM
 - *Early pick-up is available at 11:00 AM.*
 - If your child stays until 12:45, please pack a lunch. Lunch will be served at 11:00 AM.
 - If food needs to be cut up, please include instructions in the lunchbox for the high schoolers and Mrs. Farris.

Lab Days & Schedule

- Lab follows the Jackson R-2 School [District calendar](https://cdns12-sharpschool.com/UserFiles/Servers/Server_11232508/File/District%20Information/District%20Calendar/25-26%20District%20Calendar%20Board%20Approved.pdf) (https://cdns12-sharpschool.com/UserFiles/Servers/Server_11232508/File/District%20Information/District%20Calendar/25-26%20District%20Calendar%20Board%20Approved.pdf). If Jackson R-2 is closed (including for inclement weather, holidays, or collaboration days), Child Lab will also be closed.
- Children may attend on either Red Days or Black Days, not both.
- Lab is held twice a week on average, depending on the school calendar.

Cost

There is no cost to participate in Child Lab for the 2025–2026 school year.

Supply List

Please bring the following items at the start of each semester:

- 1 roll of paper towels
- 1 box of tissues
- 2 containers of Lysol wipes (no bleach)
- 1 box gallon-size Ziploc bags
- Store-bought snacks to serve 20 children
(*Examples: pretzels, goldfish, mini muffins, animal crackers, granola bars, veggie straws, etc.*)

Potty Training

Children do not need to be fully potty trained to attend.

If your child is in pull-ups or diapers, please pack extras along with wipes and an extra change of clothes.

Behavior Expectations

We use positive guidance, consistent routines, and fun activities to support good behavior. We also use conferencing and time out to correct misbehavior. If a child is having ongoing difficulties, Mrs. Farris will reach out to parents to work together on solutions.

Health Policy

Please keep your child home if they are showing signs of illness, such as:

- Fever
- Vomiting or diarrhea
- Persistent cough or contagious rashes

Children must be symptom-free for 24 hours (without medication) before returning to the lab. Also refer to [Health Services S-215-S](#).

Photo Consent

Photos may be taken for classroom use, bulletin boards, or high school student projects. A photo consent form will be provided during registration.

What Does a Typical Day Look Like?

Block 1 (Fall)

- 8:00–8:25: Drop-off & Morning Songs
- Whole Group Lesson + Movement Activity
- Outdoor Play / One-on-One Work (rotating groups)
- Clean-up and Snack
- 10:50–11:05: Pick-up

Block 2 (Fall)

- High school students rotate in
- Carpet Time, Lesson, Play, Clean-up
- 10:50–11:05: Pick-up

Block 3 (Spring)

- 11:15: Transition from snack
- Morning Meeting & Lesson
- Outdoor Play + Center Time (rotating groups)
- 12:30–12:45: Pick-up

Drop-Off & Pick-Up

Drop-Off (8:00–8:15 AM)

- Park in the bus lane (after buses have departed).
- The lab door is parallel to the bus lane.

Pick-Up

- Fall: 10:50–11:05 AM
- Spring: 12:30–12:45 PM
- Pick-up person must:
 - Show photo ID
 - Be listed as an approved contact in Tyler SIS

Daily Packing Checklist

Please make sure your child brings the following each day:

- ✓ Backpack
- ✓ Water bottle or sippy cup
- ✓ Spare change of clothes
- ✓ Lunch (if staying past 11:00 AM)

How to Register

To register your child, please email Mrs. Farris. If a spot is available, you'll be contacted to begin enrollment through the Jackson R-2 Board Office.

Fall 2025 Calendar Child Lab will be open from 8-11

SUBJECT TO CHANGE

September

Red Day children will meet the following days: 9/22, 9/25, 9/30

Black Day children will meet the following days: 9/23, 9/26

Monday	Tuesday	Wednesday	Thursday	Friday
22 Red Day Lab	23 Black Day Lab	24 Collaboration- No lab	25 Red Day Lab	26 Black Day Lab
29 No School	30 Red Day			

October

Red Day children will meet the following days: 10/2, 10/6, 10/9, 10/13, 10/16, 10/20, 10/23, 10/27, 10/29

Black Day children will meet the following days: 10/1, 10/3, 10/7, 10/10, 10/14, 10/17, 10/21, 10/24, 10/28, 10/30

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Black Day Lab	2 Red Day Lab	3 Black Day Lab
6 Red Day Lab	7 Black Day Lab	8 Collaboration- No lab	9 Red Day Lab	10 Black Day Lab
13 Red Day Lab	14 Black Day Lab	15 Collaboration- No lab	16 Red Day Lab	17 Black Day Lab
20 Red Day Lab	21 Black Day Lab	22 Collaboration- No lab	23 Red Day Lab	24 Black Day Lab
27 Red Day Lab	28 Black Day Lab	29 Red Day Lab	30 Black Day Lab	31 No School

November

Red Day children will meet 11/4, 11/6, 11/10, 11/13, 11/17, 11/20

Black Day children will meet 11/5, 11/7, 11/11, 11/14, 11/18, 11/21

Monday	Tuesday	Wednesday	Thursday	Friday
3 No School	4 Red Day Lab	5 Black Day Lab	6 Red Day Lab	7 Black Day Lab
10 Red Day Lab	11 Black Day Lab	12 Collaboration- No lab	13 Red Day Lab	14 Black Day Lab
17 Red Day Lab	18 Black Day Lab	19 Collaboration- No lab	20 Red Day Lab	21 Black Day Lab
24 Fall Break	25 Fall Break	26 Fall Break	27 Fall Break	28 Fall Break

December

Red Day children will meet: 12/1, 12/4, 12/8, 12/11

Black Day children will meet: 12/2, 12/5, 12/9, 12/12

Monday	Tuesday	Wednesday	Thursday	Friday
1 Red Day Lab	2 Black Day Lab	3 Collaboration- No lab	4 Red Day Lab	5 Black Day Lab
8 Red Day Lab	9 Black Day Lab	10 Collaboration- No lab	11 Red Day Lab	12 Black Day Lab

Spring 2026 Calendar Child Lab will be open from 8-12:45

SUBJECT TO CHANGE

February

Red Day children will meet 2/23, 2/26

Black Day children will meet 2/24, 2/27

Monday	Tuesday	Wednesday	Thursday	Friday
23 Red Day Lab	24 Black Day Lab	25 Collaboration- No lab	26 Red Day Lab	27 Black Day Lab

March

Red Day children will meet: 3/2, 3/5, 3/9, 3/11, 3/16, 3/19, 3/23, 3/26

Black Day children will meet: 3/3, 3/6, 3/10, 3/12, 3/17, 3/20, 3/24, 3/27

Monday	Tuesday	Wednesday	Thursday	Friday
2 Red Day Lab	3 Black Day Lab	4 Collaboration- No lab	5 Red Day Lab	6 Black Day Lab
9 Red Day Lab	10 Black Day Lab	11 Red Day Lab	12 Black Day Lab	13 No School
16 Red Day Lab	17 Black Day Lab	18 Collaboration- No lab	19 Red Day Lab	20 Black Day Lab
23 Red Day Lab	24 Black Day Lab	25 Collaboration- No lab	26 Red Day Lab	27 Black Day Lab
30 Spring Break	31 Spring Break			

April

Red Day children will meet: 4/6, 4/9, 4/13, 4/16, 4/20, 4/23, 4/27, 4/30

Black Day children will meet: 4/7, 4/10, 4/14, 4/17, 4/21, 4/24, 4/28

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Spring Break	2 Spring Break	3 Spring Break

6 Red Day Lab	7 Black Day Lab	8 Collaboration- No lab	9 Red Day Lab	10 Black Day Lab
13 Red Day Lab	14 Black Day Lab	15 Collaboration- No lab	16 Red Day Lab	17 Black Day Lab
20 Red Day Lab	21 Black Day Lab	22 Collaboration- No lab	23 Red Day Lab	24 Black Day Lab
27 Red Day Lab	28 Black Day Lab	29 Collaboration- No lab	30 Red Day Lab	

May

Red Day children will meet: 5/4, 5/7, 5/11, 5/15

Black Day children will meet: 5/1, 5/5, 5/8, 5/12, 5/16

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Black Day Lab
4 Red Day Lab	5 Black Day Lab	6 Collaboration- No lab	7 Red Day Lab	8 Black Day Lab
11 Red Day Lab	12 Black Day Lab	13 Collaboration- No lab	15 Red Day Lab	16 Black Day Lab

Academic Calendar I-100-S

The Academic Calendar is available here (https://cdnsms5-ss12.sharpschool.com/UserFiles/Servers/Server_11232508/File/District%20Information/District%20Calendar/25-26%20District%20Calendar%20Board%20Approved.pdf).

Allergy Prevention and Response S-145-S

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune

system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

Building-Wide and Classroom Approaches

Please notify us of any food or environmental allergies.

We are unable to serve homemade snacks due to allergy and safety protocols. Any food brought in for class parties must be pre-packaged snacks.

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine, Narcan, and asthma-related medications as allowed by District rules. If you do not want these medications administered to your student in an emergency, please notify the school nurse or principal in writing.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

Individual Approaches

The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy

Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

Health Services S-215-S

Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may be not physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

Illnesses/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 may be sent home at the discretion of the school nurse. Factors considered before sending students home include a temperature of 100.1 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.

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

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.**

Head Lice Protocol

Head lice infestations are a common problem for children in childcare settings and schools. Anyone can get head lice. There are two other kinds of lice that infest people, but they do not live on the head. Parents should check their child(ren) for head lice regularly. If they find lice or eggs, use the information provided below.

CAUSE

Pediculus humanus capitis, a louse.

Head lice are very small (less than 1/8" long, about this size [--]), brownish-colored insects that live on human heads and lay their eggs (nits) close to the scalp. The eggs are tiny (about the size of the eye of a small needle) and gray or white in color. Adult lice move fast and do not like light.

SYMPTOMS

Itching of the head and neck. Look for: 1) crawling lice in the hair, usually few in number; 2) eggs (nits) glued to the hair, often found behind the ears and at the back of the neck; and 3) scratch marks on the head or back of the neck at the hairline.

SPREAD

Lice are spread by head-to-head contact and by sharing personal items such as combs (especially on picture day), sports head gear, brushes, barrettes, hats, scarves, jackets, blankets, sheets, pillowcases, stuffed animals, play activity clothes, and hats. Head lice may be spread during sleepovers.

Lice do not jump or fly; they crawl and can fall off the head. Head lice do not live longer than 48 hours off the head. They only lay their eggs while on the head. Nits which are more than 1/2" from the scalp are dead or empty and will not hatch. The eggs do not hatch if they fall off the head. Lice does not spread to or from pets.

INCUBATION

It takes 7 to 10 days from when the eggs are laid until they hatch.

CONTAGIOUS PERIOD

Until treated with a lice treatment product.

PROCEDURES

- If head lice are discovered on a student, the student will be sent to the school nurse and the parents or emergency contact will be called. The child does not need to be sent home immediately if the lice are detected; however they should not return to school until effective treatment is given.
- When head lice/nits are discovered on a student, all Jackson R-2 school-age siblings of the affected student will also be checked for head lice.
- If there are more than two children showing signs/symptoms of head lice in a classroom, the school nurse will determine the need for and efficacy of screening the entire classroom. Screening at will is not recommended by the Department of Health as it is time-consuming and ineffective in the discovery and elimination of head lice. The nurse may, however, send a letter to notify the other children's parents that head lice has been found in their child's classroom, so they may watch for signs of infestation as well.

- The school nurse will be available to screen for head lice, as well as give the parent information concerning the procedure to eliminate head lice.
- After treatment is complete and prior to returning to the classroom, the student must come to the nurse's office for an examination by the school nurse.
- If there is no evidence of head lice, the student will be permitted to return to the classroom. If nits remain, it is up to the discretion of the school nurse whether the student will be permitted to return to school.
- After being readmitted to school, the student will randomly be examined by the school nurse to check for re-infestation.

TREATMENT

- Call a healthcare provider or pharmacist for advice. Recommended treatment includes using either an over-the-counter (OTC) or prescription medicated (lice killing) product. Use products that contain permethrin or a pyrethrin-based shampoo. Refer to the Centers for Disease Control and Prevention for the most current head lice treatment guidelines.
- Follow the product directions carefully (especially the amount of product to use, length of time on the hair, and whether to use on dry or damp hair). Directions will vary, depending on the product used.
- With certain products a second treatment is recommended 7 to 10 days later to kill any lice that may have hatched after the first treatment.
- It may take 24 hours for products to kill lice.
- Lice treatment products are not 100% effective in killing lice, especially nits. Removing the nits (nitpicking) is an essential part of the treatment for controlling the spread of head lice. The nits are glued onto the hair shaft as they are laid and require effort to remove. To remove the nits, use a metal nit comb, cat flea comb, or your fingernails to slide eggs off the hair shafts. Continue checking the head and combing hair daily for 2 weeks. If all nits within ½" of the scalp are not removed, some may hatch and the child will be infested again. Remember: it takes at least 2 weeks to get rid of lice.
- Check all household members for head lice. Treat only household members with head lice, and treat all at the same time.
- Many alternatives to OTC or prescription head lice control products have been suggested. CDC does not have clear scientific evidence to determine if suffocation of head lice with mayonnaise, olive oil, margarine, butter, or similar substances is an effective form of treatment.

PREVENTION/CONTROL

- DO NOT share combs, brushes, other hair grooming items and other hair accessories (barrettes, etc.), towels, bedding, clothing, hats, and headgear, such as personal headphones and sports helmets.
- Hang coats, jackets, and caps in individual lockers or on assigned coat hooks. If this is not possible, put the clothing in separate plastic bags. Bedding, when not

in use for naptime, can be stored in individual plastic bags or storage boxes.

- Parents should check their child's head frequently throughout the year. If one person in a household, childcare, school, etc., has head lice, others should be checked too. Sleepovers are a common setting in which head lice are spread. When a child returns from a sleepover, check the child's head and launder any bedding that they brought home.
- Clean all combs, brushes, other hair grooming items and accessories (barrettes, etc.) by doing one of the following: - soaking in the lice treatment product for 10 minutes. - cleaning with hot soapy water. - boiling for 5 minutes.
- Vacuum carpets, upholstered furniture, mattresses, and seats in the car(s) thoroughly. Insecticide sprays are NOT recommended because this will expose household members to unnecessary pesticides and most viable lice are found on the head, not in the environment.
- Wash clothing worn in the last 3 days (e.g., jackets, hats, scarves, pajamas), bedding, and towels in hot (130 °F or higher) water and dry in a hot dryer for at least 20 minutes before using again. Clothing or backpacks that cannot be washed or dried, linens, and stuffed toys can be dry cleaned or sealed in plastic bags for 2 weeks.

HOW TO REMOVE NITS

- Work in a well lit room or under a bright lamp (using a magnifying glass may help you see the nits).
- Divide the hair into 4 parts and divide each part into 1-inch sections.
- Starting at the scalp, use a metal nit comb, cat flea comb, or your fingernails to comb each hair section individually.
- Use the comb or your fingernail to slide eggs off the hair shaft or use scissors to cut hair shafts that have nits glued to them.
- Remove all nits each time you comb the hair.
- REMEMBER: it can take at least 2 weeks to get rid of lice.

ADDITIONAL RESOURCES

<https://health.mo.gov/living/families/schoolhealth/pdf/HEADLICE.pdf>

For more information, call Missouri Department of Health and Senior Services (MDHSS) at 573-751-6113 or 866-628-9891 (8-5 Monday thru Friday) or call your local health department.

More information about head lice can be found on the Centers for Disease Control and Prevention website at: <http://www.cdc.gov/lice/head>.

Bed Bugs

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

1. Notify the parent/guardian.
2. It is not necessary for the student to be sent home or isolated from other students.

3. The student should be temporarily removed from the classroom so that the school nurse or a qualified individual can perform an inspection of the student's clothing and other belongings including: hats, shoes, jacket, backpack and school supplies.
4. Without drawing significant attention to the student, areas where the student sits or where the affected belongings may have been placed for extended periods of time will be checked.
5. Specimens for positive identification will be collected.
6. If a confirmed bed bug is found on a student, the student should change into temporary clothing and place all of their clothes (including shoes) in the dryer set on high for 30 minutes or use an UV treatment machine.
7. After treatment, the student should change back into their clothes and return to class.
8. Remaining belongings should be placed in a large zip lock plastic bag and plastic container.
9. If a dryer is not available to treat clothes, the clothes should also be put into the plastic bag and plastic container.
10. Ongoing individual student case management will be provided by the District.
11. [Bed Bug Pamphlet](https://health.mo.gov/living/healthcondiseases/communicable/bedbugs/pdf/brochure.pdf). (<https://health.mo.gov/living/healthcondiseases/communicable/bedbugs/pdf/brochure.pdf>)

Administration of Medication S-135-S

All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office and must be accompanied by the following information. The first dose of a new medication will not be administered at school. Medication should be delivered to the school by a parent/guardian or other designated adult or by specific arrangement that has been made between parent/guardian and school nurse. A one-month supply of a student's medication can be stored at school.

Non-Prescription Medication – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or others.

Prescription Medication – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name

of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need-to-know basis. Please contact the *school nurse*.

Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline and/or remedial action in accordance with the discipline code, and state and federal law.

Immunizations and Vaccinations

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

Asbestos F-215-S



Jackson R-2 School District

Dr. Matt Lacy
Deputy Superintendent

Dr. Keenan Kinder
Superintendent

Merideth Pobst
Chief Marketing & Communications Dir.

Dr. Jessica Maxwell
Associate Superintendent

Janelle Pope
Associate Superintendent

August 1, 2025

Dear Parent/Employee:

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations, which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This New Rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

Jackson R-2 has conducted a complete inspection of its facilities for asbestos containing building materials on August 11, 1988, utilizing the services of Larron Laboratory. Trutest Environmental Solutions, LLC conducted a re-inspection October 2023. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of the LEA (and in the offices of each school) during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public, including teachers, other school personnel and their representatives, and parents. The LEA may charge a reasonable cost to make copies of management plans.

You, as a parent or employee, are encouraged to examine the management plan that affects your child(ren) or you. The contents of the management plan and the recommendations made in it were presented and discussed at the September 27, 1988 Board of Education meeting at 8:00 P.M. If you were unable to attend this meeting please contact the administration office at 573-243-9501 to obtain transcripts and/or recordings of the presentation.

The purpose of the Federal and State regulations is to protect the health and well being of all persons entering the buildings of this LEA for any reason. This LEA takes very seriously the recommendations made in the management plan, which has been sent to the Missouri Department of Health for approval. The person in this LEA trained to oversee asbestos activities and ensure compliance is Dr. Keenan Kinder. As required in the rule, Dr. Kinder is the single contact for the public to obtain information about asbestos related activities in the LEA. You may reach Dr. Kinder at 573-243-9531. Thank you for your cooperation and understanding.

Sincerely,

Dr. Keenan Kinder, Superintendent of Schools

Student Records S-125-S

Access to and Release of Student Information

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the District's Custodian of Records. Requests to amend education records may be directed to the District's Custodian of Records to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District 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.

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

Directory Information

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by the first day of school or within 10 days of enrollment of each school year.

The District designates the following items as directory information:

General Directory Information: The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information: In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; 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; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

School Officials with a Legitimate Educational Interest

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or 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 typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Release of Records to Other Agencies or Institutions

The District forwards education records 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 under the law.

Military and Higher Education Access

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

Release

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form.

Notice

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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

Personnel Records E-190-S

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional statute through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your student is provided services by paraprofessionals and if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or have taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

This information may be requested by contacting the building administration.

Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District's liaison for students who are homeless, migrant, English learners, or in foster care is:

Name: Dr. Jessica Maxwell
Phone #: 573-243-9501

Email Address: jmaxwell@jr2mail.org

English Language Learners I-150-S

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. The website features the ability to translate information into 10 languages.

For more information about the programs for students with LEP or assistance for families, please contact:

Name: Dr. Jessica Maxwell
Phone #: 573-243-9501
Email Address: jmaxwell@jr2mail.org

Visitor Procedures C-155-S

For student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit in advance.

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 no such court order is provided to the office, both parents will continue to have equal rights to pick up children at school and all other contact situations.

Bullying, Hazing, and Cyberbullying S-185-S

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

Definitions

Bullying – 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; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

Cyberbullying – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is the building administrator or designee and can be reached at 573-243-5347.

School Day – A day on the District calendar when students are required to attend school.

Reporting Bullying or Cyberbullying

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

Investigation

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

Retaliation

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

Consequences of Bullying, Cyberbullying, or Retaliation

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

Public Notice

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

Report Form

This form is posted on the District's [website](https://docs.google.com/forms/d/e/1FAIpQLSfwBJYBDH9ol_doOFIKopuH9P7zcjunJN6NmTtkZq1XEvE2xQ/viewform).

(https://docs.google.com/forms/d/e/1FAIpQLSfwBJYBDH9ol_doOFIKopuH9P7zcjunJN6NmTtkZq1XEvE2xQ/viewform)

Complaints or Concerns C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters

including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name: Associate Superintendent of Elementary and Student Services
Phone #: 573-243-9501
Email Address: jmaxwell@jr2mail.org

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Associate Superintendent of Secondary and Human Resources
Phone #: 573-243-9501
Email Address: jpope@jr2mail.org

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated?

	8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that include:

- A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- The facts on which the statement is based on the specific requirements allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name: Associate Superintendent of Elementary and Student Services
Phone #: 573-243-9501
Email Address: jmaxwell@jr2mail.org

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Associate Superintendent of Secondary and Human Resources
Phone #: 573-243-9501
Email Address: jpope@jr2mail.org

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Title IX C-131-S

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name or Title: Associate Superintendent of Elementary and Student Services
Address: 614 E. Adams Street, Jackson, Missouri 63755
Email Address: jmaxwell@jr2mail.org
Phone #: 573-243-9501

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District

property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (See the Handbook's section on Administration of Medication for more information.)

Any drug/alcohol offense may result in one or more of the following: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (See the Handbook's section on Student Discipline for more information.)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline.

Weapons in School S-200-S

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, or any other items customarily used, or which can be used, to inflict injury upon another person or property, any object designated to look like or imitate a device as described in either list above.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Section 504 I-125-S

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

The District will provide 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 are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The 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 Monday – Friday, 8:00 am – 4:30 pm in the office of Meredith Adkisson, 573-243-9531, madkisson@jr2mail.org. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Special Education I-125-S

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, 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 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 District assures that it will provide information and referral services necessary to assist the State of Missouri in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The District assures that personally identifiable information collected, used, or maintained by the District 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 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 Monday – Friday, 8:00 am – 4:30 pm in the office of Meredith Adkisson, 573-243-9531, madkisson@jr2mail.org. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Technology F-265-S

Policy on Student Display or Use of Electronic Personal Communications Devices

For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

Prohibited Display or Use

Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day. Cell phones are expected to be out of sight and silenced during this time period.

Disciplinary Procedures

Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct in S-170-S.

Exceptions

Display or use of an electronic personal communications device shall be permitted if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan

- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended
- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

Use of electronic devices are also allowed under the following conditions:

- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.
- For educational purposes, when explicitly authorized by a teacher or school official pursuant to this policy.

Technology Devices and Acceptable Use Policy

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

Technology Devices

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.

Acceptable Use

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

Unacceptable Use

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for

disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

User Agreements

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.)

Safety and Cybersecurity

The District monitors the online activities of students and operates a technology protection measure (“filtering/blocking device”) on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

Artificial Intelligence F-266-S

The District supports the use of Artificial Intelligence (AI) in classrooms and school operations but requires all AI use by students and staff to follow existing policies and requirements outlined in the Student Parent Handbooks and Employee Manual. These include rules on student privacy, acceptable use, data security, academic integrity, non-discrimination, and bullying, to name a few. Violations may result in discipline for both students and staff.

The District AI Coordinator, Janelle Pope, oversees AI program approvals, provides guidance, and offers training. Any requests to use AI tools must be submitted to the AI Coordinator for approval and must include the program details, its purpose, and its Terms of Use and Privacy Policy. Concerns or misuse must be reported to the AI Coordinator.

Building Information

School Cancellations and/or Early Dismissal

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing the automated phone system to notify students and parents/guardians. Announcements will also be made on social media, KFVS12, and K103 FM. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

Telephone, Messages, and Deliveries

School telephones are for emergency use only. Students are instructed to bring notes from home on special instructions and not to use the telephone.

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.

Lost and Found

If a student finds any items (books, notebooks, clothing, shoes, student I.D., jewelry, watches, purses, billfolds, musical instruments, etc.) which do not belong to them, the items are to be taken to the office immediately. Students may claim all lost and found materials in the office. Students are encouraged to write their names on their personal property in case an item is misplaced.

District Policy Information

Physical Examinations and Screenings S-146-S

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

No nonemergency, invasive physical examinations or screenings of student are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

Surveying, Analyzing, and Evaluating Students S-150-S

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.

- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact the building administrator.

All District policies can be located at: <https://egs.edcounsel.law/jackson-r-2-school-district-policies/>

School Nutritional Program F-290-S

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the , (AD-3027) found online at: [How to File a Complaint](https://www.usda.gov/about-usda/general-information/staff-offices/office-assistant-secretary-civil-rights/how-file-program-discrimination-complaint) (<https://www.usda.gov/about-usda/general-information/staff-offices/office-assistant-secretary-civil-rights/how-file-program-discrimination-complaint>), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail:	U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
Fax:	(202) 690-7442; or
Email:	program.intake@usda.gov

This institution is an equal opportunity provider.

Student Transfers S-120-S

The District will enroll students in the school associated with the attendance area in which the student resides. If a student's residence changes to a different attendance area within the District, the student must transfer to the associated school. The Superintendent or designee may consider exceptions to this policy under the following conditions:

1. The District will not generally grant requests for transfers but the District will make limited exceptions based upon educational needs of the student. Resident parents/guardians may request a transfer to another school within the District by completing the transfer request form available on the website. All transfer requests will consider a school's space and class sizes. The District may rescind a transfer for any reason, including but not limited to, disciplinary issues and absenteeism. Any student who transfers to a school outside the student's attendance area based upon residence will be subject to all eligibility rules of the Missouri State High School Activities Association (MSHSAA). The final decision regarding a student transfer rests with the District administration. The District will not provide transportation outside the student's attendance area unless required by law. The Board authorizes the Superintendent to establish student transfer procedures.
2. The Superintendent or designee may transfer students between schools if a transfer is necessary for the student's safety, health, or welfare, or to address overcrowding in a school. The decision of the Superintendent regarding a student transfer will be final.
3. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.
4. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

Trauma-Informed Schools Initiative

The Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative" and created a website with more information about this initiative. In accordance with Missouri law, the District is

providing notice of the address for this website: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>.

Tobacco-Free Policy C-150-S

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

Safety F-225-S

Hazardous Materials

To promote the health and safety of the students, staff and patrons of the District, and to ensure that hazardous materials are handled appropriately, the Board of Education of the Jackson R-II School District directs the administration, under the guidance of the superintendent, to develop procedures that address the purchase, storage, handling, transportation and disposal of hazardous materials for all school facilities and operations of the District.

The Board directs district staff to avoid using hazardous materials to the extent feasible and to minimize the quantities of such substances used by or stored in the school district. In addition, District employees shall follow the procedures developed by the administration and shall take the necessary precautions recommended by manufacturers' warnings when handling or transporting hazardous materials.

The procedures developed by the administration shall comply with all local, state and federal laws and regulations that pertain to the proper management of hazardous materials. The Superintendent or designee is responsible for identifying any substances that may be hazardous and ensuring such substances are properly disposed in a state-approved facility or landfill.

Emergency Plans

The Superintendent or designee will include in district emergency plans appropriate responses and evacuation plans for situations where hazardous materials threaten the health or safety of persons on district property or when hazardous materials on district property threaten the health or safety of people in the surrounding area.

Firearms and Weapons F-235-S

Possession of weapons, including concealed weapons, is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

Use of Recording Devices or Drones C-165-S

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent.

Requests for such authorization must be made within a reasonable period of time prior

to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

Signature and Form Requirements

- *Student/Parent Handbook Acknowledgement Form*
- *Technology Usage Agreement Form*

C-105-P District Rules and Guides Form A
Student/Parent Handbook Acknowledgment

I acknowledge that I have received and reviewed the 2025-2026 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

Parent/Guardian Name (please print):

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

F-265-P Technology Usage Agreement Form Form B

Student Technology Usage Agreement

Students (for ages --- and above)

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook is prohibited and may result in disciplinary or legal action.

Student Signature:

Student Name (please print):

Student ID: _____ Grade: _____ Date: _____

Parent Technology Usage Agreement Permission Form

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parental Consent for Website Operators to Collect Personal Information of Children Under the Age of 18

The District utilizes computer software applications and web-based services operated not by the District but by third parties. This includes Google Workspace for Education. In order for students to use these programs and services, certain personal information – generally the student’s name, email address, password – must be provided to the third party operator. However, additional information such as a telephone number for account recovery or a profile photo may also be collected. The Google Workspace for Education Privacy Notice is available [here](#)

(https://workspace.google.com/terms/education_privacy/#privacy-police-revamp-contacthttps://workspace.google.com/terms/education_privacy/) and includes additional details on the personal information collected and potential opportunities for the disclosure of personal information.

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it is also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](https://accounts.google.com/info/visitorrestricted?es=ABAdc_jVLsokbU8YwvFAGuMFw3ong4wy3AR5lVAXnKufo_Hki-QXq5sJaJfRZntFb5ZlPi3t2iWcmW3e6fZnHyGIXcLKgy2yeDE1otlvogQHf6w7m-xEPE&continue=http://cloud.google.com/terms/data-processing-addendum) (https://accounts.google.com/info/visitorrestricted?es=ABAdc_jVLsokbU8YwvFAGuMFw3ong4wy3AR5lVAXnKufo_Hki-QXq5sJaJfRZntFb5ZlPi3t2iWcmW3e6fZnHyGIXcLKgy2yeDE1otlvogQHf6w7m-xEPE&continue=http://cloud.google.com/terms/data-processing-addendum) for more information.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the [Google Privacy Policy](https://policies.google.com/privacy) (<https://policies.google.com/privacy>) for more details.

I give permission for the Jackson School District to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described here and in the Google Workspace for Education Privacy Notice and other Google notices linked herein. Google Workspace for Education will not collect, use, or disclose any personal information from the child if the parent does not provide such consent.

Parent/Guardian Signature:

Parent/Guardian Name (please print):

Date: _____