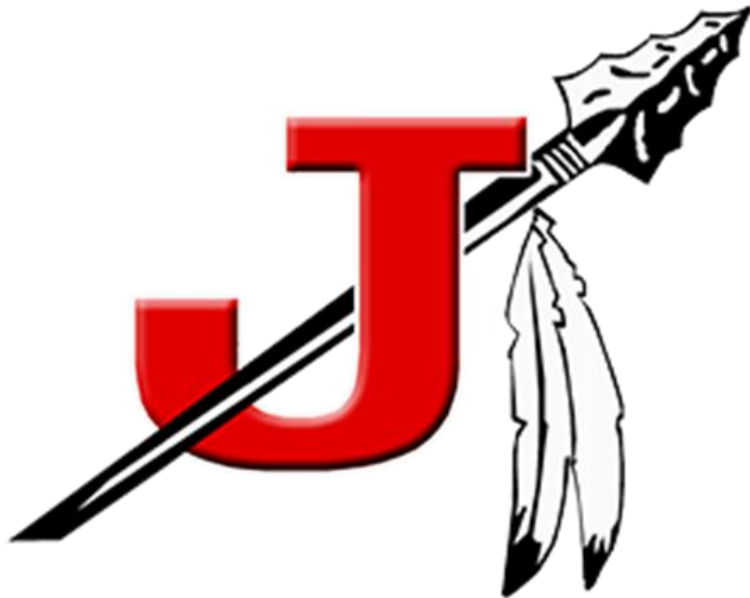


Jackson R-2 School District



Early Childhood Center & Parents as Teachers Family Handbook

Adopted by the Board of Education: July 9, 2026

Contents	
Parents as Teachers	4
Mission C-110-S	4
School Board Members G-100-S	4
School Building Information and Contact Information	4
Jackson R-2 Early Childhood Program	6
Before/After School Care Program	19
Academic Calendar I-100-S	32
Academic Calendar I-100-S	34
Allergy Prevention and Response S-145-S	35
Health Services S-215-S	36
Illnesses/Injuries	36
Administration of Medication S-135-S	40
Communicable Diseases F-245-S	41
Asbestos F-215-S	42
Student Insurance S-140-S	43
Student Records S-125-S	43
Personnel Records E-190-S	45
Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S	46
English Language Learners I-150-S	46
Visitor Procedures C-155-S	47
Child Custody	47
Student Code of Conduct S-170-S	47
Bullying, Hazing, and Cyberbullying S-185-S	48
Complaints or Concerns C-120-S	50
Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures	51
Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S	54
Title IX C-131-S	54
Student Searches S-175-S	55
Student Alcohol/Drug Abuse S-195-S	55
Weapons in School S-200-S	56
Section 504 I-125-S	56
Special Education I-125-S	57
Technology F-265-S	58
Artificial Intelligence F-266-S	60
Building Information	60
School Cancellations and/or Early Dismissal	60
Telephone, Messages, and Deliveries	61

Lost and Found	61
District Policy Information	61
Physical Examinations and Screenings S-146-S	61
Surveying, Analyzing, and Evaluating Students S-150-S	61
School Nutritional Program F-290-S	62
Student Transfers S-120-S	62
Trauma-Informed Schools Initiative	63
Tobacco-Free Policy C-150-S	64
Safety F-225-S	64
Firearms and Weapons F-235-S	64
Use of Recording Devices or Drones C-165-S	64
Signature and Form Requirements	66
C-105-P District Rules and Guides Form A Student/Parent Handbook Acknowledgment	67
F-265-P Technology Usage Agreement Form Form B	68

Parents as Teachers

Welcome to a new program year! It is always exciting to meet with you again and hear about the growth and development of your child. We look forward to visiting you in your home and meeting you at the Center for programs. Many articles in educational journals point out the importance of a partnership with school and community for children to experience lasting success. We are very fortunate in our District to begin this partnership early in the child's life. The partnerships that we have formed are based on a respect for the value of one another in helping each child to be successful in school. We have even added four part time Parents as Teachers educators to our staff this school year to support more families!

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

Brandon Pylate, President

Brian Thompson, Vice President

Kyle Roberts, 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.

For more information click on [The Department of Elementary and Secondary Education's District and Building Report Cards](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

Parents as Teachers

East Elementary
455 North Lacey Street
Jackson, Missouri 63755
573-243-5347

Parents as Teachers Staff

Heidi Crowden; hcrowden@jr2mail.org

Keely Martin; kmartin@jr2mail.org

Cathlin Hayes; chayes@jr2mail.org

Jill Hadler; jhadler@jr2mail.org

Krisit Macharia; kmacharia@jr2mail.org

Jennie Pehle; jpehle@jr2mail.org

Ashly Leimer, PAT Secretary; aleimer@jr2mail.org

Birth to Five Parents as Teachers Program:

This program offers four main components:

- **Personal Visits:** This is an opportunity to discuss child development and child rearing issues that come up at various ages. Parent Educators will help you know what to expect as your child grows. When you know what to expect, you can observe your child's accomplishments appreciating how significant they are. The Parent Educator will provide you with developmental information and activity ideas appropriate for your child's development.
- **Group Connections:** Events are planned throughout the year bringing families and children together to engage in developmentally appropriate activities for children birth - kindergarten age. These events are designed to give parents an opportunity to share experiences and gain new insights from other parents. Parent-directed as well as child-directed activities are included. It's a fun time for all!
- **Developmental and Health Screenings:** A developmental screening including hearing, vision, and language is offered to all families. These screenings will give you insight into your child's development, according to standardized measures. Screenings help parents identify areas of difficulty for their child early. This allows the parent to provide activities to build skills in a weak area or seek professional help if necessary.
- **Referral Networking:** Referrals are given at a parent's request to link parents to services needed for their children.
- **Kamp Kindergarten:** Provides an opportunity for children entering kindergarten and their parents to spend time at their future elementary school. This is held in August before the school year begins!

Family Events:

The Jackson R-2 School District cordially invites ALL families residing in the district to attend upcoming family events. Family events are for families with children prenatal to age five (not enrolled in kindergarten). Families DO NOT have to be enrolled in the Parents as Teachers Program (although highly encouraged to do so!) nor do they have to be enrolled in the Early Childhood Program at East Elementary. Please read each specific family event in order to gauge which activities would suit your family's needs. At this time we may not be able to have family events scheduled, but when we are able we will reach out to let our families know when these will be available.

Screenings at East Elementary Early Childhood Center:

September 4th, October 2nd, November 6th, December 4th, January 8th, February 5th, March 5th, March 26th, and April 23th. Educational Screening and Health, Hearing and Vision. Please call 573-243-5347 to schedule your appointment.

Jackson R-2 Early Childhood Program**Early Childhood Mission Statement:**

We strive to ensure a safe, inclusive environment that promotes growth and learning for all students and staff through collaboration and research-based practices.

Early Childhood Vision Statement:

In order to achieve our mission we will commit to the following...

- Work together with mutual respect to foster a positive environment
- Provide a safe inclusive environment by prioritizing developmentally appropriate practice for all learners
- Use data-based decision making to promote growth for all students through monitoring on a frequent basis

Introduction:

The Jackson R-2 School District encourages an open relationship between the school and its patrons. If you have problems, concerns, or suggestions for improvement you are urged to discuss them with your child's teacher first and then with the Early Childhood Director if necessary. We encourage parents to communicate with their child's teacher often and openly. These lines of communication are of utmost importance in providing a quality education for your child. Cooperation and understanding between the teachers, children, and parents is imperative for a successful school year.

Educators have increasingly turned their attention to research and practices that affect young children. This has been the same for the Jackson R-2 School District. Many programs have been developed that address the significant learning that takes place from birth to five years of age.

The Jackson R-2 Early Childhood program is based on four guiding principles:

- Parents are vital to the education of their children.
- Every effort will be made to offer children three to school age and their families a full continuum of early childhood services that are appropriate for each child.
- The early childhood program will form partnerships with other community agencies and services available for children three to school entry.
- A long lasting partnership will be formed between parents and the school district as each focuses on the education of the child.

Jackson R-2 Early Childhood Center

East Elementary

455 North Lacey Street

Jackson, Missouri 63755

573-243-5347

Early Childhood Staff

Abby Elledge, ECSE Teacher

aelledge@jr2mail.org

Alyssa Hermann, Title One Teacher

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Amy Brueckner, Speech-Language Therapist

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Carsyn Swain, ECSE Teacher

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, Occupational Therapist

@jr2mail.org

Brooke King, Director, Early Childhood

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, Process Coordinator

@jr2mail.org

Cathy Strickland, ECSE Teacher

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Christa Hitt-Bollinger, Title One Teacher

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Erin Brewer, Teacher, Visually Impaired

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Julie Layton, Speech-Language Therapist

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Jill Hadler, Early Childhood Counselor

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Kristi Vanover, ECSE Teacher

kvanover@jr2mail.org

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Ashly Leimer, Secretary	aleimer@jr2mail.org
Rianna Jones, ECSE Teacher	rjones@jr2mail.org
Sarah Kuntze, Early Childhood Teacher	skuntze@jr2mail.org
Taryn Clark, ECSE Teacher	tclark@jr2mail.org

JACKSON R-2 PRE-SCHOOL PROGRAM

Jackson R-2 offers several preschool programs designed to meet each family's needs. Our half day program follows the schedule of the elementary schools in the District. Our developmentally appropriate curriculum is research-based and approved by the Department of Elementary and Secondary Education (DESE): The Creative Curriculum for Preschool (Dodge, Colker, Heroman, 2010). Our students will learn in environments that are child-centered, process-oriented, and choice driven. A variety of learning opportunities are provided to enhance early reading, math, problem solving, communication, socialization, and motor skills. Teachers and paraprofessionals facilitate the development of self-control in children by using positive guidance techniques such as modeling and encouraging appropriate behaviors, redirecting, and setting clear limits. The Jackson R-2 School District employs certified teachers with degrees in Early Childhood Education and/or Early Childhood Special Education and well-trained paraprofessionals.

Enrollment Requirements:

Jackson R-2 Early Childhood Center has both a 3-year old program and a 4-year old program. In order to enroll, your child must be 3 or 4 years old by August 1 of the academic school year and you must live within the Jackson R-2 School District boundaries.

A portion of the enrollment is done by the parent/guardian online through our online Parent Portal. You will be given login information for the Parent Portal at the start of the enrollment process.

There are also several required student documents we will ask parents/guardians to provide. Those documents are:

- Birth certificate (or passport, visa, hospital record)
- Shot record
- Social security card
- Parent/Guardian photo ID
- Proof of residency (acceptable proofs are any of the following: utility bill/agreement, rental agreement/receipt, property tax statement for the residence, or real estate contract/deed)

In the case of a foster situation, we require the placement letter from MO Dept of Social Services. In the case of a legal guardian, we require legal guardianship documents. Only the parent, foster parent, or legal guardian is allowed to enroll a child in our school district. The person enrolling the student must be a resident of the Jackson R-2 School District and have legal custody of the student. Proof of residency is required (utility bills, rent receipt, contract on house).

Enrollment is not complete and your child will not be allowed to attend until the required enrollment documents are received. If you drop your child off and we find that we are missing any part of these documents, you will be contacted and advised that your child cannot attend until the missing documents are received.

EARLY CHILDHOOD SPECIAL EDUCATION

Early Childhood Special Education (ECSE) services are provided for all children ages 3 to 5 with disabilities. The district is required by law to provide a free and appropriate education in the least restrictive environment for eligible students. Certificated staff work closely with families and community resources to enhance the learning of young children.

Eligibility Criteria:

Eligibility for early childhood special education is based upon significant delays in development that affect the student's educational performance. Three to 5 year old (not yet kindergarten age) children may be determined as eligible using any of the 16 disability categories including that of Young Child with a Developmental Delay, as defined in the Missouri State Plan for Special Education. To be eligible for services under the Young Child with a Developmental Delay, ALL of the following conditions are met: The student's development is significantly below that of their peers. Significantly below is defined as performance at or below 1.5 standard deviations, or equivalent

levels, of the mean in any of TWO developmental areas OR at or below 2.0 standard deviations, or equivalent levels, in any ONE area of development and the child needs special education and related services. Areas of development that can be used for eligibility determination include: cognitive development; communication development; physical development; adaptive behavior development; social or emotional development. The Jackson R-2 School District offers monthly screenings to help parents determine if their child has developmental delays in any areas. During the screening process, Early Childhood staff will interview parents, observe the child and use developmentally appropriate screening tools to assess the child. If the screening indicates it is necessary to further evaluate, a team of professionally certified staff will conduct a comprehensive, multidisciplinary evaluation. The staff will review the results of the evaluation with parents and as a team; determine if the child meets eligibility for services. If eligibility is determined, an Individual Education Plan (IEP) will be developed to determine the specific services the child will need. Parents are involved in each step of this process.

Early Childhood Special Education Placement Options:

Early Childhood Setting; Early Childhood Special Education Setting; Home; Part time EC/Part time ECSE setting; Residential facility; Separate school; Itinerant service outside the home.

Early Childhood Special Education students are placed into classes based upon need of services. Students may attend one, two, three, four, or five days according to the decision of the IEP team. There is no fee to attend Early Childhood Special Education and transportation is provided.

Transition:

The transition process from First Steps to Early Childhood Special Education requires that the LEA be involved at least six months prior to the child's third birthday. All evaluative procedures shall be followed in determining the student's eligibility for ECSE services. The district is required to provide special education and related services as identified in the IEP as of the student's third birthday unless the third birthday occurs during a normal vacation period. Children whose third birthdays are May through August may continue in the First Steps program until the initiation of the district's school year at no cost to the parents. The Individual Family Service Plan (IFSP) will terminate upon commencement of the school year. Children whose third birth dates are April 1 through May 1, may either transition to the district program before the end of the current school year or continue services in First Steps until the initiation of the district's next school year. Children who meet ECSE eligibility and enroll in the district for the remainder of the school year must be considered for Extended School Year as required by law.

For more information you may contact:

, ECSE Process Coordinator, 573-243-5347 or @jr2mail.org

Brooke King, Early Childhood Director, 573-243-5347 or bking@jr2mail.org

TITLE 1 PRESCHOOL:

Students that are screened and are determined to have ‘minor concerns’ in development are referred to the Title I Preschool. Students may qualify by scoring -1.0 standard deviations below their typically developing peers on the screening instrument used by the district; and/or meet other criteria, such as difficulty separating from parents; difficulty interacting with peers; etc. Title I Preschool is offered for those children turning three years of age before August 1st; and for those children turning four years of age before August 1st. Generally, students completing the three year old program will transition to the four year old program the following fall. There is no fee to attend the Title I preschool and transportation is provided.

LITTLE INDIANS PRESCHOOL:

The Jackson R-2 Preschool offers a program for all children who are three to five years of age. It is our belief that all children can learn and all children benefit when, regardless of ability, they are served together in an inclusive environment. All children have much to contribute in an inclusive setting. We believe that learning for children with special needs is enhanced by the social and language models typical peers provide. Typically developing children learn tolerance for differences among people. All children are learning to work and play together to gain the skills needed to continue a lifetime of learning. Based upon these beliefs, the Jackson R-2 Preschool will offer the following types of classrooms for the 2026-2027 school year:

Some classrooms have two-thirds of the children developing typically and can have up to one-third of children with disabilities as the school year progresses. This classroom begins the school year with about 15 children and will have around 18 by the end of the school year. The increase is due to the placement of children with disabilities throughout the year. An Early Childhood teacher and Early Childhood Special Education teacher will co-teach these classrooms with the assistance of a paraprofessional. Little Indians are embedded in these classrooms.

Some classrooms have approximately 50% of children developing typically and approximately 50% of children with disabilities. An Early Childhood Special Education teacher and paraprofessional will lead these classrooms. Students are placed based on a one, two, three, four, or five day schedule; either morning or afternoon. Little Indians are also embedded into these classrooms.

There is a fee for this program and no transportation is provided. For more information regarding openings and/or fees, please contact the Jackson R-2 Early Childhood Center @ 243-5347.

Little Indians Payment Policy:

Fees are charged on a monthly basis with no part-time rates available.

Tuition is due on the 1st of the month.

Payment deadline is the 10th of each month.

Charges for the upcoming month will be posted on parent portal around the 20th of the month. We are no longer mailing paper invoices.

If the district does not receive payment for the month, the child will be dismissed from the program(s) on the 10th of the following month.

LITTLE INDIANS

Tuition-Based Preschool Options for the 2026-2027 School Year

(9 monthly payments Sept-May, August is a half payment)

Four Half Days AM: (Monday, Tuesday, Wednesday & Thursday Mornings 8:00 am – 11:00 am)

Students have the option to eat breakfast at school

Tuition: 9 payments of \$180 – full price (August \$95)

9 payments of \$150 – reduced price based on qualifying for reduced lunch (August \$80)

9 payments of \$135 – reduced price based on qualifying for free lunch (August \$72)

Five Half Days PM: (Monday, Tuesday, Wednesday, Thursday & Friday Afternoons 12:00pm–3:15pm)

Students have the option to eat lunch at school

***This class is designed for our 4-year old pre-kindergarteners**

Tuition: 9 payments of \$218 – full price (August \$114)

9 payments of \$180 – reduced price based on qualifying for reduced lunch (August \$95)

9 payments of \$162 – reduced price based on qualifying for free lunch (August \$85)

EXTENDED DAY:

Extended Day is a program offered by the Jackson R-2 School District for students participating in the district's early childhood program. This program is financially self-supporting and is not funded by tax dollars. All Extended Day programs and services are funded through participation fees. Information/enrollment: EC Director Brooke King 573-243-5347 or our District Jackson R-2 Administration Office: 573-243-9501.

Extended Day will operate from 8:00– 3:00. Families have the option for extending their child’s day to 5:45 p.m. by enrolling in After School Kid’s Club (ASKC) as well for an additional cost. Extended Day will be offered as part of the half day Early Childhood program. Students that attend the Monday – Thursday morning preschool can attend the Extended Day program Monday – Thursday afternoon from 11:00 – 3:00 p.m. In addition, students attending the Monday – Thursday morning preschool program have the option of attending the Friday Full Day Extended Day program for an additional fee. Students that attend the Monday – Friday afternoon preschool program can attend the Extended Day program Monday – Friday morning from 8:00 – 12:00 p.m. This program is completely voluntary and a fee is assessed to each family participating.

Extended Day is an ‘extension’ of the preschooler’s day – activities are child driven and less structured than the formal preschool program presented during the other half of the day. Rest time is included in the afternoon program only. **Please send necessary bedding for your child to use during rest time. This includes a small blanket and small pillow that can be placed into an XL Ziploc bag , which will be provided. Cots will also be provided. Bedding will be sent home every week for cleaning.**

Enrollment Policy for Children with Special Needs:

Extended Day is responsive to individual differences among children. Attempts are made to meet the individual needs of each child by working closely with families, teachers and specialists. Providing special materials, training staff, adjusting ratios and adapting the space are ways the Extended Day program seeks to meet the needs of the children.

Should your child have special needs that arise, an informational meeting will be scheduled with the parent and program coordinator to determine the level of support that is able to be provided to ensure that your child can have a safe and fun filled Extended Day experience.

Extended Day Payment Policy:

Fees are charged on a monthly basis.

Payment is due on the 1st of the month.

Payment deadline is the 10th of each month.

Charges for the upcoming month will be posted on parent portal around the 20th of the month. We are no longer mailing paper invoices.

If the district does not receive payment for the month, the child will be dismissed from the program(s) on the 10th of the following month.

Any status changes or dropping from the program must be done two weeks in advance and completed through the Extended Day Program Coordinator. Parent will be responsible for payment for the two-week notification.

Extended Day Fees:

Extended Day is open from 8:00 a.m. – 12:00 p.m. and 11:00 p.m. - 3:00 p.m. Monday – Fridays. Costs are based on the number of half-days your child will attend. Extended Day is \$9.50 per half day.

2 Half Days	3 Half Days	4 Half Days	5 Half Days	4 Half Days + All Day Friday
MW - \$102	MWF - \$128	\$170	\$200	\$232
TR - \$102	TWR - \$134			

Payment Methods and Late Fees:

All payments are due on the 1st of each month. A late fee of \$20 will be assessed if payment is not received by the 10th of the month. Any late fees that are assessed will appear on parent portal along with the following month's fees. Payments may be made online through Kidlet or a check can be sent with your child in an envelope specifically designated to Little Indians and/or Extended Day. Please denote on your check your child's name and month of fee and make your check payable to Jackson R-2 School District. These may be given to classroom teachers, office staff, or Extended Day staff. There is also a payment drop box at the entrance to the building. Cash payments must be made at the Administration Office at 614 E. Adams St.

Late Pick Up:

Extended Day closes promptly at 3:00 p.m. Please pick your child up at or before 3:00, if there is chronic absence or failure to pick up your child on time your child may be dismissed from the program.

Refund Policy for the Little Indians Program:

Any tuition paid in advance for the Little Indians program will be refunded as of the child's last attendance day. However, in order to receive a full refund, the parent or guardian must contact the Early Childhood Center at 243-5347 to notify the secretary that the child will no longer be attending and what the last attendance day will be. If no notification is given, then tuition charges will only be refunded as of the date we are able to confirm the child will no longer be attending.

Extended Day Program:

Any status changes or dropping from the Extended Day Program must be done at least **2 weeks** in advance and must be completed through the Early Childhood Director by calling 243-5347. Parents will be responsible for payment for the 2-week notification.

There will be no refunds for school closures due to inclement weather days or virtual learning days. In cases of a long-term school closure, reimbursement will be determined by Jackson R2 Administration.

Late fees will not be refunded and will follow the student through graduation.

Attendance Procedure:

All children must be signed out each day. Children may only be picked up by an adult (18 years of age or older) authorized either on the enrollment form or with a written notice to staff members. If you have a last minute change, please call and leave a message in the office for Extended Day staff members by 2:00. Our office phone number is 573-243-5347.

If someone other than yourself will be picking up your child, Extended Day staff members will require the adult to show a picture I.D. In the event that the adult picking up your child does not have identification, the child will not be released until our staff has contacted a parent or legal guardian. Legal documentation must be provided if a parent is not allowed to pick up a child. Extended Day staff cannot prevent the release of a child to a parent without a legal document instructing otherwise.

If your child is absent please inform the school of the reason for this absence. If a child is absent for three consecutive days the child's teacher will contact your family, and if there are excessive absences the director will also contact your family to make sure you are still planning to attend. In Extended Day there is a waiting list of students that would like to be in the program.

School Year Information:

Extended Day Hours of Operation: 8:00 a.m. – 3:00 p.m. Extended Day is open on days school is in session. When school is not in session, Extended Day is closed. Please refer to the Jackson R-2 website for the current operating calendar: www.jacksonr2schools.com and click on 'District Calendar.'

Inclement Weather:

When school is closed due to extreme weather conditions, Extended Day will be closed as well. If there is an early release due to weather, Extended Day will not be in session and children must be picked up once school has been dismissed.

Emergency Closing Procedures:

In case of a natural disaster, staff will accompany children to a designated area of the school. School disaster procedures will be initiated and followed.

Weather will be monitored by District administration and the proper precautions will be taken for the safety of your child.

Parents will be notified by a phone call and/or email, text, and Facebook if the need arises for children to be picked up from the school before the normal closing time.

Communication:

Parents are encouraged to voice concerns about program policies or activities. Concerns are to be directed to the Early Childhood Director, Brooke King, by email: bking@jr2mail.org, or telephone: 573-243-5347.

Extended Day Discipline Policy, S-170-S:

The Extended Day Discipline Policy includes: setting limits, giving children choices in solving problems, redirecting behavior and recognizing misbehavior as an opportunity to teach children acceptable behavior and develop self-control.

Many choices and activities are offered in Extended Day. Activities are varied and interesting enough to eliminate boredom-related discipline problems.

Children who require disciplinary action will:

Be asked to stop.

Be asked to make a better choice and given choices.

Be redirected to alternate activities.

If problems arise between two or more children:

Extended Day staff will use the “*Conflict Resolution*” process to address the situation.

The steps in this process include:

Approach quickly and calmly.

Acknowledge feelings.

Gather information.

Restate the problem.

Ask for ideas for solutions.

Give follow up support.

Children who are unable to comply:

May be removed from the situation and asked to sit for a short time to calm down. The child will again be asked to make a better choice. If a problem is repeated several times in one day, or over a short period of time, a staff member will talk with the parents. Parents may also request a conference with the Early Childhood Director. If the misbehavior continues, resulting in harm to self and/or others, parents will be asked to make other arrangements for care.

Children may be suspended or dismissed from the program without notice for the following:

- Harassment (sexual or racial)
- Leaving designated area without permission repeatedly
- Verbal or physical acts of violence to self or others
- Use of crude or profane language or gestures
- Children may be dismissed from our program if parents/guardians become verbally or physically abusive to Extended Day staff or children within the Extended Day program.

Extended day is not a mandated program and attendance is considered a privilege.

The cooperation and support from all parents is essential. Staff and parents are expected to demonstrate mutual respect. Parents who are uncooperative and disrespectful to the staff will be asked to make other child care arrangements, and their child will not be allowed to return to the program.

Rights and Responsibilities of Children and Parents

Children's Rights Include:

To be respected.

To have a choice of activities and ample supplies.

To have a safe and reliable environment.

To have equipment in working order with all pieces.

To express their creativity.

To express emotions in an appropriate manner.

To have staff members who care about and enjoy them.

Parents' Rights Include:

To be respected.

To visit the site anytime.

To know their children are safe.

To voice concerns about the program or activities.

To know if their child is misbehaving.

To have open communication with the program coordinator and staff members.

Children's Responsibilities Include:

Take care of supplies and equipment.
Cleaning up after themselves.
Share equipment with others.
Keeping their hands to themselves.
Using appropriate language.
Treating staff members with respect.
Finishing what they start.
Being responsible for all personal belongings.

Parents' Responsibilities Include:

Signing their child out daily.
Picking their child up on time daily.
Treating staff members with respect.
Paying tuition on time.
Bringing their concerns to staff members.
Notifying staff of changes in pick up arrangements.
Knowing about changes in policy.
Informing staff members of a child's contagious illnesses.
Keeping their child's records up to date.

Safety:

The utmost priority of Extended Day is to provide a safe environment for your child. Checking I.D.s and demonstrating and understanding of tornado, fire and shelter in place drills, are safety practices in use by our program. All staff has a criminal background check before employment and a child abuse/neglect screening is completed each year. Training include CPR, First Aid, Discipline of Children, Playground Safety, and many more.

Personal Property:

Children are discouraged from bringing personal items from home. Extended Day is not responsible for any personal property, including loss or damage to articles. Any items brought to our program should be clearly labeled with your child's name and telephone number.

Before/After School Care Program

What is After School Kids' Club? (ASKC) The Jackson R-2 School District offers an After School Kids' Club program for any Jackson R-2 student currently enrolled in preschool through 6th-grade. The program runs every day after school until 5:45 pm, Monday through Friday, whenever school is in session. ASKC is a FUN and ENGAGING childcare program. Students will have an opportunity to work on their homework (if needed) and play at stations/centers that will encourage and build skills socially, cognitively, emotionally, and physically.

August-May tuition for the first child is \$170/month with each additional child \$153/month.

Your payment is due at the time of scheduling.

What is Full Day Kids' Club? (FDKC). Full Day Kids' Club (FDKC) is a FUN and ENGAGING childcare program provided by the Jackson R2 School District when Jackson Schools are NOT in session. Our program operates from 7:30 am-5:45 pm. During the time students are attending FDKC there will be a variety of games and activities that will encourage and build new skills socially, cognitively, emotionally, and physically. Payments are due when you schedule your childcare. Students must bring a sack lunch when attending the full-day program. A morning and afternoon snack will be provided. Please see our Kids' Club website for dates and cost of tuition. No walk-ins are accepted.

What is Early Childhood Full Day Kids' Club? (ECFDKC) Early Childhood FDKC is offered to incoming Preschool students (age 3-4) at East Early Childhood Center. This program is offered whenever the school year ends in May and continues through most of June. Please check our website for current dates. This program operates from 7:30am- 5:45 pm. There will be a variety of games and activities that will encourage and build new skills socially, cognitively, emotionally, and physically. The cost of this program is \$30.00, per day. Your child does not have to attend every day. You will only pay for the days you schedule your child to attend. Payments are due at time of scheduling. Students must bring a sack lunch when attending the full-day program. A morning and afternoon snack will be provided. No walk-ins are accepted.

What is Summer School Kids' Club? (SSKC) Summer School Kids' Club (SSKC) is a FUN and ENGAGING childcare program offered for students after the summer school day is complete, 3:10 pm-5:45 pm. The program is available for students entering kindergarten through sixth grade. SSKC will run at the building where your child attends summer school. During the time students are attending SSKC there will be a variety of games and activities that will encourage and build new skills socially, cognitively, emotionally, and physically. The cost of Summer School Kids' Club is

\$170/month for each child that is kindergarten through sixth-grade students. All students receive an afternoon snack. Please see the Kids' Club website for dates.

What is July Camp Kids' Club? (JCKC) The district offers childcare for students during the summer months. Our program operates from 7:30 am-5:45 pm and is open to preschool through 6th-grade students who are enrolled in Jackson School District. During JCKC, your child will attend field trips, play games, enjoy bouncy houses, enjoy lots of outdoor water activities and MUCH more! Students must bring a sack lunch, water bottle, 2 snacks, bathing suit, towel and extra change of clothing when attending JCKC. Please see the Kids' Club website for dates and cost of tuition.

If you have any questions, refer to: our [Kids' Club website](https://sites.google.com/jacksonindians.us/kidsclub/home) (<https://sites.google.com/jacksonindians.us/kidsclub/home>), call the Kids' Club office(573)243-9576, or send an email to Kids' Club Assistant, Elizabeth Greenlee, egreenlee@jr2mail.org.

EARLY CHILDHOOD SCHEDULE:

Morning students: 8:00– 11:00 a.m.

Afternoon students: 12:00 – 3:15 p.m.

PRESCHOOL PICKUP AND DROP OFF:

AM Student Arrival:

Students may arrive at the Early Childhood Center beginning at **7:15 a.m.** We ask that you park in the Early Childhood parking lot (west side of East Elementary) and walk your student to the building. Please wait with your student at the outside entrance until classroom personnel greet you. If you drop your child off after 8:00 you will press the intercom button and our secretary will assist you in signing your child in, and will call for one of our staff members to walk your child to class. **DO NOT PARK IN THE BUS LANE** which is located in front of the building along the sidewalk (primarily painted yellow). Make every attempt to have your child here by 8:00 as this interferes with your child's programming and their ability to receive a breakfast after 8:00.

AM Student Pick-up @ 11:00 a.m.:

AM Car riders and bus riders will start dismissal at 10:57-11:03 to stagger times this school year to allow for students to be dismissed in an orderly fashion. Your teacher will let you know when your time for dismissal will be. Please park in our parking lot and stay in your car until it is your time to pick up your child, and please don't park in the bus lanes (the yellow painted curb pull through area). When you are picking up your child you must present your ID.

PM Student Arrival:

You may bring your student to the Early Childhood Center beginning at 11:50 a.m. Please wait with your student at the outside entrance until classroom personnel greet you. If you drop your child off after 12:00 you will press the intercom button and our secretary will assist you in signing your child in, and will call for one of our staff members to walk your child to class. Make every attempt to have your child here by 12:00 as this interferes with your child's programming and their ability to receive a lunch after 12:00.

PM Student Pick-up @ 3:15 p.m.:

PM Car riders and bus riders will start dismissal at 3:13-3:17pm to stagger times this school year to allow for students to be dismissed in an orderly fashion. Your teacher will let you know when your time for dismissal is. Please park in the parking lot and stay in your car until it is your time to pick up your child, and please don't park in the bus lanes (the yellow curb pull through area). When you are picking up your child you must present your ID.

Aside from pick-up and drop-off times, parents will be requested to show identification to be allowed to enter the building. Outside visitors will be limited at this time.

ATTENDANCE PROCEDURES:

Parents should notify the school office each day a student will be absent prior to the beginning of the school day. East Elementary Early Childhood Center: 243-5347. **When a child arrives late**, parents will need their ID and are to bring them into the building and sign them in. Parents picking up students prior to dismissal will also need to bring their ID to sign their child out.

SCHOOL CANCELLATIONS:

Parents will be notified of school cancellations (including early dismissals) by an automated phone call by a phone call and/or email, text, and Facebook from the school district. Be sure to update your phone number if it changes. The notification will also be aired on KFVS-TV and local radio stations. Please listen to one of these stations in case of inclement weather. Do not telephone the school unless there is an emergency. Telephone lines should remain open as much as possible for emergency traffic.

Change of Information:

When there is a change in the information listed on your child's enrollment form, please send this information to the school office. Report any change of address, place of employment, telephone number or email address. Proof of residency will be required for change of physical address. If the telephone number is unlisted we still need it for emergency situations.

Child Custody:

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

Release of Student to Non-Parent:

The school may not release students to persons who are not their parents unless they have completed the authorization form and/or have written or verbal authorization from the parent to do so. The parent must specify the name of the person picking up the student, and their relationship to the child and their phone number. Any new or unfamiliar person will be asked to show picture identification. This is done to ensure the safety of the children.

FIELD TRIPS:

Typically, there is one field trip that would be announced. When a field trip is being planned, your child will bring home information about the trip and a permission form.

All children must have a completed permission form before they can go on a field trip. We highly encourage families to attend with their child. This may happen during the third trimester if we deem that we are able to safely do this during this time.

SNACKS AT SCHOOL:

We ask parents to help by sending a healthy snack for the entire class on a rotating basis. Individual classrooms will inform families of their opportunity to provide snacks. For the health and safety of our students, homemade treats are no longer allowed to be brought to school. All snacks should be store-bought pre-packaged items in their original containers. Parents are encouraged to provide healthy snacks for celebrations and parties. A copy of the district's wellness policy may be found on the district's website: www.jacksonr2schools.com. A calendar labeled with your day(s) to send snacks will be sent home. You may send it the day of your snack or at the beginning of that week.

CLASSROOM PARTIES:

There are three celebrations we will celebrate throughout the school year: Fall Party; Winter Party; and a Valentine's Day Party. For the safety and health of our students, homemade treats are no longer allowed to be brought to school. All treats should be store-bought items. Parents are encouraged to provide healthy snacks for celebrations and parties. Individual teachers will send home notes with details of celebrations.

SCHOOL PICTURES:

Student portraits are taken in the fall and spring. Flyers listing choice of background color, availability of props, and prices of prints will be sent home shortly before portrait

day. Cheekwood now emails the proofs and you can select picture packages online that are sent to school.

UNIVERSITY STUDENT TEACHERS:

At various times, your child may have a student teacher or other university/college related person in his/her classroom. So that the educational experience is profitable for all, these individuals are carefully screened. Strict guidelines are followed and safety protocol has been put into place for these students to be present.

VISITING THE SCHOOL:

The following guidelines will provide a safe educational atmosphere for all students:

1. **During regular school hours, all doors will remain locked. Should an unknown visitor need to enter the building a photo I.D. will be required at the buzzer. After identification is confirmed the visitor should go directly to the office.** This includes parents picking up students prior to dismissal. In most cases, you will need to sign your child out.
2. If you need to talk with your child's teacher, the teacher will be happy to schedule a conference during planning time or before or after school if it is possible to do so. Teachers are not to visit with parents while classes are in session.
3. Typically classroom visits are welcome, but must be pre arranged with the Early Childhood Director and the classroom teacher. (One or two days in advance is recommended). Visitations are not allowed if they become disruptive to the learning process.

KINDERGARTEN PRE-REGISTRATION:

Early enrollment for the next year's kindergarten class usually takes place in March. To be eligible for kindergarten, a child must be five years of age by August 1. Paperwork from pre-school will follow your child to kindergarten. However, updated information online in the portal and a completed shot record or Religious or Medical Exemption is needed.

Other Important Information:

1. We now have an Early Childhood PTO Team and are no longer part of East Elementary PTO. You are encouraged to join and attend meetings as announced.
2. The dress code of the Jackson R-2 Schools states that each student's dress and grooming be neat, clean and in good taste, so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Shirt length must cover the stomach and shorts should be a modest length. When, in the judgment of the principal, a student's appearance or mode of dress

disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications. Dress that would tend to draw attention is generally inappropriate. S-180-S

3. Animals should not be brought to school unless the Director has given permission. This is for the protection of all students.
4. Parents should always send a note to their child's teacher if his/her after school routine changes or the regular routine will be followed.
5. Flowers and balloons sent to students cannot be taken on buses. These items are also distracting to the educational process. We ask parents to have such items sent to your home rather than school. If parents choose to send such items to school, they will not be delivered to the classroom. Your child will be asked to pick them up in the office at the end of the school day.
6. School parties are for the enjoyment of our students. When families are able to attend we will kindly ask you not to bring siblings to these parties.
7. In an effort to preserve the learning environment, invitations to birthday parties and other activities outside of school are not to be handed out at school.
8. Electronic devices such as video games, cell phones, iPods and tablets should remain at home unless approved by the Early Childhood Director. F-265-S
9. Students should not bring their own playground equipment, toys, or other personal belongings to school for entertainment purposes. Items sometimes are broken, stolen, or have caused disagreements with other children.
10. **Please mark all coats, hats, gloves, backpacks, and additional clothing and lunch boxes with your child's name.**

SCHOOL BREAKFAST AND LUNCH PROGRAM, F-285-S:

The Jackson R-2 School District provides a breakfast program to all early childhood students. Below is the information for this year's pricing guidelines and payment information.

- Breakfast money can be sent in the student's lunch envelope.
- Through the Federal Lunch Program, free and partial priced breakfasts are available to those whose income meets the criteria of the Federal Government. Forms are available in the Early Childhood Office upon request or online. If you wish to apply, complete and return these forms immediately.

School Lunch Program:

- The Jackson R-2 School District provides a Type A lunch program for all early childhood students which meets meal patterns and nutrition standards based on

the latest *Dietary Guidelines for Americans*. The current meal pattern increases the availability of fruits, vegetables, and whole grains in the school menu.

- Through the Federal Lunch Program, free and partial priced lunches are provided to those whose income meets the criteria of the Federal Government. If you wish to apply, please go to our website JacksonR2Schools.com, then click on Nutrition Services. Under 'Frequently Asked Questions', click on 'How do I apply for free and reduced meal benefits for my children?'.
- The school will provide envelopes for lunch/breakfast money which is put into an account for your student. Lunch costs are deducted each day through an automated system. Reminder letters are sent home periodically after lunches have been charged. If the balance due is \$15 or more an alternate meal will be served. Additional milk is available.
- Students may bring their lunch to school and purchase milk.

FREE/REDUCED LUNCH FORMS MUST BE COMPLETED EACH YEAR IN ORDER TO QUALIFY AND SHOULD STILL BE COMPLETED REGARDLESS OF THE FREE MEAL OPTION.

2026-2027 Early Childhood School Meal Pricing

	Daily	Weekly	20 Days
Breakfast Paid	\$1.95	\$9.75	\$39.00
Breakfast Reduced	\$0.30	\$1.50	\$6.00
Lunch Paid	\$3.10	\$15.50	\$62.00
Lunch Reduced	\$0.40	\$2.00	\$8.00

Note: Prior to approval of the Free & Reduced Price Meals application, parent/guardians are responsible for the payment of all meals until the application is processed.

Students should not carry any type of negative meal balance. Guardians will receive an automated call once there is a negative balance of -\$1.00 or more. If an account reaches a negative -\$15.00 the parents will receive a personal call from their student's building. The Jackson R-2 School District Nutrition Service department does not allow any students to charge a la carte items if there is any negative balance. If a child's meal balance is -\$50.00 the child will be served an alternative meal (peanut butter sandwich, fruit/vegetable, and water/milk/juice).

TRANSPORTATION F-260-S:

The Jackson R-2 School District provides transportation to students enrolled in Title I Preschool or Early Childhood Special Education. At this time, we are unable to transport students in the Little Indian Program as well as Extended Day participants.

- The bus will try to maintain a timely schedule. Weather, traffic conditions and absence of some students can affect the times.
- An adult must be at the bus stop when the bus arrives. It is best to be at the bus stop at least five minutes early. The bus operates on a close time schedule and cannot wait at each stop for families and children to arrive.
- No child will be allowed off the bus unless a designated adult is there to meet him/her. The Transportation Department will make one attempt to call the parent to inform them the bus is waiting. Children will then be taken back to the bus garage or school at the end of the route.
- Families will need to call the transportation office if someone other than a parent or guardian is assigned to meet your child for that day. The Transportation Office will need the name and relationship of this person. Driver will ask for identification before releasing the child.
- The Jackson R-2 School District will furnish all child safety restraint systems for students riding Early Childhood buses.
- Parents are asked to call the transportation department when a student is not riding at 243-9507-office or 243-9595-Transportation Garage. Each bus is arranged with child safety restraint systems to fit the needs of the students who ride the bus. Any changes that require a student to ride a different bus would require a two-three day notice before the student could ride.
- Children that become sick (temperature, vomiting, etc.) at school will not be allowed to ride the school bus. Parents should be notified and arrangements made for them to come to school to pick up their child.

For the safety of the student pertinent information forms and confidential medical information must be turned into the transportation department prior to student riding the bus. All weights and heights are needed for proper selection of the child safety restraint system.

Transportation services will require coordination with the transportation department prior to initiating those services. The transportation department should be contacted immediately if changes need to be made to transportation.

The nurse or Early Childhood teacher will notify the transportation department if a student is sent home with head lice. This information will be provided to the driver so the student is not transported to school the next day. The nurse or Early Childhood teacher will then notify the transportation department when the student is able to return to school.

If transportation needs are to be changed on a permanent basis, please notify your child's teacher and the transportation office @ 243-9507.

REPORTING STUDENT PROGRESS:

The Creative Curriculum is a comprehensive early childhood educational system that emphasizes a practical, easy to understand approach to working with children. It promotes the use of interest areas (blocks, dramatic play, toys and games, art, library, discovery, sand/water, music and movement, cooking and computers) as a way of providing experiences that promote cognitive, social/emotional, physical, language, literacy and mathematics development. The preschool curriculum has 23 identified goals. Teaching strategies and assessment methods are based on scientific research and developed by a team of educators, administrators and other experts who are early childhood specialists.

The Creative Curriculum for Preschool is a comprehensive curriculum, linked to an assessment system that fully meets the criteria for appropriateness and effectiveness. It addresses teachers' need to know **what** to teach and **why**, and **how** children learn best. With such a curriculum, teachers can respond to the individual needs and learning styles of all of their children. It is one of the only curriculum and assessment systems that is inclusive of all children – those typically developing, children with disabilities and English language learners.

Additionally, Creative Curriculum programming is aligned seamlessly with Missouri's Early Learning Standards. These standards were developed by the Missouri Department of Elementary and Secondary Education. The preschool standards are designed to meet the developmental needs of your child now and provide a strong foundation for your child's kindergarten year. By teaching to these standards we are ensuring that the children in our program are growing into confident and capable learners. The Creative Curriculum assessment system measures the knowledge, skills and behaviors that are most predictive of school success. A Creative Curriculum preschool experience should offer everything your child needs for kindergarten readiness.

FAQs:

What do the colors mean?

Color-coded bands on the progress report show reasonable expectations for development and learning and show where most children of a particular age-group are likely to be at the beginning and end of a program year.

Red=Birth to 1 year, Orange=1 to 2 years, Yellow=2 to 3 years, Green=3 to 4 years, Blue=4 to 5 years,

Purple=Kindergarten

What level should my child be on?

We strive for each child to be on his/her chronological age level; however, what is most important is each child's growth and progress. Each child has various strengths and weaknesses and The Creative Curriculum and assessment system helps teachers more fully discover students' strengths and recognize areas for each student that need more work.

Will my child be on the same level for each learning objective?

While it is possible to have all objectives scored at the same level, it is normal for children to excel in one or several categories while needing reinforcement in others.

Will my child have a chance to move up to the next age level?

If your child exceeds the expectations for his/her chronological age level and meets the criteria of a higher age level than his/her age, then he/she will receive a score for the level that most accurately describes the child's skill level.

How does this assessment and reporting system affect my child in the classroom?

Our classrooms are set up for learning. Children have many opportunities to make choices, come up with ideas, and take responsibility for their work. The Creative Curriculum helps teachers implement a curriculum that is thoughtfully planned, challenging to all students, developmentally appropriate, culturally and linguistically responsive, comprehensive and likely to promote positive outcomes for all children.

How will my child's progress be assessed?

Each child will be assessed with authentic, ongoing observation and documentation throughout the school year. Types of documentation that may be used to track students' progress may include samples of students' work, observation notes, photographs, video or audio clips, and checklists. Samples of student work are kept in a portfolio that will be shared with parents during the school year. These pieces are evaluated using research-based criteria for development and learning established by Creative Curriculum.

When will progress be reported to parents?

Progress will be reported to parents at each trimester using the Early Childhood Progress Report. Parent-Teacher conferences are also scheduled two times each school year. If parents have questions at any time they are welcome to call or email their child's teacher to discuss their questions/concerns regarding their child's progress.

What happens if my child is not performing on his/her chronological age level?

Teachers will work with each child at the appropriate developmental level. Using a partnership with each child's support system we hope to gain insight to learning styles and methods of motivation that best fit each child, as well as provide additional research based strategies at home to continue to promote growth.

Even if my child is not on his/her age level when it's time for him/her to go to kindergarten will they still be able to go to kindergarten?

All children are eligible for admission to kindergarten if they reach the age of five (5) before August 1 of the school year beginning in that calendar year.

What are some things that I can do to help my child succeed in school?

The best steps you can take is to play with your child, read wonderful books together and talk as you go about your normal, everyday household chores. You are your child's first and most important teacher. The way you talk with your child makes a big difference in how your child thinks and feels and the kind of person your child will become.

The most important goals of our preschool curriculum are for children to get along well with others and become enthusiastic learners. We want children to become independent, self-confident, curious learners who can work well with others. We want to teach children **how** to learn, not just in preschool, but all through their lives! Working together with families, we can give your child the best start for school!

There is a progress report that you will receive each quarter to inform you of your child's progress.

Jackson R-2 Early Childhood Goals & Objectives at a Glance:

The following goals and objectives will be the priority for your child to learn during their experience in early childhood. Reports on these items will be discussed and sent home with your child.

Social/Emotional
1a. Manages Feelings
1b. Follows limits and expectations
2c. Interacts with peers
3b. Solves social problems

Literacy
15a. Notices and discriminates rhyme
15c. Notices and discriminates smaller and smaller unites of sounds
16a. Identifies and names letters
16b. Uses letter-sound knowledge

17a. Uses and appreciates books
18c. Retells stories
19a. Writes for meaning

Physical
7b. Uses writing and drawing tools

Language
8a. Comprehends language
Math
20a. Counts
21b. Understands shapes

Cognitive
11a. Attends and engages

SUPPLIES AND MATERIALS:

Supply lists can be found on the website at https://www.jacksonr2schools.com/parents/supply_lists and will be posted at local stores.

Jackson R-2 School District

Early Childhood Supply List

2026-2027

- 1 Book bag (large enough to fit a standard folder)
- 1 Box of crayons
- 1 Box of 8 washable markers
- 2 Glue Items
 - Boys=Glue Sticks Girls=Glue Bottles
- 1 Box of Ziploc baggies

Boys=quart size Girls=gallon size

- 4 Black dry erase markers
- 1 Package of baby wipes
- 2 Paper Towel Rolls

Diapers/pull-ups and wipes for your child **if necessary**

One complete change of clothing (including socks & underwear) with child's name to stay in the book bag or at school. Please send in a large Ziploc bag with child's name on the bag.

Families, you are welcome to purchase a gift card in place of school supplies to either Wal-Mart or Target. Your classroom teacher will use the gift card for items they are in need of as the year progresses.

OTHER IMPORTANT INFORMATION

1. School telephones are for emergency use only. Students are instructed to bring notes from home on special instructions and not to use the telephone.
2. The dress code of the Jackson R-2 School District states that each student's dress and grooming be neat, clean and in good taste, so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Shirt length must cover the stomach and shorts should be a modest length. When, in the judgment of the Principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications. Dress that would tend to draw attention is generally inappropriate.
3. Animals should not be brought to school unless the Director has given permission. This is for the protection of all students.
4. Flowers and balloons sent to students cannot be taken on buses. These items are also distracting to the educational process. Parents should have such items sent to your home rather than school. If parents choose to send such items to school, they will not be delivered to the classroom. Your child will be asked to pick them up in the office at the end of the school day.
5. School parties are for the enjoyment of our students. Parents are asked not to bring younger siblings to classroom parties.
6. In an effort to preserve the learning environment, invitations to birthday parties and other activities outside school are not to be handed out at school.
7. Electronic devices such as video games, cell phones, iPods and tablets should remain at home unless approved by the Principal. F-265-S

8. Students should not bring their own playground equipment, toys, or other personal belongings to school for entertainment purposes. The school will not be responsible for items that are broken, stolen, or have caused disagreements with other children.
9. Mark all coats, hats, gloves, and lunch boxes with student names.

Academic Calendar I-100-S

Early Childhood Dates

These dates are tentative and may be subject to change.

AUGUST

Open House August 19, 2026

First Day of School August 24, 2026

SEPTEMBER

Labor Day - No School September 7, 2026

Early Childhood Screening September 4, 2026

PTO Meeting September 10, 2026

Fall Picture Day September 15, 2026

Early Childhood Dental Varnish September 23, 2026

OCTOBER

Early Childhood Screening October 2, 2026

Fall Family Fun Night October 15, 2026

Fall Party October 29, 2026

NOVEMBER

NO SCHOOL November 2, 2026

Professional Development-No School November 3, 2026

End of 1st Trimester November 6, 2026

Early Childhood Screening November 6, 2026

PTO Meeting November 12, 2026

Parent Teacher Conferences November 12, 2026

Parent Teacher Conferences November 17, 2026

Picture Retake Day November 19, 2026

Thanksgiving Break - No School November 23-27, 2026

DECEMBER

Early Childhood Screening December 4, 2026

Winter Parties December 17, 2026

Winter Break-No School December 21 2026- January 1, 2027

JANUARY

Classes Resume January 5, 2027

Early Childhood Screening January 8, 2027

PTO Meeting January 14, 2027

Martin Luther King Day-No School January 18, 2027

FEBRUARY

Early Childhood Screening February 5, 2027

Valentine's Parties February 11, 2027

President's Day - No School February 15, 2027

End of 2nd Trimester February 19, 2027

Spring Pictures February 25, 2027

Parent Teacher Conferences February 25, 2027

MARCH

Parent Teacher Conferences March 2, 2027

Dental Varnish Round #2 March 3, 2027

NO SCHOOL-Professional Development March 5, 2027

Parent Teacher Conference-No School March 26, 2027

Early Childhood Screening

Spring Break March 29-31, 2027

APRIL

EC Graduation Picture Day April 21, 2026

Early Childhood Screening April 23, 2027

MAY

Playday May 6, 2027

Tentative Early Childhood Graduation May 13, 2027

Tentative Last Day of School May 26, 2027

End of 3rd Trimester (Progress Reports go Home) May 26, 2027

2026-2027 Scheduled Make-Up Days

- The first 2 days of school missed for inclement weather will not be made up.
- If more than two days of school are missed, alternative methods of instruction (AMI) may be implemented for up to five (5) days.
- If more than two days total are missed and AMI is not implemented or beyond seven days are missed, make-up days will be utilized in this order: Dec. 21, Jan. 4, Jan. 18, Feb. 15, Mar. 5, May 27

Academic Calendar I-100-S

Here is the website where you can find the [academic calendar](https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/5634/JRSD/6174226/26.27_Jacks_on_R-2_District_Calendar_-_26.27_Board_Approved.pdf). [https://core-docs.s3.us-east-](https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/5634/JRSD/6174226/26.27_Jacks_on_R-2_District_Calendar_-_26.27_Board_Approved.pdf)

[1.amazonaws.com/documents/asset/uploaded_file/5634/JRSD/6174226/26.27_Jacks_on_R-2_District_Calendar_-_26.27_Board_Approved.pdf](https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/5634/JRSD/6174226/26.27_Jacks_on_R-2_District_Calendar_-_26.27_Board_Approved.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

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 (<https://www.cdc.gov/lice/about/head-lice.html>) 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, or use scissors to cut the hair shafts that have nits glued to them. 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: <https://www.cdc.gov/lice/about/head-lice.html>

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/biology.php). (<https://health.mo.gov/living/healthcondiseases/communicable/bedbugs/biology.php>)

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.



Jackson R-2 School District

Dr. Matt Lacy
Deputy Superintendent

Dr. Keenan Kinder
Superintendent

Dr. Jessica Maxwell
Assistant Superintendent

Janelle Pope
Assistant Superintendent

Merideth Pobst
Chief Marketing & Communications Director

Dr. Bryan Austin
Associate Superintendent

August 1, 2026

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 573-243-9501. Thank you for your cooperation and understanding.

Sincerely,

Dr. Keenan Kinder, Superintendent of Schools

Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at:

<https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

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.
- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- 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.

Student Code of Conduct S-170-S

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, confiscation of property, principal/student conference, parent contact, removal from extracurricular activities, revocation of privileges including transportation, technology privileges, in- or out-of-school suspension, expulsion, and report to law enforcement. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

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_doOFIKopuH9P7zcjunJN6NmTtkZq1XE2xQ/viewform).

(https://docs.google.com/forms/d/e/1FAIpQLSfwBJYBDH9ol_doOFIKopuH9P7zcjunJN6NmTtkZq1XE2xQ/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: Assistant 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: Assistant 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: Assistant 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: Assistant 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: Assistant 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 of 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 by the Superintendent. 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 Jessica Maxwell, 573-243-9501, jmaxwell@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.

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 2026-2027 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 5 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](#)

(https://workspace.google.com/terms/education_privacy/#privacy-police-revamp-contacthttps://workspace.google.com/terms/education_privacy/) 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://cloud.google.com/terms/data-processing-addendum) (<https://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: _____