

Welcome to the Carl Junction Primary K-1!

Dear Parent/s;

We are extremely proud of our school, and we're looking forward to an excellent year. We firmly believe that children benefit when parents and teachers work together, and we extend a warm welcome to you and your son or daughter as you join us at the Primary K-1 School.

This handbook is provided as a resource to families. Please take time to look through it now and use it as a reference throughout the school year. If you have questions or concerns, please feel free to contact us. There are several ways to contact us at Primary K-1:

Phone - 417-649-5761 (K-1 North) 417-649-7045 (K-1 South)

Fax - 417-649-6566 (K-1 North) 417-649-7981 (K-1 South)

Email - Teacher's first initial and last name @cj.k12.mo.us

Website - www.cjr1.org

Mailing Address - Carl Junction Primary K-1
206 S Roney
Carl Junction, MO 64834

Street Addresses -	Carl Junction Primary K-1 North	Carl Junction Primary K-1 South
	201 S Broadway	301 S Broadway
	Carl Junction, MO 64834	Carl Junction, MO 64834

We welcome your questions and encourage you to get acquainted with your child's school. Your support and trust are very important to us.

Sincerely,
Primary K-1 Staff

Directory of K-1 North Staff

<u>Teacher Name</u>	<u>Room #</u>
Christy Cole	26
Chrissy Schmidt	29
Jessica Read	12
Ela Winder	14
Heather Elsten	16
Natalie Fletcher	28
Erica Johnson	25
Nikki Knaup	27
Kendra Kunshek	15

Office Staff

Kari Arehart- Principal
Sarah Repsher- Secretary
Martha Tate/Stacey Whitney- Nurse

Specials

Brandi Wimmer- Counselor Rm #45
Leanna Lankford- Title 1 Reading Rm #20
Jessica Durbin- Title 1 Assistant Rm #20
Joni Martino- Title 1 Math Rm #23
Angie Helm/Carrie Rogers- Art Rm #39
Ruth Gandy/Megan Hizey- Music Rm #38
Janet Hackney/Julie Rouse- Library Rm #42
Jonathan Wengert- Fitness- Cafeteria
Kelli Needham- Discovery Junction

Special Education/Positive Behavior Supports Staff

Sheila Prather/Cheryl Petry/Michele Reeder- Special Education/PBS Room Rm #9
Victoria Holly/Susan Savage- Resource Rm #22
Sandy Allan/Julie Allen/Heather Linscheid - Occupational Therapy/Physical Therapy Rm #18
Kristin Denniston- Speech Pathologist Rm #11

Directory of K-1 South Staff

<u>Teacher Name</u>	<u>Room #</u>
Michele Blakely	33
Jennifer Chase	36
Carol Clark	17
Angie Higgins	14
Misty Howard	7
Rebecca Legg	20
Anna Passley	21
Carrie Pence	16
Debbie Starks	18
Beth Stephens	6
Rachel Tatum	32
Ashley Taylor	9
Laura Wilcox	11
Paula Wolf	35

Office Staff

Kari Arehart- Principal
Paddi Eppard- Secretary
Stacey Whitney- Nurse

Specials

Teri Carter- Counselor Rm #5
LeAnn Bogart- Title 1 Rm #30
Teri Adkins- Title 1 Assistant Rm #30
Joni Martino- Title 1 Math
Angie Helm/Carrie Rogers- Art Rm #24
Ruth Gandy/Megan Hizey- Music Rm #25
Janet Hackney/Mitzi Klute/Kelli Needham- Library
Jonathan Wengert- Fitness- Cafeteria
Kelli Needham- Discovery Junction

Special Education/Positive Behavior Supports Staff

Sheila Prather/Cheryl Petry/Michele Reeder- PBS Rm #2
Sandy Allan/Julie Allen/Heather Linscheid- Physical Therapy/Occupational Therapist Rm #2
Kristin Denniston- Speech Pathologist
Victoria Holly/Susan Savage- Resource Rm #1

District Mission Statement

"Succeeding Together"

The mission of the Carl Junction R-1 School District, in partnership with the community, is to provide each student a positive learning environment that promotes quality and excellence. Our mission also assures each student opportunities to become a literate, skilled, creative, confident, and healthy individual prepared for life, work, citizenship, and change in an ever-expanding society.

District Goals

Our goals correspond to those established for all Missouri schools by the Missouri Department of Elementary and Secondary Education but are relevant to the needs of our community. Students will be provided with opportunities to develop to the extent to which they are capable of achieving in the following four areas:

Intellectual Development

Students will have the opportunity to become proficient in communication, quantitative thinking, scientific understanding, analytical and critical reasoning, decision-making, and aesthetic appreciation.

Physical Development

Students will be provided systematic and sequential instruction in nutritional, health, and safety concepts as applied to human development and well being.

Social Development

Students will develop knowledge of and respect for different racial, religious, and social backgrounds and be exposed to positive moral and ethical values.

Career Development

Students will be provided information and appropriate activities to develop skills necessary for economic self-sufficiency.

Primary K-1 Goal

The goal of Carl Junction Primary K-1 is to do all that's possible to assure that the youngest students of the Carl Junction School District experience a positive and successful start toward the district's educational goals. Every effort is made to utilize instructional practices that are both developmentally appropriate for young students and research based. We endeavor to create a learning environment that is creative, warm, welcoming, and safe. It is our hope that Carl Junction Primary K-1 will become a place where parents and staff can help students become productive, responsible, and respectful citizens (bulldogs). In order to create an environment of bulldogs, we must implement school wide expectations, reinforce our traditions, celebrate successes, and lay a firm foundation for the future.

Arrival-Dismissal-Daily Schedule

Students who walk to school or are transported by parents should arrive between 7:45 and 8:00. With early morning staff meetings, phone calls, conferences, etc., supervision is not available for children arriving before 7:45. Students begin arriving on the buses at 7:45.

Following is our arrival and dismissal schedule:

7:45-8:05	Breakfast
8:00-8:05	Students may enter classrooms
8:05	Official starting time
3:20	Bus students dismissed
3:20	Backdoor pick-up students dismissed
3:28	Bus depart
3:35	Walkers dismissed

Transportation Plan

Parents are asked to complete a regular transportation plan for your child. Students will start the school year with name tags that specify their transportation plan. Unless notified by parents to do otherwise, teachers will follow your transportation plan. If the plan changes in any way, a note should be sent to the teacher. Since primary age children sometimes get details confused, we must rely on parents to keep us informed of changes in routine.

Kindergarten students who ride busses will be taken to their bus daily by their classroom teacher or a teacher assistant. First graders usually establish a routine and require less guidance after the first month of school. Kindergarten children are routinely walked to their bus for the entire school year.

Students not riding a bus can be dropped off or picked up at one of our backdoors. Those transporting K-1 North students should enter the alley via Pennell and drop off at the door #3. K-1 North pick up is in the same alley but is done through door "B." (Please look for the sign above the first door). Those transporting K-1 South students should enter the alley on Allen and exit on Lewis. We ask that you not drop off until 7:45 nor arrive in the line before 3:15 on any school day afternoon. If your child is not waiting at the door when the dismissal begins, you will be asked to make the circle and return later for pick up. It is important that the traffic continue to move to avoid blocking the intersections near the school.

As a safety precaution, children who do not ride a bus are kept inside the school building until all the buses have pulled away. "Walkers" are dismissed from the building at approximately 3:35. If you wish to pick up your child from school at dismissal time you will need to do so at the alley door from your car or report to the office if you plan to park and come in. Due to safety concerns and traffic flow, we cannot allow parent walk ups to the back door. Children can be dismissed at the office before 3:15 or after 3:30.

Late Arrival/Tardy Bell

Being on time for school is a good habit to start during even the pre-school years. When a child is not in class and in place when the bell rings their day is out of sync from the beginning. The tardy bell rings at 8:05 each morning. If your child arrives after the tardy bell they must be checked in at the office by a parent. The child needs to be signed in before going to class or they will be counted absent. If you need to pick up or bring your child during the school day, you must check in at the office and sign your child out. These practices are required to help us keep accurate up-to-date attendance records for each hour of the school day.

Building Security

In order to assure the safety of your children and our teachers while in the Primary K-1 school, we have adopted a building security plan. All doors into the K-1 buildings should remain locked and closed throughout the school day, with the exception of the right hand door in Hall A (near the office) for K-1 South and the door labeled # 3 on the east side of the building for K-1 North . All doors are locked only for entry, allowing anyone to exit from any of the doors at any time. If you plan to enter the K-1 building at any time, please stop at our Welcome Table or check in with the office for sign in and a visitor tag before proceeding into the building. Several years ago our school was robbed on three occasions during the school day while students were in the building. During the 2004-05 school year the locked door/check in procedure was established and enforced with all visitors, we are pleased to report that we had no incidents of concern during this time. We appreciate the wonderful cooperation we have from our families and hope that as you become a part of our school you understand the importance of consistent enforcement and extend your cooperation even during times of inconvenience. We avoided such security policies for a number of years for convenience of parents, but have learned that the majority of families value the safety of their child above their own convenience.

Attendance

Good attendance is an excellent habit for children to establish as soon as they enter school. Because most subjects are taught in sequence, every single school day is important. Absenteeism creates a genuine hardship for even the best students. When students must be absent parents are asked to contact the school by phone or note, to inform us of the reason for their child's absence. When a student misses for more than a day or two, parents are encouraged to pick up their child's schoolwork so that assignments can be completed. After five absences in one quarter, the school may notify the county juvenile or prosecuting attorney's office.

Breakfast, Lunch and Milk

The prices for school breakfast, lunch, and snack milk for full-time elementary students are as follows:

Breakfast - \$ 1.00	Lunch - \$1.70
Reduced Breakfast - \$.30	Reduced Lunch - \$.40
Adult Breakfast - \$1.50	Adult Lunch - \$2.50
	Snack Milk - \$.25

The Carl Junction School District utilizes a debit card program for all students in kindergarten through sixth grade. K-1 students are issued a card that is used similar to a debit card. The accounting procedure is as follows:

- ❑ The student turns in money to the teacher (**enclosed in an envelope with the student's name, teacher's name, date, and amount enclosed**).
- ❑ The teacher turns the envelope in to the cafeteria office.
- ❑ Cafeteria office personnel enter the amount of the payment in the computer.
- ❑ Students are given their card as they enter the line for breakfast or lunch. The cashier collects and scans each card according to the price of the meal purchased after the student has received a complete lunch.
- ❑ Snack milks purchased are recorded on classroom scan sheets by the teacher and turned in weekly to the cafeteria office.

In emergencies, a limited number of meals (\$5.00) may be charged. Parents will be contacted by lunchroom personnel when the account reaches a balance of \$3.00, the student will receive a letter to remind the parent about the policy. If a student's balance reaches a negative \$5.00, the student will not be able to charge anymore until the balance is paid in full. Once the negative \$5.00 limit has been reached, the student has the option of (1) bringing a lunch from home (2) eating an alternative lunch consisting of a cheese sandwich and milk, furnished by the school, or (3) paying the amount due. We will allow each student to have five cheese sandwich lunches. After students have eaten five cheese sandwich lunches full payment must be received or lunches will no longer be provided.

If students prefer, they may bring their lunch from home. Lunches brought from home should be ready to eat. We cannot heat lunchbox pizza, sandwiches, etc. in the lunchroom. Treat meals or carry-out from fast food establishments are not recommended. If brought in, the student and the visitor will be asked to eat in the hall near the office as a courtesy to the other young students in the cafeteria.

Money is credited to your student's account the day after it is received. Credits are done in the afternoon. Please keep this in mind as you pay on negative balances.

Visitors

Parents are invited to visit their child's classroom at any time during the year. We asked that you check in at the office when visiting. We enjoy having visitors at school and encourage you to visit. However, because of the added distraction, this invitation is not open to preschoolers or out-of-district school age visitors.

Many of our primary students enjoy having a special guest join them occasionally for breakfast or lunch in the school cafeteria. You are welcome to visit the cafeteria any day for breakfast or lunch. Adult breakfast is \$1.50 and lunches cost \$2.50. Letting your child's teacher know ahead will allow us to include you in the lunch count if you plan to eat a school lunch.

PLEASE NOTE: We request that lunchroom visitors either purchase a school lunch or bring a sack lunch from home. As a courtesy to the other students present in the lunchroom, we ask that you **NOT** bring fast-food or carry-out items for only one student.

Parent Teacher Organization

The Parent Teacher Organization (PTO) is an active organization for parents of all elementary students. Their main purpose is fundraising, and they have become a strong support to all elementary schools at Carl Junction. The main fundraiser for this school year is usually scheduled for fall. In addition to fundraising, the PTO organization sponsors many activities that promote school spirit throughout the year. Please visit our K-3 PTO website at <http://cjpto.com>.

Classroom Parties

Holiday parties are provided for our students by room parents at Halloween, Christmas, and Valentine's Day. You will receive information early in the school year inviting you to sign up to serve as room parents. Teachers will be glad to add your name to the room parent list at any time during the school year.

If parents' religious beliefs prevent children from participating in holiday parties, students may leave the classroom and be supervised in the library. Please let your child's teacher know if your child should not be included in the party.

Deliveries to Students

None of the Carl Junction Schools will accept the delivery of candy, flowers, balloons, stuffed animals, gifts, or other related items to any student. This policy includes all students in all the Carl Junction Schools.

Building Security Repeated

All Primary K-1 entrances will remain locked at all times with the exception of the door just outside the front office. Any person entering the building will be issued a sticker badge indicating that they are visiting school. All staff will assist in questioning and offering help to anyone in the hall without a visitor badge. Please help us assure the safety of our students and staff by following this procedure. We apologize for the inconvenience.

Emergency Drills

To help insure our students' safety, fire drills, tornado drills, and security drills are scheduled throughout the year. The fire alarm is one long, continuous buzz. The tornado alarm is a series of three short blasts from the air horn. The security drill is given over the building intercom. We have a plan of action for each situation, and teachers instruct their students as to proper procedure before a practice is held.

Cancellation of School

If school is cancelled because of weather conditions, local area radio and television stations will broadcast the announcement and a school-wide phone message will go out to all families in the district.

Positive Behavior Supports

Carl Junction Primary K-1 is a *Positive Behavior Supports* School. PBS is school-wide systems of support that include strategies for defining, teaching, and supporting appropriate behaviors to create positive environments. There are "Words of the Week" and Bulldog Team Assemblies scheduled throughout the year. Our PBS leadership team coordinates and plans the special activities. Please look for a PBS brochure and additional information to come. ***Our Bulldog Code of Conduct is "I am a Bulldog. I am Responsible. I am Respectful. I am Safe!"***

Curricular Concerns

The Primary K-1 staff is always looking for new ideas to make our school a better place. If you have input regarding curriculum, an innovative program or approach, or concerns or questions, we would appreciate hearing from you.

Admission Requirements

Kindergarten students must be five years old before August 1 of the school year in which they are enrolling. No physical exam is required; but age and residence must be verified, and social security numbers are requested. Missouri law now requires that all new students must have appropriate immunization records at the time of enrollment. A Kindergarten screening is also a requirement, without proper records, students may not officially enroll and may not attend class.

Standardized Assessments

At the K-1 level there are no statewide assessments required. At this time no standardized tests are scheduled for our students.

Change of Vital Info

It is very important, for emergency and administrative purposes, that every student maintains a current address, telephone number, and emergency contact at the school office. Please notify us immediately if you have a change of address, phone, parents' employment, etc. during the school year.

Dress Code

At the primary level, there is no specific dress code for students. Naturally, we expect our students to be well groomed and wear reasonable clothing that is appropriate and in good taste. We discourage the wearing of anything that is so distracting that it has a negative effect on concentration and learning in the classroom. **Proper tennis shoes (laced or Velcro) will be required to play on any of our playground equipment and for our fitness classes. Flip flops, crocs, and dress shoes have become a safety issue for students climbing on playground equipment. Roller shoes are not allowed at school.**

Heads Up

The war against head lice is an on-going battle here at school. We periodically check entire classes or grade levels. If a child is found to have head lice, s/he is sent home to be treated. It is our practice to insist that all nits (head lice eggs) be removed from students' hair before they may return to school.

Safety Statement

This statement is an update concerning the presence of asbestos in some of the District's buildings. We continue to monitor the asbestos to make sure it remains in a safe condition. At the present time, the asbestos poses no danger to students, employees, or the public. A copy of the District's asbestos management plan is on file in the Central Office and may be reviewed by contacting Mr. Stephens at 649-7026.

Required Position Statements

- ❑ The School District of Carl Junction does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in its programs and activities.
- ❑ The use of illicit drugs and the unlawful use and possession of alcohol is wrong and harmful.

Goodies and Treats

Our students like to bring snacks to share with their classmates at their milk break. Some of our teachers prefer to schedule snack days. Others just enjoy whatever is sent. We must insist that all goodies be "store bought." As a health precaution, we have had to eliminate all homemade snacks from school. Students are welcome to provide a special birthday treat - cookies, cupcakes, etc. - for their class to enjoy with their milk break. However, these treats must also be "store bought."

Party Invitations

If party invitations are distributed at school by students, we must insist that all children in the group - either all the boys, or all the girls, or the entire class - be included. If you prefer to invite fewer students, please send those invitations by mail. Ordinarily, we do not release addresses or telephone numbers from our students' files; however, if we can help provide information for party invitations, we will gladly assist you.

Personal Information Release

On occasion student addresses or phone numbers are requested from parents for birthday parties, etc. Our parent organization also may request a number for volunteer solicitation. If you prefer that your address and/or phone # not be released, please indicate this on your child's record update form this year.

Volunteers

The Primary K-1 School has been fortunate in the past to benefit from the wonderful support of parent and community volunteers. There are numerous opportunities to volunteer. We are able to offer more direct assistance to students in Special Discovery, Connections Lab, Library, and even the classroom due to the help we routinely receive from our volunteers. If you are interested in being a Primary K-1 volunteer, a registration and training will be held during September. You will receive more information about these opportunities in the September Newsletter.

Promotion and Retention

For certain students, repeating a primary grade may be beneficial to their long-term school success. Many factors are considered when contemplating a child's retention - general level of maturity, individual ability, daily work, physical size, etc. Teachers will keep parents informed of their student's progress through daily work, parent-teacher conferences, quarterly report cards, and personal contacts.

If retention is considered, parental support is very important. By communicating regularly with parents, we strive to make such an important decision cooperatively.

Parents may assume their child will be promoted unless the alternative of retention has been discussed with them.

Enrichment - Gifted Program

It is our philosophy that all children benefit from enrichment. It is our goal to provide motivating and enriching experiences - special units, projects, assemblies, and a broad curriculum - for all our primary students.

At the first grade level, one of our staff's important responsibilities is to formally identify the students who are eligible for the district's Gifted Program. There are specific guidelines we must follow, and there are exact criteria which students must meet in order to qualify for the program. We begin tracking student progress in kindergarten. During the first grade year, we begin a screening process, then an evaluation process designed to formally identify those who are eligible to attend extra pull-out enrichment classes. This process includes a variety of assessments of the child's performance - teacher observations/recommendations, standardized achievement test scores (at or above the 95th %ile), and an individual intelligence test score (at or above the 98th %ile). The standards are VERY high. Because we are responsible for making the initial identification of gifted students, it is very important that we do a thorough job and not overlook a child who may be at risk without this program. In the process of screening and evaluation our gifted program teachers may on occasion work with groups of potentially gifted children. We usually have dozens of these advanced learners - students who will go on to seek advanced degrees, accomplish remarkable things, and be highly successful citizens. Even so, only a small percentage of the advanced learners meet the standards to be considered educationally gifted. Gifted pull-out classes begin in second grade.

Newsletter

A newsletter containing items of interest will be posted on our website each month, under the headings SCHOOLS-PRIMARY K-1-NEWSLETTER. **Parents are encouraged to read the newsletters to stay informed about important school information.**

Parent-Teacher Conferences

School-wide parent-teacher conferences are scheduled at the end of the first quarter. These conferences are very valuable to our educational program. The Primary School historically experience a very high percentage of participation. We encourage ALL parents to conference with the teacher during this important time. It is not necessary to wait for the scheduled conference time if a parent or teacher has a special concern. Parent conferences are encouraged and can be arranged at any time. In fact, we are delighted when parents stay in touch with their child's teacher.

School Pictures and Yearbooks

Our students have school pictures taken twice during the year, once in the fall and once in the early spring. Professional school photographers take pictures of all the students.

The fall picture is a standard head and shoulders photo. Approximately two weeks after picture day, parents will receive the proof package which includes one or two small sample photos with order information. Picture retakes are available for students who were absent or received a poor quality photo on the picture day. The individual fall pictures are featured in our elementary yearbook.

In March, the photographers return to school for another photo session. These pictures are similar to a studio photo, with special background and props. Proofs and orders are handled in the same way as fall pictures. However, there are no retakes available for spring pictures.

Along with the individual spring pictures, the photographer will take a group picture of each class with their teacher. Group pictures will be available for sale, on a prepay basis, if you wish to purchase one.

At the very end of the school year, we will receive the elementary school yearbook featuring all our students, grades K-6. If you wish to receive a yearbook, you must purchase it mid-year when the order forms are sent home. We usually order only the number of books sold so we don't have a supply of extras for late requests.

Kindergarten Screening and Enrollment

Each spring students who are eligible for kindergarten the following year are screened and enrolled. This takes place over three days and is beneficial in placing students. Information regarding Kindergarten Screening and Enrollment is distributed through our building newsletter, information at local daycares, press releases in local newspapers, and online.

Medication at School

Prescription Medication

The student's physician shall provide the school with a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency, how medication is to be given and the doctor's name. The prescription label will be considered an equivalent of the physician's order for short term medication. When possible, descriptions of adverse effects and any applicable emergency instructions will be provided.

The parent/guardian will provide a written request that the school district comply with the physician's request to give medication. The district will not administer the first dose of any medication.

The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those doses to be given at school and with instructions for any special need for storage. Medication supplies should not exceed a 30-day supply.

Parents/guardians may retrieve the medication from the school at any time.

When possible, all unused, discontinued or outdated medication shall be returned to the parent/guardian and the return appropriately documented. With parent consent, medications may be destroyed by the school nurse, witnessed by another individual, and documented appropriately. All medications should be returned/destroyed at the end of the school year.

Over-the-Counter Medication

A written standing order or written protocol for the administration of over-the-counter medications in schools may be secured from a physician for an individual student or for a group of students.

Written permission must be obtained from a parent/guardian to administer over-the-counter medication which have been prescribed. This permission must be renewed at least annually.

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REQUEST FOR ADMINISTERING MEDICATION AT SCHOOL

Name of Student _____ Birthdate _____

Grade/Teacher _____ Name of Medication _____

Dose _____ Time to be Given _____ Restrictions? _____

I give my permission for my child to receive the above medication at school as directed.

Parent/Guardian Signature _____

Date _____ Telephone _____

Notice of Nondiscrimination

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the School District of Carl Junction are hereby notified that this institution does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the School District of Carl Junction compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Mr. Phillip Cook, Superintendent, Carl Junction R-1 School District, P.O. Box 4, Carl Junction, Missouri, 64834, (417) 649-7026. Mr. Phillip Cook has been designated by the Board of Education, Carl Junction R-1 School District to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

Dr. Phillip Cook, Superintendent
Carl Junction R-1 School District

Public Notice

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be full implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. 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). You may contact your local district, if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

Notification

Dear Parent or Guardian:

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

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

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

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

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



PUBLIC COMPLAINTS

The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures.

1. Complaints on behalf of individual students should first be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.
3. Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability.

Complaints regarding district compliance with nondiscrimination laws will be processed according to the grievance procedure (AC-R) established for that purpose. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. All other grievances for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

Dear Parent or Guardian:

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

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

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

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

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