

2018-2019

C. J. Primary 2-3 Student/Parent Handbook



Student/Parent Handbook

Welcome to Carl Junction Primary 2-3

We are extremely proud of our school, and we are 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 child(ren) as you join us at the Primary 2-3 School.

This handbook is provided as a resource to families. Please take time to look through it and use it as a reference throughout the school year. If you have questions or concerns, please feel free to contact us.

Phone # 417-649-7034

Fax # 417-649-6566

Email – teacher’s first initial and last name @cjr1.org

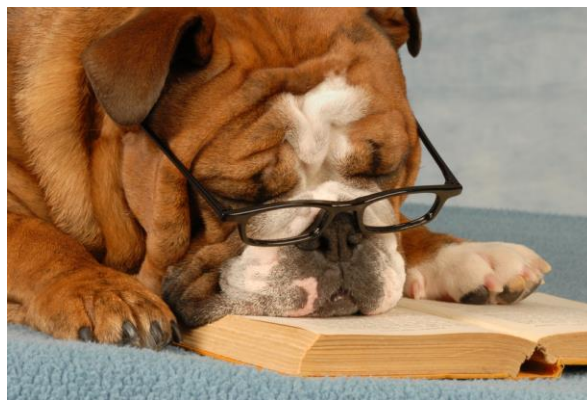
Website – www.cjr1.org

Physical Address - Carl Junction Primary 2-3
201 S. Verbryck
Carl Junction, MO 64834

Mailing –Carl Junction Pri. 2-3
206 S. Roney
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.

Thank you,
Primary 2-3 Staff



“The more you read, the more things you will know. The more that you learn, the more places you’ll go.”
- Dr. Seuss, "I Can Read With My Eyes Shut!"

2018-2019 Primary 2-3 Staff

Second Grade Teachers **Room #**

Anna Brock	39
Michelle Duley	32
Sarah Graham	34
Karen Lee	30
Jordan McDonald	38
Dayna Miller	37
Holli Porter	35
Alicia Shorter	31
Elizabeth Sills	33
Steven Tackett	36

Third Grade Teachers **Room #**

Ke'Olani Addis	43
Shannan Anderson	17
Carly Barwick	28
Bridget Bergkamp	22
Caroline Corbett	45
Shanna Cramer	25
Cory Kerbs	21
Missy Nelson	16
Andrea Stephens	44
Chris Ware	20

Specials Staff **Room #**

Laura Peek, Music	1
Ronda Stevenson, Art	50
Lana Royster, Library	40
Bunny Collins, Counselor	48
Kristin Riley, Enrichment	18
Austin Rhodes, PE	Gym
Isaiah Basye, Computer Lab	19

Positive Behavior Support Staff

Cheryl Sharples	24
Crystal Cline (para)	24

Office Staff **Room #**

Lauri Mead, Principal	Office
Brad Shorter, Asst. Principal	Office
Dana Wilkins, Secretary	Office
Dena Myers, Nurse	Office
Mary Ann York, secretary-PM	Office

Custodial Staff

Scott Fairlie – head custodian
 Nancy Felker – evening custodian
 Gary Prince – evening custodian

Special Education Staff **Room #**

Brenda Hicks, Grade 2	06
Leslie Williams, Grade 3	23
Ronda Lawson	08
Shannon Shultz, Self-Contained	08

Title 1 Staff **Room #**

Becky Kerr, Title 1 Math	
Jennifer Shaner, Title 1 Reading	42

Para-Professional Staff

Aaron Fowler – self-contained
 Connie Honey
 Crystal Cline
 Kristi Lyerla- self- contained
 Lindsay McLeod- self- contained
 Mary Ann York – para-AM
 Stephanie Lewke – self-contained

District Mission Statement

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.

2-3 Building Goals



1. Student MAP scores for proficient & advanced will improve.
2. 94% of students will have 0-1 referrals, by using responsible, respectful, and safe behavior.

Academic Dishonesty

Cheating or plagiarism by a student will result in the student receiving a 0/no credit for the assignment or test. Time in ISS may be served as well.

Admission Requirements

Missouri law now requires that all new students must have appropriate immunization records at the time of enrollment. Without proper records, students may not officially enroll and may not attend class.

Arrival/Dismissal - Daily Schedule

Students who walk to school or are transported by parents should arrive between 7:40 and 8:05. With early morning staff meetings, phone calls, conferences, etc., supervision is not available for children arriving before 7:40.

Unless notified by parents to do otherwise, teachers will routinely follow normal transportation arrangements. If parents want to pick up their child from school or if they wish their child to be transported to a different location, 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.

If you need to pick up your child during school hours, please use the new front entrance on the West side of the Primary 2-3 School. The office is located just inside the front door, and we will be happy to call your student from his/her classroom by intercom once we have checked photo ID. Please use the same main entrance door for picking up students who become ill while at school.

If you regularly pick up your student at dismissal time, you will use the main front door on the west side of our building. As a safety precaution, students are supervised at the front door during the afternoon dismissal time. Both second and third grade students will wait at the main front door. Front door supervisors will dismiss individual students as their vehicle pulls into the pick-up location. You can help the process along by posting your child's name in a clearly visible spot of your car's windshield or window. If you wish to personally pick up your child you will need to park and come in to the building to sign in.

"Walkers" are dismissed from the building at approximately 3:30, after the buses have pulled away.

Following is our arrival and dismissal schedule:

7:40 Breakfast begins
7:55 Students enter classrooms
8:05 Official starting time/ Tardy
3:20 Bus students and front door pick-up students dismissed
3:27 Buses depart
3:30 Walkers dismissed

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 for more than a day or two, parents are encouraged to pick up their child's schoolwork so that assignments can be completed. When a child must be absent from school, parents are asked to call and inform the school of the reason for the absence. More than 5 absences in one quarter will be considered excessive, and the school may choose to notify the Jasper County Juvenile Office.

- **Late Arrival/ Tardy**

Being on time is a good habit and helps the day begin well for your child. When a child is in place when the bell rings s/he is in sync for the day 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/guardian. 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. These practices are required to help us keep accurate attendance records for each hour of the day.



Breakfast, Lunch and Milk

The prices for school breakfast and lunch for full-time elementary students are as follows (as this document is prepared):

Breakfast - \$ 1.25	Lunch (K-6) - \$2.40
Reduced Breakfast - \$.30	Reduced Lunch - \$.40
Adult Breakfast - \$1.75	Adult Lunch - \$3.20
Milk- \$.35	

- Carl Junction School District utilizes a debit card system for all students K-6. The Primary 2-3 students are given a card similar to a debit card for lunch.
- Your student turns in money (envelope with child's name, teacher's name, amount)
*minimum amount that may be added to a child's account is \$2.00
- Money is deposited into child's account
- Student uses card for lunch purchase & name is given to cashier at breakfast

- Parents are encouraged to complete the National School Lunch Program application for free and reduced breakfast and lunch.
- When the student balance drops below \$5.00, parents will receive an automated phone message and email on Monday through Thursday evenings until the balance is increased to at least \$5.00.
- When students' account balances are below negative \$5.00, no school food services will be provided. Cheese sandwiches will not be served.
- We no longer have snack milk or extra milks for lunch time aside from the one provided with the tray.

Breakfast is served only until 8:00 am. If students prefer, they may bring their lunch from home. Lunches brought from home should be ready to eat. Sack lunch students are welcome to purchase a school milk to go with lunch.

Building Security

In order to maintain a safe environment for your children all entrances of the Primary 2-3 building remain locked throughout the day with the exception of the main entrance of the building on the West side near the office. Please check in when you come for a visit and we will give you a visitor tag. We will need to see photo identification if you are taking a child from school. We apologize for any inconvenience but know parents understand that student safety is our priority.

Bullying/ Harassment

Any form of bullying or harassment is not tolerated at Carl Junction Schools. Please see School Board Policies AC and JFCF for procedures and information on reporting any incidents.

Any of the following consequences may be used for violations of any discipline code: parent conference, parent notification, peer mediation, penalty sentences/assignment, removal from class temporarily, special seating, staffing with teacher, warning – verbal/written, bus suspension, contact of School Resource Officer, conference with administration/staff, cost-restitution, daily report/assignment sheet, referral, hotline call/referral to social services, loss of privileges, in-school suspension (ISS), out-of-school suspension (OSS -up to 10 days), long-term suspension (more than 10 days).

Bus Conduct

Safety on our school buses is one of our top priorities, and we are certain that all parents share in this concern. We encourage you to discuss the problem of safety with your child. If you have a question about a concern on the bus, we suggest first that you contact your child's driver and then if the problem continues, call the school. We want to work toward another safe year of bus riding.

The following are a few requirements for the bus:

1. The driver is in charge and must be obeyed promptly without the student talking back.
2. Students must be seated and remain seated at all times unless they have permission from the driver to change seats. The driver has the authority to assign children to permanent seats when deemed necessary.
3. Students must not throw things on the bus or from the bus.
4. Classroom conduct is to be observed by students on the bus. They must keep the noise down to a low tone, talking only to the person in the seat with them or in the seats near them.
5. Arms and heads must be kept inside the bus at all times.
6. Talking must cease at all stop signs or railroad crossings.
7. Aisles must be kept clear for students boarding or leaving the bus.
8. Students must cross in **FRONT**, not in back, when leaving the bus, and they must not try to hang on, throw objects under the wheels, etc. They are not to stop at the mailbox for mail until the bus has pulled away.
9. Any damage, except for accidental damage, to the bus must be paid for by the student causing such damage. This must be done before they will be allowed to ride again.
(Example: Broken windows, cut seats, etc.)
10. Weapons of any kind are not permitted on the bus.
11. Nuisance items, such as water guns, toys, etc., are not allowed.
12. Students waiting at bus stops must remain out of roads or streets and must conduct themselves in an orderly manner. They should not arrive at the bus stop more than 5 minutes before the bus picks them up.
13. Older students are asked to help control younger brother and sisters.
14. Students who do not obey these rules will be issued a bus discipline slip by the bus driver. The student will be required to visit the principal's office regarding the bus discipline slip.

The **first** bus slip constitutes a warning to the student.

The **second** bus slip results in a three-day suspension from the bus.

The **third** bus slip requires a five-day bus suspension.

The **fourth** bus slip will result in a 10-day bus suspension.

If the student receives any additional bus slips he/she will be suspended from riding the bus for the remainder of the school year.



Cancellation of School

If school is cancelled due to weather conditions, local area radio and television stations will broadcast the announcement. If possible, families will also be notified by the school's automated phone calling system and through our website.

Cell Phones

If second or third grade students carry a cell phone to school, it must be turned off while on the bus and at school. Further, it must remain in a secure location during school hours and while traveling on the school bus (backpack or locker).

Change of Vital Information

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, parent's employment, etc. during the school year.



Classroom Parties

Holiday parties are provided for our students by room parents at Halloween, Christmas, and Valentine's Day. During the grade-level Open House/Orientation early in the school year, parents are invited 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 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.

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.

Computer User's Policy

The following policy will apply to all students who use computers, whether networked or stand-alone, at any Carl Junction R-1 District school facility.

1. The student is responsible for taking proper care of all equipment, software, books, etc. located at his/her workstation. This includes processor, monitor, keyboard, mouse and pad, printer, table, chair, stand and papers, or books distributed for student use. Vandalism, misuse, or defacing of property will not be tolerated.
2. The student is responsible for his/her assigned work; cheating is not permitted. Cheating is defined as sharing documents or disks, using articles, stories, or other works found online and presenting them as one's own, and/or allowing others to print one's work as their own.

3. The student is expected to stay on task and to respect the privacy of others. Looking through the various drives and/or files on the network is equivalent to looking through private property. Such action is prohibited.
4. Inappropriate use of email including, but not limited to, sending inappropriate/derogatory messages or threatening messages, will not be permitted.
5. Other prohibited activities include but are not limited to:
 - a. Sending any unauthorized messages on the network
 - b. Accessing software not authorized by the instructor.
 - c. Unauthorized or inappropriate entry or use of Internet (i.e. network hacking, chat rooms, pornographic websites, websites explaining the development/construction/distribution of illegal materials/substances, etc.).
 - d. Use of disks from home or from other students. Only software provided by the school is allowed in the labs unless approved by the instructor. Copying or installing any software to or from the network on any school computer is prohibited.
 - e. Unauthorized downloading of any program. Violation of any part of the Computer User's Policy may result in loss of computer privileges, in-school suspension, or out-of-school suspension. Consequences will be determined at building level.

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.



Discipline

Our school must be a positive place for learning. It is expected that our students will be responsible, respectful, and safe. Positive Behavior Support is an integral part of the Primary 2-3 School. It provides a positive, proactive school-wide organizational framework for discipline. The following matrix lists positive expectations for students in a variety of school settings:

Bulldog Code of Conduct	All Settings	Classroom	Restroom	Playground	Cafeteria	Hallway	Assemblies & Field Trips	Bus
I am Responsible	Be honest Give your best effort Use self- control	Be on task Be prepared Complete your work	Flush toilets Wash hands Put trash in trash cans	Follow equipment rules Wait your turn Freeze when the whistle blows	Clean your area Keep your cafeteria neat Talk quietly	Walk Go straight to your destination	Sit appropriately Watch and learn Be courteous to the speaker	Know your driver and number Watch for your stop Take all your things with you
I am Respectful	Be a good listener Be kind	Obey the teacher Raise your hand before speaking	Give people privacy Wait your turn Use quiet voices	Obey all adults Use appropriate school language Play fair	Obey adults Use polite table manners Raise hand for help	Walk appropriately and silently Stop, look and listen to adults Quiet at the lockers	Respect property Be polite and listen Use appropriate applause	Obey the adult(s) Be polite to everyone Use quiet voices and appropriate school language
I am Safe	Hands and feet to self Keep body controlled	Use supplies correctly Hands and feet to self Stay in your area	Walk to and from restroom Keep water off of the floor Hands and feet to self	Stay in play areas only Walk to/from your class quietly Hands and feet to self	Walk Remain seated Hands and feet to self	Hands and feet to self Keep moving Stay to the right	Stay with your class Follow instructions Hands and feet to self	Sit appropriately in your assigned seat Stay seated Hands and feet to self

The Student Code of Conduct is designed to foster student responsibility and respect for the rights of others, as well as provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action. It is the purpose of this code to list certain offenses that will result in the imposition of a disciplinary action. Any conduct not included, any aggravated circumstance of any offense, or any

combination of offenses may result in disciplinary consequences that extend beyond this Code of Conduct, as determined by the principal, superintendent, and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or his designee to be unfair, inappropriate, or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school playgrounds, parking lots, school transportation, or at a school activity, whether on or off school property.

It is the policy of the Carl Junction R-1 School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The principal shall also notify the appropriate law enforcement agency and superintendent if the student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

See also Policies JGD and JGF.

Nature of Offense	1 st Offense (or 3 rd Minor Referral)	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
1. Assault # All Offenses of Assault including school personnel	1- 10 days of OSS				
a. Spitting at or on students, staff, or district personnel	1-3 days ISS	1-3 days ISS	5 days ISS	1-10 days ISS	1-10 days OSS
2. Academic Dishonesty	½ day ISS	1 day ISS	1-3 days ISS	3 days ISS	5 days ISS
3. Bus Misconduct	Warning- Recess consequences (PBS room)	1-3 day Bus Suspension	3-5 day Bus Suspension	8-10 Day Bus Suspension	Long term Bus Suspension
4. Bullying	1 day ISS	5 days ISS	10 days ISS	1-5 OSS	1-10 days OSS
5. Computer Violation	ASD	½ day ISS	1 day ISS	3 days ISS	5 days ISS
6. Defiance of Authority	½ day ISS	1 day ISS	1-3 days OSS	3 days ISS	5 days ISS
7. Disrespectful speech or conduct with school personnel	½ day ISS	1 day ISS	1-3 days OSS	3 days ISS	5 days ISS
8. Disruptive speech or conduct	½ day ISS	1 day ISS	1-3 days OSS	3 days ISS	5 days ISS
9. Exposure	1 day ISS	3 days ISS	5 days ISS	1-3 days OSS	1-10 days OSS
10. Forgery/Lying	ASD	½ day ISS	1 day ISS	3 days ISS	5 days ISS
11. Leaving School Property	1 day ISS	1-3 days ISS	3 days ISS	5 days ISS	1 day OSS
12. Missing Work	3 missing – ASD / 5 missing – SS				
13. Physical Aggression (non-assault)	½ day ISS	1 day ISS	3 days ISS	5 days ISS	1-3 days OSS
14. Fighting (non-assault)	½ day ISS	1 day ISS	3 days ISS	5 days ISS	1-3 days ISS
15. Sexual Inappropriate Behavior-Verbal	1 day ISS	3 days ISS	5 days ISS	1 day OSS	1-3 days OSS
a. Sexual Inappropriate Behavior-Physical	3 days ISS	5 days ISS	1 day OSS	1-3 days OSS	1-10 days OSS
16. Theft	1 day ISS/Restitution	1-3 days ISS/Restitution	1-3 days ISS/Restitution	5 days ISS/Restitution	1-3 days OSS/Restitution
17. Threat/Harassment #	1 day ISS	1-3 days ISS	1-5 days ISS	1-3 days OSS	1-10 days OSS
a. Direct Threat (victim feels unsafe) #	1-3 days ISS	1 day OSS	1-3 days OSS	3-5 OSS	5-10 days OSS
18. Vandalism	1 day ISS/Restitution	1-3 days ISS/Restitution	1-3 days ISS/Restitution	5 days ISS/Restitution	1-3 days OSS/Restitution
19. Weapon possession (real or fake) #	½ day ISS	1 day ISS	3 days ISS	5 days ISS	1 day OSS
20. Flexibility Clause	All disciplinary actions may be increased in direct relationship to the severity or frequency of the offense.				

ISS – In School Suspension/ OSS – Out of School Suspension/ ASD- After School Detention/ SS- Saturday School
Potential Safe Schools Violation

The Carl Junction School District reserves the right to penalize behavior endangering the welfare and/or safety of other students, faculty, staff, or causes disruption to good order and discipline regardless of whether the behavior is described above.

Student Name

Parent Name

Student Signature

Date

Parent Signature

Date

MISCONDUCT DEFINITIONS

1. ASSAULT

Attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person. Appropriate law enforcement officials will be notified and the student will be taken off school property. (VERBAL ASSAULT ON SCHOOL PERSONNEL) Intentional, inappropriate language or threat directed at or to administrators, faculty, or other school personnel (See board policy)

2. ACADEMIC DISHONESTY

Academic dishonesty includes, but is not limited to, cheating and plagiarism. Academic dishonesty is a serious offense. It may result in a zero on a test or assignment and dramatically affect a student's grade in a class.

3. BUS MISCONDUCT

Not following bus rules and regulations.

4. BULLYING AND/or HAZING (from Carl Junction R-1 Board Policy JFCF)

In order to promote a safe learning environment for all students, the Carl Junction R-I School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with Board policy JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

For the purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices.

5. COMPUTER VIOLATIONS

Please see computer use agreement.

6. DEFIANCE OF AUTHORITY

Refusal to obey school rules or to follow instructions of administrators, faculty, or other school personnel.

7. DISRESPECTFUL CONDUCT OR SPEECH

Disrespectful verbal, written or symbolic language, or gesture directed at a staff member, which is rude, vulgar, defiant, or considered inappropriate to public settings. Intentional, inappropriate language or threat directed at or to students, administrators, faculty, or other school personnel.

8. DISRUPTIVE SPEECH OR CONDUCT

Conduct or verbal, written, pictorial, or symbolic language, which materially and substantially disrupts classroom work, school activities, or school functions. Inciting school disturbances, promoting fights, use of vulgar or obscene language, locker violations, trespassing, gambling, pranks, possession of pornography, inappropriate cafeteria behavior, or other acts that disrupt the educational environment of the school.

9. EXPOSURE

10. FORGERY/LYING

Writing or giving false or misleading information to school officials.

11. LEAVING CAMPUS w/o PERMISSION

Students must obtain permission to leave the school campus during the school day. Students are not allowed to leave campus at any time unless signed out in the office by an approved adult.

12. MISSING WORK

3 missing – after school detention/ 5 missing – Saturday school

13. PHYSICAL AGGRESSION (NON-ASSAULT)

Combat in which one party have contributed to the conflict either verbally or by physical action. This could be, (but not limited to) retaliation or impulsive reactions ALSO SEE ASSAULT

14. FIGHTING (NON-ASSAULT)

Fighting-Mutual combat in which both parties have contributed to the conflict either verbally or by physical action (no one gets hurt).

Physical aggression- Combat in which one party has contributed conflict either verbally or by physical action (no one gets hurt). ALSO SEE ASSAULT

15. SEXUAL HARRASMENT

See BOE policy

16. THEFT

Theft, attempted theft, or known possession of stolen property.

17. THREAT/HARASSMENT

Words or conduct that intentionally intimidates or threatens another student, staff member, or any other adult. This includes the use of words or actions, verbal, written, or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender, or ethnic origin. Constitutionally protected speech will not be punished.

18. VANDALISM

Willful damage or the attempt to cause damage to district or personal property belonging to the school, staff, or students.

19. WEAPON POSSESSION

The possession or use of any instrument or device (or their imitators) which is customarily used for attack or defense against another person or any instrument or device used to inflict physical injury to another

person. Examples include, but are not limited to, knives, martial arts devices, box cutters, razors, blackjack, knuckles, pepper mace, and items defined in 18 U.S.C. 921, 18 U.S.C. 930 and/or 571.010, RSMo.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. "Serious violation of the district's discipline policy" is defined as one (1) or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten (10) days.

Students enrolled in school shall observe the general rules of proper conduct, the rules and regulations of the Board of Education (as set forth in this policy manual, minutes of the Board of Education, student handbook, and periodic announcements to the students), as well as the rules of the superintendent, principals, and teachers for the advantageous operation of the school.

Dress Code

At the primary level, we follow the district dress code for students. Our dress code states fingertip length shorts/skirts, 3 inch straps for tops, appropriate shoes, and appropriate sayings for any t-shirts. Make-up is not allowed. We also believe parents should consider weather conditions. We prohibit the wearing of anything so distracting that it has a negative effect on students' concentration and learning in the classroom. (ie: tattoos, face paint, unnatural hair color, etc)

Emergency Drills

To help insure our students' safety, fire drills, tornado drills, earthquake drills, and security drills are scheduled throughout the year.

Fire Drill – alarm is one long, continuous buzz

Tornado Drill – alarm is three short blasts from the air horn

Earthquake Drill – alarm is a succession of long and short blasts

Security Drill – alarm is announced over the intercom



Each drill includes a plan of action with teachers instructing students of proper procedures before the practice is held.

Enrichment – Gifted Program

We attempt to provide a great deal of enrichment – special units, projects, assemblies, and a broad curriculum – for all our primary students. A limited number of our students are eligible to receive even more service, and for those boys and girls we offer an additional enrichment program.

At the primary level, one of our staff's important responsibilities is to formally identify the students who are eligible for the enrichment program. There are specific guidelines we must follow, and there are exact criteria that students must meet in order to be considered for the program. We begin tracking the kids' progress in kindergarten. As the students continue through first grade, we begin to formally identify those who may be eligible to attend the pull-out enrichment classes. This process includes a variety of assessments of the child's performance – teacher observations/recommendations, standardized achievement test scores, and an individual intelligence test score. The standards are VERY high. It is very important that we do a thorough job and not overlook a child who could benefit from this extra service.

We have dozens of 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 gifted.

FERPA

See Student Records



Goodies and Treats

Most of our students enjoy a snack at some point throughout our day. Some of our teachers prefer to schedule snack days where students take turns providing a snack for the entire class. In some of the classrooms, students bring a single personal snack for themselves.

We must insist that all shared goodies be “store bought.” *As a health precaution, we have had to eliminate homemade snacks.* Students are welcome to provide a special birthday treat – cookies, cupcakes, etc. – for their class to enjoy, however, these treats must also be “store bought.”

Grades



The most valuable thing we can do for young students is to create a positive attitude toward school and learning. Even so, evaluating our students' progress is necessary.

Report cards are issued four times a year. Our reports are Standards-Based with a 3-point scale (3 proficient, 2 approaching, 1 beginning). If you are concerned about your child's grades, progress, or behavior, please contact the teacher as soon as possible so we can work together to help your child. You also may access your child's grades on the school website. You will need to contact Mary at Central Office, 649-7026 ext. 2003 to receive an access code for the grades.

Here is the protocol for missing assignments:

1. 3 missing = after school detention
2. 5 missing = Saturday School

Students will be given 2 recess chances to complete work before it is considered missing.

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. We recommend that all nits (head lice eggs) be removed before the student returns to school.

Lockers

Most students will have a locker to store jacket, coat, and backpack. Lockers do not have locks, therefore, students are only allowed to visit them during teacher appointed times.

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 medications which have been prescribed. This permission must be renewed at least annually.

* * * * *

REQUEST FOR ADMINISTERING MEDICATION AT SCHOOL

Name of Student _____ Birth Date _____

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 _____

Dear Parent or Guardian:

Our district is required to inform you that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to 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 status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in a field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

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

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the state academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been 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.

**Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs ¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

**Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA Programs
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Complaints filed with the Department

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

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

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **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.
5. **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).
6. **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 an investigation 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.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V

Revise 4/17

² In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.



Newsletter



A newsletter containing items of interest and a monthly menu will be posted on the Primary 2-3 web page. An emailed version will be sent so students and parents may stay informed of our building happenings. Hard copies are available on request. ☺

Notice of Nondiscrimination

Application for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Carl Junction R-1 School District are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups. Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title V), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws, and regulations implementing the laws and regulations cited above. The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas, City, Missouri 64114; telephone (816) 268-0550.

Compliance Coordinator

Dr. Gary Reed, Assistant Superintendent
206 S. Roney
Carl Junction, MO 64834
(417) 649-7026

Notice of Opportunity to Opt Out

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled. (JHDA)

Notification

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.

PPRA

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 1. Political affiliations;
 2. Mental and psychological problems potentially embarrassing to the student and his/her family;
 3. Sex behavior and attitudes;
 4. Illegal, anti-social, self-incriminating and demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920**



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.

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.

Parental Information and Resource Center (PIRC)

The Parental Information and Resource Center (PIRC) program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A. funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis.

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent program.

Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, and others through conferences, workshops, and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary schools.

Missouri has two PIRCs- one in St. Louis and one in Springfield. For service and contact information, go to their website at <http://www.nationalpirc.org/directory/MO-32.html>

Parental Involvement Plan

District CSIP Goal #4

Promote, facilitate, and enhance parent, student, and community involvement in LEA/District educational programs.

Building Objective: Carl Junction Primary 2-3 will have 100% participation at the Fall Parent/Teacher Conferences. We will provide additional parent involvement opportunities in order to keep open communication about available programs.

Specific Activities to Improve School-Parent Partnerships

1. Carl Junction Primary 2-3 will conduct Parent/Teacher Conferences at the end of first quarter.
2. Each classroom teacher will schedule a time to meet with parents/guardians of their students.
3. Parents/Guardians will be reminded about Parent/Teacher conferences through notes home, email, and phone call reminders.
4. Carl Junction Primary 2-3 will host a parent night for Title I students and their families.
5. Carl Junction Primary 2-3 will involve parents in committees such as the School Improvement Committee.
6. Carl Junction Primary 2-3 will provide information about student activities, building goals, etc. through monthly newsletters and calendars.

Playground Rules

1. Follow school behavior code
2. Follow Equipment rules
3. Wait your turn
4. Freeze when the whistle blows
5. Obey ALL adults
6. Use appropriate school language
7. Play fair
8. Stay in play area
9. Walk to and from classroom
10. Hands & feet to yourself
11. NO gun play of any kind



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.

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.

Safe Schools Act

Please see district policy guidelines. They are available on our website.



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 that 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 or April 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. 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 always have a supply of extras for late requests.

Special Services

Students Eligible for Special Education Services under the IDEA

The district's programs and services available to meet the needs of students with disabilities will be in accordance with applicable federal and state laws governing special education services, including the State and Local Plans for the implementation of Part B of the IDEA. However, if the State of Missouri does not receive or accept federal IDEA Part B funds, nothing in this policy shall be read to require anything, procedurally or substantively, that is not required by the governing law. Learning Resource rooms are also part of the Special

Education Program. Speech and language therapy is also available. If you are interested in obtaining more information about these programs, please call the Coordinator of Special Services at 649-7034.

Standard Complaint Resolution Procedure

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy.

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and officers of the school district, such as the faculty, the principals, the superintendent, or the Board.

The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district:

1. Complaints on behalf of individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above, or problems and questions concerning individual schools, should be directed to the principal of the school.
3. Unsettled matters from (2) above, or problems and questions concerning the school district, should be directed to the superintendent.
4. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. However, 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 the Department of Elementary and Secondary Education and, from there, to the United State Secretary of Education.

Statewide Assessments



The Carl Junction R-1 School District implements the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education.

Any eligible student for whom English is a second language shall participate, but the student's scores shall not be counted until the student has been educated for three (3) full school years in a school in which English is the primary language.

The district may establish a system of rewards and punishments designed to encourage the students of the district to give their best efforts on each portion of any statewide assessment.

Student Records

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law

enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are the Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
5. The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy, and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older), does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook of the information they do not want released.

The following information may be released without obtaining parental consent: Student's name, parent's name, address, telephone, electronic mail address, date and place of birth, grade level, major field of study, enrollment status, participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

Prepared by U.S. Department of Education Family Compliance Office

Technology Use

Appropriate use of technology is required per Computer User's policy and District Policy JG-R4.



Title IX

Coordinator – Dr. Gary Reed

See School Board Policy

Visitors

Parents are invited to visit their child's classroom if they have set a time with the teacher. ALL visitors must check in at the office and receive a visitor's tag.

Many of our primary students enjoy having a special guest join them occasionally for lunch in the school cafeteria. You are welcome to come any day for lunch and if desired, your student may choose one friend to join them at the guest table. You are always welcome to sit at the regular table with everyone. Adult lunches are \$3.10.

Thank you for allowing us to take part in the education of your child.

CJ Primary 2-3 MAP

