

# Primary K-1



# Student Handbook

2018-2019

# 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 -417-649-7045

Fax - 417-649-7981

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

Website - [www.cjr1.org](http://www.cjr1.org)

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

Street Addresses - Carl Junction Primary K-1  
306 W Allen  
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

<b>K-1 Staff</b>			
<b>Kindergarten Teachers</b>	<b>Room #</b>	<b>Office Staff</b>	<b>Position</b>
Elma Benavidez	61	Kari Arehart	Principal
Jennifer Chase	31	DJ Driskill	Assistant Principal
Christy Cole	17	Paddi Eppard	Secretary
Misty Howard	18	Sarah Repsher	Secretary
Elizabeth Merrell	16	Martha Tate	Nurse
Anna Passley	62	Tandy Dickens	Counselor
Julain Pock	36	Nicole Whitehead	Counselor
Morgan Rhue (Constructive K)	55	<b>PBS Staff</b>	
Julie Starr	64	Sheila Prather	Teacher
Ashley Tuggle	63	Lindsey Hayes	Paraprofessional
Stephanie Valdois	30	Brook Walker	Paraprofessional
Laura Wilcox (Constructive K)	56	<b>Specials Staff</b>	
<b>First Grade Teachers</b>		Angie Helm/Annette Goode	Art Teachers
Leslie Bolinger	32	Michelle Shoemaker	Disc Jct Paraprofessional
Shona Choice	7	Jake Stevenson/Ed Miller	Fitness Teachers
Heather Elsten	20	Tandy Dickens/Nicole W.	Guidance Teachers
Natalie Fletcher	59	Jessica Read	Librarian
Hannah Kelley	33	Michelle Shoemaker	Library Paraprofessional
Rebecca Legg	14	Julie Rouse	Library Paraprofessional
Kaitlyn Merrick	60	Megan Lamb/Lauren Hickerson	Music Teachers
Carrie Pence	35	<b>Special Education Staff</b>	
Hailey Rhodes	21	Tiffany Suttin	Resource Teacher
Chrissy Schmidt	58	Keineth Walter	Paraprofessional
Debbie Starks	57	Sarah Knust	Self-Contained Teacher
<b>Classroom Supports</b>		Anndy Hill	Paraprofessional
Jennifer Lundien	CK Para	Susan Leach	Paraprofessional
DaAnn Morris	CK Para	Chelsea Thorp	Paraprofessional
<b>Title 1 Reading</b>		Heather Linscheid	Occupational Therapist
Angie Higgins	Rdg Sp	Kerri Sundy	Physical Therapist
Erica Hudson	Rdg Sp	Jackie Coats	Physical Therapist Asst.
Devin Thomas	Rdg Sp	Melinda Doyle	OT/PT Paraprofessional
Teri Adkins	Rd Para	Charissa Lock	Speech/Language

## **District Mission Statement**

Carl Junction Schools, in partnership with our community, cultivates a vibrant and diverse learning environment that prepares students to be productive citizens.

"Succeeding Together"

## **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 Mission**

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.

## Primary K-1 Building Goals for 2018-2019

1. 90% of first graders will read at or above grade level, according to the spring reading assessment (DRA).
2. 85% of kindergarten students will read at or above grade level, according to the spring reading assessment (2<sup>nd</sup> full year with expecting K to read one level higher than previous years).
3. 88% of K-1 students will have 0-1 discipline referrals to the PBS Room/Office.
4. 90% of kindergarten students will count to 100 by 1's, according to the Counting Common Assessment.
5. 95% of first graders will add sums up to 20 (fluency-timed) with 100% accuracy, according to the Addition Common Assessment.

## Arrival-Dismissal-Daily Schedule

Students who walk to school or are transported by parents should arrive between 7:40 and 8:00. With early morning staff meetings, phone calls, conferences, etc., supervision is not available for children arriving before 7:40. Students begin arriving on the buses at 7:40.

Following is our arrival and dismissal schedule:

7:40-8:05	Breakfast
8:00-8:05	Students may enter classrooms
8:05	Official starting time/Tardy Bell
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 our office door via car line and/or walker entrance on the south side of the building. Those transporting students via car should turn west on Allen Street and loop through the drop-off/pick-up area on the east side of the building. We ask that you not drop off until 7:40 nor arrive in the line before 3:15 on any school day afternoon. If your child is not waiting at the door when dismissal begins, you will be asked to circle around to come back around for pick up. It is important that traffic continues to move to avoid blocking intersections near the school. Due to safety concerns and traffic flow, we cannot allow parent walk-ups to the office door. Children can be dismissed to the office before 3:00 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 doors near the building office. If you plan to enter the K-1 building at any time, you will need to press the buzzer and be let in by the building secretaries. You will then check-in with the office for sign-in and a visitor tag before proceeding into the building. 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.

## 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 and Lunch

The prices for school breakfast and lunch for elementary students are as follows:

<u>Breakfast - \$ 1.25</u>	<u>Lunch - \$2.40</u>
<u>Adult Breakfast - \$1.75</u>	<u>Adult Lunch - \$3.20</u>

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 lunch. The cashier collects and scans each card according to the price of the meal purchased after the student has received a complete lunch.
- ❑ A \$2 minimum deposit in food service accounts is required for all students and staff.

In emergencies, a limited number of meals (\$5.00) may be charged. Parents will be contacted by phone when the account reaches a positive balance of \$4.99 or less. 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 or (2) paying the amount due.

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. Tables for hot lunch students will

be designated as peanut and nut-free areas. Students who use these tables may not have any food or beverage that contains or may contain peanuts or other nuts. Students with peanut and/or nut allergies may not sit with cold lunch students (lunch brought from home). If any student has been identified as having life-threatening allergies to a food or beverage other than peanuts or nuts, the principal may designate one (1) or more tables as allergen-free areas and specify the prohibited foods and beverages.

Staff members supervising dining areas will promote a "no sharing/ no trading" environment to prevent students from trading food, beverages, or dining utensils.

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 \$1.70. Adult lunch is \$3.00. 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.

## 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.

## Student Discipline

Please see the Major Behaviors and Consequences table below. The district website has more information on district policies and programs (<http://www.cjr1.org>). Please see our PBS handbook for more information.

Nature of Offense	1 <sup>st</sup> Violation	2 <sup>nd</sup> Violation	3 <sup>rd</sup> Violation	4 <sup>th</sup> Violation	5 <sup>th</sup> Violation
Assault	1-10 Days OSS	1-10 Days OSS	1-10 Days OSS	1-10 Days OSS	1-10 Days OSS
Bus Misconduct	Warning	1-3 Day Bus Suspension	3-5 Day Bus Suspension	5-10 Bus Suspension	10 or More Days Bus Suspension
Defiance	$\frac{1}{2}$ Day in PBS Room and Parent Contact	1 Day in PBS Room and Parent Contact	$\frac{1}{2}$ Day in ISS and Parent Contact	1 Day in ISS and Parent Contact	3 Days in ISS and Parent Contact
Disrespect	$\frac{1}{2}$ Day in PBS Room and Parent Contact	1 Day in PBS Room and Parent Contact	$\frac{1}{2}$ Day in ISS and Parent Contact	1 Day in ISS and Parent Contact	3 Days in ISS and Parent Contact
Disruptive Behavior	$\frac{1}{2}$ Day in PBS Room and Parent Contact	1 Day in PBS Room and Parent Contact	$\frac{1}{2}$ Day in ISS and Parent Contact	1 Day in ISS and Parent Contact	3 Days in ISS and Parent Contact
Exposure	Visit with Counselor $\frac{1}{2}$ Day in PBS Room and Parent Contact	Visit with Counselor 1 Day in PBS Room and Parent Contact	Visit with Counselor $\frac{1}{2}$ Day in ISS and Parent Contact	Visit with Counselor 1 Day in ISS and Parent Contact	Visit with Counselor 3 Days in ISS and Parent Contact
Leaving School Property	$\frac{1}{2}$ Day in PBS Room and Parent Contact	1 Day in PBS Room and Parent Contact	$\frac{1}{2}$ Day in ISS and Parent Contact	1 Day in ISS and Parent Contact	3 Days in ISS and Parent Contact
Physical Aggression	$\frac{1}{2}$ Day in PBS Room and Parent Contact	1 Day in PBS Room and Parent Contact	$\frac{1}{2}$ Day in ISS and Parent Contact	1 Day in ISS and Parent Contact	3 Days in ISS and Parent Contact
Theft	$\frac{1}{2}$ Day in PBS Room and Parent Contact Restitution	1 Day in PBS Room and Parent Contact Restitution	$\frac{1}{2}$ Day in ISS and Parent Contact Restitution	1 Day in ISS and Parent Contact Restitution	3 Days in ISS and Parent Contact Restitution
Threat	$\frac{1}{2}$ Day in PBS Room and Parent Contact	1 Day in PBS Room and Parent Contact	$\frac{1}{2}$ Day in ISS and Parent Contact	1 Day in ISS and Parent Contact	3 Days in ISS and Parent Contact
Vandalism	$\frac{1}{2}$ Day in PBS Room and Parent Contact Clean, replace, or repair item	1 Day in PBS Room and Parent Contact Clean, replace, or repair item	$\frac{1}{2}$ Day in ISS and Parent Contact Clean, replace, or repair item	1 Day in ISS and Parent Contact Clean, replace, or repair item	3 Days in ISS and Parent Contact Clean, replace, or repair item

\* All disciplinary actions may be increased in direct relationship to the severity or frequency of the offense.

## Definitions of Major Behaviors

**Assault-** Attempting to cause injury to another person, placing a person in reasonable apprehension of imminent physical injury, or physically injuring another person. Appropriate law enforcement officials will be notified.

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

**Disrespect-** 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 administrators, faculty, or other school personnel.

**Disruptive Behavior-** Conduct or verbal, written, pictorial, or symbolic language, which materially and substantially disrupts classroom work, school activities, or school functions.

**Exposure-** Showing or attempting to show private body parts to other students, staff or other school personnel.

**Leaving School Property-** Attempting to leave school grounds without permission from school officials.

**Physical Aggression-** Intentional actions involving serious physical contact where injury may occur.

**Theft-** Known possession of stolen property.

**Threat-** Words or conduct that intentionally intimidates another student, staff member, or any other adult. This includes the use of verbal, written, or symbolic words or actions.

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

## Emergency Drills

To help insure our students' safety, fire drills, tornado drills, earthquake 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 or by the unwanted intruder alarm. We have a plan of action for each situation, and teachers instruct their students as to the 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 our PBS handbook 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. Students do participate in reading assessments, including but not limited to the DRA (Developmental Reading Assessment).

## **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 Dr. Reed 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. As a health precaution, we have had to eliminate all homemade snacks from school and must insist that all goodies be "store bought". Students are welcome to provide a special birthday treat - cookies, cupcakes, etc. - for their class to enjoy with their milk break (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.

### **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.

### **Notice and 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)

### **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. 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 95<sup>th</sup> %ile), and an individual intelligence test score (at or above the 98<sup>th</sup> %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.

## **Special Education Statement**

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 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.

## **Trauma-Informed Schools Initiative**

The Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative." You will find information about this initiative at the following DESE website: <https://dese.mo.gov/traumainformed>.

## **Every Student Succeeds Act of 2015 (PL 114-95)**

Our district is required to inform you of information that you, according to the Every Student Succeeds Act, 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 qualifications or licensing criteria have been waved
- 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 1.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 1.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 are in which the teacher has been assigned

# 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.

\* \* \* \* \*

## 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

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

## 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.

## 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.

**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<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
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<b>Complaints filed with LEA</b> <ol style="list-style-type: none"> <li>4. How will a complaint filed with the LEA be investigated?</li> <li>5. What happens if a complaint is not resolved at the local level (LEA)?</li> </ol>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"> <li>6. How can a complaint be filed with the Department?</li> <li>7. How will a complaint filed with the Department be investigated?</li> <li>8. How are complaints related to equitable services to nonpublic school children handled differently?</li> </ol>
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**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.

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V  
<sup>2</sup> In compliance with ESSA Title VIII-Part C, Sec. 8304(a)(3)(C)

**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.

## 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>