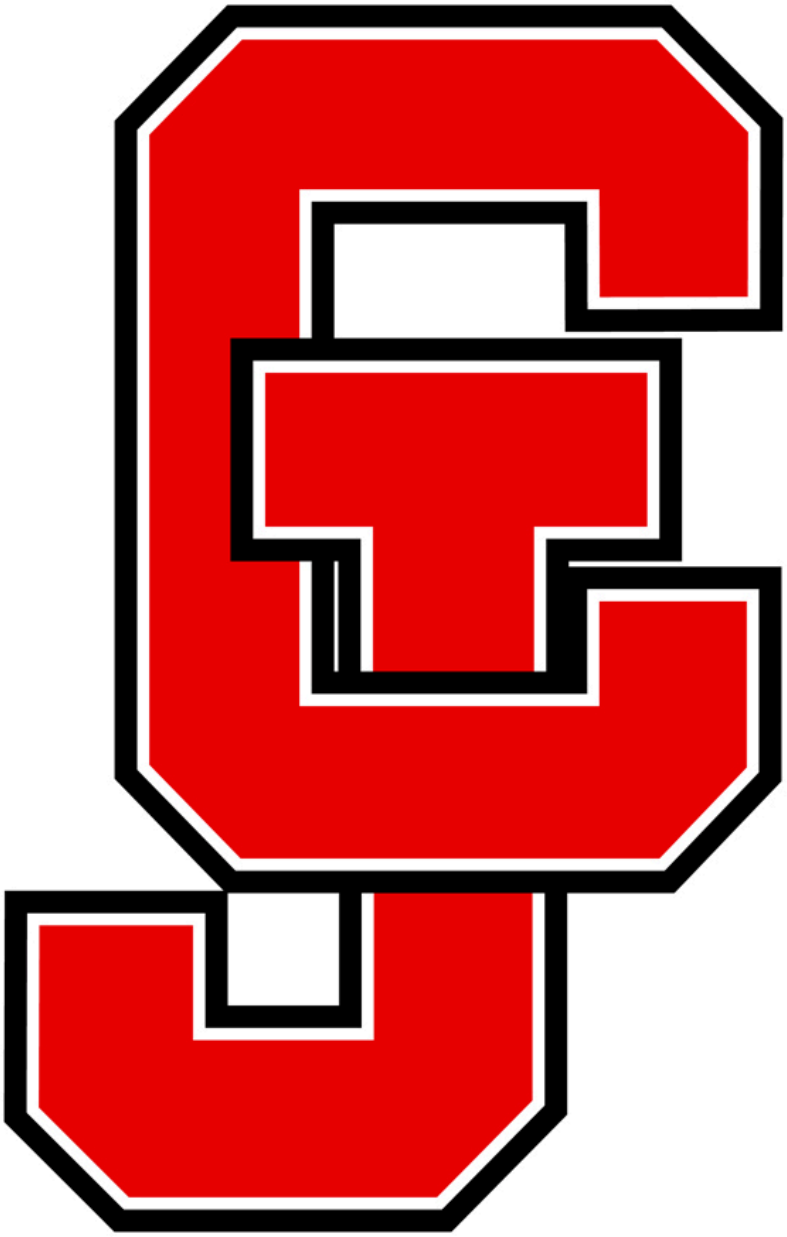
Carl Junction R-1 Preschool



Student Handbook

2026-2027

Table of Contents

Preschool Staff List	2
Contact Information	2
Welcome	3
District Mission/Goals	3-4
Building Goal	4
Building Security	4
Hours of Operation	5
Waiting List & Fees	5-6
Tuition & Payment Info	6
Late Payment & Insufficient Funds	6
Daily Schedules	6
Visitors	7
Emergency Drills	7
Party Invitations	7
School Pictures & Yearbooks	7
Communication Plan	8
General Health Policy & Procedures	8
Sick Policy	9
Medication at School	10
Injury/Accident Procedures	11
Immunization/Health Records	12
Appropriate Clothing	12
Daily Details & Schedules	12
Cancellation of Schools	12
Transportation	13
Daily Check-In/Check-Out Procedures	13-14
Separation Routine	14
Curriculum	14-15
Assessment	15
Oral & Written Communication	15-16
Transition Plan	16
Snacks	16
Nutrition Guidelines	16
Discipline	16-17
Parent Participation	17
Items to Bring From Home	18
Prepare Your Child for Preschool	18
Notice of Nondiscrimination	19
Trauma-Informed Schools Initiative	19
Parents'/Guardians' Right to Know	19-20
Protection of Pupil Rights Amendment	20
Public Notice	20-21
Public Complaints	21-22
District Preschool/Daycare Notice	22
Asbestos in Our Schools	22
Accountability Report Cards	22
Mo HealthNet	22
Bullying/Hazing	22-23
Suicide Awareness/Prevention	23
Audio/Visual Recordings	23
Every Student Succeeds Act of 2015	24-25
Directory Information	26
Student Information System	26

Preschool Staff

Office Staff
Grant McDonald, Principal
Rebecca Myers, Assistant Principal
Charla Storm, Secretary
Kari Arehart, Early Childhood Coordinator

Parents As Teachers
Jana Allison
Natalee Gleason
Missy Henry
Taylor Jones
Taylor Jones

Preschool
Jana Allison, Lead Teacher
Jennifer Chase
Hilary Cassatt
Bethany Drew
Missy Henry

Special Education
Haley Elliott
Heather Linscheid, OT
Sarah McFarland
Karli Patterson
Aimee Russel, SLP
Kerri Sundy, PT
Dani Wilson-Reed

Classified Staff
Savannah Autry
Victoria Empey
Kaleigh Fleming
Deborah Haralson
Jennifer Lundien
Mindy Smith
Natalie Ware

Nurse
Amberlee Kendrick

Early Education Center Contact Information

Phone –417-649-5709

Fax – 417-649-7981

Email – Teacher's first initial and last name @cjr1.org

Website – www.cjr1.org

District School Board Policy can be found at
https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=230&Sch=230

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

Welcome to Carl Junction R1 Early Education Center! We are honored you have chosen our program for your child to learn, grow, and develop. You will not find a more positive, nurturing and capable early childhood team for your child in a finer facility. We are working hard to offer the latest in educational supplies, equipment, and technology to enhance and support the center's hands-on curriculum learning activities and program.

Carl Junction R1 is dedicated to providing an opportunity for all children in the Carl Junction School district to gain quality educational and developmental experience prior to Kindergarten. This dedication has provided the district with additional preschool opportunities within the R1 schools, as well as support and training for private providers in our area. We have also been able to provide a supportive daycare service for the employees of CJR1 for the past several years.

The incredible team of educators at the CJ EEC believes every child is a miracle of life. Because the early years of a child are the most critical period of growth and learning, we provide loving guidance in a positive home-like learning environment where all children feel comfortable to explore, discover, and learn as they meet their individual goals. The EEC team members help to develop the whole child: physical, emotional, social, and intellectual through the natural means of play. Our creative hands-on play opportunities are based upon the latest research of the young child. Opportunities provide for variations of the environment with a wide variety of quality equipment/materials and activities that appeal to the child's imagination. We utilize the Project Construct curriculum from the constructivist theory process of learning and retaining knowledge. As educators we are the facilitators of a supportive learning environment. Project Construct is aligned with the Show-Me Standards as set forth by the Missouri Department of Elementary and Secondary Education for all children to attain. This curriculum is supported and followed in our district's primary school programs, therefore easing the transition from preschool to their future school setting. Our curriculum, philosophy, beliefs and goals help to build a solid foundation for future academic growth and life-long learning endeavors for every child in our care.

One of our primary goals is to create a learning community that involves a relationship between your family and the CJ Early Education Center team. Research has shown that involved families help children be more successful. Parents As Teachers is an integral part of the program at EEC and provides opportunities for families throughout the year. We are hopeful that you will take advantage of these opportunities.

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.

District Vision Statement

Carl Junction Schools seeks to create a challenging learning environment that empowers our students to be positive community members who have a sense of understanding and compassion for others along with the courage to act.

District Goals

<u>Goal 1:</u> *Each Carl Junction R-1 student will reach their individualized growth target in both reading and mathematics every year.*

<u>Goal 2:</u> *Carl Junction R-1 students will effectively demonstrate the skills and character traits necessary to be successful in their future.*

<u>Goal 3:</u> *The Carl Junction R-1 schools, along with the community, will improve the emotional and physical health of our Carl Junction family.*

Early Education Center Goal

The goal of Carl Junction Early Education Center is to ensure 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.

Building Security

In order to assure the safety of your children and our teachers while in the Primary K-1. We have adopted a building security plan. All doors into the K-1 buildings should remain locked and closed throughout the school day. If you need to visit our building, please call the office upon arrival. 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.

Preschool Hours of Operation & Tuition

AM Preschool/ECSE 7:40-10:50

Full-Day Preschool- 7:40-3:00

PM ECSE 12:00-3:00

Several preschool opportunities are available at the CJ EEC. Children are placed in a specific classroom/program depending upon their age and developmental level or need. Differences in tuition rates are due to the specific age ratios required in specific classrooms.

Early Childhood Special Education – ½ day morning classes Monday-Thursday for 3-year-olds. ½ day afternoon classes Monday-Friday for 4-year-olds. By placement only. No tuition required – school transportation is available

4-Day District Preschool–There are two AM classes (Monday-Friday) which are available for children one year before Kindergarten entry. Tuition for 4-day preschool is $205/month X 9 monthly installments and is due the first of every month beginning with September 1.

We also have **2 full-day** classes (Monday-Friday) which are available for children one year before Kindergarten entry. Tuition for 4-day full-day preschool is $365/month X 9 monthly installments and is due the first of every month beginning with September 1.

Waiting List and Fee Policies

CJ Early Education Center compiles several types of waiting lists for families for different reasons. EEC staff will contact those on the waiting list according to availability of enrollment space, as well as completion of admission requirements and payment of applicable fees

When a space becomes available a non-refundable enrollment fee is required to secure the space for your child.

It is important that those not wishing to remain on the waiting list contact CJ EEC and have their names removed.

**Because we often have a waiting list for our preschool classes, you may receive warning and/or notice that your child's spot may be filled with another student if your child's account is not kept current or if regular attendance is not maintained.

Additional TUITION AND PAYMENT Information

In order for CJ EEC to continue with a program of excellence and quality, and meet financial obligations, we have set forth several payment policies. We have varied rates depending upon your child's class placement. Continuous tuition payment is required and is not reduced due to: Vacations, sickness, cancelation for Kindergarten and preschool screening and enrollment in the spring, inclement weather, or CJ R1 regular holiday closing schedule that is noted in this handbook. Parents will be asked to complete and sign a **payment plan form** before their child starts the program.

We accept tuition payments in several forms. We accept the following payments:

1. Payroll Deduction: Required for employees utilizing the Daycare/Preschool program for Children of CJR1 parents or grandparents.
2. Check or Money Order w/ an additional fee added for insufficient funds
3. Cash in a labeled envelope with immediate receipt from EEC secretary.
4. Electronic payment through the Parent Portal portion of our School Cafe system.

If a grandparent or any other party is responsible for paying tuition for a child, that person MUST sign the payment plan along with the parent and give applicable contact information.

Tuition MUST be for the exact amount due; parents/guardians may pay for a minimum of one month at a time or may pay for additional months or the entire nine month school term.

When paying by check or money order, it is necessary that you retain your receipt for the money order or keep your check copy as proof of payment. *Any discrepancies in payment schedule and amount default to the CJ EEC records in cases of difference when written proof cannot be produced by the parent/guardian.*

<u>When paying tuition with cash/check, please use an envelope with the child's full name, teacher's name, date of payment, and total amount enclosed. Envelopes must be dropped off with the EEC secretary</u>.

*PLEASE DO NOT COMBINE PAYMENT FOR TUITION with any other payment due at EEC (i.e. milk money). There is no reduced rate for absences or when closed for holidays, EC screening days, or inclement weather. We will be closed according to the CJR1 school calendar and weather cancellation notices.

Late Payment and Insufficient Funds Charges

Returned checks charges and other fees for insufficient funds will result in an additional $35.00 fee added. Returned checks may be turned in to the prosecuting attorney's office for legal charges and/or collection. Two returned checks will require that only money orders or cash will be accepted. Any tuition that is late, past the 10th of the month will result in additional penalties of $10 per day until payment is made.

If you should fall behind more than one month in your tuition payments, you may be asked to remove your child from the program and someone from the waiting list may be allowed to attend in your child's space. The EEC staff has been hired and is paid with funds generated from tuition. It is more important than ever that consistent payment be maintained.

Daily Schedules

Each preschool teacher and/or daycare provider will provide daily schedules for parents at orientation.

Visitors

Parents are invited to visit our school as volunteers, as scheduled by classroom teachers. We ask that you call the office upon arrival of your scheduled visit. Lunch visits must also be scheduled with classroom teachers. This invitation is not open to preschoolers or out-of-district school-aged visitors.

Classroom Parties

Holiday parties are an important and enjoyable part of our school community. To ensure these events remain safe and well-organized, **participation will be limited to no more than four parent volunteers ("room parents") per classroom for each party**. This limit will be strictly enforced.

In the past, a large number of visitors has created safety concerns. In an emergency, too many adults in the building can make it difficult to account for everyone, move students efficiently, and follow safety procedures. Increased traffic around the school can also delay access for emergency responders. Limiting the number of adults helps us maintain a secure environment and respond effectively if needed.

At the beginning of the school year, teachers will invite parents/guardians to express interest in serving as a room parent. From those who volunteer, teachers will designate up to four room parents per party, with the goal of giving as many interested parents as possible an opportunity to participate during the year.
Room parents are responsible for organizing and coordinating the holiday parties, while teachers focus on student supervision and safety. We appreciate your cooperation in helping us keep these celebrations both enjoyable and safe. **HOMEMADE TREATS ARE NOT ALLOWED AT SCHOOL.**

Emergency Drills

To help insure our students' safety, fire drills, tornado drills, earthquake drills, and security drills are scheduled throughout the year. We have a plan of action for each situation, and teachers instruct their students as to the proper procedures before a practice is held. Materials prepared by the Federal Emergency Management Agency that develops public awareness and understanding of earthquakes and explains safety measures to be taken can be found at http://www.fema.gov/earthquake-safety-school

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.

School Pictures and Yearbooks

Our students will 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. 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 PreK-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.

Communication Plan

Communication is very important between your family and Early Education Center (EEC) for a positive transition from your home to the EEC's facility. It is also very important to maintain open and available communication with you. Any changes in contact information MUST be shared with EEC teachers and office IMMEDIATELY. A Change of Information" form is available from the EEC secretary, Charla. It is also necessary to respond to notes and requests immediately to keep required information updated.

Our communication plan includes the following:

- Parent/Guardian Bulletin Board with Pertinent Information *(located by secure door in the foyer of the building)*
- Classroom Newsletters and Calendars that Include Special Events and Activities
- EEC/PAT Newsletters
- Parent/Teacher Conferences
- Quarterly Progress Reports of Your Child's Development
- Opportunities for Curriculum Planning and Individual Child's Goals/Objectives Input for students with IEPs
- Open Houses and Special Events
- Parent Handbook with EEC Policies and Procedures

**The Parent Handbook policies and procedures may be revised as necessary. Please be respectful of a team member's family time away from the school. Unless there is an emergency, parents/guardians are requested to please contact a particular team member only during normal business hours Monday – Friday at the school.*

General Health Policy and Procedures

Carl Junction Early Education Center strives to maintain a healthy and safe learning environment. We also foster a balanced program of nutrition, stimulating environment, rest, and gross motor activity that facilitates good health. We encourage the same balance in your home. Team members and all children are trained in proper hand washing techniques and sanitation, including coughing and sneezing into arm instead of covering mouth with hand. EEC team members are also trained in sanitation methods, sanitizing supplies, table tops, chairs, and other equipment are disinfected to help eliminate transmitting disease. Team members and children are required to wear appropriately laundered clothes.

CJR1 is a NO SMOKING facility and campus. We are models to our children and want to provide them with a tobacco-free environment. Please avoid smoking or using tobacco anytime while on our CJR1 campus. Please properly dispose of your cigarette butts and tobacco products in your own vehicle and not on the EEC parking lot or entrance.

Sick Policy

CJ Early Education Center has a responsibility to ensure the health and safety of all children enrolled. We ask that you please be considerate and keep your child at home if he/she exhibits any of the symptoms described as follows:

1. Fever. Any temperature 100 degrees and over (99 + degrees under arm; 100 + degrees by mouth) Child must be fever free, without any fever reducing medications, for a minimum of 24 hours.

2. Diarrhea. One or more abnormally loose stools.

3. Severe Coughing. Coughing is considered severe if a child gets red or blue in the face and makes a croup or whooping sound when coughing.

4. Vomiting.

5. Sore throat or trouble swallowing.

6. Earache and/or ear discharge.

7. Severe itching of body or scalp, or signs of lice or scabies. Our center has a "no nit" policy. Nits are the nest eggs of lice. We require that your child have no nits in his/her hair or scalp.

8. Pinkeye. Pink eyes accompanied by thick yellow discharge. May affect one or both eyes. This includes a discharge that may be thick.

9. An infected skin patch. May appear oozing, crusty, bright yellow, or "gummy." May indicate impetigo or other skin disease.

10. Unusual spots or rashes.

11. A severe headache.

If any of these symptoms or illness should occur while your child is at EEC, we will contact you immediately. If you cannot be reached, we will call your emergency contact person on your child's enrollment form. We require a sick child to be picked up no later than 30 minutes from the time of contact. *It is very important that you provide EEC with your most recent contact information (even if it will change for only a day).* Your sick child will be separated from the other children in a safe and quiet place where he/she may rest until you arrive if needed. Your child may return to the EEC program after he/she is symptom-free for at least 24 hours. Keeping your child home not only protects the other children and EEC Team members, but gives your child another day to get well in his/her comfortable home environment.

Please provide a written doctor’s note ASAP regarding any contagious disease, especially if the child was sent home from EEC due to this sickness. We will post the information for others on our foyer parent board so that other parents may monitor their own children, keeping the name of the child confidential. It is very important

that your family has an emergency backup plan to implement when your child is ill and may not come to EEC. This can be a very stressful time for your family if a plan is not already in place.

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 has been prescribed. This permission must be renewed at least annually. (Over-the-counter medications will be kept in the nurse's office).

Emergency Medications

The district has epinephrine and emergency asthma medicine that can be used on any student in an emergency. Parents should inform the school district in writing if they do not want these medications administered in emergencies.

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 _____

Injury/Accident Procedures

CJ Early Education Center takes pride in providing a safe and secure learning environment. This includes closely supervising children at all times; instructing children on safety; team members trained in first aid and CPR; regular inspections of the indoor facility and outdoor playground; and approved early childhood learning equipment and supplies; <u>It is also the responsibility of each and every parent/guardian to notify EEC staff immediately if there is a hazard present, as well as not leave your child in an unsafe environment/situation.</u>

It is general knowledge that children will get accidental bruising, scratches, etc., as they play throughout the day – not all of these minor cases may be reported to the parent through an incident report and phone call and/or observed by an EEC teacher before the child leaves for the day. At times, however, a more major injury or accident occurs. In case of an injury or accident, the following step-by-step procedures will be followed:

1. The child's injury/accident will be assessed immediately by one of the district certified nurses.
2. The appropriate first aid action will take place.
3. Upon taking care of the child's injury or accident, the parent/guardian will be contacted, no matter how minor the injury or accident. Written documentation will detail the injury/accident.
4. 9-1-1 will be called and emergency personnel contacted if a child needs immediate emergency medical attention. *(In case of transportation by a medical unit, a team member from CJ EEC will accompany the child if allowed by medical personnel – if not, a team member will follow the ambulance. The child will ONLY be transported for a medical emergency by ambulance or his/her own parent/guardian/emergency contact automobile).*
5. Depending upon the extent of the injury or accident, the parent/guardian may need to provide physician's instructions upon returning the child to the care of CJEEC.

For emergency reasons, you must provide EEC with updated contact and job information changes on your child's enrollment forms so that you can be reached in case of an accident. Change forms can be found at our Secretary's station inside the center foyer.

Immunizations and Health Records

On the first day of attendance, a child's current immunization record must be on file at CJ Early Education Center. Within 30 days of your child's enrollment and first day of attendance, we must have a copy of your child's immunization record on file. All immunizations must be kept up-to-date to continue enrollment; when immunizations are given to your child, please provide a revised immunization record to the EEC secretary.

Appropriate Clothing

Children are encouraged to dress appropriately for the weather and preschool activities. Children are encouraged to go outside in both warm and cold weather. It is important that parents/guardians provide appropriate clothing for rainy days, and a winter coat, hat, and mittens for cold, snowy days.

Children may get dirty or wet as they play, explore, observe, and participate in their environment, so an extra change of clothing to be left at school, or in the back pack, is necessary. Please avoid sending your child to school in his/her Sunday-best clothes.

Children should wear shoes everyday. Proper tennis shoes (laced or Velcro) will be required to play on any of our playground equipment. Flip flops, *crocs*, and dress shoes have become a safety issue for students climbing on playground equipment. Roller shoes are not allowed at EEC. If shoes are found to be inappropriate for play on the EEC equipment, your child will not be allowed to play on that particular equipment.

When it is sunny outside, it is encouraged that parents/guardians provide sunscreen and hats for their children to protect from the harmful rays of the sun. We ask that you complete a Medication Authorization form for the application of sunscreen.

Daily Details & Schedules

We offer several opportunities for quality preschool, as well as a nurturing daycare program for children of CJR1 employees. It is very important that children maintain a consistent schedule to help facilitate learning and expectations. Good attendance is an excellent habit for children to establish as soon as they enter school. Because most skills are taught in sequence, <u>every</u> single school day is important. Absenteeism creates a genuine hardship for even the best students. When children must be absent, parents are asked to contact the center by phone or note, to inform us of the reason for their child's absence. When a child misses for more than a day or two, parents are encouraged to discuss the child's absence with your child's preschool teacher. After obsessive absences, your child may be dropped from their preschool class and the school may fill your child's preschool spot with one of the children from our waiting list.

It is very important to keep accurate records of your child's attendance at CJ Early Education Center. *Please contact us in the morning by 7:45 AM or by 10:00 AM for PM classes when your child will not attend for the day, so the changes in transportation and supervision can be arranged.*

Cancellation of School

If school is canceled because of weather conditions, local area radio and television stations will broadcast the announcement, and a school-wide electronic/text message will go out to all families in the district. CJ Early Education Center will remain consistent with CJR1 cancellations and make-up days. THERE WILL BE NO PM CLASSES ON DISTRICT EARLY DISMISSAL DAYS THIS SCHOOL YEAR.

Transportation

You will be asked to provide the CJ EEC staff with a transportation plan for your child. We ask that you maintain a consistent transportation plan for your child as much as possible. Any changes in the plan must be made in advance with EEC staff.

Daily Check-in/out Procedures

Please follow the following procedure for checking in and checking out:

Drop Off Procedures

- Parent Drop Off - EEC staff members will be on duty from 7:40-8:00 for AM classes and 11:50-12:00 for PM classes should turn west on Allen and make a loop through the drop-off/pick-up area on the east side of the building.
- Bus drop off – EEC children with bus service will be taken from the bus by EEC staff as their driver brings them to the west entrance.
- Bus students with seat belt or car seats on the bus must be put on and taken off of the bus by a parent or guardian at the bus stop. Drivers are not allowed to leave their driver seat with children on the bus.
- If your child is coming to school at a time other than the regular start of their preschool day, you will need to park your car and bring them into the building office.

Pick-up/Release Procedures

- Parent Pick Up – EEC staff members will assist children to the drop-off/pick-up area on Allen Street, at 11:00 for AM classes and 3:15 for PM classes. Parents will be issued windshield signs to help us match children with the correct car until our staff gets familiar with all parents/guardians. A staff member will assist your child to the car. Please inform all family members and others who may pick up your child about these processes and procedures.
- EEC children with bus service will be taken to the bus by EEC staff. Drivers will fasten seatbelts and car seats. Parents must be available to assist the driver with this important responsibility when the child is delivered to your home.
- When a child enrolls at CJ EEC specifically approved persons are listed as the primary pick-up designees on the enrollment form. If there is ever a change in pick-up, the parent/guardian must notify the EEC staff **in writing**.
- All those persons who pick up a child must be at least 18 years of age with an approved driver's license and appropriate, safe transportation for the child, including an approved car

seat as applicable.

- It is the policy of CJ Early Education Center NOT to release a child to anyone who is not on the enrollment/emergency list. Persons must have official picture identification available.
- Divorced or legally separated parents/guardians **MUST** provide a copy of a current court ordered custodial agreement and arrangements. CJ EEC cannot do anything to stop a biological parent from picking up his/her children if appropriate court papers are not provided to us. Please do not get CJ EEC in the middle of custody battles with shared custody, or specific pick up arrangements that are not written and placed in the child's permanent enrollment folder. Daily pick-up changes are very difficult to track unless provided in written form eac time.
- It is the policy of CJ Early Education Center NOT to release any child to a person who is considered to be a risk to the child's safety. Any person regarded as being under the influence of drugs or alcohol may require the police or other persons listed on the child's enrollment form to be contacted for assistance.
- All pick-up persons must have suitable and appropriate child safety restraint seats in his/her vehicle.
- With early morning staff meetings, phone calls, conferences, etc., supervision is not available for children arriving before 7:40 or after 3:30. The school district is not responsible for supervising students outside the stated times. Parents/guardians should not drop off or leave children at the school during unsupervised periods.

Separation Routine

At times, children may have difficulty separating from his/her parents/guardians. Children may exhibit separation anxiety during different stages throughout his/her young life as he/she grows and develops. We encourage you to establish a separation routine that is followed everyday.

If your child wants to cling to you and not involve himself/herself in an activity and tell you good-bye, it is important that you allow one of the EEC team to help your child with the separation.

We encourage you to either call during the day to set up a desired observation of your child during their center time via our hallway observation windows. All observations must be arranged with the center secretary. In order to check on your child's activity at other times during the day, please contact our secretary to assist you. Usually, within minutes – sometimes seconds following a difficult separation, your child will be actively involved in the day's fun activities once you leave the classroom.

Curriculum

The CJ Early Education program is designed to provide for the development of the total child: physical development, social development, emotional development, and cognitive development. Our program is not only age-appropriate, but is also individually developmentally appropriate. The needs and differences of each child are taken into consideration when designing and facilitating the activities of our program, including some individual lessons and opportunities with goals and objectives. EEC team members keep abreast of current research of the young child through ongoing and job-embedded professional development.

The CJ EEC offers a child-centered and play-based program based upon principles from the Project Construct curriculum. We believe that children develop knowledge through play, discovery, communication with others, and exploration through the careful facilitation of the teacher. This curricular philosophy is based upon the constructivist theory that maintains children create their own knowledge through their experiences in the learning process when they are ready and have interest. Teachers facilitate the learning environment based

upon observations and input of the children, as well as goals from their IEP team(for ECSE children) and/or parents/guardians. This enables the child to build their knowledge base at the time that is most critical and their interest is piqued.

Children are given multiple choices of activities throughout the day. These include a schedule of activities that are: balanced (active/quiet; small group/individual; indoor/outdoor; challenging or new/familiar; spontaneous/planned); developmentally appropriate; and designed for all children to experience success no matter their developmental level or cognitive abilities. From this specialized attention, appropriately facilitated enriching and stimulating learning environments, children build problem-solving and critical thinking skills.

Our classroom design consists of individual and group activities, including carefully designed learning centers that are arranged throughout the room in themes established and planned by the children with the help of the teacher/instructor. Small and large group time may include discussions about the calendar, days, months, holidays, respect to the pledge, weather patterns, current events and news, music and movement, show-n-tell, special teacher-directed art activities, foreign language instruction, and literacy activities. Children are encouraged to participate in all learning centers, group time, and individual lessons. Children may bring things from home for show-n-tell; certain items may need prior permission from the classroom educator to bring and share with the class.

Assessment

Ongoing assessment is done for each child according to the goals of CJ Early Education curriculum and appropriately researched-based developmental milestones. Parents/guardians are informed of their child(ren)'s progress through daily activity reports (for daycare children), an assessment keepsake portfolio, quarterly performance reports, and periodic parent/teacher conferences. During specially designed parent/guardian meetings, parents/guardians have the opportunity to give input into the curriculum and individual goals of their own children. Portfolios of sample work are maintained to support goal performance. The school district policy on student participation in statewide assessments is available for public viewing in the Central Office.

Oral and Written Communication

Communication is essential to the development of the child. Throughout the day, EEC team educators will converse with children frequently by: Asking children open-ended questions, having conversations, naming objects, inform children of upcoming activities and events, the child planning his/her day, the child reflecting on what he/she has learned that day and what he/she will discuss with his/her own parent/guardian, and helping a child describe his/her feelings. Children who have very little expressive language are encouraged to communicate with sounds, gestures, sign language, or other forms of communication. When a child is being discussed and they are present, we will involve them in the discussion.

Written communication begins at a very early age. Throughout daily experiences and lessons, children have the opportunity to build fine motor skills that develop later into more writing achievement.

It is very important that communication continues in the home environment to maximize your child's development. Examples of ways that you can help your child develop communication skills is by reading every day, having conversations about your child's day (see Daily Activity Report for conversation starters), singing, naming objects, helping your child describe feelings and needs, and providing interactions where communication is used.

The CJ EEC team works with the family to continue language activities at home through special parent/guardian programs that we offer throughout the year. Center newsletters and classroom activities that involve the parents/guardians are examples of ways that will help build literacy between the child and his/her home environment.

Transition Plan

We strive to retain quality and experienced staff during this very important developmental period for your child. EEC classrooms and programs are consistent throughout the center with similar expectations, lessons, schedule, and curricular activities. As your child transitions to Kindergarten, special events and activities will be planned to help your child and family with this transition.

We will provide specific information about transition opportunities, screening and enrollment dates for Kindergarten as that time approaches.

Snacks for Preschool Children

Our students like to bring snacks to share with their classmates at their milk break. All families are asked to bring boxed or bagged snacks to be kept in each of our rooms. Some of our teachers prefer to schedule snack days. Others just enjoy whatever is sent. We must insist that all goodies be “store bought.” As a health precaution, we have had to eliminate all homemade snacks from school. Students are welcome to provide a special birthday treat – cookies, cupcakes, etc. – for their class to enjoy with their milk break. However, these treats must also be “store bought.” Daily snack milk is available for $.40 per day.

Nutrition Guidelines

The nutrition guidelines outlined in this section do not apply to food or beverages brought from home by students for consumption solely by the student or food or beverages created or used by students as part of the district's instructional program.

It is the policy of the Carl Junction R-I School District that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School (Smart Snacks) nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores and through district-sponsored fundraisers, unless an exemption applies. In addition, the Smart Snacks standards apply to all food and beverages provided, but not sold, to students outside the reimbursable school meals program during the school day. For the purposes of this policy, the school day is the time period from the midnight before to 30 minutes after the official school day.

Discipline

Carl Junction Early Education Center has a safe, positive, and secure learning environment for all children, their families, and team members. Our goals and expectations for each child in this area include:

1. Develop self-control and self-discipline in order to **be responsible** students.
2. Develop a positive self-concept and attitude in order to **be respectful** to self and others.
3. Develop and learn prosocial behavior including proper manners, social and independent skills in order to **be safe**.

Our program is structured for children in a way that minimizes behavioral problems by having optimal nurturing and positive attention from adults, as well as creative, varied, hands-on, and interesting learning activities. EEC team members model appropriate behavior and interactions for children on a daily basis. Children will develop and discuss daily appropriate behavior expectations and safety rules for their learning environment and community, under the guidance of the EEC team, so that our environment continues to be safe and secure for everyone. Children will also be expected to develop independent skills, at age-appropriate levels, that include the child being an integral part of their family and community by completing certain tasks such as being encouraged to clean up his/her own mess. Children are expected to take care of the learning environment, including putting away learning materials in designated areas.

Children learn by example. EEC team members, as well as parents/guardians should encourage, plan for, and guide development of positive social acts and feelings by accepting diversity, cooperation, turn taking, sharing, compromising, friendship, affection, and humor. CJ educators promote social interaction between all children regardless of differences/abilities.

Team members are trained in positive behavior support, including examples of different types of behavior programs, e.g., Love and Logic, reality discipline. Examples of techniques used to handle a discipline situation whenever appropriate includes redirection, distraction, positive choices, praise, positive feedback, examples, and modeling. "Time-out" will be used as the last resort until the child is ready to come back to the group in an appropriate manner. Time-out is defined as having time away in a safe place from the group to regain control no more than 1 minute per age. Time-out will not be used as a form of punishment. Children will not be shamed or criticized, or have food withheld. Children will not be allowed to hurt others or themselves. Incidents that result in the injury of another child will be reported to the EC administrator and parent. Dismissal from daycare and/or preschool will be determined on the frequency and severity of such incidents.

Children will be held accountable for their behavior. If the property of CJ EEC is intentionally and/or maliciously destroyed by your child, your family may be responsible for replacing or repairing it. CJ EEC promotes a positive learning environment for all children. We are fortunate to have a behavior specialist on the team to work with parents/guardians, children, and our team members to develop this positive environment. Every attempt is made within reason to help a child who has behavioral concerns minimize disruptions to the learning environment.

Parent Participation

There are many opportunities for a child's family, specifically parents/guardians, to be involved in their children's early education. These opportunities include:

Parents As Teacher enrollment

Volunteering Time (reading stories, career day, etc.)

Volunteering to make or donate items for EEC programs and/or activities

Attending Special Events

Attending Parent-Teacher Conferences

Giving Input on Child's Goals

Items to Bring From Home

Please place clothing items and medication(s) in a Ziploc bag and mark with your child's name. All items MUST have your child's name written on them. Your child's teacher may prefer that the change of clothing remain in your child's backpack.

Please leave toys or special items at home unless you have prior permission from the classroom teacher or daycare provider. If your child has difficulty with separation and/or sleeping away from home, please discuss special options with your child's daycare provider.

Children will have their personal items stored in their cubbies with the exception of any medicines. Medicines will be stored in a secured separate location. **Please make sure all items have been marked with the child's name.** CJ EEC cannot be responsible for lost or stolen items. Parents/guardians are asked to take rest blankets and pillow covers home on the classroom's designated wash day for laundering and bring them back the next day.

Prepare your child for preschool

Is your child in preschool this year? Teachers and directors want parents, not just kids to follow the rules. Go by these tips, and you'll get an A plus for the year:

- A no-brainer: Be on time in the morning and at pick-up time. Younger preschoolers particularly have a hard time adjusting to being away from mommy and daddy. An on-time arrival keeps disruption of routine to a minimum-both for your child and the rest of the class. Expect anger or tears if your little darling is routinely the last one to leave.
- Drop off and hide when your child is engaged? No way: Tell your child- not matter the age or stage – goodbye. Say bye face to face at the door; and give a kiss and hug to build trust. Here's your script: "Goodbye. I love you. I will be back soon to pick you up. Have a great day." Then leave, even if your child is crying.
- At pick-up, pay attention to your child. By staying off your cell phone, you can quickly fill your child's emotional gas tank after school. Make eye contact and give hugs. It's hurtful to make him clamor for your attention after a busy preschool day. On the way home, turn off the radio to further connect with your child.

- Teachers don't have time to negotiate with 14 little attorneys about jackets, shoes, and raincoats, so please don't let your child argue about non-negotiable topics at home. Plus, the more practice at home with self-help skills, the better.
- Follow your school's dress code. Have your child wear appropriate shoes for play. As one long-time teacher of 2-year-olds says, "It's not just for the heck of it that we have rules about clothes and shoes." Crocs and sandals aren't safe and get mulch and sand in them on the playground. They are easily kicked off or slip off. Kids have a hard time running and playing in plastic heels or boots, so save them for home-no matter the protest of the pint-size princess or cowboy.
- Talk to your older preschooler to and from school about where he will be going and about the school day. Reminders about what is next help children make smoother transitions.

This column excerpted from stories and articles that appeared in Parenting and Family Life magazines.

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, ancestry 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-

Mr. Kyle Williams, Assistant Superintendent

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.

Parents'/Guardians' Right to Know

Our district is required to inform you of information 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 the 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.

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

• Timely notice that your student has been assigned or has been taught for four 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.

If you have questions, please contact your Federal Programs Supervisor, at https://dese.mo.gov/quality-schools/federal-programs/staff-contacts.

Protection of Pupil Rights Amendment (PPRA)

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 non-emergency, 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)

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-one (21), regardless of the child's disability. The public school assures compliance with the full

educational opportunity goal and services for students three (3) through twenty-one (21). 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-one (21) 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.

District Preschool/Daycare Notice

The district must notify parents of children in our preschool/daycare that they may ask if any child in the preschool/daycare has an immunization exemption on file. The district will not release the name of any child who has the exemption, the type of exemption, or any information other than the fact that there is at least one student with an exemption.

Asbestos in our Schools

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. Pyle at 649-7026.

Accountability Report Cards

Public accountability data for the Carl Junction School District are available at https://apps.dese.mo.gov/MCDS/home.aspx

Mo HealthNet

The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable

health insurance. You can find more information at the following website: http://www.benefits.gov/benefits/benefit-details/1606

Bullying/Hazing (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.

In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

A Bullying Report Form may be obtained from the counseling office. See district policy JFCF.

Suicide Awareness/Prevention

The Carl Junction R-I School District is committed to maintaining a safe environment to protect the health, safety and welfare of students. To find more information on suicide awareness and prevention please see district Policy JHDF.

Audio/Visual Recordings

Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized. To find more information about our district's policy on audio and visual recording see Policy KKB.

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
Table of Contents

General Information
1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed?

Complaints filed with LEA
4. How will a complaint filed with the LEA be investigated?
5. What happens if a complaint is not resolved at the local level (LEA)?

Complaints filed with the Department
6. How can a complaint be filed with the Department?
7. How will a complaint filed with the Department be investigated?
8. How are complaints related to equitable services to nonpublic school children handled differently?

Appeals
9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

Revised 4/17

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.

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.

The following education record information has been designated as directory information and is generally not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student.

General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

> Student's name; date of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities for the purposes of encouraging membership or participation in the group or club; parents of other students enrolled in the same school as the student whose information is released when the release is for the purpose of facilitating communication between parents; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services for official governmental purposes:

> The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

The law declares this information as a public record. If you wish to restrict the release of information for your child, notify your child's building office in writing within the first ten (10) days of school each year. Notifications received after ten days will be accepted but will not be retroactive.

To find more information about our district's policy on directory information, Policy JO-1, click on the following link, Carl Junction Directory Information.

Student Information System- PowerSchool

Primary K-1 faculty and staff recognize the importance of school-home communication and encourage parents to be active participants in all areas of their student's education. The PowerSchool information system provides teachers with a communication pathway to keep parents informed and allows parents to support the learning process.