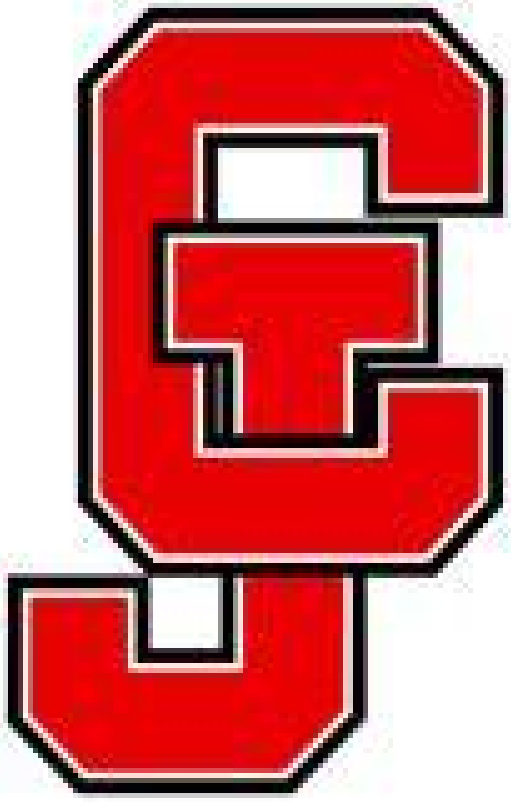
2026-2027

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



Student/Parent Handbook

Welcome to Carl Junction Primary 2–3

We are incredibly proud of our school and excited for the year ahead. We firmly believe that students thrive when parents and educators work together in partnership. It is with great pleasure that we welcome you and your child(ren) to the Primary 2-3 School family.

This handbook is designed to serve as a helpful resource for our families. We encourage you to review its contents and refer to it throughout the school year. If you have any questions or concerns, please don't hesitate to reach out to us.

Contact Information

Phone: 417-649-7034
Website: www.cjr1.org

Addresses

Physical/Mailing Address: Carl Junction Primary 2–3, 99 Verbryck, Carl Junction, MO 64834
District Address: Carl Junction R-1 Schools, 206 S. Roney, Carl Junction, MO 64834

Staff Email Format

Emails follow this format: first initial + last name@cjr1.org
Example: jstevenson@cjr1.org

We welcome your questions and encourage you to become familiar with your child's school. Your support and trust are important to us, and we look forward to a successful year together.

Thank you,
Primary 2–3 Staff

2025-26 Primary 2-3 Staff

Second Grade Teachers
Anna Brock
Sarah Graham
Abby Hendrick
Kailan Lundien
Taylor Coble
Karen Lee
Jordan McDonald
Holli Porter
Alicia Shorter
Elizabeth Sills
Stephanie Weaver

Third Grade Teachers
Malarie Lee
Tabitha Wilson
Makayla Osborn
Keisha Meier
Allie Carter
Megan Bayless
Shelby Estrada
Ranessa Ward
Alex Lee
Missy Nelson

Specials Staff
Laura Peek, Music
Kim Dixon, Art
Ashton Platt, Library
Aimee Golden, Counselor
Tina McAfee, Counselor
Kristin Riley, Enrichment
Paden Bennett, PE

Success Support Staff
Cheryl Sharples
Amy Kennedy (para)

Office Staff
Jake Stevenson, Principal
Austin Rhodes, Asst. Principal
Dana Castlebury, Secretary
Hayley Green, Secretary
Whitney Herbst, Nurse

Custodial Staff
Nancy Felker
Scott Siebhur
Matt Peek

Instructional Tech Staff
Dakota Kelley

Special Education Staff
Addyson Murphy, Grade 2
Emily Bratcher, Grade 3
Ronda Lawson SLP
Shannon Shultz, Self-Contained
Jessica Gilmet, Behavioral Specialist

Title 1/LLI Staff
Ke'o Addis, LLI Title Reading
Amanda Reed, Title Math
Michelle Duley, LLI Title Reading

Para-Professional Staff
Nila Breneman
Stephanie Bates
Craig Bennett
Ashlee Carter
Jennifer Williams
Sydney Lumpkins
Laci Reed

Cafeteria Staff
Megan Gordon, Kitchen Manager
Rayna Harrison
Sue Miller
Carol Woodward
Nancy Pietrzak

District Mission Statement

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

District Goals

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

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

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

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

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

2-3 Building Goals

1. Each student will reach their individualized growth target in both Reading and Mathematics. (CSIP #1)
2. Students will effectively demonstrate skills and character traits to be successful in their future by using responsible, respectful, and safe behavior. (CSIP #2)

Academic Dishonesty

Cheating or plagiarism by a student will result in the student receiving a 0/no credit for the assignment or test. Time spent in ISD may happen as a result of this.

Admission Requirements

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

AMI

On days when there is an unexpected school closure, an Alternative Methods of Instruction (AMI) plan may be implemented. AMI plans allow students to continue learning during school hours that are lost or canceled due to exceptional or emergency circumstances. Teachers will review expectations for AMI days with students early in the year and will revisit AMI assignments regularly throughout the year. All students will have access to AMI assignments, either electronically or on paper. The school district will notify students and parents on each day of closure whether the AMI plan is to be implemented for that day.

The AMI Plan is established for use during extended school closures so that students have the opportunity of continuous enrichment and learning during a time when students are not able to attend school due to extended weather and/or health-related incidents. When it is necessary to implement the AMI Plan, students and parents will be notified through social media, email, and district phone calls home. During AMI implementation, students will receive instruction and enrichment materials over the Priority Standards for each content area that would have been taught during the extended closure. Students will be given independent practice and application of previously taught concepts, enrichment, and new instructional content. The instructional plan for AMI days for students with disabilities will be documented in each individual student's IEP. Students will be provided materials and assignments through electronic/web-based instruction, Canvas, textbooks, library/classroom library books, manipulatives, learning games, teacher-created materials and packets/worksheets. Completion of lessons and activities will be turned in on the next date of attendance or submitted online or mailed/brought to the school for drop-off. Paper packets will be provided for families without internet access.

Arrival/Dismissal - Daily Schedule

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

Unless notified by parents to do otherwise, teachers will routinely follow normal transportation arrangements. If parents want to pick up their child from school or if they wish their child to be transported to a different location, contact the office or send a note to the teacher.. Since primary age children sometimes get details confused, we must rely on parents to keep us informed of changes in routine.

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

If you regularly pick up your student at dismissal time, you will use the main front door on the west side of our building. As a safety precaution, students are supervised at the front door during the afternoon

dismissal time. Both second and third grade students will wait in the multipurpose room. Front door supervisors will dismiss individual students as their vehicle pulls into the pick-up location. You can help the process along by posting your child's name in a clearly visible spot of your car's windshield or window.

- On the 1st day of school, we invite no more than 1-2 adults to walk their child to class. • Prior to school we will have scheduled times for open house with 1-2 adults per child

Following is our arrival and dismissal schedule:
7:40 Breakfast begins
7:55 Students enter classrooms
8:05 Official starting time/Tardy
3:20 Bus students and front door pick-up students dismissed
3:25 Buses depart
3:30 Walkers dismissed from the building after the buses pull away

See District Policy JEDB for more information on dismissal.

Student supervision ends at 3:30pm. Please do not drop off/leave students at the school during unsupervised times.

Assessments

The district's policy on student participation in statewide assessments is made available in the district's office for public viewing as well as on the district's website, Policy IL. Specific assessment information can be found on the district's website under Our District/Academics/Assessment.

- Statewide Assessments

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

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

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

Attendance

Good attendance is an excellent habit for children to establish as soon as they enter school. Because most subjects are taught in sequence, every single school day is important. Absenteeism creates a genuine hardship for even the best students. When students must be absent for more than a day or two, parents are encouraged to pick up their child's schoolwork so that assignments can be completed. When a child must be absent from school, parents are asked to call and inform the school of the reason for the absence. More than 7 absences in one quarter will be considered excessive, and the school may choose to send a letter or notify the Jasper County Juvenile Office.

- Late Arrival/ Tardy

Being on time is a good habit and helps the day begin well for your child. When a child is in place when the bell rings s/he is in sync for the day from the beginning. The tardy bell rings at 8:05 each morning. If your child arrives after the tardy bell they must be checked in at the office by a parent/guardian. The child needs to be signed in before going to class or they will be counted absent. If you need to pick up or bring your child during the school day, you must check in at the office. These practices are required to help us keep accurate attendance records for each hour of the day.

**A letter will be sent home after the seventh tardy or absence.

Food Service- during the 2026-2027 school year

· Carl Junction School District utilizes a debit card system for all students K-4. The Primary 2-3 students are given a card similar to a debit card for lunch. Money can be added to a student's account by sending cash or check with your student to school, or online https://family.schoolcafe.com/CJS

· Money is deposited into child's account
· Students use a card for breakfast and lunch purchases. Students hand the card to the cafeteria cashier. · Parents are encouraged to complete the National School Lunch Program application for free and reduced breakfast and lunch. Applications are located in each building office, and online in the School Cafe Family Hub https://family.schoolcafe.com/CJS· When the student balance drops below $5.00, parents will receive an automated phone message and email on Monday through Thursday evenings until the balance is increased to at least $5.01.
· When students' account balances are below negative $5.00, no school food services will be provided.

Breakfast is served only until 8:05 am. If students prefer, they may bring their lunch from home. Lunch brought from home should be ready to eat. Students who want an extra milk must keep a positive balance on their account, even if they receive free or reduced meals. Extra milks are not part of the regular tray cost.*For more information concerning the school district's nutritional information see Policy ADF, Procedure ADF-AP1.*

Pizza Party Information:

- If a teacher or a parent wants to provide a pizza party for their class, it cannot be served during the lunch service. It must be a smart snack compliant pizza. This can be ordered through the food service director. Food service can get a cheaper rate with Papa John's. The teacher or parent just needs to reimburse food service for the cost of the pizza.
- If the teacher or parent wants to have the pizza party during the lunch service, kitchen staff will have to serve 1 slice per student on a reimbursable tray. The student will have to pay for the tray like a normal lunch (unless they are free). In the new nutrition software, it will no longer be possible to charge a student tray to an adult account. Extra pizzas can be ordered to consume in the classroom, but the teacher or parent will be responsible for the cost of the extra pizzas.
- Process:
    - Contact the food service director with a day, time, and count for the pizza party.
    - Food service director will order pizza and communicate price to teacher.
    - Pizza will either be consumed during lunch (student responsible for cost) or outside of the lunch period (parent or teacher responsible for cost).
    - Parent or teacher will reimburse food service for the cost of the pizzas.

*Dietary restrictions requiring meal substitutions/replacements will require a doctor's note. If you have any questions, please contact Lindsey Stevenson, Nutrition and Wellness Director at lstevenson@cjr1.org or 417-649-5734.

Building Security

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

Bullying/ Harassment

Any form of bullying or harassment is not tolerated at Carl Junction Schools. Any of the following consequences may be used for violations of any discipline code: parent conference, parent notification, peer mediation, penalty sentences/assignment, removal from class temporarily, special seating, staffing with teacher, warning – verbal/written, bus suspension, contact of School Resource Officer, conference with administration/staff, cost-restitution, daily report/assignment sheet, referral, hotline call/referral to social services, loss of privileges, in-school suspension (ISD), out-of-school suspension (OSS -up to 10 days), long term suspension (more than 10 days). Please see School Board Policies AC and JFCF for procedures and information on reporting any incidents.

Bus Conduct

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

The following are a few requirements for the bus:
1. The driver is in charge and must be obeyed promptly without the student talking back. 2. Students must be seated and remain seated at all times unless they have permission from the driver to change seats. The driver has the authority to assign children to permanent seats when deemed necessary.
3. Students must not throw things on the bus or from the bus.
4. Classroom conduct is to be observed by students on the bus. They must keep the noise down to a low tone, talking only to the person in the seat with them or in the seats near them.
5. Arms and heads must be kept inside the bus at all times.
6. Talking must cease at all stop signs or railroad crossings.
7. Aisles must be kept clear for students boarding or leaving the bus.
8. Students must cross in **FRONT**, not in back, when leaving the bus, and they must not try to hang on, throw objects under the wheels, etc. They are not to stop at the mailbox for mail until the bus has pulled away.
9. Any damage, except for accidental damage, to the bus must be paid for by the student causing such damage. This must be done before they will be allowed to ride again. (Example: Broken windows, cut seats, etc.)

10. Weapons of any kind are not permitted on the bus.

11. Nuisance items, such as water guns, toys, etc., are not allowed.
12. Students waiting at bus stops must remain out of roads or streets and must conduct themselves in an orderly manner. They should not arrive at the bus stop more than 5 minutes before the bus picks them up.
13. Older students are asked to help control younger brother and sisters.
14. Students who do not obey these rules will be issued a bus discipline slip by the bus driver. The student will be required to visit the principal's office regarding the bus discipline slip. ***See Building Discipline Code for Action taken.

Cancellation of School

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

Cell Phones and Smart Watches

If second or third grade students bring a cell phone or wear an activated smart watch to school, the device must be turned off while on the bus and during the school day. Additionally, it must remain stored in a secure location, such as a backpack or locker, throughout school hours and while traveling on the bus.

Change of Vital Information

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

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.

Ideally, 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.

Computer User's Policy

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

1. The student is responsible for taking proper care of all equipment, software, books, etc. located at his/her workstation. This includes processor, monitor, keyboard, mouse and pad, printer, table, chair, stand and papers, or books distributed for student use. Vandalism, misuse, or defacing of property will not be tolerated.
2. The student is responsible for his/her assigned work; cheating is not permitted. Cheating is defined as sharing documents or disks, using articles, stories, or other works found online and presenting them as one's own, and/or allowing others to print one's work as their own.
3. The student is expected to stay on task and to respect the privacy of others. Looking through the various drives and/or files on the network is equivalent to looking through private property. Such action is prohibited.
4. Inappropriate use of email including, but not limited to, sending inappropriate/derogatory messages or threatening messages, will not be permitted.
5. Other prohibited activities include but are not limited to:
    a. Sending any unauthorized messages on the network
    b. Accessing software not authorized by the instructor.
    c. Unauthorized or inappropriate entry or use of Internet (i.e. network hacking, chat rooms, pornographic websites, websites explaining the development/construction/distribution of illegal materials/substances, etc.). d. Use of disks from home or from other students. Only software provided by the school is allowed in the labs unless approved by the instructor. Copying or installing any software to or from the network on any school computer is prohibited. e. Unauthorized downloading of any program. Violation of any part of the Computer User's Policy may result in loss of computer privileges, in-school suspension, or out of-school suspension. Consequences will be determined at building level.

Deliveries to Students

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

Discipline (Bulldog Code of Conduct/Discipline Matrix)

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

Bulldog Code of Conduct	**All Settings**	**Classroom**	**Restroom**	**Playground**	**Cafeteria**	**Hallway**	**Assemblies & Field Trips**	**Bus**

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

The Bulldog Code of Conduct and Discipline Matrix are designed to foster student responsibility and respect for the rights of others, as well as provide for the orderly operation of district schools. No code or matrix can be expected to list each and every offense that may result in disciplinary action. It is the purpose of this code to list certain offenses that will result in the imposition of a disciplinary action. Any conduct not included, any aggravated circumstance of any offense, or any combination of offenses may result in disciplinary consequences that extend beyond this Code of Conduct/Discipline Matrix, as determined by the principal, superintendent, and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or his designee to be unfair, inappropriate, or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school playgrounds, parking lots, school transportation, or at a school activity, whether on or off school property.

It is the policy of the Carl Junction R-1 School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. The principal shall also notify the appropriate law enforcement agency and superintendent if the student is discovered to possess a controlled substance or weapon in violation of the district's policy. The school district works cooperatively with the police department and will notify the police when a crime has occurred. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court. Students that have been assigned OSS may not be within 1000 feet of any of the school buildings. *See also Policies JGD and JGF.*

DISCIPLINE MATRIX	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
1. Academic Dishonesty	½ day ISD	½ day ISD	1-3 days ISD	3 days ISD	5 days ISD
2.a. Assault# - All offenses of assault	(including on school personnel) Up to 1-10 days OSS (4th offense- 11-180 days) This is at the administration's discretion)				
2.b. Spitting at or on students, staff, or district personnel	1-3 days ISD	1-3 days ISD	5 days ISD or 1-3 days OSS	1-10 days ISD or 1-5 days OSS	1-10 days OSS
2.c. Biting	1-3 days ISD	1-3 days ISD	5 days ISD or 1-3 days OSS	1-10 days ISD or 1-5 days OSS	1-10 days OSS
3. Bus Misconduct	Warning- Student Conference	1-3 day bus suspension	3-5 day bus suspension	8-10 day bus suspension	Long term bus suspension
4. Computer Violation	Warning- Student Conference	½ day ISD	1 day ISD	3 days ISD	5 days ISD
5. Defiance of Authority	½ day ISD	1 day ISD	1-3 days ISD	3-5 days ISD	5 days ISD OR 1-3 days OSS
6.. Disrespectful/Inappropriate speech/conduct w/ students, district personnel or bullying.	½ day ISD	1 day ISD	1-3 days ISD	3-5 days ISD	5 days ISD OR 1-3 days OSS
7. Dishonesty	½ day ISD	1 day ISD	1-3 days ISD	3-5 days ISD	5 days ISD OR 1-3 days OSS
8. Disruptive Conduct	½ day ISD	1 day ISD	1-3 days ISD	3-5 days ISD	5 days ISD OR 1-3 days OSS
5+ Missing Assignments	ASD	ASD	ASD	ASD	ASD
9. ISD Violation	Additional Day of ISD	1-3 days OSS	1-3 days OSS	3-5 days OSS	5-10 days OSS
10. Drug paraphernalia possession/Vape	1-3 days ISD	1-3 days OSS	3-5 days OSS	5-10 days OSS	5-10 days OSS
11. Exposure	1-3 days ISD	3-5 days ISD	1-3 days OSS	3-5 days OSS	5-10 days OSS
12. Fighting i.e. punches/kicks (non-assault)	1-5 days ISD	1-3 days OSS	3-5 days OSS	5-10 days ISD	5-10 days OSS
13. Inappropriate discriminatory/speech /conduct	1-3 days ISD	3-5 days ISD	1-3 days OSS	3-5 days OSS	5-10 days OSS
14.a. Inappropriate sexual speech/conduct (verbal)	1-3 days ISD	3-5 days ISD	1-3 days OSS	3-5 days OSS	5-10 days OSS
14.b.. Inappropriate sexual behavior (physical)	3-5 days ISD	1-3 days OSS	3-5 days OSS	5-10 days OSS	5-10 days OSS
15. Elopement	1-3 days ISD	3-5 days ISD	1-3 days OSS	3-5 days OSS	5-10 days OSS
16. Physical Aggression (non-assault)	½ day ISD	1-3 days ISD	1-3 days ISD	3-5 days ISD	1-10 days OSS
17. Theft	½ day ISD /Restitution	1-3 days ISD /Restitution	1-3 days ISD /Restitution	5 days ISD /Restitution	1-3 days OSS/Restitution
18.a. Threat/Harassment # *	1-3 days ISD	1-3 days ISD	1-5 days ISD Or 3-5 days OSS	3-5 days OSS	5-10 days OSS
18.b. Direct Threat (victim feels unsafe)#*	1-3 days ISD or 1 day OSS	1-3 days OSS	3-5 days OSS	5-10 days OSS	10 days OSS
19. Vandalism	1-3 days ISD /Restitution	1-3 days ISD /Restitution	3-5 days ISD /Restitution	1-3 days OSS/Restitution	3-5 days OSS/Restitution
20.a. Weapon possession (real or fake) #*	1-5 days ISD	3-5 days OSS	5-10 days OSS	5-10 days OSS	5-10 days OSS
20.b. Attempt or use of a weapon #*	1-10 days OSS	1-10 days OSS	1-10 days OSS	11-180 days OSS	11-180 days OSS
21. False Alarm #*	1-5 days ISD	3-5 days OSS	5-10 days OSS	5-10 days OSS	5-10 days OSS
22. Arson#*	1-10 days OSS	1-10 days OSS	1-10 days OSS	11-180 days OSS	11-180 days OSS

*** All disciplinary actions may be increased/decreased in relationship to the severity or frequency of the offense as determined by administration**

 # Potential Safe Schools Violation

An educational staff member trained in CPI holds may restrain students that are hurting themselves or others. Should the staff member no longer be able to keep the student or others safe, an SRO (School Resource Officer) may restrain the student.

The Carl Junction School District is not a corporal punishment school district.
The Carl Junction School District reserves the right to penalize behavior endangering the welfare and/or safety of other students, faculty, staff, or causing disruption to good order and discipline regardless of whether the behavior is described above.

Student Name	Date	Parent Name	Date
Student Signature	Date	Parent Signature	Date

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The Carl Junction School District is not a corporal punishment school district.
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ISD (In-School Detention)- Students will be removed from the regular classroom setting and will be assigned to an alternative classroom and teacher when appropriate. Students are allowed to make up work missed in their classes while in ISD. While in ISD, students will be given assigned work in addition to their schoolwork. Students in ISD will not be allowed to participate in any school activities until the total days of ISD have been served. These school activities include, but are not limited to, field trips, assemblies, etc. Any student not following the rules of ISD may be assigned out-of-school suspension (OSS). Students may be removed from ISD for not working, sleeping, talking, or any other disruptive behavior as determined by school personnel. Once returning from OSS, the student is required to finish the ISD time.
OSS (Out-of-School Suspension)- Students will be removed from the regular school setting or ISD when deemed appropriate. They will not be allowed to attend classes, be on school grounds without administrative approval, attend extra-curricular or co-curricular activities taking place at non-school locations and/or participate in any school functions while under suspension. Students will be allowed to complete, for credit, work assigned while under suspension. Arrangements for students placed on long term OSS will be determined on an individual basis. Students are prohibited from being within 1,000 feet of school if serving a suspension for an act of violence, drug-related activity, or specified offenses.
ASD- (After School Detention)- Students will stay after school to work on assignments. ASD will finish at 4:15 and students can be picked up at the entrance of the school building. Students are to behave just as in the classroom, ISD, or any other school setting. Students that misbehave may be assigned ISS or OSS.
SS- (Saturday School) Students will attend school on a Saturday to work on assignments. SS will finish at Noon and student pick up will vary depending on the school hosting the Saturday class (Intermediate or 2-3). Students are to behave just as in the classroom, ISD, or any other school setting. Students that misbehave may be assigned ISD or OSS.

MISCONDUCT DEFINITIONS

ACADEMIC DISHONESTY

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

ASSAULT

INTENTIONAL HARM

Attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person. Appropriate law enforcement officials will be notified, and the student will be taken off school property. (VERBAL ASSAULT ON SCHOOL PERSONNEL)
Intentional, inappropriate language or threat directed at or to administrators, faculty, or other school personnel (See board policy)
b. SPITTING- Eject saliva forcibly from one's mouth in anger
c. BITING-Using teeth to cut, wound, and cause for physical harm

BUS MISCONDUCT

Not following bus rules and regulations.

ELECTRONIC DEVICE VIOLATION

a Computer Violations
Please see computer use agreement.
b. Cell Phone / Smart Watch Violation
Please see Electronic Device Section of Policy

DEFIANCE OF AUTHORITY

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

DISRESPECTFUL CONDUCT OR SPEECH

Disrespectful verbal, written or symbolic language, or gesture directed at a staff member, which is rude, vulgar, defiant, or considered inappropriate to public settings.
Intentional, inappropriate language or threat directed at or to students, administrators, faculty, or other school personnel.
BULLYING AND/or HAZING (from Carl Junction R-1 Board Policy JFCF)
To promote a safe learning environment for all students, the Carl Junction R-I School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with Board policy JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

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

DISHONESTY

Failure to tell the truth. May include forgery of signatures.

DISRUPTIVE SPEECH OR CONDUCT

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

ISD Violation

Behavior in ISD resulting in removal from room

DRUG PARAPHERNALIA

Having in possession any paraphernalia such as pipes, vapes, etc..

EXPOSURE

Inappropriate display

FIGHTING (NON-ASSAULT)

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

MISSING ASSIGNMENTS

Includes homework assignments and/or tests

INAPPROPRIATE DISCRIMINATORY SPEECH/ CONDUCT

Prejudiced or biased verbal expression or conduct.

a.INAPPROPRIATE SEXUAL SPEECH/CONDUCT

Sexual words or actions.

b.INAPPROPRIATE SEXUAL BEHAVIOR

Sexual physical contact.

ELOPEMENT W/O PERMISSION

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

PHYSICAL AGGRESSION (NON-ASSAULT)

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

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

SEXUALLY INAPPROPRIATE PHYSICAL/VERBAL BEHAVIOR

See BOE policy

THEFT

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

THREAT/HARASSMENT

A.THREAT/HARASSMENT

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

B. DIRECT THREAT

Victim feels unsafe

VANDALISM

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

WEAPON

Real or fake possession

The possession or use of any instrument or device (or their imitators) which is customarily used for attack or defense against another person or any instrument or device used to inflict physical injury to another person. Examples include, but are not limited to, knives, martial arts devices, box cutters, razors, blackjack, knuckles, pepper mace, and items defined in 18 U.S.C. 921, 18 U.S.C. 930 and/or 571.010, RSMo. See District Policy JFCJ.

* ACT OF VIOLENCE- An incident in which one or more of the following occurs: . (An "act of violence" will be reported to the local police department.)*
    - Obvious bodily injuries are sustained.
    - Disorderly conduct of sufficient intensity to require a peace officer to restore order

o ___A weapon is displayed or used

FALSE ALARM
Deliberate fake emergency alarm activation

ARSON
Deliberate attempt and/or burning of property.

Student Name Date Parent Name Date

Student Signature Date Parent Signature Date

ISD (In-School Detention)- Students will be removed from the regular classroom setting and will be assigned to an alternative classroom and teacher when appropriate. Students are allowed to make up work missed in their classes while in ISD. While in ISD, students will be given assigned work in addition to their schoolwork. Students in ISD will not be allowed to participate in any school activities until the total days of ISD have been served. These school activities include, but are not limited to, field trips, assemblies, etc. Any student not following the rules of ISD may be assigned out-of-school suspension (OSS). Students may be removed from ISD for not working, sleeping, talking, or any other disruptive behavior as determined by school personnel. Once returning from OSS, the student is required to finish the ISD time. OSS (Out-of-School Suspension)- Students will be removed from the regular school setting or ISD when deemed appropriate. They will not be allowed to attend classes, be on school grounds without administrative approval, attend extra-curricular or co-curricular activities taking place at non-school locations and/or participate in any school functions while under suspension. Students will be allowed to complete, for credit, work assigned while under suspension. Arrangements for students placed on long term OSS will be determined on an individual basis. Students are prohibited from being within 1,000 feet of school if serving a suspension for an act of violence, drug-related activity, or specified offenses.
ASD- (After School Detention)- Students will stay after school to work on assignments. ASD will finish at 4:15 and students can be picked up at the entrance of the school building. Students are to behave just as in the classroom, ISD, or any other school setting. Students that misbehave may be assigned ISS or OSS. SS- (Saturday School) Students will attend school on a Saturday to work on assignments. SS will finish at Noon and student pick up will vary depending on the school hosting the Saturday class (Intermediate or 2-3). Students are to behave just as in the classroom, ISD, or any other school setting. Students that misbehave may be assigned ISD or OSS.

MISCONDUCT DEFINITIONS

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

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

. SPITTING- Eject saliva forcibly from one's mouth in anger

. BITING-Using teeth to cut, wound, tear

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. BUS MISCONDUCT
Not following bus rules and regulations.

COMPUTER VIOLATIONS
Please see computer use agreement.

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

DISRESPECTFUL/ INAPPROPRIATE SPEECH OR CONDUCT
Conduct or verbal, written, pictorial, or symbolic language, which materially and substantially disrupts classroom work, school activities, or school functions. Inciting school disturbances, promoting fights, use of vulgar or obscene language, locker violations, trespassing, gambling, pranks, possession of pornography, inappropriate cafeteria behavior, or other acts that disrupt the educational environment of the school. Disrespectful verbal, written or symbolic language, or gesture directed at a staff member, which is rude, vulgar, defiant, or considered inappropriate to public settings. Intentional, inappropriate language or threat directed at or to students, administrators, faculty, or other school personnel.

DRUG PARAPHERNALIA
Having in possession any paraphernalia such as pipes or vapes.

EXPOSURE
Showing or attempting to show private body parts to other students, staff, or other school personnel.

FIGHTING (non-assault)
Fighting-Mutual combat in which both parties have contributed to the conflict either verbally or by physical action (no one gets hurt).
Physical aggression- Combat in which one party has contributed conflict either verbally or by physical action (no one gets hurt). Also see assault.

FORGERY/LYING
Writing or giving false or misleading information to school officials.

INAPPROPRIATE DISCRIMINATORY/SPEECH/CONDUCT
Verbal, written, pictorial, symbolic language or gesture(s), that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in education settings, involves obscene or indecent exposure, or that materially and substantially disrupts classroom work, school activities or functions. This includes but is not limited to word or actions of discrimination or harassment in accordance with board policy JG-R3 & board policy AC.

INAPPROPRIATE SEXUAL SPEECH/CONDUCT (VERBAL)
Verbal, written, pictorial, symbolic language or gesture(s), that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in education settings, involves obscene or indecent exposure, or that materially and substantially disrupts classroom work, school activities or functions.

INAPPROPRIATE SEXUAL BEHAVIOR (PHYSCIAL)
Behavior that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in education settings, this could involve obscene or indecent

exposure, or that materially and substantially disrupts classroom work, school activities or functions.

LEAVING SCHOOL PROPERTY OR CAMPUS w/o PERMISSION

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

PHYSICAL AGGRESSION (NON-ASSAULT)

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

THEFT

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

THREAT/HARASSMENT

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

DIRECT THREAT

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

VANDALISM

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

WEAPON POSSESSION

The possession or use of any instrument or device (or their imitators) which is customarily used for attack or defense against another person, or any instrument or device used to inflict physical injury to another person. Examples include, but are not limited to, knives, martial arts devices, box cutters, razors, blackjack, knuckles, pepper mace, and items defined in 18 U.S.C. 921, 18 U.S.C. 930 and/or 571.010, RSMo. See District Policy JFCJ.

* ACT OF VIOLENCE- An incident in which one or more of the following occurs: . (An "act of violence" will be reported to the local police department.)*

- Obvious bodily injuries are sustained.
- Disorderly conduct of sufficient intensity to require a peace officer to restore order
- A weapon is displayed or used

Documentation in Student's Discipline Record

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

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

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

District Website and Policy Manual

The district policy manual can be found at our website www.cjr1.org
Click 'Our District', Click 'District Policies'

Discrimination

Discrimination or harassment on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists may include: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property. Additionally, demeaning or otherwise harmful actions toward others

are prohibited in general and particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation, or physical appearance.

Dress Code

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

Emergency Drills

To help insure our students' safety, fire drills, tornado drills, earthquake drills, and security drills are scheduled throughout the year.
Fire Drill – The fire alarm is pulled and initiated
Tornado Drill – Administrator initiates drill through intercom system.
Earthquake Drill – Administrator initiates drill through intercom system.
Security Drill – We use "Raptor Alert System" and initiate accordingly.
Bus Evacuation Drill- Students participate in multiple drills throughout the year.

Each drill includes a plan of action with teachers instructing students of proper procedures before the practice is held. Additional information can be obtained from the office.

Enrichment – Gifted Program

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

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

Every Student Succeeds Act of 2015

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
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. (PL 114-95)

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

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

Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA Programs
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Complaints filed with the Department
6. How can a complaint be filed with the Department?
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8. How are complaints related to equitable services to nonpublic school children handled differently?

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

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?
Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?
Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

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

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

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

A complaint filed with the Department must be a written, signed statement that includes:

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

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA**. The LEA will be notified of the complaint within five days of the complaint being
filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve
the complaint at the local level.
4. **Report by LEA**. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S.Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled

differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

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[1] *Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V* Revise 4/17 [2] *In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)*

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

FERPA

See Student Records

Grades

The most valuable thing we can do for young students is to create a positive attitude toward school and learning. Even so, evaluating our students' progress is necessary. Report cards are issued four times a year. Our reports are **Standards-Based** with a 3-point scale *(3 proficient, 2 approaching, 1 beginning)*. If you are concerned about your child's grades, progress, or behavior, please contact the teacher as soon as possible so we can work together to help your child. You also may access your child's grades on the school website. You will need to contact Heather at Central Office, 649-7026 ext. 2003 to receive an access code for the grades.

Here is the protocol for missing assignments:

1. 3 or more missing assignments = HomeWork Center
2. If a student fails or is unable to attend then Administrator's discretion.

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

Heads Up

The proactive measures to prevent head lice is an on-going battle here at school. We periodically check entire classes or grade levels. If a child is found to have head lice, s/he is sent home to be treated. We recommend that all nits (head lice eggs) be removed before the

student returns to school.

HealthNet

Information on MO HealthNet for kids can be found at the following website
http://www.benefits.gov/benefits/benefit-details/1606

Lockers

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

Medication at School/Illness

The school nurse will notify parents when a student becomes ill. Sick students must remain home until the student is 24 hours vomit/fever free/medicine free.

- Prescription Medication

The student's physician shall provide the school with a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency, how medication is to be given and the doctor's name. The prescription label will be considered an equivalent of the physician's order for short term medication. When possible, descriptions of adverse effects and any applicable emergency instructions will be provided.
The parent/guardian will provide a written request that the school district comply with the physician's request to give medication. The district will not administer the first dose of any medication.

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

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

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

- Over-the-Counter Medication

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

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

In the event of an emergency, epinephrine, naloxone, and albuterol are stocked and may be given to student(s) in need. Parents that do not want these medications administered in an

emergency must fill out a form located on the school website (JHFD, Form JHCD-AF2).

* * * * * * * * * * * * *

REQUEST FOR ADMINISTERING MEDICATION AT SCHOOL

Name of Student _____ Birth Date_____

Grade/Teacher _____Name of Medication _____

Dose _____ Time to be Given _____ Restrictions? _____ I

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

Parent/Guardian Signature _____

Date _____ Telephone _____

* * * * * * * * * * * * *

Meeting Student Needs

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information, contact Corey Clingan at our Central Office.

Newsletter

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

Notice of Nondiscrimination

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

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

Compliance Coordinator
Dr. David Pyle, Assistant Superintendent
206 S. Roney
Carl Junction, MO 64834
(417) 649-7026

Notice of Opportunity to Opt Out

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

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any 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)

PPRA (Protection of Pupil Rights Amendment)

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

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

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

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

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

Parent-Teacher Conferences

School-wide parent-teacher conferences are scheduled at the end of the first quarter. These conferences are very valuable to our educational program.

It is not necessary to wait for the scheduled conference time if a parent or teacher has a special concern. Parent conferences are encouraged and can be arranged at any time. In fact, we are delighted when parents stay in touch with their child's teacher.

Parental Information and Resource Center (PIRC)

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

PIRCs help implement successful and effective parental involvement policies, programs, and

activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

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

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

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

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

Parental Involvement Plan

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

Specific Activities to Improve School-Parent Partnerships

1. Carl Junction Primary 2-3 will conduct Parent/Teacher Conferences at the end of first quarter.
2. Each classroom teacher will schedule a time to meet with parents/guardians of their students.
3. Parents/Guardians will be reminded about Parent/Teacher conferences through notes home, email, and phone call reminders.
4. Carl Junction Primary 2-3 will host a parent night for Title I students and their families.

5. Carl Junction Primary 2-3 will involve parents in committees such as the Parent

Involvement Committee (PIC).
6. Carl Junction Primary 2-3 will provide information about student activities, building goals, etc. through monthly newsletters and calendars.

Primary 2/3 School Parent Involvement Plan 2026-2027 Goal: To increase parent involvement in their child's education in order to enhance school climate and increase student's achievement.

Action	Person Responsible	Project Completion Date	Date Completed	Indicator of Successful Completion
1. Parent/family nights at all grade levels	Faculty/Staff	May 2027		Increased parent involvement
2. Student/ Parent/ Teacher Compact * Revise to include Learner Qualities * Post with explanation to Primary 2/3 website and Facebook page (ask their child about Words of Week)	Faculty/Staff	May 2027		Collaboration/responsibility for student success shared by students, parents, staff.
3. Parent/teacher conferences - 100% participation * include BOY/ Mid/ EOY expectations prior to conferencing DRA, NWEA * provide information regarding curriculum as district develops	Teachers, Parents	October 2026		Parent Involvement, improve student achievement, and promote a positive school climate
4. Back to School Night - invite parents to participate in meeting staff, learning procedures/policies, and expectations for students. * include BOY/Mid/EOY expectations * provide information regarding curriculum as district develops	Principals, Teachers	August 2026		Parent involvement, improving student achievement, and promoting a positive school climate
5. Primary 2-3 Parental Involvement Committee will meet to consider any changes or revisions and effectiveness to the plan/activities Dojo	Principals Teachers Parents	August 2026 May 2027		Plan and assess to increase parent involvement, school/home collaboration, and improve student academic performance.
6. Literacy activities to promote student success in reading & involving parents * LLI * Reading Counts * Family Nights and activities	Lit Support Principal Teachers Parents	On-going	On-going	Improved parent participation and promote higher levels of achievement
7 Promote recognition programs to acknowledge positive climate and student achievement * PBIS assemblies * Dojo * Learner Qualities with	Principal, Teachers	On-going	On-going	Increased achievement by recognizing student success. Promote and encourage positive climate

common language				
8. Promote communication with parents * Primary 2/3 Website * Carl Junction Facebook Page * Digital-all classrooms * Title 1 email/digital newsletters	Principal Teachers Parents	On-going	On-going	Provide parents with information about school, class activities/academics will foster greater involvement in student learning to improve achievement
9. Involve parents in volunteering * Build volunteer base through e-mail; community members, Bright Futures, PBiS/BIST Newsletters	Principal Teachers Parents	On-going	On-going	Active parental participation will promote student learning and achievement.

Parent-Teacher Communication

We pride ourselves on maintaining good communication between school and home. This communication requires a great deal of time and effort from our teachers, but we believe it is a good investment.

Teachers should give priority to parent communication, whether by phone, email, or written note. In addition to the parent-teacher conferences scheduled at the end of the first quarter, many informal conferences are held throughout the year.

It is very important to keep parents of primary students informed about their children's progress, and that responsibility falls on the teachers' shoulders. Our counselor and principal are happy to be included in conferences as needed.

Playground Rules

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

Promotion and Retention

For certain students, repeating a primary grade may be beneficial to their long-term school success. Many factors are considered when contemplating a child's retention – general level of maturity, individual ability, daily work, physical size, etc. Teachers will keep parents informed of their student's progress through daily work, parent-teacher conferences, quarterly report cards, and personal contacts. If retention is considered, parental support is very important. By communicating regularly with parents, we strive to make such an important decision cooperatively. Parents may assume their child will be promoted unless the alternative of retention has been discussed with them.

Public Notice

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.

Safe Schools Act

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

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. Pyle at 649-7026.

School Pictures and Yearbooks

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

The fall picture is a standard head and shoulders photo. Approximately two weeks after picture day, parents will receive the proof package that includes one or two small sample photos with order information. Picture retakes are available for students who were absent or received a poor quality photo on the picture day. The individual fall pictures are featured in our elementary yearbook. In March or April the photographers return to school for another photo session. These pictures are similar to a studio photo, with special background and props. Proofs and orders are handled in the same way as fall pictures. However, there are no retakes available for spring pictures.

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

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

Special Services

Students Eligible for Special Education Services under the IDEA

The district's programs and services available to meet the needs of students with disabilities will be in accordance with applicable federal and state laws governing special education services, including the State and Local Plans for the implementation of Part B of the IDEA. However, if the State of Missouri does not receive or accept federal IDEA Part B funds, nothing in this policy shall be read to require anything, procedurally or substantively, that is not required by the governing law. Learning Resource rooms are also part of the Special Education Program. Speech and language therapy is also available. If you are interested in obtaining more information about these programs, please call the Coordinator of Special Services at 649-5714.

Standard Complaint Resolution Procedure

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

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

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

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

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

1. Complaints on behalf of individual students should first be addressed to the teacher. 2. Unsettled matters from (1) above, or problems and questions concerning individual schools, should be directed to the principal of the school.

3. Unsettled matters from (2) above, or problems and questions concerning the school district, should be directed to the superintendent.

4. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case, the complainant may go to the appropriate section of the Department of Elementary and Secondary Education and, from there, to the United State Secretary of Education.

Student Records

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request

that

identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are the Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

5. The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy, and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older), does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook of the information they do not want released.

   The following information may be released without obtaining parental consent: Student's name, parent's name, address, telephone, electronic mail address, date and place of birth, grade level, major field of study, enrollment status, participation

in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

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

Suicide Awareness and Prevention

See District Policy JHDF

Searches

School lockers, desks, and other district property are provided for the convenience of students, as such, are subject to inspection without notice. Student property may be searched on reasonable suspicion of a violation of district rules, policy, or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. See District Policy JFG

Technology Use

Appropriate use of technology is required per Computer User's policy and District Policy JG-R4. Please refer to district policies for specific information.

- Technology and Recording (Procedure EHB-AP1, Policy KKB)
- Technology between staff and students (GBH)

Title I

Our district is required to inform you that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.
Upon your request, our district is required to provide to you in a timely manner the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in a field of discipline of the certification of the teacher. Whether your child is provided services by paraprofessionals and, if so, their qualifications.

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

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the state academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who has not met applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Title IX

Coordinator – Kari Arehart

See School Board Policy

Trauma Informed Schools

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.

Treats

Most of our students enjoy a snack at some point throughout our day. Some of our teachers prefer to schedule snack days where students take turns providing a snack for the entire class. In some of the classrooms, students bring a single personal snack for themselves. We must insist that all shared goodies be "store bought." *As a health precaution, we have had to eliminate homemade snacks.* Students are welcome to provide a special birthday treat – cookies, cupcakes, etc. – for their class to enjoy, however, these treats must also be "store bought."

If you have treats (birthdays, ect.) for our student to pass out to his/her class, we ask that you call the office. Please use the new front entrance on the west side of the Primary 2-3 School. Please pull up and phone the office and we will meet you to collect items. We will make sure that your student gets them to distribute.

Virtual Courses

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). For more information please click on the following link Policy IGCD.

Visitors

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

Many of our primary students enjoy having a special guest join them occasionally for lunch in the school cafeteria. You are welcome to come any day for lunch and if desired. We do ask that you limit your visits to once per week. We will have a table set aside for parent-lunch visits.

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