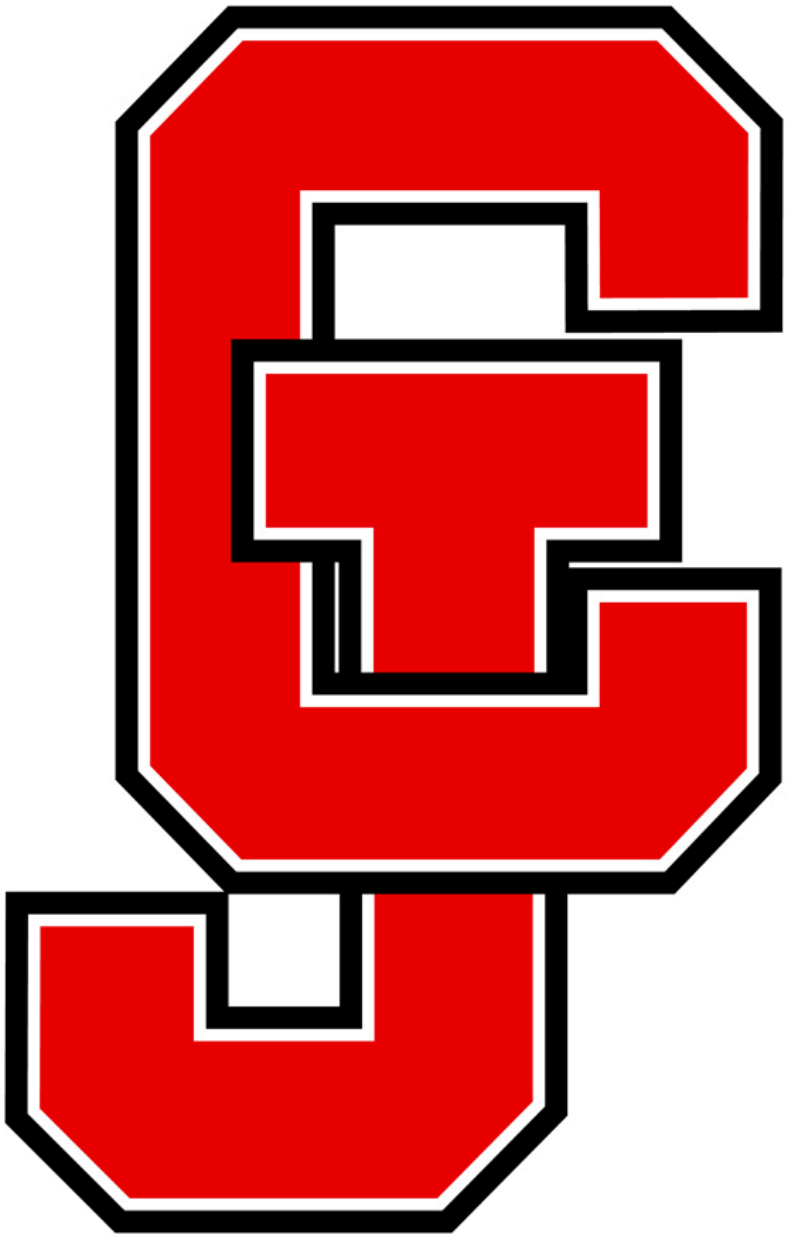
Carl Junction R-1 Primary K-1



Student Handbook

2026-2027

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Welcome/Parent Letter

Dear Parent/s;

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

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

Phone –417-649-7045

Fax – 417-649-7981

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

Website – www.cjr1.org

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

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

Street Addresses - Carl Junction Primary K-1
306 W Allen
Carl Junction, MO 64834

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

Sincerely,
Primary K-1 Staff

Primary K-1 Staff

Office Staff	**First Grade (Continued)**	**Classified Staff**
Grant McDonald, Principal	Kaitlyn Merrick	Chris Buxton, Custodian
Rebecca Myers, Assistant Principal	Caitlyn Moss	Heather Dame, Para
Charla Storm, Secretary	Jennifer Starchman	Hope Fortuck, Para
Sarah Repsher, Secretary	Devin Thomas	Janell Goebel, Para
Tandy Dickens, Counselor	Jenna Wales	Anndy Goodwin, Para
Riley Kittrell, Counselor	**Specials**	Greg Kloberdanz, Custodian
Constructive Kindergarten	Annette Goode, Art	Brenlea Koger, Para
Morgan Snow & Jennifer Lundien, Para	Julie Starr, Art	Tonya Linder, Para
Laura Wilcox & DaAnn Morris, Para	Megan Lamb, Music	Edie McCollom, Kitchen
Kindergarten	Robyn Dumm, Music	Sherry Palmer, Kitchen
Elma Benavidez	Chase Johnston, PE	Michelle Shoemaker, Para
Katelyn Chaligoj	Alex Baker, PE	Tammy Sparlin, Kitchen
Ashlyn Kennedy	Jessica Read, Library	Andrea Spindler, Nurse
Alyssa Kirk	**Reading Specialists**	Ellyce Thornton, Para
Elizabeth Merrell	Annette Elam	Sherry Vocelka, Para
Lexi Miller	Angie Higgins	Ann Warden, Para
Becca Neel	Erica Hudson	
Anna Passley		
Haley Rhodes	**Special Education**	
Ashley Tuggle	Heather Linscheid	
Stephanie Valdois	Jennifer Lowe	
First Grade	Dana Ohmart	
Leslie Bolinger	Misti Scott	
Lariah Boone	Kerri Sundy	
Kyla Eaker	Cassie Wenberg	
Hannah Kelley	**Positive Behavior Supports**	
Amber Lucas	Katie Scott, Teacher	
Erica Matthews	Cassee Hulsey, Para	

District Mission Statement

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

District Vision Statement

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

District Goals

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

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

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

Primary K-1 Mission

The mission of CJ Primary K-1 is to ensure the youngest students of the district experience a positive and successful start toward the district's educational goals, with every effort made to utilize instructional practices that are developmentally appropriate for young students.

Primary K-1 Vision

The vision of CJ Primary K-1 is to create a warm, creative, welcoming, and safe environment where parents and staff can help students become productive, responsible, and respectful citizens (bulldogs). In order to do so, we must implement school-wide expectations, reinforce traditions, celebrate successes, and lay a foundation for the future.

Daily Schedule

Students who walk to school or are transported by parents should arrive between 7:40 and 8:00. With early morning staff meetings, phone calls, conferences, etc., supervision is not available for children arriving before 7:40 or after 3:30. The school district is not responsible for supervising students outside the stated times. Parents/guardians should not drop off or leave children at the school during unsupervised periods.

Following is our arrival and dismissal schedule:

7:40-8:05	Breakfast
8:00-8:05	Students may enter classrooms
8:05	Tardy bell
3:20	Bus riders dismissed
3:20	Car Line/Walker Door students dismissed

Transportation Plan

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

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

Students not riding buses can be dropped off or picked up at our office door via car line and/or walker entrance on the south side of the building. Those transporting students via car should turn west on Allen Street and loop through the drop-off/pick-up area on the east side of the building. We ask that you not drop off until 7:40 nor arrive in the line before 3:15 on any school day afternoon. If your child is not waiting at the door when dismissal begins, you will be asked to circle around to come back around for pick up. It is important that traffic continues to move to avoid blocking intersections near the school. Due to safety concerns and traffic flow, we cannot allow parent walk-ups to the office door. Children can be dismissed to the office before 3:00.

Late Arrival/Tardy Bell

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

Building Security

In order to assure the safety of your children and our teachers while in the Primary K-1 school, we have adopted a building security plan. All doors into the K-1 buildings should remain locked and closed throughout the school day. If you plan to enter the K-1 building at any time, you will need to call the office and be let in by the building secretaries. You will then check-in with the office for sign-in and a visitor tag before proceeding into the building. We appreciate the wonderful cooperation we have from our families and hope that as you become a part of our school you understand the importance of consistent enforcement and extend your cooperation even during times of inconvenience.

Attendance

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

Breakfast and Lunch

2026-2027 lunch prices- TBD

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

- The student turns in money to the teacher (enclosed in an envelope with the student's name, teacher's name, date, and amount enclosed).
- The teacher gives the envelope to the cafeteria office.
- Cafeteria office personnel enter the amount of the payment in the computer.
- Students are given their card as they enter the line for lunch. The cashier collects and scans each card according to the price of the meal purchased after the student has received a complete lunch.
- Money can be added to student's accounts through School Cafe- https://family.schoolcafe.com/CJS

Students in grades Kindergarten through sixth grade can charge an account up to negative -$5.00. After this, they will not be served a school meal. No alternative meals are provided.

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

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

Free and Reduced Lunch Eligibility

Children from families whose current income is at or below qualifying levels are eligible for free or reduced price meals. Applications are available online or at the principal's office in each school. To apply, fill out a Free and Reduced Price School Meals Family Application and return it to the school. The information provided on the application is confidential and will be used only for the purpose of determining eligibility. Applications may be submitted any time during the school year. A complete application is required as a condition of eligibility. Foster children may be eligible regardless of the income of the household with whom they reside. If a family member becomes unemployed or if family size changes, the family should contact the school to file a new application, as such changes may make the children of the family eligible for these benefits.

Nutrition Guidelines

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

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

Visitors

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

You are welcome to visit the cafeteria any day for breakfast or lunch. Letting your child's teacher know ahead will allow us to include you in the lunch count if you plan to eat a school lunch.

Classroom Parties

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

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

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

Deliveries to Students

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

Student Discipline

Corporal Punishment-

Corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Carl Junction R-I School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

Student Searches-

Searches of bags, purses, coats, electronic devices, and other personal possessions may be administered in accordance with law. See Policy JFG and Policy JFCI for further information.

Audio/Visual Recordings-

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

Major Behaviors/Consequences

* The list of offenses is not exhaustive. The school district can discipline a student for any action that is disruptive to the school environment, whether it occurs on or off school property. All disciplinary actions may be increased or decreased in direct relationship to the severity or frequency of the offense. The school district works cooperatively with police and will notify police when a crime occurs on school property.

Nature of Offense	**1st Violation**	**2nd Violation**	**3rd Violation**	**4th Violation**	**5th Violation**
Assault	1-10 Days OSS	1-10 Days OSS	1-10 Days OSS	1-10 Days OSS	1-10 Days OSS
Bullying	½ Day in PBS Room and Parent Contact	1 Day in PBS Room and Parent Contact	1-3 Days in ISD and Parent Contact	3-5 Days in ISD and Parent Contact	1-10 Days OSS
Bus Misconduct	Warning	1-3 Day Bus Suspension	3-5 Day Bus Suspension	5-10 Bus Suspension	Long Term Bus Suspension
Defiance	½ Day in PBS Room and Parent Contact	1 Day in PBS Room and Parent Contact	½ Day in ISD and Parent Contact	1 Day in ISD and Parent Contact	3 Days in ISD and Parent Contact
Disrespect	½ Day in PBS Room and Parent Contact	1 Day in PBS Room and Parent Contact	½ Day in ISD and Parent Contact	1 Day in ISD and Parent Contact	3 Days in ISD and Parent Contact
Disruptive Speech/ Behavior	½ Day in PBS Room and Parent Contact	1 Day in PBS Room and Parent Contact	½ Day in ISD and Parent Contact	1 Day in ISD and Parent Contact	3 Days in ISD and Parent Contact
Exposure	Visit with Counselor ½ Day in PBS Room and Parent Contact	Visit with Counselor 1 Day in PBS Room and Parent Contact	Visit with Counselor ½ Day in ISD and Parent Contact	Visit with Counselor 1 Day in ISD and Parent Contact	Visit with Counselor 3 Days in ISD and Parent Contact
Inappropriate/ Discriminatory Speech/Conduct	½ Day in PBS Room and Parent Contact	1 Day in PBS Room and Parent Contact	1-3 Days in ISD and Parent Contact	3-5 Days in ISD and Parent Contact	1-10 Days in OSS and Parent Contact
Leaving School Property	½ Day in PBS Room and Parent Contact	1 Day in PBS Room and Parent Contact	½ Day in ISD and Parent Contact	1 Day in ISD and Parent Contact	3 Days in ISD and Parent Contact
Physical Aggression	½ Day in PBS Room and Parent Contact	1 Day in PBS Room and Parent Contact	1-3 Days in ISD and Parent Contact	3-5 Days in ISD and Parent Contact	1-10 Days in OSS and Parent Contact
Theft	½ Day in PBS Room and Parent Contact Restitution	1 Day in PBS Room and Parent Contact Restitution	½ Day in ISD and Parent Contact Restitution	1 Day in ISD and Parent Contact Restitution	3 Days in ISD and Parent Contact Restitution

Threat	½ Day in PBS Room and Parent Contact	1 Day in PBS Room and Parent Contact	1-3 Days in ISD and Parent Contact	3-5 Days in ISD and Parent Contact	1-10 Days in OSS and Parent Contact
Vandalism	½ Day in PBS Room and Parent Contact Clean, replace, or repair item	1 Day in PBS Room and Parent Contact Clean, replace, or repair item	½ Day in ISD and Parent Contact Clean, replace, or repair item	1 Day in ISD and Parent Contact Clean, replace, or repair item	3 Days in ISD and Parent Contact Clean, replace, or repair item

Definitions of Offenses

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

Bullying- Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school.

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

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

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

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

Inappropriate/Discriminatory Speech/Conduct- Speech or conduct or verbal, written, pictorial, or symbolic language that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in education settings, or involves obscene or indecent exposure. This includes but is not limited to word or actions of discrimination or harassment in accordance with policy AC.

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

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

Theft- Known possession of stolen property.

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

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

Definitions of Consequences

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.

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.

Parent Contact- Parents will be notified of offense and disciplinary action. School officials may seek parental assistance in helping students learn/practice appropriate replacement behaviors.

PBS Room Visit- Students will complete work, tasks, and school activities in the Positive Behavior Supports Room. PBS Room supervisors will work with individual students on work, tasks, activities, and practice of appropriate/replacement behaviors.

Other Discipline-Related Definitions

Acts of Violence- “Acts of school violence” or “violent behavior” are defined as the exertion of physical force by a student with intent to do serious bodily harm to another person while on school property, including a school bus, or while involved in school activities.

Drug- Unauthorized prescription or nonprescription drugs, drug-related paraphernalia, narcotic substances, marijuana or other intoxicants.

Weapon- 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, stun guns, tasers, and items defined in 18 U.S.C. 921, 18 U.S.C. 930 and/or 571.010, RSMo. If a weapon is brought to or used at school, on school property or at a school activity by a student, the student may be suspended for a period of not less than one year or expelled.

Serious Violation of District's Discipline Policy- One or more of the following acts if committed by a student enrolled in the district: any act of school violence/violent behavior; any offense that occurs on district property, on district transportation or at any district activity and that is required by law to be reported to law enforcement officials; and any offense that results in an out-of-school suspension for more than ten school days.

Weapons In School (JFCJ)

To find information on weapons in school and Missouri Safe Schools Act please see district policy JFCJ.

Bullying/Hazing (JFCF)

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

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

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

Suicide Awareness/Prevention

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

Emergency Drills

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

Cancellation of School

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

Positive Behavior Supports/BIST

Carl Junction Primary K-1 is a *Positive Behavior Supports* School. *PBS* is school-wide systems of support that include strategies for defining, teaching, and supporting appropriate behaviors to create positive environments. There are "Words of the Week" and Bulldog Team Assemblies scheduled throughout the year. *BIST (Behavior Intervention Support Team)* is a partnership with students when they are struggling to help them be accountable for their actions and to make changes in their lives. Please look for our PBS/BIST parent flyer and additional information to come. ***Our Bulldog Code of Conduct is "I am a Bulldog. I am Responsible. I am Respectful. I am Safe!"***

Curricular Concerns

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

Admission Requirements

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

Statewide Assessments

At this time, no statewide tests are scheduled for our students. Students do participate in reading/dyslexia assessments/screenings. The school district policy on student participation in statewide assessments is available for public viewing in the Central Office.

Change of Vital Info

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

Dress Code

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

Heads Up

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

Asbestos in our Schools

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

Required Position Statements

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

Goodies and Treats

Our students like to bring snacks to share with their classmates. As a health precaution, we have had to eliminate all homemade snacks from school and must insist that all goodies be "store bought". Students are welcome to provide a special birthday treat – cookies, cupcakes, etc. – for their class to enjoy with their milk break (store bought).

Party Invitations

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

Academic Dishonesty

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

Grades

Report cards are issued four times/year. Reports are Standards-Referenced, with a 3-point scale (3- proficient, 2- approaching, 1- beginning).

Protection of Pupil Rights Amendment (PPRA)

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

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

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

Volunteers

The Primary K-1 School has been fortunate in the past to benefit from the wonderful support of parent and community volunteers. Please arrange times with the classroom teacher.

Promotion and Retention

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

If retention is considered, parental support is very important. By communicating regularly with parents, we strive to make such an important decision cooperatively. Parents may assume their child will be promoted unless the alternative of retention has been discussed with them.

Enrichment – Gifted Program

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

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

Newsletter

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

Parent-Teacher Conferences

School-wide parent-teacher conferences are scheduled at the end of the first quarter. These conferences are very valuable to our educational program. The Primary School historically experiences a very high percentage of participation. We encourage parents to attend the conference with the teacher during this important time. It

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

School Pictures and Yearbooks

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

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

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

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

At the very end of the school year, we will receive the elementary school yearbook featuring all our students, grades K-6. If you wish to receive a yearbook, you must purchase it online while the ordering window is open. We don't have a supply of extras for late requests.

Kindergarten Screening and Enrollment

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

Special Education Statement

The district's programs and services available to meet the needs of students with disabilities (ages 3 to 21) will be in accordance with applicable federal and state laws governing special education services, including the State and Local plans for the implementation of Part B of IDEA. However, if the State of Missouri does not receive or accept federal IDEA Part B Funds, nothing in this policy shall be read to require anything, procedurally or substantively, that is not required by the governing law.

Trauma-Informed Schools Initiative

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

Parents'/Guardians' Right to Know

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

• Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

• Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

• Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.

• Whether your child is provided services by paraprofessionals and, if so, their qualifications.

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

• Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.

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

• Timely notice that your student has been assigned or has been taught for four or more consecutive weeks by a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

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

Homeless, Migratory, English as Second Language Students

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 our Central Office at 649-7026.

Medication at School

Prescription Medication

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

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

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

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

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

Over-the-Counter Medication

A written standing order or written protocol for the administration of over-the-counter medications in schools may be secured from a physician for an individual student or for a group of students. Written permission must be obtained from a parent/guardian to administer over-the-counter medication which has been prescribed. This permission must be renewed at least annually. (Over-the-counter medications will be kept in the nurse's office).

Emergency Medications

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

Request for Administering Medication at School

Name of Student_____Birthdate_____

Grade/Teacher_____Name of Medication _____

Dose_____ Time to be Given _____ Restrictions? _____

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

Parent/Guardian Signature _____

Date _____ Telephone _____

Notice of Nondiscrimination

Application for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Carl Junction R-1 School District are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, ancestry or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title V), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws, and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

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

Compliance Coordinator
Mr. Kyle Williams, Assistant Superintendent
206 S Roney
Carl Junction, MO 64834

Accountability Report Cards

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

Mo HealthNet

The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. You can find more information at the following website: http://www.benefits.gov/benefits/benefit-details/1606

Staff/Student Electronic Communications

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication. For more information, see Policy GBH.

Public Notice

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

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

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local district, if you wish to review the requirements provided in FERPA.

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

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty-one (21) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a

disability or know of a child with a disability who is not attending the public school, please contact your school district.

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

Public Complaints

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

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

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

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

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

District Preschool/Daycare Notice

The district must notify parents of children in our preschool/daycare that they may ask if any child in the preschool/daycare has an immunization exemption on file. The district will not release the name of any child

who has the exemption, the type of exemption, or any information other than the fact that there is at least one student with an exemption.

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.

Sick Procedures

Primary K-1 has a responsibility to ensure the health and safety of all children enrolled. We ask that you please be considerate and keep your child at home if he/she exhibits any of the symptoms described as follows:

1. Fever. Any temperature 100 degrees and over (99 + degrees under arm; 100 + degrees by mouth) Child must be fever free, without any fever reducing medications, for a minimum of 24 hours.
2. Diarrhea. One or more abnormally loose stools.
3. Severe Coughing. Coughing is considered severe if a child gets red or blue in the face and makes a croup or whooping sound when coughing.
4. Vomiting.
5. Sore throat or trouble swallowing.
6. Earache and/or ear discharge.
7. Severe itching of body or scalp, or signs of lice or scabies. Our center has a "no nit" policy. Nits are the nest eggs of lice. We require that your child have no nits in his/her hair or scalp.
8. Pinkeye. Pink eye(s) accompanied by thick yellow discharge. May affect one or both eyes. This includes a discharge that may be thick.
9. An infected skin patch. May appear oozing, crusty, bright yellow, or "gummy." May indicate impetigo or other skin disease.
10. Unusual spots or rashes.
11. A severe headache.

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

Please provide a written doctor's note ASAP regarding any contagious disease, especially if the child was sent home from school due to this sickness. We will post the information for others on our foyer parent board so that other parents may monitor their own children, keeping the name of the child confidential. It is very important that your family has an emergency backup plan to implement when your child is ill and may not come to school. This can be a very stressful time for your family if a plan is not already in place.

Student Release

Primary K-1 staff will not release a child to anyone who is not on the enrollment/emergency list. Persons must have official photo identification available.

Alternative Methods of Instruction/Virtual Learning Days

When there is inclement weather and school cancellation is necessary, Carl Junction Schools may implement a Virtual Learning Day. During a Virtual Learning Day, students will be asked to "attend" school virtually. Virtual Learning Days are used to allow continuous learning in case of an extended absence from school. It also counts as a school day so the "missed" day does not have to be made up later in the calendar. While each building's Virtual Learning Day may look a little different, overall, students will Zoom into class, receive instruction from their teacher, and then complete the day's assignment.

We know there are some students without internet access at home. If that is the case for you, the district will have sent home with students a Virtual Learning Packet at the beginning of each month of learning. For a Virtual Learning Day, students should get their "paper packets" and complete the sections designated by their teachers.

Each building has instructions that are customized for their grade levels. You will find instructions on how to access virtual learning information and materials by going to each building's web page. Look for the link that says Virtual Learning Days. Instructions for your child will be available at this link.

While we hope we have only a few weather-related school cancellations, we are glad to have the option of Virtual Learning (or Paper Packet Learning) for our students during the absence. Please contact your child's building for further questions.

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 programs.

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**

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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1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

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

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

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

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

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

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

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

Student Information System- PowerSchool

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