

**SEYMOUR R-II SCHOOLS
SEYMOUR, MISSOURI**

Superintendent: Mr. Bruce Denney

Special Services Director/Preschool Coordinator: Mrs. Lessli Pruett

INTRODUCTION

This handbook was prepared for the purpose of giving students, teachers, and parents a better understanding of the Seymour Early Childhood Program.

The policy making body of the Seymour R-II School District is the Board of Education, whose members are elected by the people of the district. Procedures outlined in this handbook are consistent with policies adopted by the Board of Education.

This handbook is not intended to be just a list of rules and regulations, but rather a useful guide to answer any questions which may arise concerning the day-to-day operations of the school.

It is our hope that you will read the following policies concerning the rules and regulations of the school. Please take time to discuss the information with your child.

If you have questions concerning anything in the handbook, please feel free to call 935-2287 extension #153 or come by the school.

Lessli Pruett

**PRESCHOOL COORDINATOR/SPECIAL SERVICES DIRECTOR
Lessli Pruett**

**PRESCHOOL TEACHERS
Amanda Welsh
Kelli Koehler**

**PARENT EDUCATOR
Cheri McCormack**

**PRESCHOOL
PARAPROFESSIONALS**

**Barb Dunn
Crystal Johnson
Cathy Simpson**

**PRESCHOOL SECRETARY
Becky Sturdefant**

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Seymour R-II School assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Seymour R-II 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 Missouri's First Steps Program.

The Seymour R-II School assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. 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).

The Seymour R-II School has developed a Local Compliance Plan for implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the district's Administration Building at 416 E. Clinton and Special Services Office located at 425 E. Center, Monday through Friday from 8:30 am to 3:00 pm.

This notice will be provided in native languages as appropriate.

Revised August 15, 2013

Our school staff and administration believe:

- *Every student is unique and important.
- *All children can and will learn and each student requires differing amounts of time and practice.
- *Success and positive motivation strategies maximize learning opportunities.
- *Strong self-esteem is at the heart of successful, happy children.

We recognize that education is fostered through cooperation between the teacher, student, parent, administration, and community.

To this task we commit ourselves to build an atmosphere for learning which will provide our students the opportunity to develop the self-esteem and skills necessary to continue individual growth and become productive members of society.

The Seymour Early Childhood Staff and Administration

CURRICULUM

We currently integrate Project Construct as the basis of our curriculum. Integrating subject matter in a thematic, hands-on approach is an integral part of our daily schedule. Learning centers, which incorporate activities that foster children’s total development, are utilized each day. It is our goal to address the needs of each individual child, including those with physical, health, and mental disabilities. Emergent literacy, mathematical and scientific thinking, and social skills are other essential “ingredients” of our “recipe” for providing a rich learning environment for our preschool children. We also promote independence and decision making, with the hopes that each child will gain intellectual, social, and moral autonomy.

LICENSING REGULATIONS

The Seymour Preschool is a licensed facility, adhering to standards based on the Department of Health and Senior Services/Section for Child Care Regulation policies. The licensing regulations that our facility goes by is available at the front desk for you to look at, along with the most recent inspection reports from licensing, health sanitation, and the fire inspector.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students and parents of elementary, middle school, and secondary school students, employees, sources of referral of application for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Seymour R-II Schools are hereby notified that this institution 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 the programs and activities.

Sexual harassment is a form of sex discrimination which involves unwelcome behavior of a sexual or gender directed nature (either verbal, nonverbal, visual, or physical) that interferes with the ability to study, work, or participate in activities. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly term or condition of an individual’s employment or education.

2. Submission to or rejection of that conduct by an individual is used as a basis for employment or educational decisions affecting such individuals, or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's employment or education or creating an intimidating, hostile, or offensive environment.

Sexual harassment may include, but is not limited to, verbal harassment or abuse; uninvited letters, calls, or material of a sexual nature; uninvited and deliberate touching, cornering, pinching; uninvited sexually suggestive looks or gesture; uninvited pressure for sexual favors; uninvited pressure for dates; uninvited sexual teasing, jokes, remarks or questions; attempted or actual rape or sexual assault.

The Seymour R-II School district will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses any student or employee of the School District.

Any person having inquiries concerning Seymour R-II School compliance with the regulation implementing Title IX, or section 504 is directed to contact Lessli Pruett, Title IX and Section 504 Coordinator, 416 E. Clinton, Seymour, MO 65746, regarding the institutions efforts to comply with the regulations implementing Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institutions' compliance with the regulation implementing Title IX, and Section 504.

NOTICE RELATIVE TO STUDENT RECORDS INFORMATION

Under the Family Education Rights and Privacy Act, Section 99.7 the Seymour RII School District provides the following notification relative to student records:

1. The parents or eligible students have the right to --
 - (a) Inspect and review the student's educational records,
 - (b) Seek amendment of student's educational records if they believe the records to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
 - (c) Consent to disclosures of personally identifiable information contained in the student's educational records (except to the extent that the Act and 99.31 authorizes disclosure with consent; and
 - (d) File with the U.S. Dept. of Education or MO Dept. of Elementary & Secondary Education a complaint concerning alleged failures by the School District to comply with the requirements of the Act.)

2. Parents or eligible students should contact the building level principal for:
 - (a) Request to inspect and review education records.
 - (b) Procedures for requesting amendment of education records.

3. Parents should contact the Special Services Director in regards to student records relative to Special Services.

The Seymour RII School District will use the guidelines outlined in P.L. 90-247, Title IV, Family Educational Rights and Privacy Act, Subpart B in dealing with the inspection or review of student's educational records. Subpart D outlines how the District will disclose Personally Identifiable Information with consent and under what conditions prior consent is not required.

Under the Family Educational Rights and Privacy Act, Section 99.37 the following conditions apply to disclosing directory information:

An educational agency or institution may disclose directory information if it has given public notice to parents of student in attendance and eligible students in attendance at the agency or institution of --

1. The types of personally identifiable information that the agency or institution has designated as directory information. "Directory information" means information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.
2. A parent or eligible student has a right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information. *(The parent/guardian must notify the school if they do not want the information released.) Notice to opt out can be found at the end of this handbook.*
3. The period of time within which a parent or eligible student has to notify the agency or institution in writing that he or she does not want any or all of those types of information about the student as directory information. *(The parent/guardian shall notify the school within two weeks from the date the student officially enrolled for the school year.)*

ACCESS TO INFORMATION

Families have access to the following information: staff child abuse and neglect/criminal record forms, accreditation self study, licensing regulations, lesson plans, your child's developmental records. Staff members must be consulted before access to these documents can be given.

ADMISSION

Parents will be required to complete the enrollment form and all paperwork that is required prior to the student starting preschool. Current immunization must be on file. The program will accept children, ages 3 and 4. A child must be 3 or 4 by July 31st of the calendar year.

ANTIBULLYING POLICY

1. Every district shall adopt an antibullying policy by September 1, 2007.
2. "Bullying" means 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; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus. "Cyberbullying" means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

3. Each district's antibullying policy shall be founded on the assumption that all students need a safe learning environment. Policies shall treat all students equally and shall not contain specific lists of protected classes of students who are to receive special treatment. Policies may include age-appropriate differences for schools based on the grade levels at the school. Each such policy shall contain a statement of the consequences of bullying.

4. Each district's antibullying policy shall be included in the student handbook and shall require, at a minimum, the following components:

(1) A statement prohibiting bullying, defined no less inclusively than in subsection 2 of this section;

(2) A statement requiring district employees to report any instance of bullying of which the employee has firsthand knowledge. The policy shall require a district employee who witnesses an incident of bullying to report the incident to the district's designated individual at the school within two school days of the employee witnessing the incident;

(3) A procedure for reporting an act of bullying. The policy shall also include a statement requiring that the district designate an individual at each school in the district to receive reports of incidents of bullying. Such individual shall be a district employee who is teacher level staff or above;

(4) A procedure for prompt investigation of reports of violations and complaints, identifying one or more employees responsible for the investigation including, at a minimum, the following requirements:

(a) Within two school days of a report of an incident of bullying being received, the school principal, or his or her designee, shall initiate an investigation of the incident;

(b) The school principal may appoint other school staff to assist with the investigation; and

(c) The investigation shall be completed within ten school days from the date of the written report unless good cause exists to extend the investigation;

(5) A statement that prohibits reprisal or retaliation against any person who reports an act of bullying and the consequence and appropriate remedial action for a person who engages in reprisal or retaliation;

(6) A statement of how the policy is to be publicized; and

(7) A process for discussing the district's antibullying policy with students and training school employees and volunteers who have significant contact with students in the requirements of the policy, including, at a minimum, the following statements:

(a) The school district shall provide information and appropriate training to the school district staff who have significant contact with students regarding the policy;

(b) The school district shall give annual notice of the policy to students, parents or guardians, and staff;

(c) The school district shall provide education and information to students regarding bullying, including information regarding the school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying;

(d) The administration of the school district shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques shall include, but not be limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills; or encouraging the student to develop an internal locus of control. The provisions of this paragraph shall not be construed to contradict or limit any other provision of this section; and

(e) The administration of the school district shall implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

5. Notwithstanding any other provision of law to the contrary, any school district shall have jurisdiction to prohibit cyberbullying that originates on a school's campus or at a district activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a district activity using the student's own personal technological resources. The school district may discipline any student for such cyberbullying to the greatest extent allowed by law.

6. Each district shall review its antibullying policy and revise it as needed. The district's school board shall receive input from school personnel, students, and administrators when reviewing and revising the policy.

ARRIVAL TIME

Morning classes will be in session from 8:00-10:50 a.m. and afternoon classes will be in session 12:00-2:50 (Monday - Friday). Doors open at 7:45 am and 11:45 am.

DO NOT bring your child before 7:45 am or 11:45 am, as there will not be any adult supervision before this time and the doors will be locked.

Parents/guardians/sitters must sign children in and out of preschool *daily*. A sign-up sheet will be located near each classroom door -- this is for the safety of your child. During preschool class hours, outside building doors will remain locked. If you need to pick your child up early, please ring the bell on the right side of the doors. If someone other than the parent/guardian picks up your child, that person must sign in at the office, their name must be on file as one who can pick up your child, a note sent or a phone call must be made to the office.

ATTENDANCE

Daily attendance at school is the first and most important part of any student's success in his or her educational program. Each student is expected to attend school regularly and to be on time for classes. This is necessary for the student to receive the maximum benefits from the instructional program and to develop habits of punctuality, self discipline, and responsibility.

In preschool, we have a waiting list. Please make every attempt to get your child to school every day on time.

AUTHORITY

Every student will come under the authority of all teachers during the school day, while on school campus, or when the student is attending school functions.

CELL PHONES

Cell phones will not be allowed in school in the possession of students. If a student brings a cell phone to school, the parent will be called and asked to come and pick it up.

CHILD ABUSE AND NEGLECT / HEALTH SERVICES PROCEDURE

School personnel are in a unique position to help children, families, and the community in dealing with the

issue of child abuse and neglect, including sexual abuse and incest. The school setting enables teachers and nurses to observe children over time and to identify appearance and behavior that is unusual. Reporting the suspicion of abuse and neglect is mandated by Section 210.115, RSMo, 1975 (revision, 1982) for all specified caretakers of children. School personnel should recognize that reporting suspicion is not an accusation, but a request that a helping process begin.

The school district's role is that of identification only. Only information sufficient to make the report needs to be obtained. Investigation is the responsibility of the Division of Family Services and/or law enforcement agencies.

CLASS INTERRUPTIONS

Class interruptions will be kept to a minimum. All parents and visitors must go to the secretary before proceeding to the classrooms. All pamphlets, notes, etc., must be approved by the principal before being distributed.

When bringing your child to school tardy or picking your child up early, you must check in at the office. Remember, for the safety of your child, doors will remain locked during the school day. Do not go directly to the classroom expecting to conference with the teacher. They are instructing their class. If you need to visit, please make an appointment through the office. Students will be taken to and gotten from classes by office personnel. This is to keep class disruptions to a minimum.

CLASS PARTIES AND BIRTHDAYS

When bringing treats for class parties, items must be wrapped or purchased from a commercial bakery/store. For your child's birthday, check with the classroom teacher before bringing in treats. Cakes, cupcakes, cookies, etc. must be purchased from a commercial bakery/store. **NO HOMEMADE** items can be served to the students.

COMMUNITY INVOLVEMENT

Members of the community will be asked to read to the preschoolers' (and discuss their jobs) as often as possible. Story hour with the Public Library will be promoted. Community field trips will be taken, giving preschoolers' an opportunity to observe local businesses in action. The PAT Lending Library is available to all parents, a professional resource library is established in the Seymour Public Library; thus allowing parents and professionals an opportunity to use the resources available for education of their children.

CONFERENCES

Parent-teacher conferences may be arranged through notes, telephone calls, or personal visits.

DEBTS

The student/parent is responsible for the replacement cost of any materials that are lost, stolen, or damaged while in the student's possession.

Snack money that is owed must be paid prior to the end of the school year.

PRESCHOOL DISCIPLINE PLAN/DISCHARGE OF CHILDREN

Purpose: It is our goal to have each child able to regulate his or her own behavior; thus, we encourage self-discipline. Children are expected to make choices and decisions about their own behavior and learning.

Physical activity is not only accepted, it is fostered. We feel that keeping the children active will lead to less “excess” energy. Mental activity is also important in our behavior management plan. Children are not as inclined to misbehave when their minds are actively engaged in thinking, problem solving, and learning. Social activity makes up the final component of our discipline guidelines. Children are encouraged to work cooperatively, so that they learn social skills and problem solving. Limits and rules are enforced. We want our children to feel safe and secure in order to learn. So that the rules have meaning to the children, they are based on the children’s developmental levels and are, in part, established by the children themselves.

Proactive steps taken by the teachers to avoid problem behavior include planning for students’ physical, mental, and social activity, and also by providing many opportunities for them to make choices and decisions. Both intrinsic and extrinsic incentives (such as “feeling good on the inside” and sticker charts are utilized in our preschool classes. Observation by the staff is another key aspect of avoiding negative behavior. If the need arises, teachers or paraprofessionals step in to stop misbehavior before it occurs.

Guidelines for staff behavior management of children include setting clear limits and rules in order to ensure safety of children. Staff members are also expected to provide proper supervision at all times. Students are never to be left alone. Teachers and paraprofessionals are encouraged to maintain a positive attitude and approach towards the children. In most instances, behavior problems are taken care of within the classroom. Only in extreme circumstances are students taken to the principal’s office for a conference. These include situations in which students repeat the same infraction more than twice, they become physically aggressive, or if they become so unruly that they disrupt the educational process of other students. Parent-teacher communication about student behavior is another aspect of our behavior management guidelines.

Parents are made aware of all behaviors, both negative and positive.

Student behavior guidelines are kept simple, so that the students can understand them. Students are encouraged to make good choices, keep their hands and feet to themselves, and treat others as they like to be treated. There are also the obvious safety rules, such as walking inside the building, climbing only on

outside equipment, throwing only things that are meant to be thrown, etc. If a child endangers him/herself or others, he/she is removed from the room, taken to the office, and parents are notified. Should problems persist, a conference with the teacher, parents, and principal will be scheduled to determine the best possible plan of action. Alternative intervention strategies (classroom environment accommodations/changes, motivational strategies, verbal reinforcement, and/or counseling) will be a part of this plan. Only in the most severe cases will a child be discharged from the preschool program. These include instances in which a student continues to repeat episodes of physical aggression towards him/herself, staff members, or other children, or if he/she continues displaying disruptive behaviors that do not become under control. Discharge will come **only** after staff members have gone through various intervention strategies in which the student fails to respond positively.

Teachers and paraprofessionals use various behavior management techniques. These include having students take responsibility for their own actions and helping them to verbalize how they feel. Students are asked to state what their behavior was, why they chose to act that way, and how they could make better choices in the future. When problems arise between students, staff members refrain from immediately stepping in to solve them. Students are encouraged to communicate with each other and to try to work out a solution. If they are unable to come up with some kind of agreement, teachers and paraprofessionals will offer suggestions. Ignoring negative behaviors is another technique utilized in our classrooms. We like to brag on positive behaviors, instead of pointing out negative behaviors. Time out is also used, if students continue to make unwise choices. Students are only expected to have time out for a period of 1 minute times their age. Mutual respect between staff and children is our ultimate goal.

GENERAL GUIDELINES FOR BEHAVIOR

CLASSROOM:

1. Make good choices
2. Keep hands and feet to yourself.
3. Treat others as you like to be treated.

RESTROOM:

1. Keep water in the sink - no splashing.
2. Keep restroom neat and clean.
3. No playing.

HALLS/OPEN AREA:

1. Move quietly through the halls without touching walls or other students.
2. Keep to the right side of the hall.
3. No running.

PLAYGROUND:

1. Fighting or wrestling is not allowed.
2. Littering is not permitted.
3. Children are to treat one another with respect and kindness and show good sportsmanship.
4. A note from the parent or guardian is required if a student must stay inside at recess.
5. Throwing of dirt, gravel, snow, etc., is not permitted.
6. Skateboards are not allowed on school property at any time.

DISPENSING OF MEDICINES

Prescribed medications will be given only on the written order of a physician. To avoid any error, medicine should be sent to school in the original container with the following information:

1. Student's name
2. Date prescribed
3. Dosage amount to be taken
4. Time medication is to be given
5. Physician's name and phone number
6. In order to comply with licensing, parents must complete a medication authorization form.

All medication will be dispensed by the school nurse. In the event the nurse is unavailable, the medication will be given by the designated para-professional. **No over-the-counter medicines can be given.**

DRESS CODE

The first priority of the school is to provide an environment which is safe, healthy, and conducive to learning. Student attire and grooming standards influence that environment. The School requires that student attire and grooming not pose health or safety risks to self or others or be disruptive to the educational process.

The following are inappropriate for school wear:

- Shirts and blouses which do not cover the midriff.
- Bike shorts (spandex) worn as outerwear.
- Clothing which illustrates, with words or symbols, alcohol, tobacco, drug use, views concerning

sexual issues, and the depiction of violence or profanity.
Clothing with holes cut or torn so as to expose the body inappropriately.
Hats or headgear indoors.

It is not possible to control or assess by written rule every possible attire and grooming issue. It is required that reasonable judgment under the general guidelines of health, safety, and “disruption to the educational process” be applied fairly and consistently. Parents will be asked to cooperate, should problems arise in this area.

EMERGENCY PROCEDURE

Classroom teachers will instruct students what to do in case of emergency or disaster. Instructions and diagrams will be posted in each classroom. Monthly drills will be conducted so that the students will know what to do in case of emergency or disaster.

EMERGENCY SITUATIONS

In emergency situations, parents will be contacted to pick up their child.

FIELD TRIPS

Prior to planning a field trip, staff members are required to complete a trip/activity request form and receive approval from the principal, superintendent, and school board.

If field trips are taken, it will be the parent’s responsibilities to provide transportation, supervision, and any monetary needs for their children. Teachers will send home information regarding dates, destination, arrival/departure times, etc. prior to the field trip (at least one week in advance). On the date of the field trip, parent/caregivers, children, and staff members will meet at the planned/destination/time. Parents will sign a statement saying that they are responsible for their child at all times during the field trip. Attendance on the field trip will not be mandatory. Staff members will provide a first-aid kit, should the need arise for Band-Aids, alcohol wipes, etc. (for minor cuts, scrapes, etc.). However, should a more serious accident occur that requires medical attention, it will be the parent’s responsibility to provide for medical services. An accident report would then be filed with the school district. Parents must accompany their child.

GUIDANCE POLICIES

The guidance program consists of classroom lessons designed to encourage personal, social, and educational growth in all students.

HEALTH GUIDELINES

Your children are our priority. Please use the below guidelines to help prevent the spread of illness in our schools.

Fever

- 100.5 degree F or above; students will be sent home at this temperature or above.
- Should remain fever free without the use of (Tylenol, Motrin/Advil) before returning to school.

Vomiting

- 2 or more times in the previous 24 hours unless determined by a healthcare provider it is not caused by a communicable condition and the child is not at risk for dehydration.
- Child should be free from vomiting before returning to school.

Diarrhea

- Frequent diarrhea especially when accompanied with other symptoms such as fever or body aches.
- Stay at home until free of diarrhea unless determined by a healthcare provider it is not caused by a communicable condition and the child is not at risk for dehydration.

Sore throat, “cold”, cough

- Should remain at home until fever free and symptoms are only mild.

Strep Throat-highly contagious

- Symptoms seen could be throat pain, red swollen tonsils, white patches or pus on tonsils, fever, headache.
- Should be on antibiotics 24 hours and without fever before returning to school.
- Please let the office know if your child has been diagnosed with strep.

Mouth sores with drooling

- Until a medical exam indicates the child may return to school or until sores have healed.

Rash with fever or behavior change

- Rash of unknown cause should be examined by a healthcare provider. Child should remain at home until cause is determined.

“Pink” eye

- Redness of eyes and/or eyelids with thick white or yellow eye discharge and pain.
- Child is excluded until 24 hours after treatment has been started by a physician.
- Need to bring a note from the doctor stating child is being treated and what day he/she can return to school.

Impetigo, boils, abscesses, sties, infections, blister, sores

- Any open and/or oozing wounds/lesions must be treated and covered.
- Need a note from the doctor that lesions are being treated and that child may return to school.

Head Lice

- If school nurse or teacher should discover head lice/eggs on a student in the classroom, the parent/guardian of that student will be notified, and the student will be removed from school. All siblings of the infected student will also be checked.
- The school nurse will instruct the parents concerning various shampoos and sprays that can be purchased for head lice/eggs, and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eradicated.
- To be readmitted to school, a student must be accompanied by a parent/ guardian or relative, and must be examined by the school nurse, or provide a note from a doctor's office stating the student no longer has lice or nits. The student will at the time be given a slip to be given to the teacher, which states that there is no evidence of head lice or eggs. If eggs are still present, the student will be sent home until the eggs are removed from the hair.
- Within six to ten days after being readmitted to school, the student will be examined again by the school nurse. If at that time head lice/eggs are found, parents will again be called and reinstructed concerning treatment of the head lice/eggs.
- The school will keep accurate records of students infected with head lice/eggs. From these records, the school will determine the infected individuals who could possibly be the carriers of the head lice.
- It will be the responsibility of the school nurse to examine a student who is possibly infested with head lice or eggs, and to recommend his or her removal from school, if warranted. The

- nurse is also responsible for recommending readmission of the student after treatment is completed.
- If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or eggs under these procedures, resulting in a prolonged period of absence of the student from school, the matter may be reported to the appropriate family/youth services and law enforcement agencies.

Ringworm of scalp

- May attend 24 hours after treatment started. Must bring a note from the doctor that child is being treated.
- Upon returning to school ringworm lesion must be covered by clothing and/or bandages.
- Child may not participate in close contact activities until 72 hours after treatment started.

Scabies

- Infectious disease of the skin caused by a mite.
- Must be excluded until 24 hours after treatment begins.
- Must bring a note from the doctor that child is being treated.

Hepatitis A

- Unusual color of skin, eyes, stool, or urine.
- Spread through stools.
- If diagnosed, should have a note from the doctor saying the child may return to school.

Pertussis (Whooping Cough)

- Must be evaluated by a medical provider.
- Should not return to school until after 5 days of antibiotic treatment and note from provider.
- During first 5 days of antibiotics, student should NOT participate in ANY school or community activities.
- Must be excluded for 21 days after onset of cough if not treated with antibiotics.

Hand, Foot and Mouth Disease

- Until Fever free and child is well enough to participate in routine activities (sores or rash may still be present)

Immunizations

In the event of an outbreak, students who are exempt from immunizations for any reason will be excluded from school for their own protection and that of other students. School staff will notify parents/guardians.

The best defense against illness is frequent and thorough hand washing.

IF YOUR CHILD BECOMES ILL AT SCHOOL

Make sure the school has current contact information for you (Home #, Work #, Cell #). We need to be able to reach you if your child becomes ill or in case of an accident/emergency.

It is the parent/guardian's responsibility to make arrangements for the student to be picked up if they become ill during school hours. If you are unable to pick up your child you will need to have a backup plan. Please make arrangements with relatives, friends, neighbors, or a sitter to pick your child up when he/she is ill at school.

Feel free to contact the school nurse if you have questions regarding the above:

**Erika Lansdown 935-2287 ext. 142
Preschool/Elementary**

**Redenna Lansdown 935-2287 ext. 136
Middle School/High School**

School Board Approved: October 11, 2016

The District will be responsible for providing adequate facilities, first aid supplies, and at least one staff person who is trained in First Aid and CPR.

If a child becomes ill at school, (a fever of 100.5 or over, vomiting or diarrhea) the parents are contacted and the child is sent home. If a parent cannot be reached, the person on the medical permission sheet is called. **For minor cuts, scrapes, or bruises, Band-Aids and ice packs are used.**

For your child's well being and safety, please be sure that the school has at least two emergency phone numbers. Students will be required to be out of school for a 24 hour period after last incident of vomiting, diarrhea, or a fever of more than 100.5 degrees or to have a doctor's note.

In cases where severe illness or injury has occurred, parents or guardians will be notified immediately for appropriate instruction since the District's responsibility is only for first aid. The right to give treatment goes no further than treatment that is necessary to protect life and to the comfort the individual(s) until additional treatment can be secured by the parents or guardians.

If an injury occurs that requires further medical care (seen by physician or in emergency room) or results in absence of more than one-half day, an accident report will be generated. A copy of the accident report should be retained in the office.

Students who become ill at school will be sent to the office and the school nurse will be notified. Address and phone numbers must be current in the office so that a parent may be reached to pick-up an ill child. The student must be checked-out through the school office.

If your child will be absent from school due to illness or a doctor/dentist's appointment, please notify the office at 417-935-2287 ext. 153.

IMMUNIZATIONS

In order to comply with Missouri State Law, complete immunization records must be on file in the principal's office or the child will not be permitted to attend school.

LEAVING SCHOOL EARLY

Any child who leaves school early for any reason must be signed out. To minimize disruptions in the learning process, it is requested that you not sign your child out early except in cases of doctor or dentist appointments or emergencies.

MEDICAL EXAMS

In order to comply with the Missouri Department of Health/Bureau of Child Care Safety and Licenses, a record of a medical exam must be on file in the principal's office for a child to attend preschool.

NEGOTIATION OF DIFFERENCES AND DIFFICULTIES

Should families have any differences or difficulties with the preschool program, their child, or staff members, a conference will be conducted with the family members and staff members involved. Every effort will be made to solve the problem at this time. However, should the problem continue, a meeting with the family members, staff members, and building supervisor will be arranged. Parent involvement and participation in the preschool program is one of the Early Childhood Center's goals, so considerable time and effort will be made to work with families in solving any differences or difficulties they may have that is associated with the program.

The role of the PAC (Parent Advisory Committee) is to be actively involved and provide input pertaining to the pre-school program. The selection for the committee will be at the teachers' discretion. If replacements are necessary, the interest level of the parents will be taken into consideration. Four (4) sets of parents (1 set per class) will make up the committee. The meetings will be held at various times throughout the school year.

PARENT EDUCATION/INVOLVEMENT/COMMUNICATION

The Pre-school program will work in collaboration with the PAT (Parents As Teachers) educator to promote parent education, involvement, and communication. This will include group meetings and parent education meetings. Parents will be encouraged to volunteer in the program, be a part of the Parent Advisory Committee, and work on forming a pre-school parent group. Communication from school to home will include newsletters, conferences, notes, phone calls, group meetings and calendars.

PLAYGROUND

It is our goal for each student to have a safe and enjoyable playground experience. In order to insure their safety and enjoyment, we must enforce certain rules. These rules are explained and reviewed in each classroom at the beginning of the school year.

PRESCHOOL PROGRAM

Children will attend five (5) - 1/2 day sessions each week (Monday - Friday). Morning classes will be held from 8:00-10:50 a.m. Monday - Friday. Afternoon classes will be held from 12:00-2:50 p.m. Monday - Friday.

There will also be no classes on days that regular school is not in session, i.e. holidays and snow days *or* regularly scheduled half days.

PRIVATE VISITS

Teachers will conduct at least one private visit each year. These will be done at school. During these visits, teachers will go over developmental skills and progress of the child.

PROGRAM GOALS, OBJECTIVE, AND EVALUATION

PROGRAM GOALS

The program will nurture the following goals:

- (1) The parents will be included in all aspects of their child's development and growth in this pre-school.
- (2) This pre-school program will address each area of development for each individual child.
- (3) The program will incorporate special needs of all children, including those with physical, health, and mental disabilities.

PROGRAM OBJECTIVES

- (1) The needs of working parents will be met by assisting them in activities that promote learning and build rapport with their child.
- (2) The needs of each individual child will be met through learning activities that promote each child's development of self-confidence, social competence, learning through play, and fostering independence.
- (3) Through the utilization of the Project Construct curriculum, a rich environment will be

provided through activities in different interest areas which promote children's emergent literacy, mathematical and scientific thinking, and develop an understanding of social learning.

- (4) Children with special needs will be actively involved in all learning/social activities through inclusion and assistance of class.

PROGRAM EVALUATION

(1) Participation of pre-school parents will increase throughout the school year, such that 100% of pre-school parents will attend at least one function during the school year. Parents will be asked to complete a survey/questionnaire. This will help pre-school teachers to better serve parental needs.

(2) Children will be evaluated through the use of checklists and state observation guidelines.

(3) Special needs children will be evaluated through the use of checklists, state observation guidelines, and goals as outlined by their IEP's.

PROGRESS REPORTS

Progress reports are issued at the beginning and the end of the school year.

SCHOOL CLOSINGS

In the event that school must be canceled due to bad weather or other emergencies, the closing will be announced on KYTV Channel 3 and KOLR Channel 10, along with our school's automated phone system. New enrollees will have a form to fill out for this automated system.

SCREENINGS

Screenings for the next school year will be conducted for both preschool and kindergarten entrance in the spring.

SNACKS

A snack will be served each day, for both the morning and afternoon classes. The snack fee will be **\$.50** a day for each student. This can be paid daily/weekly/monthly. Payment must be made in CASH. Thank you.

SUPPLIES

The bulk of the preschool supplies will be provided to your child in the preschool classroom. At various times throughout the school year, the preschool teachers may request certain items be brought to school for various activities.

2017-2018 - PRESCHOOL TEACHER SCHEDULE

7:40- Staff Arrival

7:45-8:00 a.m. - AM Students arrive at Preschool (Drop off time)

8:00-10:50 a.m. - A.M. Class Time

10:50-11:00 am. - A.M. Class dismissal

11:00-11:25 a.m. - Pre-School Staff Lunch

11:25-11:45 a.m. - Pre-School Staff Planning Time

11:45-12:00 p.m. - P.M. Students arrive at Preschool (Drop off time)

12:00-2:50 p.m. - P.M. Class Time

2:50-3:00 pm. - P.M. Class dismissal

3:00-3:20 p.m. - Staff Preparation Time/Get ready for next day

***SPECIAL NOTE: DO NOT** park in the bus lane (circle drive loop) for any reason, at any time. Please park in the parking lot and use the cross walk. All visitors are required to check in at office when entering the building at any time. This is for the safety of your child and the other children.

Preschool Daily Schedule

7:45 - 8:00	Students arrive, check in, wash hands,
11:45 - 12:00	Table Time activity (fine motor, writing, etc.) Pledge and Calendar
8:00 - 8:10	Restroom and Drinks
12:10 - 12:20	
8:20 - 8:30	Meeting Time
12:20 - 12:30	
8:30 - 9:30	Center Time (free choice time -- Art, Writing, Dramatic
12:30 - 1:30	Play, Blocks/Construction, Sensory Table, Books, Games, Puzzles, Science, Fine Motor activities, etc. Teacher-led small group activities, also).
9:30 - 9:40	Restroom and Drinks
1:30 - 1:40	
9:40 - 9:50	Snack Time
1:40 - 1:50	
9:50 - 10:10	Circle Time/Story Time (Large Group Activities – finger plays, stories, Music/movement activity, etc.)
1:50 - 2:10	
10:10 - 10:40	Motor Time (indoor/outdoor recess)
2:10 - 2:40	
10:40 - 10:50	Closing (discuss day's events, story, etc.)
2:40 - 2:50	
10:50 - 11:00	Dismissal
2:50 - 3:00	

Parent Notification of Teacher Qualifications

At the beginning of each school year, the District will notify the parents of each student attending any school receiving Title I funds that they may request information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. Whether the child is provided services by paraprofessionals and, if so, their qualifications; and
4. What baccalaureate degree major and any other graduate certification or degree is held by the teacher, and the field of discipline of the certification or degree.

In addition to the information that parents may request, the District will provide to each individual parent:

1. Information on achievement level of the parent's child in each of the state academic assessments as required under this part; and
2. Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Requests by parents for this information must be provided in a timely manner.

Title I Grievance Procedure

Any parent, other individual, or organization alleging a violation of state or federal laws, rules, or regulations or an approved application by the District in the administration of Title I shall file with the Superintendent a written complaint containing the specific nature of the alleged violation, the time and place of the violation, and related details of the alleged violation. The Superintendent shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten (10) working days after receipt of the written complaint. A copy of the written complaint and the Superintendent's response shall be provided each member of the Board of Education. If complainant is not satisfied with such response, he or she may submit a written appeal to the Board indicating with particularity the nature of disagreement with the response and his/her reasons underlying such disagreement.

The Board shall consider the appeal at its regularly scheduled board meeting following receipt of the response. The Board shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his/her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

If the complainant is dissatisfied with the action taken by the Board of Education, a written notice stating the reasons for dissatisfaction shall be filed within fifteen (15) working days following resolution of the complaint by the Board with the state director of Title I. The state director of Title I will initiate an investigation, determine the facts relating to the complaint and issue notice of his/her findings to the Board and the complainant. If the findings support the allegations of the complainant, the Board will be requested to take corrective action. If the findings support actions taken by the Board of Education, the Board's action will stand.

Title I Parent Notification of Teacher Qualifications

NOTIFICATION OF TEACHER QUALIFICATIONS

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you, in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that you may request, the District will provide to you individually:

- Information on the achievement level of your child in each of the state academic assessments as required under this part; and
- Timely notice that your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Seymour R-II School District

TRANSPORTATION

Parents or guardians are required to bring students to and from school. There will be no bus for preschool students.

VISITORS

All persons who wish to visit the school buildings, grounds, classrooms, or teachers, for any reason must obtain permission from the Early Childhood Coordinator.

Parents are welcome at all times to visit the school or call the office to discuss any school problem.

VOLUNTEERS

Anyone wishing to volunteer time at school on a regular basis should stop by the office to complete an information form. Volunteers will be utilized on an “as needed” basis.

Project Construct Curriculum

We currently integrate Project Construct as the basis of our curriculum. Integrating subject matter in a thematic, hands-on approach is an integral part of our daily schedule. Learning centers, which incorporate activities that foster children’s total development, are utilized each day. It is our goal to address the needs of each individual child, including those with physical, health, and mental disabilities. Emergent literacy, mathematical and scientific thinking, and social skills are other essential “ingredients” of our “recipe” for providing a rich learning environment for our preschool children. We also promote independence and decision making, with the hopes that each child will gain intellectual, social, and moral autonomy.

Orientation Process
Preschool Students and Families

For preschool students to become familiar with the preschool setting and preschool staff, the following process takes place:

- Preschool screening is held in the spring of the school year (currently in the month of April) where parents bring their preschool child in to be screened by the preschool staff. Screening includes developmental information from the DIAL-4, vision, hearing, and health information given by parent. This is a fun time for most students, and a wonderful time for parents to get familiar with the preschool building and staff members before sending their child to school.
- Preschool acceptance letters are sent out to parents and incoming preschool students at the end of May, giving them the required paperwork and information needed to start preschool in August.
- Open House is held prior to the beginning of school (example - open house on Tuesday evening, school starting on Thursday). This time is set aside for students to see the classroom prior to the first day of classes, meet the staff, and for the parents to bring in the required paperwork for their child to start preschool.

SEYMOUR R-II SCHOOL

2017-2018 CALENDAR

174 School Days

Wed	Aug 9	Teacher In-service	
Thur	Aug 10	Teacher In-service, Meet the Teachers – Evening (5:00-7:00)	
Fri	Aug 11	Teacher In-Service,	
Mon	Aug 14	First Day of Classes	
Fri	Sep 1	Early Dismissal, Labor Day Weekend	
Mon	Sep 4	No School, Labor Day Weekend	
Fri	Sep 8	Early Dismissal, Apple Festival Weekend	
Mon	Oct 9	No School, Conference Professional Development Day	
Fri	Oct 13	End 1 st Qtr (43 days)	
Thur	Oct 19	Early Dismissal, Parent Teacher Conference 1:00 – 7:00	
Fri	Oct 20	No School, Day after P/T Conference	
Wed-Fri	Nov 22-24	No School, Thanksgiving Break	
Tue	Dec 19	End 2 nd Qtr (43 days)	
Wed	Dec 20	No School, Begin Christmas Break	
Tue	Jan 2	Return to School, Begin 3 rd Qtr	
Mon	Jan 15	No School, Martin Luther King Jr. Day	1st Make Up Day
Fri	Feb 9	Early Dismissal, Teacher In-Service	
Mon	Feb 19	No School, Presidents' Day	2nd Make Up Day
Fri	Mar 2	No School, Spring Break	
Mon	Mar 5	No School, Spring Break	
Fri	Mar 9	End 3 rd Qtr (45 days)	
Fri	Mar 30	No School, Easter Weekend	
Mon	Apr 2	No School, Easter Weekend	3rd Make Up Day
Fri	May 11	End 4 th Qtr (43 days), Last Day of School, and Early Dismissal	

Make Up Schedule

1 st Make Up Day:	Jan 15 (Martin Luther King Jr. Day)
2 nd Make Up Day:	Feb 19 (Presidents' Day)
3 rd Make Up Day:	Apr 2 (Monday after Easter)
4 th Make Up Day:	May 14 (Extended)
5 th Make Up Day:	May 15 (Extended)
6 th Make Up Day:	May 16 (Extended)
7 th Make Up Day:	May 17 (Extended)
8 th Make Up Day:	May 18 (Extended)
9 th Make Up Day:	May 21 (Extended)
10 th Make Up Day:	May 22 (Extended)

**SEYMOUR PRESCHOOL
STUDENT/PARENT HANDBOOK
ACKNOWLEDGEMENT FORM
2017-2018**

Please complete form and return to the classroom teacher.

Student Name: _____

Classroom: _____ **AM/PM**

My signature indicates that I have received, read, and I understand the 2017-2018 Student/Parent Handbook.

Parent/Guardian: _____

Date: _____

If you would like to opt out (not have your child's information published in any form) as explained on Page 5, please sign and date below.

Parent/Guardian: _____

Date: _____