

Seymour R-II  
Preschool Student  
Handbook  
2023-2024



Seymour Preschool  
Seymour R-II School District  
518 E. Clinton  
Seymour, MO 65746  
[www.seymourschool.net](http://www.seymourschool.net)  
(417) 935-2287

# Seymour R-II Preschool Handbook

The Seymour Preschool Handbook was prepared for the purpose of giving students, parents and teachers 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 simply a list of rules and regulations, but rather a useful guide to answer questions which may arise concerning 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 and take time to discuss them with your child. If you have any questions concerning anything in the handbook, please feel free to contact the preschool office at (417)935-2287 Ext. 401.

## Seymour Preschool Faculty & Staff 2023-2024

### Preschool Director/Federal Programs Director

Julie Ervin

### Preschool Teachers

Brandi Farris

Emily Pratt

### Parents as Teachers Educator

Aspen Rodrock

### Preschool Paraprofessionals

Crystal Johnson

Cathy Simpson

### Preschool Administrative Assistant

Becky Sturdefant

## General Information

### Mission Statement

To develop children physically, intellectually and socially in order to build the self-esteem and confidence needed for a healthy and successful life.

### Preschool Days and Hours of Operation

School Year: August 22, 2023 through May 24, 2024

Class Time: 8:00 to 11:00 (AM Class) and 12:00 to 3:00 (PM Class)

First Day of School: Tuesday, August 22, 2023

Last Day of School: Friday, May 24, 2024

### Attendance Guidelines

1. Seymour Preschool program operates Tuesday-Friday from 8:00 am to 11:00 am (AM Class) and 12:00 pm to 3:00 pm (PM Class). We strive for excellent attendance and our goal is to maintain a 95% attendance rate. We do have a waiting list for students desiring to be in school. Students who do not demonstrate good attendance could prohibit other students from attending the program. Excessive absences could jeopardize continued enrollment in the preschool program.
2. Please bring a copy of your child's immunization records the first day of school. As your child receives updated immunizations, please submit new copies to us.
3. Seymour Preschool must keep an emergency contact form on file for your child's safety. Fill out the emergency contact information as soon as possible and return it to your child's teacher.
4. All children must be potty-trained (no pull-ups) and self-sufficient in the restroom. We know accidents may happen, so we ask that all students keep an extra set of clothes at preschool just in case. Your child's clothes will be kept in a labeled bag and will be stored in the classroom for his/her use. Exception will only be made for students with special needs and/or circumstances.

## 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*

## 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:

- I. 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.

## STUDENT DIRECTORY INFORMATION

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 --

- I. 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 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.)*

## ACCESS TO INFORMATION

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

## ADMISSION

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

## ANTIBULLYING POLICY (Policy 2655/Form2655)

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict 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 acts of bullying.

Cyberbullying means bullying as defined above 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. The District may prohibit and discipline for cyber bullying that originates on any District 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 District's campus or at a District activity using the students own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying as defined in this policy is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of

bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this 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. The 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 include but are not 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. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying. Refer to the school website for further information on this policy.

#### ARRIVAL TIME

Morning classes will be in session from 8:00-11:00 a.m. and afternoon classes will be in session from 12:00 am-3:00 pm (Tuesday-Friday). Doors open at 8:00 am and 12:00 pm.

*DO NOT bring your child before 8:00 am or 12:00 pm, as there will not be supervision before this time and the doors will be locked.*

Parents/guardians must sign children in/out of preschool *daily*. A sign-in system will be located inside the front doors of the Preschool Building and may also be accessed using the Brightwheel app-- this is for the safety of your child. During the school day, outside building doors will remain locked. If you need to pick your child up early, please ring the bell to the left 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, or arrangements made via note or phone call to office.



## ATTENDANCE

Our instruction begins promptly at 8:00 am and 12:00 pm and continues through the day, concluding at 11:00 am and 3:00 pm. The attendance policy of Seymour Preschool strives for excellent attendance for each student. Our goal is to maintain a 95% attendance rate in order to instill good attendance as students move toward Kindergarten readiness. Good attendance is necessary for academic success. We do have a waiting list for students desiring to be in Preschool. Students who do not demonstrate good attendance could prohibit other students from attending the program. Therefore, excessive absences could jeopardize continued enrollment in the Preschool program.

## 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 contacted to 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 check-in at the preschool office before proceeding to the classrooms. All pamphlets, notes, etc., must be approved by the director before being distributed.

When bringing your child to school tardy or picking your child up early, you must check in at the office. For the safety of your child, doors will remain locked during the school day. Please do not go directly to the classroom expecting to conference with the teacher as this is valuable instructional time. If you need to visit with the teacher, please make an appointment through the office. Students arriving late or being picked up early will be escorted to and from class 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 packaged. Cakes, cupcakes, cookies, treats, etc. must be purchased from a commercial bakery/store. For your child's birthday, check with the classroom teacher before bringing in treats. NO HOMEMADE items can be served to the students.

## COMMUNITY INVOLVEMENT

Members of the community will be asked to read to, visit and make presentations to preschoolers 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.

## CONFERENCES

Parent-teacher conferences may be arranged through email, 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.

## 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 preschool director'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 preschool director 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 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 guidelines below to help prevent the spread of illness in our schools.

### WHEN TO KEEP YOUR CHILD AT HOME

#### Fever

- o 100.5 degree F or above; students will be sent home at this temperature or above.
- o Should remain fever free without the use of (Tylenol, Motrin/Advil) for 24 hours before returning to school.

#### Vomiting

- o 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.
- o Child should be free from vomiting before returning to school.

#### Diarrhea

- o Frequent diarrhea especially when accompanied with other symptoms such as fever or body aches.
- o 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

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

#### Strep Throat-highly contagious

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

#### Mouth sores with drooling

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

#### Rash with fever or behavior change

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

#### "Pink" eye

- o Redness of eyes and/or eyelids with thick white or yellow eye discharge and pain.
- o Child is excluded until 24 hours after treatment has been started by a physician.
- o 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

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

#### Head Lice

- o 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.
- o 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.
- o 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.
- o 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.
- o 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.
- o 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.
- o The nurse is also responsible for recommending readmission of the student after treatment is completed.
- o 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

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

### Scabies

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

### Hepatitis A

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

### Pertussis (Whooping Cough)

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

### Hand, Foot and Mouth Disease

- o 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:

Morgan Helms & Jenny Yates 935-2287 ext. 330  
Preschool/Elementary

Redenna Lansdown 935-2287 ext. 116  
Middle School/High School

## ILLNESS AT SCHOOL

The District will be responsible for providing adequate facilities, first aid supplies, and at least two staff persons who are 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. 401.

## 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 Licenser, 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.

#### PARENT EDUCATION/INVOLVEMENT/COMMUNICATION

The Preschool 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. 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 ensure 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 half-day sessions each week (Tuesday-Friday). Morning classes will be held from 8:00-11:00 am Tuesday-Friday. Afternoon classes will be held from 12:00-3:00 pm Tuesday-Friday. There will also be no classes on days that regular school is not in session, i.e. holidays and snow days and Preschool is not in session on regularly scheduled half days.

#### PRIVATE VISITS/PARENT CONFERENCES

Teachers will conduct at least one parent-teacher conference each year. 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 preschool.
- (2) This preschool 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) 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 preschool parents will increase throughout the school year, such that 100% of preschool parents will attend at least one function during the school year. Parents will be asked to complete a survey/questionnaire. This will help preschool 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 IEPs.

## PROGRESS REPORTS

Progress reports are issued at the end of each quarter of the school year.

## RESTROOM

All children must be potty-trained (no pull-ups) and self-sufficient in the restroom. We know accidents may happen, so we ask that all students keep an extra set of clothes at preschool just in case. Your child's clothes will be kept in a labeled bag and will be stored in the classroom for his/her use. Exception will be made for students with special needs and/or circumstances.

## 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 at no charge.

## SUPPLIES

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. Students will only need to bring a backpack and change of clothes.

## 2023-2024 - PRESCHOOL TEACHER SCHEDULE

7:30 am - Staff Arrival  
8:00 am - Students arrive at Preschool  
8:00-11:00 am - AM Class Time  
11:00 am - AM Class dismissal  
11:00-11:30 am - Preschool Staff Lunch  
11:30-12:00 pm - Preschool Staff Plan Time  
12:00 pm - Students arrive at Preschool  
12:00-3:00 pm - PM Class Time  
3:00 pm - PM Class dismissal  
3:00-3:45 pm - Preschool Staff Plan Time

\*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 Persons 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

7:30 am	Staff arrival
8:00 - 11:00 -	Student Arrival
8:00 - 8:15 12:00-12:15	Activity Time: Check in, wash hands, table time (fine motor, writing, etc.), Pledge and Calendar
8:15 - 8:20 12:15 - 12:20	Meeting Time
8:20 - 8:35 12:20 - 12:35	Restroom and Drinks
8:35 - 9:35 12:35 - 1:35	Center Time/Fine Motor (free choice time -- Art, Writing, Dramatic Play, Blocks/Construction, Sensory Table, Books, Games, Puzzles, Science, Fine Motor activities, and Teacher-led small group activities)
9:35 - 9:45 1:35 - 1:45	Restroom and Drinks
9:45 - 10:15 1:45 - 2:15	Motor Time (indoor/outdoor recess)
10:15 - 10:25 2:15 - 2:25	Circle Time/Story Time (Large Group Activities- finger plays, stories, Music/movement activity, etc.)
10:25-10:45 2:25- 2:45	Snack Time
10:45 - 10:55 2:45 - 2:55	Closing (discuss day's events, story, etc.)
11:00 3:00	Student Dismissal
3:00-3:45	Staff Plan Time

#### 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. Meeting with the teacher may require an appointment to avoid interruptions to instructional time.

## 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.

## 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 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 (Open house on Thursday, August 17<sup>th</sup> prior to school starting on Tuesday, August 22<sup>nd</sup>). 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 Tigers

## 2023-2024 School Calendar

**July**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**August**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**September**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**October**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**November**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**December**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug	15-16	Registration 8-3 pm
Aug	15-17	Teachers Workshop
Aug	17	Open House 4-7 pm
Aug	22	Classes Begin
Sept	4	No School Labor Day
Sept	18	Teacher In-service
Oct	20	End of 1st Quarter - 36 Days
Oct	26	P/T Conferences (1/2 Day for Students)
Nov	22-24	No School - Thanksgiving Break
Dec	21	End of 2nd Quarter - 34 Days
Dec	22-Jan 1	No School Holiday Break
Jan	2	Teacher In-service
Jan	3	Classes Resume
Feb	5	Teacher In-service
Mar	4	Teacher In-service
Mar	8	End of 3rd Quarter - 39 Days
Mar	29	No School - Good Friday
April	1	Teacher In-service
May	6	Teacher In-service
May	18	12th Grade Graduation
May	24	Last Day of School - 43 Days

	End of the quarter
	No School
	Parent Teacher Conferences (1/2 Day for Students)
	Professional Development days (No Students)

First Semester	Second Semester		
August	7	January	17
September	17	February	17
October	16.5	March	16
November	16	April	17
December	13	May	15
Total Days	69.5	Total Days	82

\*Required Hours of attendance 1044.00  
 Scheduled Hours of attendance 1083.23  
 Weather make-up days have been built in the calendar, if additional days are required, the district will utilize AMI.  
 \*Monthly School Board meetings will be held the 2nd Thursday of each month.

**January**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**February**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

**March**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**April**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**May**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**June**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

APPROVED MARCH 9, 2022

SEYMOUR PRESCHOOL  
STUDENT/PARENT HANDBOOK  
ACKNOWLEDGEMENT FORM  
2023-2024

Please complete this form and return it to your child's classroom teacher.

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_ AM/PM

My signature indicates that I have read, understand, and I agree to the 2023-2024 Student/Parent Handbook.

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

If you prefer that your child's information NOT published in any form, please sign and date below.

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_