



**Sweet Springs R-7**

**3 & 4 year old**

**Pre-School**

**Handbook**

**2018-2019**



***“It’s kind of fun to do the impossible.”  
-Walt Disney***

WEB PAGE  
[HTTP://sweetsprings.k12.mo.us](http://sweetsprings.k12.mo.us)

## SWEET SPRINGS R-VII ELEMENTARY STAFF

<b>Principal- Ms. Melanie Schlup</b>		<b>Secretary- Teresa Simmons</b>		
<b>Pre-School</b>	<b>Kindergarten</b>	<b>1st Grade</b>	<b>2nd Grade</b>	
<b>Rena Bridges</b>	<b>Mandy Hume</b>	<b>Allison Watts</b>	<b>Stephanie Crank</b>	
<b>Tonya Winfrey</b>	<b>Michelle Mason</b>	<b>Shannon Honeycutt</b>	<b>Amy Heaper</b>	
<b>3rd Grade</b>		<b>4th Grade</b>	<b>5th Grade</b>	
<b>Caitlin Lobaugh</b>	<b>Katelynn Arnold</b>	<b>Cindy Heimsoth</b>	<b>6th Grade</b>	
<b>Leigh Hartley</b>	<b>Regina Wilkinson</b>	<b>Leah Rhea</b>	<b>Eden Guy</b>	
<b>Art</b>	<b>Phys Ed</b>	<b>Music/Band</b>	<b>Technology</b>	
<b>Haylea Smith</b>	<b>Loretta Rennison</b>	<b>Pam Surbaugh</b>	<b>Loretta Rennison</b>	
<b>Sharon Meinershagen</b>		<b>Johnny Rotolo</b>		
<b>Medical Staff</b>	<b>Librarian</b>	<b>Speech</b>		
<b>Lindsey Cox</b>	<b>Kim Hudson</b>	<b>Christie Hedgpeth</b>		
<b>Counselor</b>	<b>Special Education</b>	<b>Title One Reading</b>	<b>Parents as Teachers</b>	
<b>Kelley Weber</b>	<b>Amy Winston</b>	<b>Connie Dohrman</b>	<b>Christie Hedgpeth</b>	
		<b>Leslee Diamond</b>		
<b>Maintenance Supervisor</b>	<b>Custodial Staff</b>	<b>Paras</b>	<b>Bus Drivers</b>	<b>Kitchen Staff</b>
<b>Eric Bredehoeft</b>	<b>Robert Thomas</b>	<b>Stacy Marlin</b>	<b>Randy Bredehoeft</b>	<b>Teresa Clausen</b>
	<b>David Yount</b>		<b>Mary Williams</b>	<b>Sherril Heaper</b>
	<b>Paul Merrill</b>		<b>Eric Bredehoeft</b>	<b>Sherry Johnson</b>
			<b>Sam Ed Yokley</b>	<b>Brenda Wulf</b>
			<b>Erin Wiskur</b>	<b>Patricia Kelley</b>

## BOARD OF EDUCATION

**President: Eric Giffen**

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**The Board of Education will set the policies for the operation of the school. This is done with the leadership and recommendations of the superintendent and principals in accordance to the Board policies. Board policies are available in each Principal's office, the Superintendent's office, and on the school website.**

### **DISTRICT VISION STATEMENT**

The Sweet Springs R-VII School District will develop policies; guidelines and programs which will help students succeed in life. Progress will be achieved through the accomplishment of a district improvement plan in the special areas of need.

### **DISTRICT MISSION STATEMENT**

To provide an educational environment which will encourage students to realize their potential and to serve as a resource for the community in promoting lifelong learning experiences.

### **ELEMENTARY VISION STATEMENT**

To provide a foundation for success in future endeavors for all students

### **DISTRICT PRE-SCHOOL PHILOSOPHY**

A philosophy of education is the foundation on which a school district is built, and upon which the product of the school program is evaluated. The philosophy herein subscribed to by the Board of Education shall be a guide in determining the policies, rules and regulations of the school district.

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his or her capacities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his or her capacities.

We believe that in a democratic society, education must help the student realize his or her worth and to impart this confidence to the students. The parents/guardians may do this by cooperating to the fullest with the schools, by encouraging the student to give his or her best efforts to the daily school responsibilities, and by participating in school activities.

We believe that the student must have responsibilities in the educational program of the community. The most important of these is attitude. The student is obliged to come with an open mind, equipped with all the necessary materials, ready to fulfill the responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society.

We believe that the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of reading, oral and written communication and mathematics.

### **DISTRICT BELIEF STATEMENTS**

1. Quality education is essential to a progressive community.
2. All children deserve optimum learning opportunities.
3. Each person has the right to realize his/her potential.
4. Each person has the right to a safe, caring and positive learning environment.
5. All students can learn through a variety of styles and modalities.
6. Quality instruction by well-trained and professionally developed staff is necessary for maximum learning.
7. In the learning process each person should have access to current educational tools including technology.
8. Skills should be taught that will enable each person to become a responsible and productive citizen able to compete and cooperate in the ever-changing global society.
9. Critical thinking skills should be developed in all learners.
10. Learning is acquiring knowledge and knowing how to use resources effectively.
11. Learning should be exciting, interesting, and stimulating.
12. Each person has the responsibility to participate in the learning experience.
13. Learning is a life-long process.
14. Personal excellence is achieved through positive attitude and effort.

## **GOALS OF PROGRAM**

Establish and maintain a high quality preschool in the Sweet Springs R-7 School District through:

- a broad range of activities for community and parent involvement;
- continuous staff training and development opportunities;
- facilities and health and safety standards according to Missouri Statutes and Department of Health rules;
- federal and state program which guarantee adequate nutrition to children;
- children who enter the program have access to appropriate health care;
- subject to a regular, external review by community members and early childhood development experts.

Establish a developmentally appropriate program and environment for each child through:

- a curriculum that is culturally sensitive and appropriate to the child's age and level of development;
- a positive atmosphere, for optimal growth, that encourages and supports the social, emotional, physical, and cognitive development of each child;
- value individual children's differences, interest and their particular needs;
- a positive sense of self for each child;
- a foundation for a healthy self-concept for all future growth that is essential for becoming a self-motivated, independent learner.

## **DESCRIPTION OF PROGRAM**

The Sweet Springs R-7 School District will establish and maintain a high quality preschool program based on the identified needs of the local 3-4 year old children and their parents.

This Pre-School program will implement the researched-based early childhood curriculum framework of Project Construct in a developmentally appropriate environment.

The Sweet Springs R-7 School District, the community, and the parents will be active partners in their support, services, and promotion of the preschool.

## **OBJECTIVES OF PROGRAM**

1. The establishment of a successful preschool is ensured through the following objectives:
  - a. To maintain the Parent Advisory Committee and hold biannual meetings and regularly update parents on the opportunities in the Parent Association;
  - b. To maintain a highly qualified teaching staff trained in the Project Construct through the Project Construct National Center;
  - c. To continue to meet the health and safety standards required by the Department of Health and maintain a license;
  - d. To provide healthy and nutritious snacks;
  - e. To have affordable fees with special rates;
  - f. To utilize a wide array of sources to evaluate the preschool program;
  - g. To continue to meet the requirements of Missouri Accreditation and maintain our current accreditation status;
  - h. To implement the researched-based early childhood curriculum framework of Project Construct;
  - i. To provide an attractive, safe, orderly environment where children are active in their own learning process;
  - j. To purchase materials, supplies and equipment that are safe and developmentally appropriate;
  - k. To provide for a working partnership between parents and teachers to support the development of each child.

## **PRESCHOOL CURRICULUM**

Sweet Springs R-VII Preschool implements Project Construct curriculum, which is based on the constructivist theory of learning. The constructivist theory, states that children actively construct their own knowledge and values as a result of interactions with the physical and social worlds. The Sweet Springs R-VII Preschool teachers follow the Project Construct curriculum: The Early Childhood Framework for Curriculum and Assessment, to create hands on lesson plans in which children learn through interactive experiences. The framework is closely linked to state and national standards and allows the preschool teacher to meet learning objectives and translate their observations of young children into appropriate teaching practices. The Missouri state standards are available in the parent information corner outside of the preschool room.

## HOURS

Session One	Monday through Friday	7:45 – 10:45
Session Two	Monday through Friday	12:00 – 3:00
Full Day Session	Monday through Friday	7:45 – 3:00

Parents will be asked their preference of half day sessions and/or full day session. It is understood that the school will attempt to accommodate these requests. The ability to do so is limited since there is a maximum of 20 students per session. There will be a teacher who is certified early childhood, as well as a teacher's aide in each class.

## PRESCHOOL ORIENTATION

Parents will come into the preschool classroom on Pre-enrollment night to enroll their child for the next school year sometime in April. At this time the children are welcome to come into the classroom and interact while their parents fill out the necessary paperwork.

Parents receive a welcome packet at the beginning of July or upon enrollment (if enrolling after July 1.) The packet includes an introductory letter, a school supply list, an information survey on their child, and a checklist of any paperwork or fees needed before the beginning of the school year.

Parents will be invited to a parent orientation night in August. Families are invited to an Open House a few days before school begins. At this time, children can explore their new classroom and meet their teachers. Parents sign up for volunteer opportunities, meet the teachers, obtain copies of preschool standards and ask any questions they may have.

Families will be given the opportunity to create a family scrapbook page to keep in the classroom scrapbook to help their child with separation anxiety.

If there are any other needs or requests for a child to become comfortable with the teachers and the classroom environment, parents and teachers will work together to accomplish that goal.

The policy listed above will also be followed for students who enroll in preschool throughout the school year. Families will also be allowed to visit the classroom prior to the first day of attendance. At this time, the student would be able to explore their new classroom and meet their teachers.

## SCHOOL CALENDAR

The preschool will follow the same school calendar as all other schools of the Sweet Springs R-7 District.

## EMERGENCY SCHOOL CLOSINGS

If it becomes necessary to close school early or for school not be in session at all, an announcement will be made as early as possible on KMMO (102.9 FM) and KCTV 5. School closing information will also be sent as a cellular phone text message and/or E-mail to those students/patrons choosing to subscribe to the TextCaster Alert System. If you need to sign up to receive TextCaster alerts please stop by the Elementary office.

## SCHOOL LATE START

There may be occasions when conditions justify delaying the opening of school by two hours. In the case of a delayed opening, school schedules will be delayed for the amount of time announced. When a two hour late start is announced, school will begin at 10:00 and doors will open at 9:30. During delayed start school days:

- School lunch will be served as usual.
- School will be dismissed at normal dismissal times.

***Delayed opening announcements will be carried on the same radio stations as school cancellations.***

## **CHECKING IN AND CHECKING OUT**

**Morning Preschool Procedures:** Students will be brought to the classroom by their parent/guardian and will sign in their child. Students should not arrive at the classroom before 7:30 a.m. When dismissing at 10:45 parents will park by the preschool entrance. The preschool teachers will meet parents at the gate, where parents will sign their child out for school release.

**Afternoon Preschool Procedures:** Students will be brought to the classroom by their parent/guardian and will sign in their child. Students should not arrive at the classroom before 11:45 a.m. When dismissing at 3:00 students will be brought to the elementary entrance. The preschool teachers will meet parents as they arrive, so that they can sign their child out for school release.

## **REGISTRATION REQUIREMENTS**

To be admitted as a three-year-old, children must be three by August 1. To be admitted as a four-year-old, children must be four by August 1. Students must reside in the Sweet Springs School District to enroll. The registration forms can be picked up at the Sweet Springs R-7 Elementary School office. Students shot records need to accompany registration. The pre-school cannot accept students whose immunization records are incomplete. Students must have a current physical on file with the school.

A nonrefundable registration fee of \$10.00 is required at the time of application. Children who enroll will be expected to be potty trained. Children who have repeated accidents will not be allowed to remain in the program.

## **ENROLLMENT PROCEDURE**

Pre-Enrollment is due by the last week day in June. Students whose paperwork is complete and \$10 fee is paid will receive a spot in the following order:

1. Four year old in-district students
2. Three year old in-district students

Remaining students enrolling the first week day in August through one week before school starts will receive a spot using the same criteria.

If there is a waiting list, students will be added as positions become available based on the following criteria:

1. Four year old in-district students
2. Three year old in-district students

## **FEES**

A nonrefundable registration fee of \$10.00 is required at the time of application. This fee will be used to buy snacks, classroom material etc. Students will be able to attend preschool tuition free.

## **TRANSPORTATION**

Parents are responsible for taking students to and from Pre-School.

## **HEALTH AND SAFETY**

Children who are ill should remain at home so that their illness is not spread to the rest of the class. It is the parent's responsibility to ascertain whether their child's illness is a danger of infecting others and acting accordingly. Before a student can return to school they must be symptom and fever free for a period of 24 hours. If your child has been exposed to an infectious disease but has not begun showing symptoms, please keep your child home to avoid infecting the entire group. If your child has already been to school and gets an infectious disease please notify his/her teacher of the situation.

If you or someone else is going to pick up your child at the close of the school day it is necessary that you are prompt. Repeated failure to pick up your child in a timely manner or failure to make arrangements for your child to reach home may result in them being removed from Sweet Springs R-7 Pre-school.

Shot records must accompany your child's application to attend Pre-School. We can not accept students whose shot records are not current.

## **INJURY/ ACCIDENT PROCEDURES**

The classroom teacher will handle minor scrapes and bumps. All other injuries will be handled by the school nurse. Parents will receive a copy of the injury form. Another copy of the injury form will be sent to the office.

In the case of a student emergency, the situation will be handled as expeditiously as possible. The school will attempt to reach the parent/guardian or designated emergency contact immediately, administration will proceed as they deem necessary. The family physician may be called if available.

In the case of extreme medical emergency, (An extreme medical emergency exists when a student loses consciousness or exhibits other behaviors indicative of grave physical illness at school. In these circumstances, time is limited and parents/guardians cannot be contacted until after emergency personnel have been called.) Teachers will follow these guidelines.

- a. If the nurse or other trained personnel are available, seek their assistance immediately.
- b. Stay calm. Stay with student or students, attempt to keep the student comfortable and safe. Do not otherwise attempt First Aid.
- c. Send for an administrator.
- d. The school nurse, if available, will decide whether or not an ambulance is necessary. If so, call the ambulance (911) and the parent/guardian.
- e. Other faculty or staff persons on the scene should attempt to clear the area of students and maintain calm.

## **ATTENDANCE**

It is clearly in the best interests of students to be at school regularly. A student will be allowed ten absences per semester. The ten days are for such things as: illness, death in the family, and legal matters. Unexcused absences would include shopping, recreational trips, and hair appointments.

If a student misses more than ten days due to illness, written medical records need to be provided. Notices of absences will be sent home periodically.

1. When a child is absent it is the parents' responsibility to contact the school either in person, by phone, or by note to explain the absence. A doctor's note should be provided when a child misses school for a doctor's appointment.
2. If a child misses more than ten days during a semester, attendance records will be looked at more closely. A child missing more than ten days per semester of preschool will be in jeopardy of losing their spot.

When your child is not in attendance at school he/she will not be allowed to attend after school functions in the evening of the same school day. Special circumstances will be at the discretion of the building principal and should be cleared through him/her prior to the time of the after school function.

## **MEDICATION**

It is best if your child's medication is given at home. If this is not possible the school nurse can dispense medicine. If the school nurse is to give your child medicine, you must send the prescription bottle to school with all necessary instructions. Please note we must have the actual prescription bottle to dispense medicine.

## **IMMUNIZATION LAW**

All public, private, and parochial day care centers, preschools, and nursery schools shall notify the parent or guardian of each child at the time of initial enrollment in or attendance at the facility that the parent or guardian may request notice of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed. Beginning December 1, 2015, all public, private, and parochial day care centers, preschools, and nursery schools shall notify the parent or guardian of each child currently enrolled in or attending the facility that the parent or guardian may request notice of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed. Any public, private, or parochial day care center, preschool, or nursery school shall notify the parent or guardian of a child enrolled in or attending the facility, upon request, of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed.

Child Protection and Reformation **Section 210.003.1 Missouri Statute**

## **DISCIPLINE**

A goal of the pre-school is to better prepare students to enter kindergarten and the elementary grades. One major part of that preparation involves discipline. Discipline is an integral component of the education process and a symbol of the commitment of parents, students, and administrators to the maintenance of an effective learning environment. A further goal of the Sweet Springs Preschool is to guide young children in making the right choices. Positive reinforcement will be used for suitable behavior. Redirection or temporary separation from an area will be used for inappropriate behavior. The students will set the classroom rules and appropriate discipline for breaking those rules with guidance from the teacher. The Sweet Springs R-7 School District has a code of conduct for students grades K-12. That code will also be administered for the Pre-school; however the fact that the pre-school students are 3 and 4 years old will be taken into consideration before disciplinary decisions are reached. (The Sweet Springs Code of Conduct can be furnished upon request.)

## **NUISANCES**

Any item or article, that may become a nuisance in the pre-school, is subject to confiscation. As a general rule students should not bring playthings to school.

## PARENT TEACHER CONFERENCES/PROGRESS REPORTS

Your child's progress is documented through a portfolio on a continuing basis. You are welcome to look through his/her portfolio as often as you like. If you would like to do so please put in a request with the preschool teacher. The portfolio contains samples of your child's work, anecdotal records, and checklists.

Those parents with students entering kindergarten the following year will have two scheduled meetings with the preschool teacher to discuss their child's progress. One will be held in the Fall, with the second following in the Spring. Those parents with students returning to preschool the following year will have one scheduled meeting in the Fall, with an optional meeting in the Spring.

## DRESS CODE

During the school year weather will vary drastically. It is the parent's responsibility to see that their child is dressed appropriately for the current weather. Recess will be outside when weather permits and that also needs to be taken into consideration. Please also take into account how able your child is to dress him/her self, and choose clothes that maximize that ability.

Desirable dress includes: few fasteners, Armholes and sleeves of appropriate size

**It is requested that students not wear sandals or flip flops, to prevent injury, while in attendance at preschool.**

## SUPPLY LIST

Parents will be contacted prior to the start of school with a list of day-to-day supplies. The supply list will also be included in the pre-enrollment packet and listed on the elementary website.

## PARENT ADVISORY COMMITTEE (P.A.C.)

The Parent Advisory Committee will consist of eight pre-school parents. There will be four parents from each of the age groups. Committee members will serve until their students complete pre-school. There will also be four alternate members to take the place of members who move or otherwise leave the committee. The role of the committee is to enhance communication between parents, community, students and school administration and staff, to promote cooperation between home and the school in providing for the development of children, and to contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

## SNACKS

Sweet Springs R-7 will furnish a nutritious snack daily for our pre-school students. The students will eat their snack in the preschool classroom. Per our EAT SMART Program policy no food may be brought from home.

## CAFETERIA

All students will remain at school during lunch period. Hot lunches will be served to all students who desire them. When students pay by check there will be no money refunded. The entire check will be applied to the student's lunch bill and/or future meals. Some students may desire to carry lunch; if so, they will sit in the cafeteria also. Students may charge up to ten meals per board policy. Lunch balances will be emailed the first day of each school week. All students will be assigned a 4 digit lunch pin that he/she will enter on the keypad during breakfast and lunch. Parents are welcome and encouraged to come and eat lunch with their child. Please make prior arrangements with the office. The district prefers that students do not bring soda pop as part of their sack lunch for nutritional reasons. Gum will not be allowed in the cafeteria.

**Cafeteria Prices: Preschool- Lunch- \$0.95 Extra Milk: \$0.35**

**Reduced Breakfast is 30 cents and reduced lunch is 40 cents.**

## TYPICAL AM/PM Session Schedule/Full day Session

Approximate Schedule	Activity	Possible Learning Experiences
20 minutes	Large Group	Shared Reading Shared Writing Meeting/Discussion (daily schedule) Organizing Data (attendance) Music
60 minutes	Center Time	Art Board/Card Games



### TYPICAL AM/PM Session Schedule/full day Session Cont'd.

		Construction/Blocks
		Dramatic Play
		Experimenting with objects
		Music
		Personal Reading
		Personal Writing
		Sand/Water Investigations
30 minutes	Outdoor play	Group Games
		Exercise Play
		Sand Investigations
20 minutes	Snack & Personal Hygiene	Food Experiences
		Distributing Things (food, utensils)
		Self Help (disposing of cups, napkins etc.)
30 minutes	Closing	Distributing Things (newsletter)
		Meeting/Discussion (celebrate learning experience)
		Read Aloud

The above schedule is compatible with the concepts developed by project construct.

Detailed lessons plans are on display in the entry area of the classroom. These are updated weekly for parents review.

### MATERIALS ACCESSIBLE TO FAMILIES

The Sweet Spring Preschool program has various materials available for use by families which include puzzles, shapes, crayons, books, and literacy backpacks. Various books/resources are available in the library including: *Making Children MIND without Losing Yours, My Body Is Mine, Everything I Do You Blame On Me!, All Feelings are OK, The Windows on Nature Collection*. The teacher also has a variety of both children's and parenting books that parents can check out in the classroom. If you would like information or materials please consult the preschool teacher or principal.

### COMMUNITY RESOURCES

Early Intervention is a nation-wide program that provides community-based support to children ages birth to 3 years who have disabilities or delays, or need any kind of therapy. Please Call **Missouri First Steps** in Saline County (660) 827-5004 or contact the preschool teacher or principal for more information.

**Parents as Teachers** is also a great way to learn how to ready your child for school with fun activities and interesting parenting tips. Please Call Sweet Springs PAT (660) 335-6348. The Parents as Teachers coordinator is Christie Hedgpeth. **ParentLink** is designed to increase parents' confidence and skills by supporting and linking them with a network of information, ideas and community services. It can be accessed by their website [www.parentlink.act.gov.au](http://www.parentlink.act.gov.au)

### KINDERGARTEN TRANSITION

Children who are age eligible for Kindergarten will be given a screening assessment in the spring. Once the Kindergarten screening is completed, parents will be asked to schedule a conference with the preschool teacher. During this conference, the parents and the teacher will review the child's preschool portfolio and the results of their screening. A decision will be made collectively by all teachers and parents of the child, and in some instances by the principal, on whether the child is developmentally ready to begin their Kindergarten year. Children entering Kindergarten are given the option to attend a five-week long summer school. This will better prepare children for an all day long school experience. The Kindergarten classrooms also hold an Open House for students at the beginning of the school year.

### PRESCHOOL LICENSING & ACCREDITATION

The Sweet Springs R-VII Preschool is licensed and accredited through the state of Missouri. The Sweet Spring's Preschool follows all rules and guidelines set forth by the state of Missouri. A copy of the licensing guidelines can be found in the parent information corner outside of the preschool classroom. Parents who wish to see any inspection reports can request to look at them from the preschool teacher.

## **TITLE 1 SCHOOL-WIDE PARENT INVOLVEMENT PLAN**

The Sweet Springs Elementary School values the involvement of parents in students' education. The school makes every effort to collaborate with parents/caregivers on an ongoing basis to ensure that children have a successful educational experience. The Title 1 program focuses on parent involvement as a vital component of the program and implements programs, activities, and procedures for the involvement of Title 1 parents as required by Title 1 regulations. The building provides the following parent involvement opportunities to Title 1 parents.

### **COMMUNICATION**

Information provided throughout the school year concerning the Title 1 program.

- Notice of student selection into the School Wide Title 1 program through letter format
- Title 1 meetings
- Newsletters
- Parent contacts
- Parent-teacher conferences (including interpretation of their child's individual assessment results)
- Student progress reports (Title 1 teachers collaborate with classroom teachers to communicate appropriate progress)
- School Website
- Textcaster.com
- Sweet Springs R-VII Facebook

Annual meetings held to inform parents of:

- School's participation in Title 1, Title 1 Requirements, Parents right to be involved, Curriculum, Forms of assessments used to measure the students' progress, Proficiency level the students are expected to meet, An opportunity to review and provide input into the parental involvement policy.

Parent-school compact utilized to ensure that parents, school staff, and students share the responsibility for improving student achievement (the compact addresses the Missouri Learning Standards, school curriculum, home academic support, and home-school communications), Opportunity for parent input into the development of the compact, Opportunity for parent input into the revisions of the compact, and Discussion of the compact and success toward the partnership addressed in the compact at parent-teacher conferences. Building level involvement opportunities for families include -Assistance to parents in understanding the requirements of the Title 1 program, Assistance to parents in understanding how to monitor child's progress, Opportunities for parents to work with classroom teachers and Title 1 teachers to improve the performance of their child. Recognition of parent participation and contributions, School staff professional development regarding working with parents, Encourage parent involvement in Parents as Teachers, Preschool Program, and other programs that provide activities for parent involvement. Home and School Committee, Home and School Carnival, Kindergarten Celebration, DARE Graduation, Classroom Parties, Field Trips, Family Literacy/Math Nights, Monthly Morning Meetings, Field Day, Music & Band Concerts, Book Fairs, Kindergarten Author's Tea, Kindergarten Muffins with Moms/Doughnuts with Dads, Preschool Family Nights, Career Day, Community Resource Expo, 6<sup>th</sup> Grade Promotion Ceremony, Grandparent's Day, Talent Show, Veteran's Day Assembly, Fire Safety Assembly. Students involvement with area businesses, Parent Resource Center—Child development/parenting skills, educational resources to improve achievement of their child, Information supplied in the family's primary language, Reasonable support for Title 1 Parental involvement activities requested by parents.

We believe learning is a natural part of growing, and the child who receives encouragement and praise for even the smallest achievement gains the confidence and motivation to try for bigger things.

**PARENTAL INVOLVEMENT BOARD POLICY IGBC is available on the District website and in the Elementary and Superintendent's offices.**

### **NOTICE OF NONDISCRIMINATION**

The Sweet Springs R-VII School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions of professional organizations holding collective bargaining or professional agreements with the Sweet Springs R-7 School District are hereby notified that this institution prohibits, in accordance with the law, discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Sweet Springs R-VII School District is an equal opportunity employer.

## **NOTICE OF NONDISCRIMINATION CONT'D.**

Any person having inquiries concerning Sweet Springs R-7 School District compliance with the regulations implementing Title IX is directed to contact Mrs. Lori Price, Superintendent of Schools, 600 E. Marshall St. Sweet Springs, MO 65351, 660-335-4860 or 504 Coordinator Josh Hume High School Principal at 600 E. Marshall St. Sweet Springs, MO 65351, 660-335-6341. The Administrators have been designated by the Sweet Springs R-7 School District to coordinate the institution's efforts to comply with the regulations implementing Title I, II, IV, VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title I, II, IV, VI, Title IX, or Section 504.

8/16/2010

The Sweet Springs R-VII School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, ancestry, genetic information or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding non-discrimination policies: Mrs. Lori Price, Superintendent.

## **CHILD ABUSE POLICY**

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, will immediately report or cause a report to be made to the school principal, or designee, who will then become responsible for assuring a report is made via the Child Abuse Hotline to the Missouri Children's Division, as required by law.

## **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, highly mobile children, such as migrant and homeless children, 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 Sweet Springs R-7 School District 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, mental retardation, 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 Sweet Springs R-7 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program. The Sweet Springs R-7 School District 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 Sweet Springs R-7 School District has developed a Local Compliance Plan for the 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 at the office of the superintendent at Sweet Springs R-7 105 Main, Sweet Springs, MO 65351 Monday through Friday between the hours of 8:00 AM to 3:00 PM. This notice will be provided in native languages as appropriate.

## **SEXUAL HARASSMENT OF STUDENTS**

Sexual harassment of students of either sex by employees or other students of the opposite or same sex is strictly prohibited in the Sweet Springs R-VII School District. For purposes of sexual harassment and sexual discrimination policies only, a student is any person enrolled in the school district or in district instructional programs. Sexual harassment is defined as sexual advances, requests for sexual favors, or other verbal or physical conduct of sexual nature made by a member of the school staff to a student or when made by any student to another students when

### **SEXUAL HARASSMENT OF STUDENTS CONT'D.**

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress; or
- submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school-related activity; or
- such conduct has the purpose or effect of interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment.
- such conduct has the effect of favoring another student.

Students who believe they have been victims of or have witnessed sexual harassment should report the incident to any teacher, guidance counselor, or school administrator. Mrs. Lori Price is the District's Title IX Coordinator, Superintendent of Schools, 105 Main Street, Sweet Springs, 660-335-4860.

### **PARENTS RIGHT TO KNOW**

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 parents may request, districts must provide to each individual parent—

- information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- 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.

Parents also have access to all Missouri Department of Health and Senior Services, Bureau of Child Care licensing regulations and all reports/inspections of the Sweet Springs Preschool. If you would like to review these documents, please talk to the preschool teacher or principal.

### **No Child Left Behind Act of 2001 (NCLB) COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB). Programs include Title I. A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C Revised 1/15 in compliance with NCLB Title IX Part C. Sec. 9304(a)(3)(C)

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

1. What is a complaint under NCLB? For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under NCLB.
2. Who may file a complaint? Any individual or organization may file a complaint.
3. How can a complaint be filed? Complaints can be filed with the LEA or with the Department.
4. How will a complaint filed with the LEA be investigated? Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.
5. What happens if a complaint is not resolved at the local level (LEA)? A complaint not resolved at the local level may be appealed to the Department.
6. How can a complaint be filed with the Department? A complaint filed with the Department must be a written, signed statement that includes:

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

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

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

The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.

### **NCLB COMPLAINT PROCEDURES CONT'D**

2. Notification of LEA. The LEA will be notified of the complaint within ten days of the complaint being filed.
3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. Report by LEA. Within thirty days of the complaint being filed, the LEA, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. Verification. Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.
8. How are complaints related to equitable services to private school children handled differently?  
If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).
9. How will appeals to the Department be investigated?  
The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.
10. What happens if a complaint is not resolved at the state level (the Department)?  
The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

### **PARENT INFORMATION RESOURCE CENTER**

The Parental Information and resource Center (PIRC) program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A funds. Information is available by accessing <http://www2.ed.gov/programs/pirc/index.html>

# Earthquake Safety

## For Missouri's Schools

**The New Madrid Seismic Zone Extends 120 Miles Southward** from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

**The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year** (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

**The Highest Earthquake Risk in the United States** outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

**A Damaging Earthquake in this Area**, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to un-reinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

**A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12** was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Boot heel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

**When Will Another Great Earthquake the Size of Those in 1811-12 Happen?** Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

**What Can We Do to Protect Ourselves?** Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

### **Prepare a Home Earthquake Plan**

Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.

Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.

Choose an out-of-town family contact.

Take a first aid class from your local Red Cross chapter. Keep your training current.

Get training in how to use a fire extinguisher from your local fire department.

Inform babysitters and caregivers of your plan.

### **Eliminate Hazards**

Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.

Bolt bookcases, china cabinets and other tall furniture to wall studs.

Install strong latches on cupboards.

Strap the water heater to wall studs.

### **Prepare a Disaster Supplies Kit for Home and Car**

First aid kit and essential medications.

Canned food and can opener.

At least three gallons of water per person.

Protective clothing, rainwear, and bedding or sleeping bags.

Battery-powered radio, flashlight, and extra batteries.

Special items for infant, elderly, or disabled family members.

Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so.

(Remember, you'll need a professional to turn natural gas service back on.)

Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

### **Know What to Do When the Shaking BEGINS**

DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.

In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.

If you are in bed, hold on and stay there, protecting your head with a pillow.

If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.

If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

### **Know What to Do AFTER the Shaking Stops**

Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.

Check others for injuries. Give first aid for serious injuries.

Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think its leaking. (Remember, only a professional should turn it back on.)

Listen to the radio for instructions

Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!

Inspect your home for damage. Get everyone out if your home is unsafe.

Use the telephone only to report life-threatening emergencies.

*The information contained in the flier was extracted from the American Red Cross website [http://www.redcross.org/services/prepare/0,1082,0\\_241\\_00.html](http://www.redcross.org/services/prepare/0,1082,0_241_00.html), Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455*

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