

Preschool Parent Manual

2018-19



320 East Ninth Street
Mountain Grove, MO 65711
417-926-3177, ext. 4
E-mail: ec@mg.k12.mo.us
www.mg.k12.mo.us/ec

Welcome to our school!

This handbook has been designed to help communicate expectations of the school district with families. We hope this will make your start at the preschool a less confusing experience. The information contained within this handbook is to be used in conjunction with the Mountain Grove R-III School District Elementary School Handbook and all the policies and procedures adopted by the Mountain Grove R-III School District.

Mountain Grove Early Childhood Center Staff 2018-19

Administration

Mrs. Shawna Gruben, Special Programs Director

Mrs. Missy Glenn, Principal

Mr. Jeff Massey, Assistant Principal

Mr. Jim Dickey, Superintendent

Preschool Educators

Mrs. Erica Peterson, teacher

 Mrs. Violet Curtis, paraprofessional

 Mrs. Debbie Satterfield, paraprofessional

Mrs. Amy Kuster, teacher

 Mrs. Carol Delcour, paraprofessional

 Mrs. Stephanie Moore, paraprofessional

Mrs. Shannon Nelson, teacher

 Mrs. Telisha Keehner, paraprofessional

 Mrs. Bethany Pridemore, paraprofessional

Mrs. Amanda Parker, ECSE teacher

Parents as Teachers (PAT)

Mrs. Lisa Clifford

Speech Therapy

Mrs. Kelly Johnson, OMC Rehab

Occupational Therapy/Physical Therapy

Bryce Parker, OTRL; Vallie Rogers Hoernig, PT

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Preschool Calendar 2018-19

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|-----------------------|--|
| August 14 | Preschool Open House |
| August 16 | First day of school |
| September 3 | No School--Labor Day |
| September 17 | No Students-- Teacher In-service Day |
| October 18 | Early Dismissal-- Parent Meeting (No PM Class) |
| October 19 | No School |
| November 19 | No Students--Teacher In-service Day |
| November 20-23 | Thanksgiving Break |
| December 20-January 1 | Christmas Break |
| January 2 | No Students--Teacher In-service Day |
| January 3 | Second semester begins for students |
| *January 21 | No School--Martin Luther King Day |
| February 4 | No Students -- Teacher In-service Day |
| *February 15 | No School |
| *February 18 | No School -- President's Day |
| March 11 | No Students--Teacher In-service Day |
| *March 22 | No School |
| *March 25 | No School |
| April 19 | No School - Easter Break |
| *April 22 | No School - Easter Break |
| May 10 | Last Day of Preschool |
| May 17 | Last Day of School |

*May be used as make-up days in the event school must be canceled for more than 10 days. As needed, other make-up days will be added to the end of the school year.

Vision

All children will learn, grow and develop to realize their full potential.

Mission

The Early Childhood Center is committed to providing a nurturing learning environment that prepares each child for early success and kindergarten readiness.

District Mission

The Mountain Grove R-III School District has a commitment to excellence in preparing students to be successful, life-long learners in an ever-changing global society.

Philosophy

We believe:

- All young children are capable of learning.
- Children learn best in a safe, nurturing environment.
- Children show individual differences in development.
- Children learn best by doing.
- Learning is structured through play, exploration, and meaningful activities.
- The early years of a child's life are critical for optimal development and provide the foundation for success in school and life.

Goals

The preschool will provide activities and experiences to help children:

- Develop socially, emotionally, physically, and cognitively.
- Develop language skills.
- Develop problem-solving skills.
- Develop conflict resolution skills.
- Learn to be a member of the preschool community.
- Be curious, confident and creative.

Curriculum

The preschool uses the nationally recognized early childhood curriculum "Project Construct." This curriculum is based on the learning theory that children construct their own knowledge, at their own pace and development level, through play and interactions in a well-facilitated learning environment.

Student Attendance

Our instruction begins promptly at 8 a.m. for the 3-year-old class and 12 noon for the 4-year-old class and continues throughout the day, concluding at 11:00 a.m. for the 3-year-old class and 3:00 p.m. for the 4-year-old class. Frequent absences, late arrivals and early departures diminish the quality of your child's learning experiences.

Parents are requested to notify their child's teacher each day that their child is absent from school and provide a reason for the absence.

School Day Schedule

Morning Program

- Monday - Thursday
- 8:00 a.m. - Preschool classes begin
- 11 a.m. - Preschool classes dismiss

Afternoon Program

- Monday - Friday
- 12:15 p.m. - Preschool classes begin
- 3:15 p.m. - Preschool classes dismiss

Drop-Off/Pick-Up

Parents/Guardians must take their child to the teacher's classroom each day during *drop-off* and *make contact with the teacher*. Parents/Guardians must go to the teacher's classroom each day during *pick-up* and *make contact with the teacher*. This ongoing contact is essential communication between the teacher and the parents/guardians.

Parents/Guardians are responsible for any unsupervised children. School staff are not responsible for children left unattended within a vehicle.

Tardy Students

Parents must help students arrive at school on time every day. Being tardy interferes with your child's learning and with the instructional program in the classroom.

The preschool has a limited number of seats available for students. We often have a waiting list of students wanting into the preschool program. Excessive absences and/or tardies may result in your child losing their seat in the program.

Parent/Guardian Change of Plans

If a child has a change of plans for a pick-up or drop-off, the parent/guardian must provide a detailed note to the teacher about the plans. The note should include the date and a parent/guardian signature.

In case of an emergency, if it is necessary to phone the school with a change of plans, detailed information will be required. School personnel must be able to positively identify the caller. In the event there is a question, the parent will be required to come to the school to provide the information for the change of plans.

School Cancellations

It may be necessary to cancel school during the year because of weather conditions or other unforeseen reasons. Cancellations will be announced on the local radio station and the television stations from the Springfield area. These cancellations are announced by the superintendent. Most school personnel learn of the cancellation at the same time as you, therefore refrain from phoning school employees.

Early Dismissal

If school is unexpectedly dismissed early, all efforts will be made to notify parents by television or radio. Teachers will attempt to make contact with parents once an early dismissal is announced. Parents should have a pre-arranged plan in the event of an early dismissal.

Field Trips

Field trips enhance the learning experience of our preschool students and may be taken as part of the school curriculum. Teachers organize these trips to be both educational and enjoyable.

Parents may be asked to assist in chaperoning field trips. Parents who supervised in this capacity are unable to bring other children on the trip. Completed background checks must be on file at least one week before the scheduled field trip. Failure to complete and clear the background check will result in not being able to attend the school field trip.

Safety Drills

Drills are conducted throughout the year to teach children what to do in the event of a fire, tornado, earthquake, or other emergency. Children are encouraged to take drills seriously so they would be better prepared in the event of an actual emergency. All personnel are trained in the proper procedures and will provide direction for students.

School Supplies

Your student will need to bring a backpack to school each day. Check backpacks daily for important items such as notes from teachers, school event notices, etc.

Family Involvement

Weekly Newsletters

Teachers will send home weekly newsletters on the first day of school each week. These newsletters will be printed on purple paper so you can easily find it.

Parent Conferences

Conferences are an important way to share information about your child with their teacher so their learning experiences can best meet your child's needs.

The first parent conference will be a parent meeting scheduled in September. At this meeting teachers will share information about child development, preschool routines, preschool expectations and things that parents can do at home to enhance your child's learning.

The second parent conference will be a one-on-one conference with your child's teacher in April. Your child's teacher will contact you to schedule an appointment.

You will be informed of other workshops and parent involvement activities throughout the year.

Parent Library

The parent lending library is located in the Parents as Teachers classroom. Please stop by and browse through the items. You may check out any items you are interested in. If you have any questions you may talk to the teacher or a parent educator.

Volunteers

We welcome volunteers at our preschool. We suggest that a parent/grandparent volunteer during the time their child is in preschool. Remember to keep any appointments you might make and schedule appropriate child care for other siblings. A Sign-Up sheet will be made available during the Parent Meeting in September or you can contact your child's teacher.

Snacks

A healthy snack with milk will be provided each day. Parents will be asked to provide snacks on a rotating basis. Teachers will send home a monthly snack schedule so you can plan ahead. **No homemade snacks will be accepted.** All snacks must be purchased and in original packaging. Teachers will send home a list of suggested snacks. Also, please be aware that we are a nut free environment and snacks must be free from any nuts or nut products.

No homemade snacks will be accepted. As recommended by the Health Department, in order to prevent the spread of germs and disease, all treats and snacks to the elementary school need to be purchased and in original packaging rather than homemade. This policy is to provide the best protection for all students.

Holiday and Birthday Parties

We will have two special holiday parties--one in the fall and one in the spring. A sign-up sheet will be posted near classroom door if you would like to contribute to your child's party.

Please contact your child's teacher **in advance** if you would like to bring birthday treats. **No homemade snacks will be accepted.**

Wish List

We will have a "wish list" posted around our classroom door. Throughout the year, we will be posting items we need for the program. These items may include: soap, tissues, paper towels, or "junk" items such as milk jugs, paper rolls and milk lids.

Personal Toys

We ask that children please leave their personal items and toys at home. We do not want your child's toys broken or lost among our materials.

Role of the Preschool Teacher

1. To create a safe physical environment for your child.
2. To create an attractive environment that your child will find stimulating and fun to visit.
3. To welcome your child into the classroom and make them feel successful, confident, and physically comfortable.
4. To plan learning activities for your child designed to help achieve our preschool goals.
5. To allow your child to make many choices and decisions throughout their preschool session.
6. To be available for parents to discuss any special concerns they might have about their child.
7. To assist parents in finding information concerning questions or problems they may have about their child.

Role of the Preschool Parent

1. Talk with your child positively about preschool. Tell them we will read books, sing songs, play games, paint, glue, cut with scissors, play with play dough, puzzles, blocks, go outside, and eat a snack every session!
2. Make sure your child has a good night sleep.
3. Feed your child a nutritious meal before their preschool sessions. We only provide a light snack at preschool. HUNGRY CHILDREN CANNOT LEARN!!!
4. Encourage your child to use the restroom just before arriving at preschool.
5. Arrive at preschool on time. Not too early, though. A long wait with other children and parents may increase stress. Leave cheerfully. Don't linger. Your presence may distract from this new and exciting opportunity.
6. Make sure your child knows you will be leaving them at preschool. If you will not be bringing your child to preschool, tell him/her in detail how they will arrive at preschool everyday.
7. Help your child understand how long he/she will be at preschool. Relate the length of time to something they do daily. (For example, "Preschool lasts until the big kids come home from school." "Preschool lasts about as long as two video tapes.")
8. Make sure your child knows who will pick them up from preschool.
9. Ask your child specific questions about their preschool session. (For ex. "What did you have for snack today?" "Did you paint today?")

Health Services

Immunizations

State law requires students have immunizations up-to-date in order to attend classes. The parents/guardians of each student entering Mountain Grove R-III School District must furnish proof that that student has been immunized. Failure to comply with this legal requirement will result in the student's exclusion from school until proof of compliance has been presented to the school nurse. Specific immunization requirements are available from the school nurse.

Illness at School

Students who become ill at school will be sent to the health center and will be seen by the school nurse. 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.

Medication

The school nurse must administer all medicine at school. Medicine will be administered at school if the following instructions are followed:

1. Prescription Medication

The prescription must state that the medication is to be given during the school day. Prescriptions that state "3 times a day" will not be administered at school, they can be given at home before school, after school, and at bedtime. When a student is to receive medication during school hours, the parent/guardian must provide the medication in the original prescription bottle plainly marked with the pupil's name, date, name of medication, dosage, time to be administered and parent signature. Medications that are to be given once daily will not be given unless it is accompanied by a doctor's written note. The first dose of a medication will not be given at school.

If a student with asthma has to keep an inhaler with him/her throughout the day, we will need a doctor's note for this; otherwise, it will need to be kept in the nurse's office.

2. Nonprescription Medication (NPM)

School personnel do not provide NPM at anytime for colds, coughs, etc. Medications will be given when accompanied by a written request from the parent/guardian. We will continue to have Tylenol, Tums, and cough drops; however we must have signed permission from a parent/guardian to administer them. Medication must be in the original container with the child's name, grade, and the teacher on it. Send no more than a one week supply at a time (this is for NPM). All NPM left at school on Friday will be destroyed if it is not picked up by a parent/guardian by the end of the day.

The parent/guardian must bring the medication to the school nurse and pick up the medication. We will not be able to accept any medication from students. Students found in possession of medication will be referred to the principal.

Head Lice

Head lice continue year after year to be a national problem at schools, in homes, and in the community. Head lice is spread by people, not pets. They can be found in short or long hair, clean or dirty hair, in children and adults. Remember that anyone can get head lice, but having them and not knowing it, or ignoring it, will pass it on to others.

Mountain Grove School Board Policy (JHC-AP2)

School personnel shall actively pursue the prevention and control of head lice in the district's schools by developing a consistent screening and follow-up program for all students. To support such a program, the following will be implemented:

1. If the 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.
2. The school nurse will instruct the parent/guardian concerning various shampoos and sprays that can be purchased for the 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.
3. To be readmitted to school a student must be accompanied by a parent/guardian or relative, and must be examined by the school nurse. The student will at this time be given a slip to be given to the teacher which states that the student should be readmitted to class. If eggs are still present, the student will be sent home until the eggs are removed from the hair.
4. Within six to ten (6-10) days after being readmitted to school, the student will be examined again by the school nurse. If head lice/eggs are found at that time, the parent/guardian will again be called and reinstructed concerning treatment of the head lice/eggs.
5. 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.
6. It will be the responsibility of the school nurse to examine a student who is possibly infested with head lice or eggs and, if warranted, to recommend his or her removal from school. The nurse is also responsible for recommending readmission of the student after treatment is completed.
7. 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 appropriate family/youth services and law enforcement agencies.
8. The removal of students from the classroom setting under this procedure is a health and safety measure only and not a disciplinary measure. Absences will not be "unexcused" or otherwise counted against the student so long as the student is absent for the prompt, active treatment of the infestation and keeps reasonably current with his or her course work. The district will provide the course work to and collect assignments from the student in a manner to be determined by the building principal.

This is a very difficult problem to control unless we have the cooperation and help of all children and parents. There are several ways in which you can help:

1. Check ALL family members on a regular basis. The nits (eggs) are tiny and white, but will not brush off like dandruff.
2. First look at the nape of the neck and behind the ears for the nits, for red spots, "bites", or crawling gray insects. Then check the rest of the head.
3. Suspect head lice when there is intense itching of the scalp.
4. Treat head lice immediately with a commercial product for this problem: follow the directions. Most products require follow-up treatment after 7-10 days.
5. Wash all personal clothing and bedding, combs and brushes, in very hot water (at least 130 degrees) or dry clean.
6. Heat kills-use a hair dryer after shampooing.
7. The eggs can live on furniture, mattresses, carpets, etc. for 30 days. Special sprays can be purchased for this, or ironing the mattress may help.
8. Avoid sharing personal items such as hats, combs, and brushes with family members and other children.

Accidents and Insurance

A student should always have on record in the office a correct address and telephone number of his/her home and parent's place of employment in case of illness or injury during school.

The school does not carry accidental injury insurance on students.

When to Keep Your Child at Home:

1. **Chicken Pox:** may return when all lesions are crusted, generally day 6 after onset of rash.
2. **Rash:** rash of unknown cause should be seen by a physician to determine the diagnosis. A rash could be as simple as an allergic reaction to soap or something as serious as meningitis. The student should remain home until the cause is determined.
3. **Sore throat, cold, or cough:** should stay home until fever is gone and symptoms are only mild. Appearance of child should also be taken into consideration. If he/she obviously is ill, lethargic, etc. he/she cannot learn. If your child's coughing, this can also disturb and spread "germs" to other children.
4. **Ringworm of scalp:** can come to school once treatment is started.
5. **Impetigo, boils, abscesses, sties, infections:** must be treated and lesions healed or under continuous medical treatment.
6. **Hepatitis A:** due to a virus-causes diarrhea and jaundice. Spread through stools, drinking water that is contaminated, etc. if diagnosed should have physician's permission to attend school after infectious stage is over.
7. **"Pink" eye:** infection of the conjunctiva or "white" part of the eye, student is excluded until physician's treatment is given for 48 hours.
8. **Diarrhea:** very loose and/or frequent stools. Remain home until free of diarrhea.
9. **Herpes simplex II:** fever blister, "cold" sores around mouth, lips sometimes near or in nostrils: a child should stay home during acute stage.
10. **Scabies:** is an infectious disease of the skin caused by mites must be treated, and student is excluded until treatment is adequate.
11. **Vomiting:** may be symptom of serious disease: child should stay home for 24 hours after last vomiting occurs. If vomits at school, parent must come for student or make some arrangements to take the student home.
12. **Fifth disease:** no exclusion is necessary--may exclude for elevated temperature.
13. **Strep Throat:** child should not return to school until at least 24 hours after beginning antibiotic treatment, and until they do not have a fever. It is important to complete prescribed treatment.
14. **Head Lice:** must stay home until child is treated with a special shampoo. Your child must be rechecked by the school nurse before re-admittance to school. (See Head Lice Policy.)

Potty Training Concerns

Potty training is a very important stage in your child's development. Being potty trained will promote a positive self-concept and school experience. We prefer your child wear underwear as opposed to diapers or "pull-ups" pants. We will assist your child as he/she learns to care for their bathroom needs. Your child needs to be able to manage his/her own clothes, use the restroom, and wash with minimum of help. Each child must have a complete set of clean clothing at the preschool at all times. Soiled clothing will be sent home and a clean set will need to be sent the next session.

The teachers will encourage your child to use the restroom anytime during the preschool session.

Ways to help your child with potty training:

1. Praise every SUCCESS!!
2. Encourage and remind your child to use the restroom on a regular basis throughout the day. Use visual reminders (chart with stickers, jar with blocks) so your child can see progress.
3. Help your child choose clothes that make using the restroom easy. Suspenders, button fly pants, and some zippers and snaps are very hard for preschoolers to manage.
4. Encourage your child to use the restroom just before arriving at preschool.
5. Remember that your child needs a complete set of clean clothing left at the preschool at all times. This includes a shirt, pants, underpants, and socks.

Code of Conduct/Discipline

It is the belief of the faculty, staff and administration of Mountain Grove Elementary School that discipline should focus on behavior which is conducive to learning, social and emotional growth. All students have the right to attend school and expect a safe and orderly environment. With rights come responsibilities that are shared by the students, school personnel, home, and community.

Good overall school discipline has its basis in sound classroom management and appropriate administrative procedures. Each teacher and grade level team will administer their own classroom expectations and rules, which are grounded in Mountain Grove Board Policy JG-R. The concept of discipline concerns itself mainly with assisting students to develop a sense of personal worth and self control with guidance and direction from the faculty, staff, and administration.

1. We believe that students should be responsible for solving their own problems with adult guidance.
2. We believe that the students should be allowed to solve the problems they create in their own way provided the solution does not make a problem for others.
3. We believe that students should face consequences instead of punishment whenever possible.
4. We believe that preserving and/or enhancing a student's self-respect and dignity is crucial to a successful disciplinary action.
5. We believe that discipline should be considered as opportunities for personal growth.

The discipline code is based on the philosophy that it is never, under any circumstances, acceptable for a student to be or cause a distraction in class which forces a teacher to stop the instructional process to remove him/her from their classroom.

The following intervention will be considered:

- Time-out; i.e. removal from group or activity
- Parent contact by phone
- Discipline notice mailed to parent
- Referral to the school counselor
- Behavior contracts

Student or parent conference

A formal conference may be held between the student and/or the student's family and one or more school officials. During the conference, the student's behavior will be examined and corrective measures will be discussed.

Special education students

Discipline for special education students will be administered according to their individual educational programs and in accordance with Public Law 94-142 and other laws pertaining to special education students.

Bullying

In providing a safe learning environment for all students, the Mountain Grove R-III School District prohibits all forms of bullying. Students participating in or encouraging such behavior will be disciplined in accordance with JG-R.

Textbooks & School Property

Students are to treat all school property with respect. In taking care of school property you display pride in your school. Students will be held responsible for the cost of replacing damaged or lost school items.

Special Education Programs

The administration and Special Educations staff would like to make the public aware of the service the Mountain Grove R-III School District provides to special needs students of age 3 through 20. Services for the following disabilities are provided by the Mountain Grove R-III Schools:

- Intellectually Disabled
- Autism
- Learning Disability
- Visually Impaired
- Speech/Language Disabilities
- Hearing Impaired
- Emotional Disturbance
- Orthopedically Impaired
- Young Child with Developmental Delay
- Other Health Impaired
- Multiple Disabilities

We can help these children through an Individual Education Plan (IEP). Our goal is to provide a free and appropriate education in the least restrictive environment for all our special needs students.

Notice of Nondiscrimination Title IX, ADA, Section 504 and Title VI

The Mountain Grove R-III School District does not discriminate on the basis of sex, race, creed, color, national origin, or disability:

- In the recruitment, selection, treatment, or promotion of employees;
- In the admission and participation of students in the educational program or activities;
- In vocational opportunities, or
- In the treatment, counseling, and placement of students.

For further information concerning Title IX, ADA, Section 504, and Title VI, please contact:

Director of Special Education
Mountain Grove R-III School District
207 East Fifth Street
Mountain Grove, MO 65711
417-926-3177

Sexual Harassment

The school District is committed to providing an environment free from intimidation, hostile behavior, unwelcome sexual advances, requests for sexual favors and other verbal or physical contact or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited.

Allegations of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of student or suspension and/or termination of employee.

Counseling & Guidance Services

Services offered by the counselor include working with children individually, in small groups and regular classroom lessons. Children may visit with the school counselor about problems at school, with friends, or at home. Classroom lessons focus on character education; including responsibility, respect, trustworthiness, fairness, citizenship, honesty, compassion, integrity, perseverance, and self-control. Small groups usually consist of 6 to 8 children of approximately the same age and generally meet between 3 and 4 weeks. Some small group topics include; divorce, loss, stepfamilies, drug & alcohol, study skills, conflict resolution, self-concept, friendship, and peer pressure.

Children may request to see the counselor, a child's teacher may ask for the counselor to work with the student, parents may request the assistance of the counselor or the counselor may invite the child to visit.

Family Educational Rights and Privacy Act (FERPA)

Annual public notice should be presented to parents/guardians of students attending school in the district that "Directory Information" will be released to the various communications media of the district as deemed necessary by school officials. "Directory Information" includes the following information relating to the student; the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized extracurricular activities, weight and height of members of athletic teams,

dates of attendance, diplomas and awards received, photographs, and the most recent school attended. If the parent/guardian or eligible student does not want information of this type released, written notification must be sent to the principal of the school where the student attends.

Notification of Rights Under FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days after the day the Mountain Grove School District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Mountain Grove School District to amend a record should write the school principal clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to

officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Mountain Grove School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student -

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile

justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
7. Religious practices, affiliations, or beliefs of the student or parent; or
8. Income, other than required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use-

1. protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The Mountain Grove R-III School District has developed and adopted policies, in

consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Mountain Grove R-III School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The Mountain Grove R-III School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in: Collection, disclosure, or use of personal information for marketing, sales or other distribution. Administration of any protected information survey not funded in whole or in part by ED.

Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Standard Complaint Resolution Procedure for Every Student Succeeds Act Programs

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Every Student Succeeds Act (ESSA). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

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

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy with the complaint being submitted to the Superintendent of Schools. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

Homeless Children Program

The Mountain Grove R-III School District recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state law and the Stewart B. McKinney Homeless Assistance Act will give special attention to ensure that homeless children in the school district will have access to a free, appropriate public education.

For further information concerning the coordination of programs for homeless children, please contact:

Director of Special Programs
Mountain Grove R-III Schools
207 East Fifth Street
Mountain Grove, MO 65711
417-926-3177

Asbestos Management Plan

The Asbestos Hazard Emergency Response Act of 1986 requires schools to notify parents/guardians of the location and availability of the Asbestos Management Plan.

The Asbestos Management Plan of the Mountain Grove R-III School District is located in the District's Central Office, 207 East Fifth Street, Mountain Grove, MO 65711. Each school within the district also maintains a copy of its Management Plan in the administrative office.

The Management Plan is available, by appointment, for public inspection during regular business hours. Appointments must be honored by the School District within five days of receipt of written request.

The Mountain Grove R-III School District has designated the following person to be responsible for the Management Plan. Questions should be directed to:

Director of Maintenance
Mountain Grove R-III Schools
207 East Fifth Street
Mountain Grove, MO 65711
417-926-3177

Every Student Succeeds Act

The Mountain Grove R-III School District is required to inform parents/guardians of certain information according to the Every Student Succeeds Act (Public Law 107-110).

Upon your request, the Mountain Grove R-III School 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 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.

Student Memorabilia

Recognizing that most students and parents want to retain some permanent impression or keepsake as a reminder of the school experiences from year to year, the Board (JP) sanctions the practice of negotiations and contractual obligations with commercial companies for student photographs, class rings and other memorabilia as a service to the students and as part of the total school program. Any student, however, will not be required to have a picture taken or will not be pressured to purchase any student memorabilia.

The selection of commercial companies shall be made by competitive bid. The bid price must be complete, including tax and other incidental charges.

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 Mountain Grove R-3 School District assure that it will provide a free and 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 Mountain Grove R-3 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 Mountain Grove 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).

This notice will be provided in native languages as appropriate.

Federal Programs Parent/Guardian Notification

Every Student Succeeds Act (ESSA) required notification to parents/guardians when any of the following situations exist in a district receiving Federal funds.

1. Districts must annually disseminate Federal Programs Complaint Resolution Procedures to parents/guardians of students and appropriate private school officials or representatives.
2. At the beginning of each school year, a participating school district must notify the parents/guardians of each student attending a building that receives Title I funds that they may request, and the district will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers and any paraprofessionals providing services to their child.
3. A building that receives Title I funds must provide all parents/guardians notice that their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.
4. When a school is identified for School Improvement, the district must notify the parents/guardians of all children in the identified Title I building of its School Improvement status. Yearly updates are provided to parents with available options until the building is no longer identified for improvement.
5. Within thirty days after the beginning of the school year, a district must inform parents/guardians that their limited English proficient (LEP) child has been identified for participation in a language instruction educational program.
6. Parents/guardians of students enrolled in a persistently dangerous school or students who are victims of violent criminal offense while on school property must be notified of their option to transfer their student to a school that is not designated persistently dangerous.

Please Sign and Return This Form to Your Child's Teacher:

This handbook is a very important document for all pre-K students in the Mountain Grove School District and their parents. It contains valuable information that they will need to know during the school year. Even more importantly, it contains some of the rules and regulations, policies, and laws under which students must abide during their time in school. We ask that you review the Early Childhood Handbook at the beginning of the school year and refer to it throughout the year as needed to help answer questions and guide decisions.

Please sign this form and have your child return it to his/her teacher during their first week of school.

I have reviewed and understand the importance of the information provided in the Early Childhood Handbook.

Child's Name: _____

Parent/Guardian Signature

Date

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