



**Poplar Bluff Early Childhood Center
Handbook
2023-2024**



Dear Parents/Guardians,

Welcome to the Poplar Bluff Early Childhood Center! We are looking forward to working with you and your child in the upcoming school year. We are committed to making your child's first school experience an exciting one and one that will foster a love of learning their entire lives.

Our school year will begin with the following activities:

***** *Your child's enrollment packet is due to our office by Monday, July 31, 2023, or your child will be placed back on the waiting list.***

Meet the Teacher Visits - August 11th, 14th, 15th, 16th, 17th, and 18th. This visit will serve as a time for you and your child to meet their teacher, see the classroom, bring their school supplies, etc... This is a required visit and is by appointment only. Your child's teacher will be calling you on or after August 9th to schedule your visit. Your child's classroom assignment will not be available until August 9th.

First Day of School - August 21st - *Due to our efforts to help keep our building secure and safe, parents will be allowed to walk their child to the classroom door on the first day of class only, however, after that date, students will be dropped off at the lobby hallway entrance doors and students will proceed to their classes with the assistance of staff.* The first day may not be easy for some students. In the past, quick departures by parents/guardians work the best. In most cases, if your child would happen to be crying, this will subside very quickly and your child will have a great school day experience.

All students will receive either breakfast or lunch as a part of their school day. If your child is an all-day student, they will receive both meals.

Please take the time to be familiar with our handbook. Our daily schedule and many other questions you may have will be answered there.

Sincerely,
JoAnne Westbrook
Director

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POPLAR BLUFF EARLY CHILDHOOD STAFF 2023-2024

Regina Blalock	3 Year Old Teacher
Michelle Caswell	3 Year Old Teacher
Pennie Ethridge	3 Year Old Teacher
Krystal Gage	3 Year Old Teacher
Nancy Gill	3 Year Old Teacher
Christie Knuckles	3 Year Old Teacher
Amanda Biri	4 Year Old Teacher
Lori Bullington	4 Year Old Teacher
Sara Carrier	4 Year Old Teacher / IEP Facilitator
Krista Greenwall	4 Year Old Teacher
Gina Hamby	4 Year Old Teacher
Amanda Summers	4 Year Old Teacher
Jeanna Tipton	4 Year Old Teacher
Traci Allen	ECSE Teacher
Emma Vaughn	Custodian
Tammy March	Custodian
Lori Pickard	Custodian
Bailey Hester	Director of Health Services
Mindy Garrett	Director of Special Services
Kayla Pruett	Nurse
Paula Mittermeyer	Library
Christy Hicks	Parents as Teachers Educator
Julie Ferguson	Parents as Teachers Educator
Mandi Webster	Physical Education Teacher
Melinda Matthews	Physical Therapist
JoAnne Westbrook	Principal / Director of Federal Programs
Lorie Veazey	Process Coordinator
Sandy Case	Secretary
Sheila Coleman	Special Services Diagnostic Asst.
Jeanine Bradley	Speech Pathologist
Sharon Burkey	Speech Pathologist

Poplar Bluff Early Childhood 2023-2024 Calendar



August

8th - MSTA Beginning Teacher Workshop
9th -10th - New Teacher Orientation
10th - 18th - Staff Collaboration Days
11th, 14th -18th - Meet the Teacher Visits
21st - First Day of School for Early Childhood

September

4th - Labor Day - No School
5th - Collaboration Day - No School

October

6th- Collaboration Day - No School
30th - Fall Break - No School
31st - Collaboration Day - No School

November

20th - 24th - Thanksgiving Break - No School

December

21st -29th - Christmas Break - No School

January

1st - 3rd - No School
4th - Classes Resume
15th - Martin Luther King Jr. Day - No School
16th & 17th - Collaboration Days - No School

February

19th - President's Day - No School
20th - Collaboration Day - No School

March

11th - 15th - Spring Break - No School
29th - Good Friday - No School

April

1st - Easter Monday - No School
2nd - Collaboration Day - No School
8th - Solar Eclipse - No School

May

16th- Last Day of School for Early Childhood

Poplar Bluff Early Childhood Class Times

A.M. Class - 7:45 a.m. - 11:10 a.m.

P.M. Class - 12 p.m. - 3:25 p.m.

***The arrival bells ring at 7:45 a.m. for the morning session and 12 p.m. for the afternoon session. Students will go directly to their classrooms for breakfast or lunch. Students should be walked from the parking lot into the lobby and interior hall door where the staff will greet them and ensure they get to their classrooms. **Students should never be dropped off in any street or parking lot area. Students must be walked inside.**

***Bus and dismissal bells will begin at 11:00 a.m. for the morning session and 3:15 p.m. for the afternoon session. Parent pick-up will be at your child's assigned dismissal door. This information will be given to you at the "Meet the Teacher" visits. If a child is not picked up after the p.m. session by 3:25 p.m., they will be taken to latchkey and parents will be charged \$3 for each hour they are late.

***Latchkey will be available before school from 6:45 a.m.- 7:45 a.m. and from 3:25 p.m. - 6 p.m. Students attending latchkey will be charged \$3 per hour.

Inclement Weather / School Cancellations

When school is closed due to extreme weather conditions, parents will be notified (including early dismissals) by an automated phone call from the school district. The notification will also be aired on KFVS12, local radio stations, and our district's Facebook pages. Please check one of these news outlets in case of inclement weather. Do not telephone the school unless there is an emergency. Telephone lines should remain open as much as possible for emergency traffic.

*When school is closed, the Mini Mules Kids Club (Extended Day Program), will also be closed. If there is an early release due to weather, the Mini Mules Kids Club will not be in session and children must be picked up once school has been dismissed.

Late Pick Up

The P.M. session and the Mini Mules Kids Club begin dismissal at 3:15 p.m. Any student not picked up by 3:25 p.m. will be taken to latchkey and will be charged \$3 per hour session. Latchkey closes promptly at 6 p.m. each day. Parents who are late picking up a child will be charged \$1.00 per minute per child after 6 p.m. Late fees will be posted to your account and must be paid within one week. Excessive late pick-ups may result in termination of care. There are no latchkey services available after the a.m. session.

Is Your Child Ready for Preschool?

Your child must be potty-trained before attending preschool. Each child must be able to take care of their own personal needs such as removing their clothes when going to the bathroom, going to the bathroom alone, washing their hands, etc. Students with special needs will be reviewed on an individual basis before determining enrollment status.

Visiting the School

The Poplar Bluff Early Childhood Center welcomes visitors to our school. The following guidelines will provide a safe educational atmosphere for all students:

1. **During regular school hours, all doors will remain locked. All visitors must check in through the office.** If you need to sign your child out, you will do so through the office and a staff member will bring your child to the office.
2. If you need to talk to your child's teacher, the teacher will be happy to schedule a conference during planning time or before or after school. Teachers are not to visit with parents while classes are in session.

Other Important Information

1. The dress code requires that each student's dress and grooming be neat, clean, and in good taste, so that each student may share in promoting a positive, healthy, and safe atmosphere within the school district. The shirt length must cover the stomach and the shorts should be a modest length. Dress that would tend to draw attention is generally inappropriate.
2. Animals should not be brought to school unless the Principal has given permission. This is for the protection of all students.
3. Parents should always send a note to their child's teacher if his/her after-school routine changes or the regular routine will not be followed.
4. Flowers and balloons sent to students cannot be taken on buses. These items are also distracting to the educational process. We ask parents to have such items sent to your home rather than school.
5. School parties are for the enjoyment of our students. Families are asked not to bring siblings to classroom parties.
6. In an effort to preserve the learning environment, invitations to birthday parties and other activities outside of school are not to be handed out at school.
7. Electronic devices such as video games, cell phones, iPads, and tablets should remain at home unless approved by the Principal.
8. Students should not bring their own playground equipment, toys, or other personal belongings to school for entertainment purposes. Items sometimes are broken, stolen, or have caused disagreements with other children.
9. Please mark all coats, hats, gloves, backpacks, and additional clothing and lunch boxes with student names.



HELPFUL HINTS

for Preschool



1. Dress appropriately. Children may use paint, markers, and play outside every day. Send children in clothes that allow them to use the restroom independently.
2. Please send a backpack every day. **PLEASE HAVE YOUR CHILD'S NAME ON THE BACKPACK IN SOME FORM.** If the backpack is not labeled, your child's teacher may do so. We typically have several children with the same type of backpack design.
3. Check backpacks daily for notes and artwork.
4. Ask your child about school every day. These questions usually elicit better responses from children than simply asking "How was school today?":
 - "What did you do at center time today?"
 - "What did you eat for breakfast or lunch?"
 - "What did you do in PE or the library today?"
 - "Did you sing any songs today?"
5. Send extra clothes to school in case of an accident.
6. Write your child's name on coats, backpacks, and other personal belongings.
7. All bus transportation changes require a 3-day notice.

POPLAR BLUFF SCHOOL DISTRICT



**POPLAR BLUFF EARLY CHILDHOOD SCHOOL SUPPLY LIST
1202 CAMP ROAD, POPLAR BLUFF MO, 63901**

2023-2024

3 YEAR OLD CLASSES

- _1 Box of Kleenex
- _1 Small Bottle of School Glue 4 oz
- _2 Packages of Glue Sticks
- _1 Pair of FISKAR BLUNT POINT Scissors
- _1 Box of 8 (Small) Crayola Crayons
- _1 Package of Crayola Washable Markers
- _2 Rolls of Paper Towels
- _1 Regular Size Backpack WITHOUT Wheels
- _1 Container of Baby Wipes or Wet Wipes
- _1 Containers of Clorox Wipes

WISH LIST ITEMS

- _1 Bottle of Hand Sanitizer or Germ-X
- _Boys - 1 Quart Size Ziploc Bags
- _Girls - 1 Gallon Size Ziploc Bags
- _1 Can of Disinfectant Spray

4 YEAR OLD CLASSES

- _1 Box of Kleenex
- _1 Small Bottle of School Glue 4 oz.
- _2 Packages of Glue Sticks
- _1 Pair of FISKAR BLUNT POINT Scissors
- _1 Box of 24 (Small) Crayola Crayons
- _1 Package of Crayola Washable Markers
- _2 Rolls of Paper Towels
- _1 Regular Size Backpack WITHOUT Wheels
- _1 Container of Baby Wipes or Wet Wipes
- _2 Container of Clorox Wipes

WISH LIST ITEM

- _1 Bottle of Hand Sanitizer or Germ-X
- _Boys - 1 Quart Size Ziploc Bags
- _Girls - 1 Gallon Size Ziploc Bags
- _1 Can of Disinfectant Spray

***EVERY EARLY CHILDHOOD STUDENT NEEDS A CHANGE OF CLOTHES.**

***STUDENTS AT THE EARLY CHILDHOOD CENTER DO NOT NEED SCHOOL BOXES.**

***INDIVIDUAL TEACHERS MAY ASK FOR ADDITIONAL SUPPLIES.**

Attendance

Your child's attendance in school will enable him/her to build a strong academic foundation for the future. To fully benefit from the curriculum and instruction offered in our program, each student is expected to have an average attendance percentage of 90 percent or above. Students that drop below 90 percent in attendance will be closely monitored and will be dismissed from the program if attendance consistently fails to meet the 90 percent average. Students are also expected to arrive on time for school. Tardies can also cause a child's attendance average to fall below the 90 percent average. Please do your best to have your child on time for school and establish good attendance habits.

If your child is sick, our district policy requires that children stay at home if they have a temperature of 100 degrees or higher or if they are vomiting or have diarrhea. COVID-19 regulations and requirements are changing so frequently at this time that parents will be updated when those policies change or require attention.

*****When your child is going to be absent for *any* reason, please call the school office at 573-785-6803 to let us know your child will be out. This includes illness or vacation days.** We appreciate your help in keeping our staff informed of your child's well-being.

Student Discipline

The Poplar Bluff Early Childhood Discipline Policy includes: setting limits, giving children choices in solving problems, redirecting behavior, and recognizing misbehavior as an opportunity to teach children acceptable behavior and develop self-control. Many choices and activities are offered in our daily routine. Activities are varied and interesting enough to eliminate boredom-related discipline problems.

Children who require disciplinary action will:

- Be asked to stop.
- Be asked to make a better choice and given choices.
- Be redirected to alternate activities.

If problems arise between two or more children, staff will use the "Conflict Resolution" process to address the situation.

The steps in this process include:

- Approach quickly and calmly.
- Acknowledge feelings.
- Gather information.
- Restate the problem.
- Ask for ideas for solutions.
- Give follow-up support.

Children who are unable to comply may be removed from the situation and asked to sit for a short time to calm down. The child will again be asked to make a better choice. If a problem is repeated several times in one day, or over a short period of time, a staff member will talk with the parents. Parents may also request a conference with the teacher or principal. If the

misbehavior continues, resulting in harm to self and/or others, parents will be asked to make other arrangements for care.

Children may be suspended or dismissed from the program without notice for the following:

Harassment (sexual or racial).

Leaving designated areas without permission repeatedly.

Verbal or physical acts of violence to self or others.

Use of crude or profane language or gestures.

Children may be dismissed from our program if parents/guardians become verbally or physically abusive to staff or children within the program.

Early Childhood and the Mini Mules Kids Club are not mandated programs and attendance is considered a privilege.

The cooperation and support from all parents are essential. Staff and parents are expected to demonstrate mutual respect. Parents who are uncooperative and disrespectful to the staff will be asked to make other childcare arrangements, and their child will not be allowed to return to the program.

Change of Information and Custody Arrangements

If you have any change in your contact information such as a new address, phone number or email address, please contact the office as soon as these changes occur at 573-785-6803. We must have this information in order to ensure we can contact you in case of an emergency and so that you may correctly receive any school communications.

When parents separate or divorce, it sometimes results in problems regarding the custody of children. At such times, one parent may ask that a child not be allowed to visit or go with the other parent. Such requests cannot be honored unless they are supported by legal documentation.

If you have a change in your child's custody arrangements, you must bring the updated paperwork reflecting these changes to the office. This is to ensure the safety of your child. We do not accept child custody updates over the phone.

Photo Policy

If you do not wish for photographs of your child engaging in classroom activities to be published through our various media for the school district's public relations purposes or in the Early Childhood Yearbook, you must notify your child's teacher and complete the district opt-out from online at www.poplarbluffschools.net (If you are the parent/guardian of more than one student, you must fill out a separate form for each). If a parent, guardian, person acting as a student's parent in the absence of a parent/guardian, or the student (if 18 or older) does not want the district to release information listed under #5 in the Family Educational Rights and Privacy Act (FERPA) under the STUDENT RECORDS portion of this handbook, they must complete the

'Photo Consent Opt-Out Form' under the 'News Bureau' tab of our school district website, www.poplarbluffschoools.net, within ten (10) days of receiving this handbook to indicate what information they do not want to be released. The link is located under the News Bureau section. The building principal should be notified if the form cannot be accessed online.

Mini Mules Kids Club (All Day Program)

This program will allow your child to attend our program all day and will provide your child with breakfast, lunch, and snacks. **The cost per week is \$55.** You will make payments to your child's Mini Mules Kids Club teacher each week or you may pre-pay for the month if you would like. At the time of payment, you will be given a receipt from the teacher.

Here are a few more guidelines of the program:

*Payment is due on Monday of each week.

* ***Parents are responsible for full payment regardless of the child's attendance.***

*Student's absences from school due to illness or family reasons **will not** affect payment due.

* If a payment becomes past due, a student may not attend the extended care enrichment program until the account has been paid in full and is up to date.

* Parents **must** give a ***2-week notice to withdraw*** their child.

* Notification of withdrawal from the full-day program **is required** or fees will continue to be assessed.

* Our program does not accept state childcare subsidies.

* You will not be charged days the district is out of school for inclement weather, holidays, or other district cancellations.

* The Mini Mules Kids Club is not a mandated program and attendance is considered a privilege. Failure to keep your child's account current or numerous discipline issues could result in your child being dismissed from the full-day program. Students must be potty trained to attend the Mini Mules Kids Club.

Mini Mules Kids Club hours are from 7:45 a.m. – 3:15 p.m. with before and after school latchkey available from 6:45 a.m. – 7:45 a.m. and 3:25 p.m. – 6 p.m. Latchkey services are at an additional cost of \$3 per hour.

Latchkey

Latchkey services are available before and after the regular school sessions. The cost for latchkey is \$3 per hour. Latchkey services will be billed separately from the Mini Mules Kids Club tuition.

Latchkey attendance is considered a privilege. Failure to keep your child's account current or numerous discipline issues could result in your child being dismissed from the latchkey program.

A.M. Latchkey will run from 6:45 a.m. - 7:45 a.m.

P.M. Latchkey will run from 3:25 p.m. - 6 p.m.

Immunizations

Immunizations are essential for the protection of students and are required by Missouri Law for students to be enrolled in and attend school. The parent or guardian must furnish the school with satisfactory evidence of immunization in the form of a statement, certificate, or record from a physician or other health facility or a statement of medical or parent exemption from immunizations against diseases (a parent exemption must be completed every year). Students without proper immunization documentation will not be permitted to attend school. Please contact the school nurse if you have questions regarding immunization requirements.

Illness or Injury

To decrease the spread of potentially communicable diseases, students exhibiting symptoms of impending illness will be sent home at the discretion of the school nurse. COVID-19 regulations and requirements are changing so frequently at this time that parents will be updated when those policies change or require attention. Currently, specific guidelines will be in place regarding COVID-19 and could override normal illness procedures. Factors considered before sending students home include a temperature of 100 degrees or higher, vomiting, diarrhea, or other symptoms that affect their ability to be productive at school. Students should not return to school until they are symptom-free (fever, vomiting, diarrhea, or unusual or unexplained rash) without medication in accordance with the latest health policies set forth by the district. Any student that has been in the hospital or had any medical procedure, cannot return to school without a doctor's note releasing them back to school. This should include any orders in regard to restrictions, special needs, crutches, or other medical equipment. In cases of serious injury or illness, the school nurse will be notified immediately. The Emergency Medical Service (911) may also be called. The nurse, designated school personnel, and/or emergency medical personnel will care for the student and the parents will be contacted as soon as possible. Parents are responsible for notifying the school of a place where they can be located in the event of an emergency.

Special Health Concerns

It is important for parents to inform the school nurse of special health conditions which may be a concern or necessitate emergency care at school. Examples of special health conditions are hearing loss, severe allergies, asthma, diabetes, and seizure disorders. Upon enrollment, all families will complete a Student Health History form. School nurses will share information that may constitute an emergency at school or impact a child's education with other staff members on a need-to-know basis.

Medication

The following is the Board of Education policy regarding the administration of medications at school:

Prescription Drugs

1. The physician will provide a written request that the student be given medication during school hours. The label on the container will be considered the physician's written request.
2. The parent or guardian will make a written request that the school complies with the physician's request to give medication. The district will not administer the first dose of any medication. District personnel will not knowingly administer prescribed medication that exceeds the daily recommended dosage.
3. The parent or guardian will supply the medication in a properly labeled container from the pharmacy and with instructions regarding any special need for storage, i.e., refrigeration. The parent/guardian or another responsible adult must deliver the medication to the school and pick up excess or remaining medication.
4. School personnel will document the administration of medication on a daily log stating the date, student's name, drug, dose, time, and initials or signature of the person responsible for giving it.

Over-the-Counter Medication

If a parent wishes to have a child receive over-the-counter medication at school, they must provide the school with a standing order or written protocol prescribing the medication from a physician. This permission must be renewed annually.

Refer to Board Policy 2870 for additional information and details on self-administration of medications.

Head Lice Procedure

The procedure listed below will be in effect to control the spreading of head lice at school:

1. If head lice/eggs (nits) are discovered on a student, the student will be removed from the classroom and the parents/guardian will be called to remove the student from school.
2. Parents will be provided with information concerning procedures to eliminate head lice.
3. After treatment is completed and prior to returning to the classroom, the student must come to the nurse's office for an examination. If eggs (nits) are found, the student will not be allowed to return to the classroom.
4. Students cannot attend school unless the school nurse or designated school person has determined that they are free of eggs (nits) and/or head lice.

Transportation

Our school bus transportation services have different routes for morning and afternoon sessions. Where you live or your child-care provider location will determine which session (a.m. or p.m.) your child attends. It is very difficult to change your child's session time after the school year begins. Please be familiar with the bus transportation guidelines below:

1. The bus will try to maintain a timely schedule. Weather, traffic conditions, and the absence of some students can affect the times.
2. An adult must be at the bus stop when the bus arrives. It is best to be at the bus stop at least five minutes early. The bus operates on a close-time schedule and cannot wait at each stop for families and children to arrive.
3. No child will be allowed off the bus unless a designated adult is there to meet him/her. If time allows, the Transportation Department will make one attempt to call the parent to inform them the bus is waiting. Children will then be taken back to the school at the end of the route and will be taken to latchkey. If your child is taken back to school, you will be charged for latchkey services until your child is picked up.
4. Families will need to call the Poplar Bluff Early Childhood office or the classroom teacher if someone other than a parent or guardian is assigned to meet their child for that day. We will need the name and relationship of this person. The child's teacher or office staff will then relay this information to the Transportation Office. The driver has the right to ask for identification before releasing the child.
5. Parents are asked to call the Transportation Office when a student is not riding the bus that day at 573-785-5801.
6. Any changes that require a student to ride a different bus would require a three-day notice before a student could ride.
7. Children that become sick (temperature, vomiting, etc.) at school will not be allowed to ride the school bus. Parents will be notified and arrangements must be made for them to be picked up at school.
8. If you are going to pick up your child instead of them riding the bus for the day, you must call the office (573-785-6803) before 10:30 a.m. for the morning session and before 2:30 p.m. for the afternoon session.

Classroom Parties

There are three celebrations celebrated throughout the school year: Fall Party, Christmas Party, and Valentine's Day Party. For the safety and health of our students, homemade treats are no longer allowed to be brought to school. All treats should be store-bought items. Parents are encouraged to provide healthy snacks for celebrations and parties. Individual teachers will send home notes with details of celebrations.

Students who wish to attend classroom parties or extra-curricular activities will need to be in attendance on the day of the event.

Siblings are discouraged from attending classroom activities, including parties in the classroom due to space constraints and snack planning.

Toys at School

Children should not bring toys to school except for a special reason and then only with the teacher's permission. The teacher may choose to take the toy and return it at an appropriate time with instructions that it remains at home. Parents will be asked to come to school to pick up items considered dangerous. Toys brought to school can result in injury and usually cause disruptions such as playing during instructional time, problems on the playground, arguments over ownership, usage without permission, and breakage or stealing. Time will not be spent recovering a lost or stolen toy.

Labeling of Belongings

Each student's belongings (including school supplies, coats, gloves, etc.) should be plainly marked to avoid loss or exchange. When a name is on an article, it can be returned to the owner immediately. Please take the time to see that your child's belongings are labeled.

Kindergarten Pre-Registration

Early enrollment for the next year's kindergarten class usually takes place in March. To be eligible for kindergarten, a child must be five years of age by July 31st. An official state birth certificate is required at the time of enrollment as well as a complete record of immunizations and proof of residency.

Library / Textbook Services

Library facilities are available in each elementary school. The student to whom a library book or textbook is issued will be held responsible for its return in good condition. There are no charges for overdue library materials but lost or damaged textbooks, library books or materials will result in the student incurring fines, penalties, or methods of repayment for a fair value of the book, etc.

Parents as Teachers (For Children Ages Birth to 5 years old)

Parents as Teachers services are provided throughout the year by certified Parents as Teachers educators. The program offers four main components:

1. **Personal Visits:** This is an opportunity to discuss child development and child-rearing issues that come up at various ages. Parent Educators will help you know what to expect as your child grows. When you know what to expect, you can observe your child's accomplishments and appreciate how significant they are. The Parent Educator will provide you with developmental information and activity ideas appropriate for your child's development.
2. **Group Connections:** Events are planned throughout the year bringing families and children together to engage in developmentally appropriate activities for children from birth - kindergarten age. These events are designed to give parents an opportunity to share experiences and gain new insights from other parents. Parent-directed, as well as child-directed activities, are included. It's a fun time for all!
3. **Developmental and Health Screenings:** A developmental screening including hearing, vision, and language is offered to all families. These screenings will give you insight into your child's development, according to standardized measures. Screenings help parents identify areas of difficulty for their child early. This allows the parent to provide activities to build skills in a weak area or seek professional help if necessary.
4. **Referral Networking:** Referrals are given at parents' request to link parents to services needed for their children.

*For more information or to enroll your child in Parents as Teachers, please call 573-785-6477. We are very excited to work with you and your child!

Students' Comfort and Safety

Please make sure your child is dressed in the appropriate attire. **Closed-toe shoes are highly recommended. Flip-flops become a safety issue for young children on the playground. On P.E. days, children must wear tennis shoes to school. See your child's class schedule for P.E.**

Be sure your child wears clothing he/she can handle independently during bathroom time.

Students will have outdoor recess weather permitting. Regardless of dress, students are expected to go outside for recess. Indoor recess will be held if the temperature or the wind chill factor is below 32 degrees, the heat index is above 100 degrees, or if it is raining, snowing or extremely wet.

Please consider the following weather when dressing your child:

- **Hot Weather** - Students should wear "COOL" clothing appropriate for summer. Students should NOT wear flip-flops or long dresses.
- **Cool Weather** - Students should wear a "light jacket" appropriate for cool fall or spring weather, especially in the morning.
- **Cold Weather** - Students should wear "coats" (preferably with a hood attached) and gloves or mittens for winter weather.

Disaster Drills

The Missouri Disaster Operations Office, the local civil defense office, and the fire department have helped the public schools develop an acceptable and approved set of emergency procedures. Precautions taken for student safety include fire, tornado, and earthquake drills held in each school at regular intervals throughout the year.

Tips for Preschool Success

Help your child emotionally by ...

- ▶ departing from your child as quickly as possible the first day of school.
- ▶ eventually allowing your child to walk into the class alone.
- ▶ listening to the day's happenings.
- ▶ encouraging regular attendance.
- ▶ checking for signs of illness before leaving for school.

Help your child physically by teaching them to ...

- ▶ take off and put on coats and sweaters.
- ▶ tie shoes, close zippers, and fasten buttons.
- ▶ use the restroom unassisted.
- ▶ wash and dry hands.

Help your child intellectually by ...

- ▶ offering praise and encouragement for efforts and accomplishments.
- ▶ reading to your child and talking about the stories.

Help your child socially by teaching them to ...

- ▶ share with others.
- ▶ respect authority.
- ▶ say "please" and "thank you."
- ▶ pick up and put away belongings.
- ▶ use tissue properly.

POPLAR BLUFF EARLY CHILDHOOD COMMON BEHAVIOR EXPECTATIONS

	Classroom	Hallways	Bathrooms	Playground	Bus
SAFE	Keep hands to self Sit-Criss-Cross- Applesauce Walking feet	Eyes are forward Hands to yourself Walking feet	Wash hands- 2 squirts of soap, 2 towels Walking feet	Keep your hands and feet to self Bottom on slide, swing, and tricycle Stay off fence Walk on sidewalk Bottom on picnic benches	Walking feet Stay with teachers Sit crisscross applesauce in the bus line Keep hands and feet to self
RESPECTFUL	Use inside voice Be kind	Voice is off Walk in a line	Do not look under stalls Flush toilet Quiet voices Wait patiently	Take turns Listen to teachers Be kind	Quiet voices Listen to teachers and bus driver
READY TO LEARN	1-2-3 eyes on me Listening ears	Listen to teacher	Stand on the waiting wall Everyone must try to use the restroom	Line up when the whistle blows	Backpack zipped and on Stay seated

Complaint Procedures

District patrons are encouraged to question decisions or policies they feel are not in the best interest of children. The Board of Education has established a procedure for hearing disagreements, with the intent to have issues resolved at the lowest level possible. The grievance should be initiated at the building level with the teacher as the first contact, followed by the building administrator. If the issue cannot be resolved at the building level, the following chain of administration should be used: the Assistant Superintendent-Personnel, the Superintendent of Schools, and the Board of Education as the final contact. If any of these steps are bypassed, the issue is referred back to the appropriate level for resolution.

Child Abuse

Missouri Revised Statutes require that school personnel report incidents of child abuse and/or neglect to responsible agencies. Such reporting includes emotional, medical, physical, educational, and other forms of neglect.

Notice of Non-Discrimination

The Poplar Bluff R-I School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. The District does not discriminate on the basis of race, color, sex, age, national origin, ethnicity, religion, disability, or sexual orientation in its programs and activities. Discrimination and harassment of students and employees, whether committed by supervisors, employees, or students and regardless of whether the victim is an employee or student, will not be tolerated. Inquiries, complaints, or grievances from students and their parents and employees regarding discrimination and harassment may be directed to Mr. Michael Owen (District Compliance Officer), 1110 N. Westwood Blvd. Poplar Bluff, MO 63901 (573-785-7751).

Any person may also contact the Kansas City Office for Civil Rights, U.S. Department of Education, regarding the District's compliance with Section 504, Title II, Title VI, Title IX, and the Age Discrimination Act: Office for Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302 (816-268-0550).

Any person may also contact the Equal Employment Opportunity Commission for concerns relating to the Age Discrimination in Employment Act, or Title VII: Robert A. Young Federal Building, 1222 Spruce Street, Room 8.100, St. Louis, MO 63103 (800-669-4000). Other agencies dealing with non-discrimination issues include: Missouri Commission for Human Rights U.S. Department of Justice Department of Labor and Industrial Relations 950 Pennsylvania Ave., NW P.O. Box 1129, 3315 W. Truman Blvd. Washington, DC 20530-0001 Telephone: 573-751-3325 Telephone: 202-353-1555

Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade

to grade. The Poplar Bluff R-I 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/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Poplar Bluff R-I 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 Poplar Bluff R-I 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 an 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 Poplar Bluff R-I 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 Central Office Administration Building Monday through Friday during school business hours. This notice will be provided in native languages as appropriate.

504 Public Notice

The Poplar Bluff School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education, and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Poplar Bluff School District assures that it will provide free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet the individual educational needs of disabled persons as adequately as the needs of non-disabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Poplar Bluff School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures

Manual may be reviewed during normal business hours by contacting the Poplar Bluff R-1 School District Superintendent, 1110 North Westwood Boulevard, Poplar Bluff, MO, 573 785-7751. This notice will be provided in native languages as appropriate.

Federal Programs

Parent/Guardian Notification

Federal law requires notification to parents/guardians when any of the following situations exist in a district receiving Federal funds. 1. District 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.

Standard Complaint Resolution Procedure

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under federal law. 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. 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 not 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.