

POPLAR BLUFF R-1 SCHOOL DISTRICT



Poplar Bluff Early Childhood Center
1235 N. Main St.
Poplar Bluff, MO 63901
(573) 785-6803

STUDENT HANDBOOK (2016 / 2017)

A GREAT PLACE TO LEARN!



POPLAR BLUFF PUBLIC SCHOOLS
POPLAR BLUFF R-1 EARLY CHILDHOOD CENTER

MISSION STATEMENT

**ACHIEVING EXCELLENCE THROUGH LEARNING:
EVERY CHILD, EVERY HOUR, EVERY DAY**

POPLAR BLUFF R-1 SCHOOL DISTRICT

**Early Childhood Center
1235 N. Main Street
Poplar Bluff, MO 63901
Phone: 785-6803
Fax: 785-2827**

**EARLY CHILDHOOD CENTER STAFF
OFFICE**

**Principal: Jo Anne Westbrook
Secretary: Sandy Case**

3 Year Old Teachers

**Nancy Gill
Lori Smith
Pam Stucker**

4 Year Old Teachers

**Lori Bell
Laurie Dale
Robyn Dickerson
Lori Tibbs**

Todd Cabral - PE Teacher

Jennifer Coffee - Library/Nurse

EARLY CHILDHOOD SPECIAL SERVICES

**Michelle Caswell
Lyndi Foust
Krista Greenwall
Mandi Webster**

**Speech: Jeanine Bradley, Sharon Burkey
Process Coordinator: Stephanie Misner (785-6707)
Special Services Diagnostic Asst.: TBA**

EARLY CHILDHOOD SUPPORT STAFF

Custodians: Donna Fisher & Linda Parsons

PARENTS AS TEACHERS PROGRAM (PAT)

**Serving parents and children from birth – 5 years of age.
Call: 785-6477 (If no one is in please leave a message on machine.)
Or call: 785-6803 and leave a message with secretary.**

PARENT EDUCATORS – (PAT)

**Christy Hicks
Julie Ferguson**

It is very important that the school is well informed of any health problems that a student may have. A student health inventory sheet is to be filled out every year that includes a list of medications that the student takes at home. Parents are responsible for letting the school know if there are any changes throughout the year.

It is very important to provide the school with current phone numbers so that we can reach you in case of an illness or emergency. If your numbers change, please call the school office (785-6803) and let us know.

IMMUNIZATIONS

According to the Missouri Department of Health and Missouri state law, all students entering pre-schools **MUST** be up to date on their shots before school starts. This is to protect the children from serious childhood diseases. Diseases can spread **very** quickly in a school!

CHILDREN ENTERING PRESCHOOL MUST HAVE:

- | | |
|----------------------------|--|
| 4 DPT | (Diphtheria, Tetanus, Pertussis) At least 6 months between dose 3&4 |
| 3 OPV/IPV | (Oral Polio/Polio Injection) |
| 1 MMR | (Measles, Mumps, Rubella) Must be given after 12 months old |
| 3 Hep. B | (Hepatitis B) Last dose has to be after 6 months old |
| 1 Varivax/Varicella | (Chicken pox injection (or) had the disease) <ul style="list-style-type: none">• If your child had the disease, it must be documented by a physician – (OR)• must be given after 12 months old... |
| 4 PVC | (Pneumococcal) <ul style="list-style-type: none">4 doses with last dose after 12 months <u>or</u>3 doses with last dose after 12 months <u>or</u>2 doses with both doses after 2 years old <u>or</u>1 dose with last dose after 2 years old5 years old (no new doses are given) |
| 3 HIB | (Haemophilus Influenzae – type B) <ul style="list-style-type: none">3 doses with last dose on or after 12 month birthday <u>or</u>2 doses with 1 dose on or after 15 months of age <u>or</u>1 dose on or after 15 months of age <u>or</u> |

Upon written request, the District will notify parents/guardians of pre-kindergarten student whether other pre-kindergarten students are attending school with an immunization exemption.

The identity of students for whom an immunization exception has been filed is confidential and will not be released except as required by law.

ABSENTEEISM

Your child's attendance in school this year will enable him/her to build a strong academic foundation for the future. To fully benefit from the curriculum and instruction offered here in the classroom, he/she needs to attend school daily, Monday-Friday each week.

If your child is sick, however, he/she must stay home, even if he/she wants to come to school. Preschoolers pass "viruses" back and forth so easily at school when ill. District policy requires children to stay at home if they have a temperature of 100 degrees or higher or if they are vomiting or have diarrhea.

Please call the school attendance secretary (573-785-6803) to let her know when your child is sick. We worry about our students.

BUSING: RULES AND BEHAVIOR

1. The school buses 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.
2. Parents or childcare givers will need to wait at the bus stop for pick up and drop off of students. Buses will not stop for pick-up unless the child is waiting at the bus stop. (The buses have several children to pick up and cannot stop and wait at each stop for children to walk from their homes to the bus. This would make all of our buses run very late.)
3. Parents or childcare givers **MUST** be waiting at the bus stop for student drop off. The bus WILL NOT leave your child at your home without a responsible adult present. (Let the bus driver know if a different adult will be at the bus stop waiting for your child. Call the bus garage at 785-5801.) The bus cannot stop and wait for the adult to come to the bus stop, since the driver has several children to deliver and this would take a great deal of time. (15 children X 1 minute extra waiting for pickup would add 15 EXTRA minutes to the bus route time!)
4. If there is a continuous problem with no one being home to meet the child, or having to call to locate a parent for the bus driver, the child will be dropped from classes at Early Childhood.
5. If there is a continuous problem with the parent not being at the bus stop when the bus arrives, the bus will not stop and wait for the child, but may drive past the bus stop.

Parents – please note: If you need to make a change in the way your child is to get home after school... YOU MUST CALL THE OFFICE (785-6803) BEFORE 10:30 A.M. FOR MORNING CLASSES. YOU MUST CALL BEFORE 2:30 P.M. FOR THE AFTERNOON CLASSES!

***Director of Transportation / Busing: @ 785-5801.**

BEHAVIOR AND DISCIPLINE

The principal will strive to make direct contact with the parents of any student who is involved in a fight, who assaults another student, or who is the victim of an assault or bullying. All discipline will be handled according to the district policy.

EARLY CHILDHOOD CENTER – LIBRARY

A whole library full of books (over 3,000) is waiting for you and your child to explore at the Early Childhood Center. Parents and children enrolled in Parents As Teachers and the Early Childhood Center are invited to check out books to read at home....WOW!

Did you know that reading regularly with your children at home while they are infants, toddlers, and preschoolers is one of the most important things you can do to help your child be successful when he or she enters school? It's true!

So help your child by taking advantage of our library – it's fun! When you enroll in Early Childhood you will be asked to sign an agreement to assume responsibility for the books you check out. Then you may check out one or two books at a time and keep them at home for up to two weeks. Your child's teacher can give you information on checking out books.

POPLAR BLUFF R-1 SCHOOL DISTRICT
POPLAR BLUFF EARLY CHILDHOOD CENTER

1235 N. MAIN STREET, POPLAR BLUFF, MO 63901

SUPPLIES LIST

2016 – 2017



3 & 4 YEAR OLD CLASSES

- 1 BOX OF KLEENEX
- 1 SMALL BOTTLE OF SCHOOL GLUE – 4 OZ.
- 1 PACKAGE OF GLUE STICKS
- 1 PAIR OF **FISKAR BLUNT POINT** SCISSORS
- 1 BOX OF 8 (SMALL) **CRAYOLA** CRAYONS (*FOR 3 YEAR OLD CLASSES*)
- 1 BOX OF 24 (SMALL) **CRAYOLA** CRAYONS (*FOR 4 YEAR OLD CLASSES*)
- 1 PACKAGE OF WASHABLE MARKERS
- 2 REGULAR PENCILS (*FOR 4 YEAR OLD CLASSES*)
- 1 PACKAGE OF SIZE 1 (**MEDIUM – 1 INCH**) SAFETY PINS
- 1 ROLL OF PAPER TOWELS
- 1 **REGULAR SIZE** BACKPACK **WITHOUT** WHEELS
- 2 CONTAINERS OF CLOROX WIPES
- 1 CONTAINER OF BABY WIPES / WET WIPES

- EVERY EARLY CHILDHOOD STUDENTS **NEEDS** A CHANGE OF CLOTHES.
- STUDENTS AT EARLY CHILDHOOD CENTER **DO NOT** NEED SCHOOL BOXES.
- INDIVIDUAL TEACHERS MAY ASK FOR ADDITIONAL SUPPLIES.

PARENT TRANSPORT

1. Morning students may be dropped off at the playground gate or gym area **AFTER 8:15 a.m.** and picked up at 11:05 a.m. All students must be **walked in.** **DO NOT DROP OFF IN PARKING LOT OR ON THE STREET FROM YOUR VEHICLE.**
(Morning classes start at 8:30.)
2. Afternoon students may be dropped off at the playground gate or gym area **AFTER 12:45 p.m.** and picked up at 3:35 p.m. All students must be **walked in.** **DO NOT DROP OFF IN PARKING LOT OR ON THE STREET FROM YOUR VEHICLE.**
(Afternoon classes start at 1:00.)
3. To pick your child after the morning or afternoon session, you will go to your child's classroom and sign them out with his/her teacher child. Doors will not be opened for parent pick up until **EXACTLY 11:05 A.M.** for the morning session and **EXACTLY 3:35 P.M.** for the afternoon session. All other checkouts that are needed before the regular dismissal time must be taken care of through the front office area. Regular attendance and a consistent routine are very important for preschool children. We ask that you make your best effort to bring your child to school on time each day and allow them to stay for the full session.
4. Please call Early Childhood (785-6803) if another adult will be picking up your child. Be sure to give us their phone number.

Parents... If you must pick up your child early, you must check out in the office. You may call ahead (785-6803) and we can have the teacher prepare the child to leave.

If you arrive after 8:30 for a.m. or after 1:00 for p.m. sessions you MUST sign your child into the school attendance office.

- **Please try to arrive on time, since our school time is so short every minute counts. Habitual tardiness disrupts the classroom and can be difficult for your child.**

STUDENTS' COMFORT AND SAFETY

Parents please make sure your child is dressed in the appropriate attire:

Students will be walking up and down stairs and should wear appropriate shoes and other clothing.

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

Hot Weather

Students should wear “COOL” clothing appropriate for summer.

Students should NOT wear flip flops or long dresses.

Cool Weather

Students should wear “light jackets” 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.

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 a 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 an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled 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 Blvd, Poplar Bluff, MO, 573 785-7751.

This notice will be provided in native languages as appropriate.

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, 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 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 during school hours or at other times by appointment by contacting:

Mindy Garrett, Director of Special Services at Poplar Bluff Central Office, 1110 N. Westwood Blvd., Poplar Bluff, Missouri, (573) 785-5768.

This notice will be provided in native languages as appropriate

STUDENTS

Policy 2130

Nondiscrimination and Student Rights

Harassment

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, or disability. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, or disability.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, or disability as defined by this policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, or disability as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this policy, the term "school personnel" includes Board of Education members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and District officials, including administrators, teachers and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, or disability; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment and further prohibits retaliation against persons who participate in related proceedings or investigations.

STUDENTS

Policy 2400

Student Educational Records

Student Records - Provisions and Guidelines

Educational records shall be retained according to the guidelines set forth in the *Missouri Public Schools Records Manual*. It is the responsibility of the principal and the professional staff of the school to see that such records are kept in the proper manner and are utilized in accordance with the law.

A student's record is defined as encompassing everything maintained in connection with the student, including test scores, psychological examinations, attendance records, aptitude, family background, and counselor's notations. Parents and students shall have access to all material in the record. They shall also be able to request aid from an appropriately trained school employee on interpretation of information in the record, or shall have the right to retain any other qualified person to interpret specialized material in the record. Education records are distinguished from records of instructional or administrative personnel which are in the sole possession of the maker and not revealed to anyone except a substitute.

The District may employ the use of security videos in its hallways, classrooms, buses, and/or on district property. Security videos maintained by the District's law enforcement unit (if any) or not maintained at all (recycled) are not considered educational records and therefore may not be inspected and reviewed under FERPA.

Students who have received services under IDEA/P.L. 94-142 and/or the Education for All Handicapped Act of 1975 shall have a special services student folder which meets the provisions of the District's compliance plan.

Records in the cumulative file should be kept at a minimum. Records must be kept in confidentiality and supervised by certified personnel. Confidentiality of the records of students must be maintained by the teachers and staff at all times. Teacher and staff comments on student records will be confined to matters related to student performance. Value judgments will be excluded from the record.

A log or record shall be maintained as part of each student's record that gives detailed information about each person making a request for information from the record, as well as the date and the reason for the request. No survey or data gathering activities shall be conducted by school personnel unless such activities are authorized by law.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“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 of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) 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 are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

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 advise them 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 consent to disclosures of personally identifiable information contained in 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); a person serving on the Board of Education; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/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.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

5. The District has determined that the following information regarding the District’s students is not harmful or an invasion of privacy, and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student’s parent in absence of a parent or guardian, or the student (if 18 or older),

does not want the District to release the information listed below, they must notify the District in writing within ten (10) days of receiving this policy of the information they do not want released. The following information may be released without parental consent:

Student's name, parent's name, address, telephone number, electronic mail address, date and place of birth, grade level, major field of study, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

The Poplar Bluff School District R-I reserves the right to deny a parent or eligible student a copy of the student's education records in the following circumstances, unless failure to provide a copy would effectively prevent the parent or eligible student the right to inspect and review the records:

1. The parent or student has an unpaid financial obligation to the School District.
2. The education record requested is an exam or set of standardized test questions. (An exam or standardized test which is not directly related to a student is not an education record subject to FERPA's access provisions.)

The Poplar Bluff School District R-I has no obligation to provide copies of educational records to parents or eligible students under FERPA and/or IDEA unless failure to provide copies prevents a parent or eligible student from exercising the right to inspect or review the records, or as otherwise required by law. For example, if a parent or eligible student does not live within driving distance of the school district, is hospitalized, or incarcerated, he/she may have a right to copies.

Though the District does not generally have an obligation to provide copies under FERPA, it will nonetheless provide up to 25 pages per student, per school year, without charge to the parent, legal guardian, or eligible student. All requests for copies by parents or eligible students for over 25 pages per student, per school year will be denied.

The District will provide up to 50 pages without charge, with all proper releases in place, to the following if requested by that agency: Missouri Social Security Administration, Missouri Department of Social Services Children's Division, Missouri Division of Youth Services, Missouri Department of Mental Health, 36th Judicial Circuit Court, Family Counseling Center, Department of Health and Senior Services, and Missouri Health Net Division. The District may provide copies to other state or federal agencies on a case-by-case basis with proper releases. Exception to this paragraph will be considered on an individual basis.

