



**Chillicothe R-II**  
**Early Childhood Programs**



"Where Hornets Leave the Nest"

Garrison School  
209 Henry St.  
Chillicothe, MO 64601  
660-646-1653

**Chillicothe R-II School District**  
**Early Childhood Programs**  
**Handbook**

**Adopted by the Board of Education**

**June, 2015**

## **Chillicothe R-II School District Early Childhood Programs**

Welcome to our Early Childhood Programs. Every staff member in our program is committed to helping your child reach his/her potential. We know that each child is unique and not every child comes to school with the same experiences, backgrounds, or potential. However, every child can learn and we maintain high expectations.

The Early Childhood Programs at Garrison School are either Title I or Early Childhood Special Education (ECSE) classrooms. The programs are federally funded. Our Title I program is a Schoolwide Title program that serves students that are four years old by August 1st. Students attend five days per week in either the morning or afternoon session. Title I Schoolwide programs provide schools with the opportunity to upgrade the entire school program by allowing more flexibility to serve students. Early Childhood Special Education Classrooms serve students who have reached their third birthday with developmental delays in a blended classroom setting. Blended classrooms serve both students with and without developmental delays. Three year old ECSE students attend four days per week in the morning session. Four year old ECSE students attend five days per week in the afternoon session.

Preschool is designed to be a positive introduction to school. Children attend either the morning session or the afternoon session. Each session lasts for approximately 2 hours and 45 minutes. Students are involved in a wide range of hands-on activities while in preschool. Activities are planned to meet each child's individual needs. The time in preschool is divided into different segments. There is a center time, small group time, meal time and gross motor activities. The teachers in our Early Childhood Programs have all been trained in Project Construct Curriculum and Instructional Methods. Preschool children will be introduced to basic concepts centered on their developmental learning skills. The basic concepts introduced include:

- Personal development in building confidence, pride and attitude;
- Social interaction, working in groups, and the concept of sharing;
- Language development;
- Listening;
- Story telling;
- Development of large motor skills;
- Development of fine motor skills;
- Color recognition;
- Shape recognition;
- Number recognition;
- Seasonal changes and events;
- Learning sequences
- Writing first name (4 year olds)

Student progress is evaluated using several methods including teacher observation and teacher made checklists and the Desired Results Developmental Profile (DRDP). Parents will be invited to participate in a first quarter parent/teacher conference to discuss student progress in late October.

Children will be given the opportunity to check out books from the classroom. The books aid in the language development and cognitive development of your child. When a child returns the book, he/she will be allowed to check out a new one. We are fortunate to have a wide range of books in our classrooms. We encourage parents to read the books to their child. Don't be surprised if you end up reading the book several times. We know it can become "boring" for you, but during these re-readings, the child is learning about language, sequencing and reading.

We encourage parents to keep the lines of communication open between home, the school and the classroom teacher. If you have any questions, please feel free to contact any staff member. The classroom teacher will be sending home newsletters periodically. These letters are intended to inform the parents about what has been happening in your child's classroom and upcoming events.

### **Arrival and Dismissal**

The morning sessions begin at 8:00 am and ends at 10:45 am. The afternoon sessions begin at 11:45 am and end at 2:30 pm. If your child does not ride the bus, please bring your child to the classroom. Children are not allowed to go home with anyone other than their legal guardians unless we are notified. If your child rides the bus, changes in transportation arrangements (drop off or pick up) must be made with the bus barn (646-6309). Please do not drop your child off before 7:45 am for the morning session or before 11:30 am for the afternoon session.

### **School Cancellation**

The Early Childhood Programs follow the Chillicothe R-II school district calendar. If school is cancelled due to weather or an emergency situation, it will be announced on local radio stations (KCHI (102.5), KMZU (100.7), KGOZ (101.7)) and television stations. If there is an early out scheduled for Chillicothe R-II elementary, middle and high school students, there will be no Early Childhood classes that day. In early spring, preschool will be cancelled for Preschool Screening. Parents will be notified of these dates.

### **Field Trips**

Throughout the year, students will be taking field trips around town. These might include nature walks around the block, trips to the library, or trips with their Partner in Education's place of business. We need parent permission for your child to participate in these types of activities. A copy of the form is found at the end of this handbook.

### **School Attire**

Please dress your child in comfortable clothing. The children will participate in movement activities and many art activities such as painting. Appropriate shoes are also important. It is difficult to climb on playground equipment, run, kick a ball, and participate while wearing flip-flops.

Pay close attention to the weather, and dress your child accordingly. We play outside if weather permits, so make sure to send a coat, hat and gloves as needed.

### **Buses**

Transportation is offered to our students at Garrison School. Preschool students must follow transportation guidelines outlined in the Preschool Bus Handbook. Bus conduct slips will be written by drivers or preschool personnel riding the bus. Changes in transportation arrangements (drop off and/or pick up) must be made with the Bus Barn (660-646-6309).

### **Parties**

Three holiday parties will be observed: Halloween, Christmas and Valentine's Day. Parents are encouraged to sign up to help. Periodically there will be parent/child activities offered to students and their parents as well.

### **Breakfast and Lunch**

Hot breakfast is provided to children attending the morning session and a hot lunch is provided to children attending the afternoon session. Breakfast and lunch are a part of our curriculum and students will be expected to participate. Meals are served family style and intended to develop important social and emotional skills. There is a cost to the breakfast and lunch program that is set annually by the district. Free and reduced meal forms are available and students who qualify will receive a reduced rate or a free meal. \*\*\*If your child needs other meal arrangements, please contact your child's teacher. A form will need to be filled out and approved by staff.

### **Student Records**

Children attending the Early Childhood Program must provide the following documents:

- \*\*Current immunization record
- \*\*Copy of official birth certificate
- \*\*Social security number
- \*\*Completed enrollment packet

## Discipline

We believe that all children need to learn to become self-disciplined individuals. Children learn self-control when adults treat them with dignity, and use discipline techniques such as guiding, valuing mistakes as learning opportunities, redirecting, listening when children talk about their feelings, and reminding children of rules.

## Health

The school has the responsibility for the health and welfare of all students. Chillicothe School District policy mandates that students with a contagious disease or those suspected of having a contagious disease are excluded from school as outlined in the State's Health Standards Practices. School personnel can request a doctor's excuse prior to the re-admittance of a student to school if there is a suspicion of a communicable disease. Please make sure that you leave a phone number for our file in case of emergency.

The school nurse or school personnel will attend to minor scrapes and bruises, but students will be sent home if:

- \*they are running a temperature of 100 degrees
- \*they have vomited
- \*they have a severe head injury
- \*we cannot determine the cause of a student's sudden physical or emotional distress

**Before returning a child to school, the child MUST be free of temperature for 24 hours without fever-reducing medication.**

**Medications in School:** If at all possible, medications should be scheduled so they do not have to be dispensed at school. We request that parents and/or guardians bring all medication to school for preschool children. The prescription label will be considered an equivalent of the physician's written order. If a medicine needs to be administered at school, please contact the school staff for the appropriate procedures and medication authorization forms.

All over-the-counter medications, with the exception of Tylenol, must have a medication authorization form completed by the physician and parent/guardian. These must also come in the original container. Tylenol or Ibuprofen will be given at school on an as needed basis if the parent/guardian has given permission on the back of the health history form. The school does stock Tylenol or Ibuprofen for minor pain and fever, if your child takes it frequently, please send their own bottle. Research indicates the need for students to get exercise and spend time outside each day to get fresh air. If you feel your child needs to remain inside because of illness, we will allot them to do so for a specific period of time. After an extended time, we will ask for a medical excuse from your doctor.

**Inhalers** will be kept in the office.

**Head Lice:** Head lice are a recurring health problem. The school will send home students infested with head lice with specific instructions, which must be followed before re-admittance to school. Parents must return to school with the child the following day in order that the nurse can recheck the head. Parents are advised to contact the school if they find head lice on their child. All information will be handled in confidence.

### **Attendance**

If your child must miss school due to illness or other circumstances, please notify the office (660-646-1653) by 9:00 am for the morning session and 1:00 pm for the afternoon session. We appreciate your help in this, as it helps us ensure no child has encountered difficulty in route to school.

### **Helpful Tips for a Successful School Year**

Prepare your child to take care of personal needs. He/should know:

- \*how to use the bathroom and wash his/her hands;
- \*discuss the importance of not going with strangers.

Practice good health habits:

- \*make sure he/she gets plenty of sleep;
- \*see that your child eats good healthy foods (watch snack foods);
- \*consider a good physical examination before school begins;
- \*keep a check on your child's vision and hearing.

Prepare yourself as well:

- \*keep the school informed about changes in your routine, changes in address or changes in where to call in emergencies;
- \*know the names of the teachers and those who will be working with your child;
- \*watch for notes from the teacher and administrator by checking the backpack every day your child attends school;
- \*participate whenever you can in school activities.

## **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 Chillicothe R-II 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 Chillicothe R-II 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 Chillicothe R-II 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 Chillicothe R-II 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 Chillicothe R-II Schools District Office, 1020 Old Highway 36, Chillicothe, MO, Monday thru Friday from 8:00 am until 4:30 pm.

This notice will be provided in native languages as appropriate.

## **504 Public Notice**

The Chillicothe R-II 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 Chillicothe R-II 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 (1) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (2) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Chillicothe R-II 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 on the Chillicothe Website and at the Chillicothe R-II Schools District Office from 8:00 am until 4:30 pm Monday thru Friday.

This notice will be provided in native languages as appropriate.



## Federal Programs

**Special Education Services:** The Chillicothe R-II School District provides services to ensure students with disabilities receive a free and appropriate public education (FAPE) according to federal legislation including the Individuals with Disabilities Education Act (IDEA, 1975) and the Americans with Disabilities Act (Amended). Children with disabilities have a right to a free appropriate public education (FAPE) in the least restrictive environment (LRE). Children differ in mental abilities, sensory development, physical traits, emotional or social behaviors, or communication skills. Some may require modification to their school program or special education and related services in order to benefit from their schooling. Missouri House Bill 474 and later legislation make it the law of the state to provide special education services, sufficient to meet the needs of all children with eligible disabilities, from the child's 3rd birthday to age 21, at no cost to the parent. The Missouri State Plan for Special Education contains all regulations that must be followed by all public school districts and other responsible agencies in the provision of special education services. For further information or explanation contact the Director of Special Services at the District Central Office, 660-646-4566.

**Programs for Homeless Students:** The Chillicothe R-II School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education. Specific procedures are outlined in Board Policy IGBCA. For further information contact the Director of Special Services at the District Central Office, 660-646-4566.

**Programs for English Language Learners:** The Chillicothe R-II School District Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels. Specific procedures are outlined in Board Policy IGBH and district procedures for ELL programming. For further information contact the Director of Special Services at the District Central Office, 660-646-4566.

**Programs for Migrant Students:** The Board of Education of the Chillicothe R-II School District directs the administration to identify migratory children in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible. In developing and implementing a program to address the needs of migratory children the district will implement procedures outlined in Board Policy IGBCB. For more information contact the Director of Special Services at the District Central Office, 660-646-4566.

**Gifted Education Services:** The Chillicothe R-II School District's Wings Program provides gifted education services to identified students in grades K-7. Instruction is designed to provide identified students with instructional objectives and strategies that are appropriate to their academic, affective, social and emotional needs of identified gifted students. For more information on identification and services for gifted students contact the Director of Special Services at the District Central Office, 660-646-45566.

## **NCLB Federal Programs**

### **Title Programs**

Title I is a federal program that provides additional reading assistance and instruction. Chillicothe R-II Schools operate Title I Schoolwide programs in grades Pre-Kindergarten through eighth grade. Title I Schoolwide programs provide schools with the opportunity to upgrade the entire school program by allowing more flexibility to serve students. Title I services include both push in and pull out services. Title I teachers instruct students in small groups or individually in the regular classroom setting (push in) or in Title I classrooms (pull out). Each building has a parent involvement plan and parent-student-teacher compact for each student to reach his/her academic potential.

### **Parent Involvement Plan:**

Parental involvement is a necessity in a successful school district. School districts must make a systematic and concerted effort to actively involve parents in all facets of their child's education. The Chillicothe R-II School District desires to involve parents in all facets of the schooling process as we provide a comprehensive educational program encompassing pre-kindergarten through grade 12 and post-secondary education. Parents must see both the strengths and weaknesses of their child's district and become active in improving all aspects of that system, as we attempt to meet the needs of each student so that they graduate with the skills necessary to continue with his or her ambitions. This can only be accomplished by creating an atmosphere of cooperation and trust in which all parents feel safe as active participants. Building parent involvement plans are included in this handbook.

### **Staff:**

#### **Qualifications Of Title I Teachers**

Beginning with the 2005-2006 school year, each district must ensure that all teachers are highly qualified. Staff qualifications for Title I are as follows:

All Title I teachers must have a baccalaureate degree and a Missouri teacher's certificate for the grade level(s) to which assigned

Title I reading teachers must have Reading Specialist certification or a Master's Degree in Reading

Language arts and math teachers, or those providing tutoring, must have appropriate grade level certification.

#### **Qualifications of Title I Paraprofessionals**

Any paraprofessional hired after January 8, 2002, and working in a Title I, Part A program must have a secondary school diploma or its recognized equivalent (GED) and meet one of the following qualifications:

completed at least two years of study at an institution of higher education

obtained an associate's (or higher) degree

met a rigorous standard of quality and can demonstrate, through a formal state assessment the knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or knowledge of, and the ability to assist in instruction, reading readiness, writing readiness, and mathematics readiness, as appropriate.

**Parents Right to Know:**

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

NCLB (No Child Left Behind)  
COMPLAINT RESOLUTION PROCEDURES

The Chillicothe R-II School District Board of Education recognizes that situations of concern to the students, parents/guardians or the public may arise in the operation of the district. The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(c) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C. Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

A formal complaint must be a written, signed statement that includes:

(1)an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated, (2)facts, including documentary evidence that supports the allegation, and (3)the specific requirement, statute, or regulation being violated.

Complaint resolution will be pursued in accordance with district complaint/grievance policies (KL—Public Complaints; JFH—Student complaints and grievances and GBM—Staff Complaints and Grievances). The administration has developed procedures for addressing complaints/grievances, copies of which are available at each building. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.

Any person wanting more information about this procedure or how complaints are resolved may contact the District Central Office at 660-646-4566.

## PARENT PERMISSION FORM

Throughout the year, students will be taking field trips around town. These might include nature walks around the block, trips to the library, or trips with their Partner in Education's place of business. We need parent permission for your child to participate in these types of activities. Please sign and return the slip at the bottom to show your permission. Thank you.

\_\_\_\_\_ Yes \_\_\_\_\_ has our permission to go on field trips with his/her class. (Child's name)

\_\_\_\_\_ No \_\_\_\_\_ doe NOT have our permission to go on field trips with his/her class. (Child's name)

\_\_\_\_\_  
(Parent or guardian's signature)

\_\_\_\_\_  
(Date)

CHILlicothe R-II SCHOOL DISTRICT

Parent/Teacher/Student Compact

(Title I)

School Year \_\_\_\_\_

The Chillicothe R-II School District and each of the schools in the district envisions the highest level of success for every individual. The schools make the commitment to motivate, to challenge, and to inspire each student to become the best they can possibly be.

To accomplish this goal, parents, teachers, and students need to work together. The district asks that parents, teachers, and students complete and sign the part of this agreement that belongs to them.

**Parent/Guardian**

I will do my personal best to:

- Supervise the completion of my child's work
- Attend at least one parent/teacher conference (If child is in pre-school, provide one home visit.)

(Parent/Guardian, choose at least three (3) of the following:

I will do my personal best to:

- Attend at least two school functions--ie. PTO, special assemblies, programs, etc
- Volunteer as a classroom helper
- Eat lunch or breakfast at school with my child at least 2 times during the year
- Attend Title I meetings
- Read to my child and talk to my child about his/her work each day
- Other suggestions--please list other related activities you will do on the lines below

\_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student Checklist**

I will do my best to:

- Complete and return my work each day
- Follow the school rules
- Follow the classroom rules
- Respect others

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Teacher Checklist**

I will do my personal best to:

- Provide a safe and caring learning environment
- Follow the curriculum designed for students in the subject area I teach
- Take into account the individual strengths of each student
- Help your child follow the classroom and school rules
- Keep parents/guardians informed about their child's progress
- Schedule conferences to accommodate parents/guardian's schedules
- Attend school functions

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_