

**CECC**  
**Student/Parent**  
**Handbook**



**2023-2024**

***Home of the Littlest Cardinals***

**Adopted by the Board of Education: August 9, 2022**

Contents	
<b>Mission C-110-S</b>	4
<b>Program Goals &amp; Objectives</b>	4
<b>Superintendent Information</b>	4
<b>School Building and Contact Information</b>	4
<b>Discharge/Termination</b>	6
<b>Welcome Letter</b>	7
<b>Academic Calendar I-100-S</b>	8
<b>Dress Code S-180-S</b>	9
<b>Food Service Program F-285-S</b>	9
<b>Allergy Prevention and Response S-145-S</b>	10
<b>Health Services S-215-S</b>	11
Illnesses/Injuries	11
Child Mental Health	12
Health Office	12
<b>Administration of Medication S-135-S</b>	12
<b>Communicable Diseases F-245-S</b>	13
<b>Student Insurance S-140-S</b>	14
<b>Student Records S-125-S</b>	14
<b>Personnel Records E-190-S</b>	17
Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S..	17
<b>Visitor Procedures C-155-S</b>	17
<b>Transportation Services F-260-S</b>	18
<b>Student Discipline S-170-S</b>	18
<b>Bullying, Hazing, and Cyberbullying S-185-S</b>	19
<b>Complaints or Concerns C-120-S</b>	22
Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures	23
<b>Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S</b>	25
<b>Title IX C-131-S</b>	26
<b>Instruction</b>	27
Section 504 I-125-S	27
Special Education I-125-S	27
<b>Technology F-265-S</b>	28
<b>Building Information</b>	29
School Cancellations and/or Early Dismissal	29
Arrival and Dismissal Procedures S-165-S	30
Before/After School Care Program	30

Class Schedules/Bell Schedules .....	30
Supply Lists .....	30
Education Field Trips .....	30
<b>District Policy Information</b> .....	31
English Language Learners I-150-S .....	31
Physical Examinations and Screenings S-146-S .....	31
Surveying, Analyzing, and Evaluating Students S-150-S .....	32
<b>School Nutrition Program F-290-S</b> .....	32
Student Transfers S-120-S .....	33
Trauma-Informed Schools Initiative .....	33
Signature and Form Requirements .....	34
F-265-P Technology Form A .....	35

### **Mission C-110-S**

The mission of the Clinton School District #124 is: Transforming Potential into Performance.

### **Program Goals & Objectives**

1. Provide preschool students with high-quality, developmentally appropriate learning experiences designed to enhance kindergarten readiness.
2. Support parents in their role as a child's first and most important teacher by providing access to educational resources and information.
3. Provide highly qualified teachers trained in child development and a research-based curriculum.
4. Ensure continuity and smooth transitions from home to early education and primary school.

### **School Board Members G-100-S**

Archie Goucher, President

Ryan Parks, Vice President

Parker Mills

Marilyn Parratt

Cody Westendorff

Scott Bernard

Eric Townsend

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools.

Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

### **Superintendent Information**

Brian Wishard

[bwishard@clintoncardinals.org](mailto:bwishard@clintoncardinals.org)

660-885-2237

### **School Building and Contact Information**

Jill Ragan, Principal

[jragan@clintoncardinals.org](mailto:jragan@clintoncardinals.org)

660-885-5845

## **Curriculum**

The preschool curriculum represents a shared set of expectations for preschool children, expectations developed by drawing upon current research about how young children learn. Our learning environment is designed to provide students with a challenging, yet developmentally appropriate curriculum. The center has chosen to integrate the Missouri Early Learning Goals into the state-approved Project Construct curriculum framework. Additionally, district kindergarten readiness benchmarks are also used to guide instruction.

The Missouri Early Learning Goals address: Math, Science, Literacy, Social/Emotional, and Physical Development, Health & Safety.

Project Construct is a process-oriented curriculum and assessment framework for children ages 3-7. Project Construct is based on constructivist theory, which means children construct their knowledge and values by interacting with their environment. Through this active learning process, children will construct their own knowledge; learn how to make decisions and plans; seek and organize information.

There are four Guiding Principles:

1. Children have an intrinsic desire to learn.
2. Children learn by doing.
3. Mistakes are O.K.
4. The domains (social moral, cognitive, representational and physical development) are interactive and interrelated.

Project Construct emphasizes learning the process as more important than the product. This allows children to develop thinking and problem solving skills that can be used throughout their lives.

## **Orientation**

Prior to enrolling your child in our program, we encourage all families to observe in one of our classrooms, and visit with teachers and other families. Once you have decided that our program will meet the needs of your child, we will begin the formal enrollment process. For you this includes: completing the required paperwork and making a commitment to work with the educational staff to ensure your child attains his/her educational goals. After your child has been screened, his/her new classroom teacher and/or the Program Director will call you to schedule a classroom visit during which your child can explore the classroom and become familiar with the new environment. During this time, you and the classroom teacher will develop instructional goals for your child. In order to give your family additional opportunities to become familiar with our learning community, Clinton Early Childhood Center and Parents as Teachers will host several annual events.

Enrollment Requirements: In order for your child to attend class, we must have the following documents:

- ◆ Copy of birth certificate
- ◆ A complete and accurate enrollment form
- ◆ A completed Medical Examination form, Lead Test form (30 days from enrollment)
- ◆ Copy of up-to-date immunization records
- ◆ Free and Reduced Lunch Application
- ◆ Permission to Photograph Form
- ◆ FERPA
- ◆ Custody Agreement: If you are a single parent with physical custody of your child, know that we have to release the child to his/her other parent unless we have a court order to the contrary.

**Please be sure that all of the above information is 100% accurate and notify us immediately of any changes.**

### **Discharge/Termination**

Termination of enrollment may take place if:

- ◆ The child is not toilet trained.
- ◆ The child does not attend class for 5 consecutive days or is absent for more than 5 days per semester.
- ◆ Discipline issues cannot be resolved.
- ◆ Tuition or other fees are not paid.
- ◆ Parents do not adhere to program guidelines.
- ◆ Consistently being tardy to class(3=1 absence)
- ◆ Consistently picking up early(3=1 absence)

## **Welcome Letter**

Dear Families,

Welcome to the Clinton School District, Early Childhood Center. Thank you for choosing our program for your child. We pride ourselves in maintaining a high quality program, and we understand the tremendous trust you are placing in us by allowing us to educate your child. Our well-trained staff is committed to ensuring your child receives the best early learning experiences in the safest, most caring environment possible.

At Clinton Early Childhood Center, we believe...

- ◆ Every child deserves a safe, healthy, and secure environment.
- ◆ All children can be successful learners.
- ◆ We have an obligation to treat the children, the families and the community we serve with honesty and respect.
- ◆ Learning should be relevant, meaningful, and developmentally appropriate.
- ◆ Parents are a child's first and most important teacher.
- ◆ Cooperation, collaboration, and teamwork are essential to meeting our goals.

We do not provide baby-sitting services. Our learning environment is designed to provide students with a challenging, yet developmentally appropriate curriculum. The center has chosen to integrate the Missouri Early Learning Goals into the state-approved Project Construct curriculum model. Through the active learning process, children will construct their own knowledge; learn how to make decisions and plans; seek and organize information. The role of the teacher is to guide students in their construction of knowledge – challenging them to make predictions, try new approaches, and solve their own problems.

The guidelines on the following pages will help us provide the best possible education to your child. We are a State licensed and DESE accredited facility; and as such must meet quality indicators. Our program utilizes some Federal and State funds in addition to local funds and tuition. As a result, we have many rules and regulations to follow and implement. Most of the guidelines are requirements; and therefore, not waivable. Parents may request a copy of the Licensing Regulations and reports from the program director. Your attention and compliance with the following guidelines is essential.

We look forward to forging an educational partnership with you that will meet the learning needs of your child. We welcome your input and suggestions. And again, we appreciate the trust you have bestowed upon us by choosing us to educate your child.

Sincerely,  
The Staff of Clinton Early Childhood Center

## **Academic Calendar I-100-S**

The preschool will follow the Clinton School District fiscal year calendar with the exception of early release dates. Dates will be posted on the District web site, the snack calendar, and throughout the center.

## **Attendance and Absence Procedures S-115-S**

### *Expectations for Attendance*

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school-sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is excused or unexcused.

### *Procedures for Reporting an Absence*

#### *Excused Absences*

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be excused. It is the responsibility of the student to make up work with teacher support when a student's absence is excused. The timelines for turning in make-up work will be determined with the teacher.

Parents must report a student's absence within 24 hours of the day of the absence. If your child will be coming in late for the day and attends one of the full day sessions we ask you contact the office by 8:15. The school will contact parents who do not report a student's absence by the designated time. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office.

#### *Unexcused Absences*

Absence for reasons other than the categories of excusable reasons will be considered unexcused. Excessive, unexcused absences will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance. An appeal can be made regarding any unexcused absences. In the event of five (5) or more unexcused absences or excessive excused absences, a conference will be arranged to discuss how to improve the student's attendance. A form letter indicating the dates of a student's absences will be mailed to the home after the third and fifth absence.



Under normal circumstances, absences shall not exceed five (5) days per semester. A child who misses 5 consecutive sessions without notifying the teacher, or exceeds 5 absences for the semester, will be dropped from the program.

### *Late Arrival/Tardiness*

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. If your child will be coming in late for the day, and attends one of the full day sessions we ask you contact the office by 8:15. We are required to order lunch early in the morning, and not contacting the office means you will need to provide lunch for your child.

### **Dress Code S-180-S**

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

Children should dress in clean, comfortable clothes suitable for the weather. We will engage in a number of messy activities. Despite smocks, clothes may get dirty. An extra set of clothing (including socks and underwear) should be brought to school in case of accidents. All belongings should be labeled with the child's name.

### **Food Service Program F-285-S**

#### *Breakfast and Lunch*

Breakfast, lunch, and/or snack are offered depending upon your child's session.

#### ***Breakfast***

\$1.50

Reduced-\$.30

Adult/Guest-\$2.70

#### ***Lunch***

\$2.10

Reduced-\$.40

Adult/Guest-\$3.50

***Misc.*** (students are charged full price for these items regardless of their free/reduced status)

Extra Milk-\$.40

### *A La Carte*

Chips-\$1.25

Cookies-\$1.25

Water-\$1.25

### *Free and Reduced Lunch Application*

This application is provided at enrollment. It must be complete and returned in order to be considered for free or reduced.

Nutritious snacks and milk will be served to students each day. A menu will be sent home. Parents are required to complete the Free Lunch Application. This allows us to be reimbursed by the State for those that qualify for free milk/lunch. Snacks may not be brought from home unless it is medically necessary as ordered by a doctor.

If a parent would like to bring classroom treats, please check with the teacher first. ***Treats must come in the store package and cannot be homemade.*** If you have questions please talk to your child's teacher.

### **Allergy Prevention and Response S-145-S**

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including non academic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

#### *Building-Wide and Classroom Approaches*

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be

created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

#### *Individual Approaches*

The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

### **Health Services S-215-S**

Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may not be physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

#### *Illnesses/Injuries*

**Illness:** It is not fair to others, nor is it effective for a child to be at school when ill. Please keep ill children at home. If a child becomes ill at school, you will be contacted and requested to pick the child up immediately. Students with a skin rash, diarrhea, vomiting, pink eye, chicken pox, other contagious infections, and/or temperatures in excess of 99.9 degrees may not attend school. Students need to be 24-hour symptom free of skin rashes, diarrhea, vomiting, pink eye, or other contagious infections prior to returning to school. In the case of Chickenpox all spots must be scabbed over with no new spots prior to returning in addition to being 24 hour fever free. Students need to be 24-hour fever free without fever reliever/reducers before returning to school. A doctor's note may be requested at any time in order for your child to attend school.

**NOTE:** The requirements above can be amended, at the discretion of the Clinton School District, due to increased or new illness in our community and surrounding areas as recommended by the CDC, Henry County Health Department, and/or the Missouri School Board Association.

**Accidents:** Your child's physical safety is a primary concern at all times. Even with the best precautions in place, accidents do happen. If your child is hurt while at school, staff will:

- Attend to the needs of your child by applying first aid and/or contacting the school nurse and/or 911 if needed.
- Contact the parent/guardian.
- An accident report form will be completed by the staff. The form will describe the incident, the actions taken, concerns discussed with parents and signed by staff and parents.

**Appropriate staff are certified in First Aid and CPR.**

#### *Head Lice*

It is the policy of the Clinton School District to have periodic head lice checks for all students. Children will be sent home immediately if live lice are found. Parents are expected to provide transportation home when this happens. Children must be re-examined by school health personnel prior to re-admittance to school programs. No lice may be present when they return.

#### *Toilet Learning*

Students must be completely toilet learned in order to participate in the half day/full day preschool programs. No diapering will be done by the staff. If a child has an accident, the parent will be contacted and asked to pick the child up.

#### *Child Mental Health*

School District staff will support emotional development of all children by building trust, and fostering independence, providing consistent limits with realistic expectations, and encouraging respect for others. The long term goal is for children to develop self control and problem solving skills over time. Adults will model these skills for the children in their care. Mental Health Consultation includes but is not limited to sharing strategies with staff and families, assisting with classroom needs, educating staff and families about mental health, and referrals if warranted.

#### *Health Office*

If you have any questions, please contact Kristy Bateman, 660-885-5585.

#### **Administration of Medication S-135-S**

All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office by the parent and must be accompanied by the following information:

*Non-Prescription Medication* – Non-Prescription medication must be sent to school in the original unopened container. A written note from the

parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or other.

*Prescription Medication* – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider. The nurse will not administer the first dose of a new prescription.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need to know basis. Please contact Kristy Bateman, 660-885-5585.

### **Communicable Diseases F-245-S**

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians may be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to remedial action in accordance with the discipline code, and state and federal law.

### ***Immunizations and Vaccinations***

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless the correct signed statement of exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and

obtain additional immunizations as required by state law. The District requires proof of the following vaccinations or an approved exemption card before a child can attend the program:

Number of Doses	Immunizations Required
4	DTP, Diphtheria, tetanus, pertussis
3	OPV, Polio
1	MMR, Measles, mumps, rubella
1	HIB, Haemophilus influenza b
3	HB Hepatitis B
1	Varicella (chickenpox)

According to Senate Bill 341 you may request information regarding students that are immunization exempt. Please contact Jill Ragan with questions or concerns.

### **Student Insurance S-140-S**

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at:

<https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

### **Student Records S-125-S**

#### *Access to and Release of Student Information*

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the building secretary. Requests to amend education records may be directed to the building secretary to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

#### *Directory Information*

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory

information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1<sup>st</sup> of each school year or within 10 days of receiving the Student Parent Handbook when enrolling after school starts.

The District designates the following items as directory information:

*General Directory Information:* The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

*Limited Directory Information:* In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

### *School Officials with a Legitimate Educational Interest*

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

### *Release of Records to Other Agencies or Institutions*

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

### *Military and Higher Education Access*

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

### *Release*

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form. This form is provided with the enrollment paperwork.

### *Notice*

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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



### **Personnel Records E-190-S**

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional statute through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your student is provided services by paraprofessionals and if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or have taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

### **Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S**

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District's liaison for students who are homeless, migrant, English learners, or in foster care is:

Name:	Jill Ragan
Phone #:	660-885-2237
Email Address:	jragan@clintoncardinals.org

### **Visitor Procedures C-155-S**

For student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional

time for the purpose of observing students unless the principal has approved the visit 3 days in advance.

### **Transportation Services F-260-S**

Your child's teacher will use your emergency contacts listed in the enrollment form indicating who has permission to transport your child; including who has primary responsibility for transportation. *Changes in this routine will not be allowed, and your child **will not** be released to any other individual unless we have prior notification from you.* The Clinton Early Childhood Center does not provide transportation.

### **Student Discipline S-170-S**

In the strictest sense, discipline means "to teach." We see conflict as a learning opportunity instead of a disruption. Our goal is to encourage children to become self-disciplined, independent, responsible, and socially mature human beings. This involves learning to make responsible choices as well as accepting the consequences of such choices. We will teach, model, and implement the **7 Basic Skills of Conscious Discipline**:

1. **Composure** – Children will learn strategies for maintaining and regaining their composure through Active Calming techniques (STAR, Drain, Balloon, Pretzel, etc.).
2. **Assertiveness** – Children will learn how to tell others how to treat them.
3. **Consequences** - Children will learn to think about consequences before taking action, learn to be responsible for their choices, and learn to reflect on the result of their choices and how it makes them feel.
4. **Encouragement** – We will build a school family in which all members are deemed important. We will acknowledge each child's unique contributions through descriptive appreciation instead of generalized praise.
5. **Empathy** - Children will learn to consider other viewpoints and feelings.
6. **Positive Intent** - We tell the child what we want him to do rather than using "no" or "don't". Children will learn conflict resolution strategies.
7. **Choices** -We always remind children that they have choices and natural or logical consequences resulting from each choice. We encourage children to actively make their own choices then allow them to experience the positive and negative consequences that may result from the choice.

### **Positive Behavior Intervention (PBIS)**

The focus of Positive Behavioral Support is to provide a clear and consistent system of expected behaviors for the entire school. We cannot assume that everyone's expectations are the same.

**Behavior Expectations:**

Be Responsible  
Be Respectful  
Be Safe

**Teaching the Expectations:**

Throughout the school year, students are taught what it looks like to be responsible, respectful, and safe in every setting in the school. The lessons taught are reinforced throughout the year as needed.

Students will not be allowed to intimidate/harm themselves or others. Students will not be allowed to willfully leave the classroom or destroy property. In order to maximize the learning opportunities for all students, a child that cannot control his/her behavior may be dismissed from the program. This would only happen after teacher and parent intervention strategies had proven unsuccessful.

**Bullying, Hazing, and Cyberbullying S-185-S**

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

*Definitions*

*Bullying* – Intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

*Cyberbullying* – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.

*Anti-bullying Coordinator* – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is: Jill Ragan and can be reached at 660-885-5845.

*School Day* – A day on the District calendar when students are required to attend school.

### *Reporting Bullying or Cyberbullying*

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

### *Investigation*

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

### *Retaliation*

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

### *Consequences of Bullying, Cyberbullying, or Retaliation*

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that

bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

### *Public Notice*

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

### *Report Form*

This form is available at:

[https://docs.google.com/forms/d/1huF6wzpZApJQyRTrKBxnYtUm39QtE9-q-RmVl5MaN3s/viewform?edit\\_requested=true](https://docs.google.com/forms/d/1huF6wzpZApJQyRTrKBxnYtUm39QtE9-q-RmVl5MaN3s/viewform?edit_requested=true)

### **Complaints or Concerns C-120-S**

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name: Assistant Superintendent  
Phone #: 660-885-2237  
Email Address: cmeier@clintoncardinals.org

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Superintendent  
Phone #: 660-885-2237  
Email Address: bwishard@clintoncardinals.org

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

## Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b> <ol style="list-style-type: none"><li>1. What is a complaint under ESSA?</li><li>2. Who may file a complaint?</li><li>3. How can a complaint be filed?</li></ol>	
<b>Complaints filed with LEA</b> <ol style="list-style-type: none"><li>4. How will a complaint filed with the LEA be investigated?</li><li>5. What happens if a complaint is not resolved at the local level (LEA)?</li></ol>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"><li>6. How can a complaint be filed with the Department?</li><li>7. How will a complaint filed with the Department be investigated?</li><li>8. How are complaints related to equitable services to nonpublic school children handled differently?</li></ol>
<b>Appeals</b> <ol style="list-style-type: none"><li>9. How will appeals to the Department be investigated?</li><li>10. What happens if the complaint is not resolved at the state level (the Department)?</li></ol>	

### **1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

### **2. Who may file a complaint?**

Any individual or organization may file a complaint.

### **3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

### **4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

**6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that include:

- A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- The facts on which the statement is based on the specific requirements allegedly violated.

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

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

The following activities will occur in the investigation:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the



complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

#### **9. How will appeals to the Department be investigated?**

The Department will initiate within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

#### **10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

### **Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S**

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name: Assistant Superintendent  
Phone #: 660-885-2237  
Email: cmeier@clintoncardinals.org

In the event the Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Superintendent  
Phone #: 660-885-2237  
Email: [bwishard@clintoncardinals.org](mailto:bwishard@clintoncardinals.org)

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

### **Title IX C-131-S**

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name or Title: Assistant Superintendent  
Address: 701 S. 8<sup>th</sup> Street, Clinton, Missouri 64735  
Email Address: [cmeier@clintoncardinals.org](mailto:cmeier@clintoncardinals.org)  
Phone #: 660-885-2237

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

### **Instruction**

#### *Section 504 I-125-S*

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardian of the District's duty.

The District 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 an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The 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 Monday – Friday 8:00 am – 3:00 pm in the office of the Director of Special Education, 660-885-2237 ext. 8205, [mbatusic@clintoncardinals.org](mailto:mbatusic@clintoncardinals.org). Alternative times are available by request.

This notice will be provided in native languages as appropriate.

#### *Special Education I-125-S*

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, 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 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 District assures that it will provide information and referral services necessary to assist the State of Missouri in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The District assures that personally identifiable information collected, used, or maintained by the District 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 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 Monday – Friday 8:00 am – 3:00 pm in the office of the Director of Special Education, 660-885-2237 ext. 8205, [jsewell@clintoncardinals.org](mailto:jsewell@clintoncardinals.org). Alternative times are available by request.

This notice will be provided in native languages as appropriate.

### **Technology F-265-S**

#### *Technology Devices and Acceptable Use Policy*

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

Students are provided with opportunities to utilize district technology at the discretion of district personnel. Students are prohibited from using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement.

#### *Acceptable Use*

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

### *Unacceptable Use*

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

### *User Agreements*

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.)

### *Safety and Cybersecurity*

The District monitors the online activities of students and operates a technology protection measure (“filtering/blocking device”) on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

## **Building Information**

### *School Cancellations and/or Early Dismissal*

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing the School Reach messenger to notify students and parents/guardians. Announcements will also be made on the District website and Facebook, and local radio stations, KDKD 95.3 and KLRQ 96.1 and on Kansas City TV station, Channel 4. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

### *Arrival and Dismissal Procedures S-165-S*

The morning classes will be in session from 7:55-11:20 and the afternoon classes are in session from 11:55-3:20. The full day class will be in session from 7:55-3:20.

Please help us protect instructional time by bringing and picking up your child on time every day. Instructional time should not be interrupted unless prior arrangements have been made with the teacher. For safety reasons, we ask that you always **accompany your child to the building** and make sure you have initialed the Sign-in Form.

*PLEASE do not bring your child to school more than 5 minutes early!* Teachers are not available to supervise your child before or after school. Likewise, please be prompt in picking up your child. If you are going to be late, please call. A child left waiting may feel insecure and worry. Continuous late pick-ups may make it necessary to schedule a different session, or result in a suspension of services.

### *Before/After School Care Program*

Latch Key is available for a daily fee per child.

### *Class Schedules/Bell Schedules*

#### **SAMPLE CLASS SCHEDULE**

7:55-8:10	Arrival
8:10-8:30	Circle Time
8:30-8:45	Group Time
8:45-9:45	Planned Work Time/Learning Centers
9:45-10:00	Clean Up/ Hand washing
10:00-10:20	Snacks
10:20-10:40	Literacy Time
10:40-11:10	Outdoor Play
11:10-11:15	Wash hands/Return to Circle
11:15-11:25	Music & movement
11:25-11:20	Closure

### *Supply Lists*

The list is available at: [https://cdnsm5-ss19.sharpschool.com/UserFiles/Servers/Server\\_4285567/File/CPK%20School%20Supply%20FY24.doc.pdf](https://cdnsm5-ss19.sharpschool.com/UserFiles/Servers/Server_4285567/File/CPK%20School%20Supply%20FY24.doc.pdf)

### *Education Field Trips*

We will take educational field trips throughout the year in order to enhance learning experiences and bring the real world into the classroom. Parents must give written permission for their child to go on the field trip, if it is more than a walking distance, and district transportation is needed.

### *Fee Schedule*

Children who have qualified for the program because of Household may attend at no cost. Children who do not qualify based on household income may attend at a cost of \$75.00 (plus meals) per week for full day sessions. Before their child attends for the first time, parents must agree in writing about payment arrangements. Payment must be made in the form of cash, a check or money order payable to the Clinton School District. Payments are due on Monday of each week, or as agreed to through arrangements with the director. There are no fees for half day.

### **District Policy Information**

#### *English Language Learners I-150-S*

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. The website features the ability to translate information into 10 languages. You can receive text messages and emails from the schools in the languages that are available.

For more information about the programs for students with LEP or assistance for families, please contact:

Name of Coordinator: Director of Special Services

Phone #: 660-885-2237

Email: jragan@clintoncardinals.org

#### *Physical Examinations and Screenings S-146-S*

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

No nonemergency, invasive physical examinations or screenings of students are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

### *Surveying, Analyzing, and Evaluating Students S-150-S*

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact the building principal.

All District policies can be located at: <https://egs.edcounsel.law/clinton-school-district-policies/>

### ***School Nutrition Program F-290-S***

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail:	U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
Fax:	(202) 690-7442; or



Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### *Student Transfers S-120-S*

The District will enroll students in the school associated with the attendance area in which the student resides. The Superintendent or designee may consider exceptions to this policy under the following conditions:

1. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.
2. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

### *Trauma-Informed Schools Initiative*

The Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative" and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>.

### Signature and Form Requirements

- *Acceptable Use Policy for Technology (See Enrollment Packet)*
- *Email Consent/Permission Form*
- *Parent-School Learning Compact*
- *Verification of Receipt and Compliance*

*F-265-P Technology Form A*  
*Email Consent/Permission Form*

The faculty of the District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The District also encourages parents to access the District's parent portal, a secure measure, to check your child's school information and progress.

I, Parent/Guardian of (please print) \_\_\_\_\_, provide to my child's school and to the District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the District.

Name of Student (please print:)

\_\_\_\_\_

Email Address(es):

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Parent/Guardian Name (please print):

\_\_\_\_\_

Date:

\_\_\_\_\_

**Clinton School District #124**  
**Preschool**  
**Parent-School Learning Compact**

**Teacher:**

We understand the importance of the school experience to every student and our role as teachers. We agree to carry out the following responsibilities:

- \_\_\_\_\_ 1. Be aware of the needs of your child.
- \_\_\_\_\_ 2. Provide on-going communication to you regarding your child's progress.
- \_\_\_\_\_ 3. Hold regularly scheduled parent meetings.
- \_\_\_\_\_ 4. Provide a safe, positive and healthy learning environment for your child.
- \_\_\_\_\_ 5. Respect the differences of children and their families.
- \_\_\_\_\_ 6. Provide developmentally appropriate learning experiences.
- \_\_\_\_\_ 7. Participate in professional training opportunities to better meet the needs of your child.

**Parent/Caring Adult:**

To assist in the learning and success of my son/daughter in preschool, I will:

- \_\_\_\_\_ 1. Communicate special needs/concerns about my child to the teacher.
- \_\_\_\_\_ 2. Attend at least 2 family nights per year and 2 parent/teacher conferences.
- \_\_\_\_\_ 3. Read my child's lesson weekly lesson plan and have daily discussions.
- \_\_\_\_\_ 4. Read with my child at least 15 minutes per day.
- \_\_\_\_\_ 5. Make sure my child gets an adequate night's sleep.
- \_\_\_\_\_ 6. Make sure my child arrives at school on time each day.
- \_\_\_\_\_ 7. Make sure my child receives a nutritious meal before arriving at school.
- \_\_\_\_\_ 8. Ensure my child attends school 95% of the time (absences do not exceed 5 days per semester).

\_\_\_\_\_  
Parent Signature and Date

\_\_\_\_\_  
Teacher Signature and Date

## Verification of Receipt and Compliance

\_\_\_\_\_ is the Parent/Guardian of  
(Parent/Guardian Name)

\_\_\_\_\_.  
(Child's Name)

I hereby certify that I have access to a copy of the CECC Student Parent Handbook and that I understand the information contained therein. The handbook guidelines will be followed to the best of our ability so as not to result in dismissal. I have also been made aware of the School District Policies that are available on the District website.

\_\_\_\_\_  
(Signature of Parent/Guardian)