



Chillicothe R-II School District

Early Childhood Learning Center

Handbook

"Where Hornets Leave the Nest"

900 Coach K Street
Chillicothe, MO
64601
660-240-3316

Adopted by the Board of Education

June 20, 2018

This handbook is designed to give you an overview of the procedures, routines, and policies of Chillicothe R-2 Early Childhood Programs. Please take a moment to review this information and then let it serve as a helpful resource for you and your family. Please note that the items in this handbook are not all inclusive as each teacher may have rules and procedures specific to his or her classroom. Don't hesitate to call if you should have any questions (660-240-3316).

Chillicothe R-II School District Early Childhood Learning Center Faculty and Staff

You may contact any Early Childhood staff member by using the staff members' first initial and last name, followed by [chillicotheschools.org](mailto:asmith@chillicotheschools.org) (for example: asmith@chillicotheschools.org)

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Occupational Therapy:	Denise Evans	OTR
Nurse:	Ronda Hapes	RN

Paraprofessionals:

- Becky Griffin
- Vicki Callaway
- Rochelle Koehly
- Savanna Anderson
- Hannah Thomas

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Greetings from Chillicothe Early Childhood Learning Center!

Welcome to our Early Childhood Programs. We are excited for a new year to begin for our Early Childhood Center. For most of our students and some parents this is their first school experience and our staff strives to make sure that the experience is positive.

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.

Our Early Childhood Programs are designed to introduce students to learning through discovery activities. Your child will develop their skills in the academic areas through play and sensory motor activities. Your child will be introduced to socialization and the art of working collaboratively in a group. We also hope that your child becomes an enthusiastic learner that is willing to think “outside the box” and take on new challenges. Although these seem to be big goals for some of our “littlest” people, we hope that in the coming one to two years you see immense changes and growth in your child.

We welcome your input and participation in the Early Childhood Programs this year. In order for students to reach their potential, we believe that parents, teachers, staff and the child have to have a strong, trusting relationship. We look forward to working with parents and students to make sure that our students receive the best education possible.

ECLC Faculty & Staff

Chillicothe R-II School District Early Childhood Learning Center

The Early Childhood Learning Center is either locally funded, state funded or federally funded programs which include Title I or Early Childhood Special Education (ECSE) classrooms. 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 and are not yet school age eligible. Our ECSE classrooms serve students with developmental delays in a blended classroom setting. Blended classrooms serve both students with and without developmental delays. Students attend four or five days per week

Pre-Kindergarten is designed to be a positive introduction to school. Children attend either the morning session or the afternoon session. Your child's teacher will provide you with a daily schedule. 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 pre-kindergarten 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 Conscious Discipline, Project Construct and various early childhood instructional methods. Pre-Kindergarten 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. 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 weekly. 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. Children are not allowed to go home with anyone other than their legal guardians unless we are notified by the legal guardian/parent. 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 begin the Monday after Chillicothe R-2 classes begin. The Early Childhood Programs follow the Chillicothe R-II school district calendar after the initial start date. 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.**

Separated or Divorced Parents

Under Missouri law, it is presumed that natural parents have equal authority to make educational decisions regarding their children. Similarly, when parents are informally separated, they continue to have equal rights to custody and control of their children until the marriage dissolution action is filed and ruled upon by a court. Such equality is altered, only if a formal separation agreement between the parents limits one parent's rights regarding custody and/or educational decision-making powers.

Divorced parents must provide the school with a copy of the most recent court-approved legal documentation defining parental custody rights. Maintenance of this documentation is the most effective step that a parent can take to minimize the chances of a child custody battle at school. If there is any doubt as to whether a decree or order is presently valid, school officials will notify law enforcement for assistance.

Civility Policy

The Chillicothe R-II District encourages positive civil and professional behavior between school system employees and citizens. All exchanges between employees and citizens are to be considerate, respectful and professional. The purpose of the policy is to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff. **(Board Policy KK)**

The district will not tolerate any behavior (whether by students, parents, staff or members of the public), which is physically or verbally threatening, coercive, intimidating, violent or harassing, or other behavior that is otherwise out of control. Furthermore, the district will not tolerate the use of profanity, personally insulting remarks, attacks regarding a person's race, gender, nationality, religion, disabling condition and other characteristics protected by law. Students who violate the civility policy may be disciplined. Parents who violate the civility policy may be restricted from being present on school property or have restrictions placed on their communications with district personnel.

Visiting the School

All visitors must report to the office and obtain a visitor's pass. If you are picking up your child at school dismissal, please wait in the foyer or outside the building.

Conferences should be arranged in advance and at a time when the teacher does not have students in the classroom, or is not on duty elsewhere. Parents are reminded that teachers do

value their instructional time and interrupting class time results in the teacher having to spend extra time to refocus the class back on the lesson at hand; therefore we ask parents to plan to visit your child at school during lunch time. Children not enrolled, but visiting will be limited to *no more than* one hour at lunchtime. (**Board Policy KK**)

Volunteers to the classroom will be required to complete a **Volunteer Background Check** on an annual basis. Forms are available in the office. A volunteer background check is required prior to volunteering in the classroom and/or chaperoning a field trip. (Board Policy KK)

Personal Property

The Chillicothe R-II District is not responsible for recovery, reimbursement or replacement of lost, stolen or damaged personal property brought to school by students and strongly recommends that valuable personal property remain at home. Personal property should never be left unattended and, where provided, should be secured in a backpack at all times. Examples of personal property include but not limited to: purses, wallets, watches, jewelry, cash, books, notebooks, toys and **cell phones** or other **electronic devices**.

School Resource Officer (SRO)

The school resource officer (SRO) performs the regular duties of a law enforcement officer, makes classroom presentations, serves as a resource to parents, students and staff, and assists in medications.

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 (“feels like” temperature is 20 degrees F or above), so make sure to send a coat, hat and gloves as needed. (Board Policy-- **Policy JFCA**)

Buses

Transportation is offered to our students at ECLC. Pre-Kindergarten students must follow transportation guidelines outlined in the **Pre-Kindergarten 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). (Board Policy--**Policy JEDB**).

*****School Personnel and the Bus Barn must be made aware of changes in your child’s transportation routine by the **parent/guardian**.

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.

*****Snacks**--When snacks are necessary, they must be pre-packaged or store bought. Snacks baked/made at home are not allowed to be distributed to students.

*****Special Invitations**--Personal invitations to any event, other than school events, may not be handed out at school – unless there is one for each student in the class. (Examples: birthday parties, skating parties, etc.).

*****Gifts**—Gifts brought to school or delivered to school must delivered to the office and the child will receive them when they leave school. Please note that the Preschool Bus Riders Handbook contains information about possession of gifts (balloons, balls, distracting toys, etc) and bus ridership.

Breakfast and Lunch

Breakfast is provided to children attending the morning session and 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. 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. (Board Policy-- **Policy EF & EFB**)

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

***** Change of Address and Phone Numbers**

Please notify the teacher and school office of any change as soon as possible. It is important that the school has a current address and phone number on file in the office.

Behavior Expectations

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. Our teachers implement the Conscious Discipline model.

Bullying & Cyberbullying

“Bullying” is

- Intimidation, unwanted aggressive behavior, or harassment (either repetitive or substantially likely to be repeated) and causes a reasonable student to fear for his or her physical safety or property;
- Or substantially interferes with the educational performance or opportunities, or benefits of any student;
- Or substantially disrupts the orderly operation for 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. Bullying of students is prohibited on school property, at any school function, or on a school bus. (**Board Policy JFCF**)

“Cyberbullying” is

Bullying through, for instance, a message, text, sound, or image by means of an electronic device.

- That originates on a school’s campus or at a district activity if the electronic communication was made using the school’s technological resources;
- If there is a 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 personal technological resources.

The school district may discipline any student for such cyberbullying to the greatest extent allowed by law. (**Board Policy JFCF**)

Reporting Bullying:

- Reporter should complete a written form regarding the incident.
- Building designated investigator will investigate the reported bullying or cyberbullying within two (2) days of receiving a report.
- The investigation will be completed within ten (10) school days, unless good cause exists to extend the investigation.
- The designated investigator may issue findings and outcomes of the investigation, including recommendations for corrective action, including discipline, as appropriate.

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 vomiting, diarrhea and temperature for 24 hours without fever-reducing medication.

Medications in School

Policy JHCD

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. It is extremely unsafe to have elementary students transport medications on the bus. If, however, it is impossible for a parent to bring the medication, **a Medication Verification Form must be completed and accompany the medication.** Designated school personnel will then count the pills and complete the form.

Prescription Medication

Policy JHCD

All medications must come in the original container.

The medication label must include:

- Student name (&)
- Name of medication (&)
- Dosage of medication (&)
- Name of doctor (&)
- Specific instructions for giving the medication.

If the medication is to be given at home and school, please ask the pharmacy for a second labeled bottle that can stay at school.

All long term (10 days or more) and emergency medications must have a medication authorization completed by the physician and parent/guardian. This is to be completed and returned to the school nurse. Forms are available in the school office.

Short-term medications (10 days or less) such as antibiotics must have the parent section of the medication authorization completed. The prescription label will be considered an equivalent of the physician's written order. The school will not give a 3-a-day antibiotic at school. Please give before school, after, and at bedtime.

Inhalers will be kept in the office.

Non-Prescription Medication

Policy JHCD

The district may administer over-the-counter medications to a student upon receipt of a written request and permission to do so by the parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packing and will only be administered in accordance with the manufacturer's label.

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.

Illness

If a child becomes ill, or is seriously injured during the school day, the school will make every effort to contact the parent/guardian. The emergency phone number listed for the child will be called if parents cannot be reached. **Please keep the school advised of any changes in phone number or emergency contacts.**

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 diarrhea
- *they have a severe head injury
- *we cannot determine the cause of a sudden physical or emotional distress

Before returning a child to school, the child **must be free of temperature and/or free of vomiting or diarrhea for 24 hours without (fever-reducing) medication.**

“It is unlawful for any child to attend public school in Missouri while afflicted with any contagious or infectious disease, or while liable to transmit such disease after having been exposed to it” (Missouri Statute 167.191)

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 readmittance to school. **Parents must return to school with the child the following day in order that the nurse can recheck the head. Students in early childhood programs will have to go to Dewey school and have the school nurse check for head lice before returning to the program).** 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 (660-240-3316) 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/She 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 instruction 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 or, 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.

**Chillicothe R-II School District
Parent/Teacher/Student Compact
Early Childhood Learning Center is a Schoolwide Title School**

School Year 2018-2019

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 the agreement that belongs to them.

Parent/Guardian:

I will do my personal best to:

- 1) Read to my child each evening.**
- 2) Attend at least one parent/teacher conference.**
- 3) Attend curriculum night**
- 4) Attend at least one of the following during the school year: Parent/Child activity time; Literacy Night; Classroom Party.**
- 5) Ensure that my child attends school regularly and arrives and is picked up on time.**

Parent/Guardian's Signature: _____ Date: _____

Teacher :

I will do my personal best to:

- 1) Provide a safe and caring learning environment.**
- 2) Take into account personal strengths of each student.**
- 3) Help your child follow the classroom and school rules.**
- 4) Keep parents/guardians informed about their child's progress.**
- 5) Schedule conferences to accommodate parents/guardians schedules.**

Teacher's Signature: _____ Date: _____

Student:

I will do my personal best to:

- 1) Follow the school rules.**
- 2) Follow the classroom rules.**
- 3) Respect others.**
- 4) Complete the work my teacher asks me to do.**

Student Signature: _____ Date: _____

