

Tiger Paw Early Childhood Center



Parent Handbook

2016-2017

Ozark R-VI School District

Tiger Paw Early Childhood Center
202 N. 4th Avenue
PO Box 166
Ozark, Missouri 65721

417- 582- 5992

www.ozark.k12.mo.us

The Tiger Paw Early Childhood Program is comprised of the Title I program the Early Childhood Special Education (ECSE), Parents as Teachers and the Childcare program (Community and District Employees).

Information for each program can be found under the following tabs.

All @ Tiger Paw

ECSE and Title I Pre-K

Childcare

District Policy

Signature Page

Daily Sign-in

If you bring your child to school, and the supervised drop off personnel are not outside, you must bring your child into the Tiger Paw office and sign them in. A tardy will be assigned to your child IF you are bringing your child later than our classes start times (Late is defined as 5 minutes after the start time.)

When visiting or picking up your child, parents must also sign in, and may be asked to present a photo ID.

Safety Precautions

The Ozark R-VI School District has developed a safety precaution that requires all outside doors to be locked during the school hours with the exception of the west and north doors. Parents and visitors may enter and exit through the front doors. (West side of the building), and North side doors (handicap accessible)

All parents and visitors must check in at the office. For the safety of the children, you may be required to show proof of identity.

If you bring your child into school at the start of a session, please remain with him/her until the child's teacher is present. Do not leave your child unsupervised in the building at any time.

If you come into school to pick up your child at the end of a session, please wait for your child to be dismissed to you by his/her teacher.

Children are expected to walk in the building at all times.

For safety reasons, please do not allow your child to climb on the railings inside or outside of the school building.

Notify the teacher and/or office in advance through written notification or a phone call if another person will be picking up your child.

The teacher and office staff will ask for photo identification.

All teachers are mandated reporters for child abuse/neglect. If a teacher feels your child may be in danger, they are required by law to notify Division of Family Services.

Discipline Policy

GENERAL SCHOOL-WIDE DISCIPLINE PLAN Each building practices **Positive Behavior Support**. **PBS** is a program for creating safer and more effective schools by structuring the learning environment to support the academic and social success of all students. The process supports the adoption and long-term implementation of efficient and effective discipline throughout the school environment. PBS methods are research-based, proven to significantly reduce the occurrence of problem behaviors in schools, and supported by a three-tiered model. We believe all students can behave appropriately

while at school. We will allow no student to prevent the teacher from teaching, or to prevent other students from learning. Classroom rules, rewards and consequences are established. There are also guidelines for out-of-class behavior in the hallway, restroom, cafeteria, playground, and bus. The choice of behavior is made by the student. Appropriate behavior is expected. District policies on discipline and consequences apply. Please refer to the OZARK R-VI SCHOOL DISTRICT DISCIPLINE POLICY located on the District website. ([Board Policy JG](#)) ([Board Policy JG-R](#))

*** Please see the attached appendix A (Biting) and appendix B (Infant care).

Early Dismissal/Inclement Weather

SCHOOL CLOSING DUE TO SEVERE WEATHER

During the winter, in case of severe weather, many factors are involved in the decision to close school. The primary consideration will always be the safety of the students. The decision will be made as soon as possible and will be given immediately to the radio and television stations. **School Closing/Weather & Emergency Information Number (417) 582-5950** (PLEASE dial the correct "582" prefix!) and information may be obtained at <http://www.ozark.k12.mo.us/>

If Ozark Public School's 2 hour late start weather policy is in effect, the following steps will be taken for our students:

- AM Early Childhood Special Education Classes will be cancelled.
- PM Early Childhood Special Education Classes will be in session.
- AM Title-1 Pre-school will be cancelled.
- Childcare Program will be in session during its normal hours.

Emergency Procedures

Fire, tornado, earthquake, and intruder drills will be held at regular intervals during the year. Each student should check and learn the instructions posted in each classroom for proper procedures to use during these drills.

Health Policy

If your child is running a fever of 100 degrees or more, vomiting, coughing, sneezing, has had diarrhea in 24 hours, or has a rash, please keep him/her home. Your child must be fever free or illness free for 24 hours before returning to school. Please notify the school office of your child's absence.

Your child's health is important to us. Preschool children are very social...so to prevent the spread of disease, please read carefully the letter from the nurse. It is very important that your child has used the bathroom and washed hands prior to bringing them to school.

The Tiger Paw health care procedures adhere to the Ozark RVI School district policies as defined in the District Comprehensive Health Plan. School nurses provide health services. It is the responsibility of parents to provide complete and accurate health records (including allergies, asthma, seizures, and other special considerations) of their children to school personnel. If a child has a temporary injury or condition, please notify his/her teacher.

Immunizations: The Missouri State Law for students to be enrolled in and attend school requires that every child have a current immunization record on file. The parents or guardians of each student entering the preschool shall furnish satisfactory proof that the student has been adequately immunized.

Illness or Emergencies:

PARENTS ARE RESPONSIBLE FOR NOTIFYING THE SCHOOL OF A PLACE WHERE THEY CAN BE LOCATED IN AN EMERGENCY.

Medications

A parent/guardian must bring ALL medications into the school. Administering medications to students during school hours shall be discouraged and restricted to necessary medication that cannot be given at home. If the physician's orders indicate it must be given during school hours, the medication may be administered by complying with the following instructions.

Prescription Medications

- The parent or guardian must provide the medication in the original prescription bottle (the pharmacist will provide additional containers which are properly labeled.)
- The parent/guardian must provide written permission which includes the student's name, date, name of the medication, dosage and time of administration and the parent's signature.
- Provide no more than one week's supply at a time.
- Long term medication (longer than two weeks) must be accompanied by a physician's request form.

Non-prescription Medications

- The parent/guardian provides the medication in original containers in which they are properly marked.
- The parent/guardian provides written permission including date, purpose of medication, dosage, and time medication is to be given.
- No more than one week's supply is brought at a time.

Student Security

If someone other than a custodial parent is picking up a child they must be listed on the child's enrollment form as authorized to take the child from the facility. If they are not listed on the form, parents must inform the center beforehand. Any person other than the parents picking up a child should be reminded that the teacher will ask for photo identification to insure the child's safety. **If there are any restrictions of a child's non-custodial parent which pertains to his/her normal parent activities in the school, we must have court ordered documentation on file. No one under the age of 18 will be permitted to pick up a child.**

Cleaning Procedures

It is very important to us to create not only a loving atmosphere, but one that is safe and healthy as well. Teachers incorporate hand washing into their daily routine. Toys are sanitized with a bleach water solution throughout the day. This is an especially important step with our younger age groups who explore their world with their mouths. After a toy has been in a child's mouth, it is then collected into a separate container to be disinfected. Toys are cleaned and sanitized midday and again at the end of each day. Classrooms, hallways and bathrooms are cleaned daily and maintained by a fulltime custodian.

Dress / Clothing

On the first day of attendance, parents should bring a complete change of clothing (including socks) in a Ziploc bag to be kept at Tiger Paw. Spills and accidents do happen and a change of clothes can come in handy. Dirty clothes will be sent home in a plastic bag to be washed with a new set of clothes to be sent the following day.

Your child should be dressed in comfortable play clothing that allows freedom of movement. We will play outdoors each day, except in cases of extreme cold, hot, or rainy weather. Your child will be playing and working on the floor, and with some art materials that may stain. Children play and work best in clothes they do not have to worry about getting dirty. Please dress your child appropriately for the weather...including: jackets/coats, mittens, and hats. Your child should wear safe, playground friendly shoes that will allow him/her to run, climb and play without worrying about slipping or falling. **YOUR CHILD SHOULD WEAR CLOTHING THAT HE/SHE CAN MANAGE INDEPENDENTLY IN THE BATHROOM.**

Each child must have an extra set of clothing at the center in the event of an accident. All clothing should be labeled with your child's name. Shoes and shirts must be worn during program hours. On the first day of attendance, parents should bring a complete change of clothing (including socks) to be kept at the center. Dirty clothing will be sent home in a plastic bag to be washed with a new set of clothes to be sent back the following day. A limited supply will be kept on hand belonging to the center. If an accident occurs and no clothes are available, parents will be called to bring a change of clothing or pick the child up. **Reminder....clothing kept at school may need to be changed as the seasons change.**

To facilitate the learning process and safety for activities at Tiger Paw, we ask the following:

- No belly shirts, spaghetti straps or halters
- No bracelets, chains or jewelry (to include watches)
- Shorts should be worn under dresses due to play
- No hats or bandanas
- No belts...unless your child can independently manage it
- For those sensitive to smells- please avoid putting perfume/cologne on your child.

Children will be permitted to play outside if the temperature is between 40 and 90 degrees with wind chill and heat index figured in. Outside play is an important part of our program.

Personal Property/Supplies

The school is not responsible for the loss of personal property. Personal belongings should be clearly marked with the student's name. The student should not bring items to school that are not required for the instructional program. Ensure these items are not brought to school:

- Toys from home including toy guns
- No snacks/drinks in the backpack
- No coins or money in the backpack unless for a specific school need
- No gum
- No make-up

Your child will need a regular size backpack to hold folders and books. Please help your child become independent by reminding him/her to bring the backpack and take home folder to school each day. *For safety purposes, please no backpacks with rollers or wheels.* Your child should keep a full change of clothing at school in case of spills or accidents.

Parents will be provided a supply list. These are suggested items and not a requirement. Parents may be asked to periodically to donate items for parties. If you have any comments or concerns, contact your child's teacher.

Snack

A milk break is provided in both morning and afternoon sessions. If for any reason your child cannot eat a certain food due to allergies, please let your child's teacher know immediately. Please do not send food or drink in your child's backpack.

Birthdays:

Due to concerns regarding health related hazards, no home-cooked food can be allowed. Any food item that is sent must be in unopened store bought packages. Attached you will find a list of recommended snacks or treats for birthdays. We do not have birthday parties at school. If you plan to send snacks/treats, please make arrangements with your child's teacher at least one day prior to the birthday.

Birthday Snack Suggestions

- Pouches of fruit snacks
- Little bags of chips
- Little Debbie snack cakes
- Mini- cupcakes
- Cookies
- Pop-tarts
- Popsicles
- Yogurt

- Individual servings Applesauce
- 100 calorie snack packs
- Granola bars
- Individual Rice Krispie treats
- Individual servings of Chex Mix
- Individual servings of Cheese-its, Goldfish, etc

Parent and Child Information – Change of address/phone numbers

Parent and child information should be kept up-to-date. Please notify the office of any address or phone number changes for your family and individuals identified for emergency pick-up. If you move we will need a new proof of residency form filled out. During parent orientation the teacher will provide you an emergency form for you to complete. Please complete this information thoroughly. The information is vital in case an emergency arises. In cases of determining custody rights, current legal documents MUST be on file in the office.

Parent Involvement

Our primary goal is to provide your child with the best available early childhood experience. In order to achieve this goal, your involvement as a parent will be actively encouraged. We recognize and appreciate the trust and confidence you have placed in us and offer you the opportunity to share in the joys of learning to play and work in a school setting. Teachers will provide communication to parents through notes, newsletters, phone calls, and parent/teacher conference. We encourage parents to allow time to visit with the teachers on a regular basis. We encourage our parents at Tiger Paw to join the *Parents as Teachers* program. Parent involvement will serve to strengthen the *Tiger Paw* experience for your child. Please feel free to contact your child’s teacher for suggestions about how you might assist your child with his or her first educational experience.

Parent – Teacher Conferences

The administration and faculty are available to meet with parents for a conference whenever the parent or school staff member feels it would be beneficial. Tiger Paw teachers will schedule conferences once during the calendar year and additionally on an as needed basis.

Class Schedule

Title I

Morning Session 8:30 -11:30 AM (Monday – Thursday)

ESCE

Morning Session 8:30 -11:30 AM (Monday –Thursday)

Afternoon Session 12:30 – 3:30 PM (Monday –Thursday)

All children MUST be picked up promptly. The Tiger Paw program follows the same calendar as the district, with the exception of our opening day on **Monday, August 17th.**

Attendance

In order for your child to benefit from the school program, he/she should arrive on time and attend school each day scheduled. If your child misses school frequently, or is chronically tardy, the preschool personnel will be contacting you. The Title I Program has a waiting list. This program offers spots to children who attend regularly. Regular attendance is a very important part of educational success.

What should you do if your child needs to be absent from school?

School absences should be limited to illness. If your child will be absent from school, please call the Tiger Paw Early Childhood office (582-5992) and leave a message. Frequent unexcused absences from regular classroom learning experiences disrupt the continuity of the instructional process.

Withdrawing from School

If it becomes necessary for a student to withdraw from school, the parent/guardian should contact the school office. The school where your child will be attending will request the necessary school records once your child is enrolled.

Transportation

Parents will be responsible for providing transportation to and from the Tiger Paw Early Childhood Center (Title 1 Pre-K only) unless eligible for transportation in the Special Education Program. Parents should use the west entrance on 4th Avenue. Teachers and paraprofessionals will be available at curbside to receive students at the appropriate starting time and will load students into cars at curbside at the appropriate dismissal time. When you arrive, ensure your child is ready to exit the car with his/her shoes, coat, etc. so that we don't delay the drop-off process. Your child's teachers or paraprofessionals will assist your child as s/he exits. PLEASE REMEMBER TO DISPLAY YOUR CAR TAG IN YOUR FRONT WINDOW DAILY...as this will speed up the pick-up process.

We ask that you remain in your car if you are using the drop-off/pick-up lane.

If you desire to have a conversation with your child's teacher, at drop-off or pick-up, please park your car and come inside.

Please ensure you arrive to pick up your child on-time. We ask that individuals be respectful of the teachers and paraprofessionals time between the morning and afternoon sessions since they must transition the classroom and eat their lunches in the time between the sessions.

Notify your child's teacher if someone other than the parent and/or regular adult will be picking up your child. Please instruct this individual to come into the Tiger Paw office to show identification.

Bus Transportation Policy for Eligible Students (ECSE students only)

ECSE bussing is arranged for those students who require transportation according to their Individual Education Program (IEP).

It is our intention that your child has a positive bus experience; therefore, please provide a consistent address where your child may be delivered. An adult **MUST** be present to receive the child at the bus stop. For safety purposes, you may be required to show proof of identity when getting your child off the bus. In case of emergency and someone different is getting your child off the bus, you will need to notify the office (582 -5992) and inform this adult that they will be required to show identification. To safely transport your child, we ask that you keep the school office informed of any changes.

All transportation changes must be made through the Tiger Paw office. Permanent address changes will always take effect on the following Monday after the Tiger Paw office has been notified of the change. If your child is not going to be picked

up/delivered to your regular address, then you must make arrangement to have your child picked up that day.

As a courtesy, it is requested that you notify the bus barn (582-4735) if your child is not attending.

Childcare:

The Birth-2 yr old program is for district employees only and will run according to the teacher's schedule. If school is not in session and teachers are not required to work, the center will be closed to this age group.

Enrollment

To enroll your child in our program we encourage a visit to our center to receive a tour and the necessary forms to be used for enrollment. Enrollment is based on the availability of positions.

The following enrollment forms must be completed and returned prior to admission to the program:

- **Enrollment Form**- completed thoroughly front and back including full addresses and complete phone numbers.
- **Immunization Records** – an updated immunization record must accompany forms at the time child is enrolled. Updates are required when new immunizations are given.
- **Medical** – Current medical examination form completed and signed by your child's physician.
- **Deposit** - A non-refundable \$50 deposit will be due at the time of enrollment.

End of Enrollment

A 2-week notice is required if you choose to end enrollment your child.

Hours of Operation

Monday – Friday 6:45 a.m. – 6:00 p.m.

Parents will let staff know of estimated drop off and pick up time on a daily basis. This will help us with appropriate staffing.

State licensing does not allow our center to be opened any earlier or later than the designated times.

*Beginning at 6:01pm a late fee of \$7.00 will be charged per child. An additional \$7.00 will be charged for every five minutes your child is picked up late from the program.

Open Door Policy

It is our policy to encourage parents/guardians to visit our center at any time. Visitation will be limited to persons listed on the child's enrollment form. If visitation interferes with the operation of the center, or upsets the child, visitation may be limited or denied. **Abuse of this policy may require the center to deny further frequent visits.**

Child's Supplies

Infant/Toddlers

The center has made available the following items for each child:

- Equate Formula
- Baby food- including 2 veg choices & 2 fruit choices
- Rice/Oatmeal Cereal

The following items will be provided by the parent/guardian:

- Diapers
- Wipes
- Ointment
- Formula (if not utilizing center food)
- Bottles
- Baby food (if not utilizing center food)
- Blanket
- Changes of clothes
- Sunscreen (if not utilizing the center's sunscreen)

2 yr olds

The following items will be provided by the parent/guardian:

- Diapers or pull ups
- Wipes
- Ointment
- Blanket
- Sunscreen (if not utilizing the center's sunscreen)
- Change of clothes

3-5 yr olds

The following items will be provided by the parent/guardian:

- Any Diapers or Pull-ups (if not potty trained)
- Wipes
- Ointment
- Sunscreen (if not utilizing the center's sunscreen)
- Blanket
- Change of clothes to kept at school

ALL ITEMS BELONGING TO YOUR CHILD MUST BE LABELED WITH THEIR NAME

***Please do not bring toys from home**

Tuition and Fees

A non-refundable \$50 deposit will be due at the time of enrollment. Tuition will be charged according to your child's enrollment regardless of daily attendance. All accounts must be in good standing. **If a balance of one week goes unpaid, your child will not be able to attend the following week until payment is made in full. Failure to pay tuition will result in loss of enrollment in the childcare program.** Tuition will NOT be charged when school is not in session. However, tuition is charged when school is in session and your child does not attend. All tuition will be due on the first day of each week. **Checks, Credit Card and Money Orders are accepted for payment.**

Ozark R-VI Schools has contracted with Envision Payment Solutions to facilitate the District with a check recovery plan.

Please note that any returned checks will be represented electronically, and you will be charged a collection fee at the maximum allowed by the state. No credits are given to absenteeism.

***A late fee of \$7.00 will be charged per child, after 6:01 p.m. for every five minutes your child is picked up late from the program.**

Rates and Fees:

- 6 weeks – 24 mos. \$170.00/ week (\$34/day)
- 2 yr olds \$140.00/ week (\$28/day)
- 3 yrs –PreK \$115.00 / week (\$23/day)
- *If not potty trained, \$120.00/ week (\$24/day)
- Pre-K program only- Mon-Thurs., 8:30-11:00 \$65.00

A holding fee of \$550 will be required for children of Ozark Public School employees only for ages 3-5 to secure their spot for the fall. With this fee you will have the option of having your child in attendance for 22 days throughout the summer. These days must be scheduled in advance and must align with the current summer schedule.

Center Closings

Ozark District Learning Center will be closed on the following dates:

Cleaning/Maintenance	July 4-8th, 2016
Labor Day	September 5th, 2016
Thanksgiving Break	November 23-25, 2016
Christmas Break	December 19th –January 2nd, 2017
Good Friday	April 14th, 2017
Memorial Day	May 29th, 2017

*If Ozark Schools are closed or cancelled, due to inclement weather or reasons beyond our control, the center will be closed. Parents should listen to public announcements concerning emergency closings. Parents should check their program calendars for scheduled closings. In the case of an emergency closing, the children should be picked up from the center within one hour of notification. A “Text Alert” and or automated phone message on your cell phone will also be made available.

Nutrition

A morning snack, lunch and afternoon snack will be served by the center. Snacks and meals are included in the cost of tuition. The menu plans follow state guidelines and will be delivered through the Ozark schools. Tiger Paw Child Care follows the regulations of the Federal Food Program as well as State Licensing regulations for child care centers. Outside food and meals may not be brought in unless a doctor provides documentation for medical dietary needs. All meals and snacks served will be **peanut- free**.

Monthly menus will be sent home each month via email.

Parents of infants will provide formula/breast milk and food. A menu sheet and feeding schedule will be provided by the parents.

Special treats for birthdays and other occasions must be store bought and in the original package. Due to health regulations, we cannot serve homemade food.

*Birthday candles or items with flames will not be permitted.

Health and Emergencies

Each child must have a Medical Examination report on file at the center signed by the child’s physician prior to the first day of enrollment. A copy of the child’s immunization record must be on file by the beginning of the first day of arrival.

If a child becomes ill or injured after arriving at the center, the parent/guardian will be notified. Parents should pick up their child within one hour of notification. If a child needs immediate medical attention, the parents will be called immediately. Children will be monitored until they are picked up. If the parent does not respond, the center may be obligated to notify 911 emergency systems and have the child sent for medical attention. The teacher will notify the parent/guardian of all known minor injuries or possible symptoms of illness. The teacher will complete an injury or illness report. Both the teacher and the parent will sign the report and the center will retain a copy for their records. A copy will be sent home at the parent’s request.

Children will be observed for signs of contagious disease or illness, not only upon arrival, but throughout the day. Children who are suspected of being ill will not be accepted for care that day.

If children exhibit any of the following symptoms, they may be sent home:

- Diarrhea – more than one abnormally loose stool
- Severe coughing – if the child gets red or blue in the face or make high-pitched croup or whooping sounds after coughing.
- Headache and stiff neck
- Difficulty breathing or rapid breathing
- Yellow skin or eyes
- Pinkeye – tears, redness of eyelid lining, irritation followed by swelling or discharge of pus.
- Unusual spots or rashes
- Sore throat or difficulty swallowing
- An infected skin patch – crusty, bright yellow, dry or gummy areas of the skin
- Fever over one hundred degrees Fahrenheit by mouth or ninety nine degrees Fahrenheit under the arm. Fever reducing medications will not be administered so a child can remain at the center while ill.
- Vomiting
- Severe itching of the body or scalp, or scratching of the scalp. These may be symptoms of head lice or scabies. If a child is sent home due to the presence of head lice, the child must be nit free to be readmitted.
- Any other medical concerns at the discretion of the center staff and/or listed by the Missouri Department of Health.

In order to return to the center after illness, the child must be symptom free for 24 hours without the aid of Tylenol or Ibuprofen. If questionable symptoms are present, a note must be obtained for a licensed physician stating that the child is free for contagion and able to participate in center activities.

Parents must notify the center if their child has any allergies, especially food allergies.

If the child is well enough to come to preschool, we must assume that the child is well enough to participate in all regular activities, both inside and outside.

Parents must notify the center if their child has been exposed to any communicable disease so that the other my parents may be informed to observe their child for symptoms.

Discipline Policy

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Policies/Procedures

Please go to http://www.ozark.k12.mo.us/09/Student_Information.html for updated notifications and more information on the items listed below.

ASBESTOS ANNUAL REPORT

NCLBA RIGHT TO KNOW

<http://www.ozark.k12.mo.us/cms/lib011/MO01910080/Centricity/Domain/879/NCLB%20Complaint%20Procedure.pdf>

NONDISCRIMINATION POLICY AND GREIVANCE PROCEDURE

NOTICE OF NONDISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Ozark R-VI School District (“School District”) are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District’s compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District’s efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District’s Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the Ozark R-VI School District (“School District”) does not discriminate on the basis of disability against qualified individuals with a disability with respect to the School District’s services, programs or activities.

Employment: The School District does not discriminate on the basis of disability in its hiring or employment practices. The School District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

Effective Communication: The School District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in School District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The School District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the School District should contact the respective Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

Modifications to Policies and Procedures: The School District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs and activities.

The ADA does not require the School District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a School District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator below. In addition, as stated in the School District’s Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

COMPLIANCE COORDINATOR

Jeff Simpson
Director of Special Services
PO Box 166
302 N. 4th Avenue
Ozark, MO 65721
Phone: 417-582-5900
Fax: 417-582-5960

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 Ozark R-6 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disabilities, 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 Ozark R-6 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 Ozark R-6 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 Ozark R-6 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 District Office located at 302 N. 4th Avenue between the hours of 8:00am and 4:00pm.

Any inquiries concerning our School District's compliance may be directed to:

Jeff Simpson, Director of Special Services, P.O. Box 166, 302 N. 4th Avenue, Ozark, MO 65721, (417) 582-5900, 8:00am – 4:00pm. Or you may contact the Office of Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816)268-0550

**NOTIFICATION OF ASBESTOS REINSPECTION
AND
SURVEILANCE**

August, 2008

In compliance with the U.S. Environmental Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA) in June of 1988 we performed inspections of each of our school buildings for asbestos containing building material. The inspection findings and asbestos management plans have been on file in each school administrative office since that time.

The EPA requires us to perform reinspection of the asbestos materials every three years. During the month of June 2007, accredited asbestos inspectors performed these reinspections. An Accredited management planner reviewed the results of the reinspections and recommended actions we should take to safely manage each asbestos material in our Buildings.

The results of the reinspection are on file in the management plan in the school's administrative office. Everyone is welcome to view these anytime during normal school hours (Monday – Friday 8:00 a.m. to 4:00 p.m.). The Asbestos Program Manager, Dr. Kevin Patterson, is available to answer any questions you may have about asbestos in our buildings.

All areas that contain Asbestos either Friable or non-friable are monitored constantly and are checked by an accredited AHERA Inspector every six (6) months to assure no deterioration of their condition to assure proper health and safety conditions for all employees and constituents of the school system.

**Acceptable Usage Policy Agreement for
STAFF/STUDENT/PARENT/GUARDIAN Ozark
School District Technology Resources**

Philosophy

It is the policy of the Ozark R-VI School District to maintain an environment that enhances the educational opportunities and achievement of District students. The District recognizes the educational and professional value of instructional technology, both as a means of access to enriching information and as a tool to develop skills that students need. Use of the Ozark R-VI School District Wide Area Network (OSDWAN), the internet, or campus technology is a privilege, increasingly essential to learning that offers new freedoms and demands new responsibilities. Use of instructional technology will be for or in support of education, research, and enrichment of class assignments. ([School Board Policy EHB](#))

Students and staff will follow good digital citizenship by utilizing instructional technology resources in a positive, appropriate, and legal manner that supports the District's mission and vision. The district expects a consistently high level of personal responsibility of all users granted access to the District's technology resources.

- Due to the ever-changing nature of technology, the District reserves the right to amend the Technology Usage Policy at any time to address the changing nature of the digital environment.
- The Ozark School District Technology Department is responsible for maintaining the District's technology resources and establishing requirements and procedures for the issuance of user accounts.
- The use of instructional technology is an integral part of daily instruction. Because students will consistently be exposed to and operate technology, they will be expected to demonstrate good digital citizenship.
- The District will take appropriate disciplinary action against any user who willfully and knowingly violates the *Acceptable Usage Policy*.
- The Ozark R-VI School District, in compliance with the Children's Internet Protection Act (CIPA), will utilize measures to block and filter internet access to visual depictions and other materials deemed to be obscene, child pornography, illegal or harmful to minors.
- No filtering system is completely effective or efficient. Students should report any inappropriate content to their teachers, and teachers need to report inappropriate behavior or sites to their administration and the Ozark School District Technology Department.
- Students are encouraged to be safe, active members of the digital world. When students use electronic communication for instructional purposes or make digital content as part of the educational process, they need to utilize their school-issued account.
- Students are encouraged to utilize instructional technology. Users should expect only limited privacy in the contents of personal files on the Ozark School District's system.
- Parents have the ability at any time to investigate or review the contents of their child's files and browsing history. Parents have the right to request the termination of their child's network use at any time.
- All damages incurred by the District due to the misuse of the District's technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to District technology.

Acceptable Use

Acceptable use of the Ozark R-VI School District Wide Area Network includes, but is not limited to, using the internet or campus technology for:

- accessing only accounts and files for which students or staff have permission.
- using appropriate language and being considerate of others when using digital tools and communication. striving to be good digital citizens and following all copyright laws, including refraining from the illegal installation of copyrighted software and copying the work of others without permission.
 - use in a legal manner.
 - providing positive, truthful information and reporting any bullying or discriminatory language to the appropriate authorities.
 - being diligent in protecting the personal information of another person, including name, address, phone number, email address, social security number, account numbers, passwords, and other items used for identification.

- being meticulous in actions to ensure normal network usage and service are not interrupted by avoiding the following: propagation of electronic viruses, distribution of chain letters or broadcast messages to multiple lists or individuals, violation of personal privacy, or unauthorized access to protected and private network resources.
- using the Ozark District's network in support of education, research, public service, economic development or government purposes.
- staying on task and refraining from extensive private or personal use.

Restrictions for Students

- Any faculty or staff member may moderate restrictions on student use including the amount of time spent online.
- There are areas on the internet that contain sites not appropriate for student use. Any student accessing these sites will be subject to student discipline in accordance to Ozark School Board Policy [JG](#) and [JG-R](#).
- Students are not to reveal their personal home addresses or phone numbers.
- Students must notify parent(s)/guardian(s) and instructor immediately if any individual is trying to make personal contact for illicit or suspicious activities.
- Giving out personal information about another person is strictly prohibited.
- Students who accidentally access unacceptable material shall immediately notify the appropriate school personnel. This disclosure may serve as a defense against allegations that the user has intentionally violated this policy.

Access

All staff and students (third grade and up) will be provided a username and password to gain access to computer applications, email, and the internet. The system will prompt each user to change his/her Microsoft password occasionally to provide security to each account. Staff and student Google accounts will not prompt for a password change, and students should not change their password unless directed to do so by an administrator. It is important that users keep usernames and passwords confidential.

Equipment Use

Members of the technology staff will maintain all District equipment, and users are expected to exercise care in the use of this equipment. Misuse of equipment will result in staff member's or student's denial of access to equipment.

Security

In addition to regularly changing passwords and keeping usernames and passwords confidential, additional security measures should be taken. Once logged in, a user should not leave the computer unattended without locking the computer. PCs can be locked by pressing Ctrl-Alt-Delete and then clicking 'Lock this computer.' Once locked, only the person currently logged in can unlock the computer by pressing Ctrl-Alt-Delete and then entering his/her password. After entering the password, the user will return to the application he/she had been using before locking the computer. For the security of data, teacher and staff computers are automatically locked after 15 consecutive minutes of non-use; the staff member will be required to enter his/her password to reactivate the computer.

Software Licensing

It is illegal to install software without licenses; therefore, all software installed on District computers must have appropriate licenses. To standardize software across the District, all software purchases must go through the Ozark School District Technology Department. When purchasing new software, a record of all software licenses will be kept in the Ozark School District Technology Department and should also be kept at the building level.

Technology Usage Agreement: Student

The proper use of the Ozark School District network, the Internet, and the educational value to be gained from the proper use of these is the joint responsibility of students, parents, and employees of the school district. The Acceptable Usage Policy form must be read and signed by the user and the parent or guardian. The form must be filed with the school.

Use of the school district's system is at the user's risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district media, delays, or changes in or interruptions of service, information or materials. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district's system. The school district will not be responsible for financial obligations arising from unauthorized use of the school district's system or the Internet. I have read, or had read to me, the Ozark R-VI School District Technology Usage Policy and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to district technology, and suspension or expulsion from school.

I understand that my use of the district's technology is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications I send, receive or store using the district's technology resources, under state and federal law, even if the district's technology resources are accessed remotely.

As the parent or legal guardian of the student signing below, I have read the Ozark R-VI School District Technology Usage Policy. I understand that violation of these provisions may result in disciplinary action taken against my child, ward or child within my care, in accordance to School Board Policies [JG](#) and [JG-R](#).

I understand that my child's or ward's technology usage is not private and that the school district will monitor my child's or ward's use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications sent, received or stored by my child or ward using the district's technology resources, under state and federal law, even if the district's technology resources are accessed remotely. I recognize it is impossible to restrict access to all controversial materials, and I will not hold the school district, its employees or its agents responsible for materials acquired on the Internet. I accept responsibility for guidance of Internet use and setting and conveying standards for my child to follow when selecting, sharing or exploring information and media.

I agree to be responsible for any unauthorized costs arising from my child's, ward's or child within my care's use of the district's technology resources. I agree to be responsible for any damages incurred by my child, ward or child within my care.

I give permission for my child or ward to utilize the school district's technology resources.

Date:

Student Name:

Student Signature

(Please sign and return this form to your child's teacher.)

This handbook is a very important for all Tiger Paw students in the Ozark Public Schools and their parents/guardians. It contains valuable information that they will need to know during the school year. More importantly, it contains some of the rules and regulations, policies, and laws under which students must abide during their time in school. We ask that you review the Tiger Paw Early Childhood Handbook with your child at the beginning of the school year and refer to it throughout the year as needed to help answer questions and guide decisions.

Please sign this form and have your child return it to his/her teacher during the first week of school.

My child _____ and I have reviewed and understand the importance of the information provided in the Tiger Paw Early Childhood Handbook which is located at www.ozark.k12.mo.us.

Parent/Guardian Signature

Date

We are excited about our learning program and the new school year.

Tiger Paw Early Childhood Center.....is achieving early success....one tiger at a time

