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FIELD EARLY CHILDHOOD CENTER STUDENT/PARENT HANDBOOK 2010-2011

Dear Students and Parents of Field Early Childhood Center,

Welcome to a new and exciting school year. The faculty and staff at Field ECC want to assure you of our commitment to the success of each individual student. Working together with parents and the community is important to us. When schools work together with families to support learning, children experience success in school and beyond. Parents who help and encourage their children at home, and who develop positive attitudes toward school, contribute to the personal growth and academic success of their children.

The faculty and staff at Field ECC strive to create and foster a positive relationship between home and school. There will be regular communication with parents through newsletters, conferences, and direct contact. If you have any questions, comments, or concerns, please feel free to come by and visit us or call school at 451-8630. Together, we can make this year the best ever!

Sincerely,

Connie Bryant
Director

DISTRICT MISSION

The mission of the Neosho R-5 School District is to:

- Facilitate learning
- Nurture individual potential
- Assist students to believe in themselves through successful learning experiences



FIELD EARLY CHILDHOOD CENTER MISSION

To promote :

- Respect for self and others
- Self-esteem
- A love of learning
- A Parent/School partnership

Neosho R-5 School District Administration:

Dr. Richard Page	Superintendent of Schools
Dr. Jim Cummins	Assistant Superintendent of Finance
Mrs. Alma Stipp	Assistant Superintendent of Curriculum
Mrs. Glynda Ball	Director of Special Services
Mrs. Sue Bowers	Director of Food Service
Mrs. Jacque Faulkner	Director of Transportation
Mr. Shawn Dilday	Director of Maintenance
Mr. Scott Harris	Director of Technology
Ms. Connie Bryant	Director of Federal Programs & Early Childhood Education

Field Early Childhood Center Faculty & Staff:

Connie Bryant	Director
Elizabeth Branscum	Preschool Teacher
Tiffany Hoerning	Preschool Teacher
Nancy Kidwell	Preschool Teacher
Joni Swagerty	Preschool Teacher
Brandi Ensor	ECSE Teacher
Kathy Friend	ECSE Teacher
Lynn Bunch	Preschool Assistant
Teri Harris	Preschool Assistant
Anne Tindall	Preschool Assistant
Janel White	Preschool Assistant
Adriana Breazzeal	ECSE Paraprofessional
Jill Coble	ECSE Paraprofessional
Kristy Covey	ECSE Paraprofessional
Annette Harbaugh	ECSE Paraprofessional
Monica Lankford	ECSE Paraprofessional
Susan Dodson	Speech Implementer
Amy Payne	Occupational Therapist
Sarah McClain	Physical Therapist
Donald Bright	Librarian
Carolyn Finch	Library Assistant
Lisa Hughes	Secretary
Renee Whitley	Nurse
Betsy Weems	Custodian

District Information Sources

Neosho R5 School District Central Office: 451-8600
Field Early Childhood Center: 451-8630
District Website: www.neosho.k12.mo.us

Arrival and Dismissal Procedures:

Arrival

Class sessions begin each day at 8:00 a.m., and 12:00 p.m. Teachers will meet their students at the classroom door at 7:55 for the morning session, and 11:55 for the afternoon session. Students arriving after 8:15 or 12:15 will be counted tardy and must be checked in at the office by a parent or guardian.

Dismissal

Class sessions end each day at 11:00 a.m., and 3:00 p.m. Students will be dismissed individually from their classrooms. Parents must go to the classroom door and identify themselves to the teacher. (Note: Any person may be requested to show identification before a child is dismissed.)

Leaving School During the School Day

If you need to pick your child up before the dismissal time please follow this procedure:

1. Check him/her out at the office.
2. The teacher will be notified that the child is being checked out. (The teacher will not dismiss your child without notification from the office.)
3. Pick your child up at their classroom.

Parents or guardians must list on the enrollment card those adults with whom the child is permitted to leave school. **Only those listed on the enrollment card will be permitted to pick up a child. If your child is to be picked up during the day by someone other than those listed on the enrollment card, or if there is a change in your child's daily routine, please notify the office by phone or with a note.**

Going Home with a Friend

If a child is going home with a friend, the parent or guardian of each child must call or send a note approving the visit. We will not allow students to go home with each other without notification from both parties.

Parents should park in the parking lot across the street from the front door. Busses will load and unload along the front of the building on the south side. "NO PARKING" zones include: the bus loading area; the sidewalk all along the front (south side) of the building; and the handicap parking spots. Please do not block bus access or park in these designated areas.

Attendance

Regular attendance is essential to successful achievement in school reflecting a positive, supportive attitude of parents on behalf of their child and the school. **If your child is ill or will not be at school, please call the office. If we are not notified, a school representative will call to check on your child.** (Board Policy JED and Procedures JED-API & AP2)

Please notify the school if your child is in daycare.

Daycare vans load and unload at the east end of the building.

Early Release on Fridays

Field Preschool students will be dismissed at the regular time of 3:00 and will not participate in the early release times on Fridays. Parents with students in grades K - 12, please plan to pick up your preschool child after your other children. If there are special circumstances regarding this, be sure to discuss this with your child's teacher.

Field students may possibly be dismissed early due to special occasions. Parents will be notified of these times.

Birthdays

You are welcome to provide treats for your child's class to celebrate his/her birthday.

Please follow these guidelines:

- ❖ Make arrangements with the teacher about date, time and details.
- ❖ Treats must be store-bought and individually packaged. Be sure to check with the teacher regarding any food allergies.
- ❖ Gum and candy are not permitted, except for special occasions or as a group distribution.
- ❖ Treats should not be taken on a school bus.
- ❖ Unless the entire class is to be invited to a birthday party, invitations will not be distributed at school.
- ❖ Flowers, balloons, bouquets, etc. should not be sent to school.

Progress Reports

Progress Reports will be used to document student progress during the year. The 1st quarter Progress Report will be shared with parents at a conference. The 2nd, 3rd, and 4th quarter Progress Reports will be sent home with students. (Board Policy IL)

Conferences

Parent/Teacher conferences will be scheduled after the end of the first quarter of school. However, any time you would like to schedule a conference with your child's teacher, please call our office at 451-8630 to set up an appointment.

Counselor

Field does not have a school counselor located in our building. However, elementary counselors are available if you feel your child has need of the services of a school counselor please call the office at 451-8630.

Preschool Snacks

Snacks are provided each day by the Title 1 Preschool Program at no cost to parents.

School Cancellations

Should weather conditions or some calamity dictate the cancellation of school, you may receive the information by television stations KSN (Channel 16), KODE (Channel 12), or KOAM (Channel 7). Other sources are the School Information Line: 451-8611; and School Website: neosho.k12.mo.us. Weather related cancellations will usually be announced by 6:30 a.m.

Recess Guidelines

General rules and procedures:

- ❖ Play in designated areas as directed by the teacher.
- ❖ Use playground equipment correctly.
- ❖ Jumping from structures or play equipment (swings, climbing structures, etc.) is not allowed.
- ❖ Be polite and cooperate with your friends when you play.
- ❖ Ask for permission to leave the playground.

Discipline procedures

- ❖ The teacher will discuss the misconduct or rule that was broken with the student.
- ❖ The student may have "time out".
- ❖ The student may go to the Director's office.
- ❖ Parents will be notified.

(Board Policies JG and JG-R)

Safety

The school regularly participates in fire, tornado, and intruder-on-campus (IOC) drills. In any emergency situation, your child will be released only to you or to a person designated, in writing, by you. If evacuation of the building is necessary, the designated pick-up area is Northside Baptist Church.

Items That Should *Not* Be Brought To School

- ❖ No weapon, toy weapon, anything that looks like a weapon or anything that could be used as a weapon should be brought to school.
(Board Policies JFCJ and ECA)
- ❖ Playground equipment or toys should not be brought to school.
- ❖ Radios, CD players, electronic games, etc. are not permitted at school.
- ❖ Glass jars should not be brought to school. If students wish to share insects or other creatures, they should be brought in unbreakable containers.
- ❖ Pets and other animals should not be brought to school unless arrangements have been made ahead of time and the teacher and director have given approval.

School Hygiene and Dress

- ❖ Students should bathe regularly and wear clean, comfortable, appropriate clothing each day.
- ❖ Students should not wear clothing that is disruptive, suggestive, or objectionable in any way. Shirts should not have writing that is inappropriate for school (no foul language, cigarette, or alcohol advertisements, etc).
- ❖ No halter, tube or midriff tops should be worn.
- ❖ Shorts should be a modest length (fingertip length is a good guideline).
- ❖ Students should wear shoes that are appropriate for the season and suitable for the activities in which they will be participating. Parents are encouraged to not allow their child to wear "flip-flops" or sandals to school due to safety concerns. Closed shoes such as tennis shoes are best for our students due to the wood chips on the playground.

(Board Policy JFCA and Procedures FJCA-AP)

Medication

Medication is given through the health office only. All medications must be accompanied by a note from the parent or guardian giving permission to dispense and stating the time to be given. Prescription medications must have the prescription label attached. Over-the-counter medications will only be given according to the manufacturer's directions. Children's Tylenol, Ibuprofen, and cough drops will be stocked by the health office. Permission forms for these medications will have to be signed. (Board Procedure JHDC-AP)

Lice

If it is discovered that your child has lice or nits, you will be called to come pick up him/her. Before being readmitted to school, your child must be treated according to removal guidelines, all lice and nits be removed, and the child cleared by the school nurse. (Board Policy JHC-AP2)

Searches by School Personnel

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy, or state law.

(Board Policy JFG)

Harassment

Bullying, threats, or harassment in any form will not be tolerated. (Board Policies JFCF and AC)

School Violence Hotline number 1-866-748-7047

Additional Board Policies regarding parents and students:

- Notice of rights pursuant to the Protection of Pupil Rights Amendment (Board Policy JHDA and Form JHDA-AF)
- Notice of the district's policy on use of electronic communication devices and audio and visual recording equipment (Board Policy KKB and Procedure EHB-AP)
- Notice that there is no expectation of privacy in the use of district computers or other technology (Board Policy EHB and Procedure EHB-AP)
- Notice to parents of their right to inspect materials used in sexuality instruction (Board Policy IGAEB)
- Notice of the district's obligation to provide education to children who are homeless (Board Policy IGBCA)
- Notice that the district does not discriminate on the basis of race, religion, national origin, sex or disability (Board Policy AC and Procedure AC-AP)

Additional information regarding Neosho R5 School District policies and procedures can be found on the district website. www.neosho.k12.mo.us