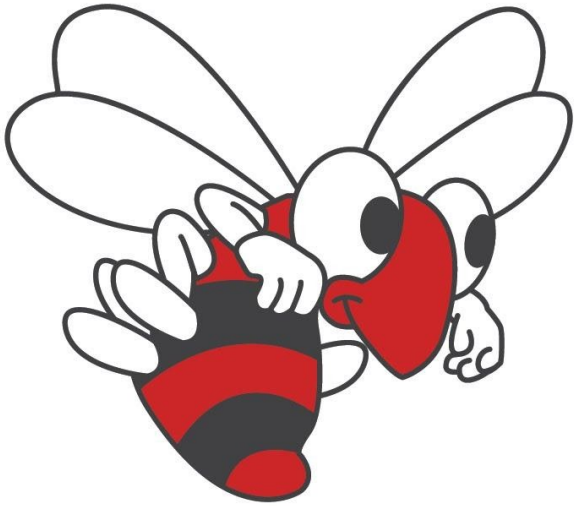
Chillicothe R-II Schools
Early Learning Center
Handbook
2026-2027



Where Little Hornets Learn To Fly

900 Coach K Street
Chillicothe, MO 64601
P: 660-240-3316
F: 660-646-8529
www.chillicotheschools.org

Dear Pre-K Families:

Welcome to Chillicothe Early Learning Center

Where Little Hornets Learn To Fly!

We are excited to be teaching your children! We are looking forward to seeing our returning families again and getting to know our new families.

During the course of the year, we will work closely with you and share information to benefit your children. We hope you will share your ideas and suggestions about our program and your children. By working together, we can offer your children the best in preschool and pre-kindergarten education.

Please feel free to contact us if you have any questions. We will be happy to help in any way we can.

The CELC Team

Name	Position	E-mail
Keri Rodenberg	Director	krodenberg@chillicotheschools.org
Lori Holder	Secretary	lholder@chillicotheschools.org
Shelly Falconer	Teacher	sfalconer@chillicotheschools.org
Shanna Johnson	Teacher	sjohnson@chillicotheschools.org
Brandi Peniston	Teacher	bpeniston@chillicotheschools.org
Fara Minnick	Teacher	fminnick@chillicotheschools.org
Denise Evans	OT/Therapist	devans@chillicotheschools.org
Jenny Jackson	Parents as Teachers	jjackson@chillicotheschools.org
Paula Fairchild	Speech Therapist	pfairchild@chillicotheschools.org
Grace Eaton	Paraprofessional	geaton@chillicotheschools.org
Kayla Meyers	Paraprofessional	kmeyers@chillicotheschools.org
Judy Reeter	Paraprofessional	jreeter@chillicotheschools.org
Rochelle Koehly	Paraprofessional	rkoehly@chillicotheschools.org

Parents as Teachers®

The **Parents as Teachers** program is an evidence-based early childhood home visiting framework that builds strong communities, thriving families and children who are healthy, safe and ready to learn. **Parents as Teachers** certifies professional **parent educators** to implement the program. Chillicothe Early Learning Center has two Parent Educators who are happy to assist your family.

- Jenny Jackson – jjackson@chillicotheschools.org



Table of Contents

Staff Directory	2
Parents As Teachers	3
Admissions Policy	6
Attendance and Absences	6
Change of Address/Telephone/Other Information	6
Transportation	6
School Schedule	7
Arrival and Dismissal of Students	7
Early Dismissal	7
Emergency Procedures	8
Crisis Reunification Procedures	8
Student Safety	8
Behavior Expectations	9
Parent-Teacher Contacts	9
Curriculum	10
Special Education Services	11
Services for English Learners (EL)	11
Homeless Student Education	11
School Supply List	12
Newsletters	12
Field Trips	12
Parties	13
School Dress	13
Health Policies	14
Health Procedures	15
Field Trip Permission Form	17

Notice of Nondiscrimination	19
Americans with Disabilities Act	20
Section 504 Public Notice	21
Child Find Public Notice	21
Free Appropriate Public Education Notice	22
Chillicothe R-II Schools Public Notices	23
Surveys Under Protection of Pupil Rights Amendment	25
ESSA Complaint Procedures	27

ADMISSIONS POLICY

Any child whose fourth birthday occurs on or prior to July 31 will be granted admission to CELC. Children who are three on or prior to July 31 are eligible for screening through PAT, and will be considered for enrollment based upon the results of the screening. Priority will be given to children who have or who are at risk of being identified with disabilities or delays in development. New pre-kindergarten enrollees are required to submit immunization record, proof of age, and proof of residency. There is no fee or tuition charged for any student attending CELC.

ATTENDANCE AND ABSENCES

When a student is unable to attend school, parents should call as early as possible that day. Parents should give the student's name, teacher's name, and the reason for the absence. Because CELC maintains a waiting list for students whose parents wish to enroll then, children who are chronically absent (attending less than 70% of the time), will be subject to removal from the program. A child's success in school depends on regular attendance.

CHANGE OF ADDRESS/TELEPHONE/OTHER PERSONAL INFORMATION

Parents are to notify the school immediately if there is a change of address, telephone number, or other personal information during the school year. This helps us contact you as quickly as possible should an emergency arise.

TRANSPORTATION

Transportation to and from school is the home responsibility. Only students who receive special education services and qualify for special transportation and are eligible for special transportation as provided by the Individualized Education Plan (IEP).

SCHOOL SCHEDULE

Preschool at CELC consists of 2 sessions, morning and afternoon. Class is in session Monday through Friday. For a complete list of school holidays, please see the CELC School Calendar on page 13. Doors open at CELC at **7:40** for the AM session, and **11:15** for the PM session. Learning begins at **7:55** AM for the morning session and **11:30** for the afternoon session. Parents may return to pick up their children beginning at the start of recess – **10:25** and **2:00**, respectively.

ARRIVAL AND DISMISSAL OF STUDENTS

Although most students are very eager to get to school early, we ask parents to bring their children at the designated times. *The school lobby is open at* **7:40** *for AM sessions and* **11:15** *for PM sessions, so students may arrive AT these times.* We also ask that your child is picked up at the end of class each day consistently and promptly. If your child is to be picked up before the end of class, please come to the office and sign him/her out of school. If you have questions, or need to make special arrangements, please contact the school office.

At the beginning of the year, you will be asked to list the people that have permission to pick up your child. If for any reason a person not on that list needs to pick up your child, we will need a written note or a telephone call from the parent to release the child. The school reserves the right to refuse to dismiss a student to any person who cannot provide adequate identification. *We will not release a child to anyone other than the parent/guardian without your permission.*

EARLY DISMISSAL

Due to inclement weather it is sometimes necessary to dismiss school early. Should this occur, it will be announced on local radio stations (KCHI (102.5), KMZU (100.7), KGOZ (101.7) and on the district Facebook and other social media pages.

EMERGENCY PROCEDURES

The school has a written emergency plan that is followed in case of Fire, Tornado, Earthquake, and Student Defense Initiative that might threaten the safety of the students in the building. Staff members have a copy of the procedures and have been instructed in the plan. Practice drills are held periodically. If circumstances warrant, students will be dismissed as soon as this can be accomplished safely. During an emergency, parents should listen to the radio station or wait for a text from CodeRed for instructions.

CRISIS REUNIFICATION PROCEDURES

In the event of a crisis, a reunification place will be announced. Parents will be required to come to the reunification place and see the attending staff member to check out their student.

Every attempt will be made to send students with parents or emergency contacts listed on the student's record. In some situations, this may not be possible. It will be our practice to release students to any adult with whom he/she is comfortable. Adults will be required to show identification, sign for students and indicate relationship to student (aunt, uncle, grandparent, family friend, etc…).

STUDENT SAFETY

The safety of students is the school's major concern. Parental cooperation is needed to develop safety habits on the part of students. After 7:55 a.m. and 11:30 a.m., school doors will be locked. The only entrance will be through the front door. All visitors need to check in at the office for assistance. Parents need to closely supervise children upon entering and exiting the building in order to avoid an accident.

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. If children are having difficulties following the classroom rules the teacher will help remind them of the rules. If they continue to have difficulties, they may be asked to sit by themselves and calm down. The teacher will discuss the behavior with the student and make a plan on how to improve this behavior. If the behavior still continues they may be removed from the classroom and go the Preschool Director's office to calm down. They will discuss the behavior and make a plan to correct this behavior. If a child becomes violent and out of control, the parent may be called to pick up the student. Children should come to school expecting to learn in a safe environment.

We strive to meet this expectation through our one rule: **Our classroom is a "safe room."** In a safe room:

1. We keep our bodies safe. No one hits anyone else, or touches him or her in places they want to keep to themselves.
2. We keep our feelings safe. No one says hurtful things to anyone else.
3. We keep our equipment, furnishings, supplies and other people's belongings safe. We use these things as they are intended.

PARENT-TEACHER CONTACTS

All teachers are available every day to discuss your child's progress, share ideas and suggestions, review behavior issues, or listen to concerns you may have. Teachers 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 make arrangements to speak with the teacher during non-instructional hours. You are welcome to schedule an appointment if you believe the conversation will take some time.

CURRICULUM

The Early Childhood Learning Center is either locally funded or state funded which includes our Early Childhood Special Education (ECSE) classrooms. Early Childhood Special Education Classrooms serve students who have been identified as having developmental delays. Our ECSE classrooms serve students with developmental delays as well as typically developing student in a blended classroom setting.

Pre-Kindergarten is designed to be a positive introduction to school. 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, snack time, and gross motor activities.

The teachers in our Early Childhood Programs have all been trained in Conscious Discipline, The Emerging Language and Literacy Curriculum, 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

SPECIAL EDUCATION SERVICES

Children ages 3-5 with identified disabilities or developmental delays may be eligible for special education services. If you suspect that your child may have a disability or developmental delay that could be adversely affecting your child's ability to learn and make progress in general education, please discuss your concerns with your child's teacher. All parents have the right to request evaluation for special education services. Parents may make such requests through verbal or written means. If you would like more information, please contact Emily Schmidt, Director of Early Childhood Education and Special Services.

SERVICES FOR ENGLISH LEARNERS (EL)

The EL program is an English language development program using content for the development of Speaking, Listening, Reading and Writing skills for non-English proficient or English Learners (ELs). Students identified as eligible for the district's EL program are those whose parents have indicated a language other than English on any of the following questions on the Home Language Survey:

- What was the first language spoken by the student?
- What is the language most often spoken in the home?
- What is the language most often spoken by the student with friends?

If you believe your child qualifies to receive services for EL's, please contact Mrs. Schmidt, director .

HOMELESS STUDENT EDUCATION

The Homeless Education Program (HEP) supports homeless students and their families through the funding of the McKinney-Vento Act. The McKinney-Vento Homeless Assistance Act requires the enrollment of children and youth experiencing homelessness. If you are experiencing homelessness, please visit with Mrs. Schmidt, director, for further information and assistance.

SCHOOL SUPPLY LIST

Please help your child gather their school supplies and bring them to school on the day of their Open House Appointment. A list of school supplies will be made available at local retailers throughout the city in late July/early August, was also provided to you in May at your child's screening, and was sent to via email at the end of May. If you are unable to afford supplies, please contact Mrs. Schmidt, director, for assistance.

NEWSLETTERS

Students receive newsletters from the teacher via the SeeSaw App. The app can be used to facilitate great home school communication, as it features a messenger function for parents to send direct message to teachers. Specific log-in information will be sent home at the beginning of the school year.

FIELD TRIPS

We may take field trips throughout the school year, if funds are available. A permission slip is provided in this handbook and reminders are sent home prior to each field trip.

Due to a new state law, schools in Missouri must conduct criminal background checks on all volunteers who might be alone with students. This includes chaperones for field trips.

Chillicothe school volunteers must participate in the FBI/Highway Patrol Background Check System, which is done through fingerprinting. The closest location for this is the Chillicothe License Office. The background check is good for 6 years, and it costs $41.75. Advanced registration, using school district codes, is required.

PARTIES

Holiday parties will be observed if a Parent Involvement Day has not been planned to include specific holidays. Periodically there will be parent/child activities offered to students and their parents as well. Visitors to the classroom will be limited if these parties are held on a school day and not a parent involvement day.

***Snacks - When snacks are brought to school, 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.

SCHOOL DRESS

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.

HEALTH POLICIES

An immunization record must be presented at the time of enrollment. Immunization against Diphtheria, Tetanus, Pertussis, Polio, Measles, Rubella, Mumps, Hepatitis B is required. *Missouri school law prohibits any student to attend school unless the required immunizations are in effect*.

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. **In accordance with Missouri state statutes: "It is unlawful for any child to attend public school in Missouri while afflicted with an contagious or infections disease, or while liable to transmit such disease after having been exposed to it."**

Students will be sent home if:

- *They are running a fever,*
- *They have vomited,*
- *They have diarrhea,*
- *School personnel cannot determine the cause of a student's sudden physical or emotional distress.*

BEFORE RETURNING TO SCHOOL, STUDENTS MUST BE FREE OF TEMPERATURE AND FREE FROM VOMITING AND/OR DIARRHEA FOR 24 HOURS, WITHOUT THE AID OF FEVER REDUCING MEDICATIONS.

HEALTH PROCEDURES:

Injury at School:

- If a minor injury occurs, first aid will be administered. If the injury is serious, parents or someone designated by the parent, will be notified. The parent or designee will be asked to assume responsibility for securing further treatment for the injured child.

Serious Illness:

- If a student is infected with any acute infectious disease of short duration, the student will be excluded from school for the number of days specified in the latest version of the Missouri Department of Health publication, Prevention and Control of Communicable Diseases, or until a physician certifies the student is no longer able to transmit the disease. Any student who is known to have a chronic infectious disease such as AIDS, ARC, or HIV infection who is permitted to attend school must do so under specified conditions. An assessment will be made to determine those conditions which will be least restrictive to the student and which will not endanger his or her health or the health of other students, teachers, or staff.

Head Lice:

- Any child found to have evidence of head lice infestation (Lice or Nits) will be dismissed from school. School personnel will be responsible for recommending re-admission of the child after removal of all evidence of infestation.

Bathroom Accidents

- All children, with the exception of those with disabilities, must be potty trained. If your child tends to have wetting accidents, please send a change of clothes. We encourage children to change their own clothes when this happens. If a child has a soiling accident, we will call you to come get your child, unless the child has a chronic issue documented in their medical records or IEP. We NEVER punish children for having accidents.

Medication:

- Non-Prescription Drugs: 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.

- Prescription Drugs: 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 prescription must be labeled with the student's name, the name of the medication, the dosage of medication, the name of the doctor, and specific instructions for administering the medication.

- 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.

Field Trips
Parent Permission Form

Throughout the year, students will be taking field trips as part of their educational experience. These might include nature walks around the area, or trips to the library or fire station. (this list is not inclusive, just serves as examples of experiences). We need parent permission for your child to participate in these types of activities. Please sign and return the form at the bottom to show your permission. Thank you!

Please check the appropriate response on the form, sign, and return to your child's teacher.

_____YES _____ has my/our permission to go on field trips during his/her preschool year.

_____NO _____ DOES NOT HAVE my/our permission to go on field trips during his/her preschool year.

_____

Parent Signature Date

NONDISCRIMINATION NOTICE

The Chillicothe R-II Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities.

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 Chillicothe Schools are hereby notified that the 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 District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the 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 Compliance Coordinator listed below, who oversees the District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The 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.

If you are interested in attending any school activity and will require assistive aids or accessible facilities please contact the building principal or the District's Compliance Coordinator:

Emily Schmidt, Director of Special Services
2807 Hornet Road
Chillicothe, MO 64601
Phone: 660-646-4566

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 Chillicothe R-II School District will not discriminate on the basis of disability against qualified individuals with a disability with respect to its services, programs or activities.

Employment: The District does not discriminate on the basis of disability in its hiring or employment practices. The 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 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 its 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 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 District should contact the Compliance Coordinator, whose contact information is listed in the District's Notice of Nondiscrimination. 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 District will make reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy its services, programs and activities. However, the ADA does not require the 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 District service, program, or activity is not accessible to persons with a disability may be directed to the District's Compliance Coordinator listed above. In addition, as stated in the 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, MO 64114; phone (816) 268-0550.

SECTION 504 PUBLIC NOTICE

School districts that receive federal financial assistance have the affirmative responsibility to annually undertake to locate and identify all students with disabilities located in the District's jurisdiction; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The school districts listed below assure they will provide a free appropriate public education (FAPE) to each qualified disabled person in the Districts' 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 (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The school districts listed below have 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 at the districts' Special Services Office/Central Office between the hours of 8:30 am and 2:30 pm when school is in session.

This notice will be provided in native languages as appropriate.

CHILD FIND 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 public school 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 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.

FREE APPROPRIATE PUBLIC EDUCATION (FAPE) NOTICE

The public school 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 public school 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 public school 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 public school district in which you live during business hours.

This notice will be provided in native languages as appropriate.

CHILLICOTHE R-II SCHOOL DISTRICT PUBLIC NOTICES

LOCKERS, DESKS AND STORAGE AREAS

School lockers, desks, and storage areas are the property of the Chillicothe R-II School District and are provided for the convenience of students. Therefore, such property is subject to periodic search without notice.

PARKING

Students are permitted to park on Chillicothe R-II Schools' premises as a matter of privilege, not of right. The school retains the authority to conduct parking lot patrols and is permitted to conduct reasonable suspicion searches of vehicles in its parking lots, in accordance with law.

STUDENT RECORDS:

The Chillicothe R-II School District complies fully with the Family Educational Rights and Privacy Act ("FERPA"), which affords parents/guardians ("parents") and students who are at least age 18 ("eligible students") the following rights:

RIGHT TO INSPECT: Parents or eligible students have the right to inspect and review the student's "educational records," as that term is defined under FERPA, within 45 days of the date upon which the District receives a request for access. Parents or eligible students should submit to their School Principal a written request identifying the records to be inspected.

RIGHT TO PREVENT DISCLOSURE: Parents or eligible students have the right to prevent disclosure of educational records to third parties with certain limited exceptions. The District will attempt to limit the disclosure of information contained in educational records to those instances when prior written consent has been given for the disclosure. However, upon request, the District will disclose information to officials of other schools in which a student seeks or intends to enroll. The District may also disclose information under the provisions of FERPA that allow disclosure without prior written consent, as well as directory information (unless you have refused to permit such disclosure of directory information), in accordance with FERPA regulations. The District will disclose educational records to school officials who have a legitimate educational interest in the records. Officials include those persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff; persons retained by or under contract to the District to perform a special task, such as an attorney, auditor, etc.; or persons who are employed by the District's law enforcement unit. School officials have a legitimate educational interest if the officials are: performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.

DESIGNATION OF DIRECTORY INFORMATION: In Board Policy JO, Student Records, the District has designated certain information contained in the educational records of its students as directory information for purposes of FERPA. The District considers the following to be directory information:

General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

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

As provided above, the District may disclose directory information in its discretion without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends. In the event a notification of refusal is not filed, the District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

MILITARY RECRUITER ACCESS/STUDENT RECRUITING INFORMATION: Upon request of military recruiters, the District is required by law to provide access to secondary students' names, addresses, and telephone listings. The District is also required to provide military recruiters with the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers. However, any secondary student or parent of a secondary student may request that the student's name, address, and telephone listing not be released without prior written consent of the parent. Requests that a student's name, address, and telephone listing not be released to military recruiters must be submitted, in writing, to the principal of the school which the student attends.

RIGHT TO REQUEST AMENDMENT: Parents or eligible students have the right to request that the District correct any parts of an educational record believed to be inaccurate, misleading or otherwise in violation of their rights. A request should be submitted by the Parents or eligible students must identify, in writing, the part of the record sought to be corrected and specify why it is inaccurate/misleading. If the District decides not to amend the record, it will notify the parents or eligible student and provide information on the right to a hearing to present evidence that the record should be changed.

RIGHT TO COMPLAIN TO FERPA OFFICE: Parents or eligible students have the right to file an external complaint regarding the District's implementation of FERPA, and such complaint may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

SURVEYS UNDER PROTECTION OF PUPIL RIGHTS AMENDMENT

The federal Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education: Political affiliations or beliefs of the student or student's parent; Mental or psychological problems of the student or student's family; Sex behavior or attitudes; Illegal, anti-social, self-incriminating, or demeaning behavior; Critical appraisals of others with whom respondents have close family relationships; Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; Religious practices, affiliations, or beliefs of the student or parents; or Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of: any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the District or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use: Protected information surveys of students; Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law. The District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement: Collection, disclosure, or use of personal information for marketing, sales or other distribution; Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education; Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights under the PPRA have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920

TEACHER QUALIFICATIONS

Parents can request information regarding the professional qualifications of their student's classroom teacher. This information will include whether the teacher is fully, partially, or provisionally certified by the state, whether the person is teaching in his or her area of certification, whether the child is provided services by a paraprofessional and that person's qualifications, and what degrees, endorsements or certifications are held by the teacher. The Chillicothe R-II School District will notify parents in a timely manner if their child has been assigned to or taught by a teacher who is not highly qualified for four or more consecutive weeks.

USDA Non-Discrimination Statement

In accordance with federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible state or local agency that administers the program or USDA's TARGET Center at **(202) 720-2600** (voice and TTY) or contact USDA through the Federal Relay Service at **1-800-877-8339.**

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online[ ] or from any USDA office by calling **1-866-632-9992** or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- **Mail**: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
- **Fax**: (833) 256-1665 or (202) 690-7442; or
- **Email**: program.intake@usda.gov.

This institution is an equal opportunity provider.

Missouri Department of Elementary and Secondary Education

Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs[1] that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)[2]

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs
Table of Contents

General Information

1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed?

Complaints filed with LEA

4. How will a complaint filed with the LEA be investigated?
5. What happens if a complaint is not resolved at the local level (LEA)?

Complaints filed with the Department

6. How can a complaint be filed with the Department?
7. How will a complaint filed with the Department be investigated?
8. How are complaints related to equitable services to nonpublic school children handled differently?

Appeals

9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

1. What is a complaint?

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

2. Who may file a complaint?

- Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

- A complaint filed with the Department must be a written, signed statement that includes:
    - 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
    - 2. The facts on which the statement is based and the specific requirement allegedly violated.

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

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

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

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

- In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

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

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

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

1 Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17

2 In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.