

# Republic R-III Early Childhood Center



## 2019-2020 Republic Preschool Handbook

# Republic R-III Early Childhood Center

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# Republic R-III Early Childhood Center

Welcome to Republic Early Childhood! We hope you will find your preschool experience with us rewarding. This handbook has been designed to provide information to families and help communicate goals of the Republic Preschool program and the Republic R-III School District. While it is the purpose of this handbook's design is to be as thorough as possible, it is important to note the policies and procedures contained within are to be used in conjunction with all other policies and procedures adopted by the Republic R-III School District and cannot be viewed as completely comprehensive. Please read and keep this handbook for the duration of your child's preschool enrollment, as it may be referred to or amended in the future. We encourage you as a parent to become involved in your child's school experiences. Teachers and administration need your support in order to promote a better learning atmosphere and help make your child's preschool experience great!

## **Republic R-III School District Board of Education**

Travis Edwards	Mark Gimlin	Denny Lawson	Tammy Messier
John Parker	Rusty Swift	Todd Wojciechowski	

## **Republic R-III School District Central Administration**

Dr. Chance Wistrom, Superintendent  
Dr. Matt Pearce, Assistant Superintendent of Academic Services  
Mr. Jason Perkins, Executive Director of Operations

## **Republic Preschool Contact Information**

Mrs. Misty Kinsey, Director of Early Childhood Education	
Early Childhood Center	Office Phone: (417) 735-3736
636 North Main	Fax: (417) 735-3738
Republic, MO 65738	Cell: (417) 413-9081

## **Republic R-III School District Mission**

The Republic R-III School District is preparing each student for a successful future.

## **Republic R-III School District Vision**

The Republic R-III School District will be a leader in academic success, dedicated to community priorities.

## **Republic Early Childhood Center Mission Statement**

The Early Childhood Center is Building the Foundation for a Successful Future

## **Republic Early Childhood Vision Statement**

We are committed to providing developmentally appropriate instruction to instill the following qualities in our students:

- Self-Regulation
- Positive Social Interactions
- Problem Solving Skills

We will strive to serve all students and families of the Republic R-III School District by working to meet the needs of our community.

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## Republic Early Childhood Center Collective Commitments

- We will model kindness, integrity, and respect towards students, staff, parents, and the community.
- We will create a safe and supportive atmosphere through intentional engagement and connectedness with our students.
- We will commit to being intentional teachers seizing every planned and unexpected learning opportunity to give our students the skills they need to be successful.
- We will value each child as a unique individual with diverse needs.
- We will provide an environment where each child is able to reach his or her full potential through developmentally appropriate programming that supports individualized needs.
- We will work as a collaborative team providing support and being encouraging toward each other.

## Preschool Program Curriculum

The Republic Preschool program curriculum is the Emergent Language and Literacy Curriculum along with the methodology of High Scope. Both the Emergent Language and Literacy Curriculum and High Scope are aligned with the Missouri Department of Elementary and Secondary Education Early Learning Standards. We work to create a nurturing environment that is physically and emotionally safe for each child. Learning activities are structured around developmentally appropriate practices and incorporate a broad scope of communication, motor development, play skills, social interaction, pre-readiness and kindergarten readiness skills.

(refer to Appendix A for Class Descriptions)

## Tuition/Fee Structure

Tuition is due each month in advance of student attendance and varies by enrollment type.

Mon/Wed or Tues/Thurs families may choose to apply for a reduced tuition based on income. Parents can bring in their completed 2018 tax return to determine eligibility for the reduced rate.

Any family that meets the free and reduced meals guideline will not be charged tuition for the full-day or Mon-Fri afternoon class.

Refer to the chart below for specific rates:

Class	Full Rate	Reduced Rate (from tax form)	Free Rate (from free and reduced meal guidelines)
Monday/Wednesday or Tuesday/Thursday	\$95.00	\$60.00	Not Eligible
Monday-Friday PM	\$235.00	N/A	\$0
Monday-Friday Full-Day	\$470.00	N/A	\$0

**Free Rate:** If a family qualifies for the Free Rate, an attendance percentage of 95% is required along with one parent informational night attendance and one family event each quarter during the school year. An agreement form must be signed.

**Payment Policy:** All fees must be paid within five calendar days of the payment due date. All accounts that are not paid within the five calendar days will be assessed a \$10.00 late fee at 4:00pm, and your child may be dismissed after the tenth calendar day if the tuition and late fee remain unpaid unless prior arrangements are made and agreed to in writing. There will be a returned check fee of \$10 in cash. After the third insufficient funds notice, all tuition must be paid in cash from that point forward. If paying by credit card, the transaction and processing fees will be added to the payment amount. Please schedule a

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time to meet with the Director if you need to make alternative payment arrangements or if extenuating circumstances arise.

Daily Late Fees: It is the responsibility of the parent/guardian to contact the preschool office should circumstances arise to cause a delay in picking up a student. The Preschool Director reserves the right to impose a late fee after 11:40 and 3:40 each day a student remains under the supervision of program staff after the class dismissal time. If a student has been picked up late from the program in excess of three times, he/she may be dropped from the program.

Proration of Tuition: If, for any reason, a child is withdrawn from the program a two week notice is required. Any and all proration of tuition is up to the discretion of the Preschool Director and will be based upon the timing and circumstances of the student's withdrawal from the program.

State Payments: The program does accept child care subsidy payments from the State of Missouri for our three year old classes **only** (Mon/Wed or Tues/Thurs AM); however, it is the responsibility of the parent/guardian to initiate this program by contacting their caseworker for assistance. Child care subsidy will not start until the Early Childhood Center receives the approval letter from the state. *If you receive child care subsidy, you will need to sign in and out on the state forms daily. Your child is required to be here for the full 3 hours each day in order to cover the cost of the program.*

### **Enrollment Procedures/Orientation**

Age eligibility for participation in the Republic Preschool program is set by the kindergarten entrance requirements of Missouri law. In order to enroll, a child must be 3 years of age by August 1st of the calendar year. As part of enrollment, a parent must provide all required child care licensing forms including Medical Examination Report, Up-to-Date Immunizations, Child Medical Release and complete registration packet. A non-refundable \$30 registration fee must be paid at enrollment and the first tuition payment must be paid in full by August 1st. (refer to Appendix B-Tuition Payment Schedule)

At the beginning of the school year, the teachers of the Republic Preschool program will host an Open House. At the Open House, families are given the opportunity to meet the program staff, begin familiarizing themselves with the program policies and procedures, and get a review of the classroom expectations.

All adults, including parents, who participate in any Early Childhood event or activity, will be required to submit to a CD Child Registry background screening prior to attending. Forms must be turned in at least five business days before the event or activity.

### **Dismissal of Child from Enrollment in the Program\*\***

All reasonable efforts will be made to meet needs of the individual student attending the Republic Preschool program; however, a student may be dismissed by the program for any of the following:

- A student has frequent stool/urination accidents.
  - A student demonstrates an inability to benefit from the care offered by the childcare provider or whose behavior is detrimental to the other children (e.g., biting, running away, fighting, verbal abuse, inappropriate language, or deliberately hurting another student or staff).\*
  - Student's individual needs cannot be met by current staff.
  - Care of a student may be discontinued if the provider and the parent( s) cannot establish a mutually satisfactory working relationship.\*
  - Immediate dismissal may occur if the safety of the student or of the other students is eminent.
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\*NOTE: Reference Missouri Department of Health and Senior Services/Daycare Licensing Rule 19

\*\**See Addendum: Early Childhood Center Discipline Scope and Sequence*

### **Daily Time Schedule**

The Republic Preschool program is structured to accommodate children from ages three through age six. Our program offers both morning, afternoon, and full-day classes. The morning sessions tentatively run from 8:25-11:25 AM, and the afternoon session tentatively runs from 12:15-3:25 PM on weekdays according to the Republic R-III School District calendar (Appendix C).

If a student needs to be picked up early; they must be picked up by 11:00am for the morning class or 3:00pm for the afternoon class. A schedule of daily activities and daily lesson plans are posted outside each classroom.

Students must be signed in and out each day in the building office. Doors will be unlocked at 8:25am and 11:25am for the morning class and 12:15pm and 3:25pm for the afternoon class. Full-day classes open their doors at 8:25am and 3:25pm. Students will be released to specified parent/guardian only, unless otherwise indicated in writing. We will ask for photo identification daily, check the name against the child's records, and make a copy of the ID for our records. Children are not released to anyone that is not listed on the child's records or to anyone under the age of 16.

### **Parking Lot Safety**

Parents may not leave children in their vehicles unattended. All cars should enter off Main Street and exit back onto Main Street. Parents must supervise their children at all times in the parking lot. Parents will park in the lane designed around the lot and next to the sidewalk on the south side of Sweeny (by the playground). Parents may also choose to park in the EC parking lot and walk their child(ren) over to the classrooms. Please be aware of the traffic as you cross the road. Students should not be allowed to play in the parking lot or vicinity of the parking lot. The bus lane is for bus traffic only unless specific arrangements have been made with the Director.

### **Educational Records**

A list of all currently enrolled children with appropriate emergency phone numbers is maintained in each classroom and the preschool office. The child's complete registration folder, including general medical information, is also located in the preschool office. Specific medical information is kept up to date and on file in the Nurse's health office. Parents may request at anytime to view their child's record by submitting written request to the Director; however, a period of up to three business days may be required depending upon the nature of the request.

### **Confidentiality**

Any student information will not be released to anyone other than parent or legal guardian unless a release of student information is completed and signed by the parent or legal guardian. Court orders need to be shared with the Director if a noncustodial parent is not to have access to educational records.

Parents or other agencies may not observe a classroom with other students present due to confidentiality laws.

Videotaping is prohibited at all times while on Early Childhood Center property. Any parent or legal guardian taking pictures during classroom celebrations must be pre-approved by the Director and must only take pictures focusing on their own child(ren). This is to ensure the safety and privacy of students who may have circumstances that prohibit photos or names to be public.

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## **Student Behavior Management/Discipline Policy and Procedures**

The Republic R-III School District Discipline Policy is designed to create a safe atmosphere, foster student responsibilities, instill respect for the rights of others, and to ensure the orderly operation of the district's schools. The district student code of conduct is available upon request.

Please see the Early Childhood Discipline Scope and Sequence Addendum for specific policies and procedures.

## **Student Illness**

Regular attendance is essential in establishing a good teaching and learning environment. Parents should call the school if their child is sick or will be absent. If the child has been diagnosed with an illness, the school nurse or secretary should be notified. This will help us to minimize contagious illnesses in the classroom setting.

School attendance is not recommended when:

- Student has a fever of 100°
- Signs of listlessness or undue fatigue
- Vomiting and diarrhea
- Persistent cough, Green discharge from the nose
- Generalized rash all over body
- Sore throat with fever and enlarged nodules in the neck
- Unexplained new rash

*NOTE: A sick or injured child must be picked up in a timely manner. If a child is sent home from school due to fever, diarrhea, or vomiting; the child will not be able to return to school the following school day.*

**Communicable Disease:** To prevent the spread of illness, students are not to share food or drinks at school. Students are expected to maintain good hygiene habits, regular bathing, and frequent hand washing to help prevent disease. Persons with communicable diseases will be excluded from school according to state guidelines.

**Immunizations:** The school district maintains an immunization record on each student in our school. All students must be in compliance with state immunization guidelines to attend classes. Students whose immunizations are not up-to-date will not be allowed to come to school. A parent may request notice at initial enrollment or any time thereafter whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed. No other details including student name or class placement will be provided.

**Medication:** A child should be symptom free, without medication, for 24 hours prior to returning to school the following attendance day. If medication is to be given, a dated written permission from parents stating the length of time medication should be given is required. Both prescription and nonprescription medication should be in the original container from the pharmacy/store, labeled with the child's name, and include written instructions for administration. Prescription medication must be accompanied by physician's recommendations in order to administer. The school will not administer the first dosage of medication.

**Access to the School Nurse:** The school nurse is only available to students who are enrolled in the preschool program. Siblings and parents are to utilize their personal physician to be checked for any health/medical concerns. This includes any requests for vision or hearing screenings, checking temperature, and recommendations or advice on any health/medical concerns.

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### **Student Injury/Accident Guidelines**

All significant injuries, and any injury to the head, will be immediately referred to the School Nurse or Secretary. The nurse or secretary will assess the student's problem and contact a parent/guardian if the student requires further medical assistance or needs to go home. Providing transportation and adult supervision is the responsibility of the parent/guardian.

Flip-flops, hard soled boots, and shoes with heels are not allowed due to safety concerns. Please make sure your child wears shoes with a back on them.

### **Student Insurance**

The Republic R-III School District and the Republic Preschool program do not carry hospitalization or accident insurance which will cover a student that is injured at school or any school activities. If a family has no coverage of this type, a student accident plan should be considered. Information regarding optional insurance is available at the district office.

### **Tobacco Free Campus**

The Early Childhood Center is a tobacco free campus. No smoking is allowed in the parking lot or in the building.

### **Mandated Reporting of Suspected Child Abuse/Neglect**

As stated in Board policy JHG: Reporting and Investigating Child Abuse/Neglect, "The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observed the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, will immediately make a report to the building principal or his or her designee and make a report to the child abuse and neglect hotline..."

### **Communication**

Open and effective communication between the school personnel and our preschool families is vitally important. Teachers will post weekly newsletters outside their classrooms on the parent information center area. Additional notes or flyers about special activities and events will be sent home as they become available. Each classroom will utilize the SeeSaw app to send photos and messages directly to parents. Throughout the classroom, student work, photos, and special projects will be showcased. A parent may schedule a conference with a teacher and/or the Director at any time.

### **Classroom Celebrations**

Parents are encouraged to help us celebrate special events in the classroom community, such as birthdays. We request that no birthday treats (cupcakes, cookies) are provided due to allergies and Smart Snack Guidelines; however we welcome small items such as mini playdough, stickers, pencils, etc. Invitations to birthday parties may not be distributed in the school building without specific permission from the Director. One requirement would be that ALL students in the classroom will be invited to the party.

### **Snack**

Parents are required to provide a snack monthly for the entire class. Teachers will have a snack calendar for parents to bring a specific snack item that is approved by Child Care Licensing and Smart Snack guidelines. Food brought should be individually wrapped or in the original unopened container (see board

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policy EFEA). Juice is provided by the Early Childhood Center.

A doctor's note must be provided for any substitutions of snack due to allergies. Parents will then be required to provide the alternative snack in the original unopened container.

Board Policy EFEA: Distribution of Non-Commercial Foods -- In the interest of providing a healthy environment for all students, snacks brought by children or parents to share with other students...should be purchased at a store or bakery. Food brought should be individually wrapped or in the original unopened container. Teachers may present learning activities involving food, providing all participants use proper hand washing procedures and preparation is closely supervised. Teachers of classes where cooking occurs must only allow food to be consumed by the students preparing the food. Student-prepared food should not be shared with faculty members or others of the student body.

### **Outside Literature**

Parents or students may not distribute outside literature (church events, community events, etc.) in the school building or on school property. Any outside literature from businesses, agencies, or organizations must be approved by the Director of Communications for Republic R-III School District for distribution.

### **Emergency Drill Procedures**

It is mandated that disaster drills be conducted monthly during the school year for licensed preschools. In compliance with these regulations, the Republic R-III School District has established procedures to be carried out in evacuating and protecting the students. Instructions for such emergencies are explained by teachers, posted in all classrooms, and practiced on a regular basis.

### **Animals**

Any animals with the exception of service animals are prohibited in the Early Childhood Center building.

### **Field Trip Procedures**

Field trip opportunities enhance the experiences of each preschool child. Parents will be notified in advance of the field trip and written permission will be requested. Parents are encouraged to participate in these educational outings, but will be required to submit to a CD Child Registry background screening prior to attending the event. Parents will not be able to ride the school bus with their child due to limited space and liability purposes. A yearly field trip will be held for Mon-Thurs and Mon through Fri classes.

### **Missouri Department of Health, Bureau of Child Care Licensing Rules and Regulations and Associated District Handbooks**

A copy of the Bureau of Child Care Licensing Rules for Group Child Care Homes and Child Care Centers is located in the Early Childhood Office, as well as in each preschool classroom that is licensed. All staff members are expected to adhere to all rules and guidelines in a licensed facility. The Republic Preschool Handbook is to be provided annually to each preschool family upon enrollment, as well as to every preschool employee. The Republic Preschool Program's Missouri Department of Health Child Care License is posted in the hallway indicating areas covered by the current license. Additionally, copies of all licensing reports and inspections are on file in the Early Childhood office and are available for review upon request.

### **Support for Students with Disabilities**

The Republic Preschool has a team to assist classroom teachers with support for students with disabilities attending our program. The CARE Team provides screenings, interventions, and referral services based upon individual student needs. A teacher or parent can request support from the team if the student is demonstrating difficulty in the classroom environment.

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# Republic R-III Early Childhood Center

## Appendix A

### **2019-2020 Republic Preschool Class Descriptions**

Morning sessions are tentatively scheduled to begin at 8:25 AM and dismiss at 11:25 AM. Afternoon sessions are tentatively scheduled to begin at 12:15 PM and dismiss at 3:25 PM. Full day sessions are tentatively scheduled to begin at 8:25AM and dismiss at 3:25PM with the exception of Friday where dismissal is at 2:25pm for district early release.

All students must be completely potty trained. Parents will provide transportation.

**Class structure and skill focus vary to meet the different developmental needs of children. Please review each description and check the birthdate range before selecting the appropriate class for your child's needs based upon the primary focus and expected outcomes.**

#### **Monday/Wednesday AM or Tuesday/Thursday AM: Communication/Motor/Play Skills**

DOB: 8-1-15 through 7-31-16

The Monday/Wednesday and Tuesday/Thursday class is designed for three and four year olds who have had little or no formal preschool experience. The curriculum emphasizes building play skills, language development, emotional/social growth, and the development of motor skills. Children must be 3 years of age before August 1st of the calendar year.

#### **Monday-Friday PM: Readiness Skills**

DOB: 8-1-14 through 7-31-15

The Monday - Thursday class is designed for four and five year olds to prepare children for the transition to Kindergarten the following school year. Due to this class being 5 half-days per week, the focus is on readiness skills. Curriculum focuses on an active, hands-on approach to learning in the areas of literacy, mathematics, social/emotional, and physical development. Children must be 4 years of age before August 1<sup>st</sup> of the calendar year.

#### **Monday-Friday Full-Day Class Description: Kindergarten Readiness Skills**

DOB: 8-1-14 through 7-31-15

The Monday – Friday full-day class option is designed for four and five year olds to prepare children for a successful transition to Kindergarten the following school year. Curriculum focuses on an active, hands-on approach to learning in the areas of literacy, mathematics, science, social studies, creative arts, social/emotional, and physical development.

All students must be completely potty trained. Parents will provide transportation. Children must be 4 years of age before August 1<sup>st</sup> of the calendar year. Attendance expectation for this class is 90%.

\*\*\*Full-day only: Tiger P.A.L.S. wrap around care will be provided through the STRIPES 360 program. This is an additional cost. Please refer to the flyer for more details.\*\*\*

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# Republic R-III Early Childhood Center

## Appendix B

### Early Childhood Tuition Payment Schedule 2019-2020

Our Mon/Wed and Tues/Thurs Classes are not eligible for state preschool funding.

\*To qualify for the reduced tuition rate, your 2018 tax form must be provided to determine eligibility.

#### Monday/Wednesday and Tuesday/Thursday AM Classes

Due Dates:	Full Rate	Reduced Rate*	Late Fee Date:
Upon Enrollment	\$30 enrollment fee	\$30 enrollment fee	-
Aug 1, 2019	\$95.00	\$60.00	-
Sept 1, 2019	\$95.00	\$60.00	Sept 5, 2019
Oct 1, 2019	\$95.00	\$60.00	Oct 5, 2019
Nov 1, 2019	\$95.00	\$60.00	Nov 5, 2019
Dec 1, 2019	\$95.00	\$60.00	Dec 5, 2019
Jan 1, 2020	\$95.00	\$60.00	Jan 5, 2020
Feb 1, 2020	\$95.00	\$60.00	Feb 5, 2020
Mar 1, 2020	\$95.00	\$60.00	Mar 5, 2020
Apr 1, 2020	\$95.00	\$60.00	Apr 5, 2020
May 1, 2020	\$47.50	\$30.00	May 5, 2020

Our Mon-Fri PM and Full-Day Classes are eligible for state preschool funding. Families receiving food stamp benefits or who qualify under the Free and Reduced Meal Program are eligible to attend free of charge. All families are responsible for paying the enrollment fee and if applicable, any lunch costs and/or Tiger PALS fees. If eligible for state preschool funding, attendance and parent involvement activities are required.

#### Monday-Friday PM Class (no lunch)

Due Dates:	Full Rate	Late Fee Date:
Upon Enrollment	\$30 enrollment fee	-
Aug 1, 2019	\$235.00	-
Sept 1, 2019	\$235.00	Sept 5, 2019
Oct 1, 2019	\$235.00	Oct 5, 2019
Nov 1, 2019	\$235.00	Nov 5, 2019
Dec 1, 2019	\$235.00	Dec 5, 2019
Jan 1, 2020	\$235.00	Jan 5, 2020
Feb 1, 2020	\$235.00	Feb 5, 2020
Mar 1, 2020	\$235.00	Mar 5, 2020
Apr 1, 2020	\$235.00	Apr 5, 2020
May 1, 2020	\$117.50	May 5, 2020

#### Monday through Friday Full Day Class\*\*

Due Dates:	Full Rate	Late Fee Date:
Upon Enrollment	\$30 enrollment fee	-
Aug 1, 2019	\$470.00	-
Sept 1, 2019	\$470.00	Sept 5, 2019
Oct 1, 2019	\$470.00	Oct 5, 2019
Nov 1, 2019	\$470.00	Nov 5, 2019
Dec 1, 2019	\$470.00	Dec 5, 2019
Jan 1, 2020	\$470.00	Jan 5, 2020
Feb 1, 2020	\$470.00	Feb 5, 2020
Mar 1, 2020	\$470.00	Mar 5, 2020
Apr 1, 2020	\$470.00	Apr 5, 2020
May 1, 2020	\$235.00	May 5, 2020

\*\*Full-Day Only: Lunch is not included in the tuition cost. The lunch payments will be made directly to Food Service. Due to licensing requirements, **all students must** have the school lunch and cannot bring their lunch from home.

Tiger P.A.L.S. wrap around care will be provided through the STRIPES 360 program and any costs for before and/or after care will be made directly to STRIPES. Breakfast is not included in the wrap around care cost. A snack will be provided during the after school care program. Please see flyer for details.\*\*

\*\*\*There is a multi-child discount of 10% for those paying the full tuition rate.

# Republic R-III Early Childhood Center

## Appendix C



# REPUBLIC SCHOOL DISTRICT

## 2019-2020

Board Approved 2.21.19

**AUGUST**

S	M	T	W	T	F	S
				1	2	3
4	5	6	NT	NT	9	10
11	I	W	I	15	16*	17
18	19	20	21	22	23*	24
25	26	27	28	29	30*	31

15T 12S

**SEPTEMBER**

S	M	T	W	T	F	S
1	H	3	4	5	6*	7
8	9	10	11	12	13*	14
15	16	17	18	19	20*	21
22	23	24	25	26	I	28
29	30					

20T 19S

**OCTOBER**

S	M	T	W	T	F	S
		1	2	3	4*	5
6	7	8	9	10	DC	12
13	14	15	16	17	18*	19
20	21	22	23	24	25*	26
27	28	29	30	31		

22T 22S

**NOVEMBER**

S	M	T	W	T	F	S
					1*	2
3	FB	I	6	7	8*	9
10	11	12	13	14	15*	16
17	18	19	20	21	22*	23
24	25	26	H	H	H	30

17T 16S

**DECEMBER**

S	M	T	W	T	F	S
1	2	3	4	5	6*	7
8	9	10	11	12	13*	14
15	16	17	18	19	20*	21
22	H	H	H	H	H	28
29	H	H				

15T 15S

**JANUARY**

S	M	T	W	T	F	S
			H	H	W	4
5	6	7	8	9	10*	11
12	13	14	15	16	17*	18
19	H/S	21	22	23	24*	25
26	27	28	29	30	31*	

20T 19S

**FEBRUARY**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7*	8
9	10	11	12	13	I	15
16	H/S	18	19	20	21*	22
23	24	25	26	27	28	29

19T 18S

**MARCH**

S	M	T	W	T	F	S
1	2	3	4	5	6*	7
8	9	10	11	12	13*	14
15	SPRING BREAK					21
22	23	24	25	26	27*	28
29	30	31				

17T 17S

**APRIL**

S	M	T	W	T	F	S
			1	2	3*	4
5	6	7	8	9	H/S	11
12	13	14	15	16	17*	18
19	20	21	22	23	24*	25
26	27	28	29	30		

21T 21S

**MAY**

S	M	T	W	T	F	S
					1*	2
3	4	5	6	7	8*	9
10	11	12	13	14	15*	16
17	18	19	20	21/W	22	23
24	H	26	27	28	29	30
31						

15T 15S

**JUNE**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- Aug. 7 New Teacher Orientation
- Aug. 8 New Teacher Orientation
- Aug. 12 School Improvement
- Aug. 13 Teacher Work Day
- Aug. 14 School Improvement
- Aug. 15 First Day of School
- Sept. 2 Labor Day
- Sept. 27 School Improvement
- Oct. 10 End of Quarter (39 days)
- Oct. 11 District Closed
- Nov. 4 Fall Break
- Nov. 5 School Improvement
- Nov. 27-29 Thanksgiving Break
- Dec. 20 End of Semester
- Dec. 21-Jan 2 Winter Break
- Jan. 3 Teacher Work Day
- Jan. 20 MLK Day (1st Snow Make-Up Day)
- Feb. 14 School Improvement
- Feb. 17 President's Day (2nd Snow Make-Up Day)
- Mar. 13 End of Quarter (47 days)
- Mar. 16-20 SPRING BREAK
- April 10 Good Friday (3rd Snow Make-Up Day)
- May 21 Last day of students - 1/2 day
- May 22 Teacher Work Day - 1/2 day
- \*\*\* Early Release Friday's

**INITIAL CALENDAR**

84 Student Days 1st Semester  
 90 Student Days 2nd Semester  
 174 Student Days

Snow Make-Up Days: 1/20, 2/17, 4/10.

- 174 Student Days
- 1 Removed for 10 minute addition weekly release
  - 1 Removed Fall Break (P/T Conference, graduation etc)
  - 1 Removed for Faculty Meetings
  - 1 Flex Day
  - 2 Work Days
  - 5 Si Days
- 185 Contract Days (182 Physical attendance days)

Beginning July 1, 2019, Section 160.041, RSMo: A School District must adopt a calendar that meets minimum standards that provide 1044 hours of instruction and must include a minimum of 36 weather make-up hours for possible loss of attendance due to inclement weather and half the number of additional lost or cancelled hours up to 48, resulting in no more than 60 total make-up hours.

# Republic R-III Early Childhood Center

## Addendum

### *Early Childhood Center Preschool Program Discipline Scope and Sequence*

*Each incident will be documented at the classroom level and submitted to the Director of Early Childhood. The Early Childhood office will maintain records of incidents.*

*Behaviors are categorized as Level 1, 2, or 3 depending on the severity of the incident.*

#### **Level 1 Behaviors**

- **Verbal refusals:** *Voice exceeds normal conversational volume and tone. This includes yelling, screaming, and crying and increases in volume and pitch as intensity of behaviors increase.*
- **Property destruction:** *total replacement value not to exceed \$10. Damaging property through misuse; tearing apart items; drawing on walls or other parts of the school; using items for purposes other than their intended use (i.e. throwing items, hitting items, etc.)*
- **Disorderly Conduct (first step of physical aggression)-** *non-directed profanity, offensive/inappropriate language, or physical contact (which does not meet the definition of physical aggression or harassment)*
- **Disrespect for Authority-***incivility, irreverence, impudence, discourteousness, or profanity directed toward any person in authority*

Offense	Consequence
1st & 2nd	Conference with student & inform parent/guardian
3rd	Conference with student & inform parent/guardian Plan developed with Student Support Specialist
4th	Conference with student & inform parent/guardian Review/revise plan-take to CARE Team
5th & 6th	Conference with student & face to face conference with parent/guardian Plan Developed with parent/guardian
7th	Conference with parent/guardian face to face. Out one full day of program. (May be implemented multiple times at discretion of Director) Plan revisited/revise with parent/guardian with sign off understanding of discipline scope and sequence and agreement with plan
8th	Persistent offenses without resolution (consequence #7 may be implemented multiple times at the discretion of the Director). Conference with parent/guardian and removal from program*

\*Removal from program occurs when: "A student demonstrates an inability to benefit from the care offered by the childcare provider or whose behavior is detrimental to the other children (Department of Health and Senior Services/Daycare Licensing Rule 19)."

**Level 2 Behaviors    Teacher will Contact Student Support Specialist Immediately.**

- o **Physical aggression (mild)**- pinching, pushing, slapping, biting, kicking, scratching, pulling hair, head-butting, throwing items directed at others, or otherwise harming another person (or self) resulting in no visible bodily damage (i.e. redness, bleeding, bruising, etc.) or first aid required. Includes two-sided fighting or one-sided bullying.
- o **Verbal aggression**-vocal noises not emitted at a polite, conversational volume and tone, including screaming and yelling, direct use of profanity; arguing
- o **Verbal threats**-vocal statements threatening to harm others or to elope unaccompanied by action
- o **Property destruction**- total replacement value not to exceed \$100. Damaging property through misuse; tearing apart items; drawing on walls or other parts of the school; using items for purposes other than their intended use (i.e. throwing items, hitting items, etc.)
- o **Spitting**-includes projecting saliva in the direction of another individual.

Offense	Consequence
1st & 2nd	Conference with student & inform parent/guardian
3rd	Conference with student & inform parent/guardian Plan developed with Student Support Specialist-take to CARE Team
4th & 5th	Conference with student & face-to-face conference with parent/guardian Plan Developed with parent/guardian
6 <sup>h</sup>	Conference with parent/guardian face to face. Out one - three full days of program. (May be implemented multiple times at discretion of Director) Plan revisited/revised with parent/guardian with sign off understanding of discipline scope and sequence and agreement with plan
7 <sup>th</sup>	Persistent offenses without resolution. Conference with parent/guardian and removal from program*

\*Removal from program occurs when: “A student demonstrates an inability to benefit from the care offered by the childcare provider or whose behavior is detrimental to the other children (Department of Health and Senior Services/Daycare Licensing Rule 19).”

**Level 3 Behaviors    Teacher will Contact Student Support Specialist and Director Immediately.**

- o **Elopement**-Leaving the school designated area without both prior permission and supervision from staff.
- o **Physical aggression**-Hitting (closed fist), pinching, biting, pushing, punching, slapping, kicking, scratching, pulling hair, head-butting, throwing items directed at others, or otherwise harming another person (or self) resulting in visible bodily damage (i.e. redness, bleeding, bruising, etc.) or first aid required. Includes two-sided fighting or one-sided bullying. Nurse to be contacted.
- o **Property destruction**- Total replacement value exceeds \$100. Damaging property through misuse; tearing apart items; drawing on walls or other parts of the school; using items for purposes other than their intended use (i.e. throwing items, hitting items, etc.)
- o **Physical/Sexual Misconduct**- Intentional physical contact with a person's clothed or unclothed genitals, buttocks, or breasts of a female
- o **Inappropriate Physical or Non-Physical Harassment**- Harassment which is physical, non-verbal, or verbal in nature including tormenting of a person because of the person's race, sex, disability etc. or other physical, non-verbal, or verbal conduct of a sexual nature which does not constitute sexual misconduct

Offense	Consequence
1st	Removal from classroom, conference with student & inform parent/guardian Plan developed with Student Support Specialist-take to CARE Team
2nd & 3rd	Conference with student & face-to-face conference with parent/guardian Out one-three full days of program. (May be implemented additional times at discretion of Director) CARE Team Plan reviewed/revised Plan Developed with parent/guardian with sign off understanding of discipline scope and sequence and agreement with plan
4th	Persistent offenses without resolution Conference with parent/guardian and removal from program*

\*Removal from program occurs when: "A student demonstrates an inability to benefit from the care offered by the childcare provider or whose behavior is detrimental to the other children (Department of Health and Senior Services/Daycare Licensing Rule 19)."

**NOTE:** Students dismissed may not re-enroll in Preschool programming without going through the following process:

- 1) A written request from parent/guardian must be submitted to the Director of Early Childhood
- 2) A meeting with parent/guardian, Student Support Specialist, and Director will then be scheduled to discuss the possibility of re-enrollment.

NOTE: A meeting with the Director does not guarantee re-enrollment will be allowed.

- 3) If re-enrollment is allowed, a plan will be developed with parent/guardian with sign off indicating understanding of the plan.