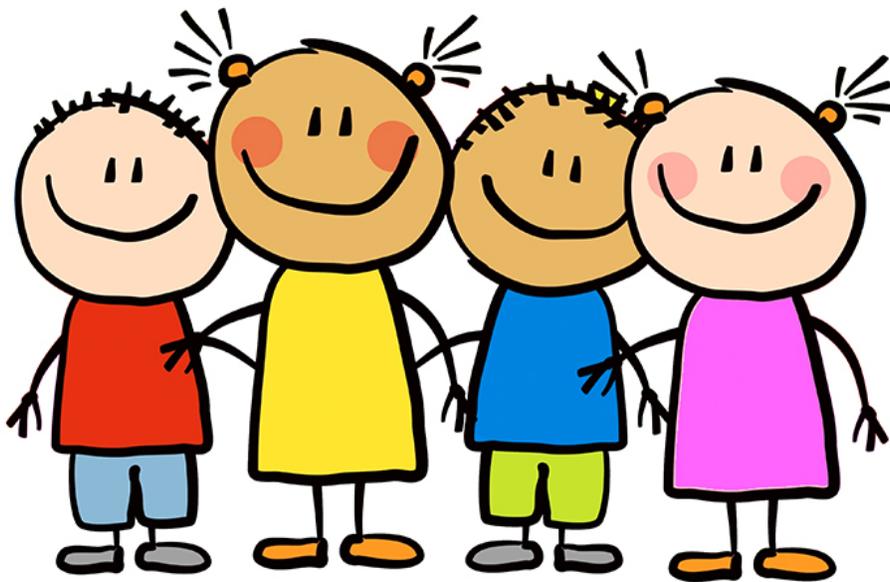


Shawnee Mission Early Childhood

# Parent Handbook

2018-19



## MISSION STATEMENT

*We provide a safe and engaging environment  
where children and families experience the joy  
of learning*



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# **Shawnee Mission Early Childhood Education Center (SMECEC) Parent Handbook**

As your child begins his or her early childhood experience, we are sure you will have many questions. We hope this handbook will provide you with the information you need to make this year a great one for both you and your child. General information about school policies, procedures, and programs is provided.

## **Communication Between Home and School**

Back-To-School Conferences provide an opportunity for the parents to meet their child's teacher and gain information about the program here at SMECEC. The teachers share information about your child's individual goals and how they will work to achieve them.

Formal conferences are held with every parent at the end of the first and third quarter. Information will be sent home at the end of the second and fourth quarter updating you on your child's progress. Additional in person conferences may be scheduled throughout the year, whenever you or the teacher perceives the need. If you have concerns about your child, please contact your teacher at any time via e-mail or a phone call.

Opportunities for parent and family involvement are scheduled throughout the school year. Information will be sent home as these events draw near. You may also check our website for information regarding these events.

We welcome you and encourage you to visit us at the Early Childhood Education Center. However, for security reasons, it is important that our school personnel be knowledgeable about every adult who enters and leaves the school. **When visiting the school, please come to the school office to check in upon arrival and check out prior to leaving.** Parents and other visitors will be given an identification badge or sticker to wear while they are in the building.

The Communication Office of the Shawnee Mission School District provides a twenty-four-hour information line. By dialing (913) 993-7380, patrons can receive information about board meetings, school closings, the sports calendar, fine arts activities, and the school lunch menu.

Board of Education Meetings are generally held on the second and fourth Mondays of each month at 7:30p.m. at the Center for Academic Achievement at 8200 W 71<sup>st</sup> St. The public is invited to attend.

## **Animals**

Teachers are encouraged to pursue the study of life sciences through the possession and observation of living organisms, but precaution must be taken to protect children from animals which may bite or scratch and to protect children who have allergic reactions to animals. Parents are required to consult with the teacher and receive approval from the principal before bringing animals to the classroom. If the request is approved for the animal to visit the classroom, pupils are to have the animal caged or on a leash, and they should be accompanied by a parent who can take the animal home immediately after sharing.

***PLEASE DO NOT BRING ANIMALS TO SCHOOL WHEN DROPPING OFF AND PICKING UP YOUR CHILD.***

## **Attendance and Tardy Procedure**

Encouraging your child to attend each day will give your child the greatest chance for success. Parents are requested to schedule doctor/dentist appointments before and after school, whenever possible. Vacations should be scheduled when school is not in session.

***When a student is absent, parents are requested to notify the school at the attendance line (913-993-2688) by 7:30 am for morning students and by 11:30 am for afternoon students. Please include student name, classroom teacher, and reason for the absence. All messages left in Spanish will be interpreted and shared with early childhood staff. If your child is a bus rider, please contact First Student (913-384-1190) to let them know if your child is absent.***

If a student has two absences in a row where no parent call has been received, the school will attempt to call the home or place of employment. Notes do not need to be presented upon re-entry if parental contact has been made with the school. Students entering school when no parent contact has been made should present a parental note, giving reason and days absent, and have the parent's signature and date.

Students who accumulate five days absence in a semester will have their attendance record reviewed by school personnel. If it is felt that there are unnecessary or excessive absences, the parent/guardian will be notified. If there are additional absences, a conference will be scheduled with the parent/guardian.

Tardiness must be kept to a minimum. Please be considerate of the classroom schedule. Tardiness is a disruption to the classroom teacher as well as the other children. 10 unexcused tardies will be counted as one day absence

## **Birthdays**

Birthdays can be celebrated at SMECEC. We encourage families to send commercially prepared treats, in individual serving sizes, to share with their peers. Please contact your child's teacher for information about food allergies in the class prior to sending treats. Parents are welcome to come and share the snack time with them. Please check with your child's teacher to arrange the best time for you to arrive and check in and out of the office. We also request that balloons not be sent to school due to potential latex allergies.

## **Breakfast and Lunch**

Breakfast is available to students who attend during the morning session; lunch is available to students who attend SMECEC during the afternoon session each school day. You can find menus and applications for free and reduced meals here:

<http://foodservices.smsd.org/pages/default.aspx>.

	Breakfast	Lunch
Full Price	\$1.40	\$2.65
Reduced Price	\$0.30	\$0.40
Free	\$0.00	\$0.00

Our district strives to maintain the healthy eating guidelines for our students. Most entrees contain 0 grams of trans fat, fruits and vegetables are offered each day which include fresh fruits, raw vegetables, canned fruits packed in light syrup and all bread products are whole grain.

Parents can use student food service account to purchase breakfast or lunch online (district webpage-Food Services) or can pay by cash or check at the Early Childhood Education Center office.

A printout of your child's account is available upon request or on the district web page at [schoolcafe.com](http://schoolcafe.com). Families receive courtesy reminder phone calls from Food Services when their accounts are running low or are negative.

## **Crisis Plan**

We know that your child's safety is your utmost concern. We take this very seriously as well and staff are trained in what to do in the event of a crisis. Additionally, to ensure student and staff safety, **all visitors must report to the office**. The faculty will immediately report any stranger in the building or on school grounds who is not wearing the appropriate sticker provided by the office. If a potentially dangerous situation should occur, an emergency plan designed to keep children out of harm's way will be immediately implemented and the police will be called.

## **Discipline**

The SMECEC staff is committed to approaching discipline in the school in a positive manner. An important part of this philosophy is to connect with families to help children lay a foundation to develop positive life long skills. Children learn responsibility through discipline and cooperation in decision-making. We encourage attitudes of understanding, friendliness, kindness and mutual respect to give them the greater chance for success in life. In our school community, we base our actions on respect for self and others and accept responsibility for our words and actions.

Every student has the right to a safe and secure learning environment. The rights of the majority of students, to an atmosphere conducive to learning, will be protected from disruption by a minority of students. To the extent possible, teachers will use logical consequences, which are related, respectful, and reasonable rather than punishment.

## **Bullying, Racial Harassment, Sexual Harassment**

Any incidents of bullying, racial harassment or sexual harassment should be considered a serious violation of school policy. If a child reports a concern to a teacher, the following steps will be taken:

1. An investigation of the report is done.
2. The incident is reported to the principal.
3. A written plan of action with all students involved will be completed.
4. Parents will be informed.

It is important for a child to feel safe in school and to be spared the oppression and repeated intentional humiliation implied by bullying. No student should be afraid of going to school for fear of being harassed or degraded. No parent should worry about such things happening to his/her child.

All staff recognizes that it is our responsibility to control, to the best of our ability, what goes on among the children at school. One way of doing this is to provide adequate supervision during less-structured time like recess and restroom breaks. Staff members will intervene when possible bullying situations occur and give clear messages to the students; bullying is not accepted at SMECEC.

Research shows that schools that are characterized by a warm, positive school climate while having firm limits on unacceptable behavior, result in a safe nurturing environment for all students.

## **Disruptions During the School Day**

Instructional time has a direct effect on the amount of learning for the students; therefore, we do not want to disrupt instruction unless it is absolutely necessary. **In an effort to reduce disruptions, we are asking parents to bring items needed by a student to the office rather than deliver them to the classroom.** Phone calls placed to the teacher will be returned at the end of the school day.

## **Drills: Fire and Civil Defense**

Fire drills are conducted quarterly, and safety drills are conducted monthly. Tornado drills are practices during the first three quarters of the school year, so we are prepared in the event of severe weather in the Spring. During a tornado warning all children are taken to the designated storm shelter area and kept there until an “all clear” is sounded. In the event of an actual severe weather warning, students may only be released to their parents or to an authorized adult. In the event of a warning which extends beyond the school day, children will be kept at school until the “all clear” sounds or they are picked up by their parents.

## **Health**

A registered nurse is on staff at the early childhood center from 7:50 a.m. to 3:30 p.m. The responsibilities of the school nurse include screening of vision and hearing; maintaining health records; providing first aid; assessing illness; notifying parents of communicable diseases; monitoring daily attendance; administering medications as ordered by physicians; and planning with the staff to provide a safe environment for students. The nurse can give non-prescription medication with signed permission from the parent. The nurse also participates in planning programs for the exceptional child and serves as a health consultant to students, parents, and teachers providing resources related to health and safety.

Medication should be sent to school in the original container with a current prescription label showing the child’s name and dosage, this prescription may serve in lieu of a written order from the physician, if accompanied by a signed note from the parent. Medication should be delivered to the nurse’s office upon arrival to school; parents must give signed permission for medication to be dispensed at school. **Do NOT send medications with students to school. Students may not keep any medicine in their possession while at school.**

The school nurse gives each student individual vision and hearing screens each year. Parents are notified if the student needs further examination by a health care professional. If you need help with resources for additional screening, please contact the school nurse. The district provides an audiologist to examine hearing at no charge when the child is referred by the school nurse.

If a student has a significant injury or illness, parents will be notified by the nurse.

**Shawnee Mission Health Policies require that students be excluded from school with the following symptoms:**

1. Fever with or without other symptoms.
2. Severe colds and cough
3. Eyes inflamed or with discharge
4. Drainage from the ear
5. Diarrhea [2 or more loose or watery stools]
6. Vomiting
7. Skin afflictions will be assessed by the nurse. A child may be excluded from school based on the nurse’s assessment.

Students should be symptom and fever-free, *without medication*, for 24 hours before returning to school. Parents are asked to call the school the first day their child is absent. Parents should also notify the school if their child has a communicable disease. Please call the school at 913-993-2688 to report an illness. If you leave a message, please leave the nature of the illness.

Students who have a cast, sutures, or an incapacitation injury should bring a doctor's note detailing any limitations in school activities.

Kansas law requires written proof of immunizations before attending any classes. A completed Health History and Permit Form are required at the time of initial enrollment. All students up to the age of 9 years who enroll in a Kansas school for the first time will be required to have a physical examination. This physical examination must be completed within 12 months before enrollment or within 90 days after school enrollment. If the physical form is not returned within 90 days, the student will be excluded from school. Shawnee Mission Physical Examination Record forms are recommended, but documentation on any physical form will be accepted. Yearly dental check-ups are recommended, but not required.

Parents are encouraged to make appointments for medical and dental services around school hours. The school recognizes that this is not always possible. Students will be excused for appointments during school hours if a note from the parent is presented to the teacher. Students will not be marked late if the lateness is due to a medical or dental appointment. However, a student who is absent for more than two hours (excluding lunch and recess) because of an appointment will be marked absent one-half day.

## **Hours**

Early Childhood Office Hours          7:30 am - 4:00 pm

## **Lost And Found**

The "Lost and Found" items are now located in a container in the office. Small valuables are kept in the office. Please check frequently for "lost" items as all unclaimed items are donated to charity at year end.

## **Parking**

(See map and information regarding drop-off and pick up that were included in your conference packet)

## **Playground Equipment**

Students are not to bring privately-owned play equipment to school. Whistles, water guns, or other items brought to school will be confiscated and returned only at the parent's request.

We request that students leave all other toys at home as well. These items can be lost or broken, and the SMECEC stall cannot be responsible for these items. If a toy or other item is found at school, it will be kept in the child's backpack and sent back home.

**Since the playground is unsupervised before and after school and may be in use by before/after school licensed programs, children are not able to be on the playground before school or use the playground before 6:00 p.m. on school days.**

## **Recess Guidelines**

All students are expected to participate in recess. If a medical condition prevents a child from participating in recess, it must be accompanied by a note from a physician.

**Generally, if a child is well enough to be at school, they are well enough to go to recess.** There are exceptions to this rule, but it is a reasonable guideline. There will be no outside recess when:

1. The temperature is 25 degrees F. or below or the wind chill index is 25 degrees F or below.
2. There is significant falling moisture.

Teachers may take their class out briefly for fresh air at their discretion.

## **Records**

Student records are kept for each child. All important information is incorporated into each student's cumulative record folder and is for school use only. Records may include academic work, level of achievement, grades, attendance data, scores on standardized aptitude and achievement tests, health data, family information, teacher ratings or observations, and verified reports of serious or recurrent learning or behavior problems. Students' records are confidential. Only the student's parents or guardians and designated school officials shall have access to them.

## **Room Parties**

You will be notified by the early childhood teachers when room parties may occur. Details will be sent accordingly.

## **Visitor Information**

We encourage parents to visit our school and see the many wonderful things that are happening on a daily basis. If you plan a visit to a classroom we ask that you please let the teacher know when you would like to visit; prior approval for an observation of the classroom is required from the principal; the principal reserves the right to limit classroom observations so as to limit interruptions to the instructional environment.

## **Weapons Policy-Shawnee Mission Schools**

No student, or visitor to any Shawnee Mission School District Campus, property, or school-sponsored function regardless where held, may possess, transport, display, offer for sale, barter, use, threaten to use, or exchange any gun, bomb, knife, other dangerous weapon, or any object that might appear to be a dangerous weapon (“look-a-likes” ...toy gun, toy knife, toy grenade, fake bomb, other). A dangerous weapon may be defined as: “Any weapon by the use of which a fatal wound may be given or a serious injury resulting to persons or property.”

In the event a student of the district or a visitor is found to be in violation of this guideline, the school administration shall notify the police department. The school administration shall also suspend the student(s) involved and recommend expulsion in accordance with the Board of Education policies and laws of the State of Kansas.

In addition, any student using any object which would result in a fatal wound or serious injury to persons or property will be subject to this policy.

## **Weather-Related School Dismissals**

*Snow Days*--When school is canceled because of hazardous driving conditions, announcements are made on local radio and TV stations after 6:00 a.m. Parents should look for information that indicates that **Shawnee Mission USD 512** is closed due to inclement weather. For school closing information, you may also call the Shawnee Mission 24-hour information line at (913) 993-7380. If weather conditions deteriorate during a school day to the extent that school is dismissed early, the school will activate the Skylert list and will attempt to contact all parents. It is imperative that your contact information (phone number and email address) are kept up-to-date.

Parents can also sign up for text alerts through the SMSD website.