

**2024-2025**  
**Ozark School District**  
**Tiger Paw Early**  
**Childhood Center Handbook**



**Tiger Paw Early Childhood Center**  
**202 N. 4th Avenue; PO Box 166**  
**Ozark, MO 65721**  
**(417) 582- 5992**  
**[www.ozarktigers.org](http://www.ozarktigers.org)**

**Dr. Elizabeth Dawson**  
*Principal*

**Ashley Penrod**  
*Assistant Principal*

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*\* To search this document, use the CTRL and F function to seek key words and phrases.*

## **Welcome**

Dear Parents/Guardians and Students,

We want to extend a warm welcome to our Ozark Tigers and look forward to a successful year of learning and growing together. We are proud of our strong tradition of excellence maintained by collaborative and active partnerships between home and school. We believe it is everyone's responsibility to empower children with the creative, intellectual, and decision-making skills necessary for them to become academically, socially, physically, and emotionally successful and responsible. The Tiger Paw Early Childhood Center is comprised of the Early Childhood Special Education (ECSE), Preschool, Transitional Kindergarten, District Employee Childcare, and Parents as Teachers.

This handbook will help you understand the expectations and procedures of our school. We ask that you go over this information and we encourage you to contact us any time with questions or feedback. We are expecting another outstanding year!

Dr. Elizabeth Dawson – Principal/Director of Tiger Paw Early Childhood Center  
(417) 582-5992; 202 N. 4th Ave, Ozark, MO 65721

Mrs. Ashley Penrod - Assistant Principal/ Assistant Director of Tiger Paw Early Childhood Center

(417) 582-5992; 202 N. 4th Ave, Ozark, MO 65721

### **Mission**

To provide high-quality education for each student's future-readiness

### **Vision**

An innovative school district preparing students to use their talents for success

### **Belief/Value Statements**

- We believe every student should be prepared for success in the path they choose to pursue.
- We believe student achievement comes through both independence and collaboration.
- We believe in different methods of instruction because students learn in different ways.
- We believe every student regardless of individual challenges, is able to learn in a safe and equitable learning environment.
- We believe all students serve a vital role in the growth and sustainability of our Ozark community.

### **Ozark School Calendar**

Tiger Paw Early Childhood Center follows the same calendar as the District.

### **Attendance**

Regular attendance is essential for scholastic success. If a child will be absent for any reason, a parent/guardian should notify the school office. If a child misses school frequently or is chronically tardy, the preschool personnel will contact the parent/guardian. The Tiger Paw Preschool Tuition Program has a waiting list. This program offers spots to children who attend regularly. Regular attendance is a very important part of educational success. Frequent absences from regular classroom learning experiences disrupt the continuity of the instructional process. Those experiencing difficulties attending school will receive communication encouraging changes in attendance habits.

### **(Board Policy JED)**

### **School Visitors**

Parents and all patrons of the school district are welcome to visit the school. Individuals may enter and exit through the main doors (east side of the building), which is handicap accessible. For the protection of students, as well as security in the school, it is required that any person entering the building during the school day stop at the office, sign in, and obtain a visitor pass before proceeding to another part of the building. Picture identification may also be requested.

Please call in advance to schedule a visit and/or conference as teachers and students work on a planned schedule.

### **Arrival /Dismissal**

- AM Early Childhood Special Education Classes 8:30 a.m. to 11:40 a.m.
- PM Early Childhood Special Education Classes 12:30 p.m. to 3:40 p.m.
- Preschool Classes 8:10 a.m. to 3:20 p.m.
- Transitional Kindergarten 8:10 a.m. to 3:20 p.m.

For parents/guardians who bring children to school: If the supervised drop-off personnel are not outside, parents must bring children into the Tiger Paw Early Childhood Center office and sign them in. Drivers are asked not to block the driveways or bus lanes. Children are not allowed to cross the parking areas unattended. Please follow campus safety dismissal procedures. Changes in student dismissal procedures are permitted with prior **written** parent notification. In the event of an emergency, please contact the school office.

### **Early Childhood Tiger Care Child Care Program**

A before- and after-school child care program is available at a cost for students who need supervised care at the Tiger Paw Early Childhood Center before and after ECSE and Preschool programs. In order to access Tiger Care, students must be potty-trained. Information regarding the Early Childhood Tiger Care program is available upon request at each school office.

### **Early Dismissal**

A request to excuse a student from class early should be sent with the student on the morning of the dismissal. The student remains in the classroom until the teacher is notified by the office to release the student. The parent or authorized person must report to the office to sign the child out of class. Office personnel may ask to see identification.

### **Inclement Weather**

In the case of severe weather, many factors are involved in the decision to close school. The primary consideration is always the safety of the students. Information may be obtained [here](#).

If the Ozark School District's two-hour late start weather policy is in effect, the following steps will be taken for Tiger Paw students:

- AM Early Childhood Special Education Classes will be canceled.
- PM Early Childhood Special Education Classes will be in session.
- Tiger Paw Preschool Classes will follow a late start schedule.
- Childcare Program will be in session during its normal hours.

- Early Childhood Tiger Care Program will be in session during its normal hours.

If the Ozark School District has an early dismissal, the following steps will be taken for Tiger Paw students:

- PM Early Childhood Special Education Classes will be dismissed early.
- Tiger Paw Preschool Classes will be dismissed early.
- Childcare Program will be in session during its normal hours.
- Early Childhood Tiger Care Program will be in session during its normal hours..

## Health Services

A registered nurse is available during school hours. If a student is injured or too ill to remain in class, the school will attempt to notify the parent/guardian as soon as possible. Only those persons listed as emergency contacts in PowerSchool may be contacted. If a child is sick, please do not send him/her to school. The school district will contact EMS at district discretion if nurse/admin feels the incident warrants outside assistance

Children should stay home or will be sent home for the following:

1. Fever of 100°F or greater – He/she should be fever-free for **24 hours without medication** to reduce the fever before returning to school.
2. Vomiting or diarrhea – Please contact a healthcare provider for symptoms lasting longer than 24 hours. A student should not be vomiting or have diarrhea for 24 hours before returning to school.
3. Strep throat or a sore throat that is accompanied by a fever and enlarged nodules in the neck – Students may return to school 24 hours after beginning antibiotic treatment and being fever-free.
4. Cold and/or persistent cough – If a child is ill with a continuously runny nose, excessive coughing or fatigued, he/she should stay home.
5. Rash of unknown cause – A child should remain home until the cause is determined. If the rash is due to chicken pox, the child should remain home until all the lesions are scabbed.
6. Conjunctivitis/pink eye – If a reddening of the white of the eye and inner eyelids is noted along with drainage, itching, pain and matting of the eyes, a child should not attend school until medical attention has determined if it is conjunctivitis (for which medication is required), allergies, or a cold. Your child may return to school after 24 hours of prescribed treatment.
7. Head lice or nits – Children may return to school after proper treatment.

## Medications

Some students require medication during the school day. Authorization for Medication forms must be filled out by a parent and/or physician. Forms are available from the school nurse. Administering medication to students during school hours is discouraged and restricted to necessary medication that cannot be given at home. If the physician's orders indicate that a

medication must be given during school hours, the medication may be administered by complying with the following instructions:

#### Prescription Medications:

1. The parent or guardian must provide the medication in the original prescription bottle (the pharmacist will provide properly labeled containers).
2. The parent or guardian must provide written permission which includes: the student's name, date, name of medication, dosage, time of administration, and a parent/guardian's signature.
3. The parent should not provide more than a one week supply at a time.
4. Long-term medications (longer than two weeks) must be accompanied by a [Physician's Request/Physician Medication Order form](#) provided by the school.

#### Non-Prescription Medications:

1. The parent/guardian will provide the medication in the original container. The parent/guardian must provide written permission which includes: the student's name, date, purpose of medication, dosage, and the time the medication is to be administered.
2. The parent should not provide more than a one week supply at a time. ([Board Policy JHC & JHCD](#))

**Parents/guardians are required to transport all medication.** Please contact the building principal if there are extenuating circumstances regarding the transportation of medications.

**Parents should make the school aware of any medical condition a child may have.** If a child has a temporary injury or condition and should be excused from or have limited participation in physical activities, we require a note from the parent.

### **Student Information**

Please use PowerSchool to keep student and family information current. This information is vital in the event of an emergency. In cases of determining custody rights, current legal documentation (with raised court seal) MUST be on file in the school office.

### **Dress/Clothing**

On the first day of attendance, parents should bring a complete change of clothing (including socks) in a Ziploc bag to be kept at Tiger Paw. All clothing should be labeled with the child's name. Spills and accidents happen. Dirty clothes will be sent home in a plastic bag to be washed with a new set of clothes to be sent the following day. Limited supplies of clothes are kept on hand at the center. If an accident occurs and no clothes are available, parents will be called to bring a change of clothing or pick the child up. Clothing kept at school may need to be changed as the seasons change.

Children should be dressed in comfortable play clothing that allows freedom of movement. Children play outdoors each day, except in cases of extreme cold, hot, or rainy weather. Children will play and work on the floor, and with some art materials that may stain. Children play and work best in clothes they do not have to worry about getting dirty. Please dress children appropriately for the weather, including: jackets/coats, mittens, and hats. Children should wear safe, playground-friendly shoes that will allow him/her to run, climb and play without worrying about slipping or falling. Children should wear clothing that he/she can manage independently in the bathroom.

### **Emergency Procedures**

Fire and tornado drills are held during the school year. Additional drills may be held for other possible emergencies such as earthquake, bomb threat, or armed intruder. Instructions for such emergencies are explained by teachers and posted in all classrooms. Each student should familiarize himself/herself with the emergency procedures.

### **Transportation**

Parents are responsible for providing transportation to and from the Tiger Paw Early Childhood Center (Tiger Paw Preschool only) unless the student is eligible for transportation in the Special Education Program. Teachers and paraprofessionals are available at curbside to receive students at the appropriate starting time and will load students into cars curbside at the appropriate dismissal time. When parents arrive, ensure the child is ready to exit the car with his/her shoes, coat, etc. in order to not delay the drop-off process. The child's teachers or paraprofessionals will assist the child as she/he exits. PLEASE REMEMBER TO DISPLAY YOUR CAR TAG IN YOUR FRONT WINDOW DAILY, this will speed up the pick-up process.

Parents should remain in their vehicles when using the drop-off/pick-up lane.

If parents wish to have a conversation with their child's teacher at drop-off or pick-up, please schedule a meeting with his/her teacher.

### **Bus Transportation for Eligible Students (ECSE students only)**

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

It is the District's intention that children have a positive bus experience; therefore, parents need to provide a consistent address where children may be picked up and delivered. An adult MUST be present to receive the child at the bus stop. For safety purposes, parents may be required to show proof of identity when getting their child off the bus. If there is an emergency and someone other than the parent is getting the child off the bus, the parent will need to notify the office, (417) 582-5992, and inform this adult that she/he will be required to show identification. To safely transport children, Tiger Paw asks that parents keep the school office informed of any changes.

All transportation changes must be made through the Tiger Paw Office. Permanent address changes will always take effect on the following Monday after the Tiger Paw Office has been notified of the change. If a child is not going to be picked up/delivered to his/her regular address, then parents must make arrangements to have the child picked up that day.

As a courtesy, it is requested that parents notify the Transportation Center at (417) 582-4735 if the child is not attending.

1. Basic standards of classroom conduct are expected of all students while riding the school bus.
2. Fighting, scuffling, horseplay, profanity, harassment of other students, and loud or disruptive conduct is prohibited and subject to disciplinary action.
3. Students must remain seated while the bus is in motion and must cooperate with the driver at all times in order to maintain safe operation of the vehicle.
4. Any type or form of vandalism of the bus by students will be subject to disciplinary action and reimbursements to the school may be required to repair any damage.
5. Live animals, balloons, or glass are not allowed on the school bus. Food is not allowed to be eaten on the bus.
6. Students must ride the bus they are assigned to unless prior arrangements are made through the District Transportation Department. If it is necessary for a student to exit the bus at a stop other than the designated stop, a written request from a parent/guardian is required prior to boarding the bus.

Disciplinary action for offenses on the bus may include: specific seating restrictions, temporary suspension of bus riding privileges, permanent removal from the bus, or suspension from school, dependent upon the nature of the offense, the past behavior of the student, and the necessity of maximum safety for all students. ([Board Policy JFCC](#)) [Transportation Link](#)

## **Preschool/Childcare**

*The Birth-2-year-old program is for District employees and runs according to the school calendar for teachers. If school is not in session and teachers are not required to work, the center is closed to this age group.*

### **Enrollment**

To enroll a child in the program, Tiger Paw encourages a visit to the center to receive a tour and the necessary forms. Enrollment is based on availability.

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

- Enrollment Form – Completed thoroughly front and back including full addresses and complete phone numbers.
- Immunization Records – An updated immunization record must accompany forms at the time a child is enrolled. Updates are required when new immunizations are given.



- Medical – A current medical examination form must be completed and signed by the child’s physician.
- Deposit – Non-refundable \$50 deposit is due at the time of enrollment.

End of Enrollment

A 2-week notice is required if a parent chooses to end a child’s enrollment.

Hours of Operation

**Monday-Friday 6:30 a.m. - 6:00 p.m.**

Parents will let staff know of estimated drop-off and pick-up times on a daily basis. This will help the center with appropriate staffing.

If Ozark Schools are closed or canceled due to inclement weather or reasons beyond the District’s control, the center will be closed. Parents should listen to public announcements concerning emergency closings. Parents should check their program calendars for scheduled closings.

**Childcare Supplies**

All items belonging to the child must be labeled with his/her name.

Infant/Toddlers

The center has the following items for each child:

- Equate Formula
- Baby food, including two vegetable choices and two fruit choices
- Rice/Oatmeal Cereal

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

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

2-year-olds

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

- Diapers or pull-ups

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

3- to 5-year-olds

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

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

**Tuition & Fees**

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

Ozark School District has contracted with Envision Payment Solutions to facilitate the District with a check recovery plan.

Please note returned checks are presented to the bank electronically; additional fees are applied for returned checks. No credits are given for absenteeism.

\*A late fee of \$7 will be charged per child after 6:01 p.m. for every five minutes a child is picked up late from the program.

**Rates and Fees:**

- |                                 |                       |
|---------------------------------|-----------------------|
| ● Infant/Toddler                | \$195/week (\$39/day) |
| ● 2-year-olds                   | \$165/week (\$33/day) |
| ● Preschool 3-5-year-olds       | \$135/week (\$27/day) |
| ● Preschool - not potty-trained | \$140/week (\$28/day) |

## **Food Services**

Breakfast and lunch are served daily in the cafeteria. Students wishing to bring their lunch will also eat in the cafeteria

The center will serve breakfast, lunch, and afternoon snacks. Snacks and meals are not included in the cost of tuition. The menu plans follow state guidelines and will be delivered through the Ozark School Program. Tiger Paw Early Childhood Center follows the regulations of the Federal Food Program as well as State Licensing regulations for child care centers. Contact Ozark Schools Nutrition Services for medical dietary needs. All meals and snacks served will be peanut-free.

Menus will be sent home each month and will be available on the school's website. Parents of infants who provide formula/breast milk and/or food must provide a menu sheet and feeding schedule.

## **Return Checks Procedure**

Ozark School District has contracted with Envision Payment Solutions to facilitate the District with check recovery. If a check is returned, it may be re-presented for payment electronically. In presenting a check for payment, service charges and processing fees are authorized to be debited from the same account should the check not be honored. Each item not honored is subject to the applicable state returned check fees. Please direct any inquiries to: Envision Payment Solutions, (877) 290-5460.

## **PTA**

The Ozark Parent-Teacher Association is an important part of the total school program. It serves the students and school in many ways. To function effectively, the PTA needs volunteers with a broad range of talents and skills. All parents and any interested patrons are urged to become involved.

## **Parent-Teacher Conferences**

Parent-Teacher Conferences are scheduled with parents at the end of the first nine-week grading period.

## **Parties & Celebrations**

Birthday parties are not hosted at school. In order to honor a child, a parent/guardian may provide a store-bought treat for the student to share at the teacher's discretion.

## **Care of School & Personal Property**

The District strives to instill in students a sense of pride in the appearance of their school. Students must not vandalize school property in any way. Anyone who willfully destroys school property through vandalism, arson, larceny, or who creates a hazard to the safety of the students is subject to disciplinary action and may require restitution. ([Board Policy JG-R1](#))

The school is not responsible for any loss of personal property. Personal belongings should be clearly marked with the student's name. The school maintains a lost and found where articles may be claimed. Students may not bring large amounts of money, toys, or electronic/battery-operated devices to school. Items that pose a disruption in the school setting will be confiscated and placed in the school office where they will remain until a parent/guardian picks them up.

## **General School-Wide Discipline Plan**

We are committed to creating a positive and productive learning environment for all students and faculty. We strive to promote safety, respect and responsibility. Here are our expectations and responsibilities.

### **Student Responsibilities**

1. **Respect Others:** I will treat classmates, teachers and school staff with kindness and respect.
2. **Be Responsible:** I will take care of my belongings, school property, and complete my work on time.
3. **Be safe:** I will act in a way that ensures my safety and the safety of others.
4. **Follow Instructions:** I will listen to and follow the directions given by teachers and staff.
5. **Stay on Task:** I will focus on my schoolwork and participate in classroom activities.

### **Guardian Responsibilities**

1. **Support Learning:** I will encourage my child to do their best in school and support them with their work and school projects.
2. **Communicate:** I will maintain open communication with my child's teacher and school staff. I will communicate respectfully in both written and verbal forms.
3. **Attend Meetings:** I will attend parent-teacher conferences and other important school meetings.
4. **Promote Positive Behavior:** I will encourage my child to follow school rules and behave respectfully towards others.
5. **Ensure Attendance:** I will ensure that my child attends school regularly and on time.

## School Responsibilities

1. **Provide a Safe Environment:** We will maintain a safe and supportive learning environment for all students.
2. **Teach Respect and Responsibility:** We will teach and reinforce positive behavior and respect for others.
3. **Communicate with Families:** We will keep families informed about their child's progress and any concerns that arise.
4. **Support Learning:** We will provide high-quality instruction and the resources needed for students to succeed.
5. **Address Behavioral Issues:** We will address behavioral issues and provide support to help students improve.

Tiger Paw Early Childhood Center and each elementary building practices **Positive Behavior Intervention Support**. **PBIS** is a program for creating safer and more effective schools by structuring the learning environment to support the academic and social success of all students. The process supports the adoption and long-term implementation of efficient and effective discipline throughout the school environment. PBIS methods are research-based, proven to significantly reduce the occurrence of problem behaviors in schools, and supported by a three-tiered model.

The District believes all students can behave appropriately while at school. It will allow no student to prevent a teacher from teaching, or prevent other students from learning. Classroom rules, rewards, and consequences are established. There are also guidelines for out-of-class behavior in the hallway, restroom, cafeteria, playground, and bus. Behavior choices are made by the student. District policies on discipline and consequences apply. Please refer to the **OZARK SCHOOL DISTRICT DISCIPLINE POLICY** located on the District website. ([Board Policy JG & JG-R1](#))

### [\(AMI\)/Inclement Weather Procedures](#)

In case Ozark School District needs to cancel school, use late start procedures or early release procedures due to inclement weather, we want you to be informed of the process. Student and faculty safety is the primary concern in making the call for cancelation versus late start or early release. See the district procedures in the link above.

### **Bullying Policy**

**Bullying** – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not

limited to: physical actions including violence, gestures, theft, or property damage; oral, written, or electronic communication including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

**Cyberbullying** – Cyberbullying is a form of bullying committed by the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication devices, computer or pager. The District has jurisdiction over cyberbullying that uses the District's technology resources or that originates on District property, at a District activity or on District transportation. Even when cyberbullying does not involve District property, activities or technology resources, the District may impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the District is otherwise allowed by law to address the behavior.

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim, and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident. Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incident to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee. If the bullying incident involves students from more than one District building, the report should be made to the principal or designee of the building in which the incident took place, or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident. ([Board Policy JFCF](#))

### **Acceptable Use Policy**

Click on the following link to access the acceptable use policy. ([AUP Policy](#))

### **Federal Programs (ESSA)**

Please go to the following links for updated notifications:

[Parent Letter](#)

[Complaint Procedure](#)

## **Notices**

[NONDISCRIMINATION](#)

[AMERICANS WITH DISABILITIES ACT](#)

[FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT](#)

[PUBLIC NOTICE – IDEA](#)

[MEDICAID DIRECT SERVICE CLAIMING](#)

[PROTECTION OF PUPIL RIGHTS AMENDMENT](#)

[TEACHING ON HUMAN SEXUALITY](#)

[STUDENT HEALTH SERVICES REQUIREMENTS](#)

[WELLNESS/NUTRITION](#)

## **Notice of Nondiscrimination**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Ozark School District (“District”) 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 respective 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, MO 64114; telephone (816) 268-0550.

## **Nondiscrimination**

(Click the following link to access [Board Policy AC.](#))

## **Compliance Coordinator**

Dr. Philip Link  
Executive Director of Human Resources  
1600 W. Jackson St.  
Ozark, MO 65721  
Phone: (417) 582-5900  
Fax: (417) 582-5960

## **Commitment to Compliance under the Americans With Disabilities Act**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the Ozark School District (“District”) does not discriminate on the basis of disability against qualified individuals with a disability with respect to the District’s 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 District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The 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 respective Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event, and, preferably, at least five (5) business days before the event.

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



The ADA does not require the 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 Compliance Coordinator. 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; (816) 268-0550.

### **Notification under Family Educational Rights & Privacy Act**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Ozark School District ("District"), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The District complies fully with 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. The District is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. The District may charge a fee for copies.

**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: 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:

Students in kindergarten through eighth grade ([Board Policy JO-1](#)) – Student’s name; parent’s name; grade level; participation in school-based activities and sports; weight and height of members of athletic teams; honors and awards received; artwork or coursework displayed by the district; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

The District may disclose such directory information for any purpose 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 a 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.

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 parent or eligible student must submit the request to the Director of Special Services, Ozark School District, 1600 W. Jackson St., Ozark, MO 65721.

The request 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 of their 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.

## **Public Notice IDEA**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the District but are attending a private school within the District, highly mobile children, such as migrant and

homeless children, children who are wards of the state and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Ozark School District assures that it will provide a free appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disabilities, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Ozark School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Ozark School District assures that personally-identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/Guardians may request an 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/Guardians have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Ozark School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information, and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the District Office located at 1600 W. Jackson Street between the hours of 8 a.m.-4 p.m.

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

Dr. Laura Eakins, Director of Special Services, 1600 W. Jackson Street, Ozark, MO 65721, (417) 582-5900, 8 a.m.-4 p.m. Or you may contact the Office of Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550

This notice will be provided in native languages as appropriate.

### **Notification Direct Service Claiming**

The Ozark School District's School Agency receives funding from the Medicaid Direct Service Claiming (DSC) program for IEP covered services to eligible children through the State's Medicaid agency. This is a state-approved program that allows the School Agency to receive reimbursement from federal funds for providing some health-related covered services to eligible

children in our school system. Examples of covered services include speech therapy, assistance with daily living skills, physical therapy, and nursing services. The District is required to notify parents/guardians of the District's participation and the IDEA regulations stated below.

The School Agency, working with the State Medicaid agency, will need to determine if a child is eligible or should become eligible in the school-based Medicaid program. Written consent indicates that parents/guardians understand and agree that the District will submit their child's information to the State Medicaid agency and their authorized agencies to verify eligibility and submit claims for the DSC program. The school may use Medicaid benefits in which a child participates to provide or pay for services documented in the Individualized Education Program (IEP). Parents are not required to sign up for or enroll in Medicaid to receive IEP services or a free appropriate public education, nor are they responsible for any out-of-pocket expenses for these IEP services. Also, the School Agency's access to these benefits is not allowed if it would have a negative impact on your public insurance.

The District will provide the required services to children at no cost to the parents/guardians whether or not they grant written consent. Consent is voluntary and may be revoked at any time. The School Agency's use of this reimbursement program does not in any way affect or impact other Medicaid benefits to which the child is entitled, including any otherwise eligible services out of the school.

Please contact Dr. Laura Eakins at [lauraeakins@ozarktigers.org](mailto:lauraeakins@ozarktigers.org) or (417) 582-5900 with questions.

### **Protection of Pupil Rights Amendment Notice**

The federal Protection of Pupil Rights Amendment ("PPRA") affords parents certain rights regarding a school district's initiation of certain federally funded 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 from the parents to a student who is 18 years old or an emancipated minor under State law. The District has adopted policies 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. Individuals 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.

### **Teaching about Human Sexuality**

Click the following link to access [\(Board Policy IGAEB\)](#)

### **Student Health Services & Requirements**

Click on the following link to access [\(Board Policy JHC\)](#)

### **Wellness/Nutrition**

The Board recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive district wellness program. Therefore, the District will provide developmentally appropriate and sequential nutrition and physical education as well as

opportunities for physical activity. The wellness program will be implemented in a multidisciplinary fashion and will be evidence-based.

Nutrition Guidelines: Nutrition guidelines do not apply to food or beverages brought from home by students for consumption solely by the student or food or beverages created or used by students as part of the district's instructional program. It is the policy of the Ozark School District that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School (Smart Snacks) nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores, and through district-sponsored fundraisers, unless an exemption applies. In addition, established district standards apply to all food and beverages provided, but not sold, to students outside the reimbursable school meals program during the school day. For the purposes of this policy, the school day is the time period from the midnight before to 30 minutes after the official school day.

## **Board Policies**

Ozark Board Policies can be found [here](#).

Printed copies of board policies are available at the school office.