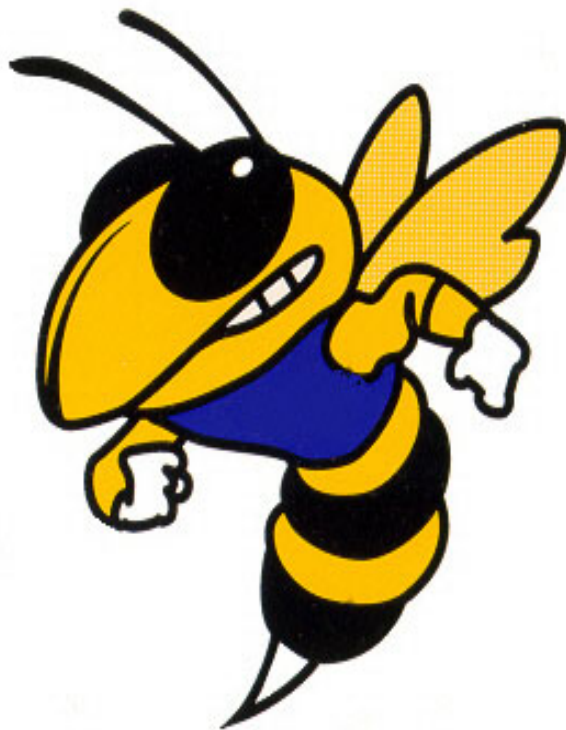


HARDEMAN PRESCHOOL PROGRAM HANDBOOK 2025/2026



<http://www.hardemanschool.com>

8/19/25*NOTE; A Cell Phone/Device Policy will be sent as soon as it has BOE approval.

2025-2026 BOARD OF EDUCATION

Kelly Boyer	Board President
Adam Shaw	Board Vice-President
Hannah Meyer	Board Secretary/Treasurer
Shane Christy	Board Member
Nathan Boggs	Board Member
Gavin Christy	Board Member
Grace Durham	Board Member

2025-2026 FACULTY/STAFF ROSTER

Carey Johnson	Superintendent + am Kindergarten Teacher + Migrant, ELL, Foster and Homeless Liaison + Title IX Decision Maker + SpEd Coordinator & PAT Supervisor
Kristy Forrester	Principal + ELA+7&8 Social Studies + Title IX Coordinator
Rayetta Leimkuehler	Secretary + Bookkeeper
Michelle Whyte	Preschool Teacher
Heather Sanchez	1st & 2nd Teacher
Hadley Sims	3rd & 4th Teacher + Curriculum & Testing Coordinator + Title IX Investigator
Jodi Blumhorst	5th & 6th Homeroom & ELA + 5-8 Math
Ashley Hubbard	7th & 8th Homeroom + 5-8 Science + 5&6 Social Studies
Jeanne Parkhurst	Special Education Coordinator & Teacher
Derrian Fletcher	PreK thru 8th Music
Josh Hubbard	PreK thru 8th PE and Art and Library
Kendi Deal	Title Teacher + SpEd Services + pm Kindergarten Teacher
Nancy Kleinschmidt	Contracted Counselor
Kathy Monnig	Contracted Nurse Consultant, RN
Lisa Sims	Custodian + Food Service
Judy Coble & Jennifer Boggs	Bus Drivers
Therapy Unlimited, LLC.	Contracted Speech & Occupational Therapies
Steve Weekley & Alex Wilson	Basketball Coaches
Alex Wilson & Sarah Ferguson	Cheer Sponsors

2025/2026 Hardeman R-10 School District Approved School Calendar

<u>DATES</u>	<u>Descriptions</u>
Aug. 11,12,13 & 14	Staff Work Days
18	No School
19	1st Day of School
25	No School
Sept. 1	No School for Labor Day
15	No School
22	No School – Staff Work Day
29	No School
Oct. 6	No School
17	End of 1st Quarter
20	No School – Staff Work Day
23	E/O at 1:00 pm then Parent/Teacher Conferences
24	No School
27	No School
Nov. 3	No School
10	No School
17	No School – Staff Work Day
25	E/O at 1:00 pm for Thanksgiving Break
26-28	No School for Thanksgiving Break
Dec. 1	No School
8	No School
19	E/O at 1:00 pm for Christmas-End of 2nd Quarter
22 – 26	Out for Christmas Break
29 – 31	Out for New Year’s Break
Jan. 1 & 2	Out for New Year’s Break
5	No School – Staff Work Day
6	3rd Quarter Begins
12	No School
19	No School for ML King Jr. Holiday
26	No School
Feb. 2	No School
9	No School
16	No School for President’s Day Holiday
20	100th Day of School
23	No School – Staff Work Day
Mar. 2	No School (Make-Up Day #1)
9	No School (Make-Up Day #2)
13	End of 3rd Quarter
16	No School (Make-Up Day #3)
23	No School – Staff Work Day
Apr. 2 & 3	No School for Easter Break
6 & 7	No School for Easter Break
13	No School
27	No School – Staff Work Day
May 15	E/O at 1:00 pm for Last Day-End of 4th Quarter

School Hours

Full Days 7:40 – 3:25

Early Out 7:40 – 1:00

(Less Lunch Break)



INTRODUCTION

Our preschool program provides your child with the companionship of children their own age in an environment scaled to his or her needs, under trained adult supervision. In addition to the child-directed play and activities such as dress-up, blocks, sensory table, dramatic play and kitchen area, there are adult-directed activities such as storytelling, reading, singing, games, art and computers. Some of the things that enrich a child's experience in Preschool are:

1. Companionship with others their own age with similar interests and abilities
2. Learning to share
3. Opportunities for creative expression in painting, blocks, play dough, cutting, pasting and etc.
4. Quiet concentration with books, puzzles and etc.
5. Dramatic play including dolls, kitchen, dress-up, etc.
6. Music, such as listening, singing, dancing and rhythm
7. Stories, finger plays and poems
8. Outside play to develop gross motor skills
9. Development of kindergarten readiness skills

CURRICULUM

Our preschool teacher has been trained in Project Construct curriculum. This curriculum allows for environmental print, dramatic play, and peer and social interactions. The teacher is also well versed in the Missouri Early Learning Standards which provide the scope and sequence for:

LITERACY

Symbolic Development -Represents feelings and ideas in a variety of ways

Speaking/Expressive Language- Uses language to communicate and uses expanded vocabulary

Listening and Receptive Language- Listens for different purposes.

Reading- Applies early reading skills, Uses concepts of print, Attends to sounds in language. (Phonological Awareness)

MATH

Number and Operations- Uses number to show quantity, Uses language to represent number of objects, Solves problems using number, Uses numerical representation

Geometry and Spatial Sense- Investigates positions and locations, Explores shapes in the environment

Patterns and Relationships- Recognizes relationships in the environment, Uses patterns in the environment

Measurement- Makes comparisons, Uses measurement

Exploring Data (Probability)- Collects, organizes and displays information.

Physical Development, Health and Safety

Physical Development- Uses gross motor skills with purpose and coordination, Uses fine motor skills with purpose and control, Responds to sensory input to function in the environment

Health-Practices healthy behaviors

Safety- Practices safe behaviors

Science

Physical Science- Explores physical properties of objects and materials, Investigates properties of objects and materials, Solves problems involving physical properties of objects and materials, Represents observations of the physical world in a variety of ways

Life Science- Explores characteristics of living things, Investigates characteristics of living things, Solves problems related to living things, Represents observations about living things in a variety of ways

Earth and Space- Explores properties of earth and space, Investigates properties of earth and space, Solves problems involving earth and space, Represents observations about earth and space in a variety of ways

Social and Emotional Development

Knowledge of Self- Exhibits self-awareness, Develops self-control, Develops personal responsibility

Knowledge of Others- Builds relationships of mutual trust and respect with others, Works cooperatively with children and adults

Approaches to Learning- Shows curiosity, Takes initiative, Exhibits creativity, Shows confidence, Displays persistence, Uses problem-solving skills

We encourage parent involvement and offer an opportunity for parents to learn some of the needs of their preschool child and for the parent and child to grow together in a Preschool setting. Parent involvement gives the parent additional understanding of their child by observing him or her in action with a group. The Preschool Program provides a shared experience for parent and child through our parent involvement program.

If you have a specific day or time you are available to volunteer, please contact the Preschool teacher (Mrs. Michelle Whyte) at the school at (660) 837-3400. You may want to go along with field trips or share a special talent or prep things for the teacher at home. Be as involved as you want to be and have a great year.

HOURS

The Preschool Program will be in operation during regular Hardeman School hours.

School Hours are from 7:40 to 3:25 ** Early Out days are from 7:40 to 1:00

***Late Start days are from 9:45 to 3:25

Breakfast and Lunch is included in preschool tuition. Serving times vary.

School begins at 7:40 am and ends at 3:25 pm. In the morning, car riders **SHOULD NOT** arrive on the school grounds before 7:15 am. Students are not allowed to enter the school until 7:15 a.m. School buses will unload at 7:18 am in front of the school building. **If the late start plan is implemented, students will be allowed in the building at 9:30, with classes beginning at 9:45 am.** A light breakfast will be served on late start days.

All car riders should be dropped off in the parking lot that is adjacent to Highway 41. All students should leave the school building/grounds at 3:25 unless they are under the direct supervision of a teacher or sponsor. Students being picked up afterschool should also be picked up in the parking lot that is adjacent to Highway 41.

If your Preschooler is over 4 and a bus rider, buses load and unload in the East parking lot (directly in front of the school)

If you need to pick up your preschooler during the school day, please come to the front office and have Mrs. Leimkuehler sign the student out on the check-out sheet. This is a security measure for the safety of your child. Students will not be allowed to leave school with anyone other than their legal parent or guardian unless written permission is given from that parent or guardian. A telephone call will be accepted only if there is an emergency and the identity of the caller can be verified.

VISITORS

Visitors are welcome at any time. All visitors must check in with the office when first entering the school building. Please refrain from use of tobacco products while on the school premises.

CANCELLATIONS DUE TO WEATHER

Preschool follows the same daily schedule as the other Hardeman students, so when classes are cancelled due to weather conditions, it will be broadcast over KMMO radio station of Marshall (102.9FM). Text alerts will also be sent. **Our Text alert letter and directions are attached on page 15.** Early dismissals will also be announced on KMMO, as soon as the decision has been made.

ENROLLMENT INFORMATION

All enrolling preschoolers must be three (3) years old by August 1. Children must also be toilet trained. Children must be up-to-date on all immunizations to attend and current immunization records of the child must be filed during enrollment.

A two week advance deposit is required for each child and will be made during the first week of school or at enrollment.

FEES AND MEAL INFORMATION

Tuition may be paid by check or money order. If more than one child from the same family is attending preschool, the full amount of tuition is paid for each child. Tuition bills are sent home every Friday, with the stipulation that if payment is not received within two weeks, the child will unfortunately lose their spot in the preschool program until bill amount is paid in full and the situation may be referred to the Board of Education for further action. If your child is ineligible for preschool more than three times for failure to pay, they will not be allowed to return for the remainder of the year. No refunds will be made for absences, but administration will consider extenuating circumstances.

The two week advance deposit will cover the final two weeks of the child's attendance and is due the first day of classes. Tuition will be \$18.00 for each day. Half day prices will be \$12.00 for students.

Notice of Non-discrimination

The Hardeman School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and state law. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

This policy governs the district's compliance with the laws identified above, outside of Title IX. The following person is designated and authorized as the District's compliance officer to coordinate compliance with the laws identified above (outside of Title IX), including to handle inquiries or complaints regarding the District's non-discrimination policies:

Principal, Kristy Forrester

21051 Highway D

Marshall, MO 65340

(660) 837-3400

kforrester@hardeman.k12.mo.us

TRANSPORTATION BY PARENTS

Starting preschool is a very important event in a child's life! Some children adjust very well, while others may not because of being a new situation. If you child has difficulty separating, devise a plan to help your child become actively engaged in an activity before you leave. You may want to develop a "secret code" with your child to help him or her feel secure in the surroundings. Families with preschool students may take their own child on planned field trips, if the student is under 4 years old. Otherwise, school staff will provide transportation, taking into consideration your response to the enrollment question and by using the student's own car seat, securely fastened in the staff's vehicle.

TRANSPORTATION BY BUS

Families living in the Hardeman School district, have the privilege of using bus transportation to and from school. Preschoolers must be 4 years old before they may begin riding the bus to and from school, and on any planned field trips. Therefore, any preschooler under 4 years old may be transported by their parent/guardian on planned field trips. Otherwise, school staff will provide transportation, taking into consideration your response to the enrollment question and by using the student's own car seat, securely fastened in the staff's vehicle.

Students riding the school bus will be picked up and dropped off at appointed stops. In the event your child is not able to self-supervise, it will be the parent/guardians responsibility to make supervision arrangements. Students will not be permitted to stay on the bus past their designed stop. Personnel have no affirmative duty to asses if a student's parent or guardian is available.

The bus driver is strictly in charge of his/her bus and is expected to report to the administrator any failure of cooperation on the bus. Problems should be referred to the administrator as well. **PERMISSION must be given by the parent or guardian before students will be permitted to ride a bus other than their assigned bus or to get off at a stop other than their assigned stop.**

BUS REGULATIONS

1. Students must obey and respect the orders of the bus driver.
2. The driver may assign any seat for a student. Three students will use one seat, when necessary.
3. Loud, unnecessary noise, shouting, profanity and scuffling are prohibited. Ordinary conversation and classroom conduct is to be observed.
4. All student handbook rules apply, as if the student were at school, while on the bus.
5. Moving inside the bus from seat to seat is prohibited at all times during the route.
6. Students must not at any time extend arms or any part of their body from the bus window.
7. Students do not throw items, including trash and paper on the floor or out the windows at any time. Throwing items of any nature is prohibited.
8. *No animals of any kind are to be brought on the bus.*
9. No glass items are to be brought on the bus (fish aquariums, jars, etc).
10. Any damage to the bus is to be reported to the driver, before boarding or at bus stops.
11. Never stand in a roadway while waiting for the bus.
12. *Students must be on time – the driver will NOT wait for those who are not ready.*
13. If the bus provides a radio, it will be used at the driver's discretion. School authorities prohibit the use of other electronic devices on the bus.
14. If a student has been sent home due to head lice, they will not be allowed to ride the bus again until the driver has been given written notice from the school nurse stating the child is lice free.
15. Students must enter the school building immediately upon unloading from the school bus. Students are under the jurisdiction of the school and are not to leave school grounds without permission from the school administration.
16. Students riding the bus to an activity must ride the bus back to school, unless the student's parents have, in person, given notice to take their child home.
17. Any student not competing in the extracurricular activity must be accompanied by a parent or guardian to ride the bus and permission must be given to the sponsor/coach in advance.
18. Only children 4 year old or older are allowed to ride the bus, as seat belts are not standard equipment on all school buses.

If these rules and regulations are violated, a student can be denied the privilege of riding the school bus by school administration. All deviations from established routes will need School Board approval. This type of request will be made in the administrator's office to be placed on the board agenda.

Bus rider permission is given at enrollment/online registration.

Riding of the School Bus for School Activities

Buses maybe provided for students to attend sports events and school activities that are held at other places. **All school rules, regulations, and penalties that apply to school activities also apply to school trips.**

The following regulations apply to those trips:

1. Students who ride the bus to an activity must also ride the bus back to school unless the student's parents have, in person given the sponsor a written request to take their child home.
2. Any student not competing in the extracurricular activity must be accompanied by a parent or guardian in order to ride the bus. (Permission of the sponsor to ride is still required)

3. Only children four years old and older are allowed to ride the bus. (Seat belts are not standard equipment on a school bus.)
4. All students are expected to ride the bus to any and all field trips or school-related functions unless circumstances deemed necessary by the administration prevent a student from riding the bus, or if a student has a plan within their IEP or a physician's excuse that prevents them from being able to ride the bus. In this case, the student will be transported by a school personnel unless written into an IEP that they are to be transported by their parent/guardian due to individual need. Upon conclusion of the field trip or school-related function, any student is allowed to ride with a parent/guardian/or other adult as long as hand written consent or face to face consent is given by the parent/guardian, upon being signed out by the parent/guardian or other consented adult approved by parent/guardian. 7

Violations of Bus Rules:

First Referral: The driver will report the incident to the school administrator. Depending on the severity of the infraction, the student will not be allowed to ride the bus until parental contact is made by the administrator.

Second Referral: The driver will report the incident to the administrator and a written report will be made and sent home. The administrator will contact the family the same day as the infraction. Depending on the severity of the infraction, the student will not be allowed to ride the bus until parental contact is made. There is a possibility of suspension of riding the bus for 1-5 days.

Third Referral: The driver will report the incident to the school administrator and a report will be sent home. A meeting will be scheduled with the student, parent or guardian, driver and administrator to resolve the violation. There will be a 3-10 day suspension of all bus privileges. It can result in total suspension of all bus riding privileges. It will then become the responsibility of the parent or guardian to provide all of the student's transportation.

Depending upon the seriousness of the situation, any of the above steps may be omitted in order to move to those actions listed under "Third Referral". The bus driver, activity sponsor, or the school administrator may write the referrals.

2025-2026 BUS PLANS FOR VARIOUS SITUATIONS

Hardeman and MHS Afterschool Situations

- 1) *Marshall is out at 12:30 and Hardeman is out at 3:25:
 - *A Driver will deliver all high school students home at early out time
 - *A Driver will take all Hardeman students home at regular time
- 2) *Marshall is out at 12:30 and Hardeman is out at 1:00:
 - *One Driver will take all Hardeman students home
 - *Another Driver will pick up all high school students and deliver them home
- 4) * Hardeman is not in session and Marshall is:
 - *A Driver will pick up all high school students in the morning, take to MHS and deliver them home at regular time
- 5) * Hardeman is in session and Marshall is not:
 - *A Driver will pick up Hardeman students in the morning and take home at regular time

Hardeman and MHS Cancellations and Delayed Starts

- 6) *MHS is in session and Hardeman is not
 - *No buses will run for the duration of the day – am or pm
 - *Mrs. Forrester calls the high school and MHS bus riders are given an excused absence
- 7) *MHS has delayed start (10:00 am) and Hardeman begins at normal time (7:40 am)
 - *A Driver will run the normal am routes for Hardeman students
 - *A Driver will pick up MHS students and deliver them prior to 10:00 am. MHS students should be ready for pick-up by 9 a.m.
- 8) *MHS has delayed start (10:00 am) AND Hardeman has delayed start (9:45 am)
 - *A Driver will run the normal routes for all students. Pick up times will vary, ALL students should be ready by 8:45 am

9) * Hardeman has delayed start (9:45 am) and MHS begins at normal time (7:55 am)

*A Driver will run the am routes for all students. Hardeman students will be delivered by the delayed start time (9:45 am). MHS students will be delivered late at approximately 10:00 am. Mrs. Forrester calls the high school and MHS bus riders are given an excused tardy

We are hopeful that this includes every possible scenario. If there is something that we have not included, please call the Hardeman School at 660-837-3400

WITHDRAWAL

When parents wish to withdraw their children from the Hardeman Preschool Program, it is essential that the school be notified at least two weeks before termination. This notifications should also be in writing and dated.

BIRTHDAYS

Students may celebrate their birthday at school. A cake, cupcakes, or another favorite treat is acceptable. Parents may want to provide drinks, party favors, etc. Parents may also send a video to watch during rest time to celebrate. Invitations to birthday parties and other parties may only be distributed at school if every child in the class receives one. All birthday party dates need to be discussed with the teacher.

SCHOOL PARTIES

Classroom parties are at the discretion of the teacher. The school will also celebrate the following holidays, with classroom parties: Halloween, Christmas, Valentine’s Day, and Easter.

IMMUNIZATIONS/INOCULATIONS

Missouri School Immunization Requirements

All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school. The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date. Required immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule, including all spacing, (<http://www.cdc.gov/vaccines/schedules/index.html>).

To remain in school, students "in progress" must have an Immunization In Progress form (Imm.P.14) on file. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.) Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

VACCINES REQUIRED FOR SCHOOL ATTENDANCE

GRADES	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT 1	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap 2									1	1	1	1	1
MCV 3									1	1	1	1	2
IVP (Polio) 4	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR 5	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B 6	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella 7	2	2	2	2	2	2	2	2	2	2	1	1	1

1. Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday. Maximum needed: six doses.
2. 8-12 Grades: Tdap, which contains pertussis vaccine, is required.
3. Grade 8-11: One dose of MCV is required. Dose must be given after 10 years of age.

Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.

4. Kindergarten-9 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.
10-12 Grades: Last dose on or after the fourth birthday. Any combination of four doses of IPV and OPV constitutes a complete series. Maximum needed: four doses.
5. First dose must be given on or after twelve months of age.
6. There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 16 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.
7. First dose must be given on or after twelve months of age.
Kindergarten-9 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.
10-12 Grades: As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

**Information per Missouri Department of Health and Senior Services. Bureau of Immunizations at 930 Wildwood Drive, Jefferson City, MO 65109. 1-800-219-3224 Revised 11/18

Preschoolers will follow the State of Missouri requirements for immunizations, just as all other students. We make verbal contact on day 1 when immunizations are needed and they have 5 days to get at least an “in progress” statement. After 5 days, they are excluded from school.

In certain special situations, exemptions or “In Progress” statements may be needed.

- a. If a student has received all immunizations that are age appropriate but has not completed the minimum required for school attendance, the parent/guardian must obtain an “In Progress” card from a physician or health department that identifies when the next dose is due.
- b. If the student cannot receive the needed immunization (s) for medical reasons, a medical exemptions will be completed and signed by a physician and filed in the student’s health record at school
- c. If the parent/guardian objects to immunizations for religious reasons, an exemption must be signed by the parent/guardian and verified by the school nurse/aide. This must be renewed annually, Protection against disease as a desirable measure for the protection of the student will continue to be emphasized.

HEALTH ROOM INFORMATION AND MEDICATIONS

A student health form must be filled out completely. This information is shared only with necessary personnel. The school Health Room (Nurse’s Office) in our school building is to be used for school related injuries and accidents or if a student becomes ill at school. If a child becomes ill during the school day, the parent/guardian will be notified, in the order indicated on the health form. If the parent or guardian cannot be reached first, then we will begin called from the call list. Please be sure to keep the call list and health history current. Students will be sent home for vomiting. However, the health office will also have discretion to assess students for other causes of the event, such as weak stomach, anxiety, sensory issues, etc.

CHILDREN SHOULD NOT COME TO SCHOOL ILL !!!!! If they are running a fever, have diarrhea or are vomiting, please keep them at home, until they have been symptom free for 24 hours. The student will not be allowed to participate or attend any school related functions during this period. This includes, but is not limited, to games, programs , PTO functions, etc. If your child returns to school or school functions prior to the 24 hour time frame, they will need to be accompanied with a doctor’s statement.

If your child has a temperature of 100.4 degrees or higher (per CDC), they will be sent home by appropriate school personnel. If they have vomited or have diarrhea and are sent home, they will not be allowed to return until they have been symptom and temperature free for 24 hours, unless they return with a doctor's statement.

If you kept your child home on a given day due to illness, they will not be permitted to ANY after school functions as a participant or as a spectator.

Medications should be given at home if at all possible. All medications given at school will be governed through the Health Room and MUST be turned into the classroom teacher, office, or bus drivers at the beginning of each school day. All medications MUST come in the original labeled bottle or original over the counter container. Any pharmacy will label two bottles for prescriptions upon request. Medicines given during school hours must be accompanied by either a doctor's note or a note from the parent or guardian with specific dosage and time. Medications will be given only as requested in the note. Medications will not be given after 3 p.m.

Medication that is opened and sent in a zip-lock baggie, even with a proper note, will NOT be administered. Only medicines in the original labeled bottles or boxes (with specific instructions) will be given.

If a student is unable to have recess or PE due to health reasons, a note from the parent is required BEFORE they are excused from activity. If the condition requires your child to stay in for more than 5 days, a doctor's note is required before they will be excused.

HEAD LICE

Each year thousands of school children are infected with head lice. It is a problem in all communities. Lice are highly communicable and difficult to prevent, making it very important for the entire family to be checked often. Many people wrongly associate lice with unclean people or homes. There is no connection. Frequent bathing or shampooing will not prevent lice nor eliminate them once they are established. Lice cannot jump or fly; they are usually transmitted by contact with infested persons, wearing infested clothing, or by using an infested comb or brush. Children should be warned against sharing hats, clothing, or grooming aids with others. Household pets do not transmit lice. What do you look for? Lice are small insects about the size of a sesame seed. They are usually light brown, but can vary in color. Diagnosis is more often made on the basis of finding nits (eggs). Nits are tiny, yellowish-white oval specks attached to hair shafts. Nits may be found throughout the hair but are most often located at the nape of the neck, behind the ears, and on the crown of the head. It helps to use a magnifying glass and natural light when looking for them. Before one family is treated, all should be examined. Those showing evidence of infestation should all be treated at the same time. If your family is infested, please notify your child's school, daycare provider, etc., so other parents can be alerted to a possible outbreak. Also notify parent of your child's playmates.

PINK EYE

Pink eye (conjunctivitis) is an inflammation or infection of the transparent membrane (conjunctiva) that lines your eyelid and covers the white part of your eyeball. When small blood vessels in the conjunctiva become inflamed, they're more visible. This is what causes the whites of your eyes to appear reddish or pink.

Pink eye is commonly caused by a bacterial or viral infection or an allergic reaction. It may affect one or both eyes. Pink eye can be irritating, but it rarely affects your vision. Treatments can help ease the discomfort of pink eye. Because pink eye can be contagious, early diagnosis and treatment can help limit its spread.

Pink eye may affect one or both eyes. Its signs and symptoms include:

1. Redness
2. Itchiness
3. A gritty feeling
4. A discharge that forms a crust during the night that may prevent your eye or eyes from opening in the morning
5. Tearing

When to see a doctor- Make an appointment with your doctor if you notice any signs or symptoms you think might be pink eye. Pink eye can be highly contagious for as long as two weeks after signs and symptoms begin. Early diagnosis and treatment can protect people around you from getting pink eye too.

STUDENT COVID QUARANTINING

Per Board decision, Parents/Guardians will make the decision for their child (ren) concerning COVID quarantining, as long as the close contact is not a direct family member.

SCHOOL EVACUATION AND REUNIFICATION

In working with the Saline County Sheriff's Department, it was decided that an area within our school safety plan that needed to be further developed is establishing a reunification station for our students and our families. This reunification destination would be only utilized in the event that faculty and students have to evacuate the school property and cannot return (gas leak, fire, etc.)

Law enforcement and school personnel have decided that the best location for reunification with students and their families is at the property of Erich and Hannah Meyer. Their address is 20642 Highway AA, Marshall, MO. This is located approximately ¼ a mile south from the school and is situated on the left hand side of Highway AA if you are traveling toward the Sappington Cemetery from the school.

If property evacuation were ever necessary, you would most likely be notified by a school official and you would be directed to go to the Meyer property to be united with your child or children. However, in the event that communication is not available, please be aware if the school were deemed inaccessible.

The administration will train staff and students so that they may be further prepared in an emergency situation that requires property evacuation. We will educate students how to properly cross 41 Highway, and we will have several staff acting as crossing guards to ensure student's safety.

Administration will continue working in conjunction with the Saline County Sheriff's Department to keep our staff and students' education and our efforts coordinated.

Please call the school if you have any questions at 660-837-3400.

SHOW AND TELL

Your child may bring something to share for show and tell on the last day of the week. You should discuss with your child what he or she is bringing, so he is comfortable talking about it with the class. Our preschoolers like to have "secret" show and tell. Your child should be able to tell three things about their show and tell. After each clue, the other children guess what it is. It is helpful if they bring it in their backpack or another bag.

AFTER SCHOOL PLAN

As e-mail has become a preferred method of communication, if there is going to be a change in your child's plan for after school, please initiate the e-mail before 10:00 am. After 10:00 am, there is no guarantee that the staff will be able to check their e-mail for the remainder of the day. After 10:00 am, all correspondence must be made by phone call to the main office. If you have not received a reply by 12:00 pm from the staff that you e-mailed, please assume they are absent that day and contact the office. The school would prefer that important changes to your child's plan for after school be made by a phone call to the office. Please make yourself aware of early dismissal dates as indicated on the school calendar in the front of this handbook and have a plan for your child(ren) promptly at 12:00 Noon.

TOYS

Parents are expected to discourage children from bringing toys to preschool for the purpose of play. Toys may be brought only for show and tell or rest time and then will be put away.

DRESS

Parents, please choose clothes that will wash easily or that can be bleached. Play clothes are fine. Your child should be dress appropriately for outdoor play. We will play in the gym on rainy or bitterly cold days. This means hats, mittens, or gloves, and snow boots. When dresses are worn, cover legs with tights, or send sweat pants to wear outside. Soft-soled shoes such as sneakers are required. *No hard-soled boots and please refrain from allowing your child to wear flip flops or other shoes that are not secure on their feet.* Send an extra set of clothes in your child's backpack in case of an accident. Tank top straps must be one inch wide and shorts must be at least fingertip length. Muscle shirts that expose below the armpit area should not be worn.

RECESS GUIDELINES

Outdoor recesses will NOT TAKE PLACE when the outside temperatures are 32 degrees or less OR if the temperature when combined with the wind chill factor is 25 degrees or less. Therefore, please dress your child appropriately for outside play; coats, hats, gloves, etc. for when the temperature is 33 degrees and above.

CLASS PICTURES

Class pictures will be taken once during the year and may be purchased by parents. Children traditionally dress up for picture day. When the day for pictures has been set, you will receive a note containing all the details.

FIELD TRIPS

The Board of Education believes that field and activity trips often enhance the program of instruction and add much to the education of a student. A permanent permission slip will be signed at enrollment and reminders will be sent home to families prior to each trip. A signed permanent permission slip must be on file before your child will be allowed to attend trips. We also recommend that parents refrain from the use of tobacco products while acting as supervisors of Hardeman R-X students.

CONFERENCES

Parent-teacher conferences may be held once during the school year, or as needed. Please feel free to ask the teacher any questions or concerns you may have anytime throughout the school year.

BOOK ORDER INFORMATION

You may receive book order forms once a month. In return for sending in orders, the book company sends our class new books. Should you wish to order books, return you order form and payment by the date listed on the order form. Checks should be made payable to the teacher, or you may order online. You are never under any obligation to purchase books.

CLASSROOM AND PLAYGROUND RULES

1. Students will participate in activities without distracting or endangering other students.
2. Students will use normal voice levels in the classroom, hallway, and lunchroom.
3. Students will walk in the classroom and hallway.
4. Students will use a signal (raise their hand or gently touch the arm) to speak when another person is speaking.

DISCIPLINARY POLICY

The Love and Logic philosophy by Jim Fay and Foster W. Cline, M.D. and positive behavior measures are used in the Hardeman Preschool. This technique establishes the desired classroom climate where students take responsibility for their own actions and behaviors. Our goal is to help children develop a positive self-image. We want to create the belief in the student's mind that we know they will handle their behavior in a positive way.

PEER/SELF-DISCIPLINE

1. One student tells another student, "Stop a specific action."
2. The student says, "If you don't stop, I'm going to tell."
3. The student tells an adult.

DISCIPLINARY ACTION

1. Call the child's attention to the misbehavior and ask him/her to correct it.
2. Remove the child from the situation and get him/her involved in another activity.

3. Ask the child to take a time-out in a chair for indoor reprimands or a time-out by the teacher for outdoor reprimands.
4. The teacher will immediately step in to stop a physical fight of any kind between two or more children.

GENERAL HEALTH POLICIES

In order to reduce the spread of colds and germs, each child will wash his/her hands several times periodically during the day, especially after restroom breaks and before meals. When a child shows any sign of illness or possible infection, it is the responsibility of each family to keep the child home. Please keep your child home with any of these symptoms of illness:

1. An elevated temperature (more than 99 oral, 100 rectal)
2. A bad cold (a sore throat, runny nose, continuous cough)
3. An ear ache or discharge
4. Inflamed eyes or discharge from the eyes
5. Any contagious rash or rash of unknown origin
6. Stomach upset (vomiting, diarrhea, abdominal cramps)

If a child should unknowingly expose the class to a contagious disease, such as chicken pox, please notify the school so other parents can be informed. Special medical problems or allergies should be noted on the enrollment papers.

ELECTRONIC DEVICES

During special events/circumstances and classroom use for academic purposes, student use of personal electronics will be allowed at the discretion of the administration. This district will not be responsible for lost/stolen or damaged items. In the event that electronic devices are discovered being used without proper permission, they will be confiscated by administration. Repeated offenses will result in disciplinary action by the school administration.

INCLEMENT WEATHER DISMISSAL POLICY

Dismissal of school in cases of snow or hazardous roads will be announced on 102.9 FM KMMO or 1300 AM on local radio. Early dismissals will also be announced on KMMO, as soon as the decision has been made. Text alerts notifications will also be sent to those who are signed up. **Our Text alert letter and directions are attached on page 15.**

EMERGENCY PROCEDURES

During the school year we prepare the children for emergency situations by practicing fire, tornado and earthquake drills. We feel as a school we have procedures that will keep us as safe as possible if we would happen to experience any of the disasters mentioned. To help keep calm and organized in an emergency situation, we ask that you follow these guidelines:

1. Parents or legal guardians only will be allowed to take the children from school, only after an all clear has been declared by the proper authorities. (This means we will not allow a child to leave with a neighbor, friend, or sitter).
2. No children will be allowed to walk or ride their bikes home.
3. Please do not call the school! (If we do have a line working, we may need that to call for assistance). Listen to KMMO (102.9 FM) for further information.
4. Text alerts notifications will also be sent to those who are signed up. **Text alert letter and directions are attached on page 15.**
5. If buses are running after the all clear and your child normally rides the bus, your child will be placed on the appropriate bus and sent home.
6. **All teachers and staff will remain with students until they have been picked up.**

PLEASE CALL THE SCHOOL IF YOU HAVE ANY QUESTIONS ANYTIME THROUGHOUT THE YEAR. WE ARE HAPPY THAT YOU DECIDED TO BEGIN YOUR CHILD'S EDUCATION HERE WITH THE HARDEMAN PRESCHOOL PROGRAM.

Please contact the office if you are in need of a printed copy of this student handbook

Dear Parents/Guardians,

Great news! Hardeman School will continue implementing the text alert program called “Remind”. This program will allow the school to conveniently notify you of any changes in the current schedule, such as changes in sports practices and games, inclement weather days, etc. These messages will be sent out via text messages through your cellular device. Messaging and data rates will apply through your cell phone provider.




The school has three categories. These categories include basketball parents, cheerleader parents and all Hardeman Hornet parents. In order to receive these messages, you will need to sign up by following the included instructions. Each category must be signed up for separately. You cannot send one message with all three codes. Therefore, if you have children in both basketball and cheerleading then you will need to sign up for all three categories. The three codes are set up on the attached form in the section labeled “Text This Message”.

Text alerts about early outs and school cancellations due to inclement weather will be in addition to sending out the word through KMMO. We are very excited about this new convenient way to inform our parents and hope you will sign up to receive these text alerts!

Please note- if you are already signed up, you do not need to sign up again.

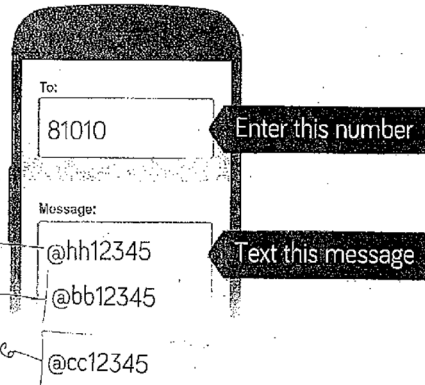
Sincerely,

Mrs. Forrester

Mrs. Forrester would like you to join All  remind Student Parents!

To receive messages via text, text @hh12345 to 81010. You can opt-out of messages at anytime by replying, 'unsubscribe @hh12345'.

ALL PARENTS @hh12345
BASKETBALL @bb12345
CHEERLEADING @cc12345



Or to receive messages via email, send an email to hh12345@mail.remind.com. To unsubscribe, reply with 'unsubscribe' in the subject line.

Recipients	hh12345@mail.remind.com
Subject	(You can leave the subject blank)