

Liggett Trail Education Center

*Parent Handbook
2007-2008*

*Liggett Trail Education Center
3575 SW Liggett Road
Blue Springs, MO 64015
816.224.1360*

**LIGGETT TRAIL EDUCATION CENTER
INFORMATION SHEET**

OFFICE STAFF

DIRECTOR:	PATTY MOHN
PRINCIPAL:	WILL VANDERPOOL
PROCESS COORDINATOR:	KATHY C. FORD
SECRETARY:	DIANE MEYER
SCHOOL NURSE:	VICTORIA EARL
SCHOOL HEALTH AIDE:	TRICIA ALLEN

IMPORTANT NUMBERS

**LIGGETT TRAIL EDUCATION CENTER
PHONE: 224-1360
FAX: 220-1138
TRANSPORTATION DEPARTMENT: 224-1385**

IMPORTANT REMINDERS

- 1) **IF YOUR CHILD WILL BE ABSENT FROM SCHOOL YOU NEED TO CALL TRANSPORTATION (224-1385) AND THE SCHOOL (224-1360 or 224-7800).**
- 2) **IF YOU BRING YOUR CHILD IN LATE OR PICK YOUR CHILD UP EARLY, YOU MUST STOP IN THE OFFICE TO SIGN THEM IN OR OUT. THE SECRETARY WILL CALL BACK TO STUDENTS' CLASSROOM & STAFF MEMBER WILL BRING THE STUDENT TO THE OFFICE OR BACK TO CLASSROOM. ALL VISITORS (INCLUDING PARENTS) MUST SIGN IN AT THE OFFICE AND OBTAIN A VISITOR'S BADGE BEFORE GOING INTO BUILDING (BEYOND THE OFFICE).**
- 3) **IF YOU SEND ANOTHER PERSON TO PICK YOUR CHILD UP FROM SCHOOL THE TEACHER MUST HAVE WRITTEN PERMISSION, OR YOU MUST TELEPHONE THE OFFICE GRANTING PERMISSION. NO CHILD WILL BE RELEASED WITHOUT PRIOR AUTHORIZATION FROM THE PARENTS.**
- 4) **PLEASE BE SURE TO KEEP THE SCHOOL INFORMED OF ANY CHANGES IN YOUR ADDRESS OR TELEPHONE NUMBER. IT IS IMPERATIVE THE SCHOOL HAVE THE CORRECT INFORMATION ON FILE IN CASE OF EMERGENCY.**

*****IMPORTANT, PLEASE READ CAREFULLY*****

Dear Parent / Guardian:

Safety and security are a high priority in the Blue Springs School District. Liggett Trail Education Center has restricted entry systems that are monitored by the office staff.

It is very important to us that all families feel welcome in our building. To address the need for adequate security and to prevent disruption of instructional time at the Liggett Trail site, we ask that you follow these procedures / guidelines:

1. All persons not presently employed at Liggett Trail Education Center must check in at the office immediately upon entering the building.
2. If a student is being transported by a parent or other designated person to and / or from school each day at the regular arrival and departure times, the person transporting them should wait with the child at the main entrance lobby. Our staff will receive him / her as they unload the buses and accompany them to their classroom.
3. If a student is being brought in late or picked up early from school, the parent or designee (with written permission and identification) must go to the office and sign the student in / out. The office staff will then contact the child's classroom and a staff member will come to the office to receive the student and accompany him / her to the classroom or bring him / her to the office ready to go home. Feel free to share pertinent information with the staff member or leave a message for someone to call you.
4. All visitors who need to proceed past the office for a meeting or other business must sign in at the office and obtain a visitor's badge. They must also return to the office to sign out as they are leaving.

Other Reminders:

***All medications, new and refills, must be delivered by an adult to school and have a current medication permit, signed by a physician. No medications may be transported on the bus due to safety concerns.

***Be sure to read and follow the information included in the Parent Handbook.

Hopefully, these guidelines will reassure you of our concern for your child.

Staff Members of Liggett Trail Education Center

Blue Springs R-IV School District Liggett Trail Education Center Programs

Early Childhood Program

Serves preschool age children who qualify for services through Early Childhood Special Education funding, and Title One Preschool funding

Children may become eligible on their third birthday

Children may receive services in a variety of settings and time frames

Transportation may be provided for students living in the Blue Springs School District

Related services such as Speech and/or Language Therapy, Physical Therapy, Occupational Therapy, Deaf/Hard of Hearing and Blind/Vision Impaired Services and Health Services may be provided by trained personnel for students who qualify

Parent involvement is an integral part of the program

Certified teachers serve all students and paraprofessionals are assigned to classrooms as needed

Classes are available Monday through Thursday from 9:35-12:35 for the morning session and 1:10-4:10 for afternoon classes

Fridays are reserved for parent contacts/visits and staff planning and preparation

Students follow the school district calendar and kindergarten adaptations for snow days, etc.

Multi-disabled Program

Students from Blue Springs School District and several other surrounding school districts are served in this program

Students follow the regular school district calendar and attend five days a week from 9:00-3:00

A wide range of services, including transportation and specialized health services, are available, based upon each student's needs as determined by his/her Individual Education Plan (IEP)

Community-based instruction and inclusion opportunities are provided as appropriate

Certified Teachers, Registered Therapists, a Registered Nurse and trained Paraprofessionals provide instructional and personal care services

**BLUE SPRINGS R-IV SCHOOL DISTRICT
LIGGETT TRAIL EDUCATION CENTER
Mission Statement**

The mission of the Liggett Trail Education Center is to provide a safe, individualized, caring, educational environment to address the special needs of students, ages three through twenty-one years. Programs include preschool age children who qualify for Title One Preschool and Early Childhood Special Education services, and school age students who qualify for Multi-disabled Special Education services. Emphasis is upon school/parent communication, developmentally appropriate practices, specialized therapies and a team approach that allows each student to work toward his or her potential.

**LIGGETT TRAIL EDUCATION CENTER
MULTI-DISABLED PROGRAM
Mission Statement**

The mission of the Multi-Disabled Program is to provide highly structured educational services in a safety-conscious, caring, student-centered environment. With the belief that all students can learn, the program emphasizes dedication to parent/staff communication, development of functional life skills, transition from school to the community and the encouragement for all children to reach their potential.

**LIGGETT TRAIL EDUCATION CENTER
EARLY CHILDHOOD PROGRAM
Mission Statement**

The mission of the Early Childhood Program is to provide a nurturing, caring environment which allows children to construct their own knowledge as a result of their interactions with people and their physical environment. The program addresses the needs of the children through the use of developmentally appropriate practices. Our mission is to be part of the team of parents, educators and children who give their best so that each child may learn his or her potential.

ATTENDANCE

Regular attendance at school is one of the major factors in a child's progress. Routine and healthful habits tend to be reassuring to children and allow them to focus upon educational life skills. However, for your child's comfort and to protect others, please do not send your child to school within twenty-four hours of having a rash, fever, upset stomach, or cold symptoms. Please notify our transportation department at 224-1385 and us at 224-1360 when your child will not be attending school and keep us informed during hospitalization or extended illness.

CLASSROOM VISITS

Parents are welcome to visit in our classrooms. For security purposes, all visitors must check in at the office and put on a visitor's badge each time you enter, then check out and return the badge as you leave. When visiting our school, you are cautioned to remember confidentiality principles, which apply to all students. Consult our newsletters and the school district calendar for Grandparents'/Special Persons' Day and other opportunities to come to school.

TRANSPORTING STUDENTS TO AND FROM SCHOOL

Personally deliver your child to a staff member at 9:00, 9:35, or 1:05 and pick him/her up promptly at 12:35, 3:00, or 4:05, depending upon their regular program times. All students will leave on their regular buses if they have not been picked up by their regular dismissal time. If you have indicated that you will be picking up your child, but have not arrived by then, we will attempt to reach you or your emergency contact. If we cannot reach you or your designee, the student will go home on the bus as usual. We do not have staff available to supervise children before or after school hours.

PERSONAL CLOTHING AND EQUIPMENT

Please use a permanent marker to label personal items and equipment sent to school. Having an extra set of clothing to leave at school or in your child's backpack is very helpful when accidents or spills occur. If a child has no clothing available, we may use some clean items we have at school to make him/her more comfortable. If your child arrives home in clothing that is not his/her own, please launder and return to school as soon as possible.

HEALTH SERVICES

We are very fortunate at Liggett Trail Education Center to have our own Registered Nurse and Health Aide on duty during the school day. The Registered Nurse is primarily responsible for our multi-disabled students, and the Health Aide for early childhood, however both are available and competent to meet most of the needs of either population. Each has a very busy schedule, but tries to talk to you when you call or return your call promptly. If at all possible, please try to feed your child and administer any necessary medications before they board the bus for school. While we are aware that there are sometimes unique circumstances, we appreciate your cooperation in this respect.

MEDICATIONS AT SCHOOL

School Board Policy requires that a medication permit, signed by a health care professional with prescriptive authority, be provided to us in order to administer prescription or over-the-counter medications at school. This means that you must have a written order from your physician in order for our school nurse or health aide to administer even such medications as Tylenol, Advil, etc. All medications must be delivered to the health clinic by a parent, guardian, or designated adult. The medication must be in the current prescription container with the name of the student, the name of the drug, dosage, frequency of administration, route of administration and the prescriber's name. All medications will be administered under the supervision of our health services staff.

FIRE AND EMERGENCY PROCEDURES

Liggett Trail Education Center staff practices safety procedures with students at times convenient for each classroom as weather and schedules permit. All staff are well trained in emergency procedures and parents may be assured that safety is a high priority at our school. In addition, all staff members are CPR certified.

SCHOOL PICTURES

School pictures are taken by photographers twice a year. At one of those times, a group classroom picture will also be taken. Parents will be provided dates and ordering information ahead of time and are welcome to come assist their child on picture day. We are pleased that the photographers are very patient and understanding with our special students. A school yearbook is available for purchase and is an enjoyable collection of students' photos, which reflect exciting school years.

LIGGETT TRAIL EDUCATION CENTER
TRANSPORTATION GUIDELINES

1. A child who uses a wheelchair for mobility should be in that wheelchair and fastened securely before boarding the bus.
2. All safety equipment, seat belts, foot straps, harnesses for students under four years of age, etc., should be used.
3. The special lifting equipment for wheelchair entry and exit from the bus should be used for safety of students and staff.
4. If it becomes necessary for a child's transportation routine to be changed temporarily, please make every effort to have someone transport the child to and from school or pick him/her up at the regular stop until the established routine can be resumed. Seat/wheelchair positions have been assigned on buses based upon information you provided and changes may not be possible without ample notice and/or changing other students' assigned seats. We appreciate your help in this regard.
5. The Transportation Department (224-1385) and our office (224-1360) should be notified as soon as possible each time your child will not be attending school.
6. Students should be ready and waiting when the bus arrives. This will enable the driver to maintain a schedule all parents can depend upon and to arrive at school on schedule. The driver will pause for a few minutes, but then must proceed on to get other children.
7. A parent or an approved person on the child's emergency card should meet the bus. If no one is home, the bus may proceed on the route and return the student to Liggett Trail Education Center.
8. Inclement weather procedures will be consistent with those of the other schools in the Blue Springs School District. Early dismissal may require cancellation of classes after students have arrived. Parents will be notified.

