

This Handbook is to help you familiarize yourself with our school and our preschool program. Some concepts covered in the elementary parent handbook do not always apply to the preschool program. Please take the time to familiarize yourself with both the elementary parent handbook and the preschool parent handbook.

If you should have any questions, please feel free to contact the school at 942-7500. Cooperation and communication between home and school are very important.

PRESCHOOL PHILOSOPHY

The Harrison Hills City School District shall operate a preschool handicap unit in accordance with the Rules for the Education of Preschool Children with Disabilities served by the public schools

The program shall serve children ages 3-5 who are identified as disabled congruent with the definitions of handicapping conditions stated in the rules. The program shall also serve children ages 3-5 who are identified as having typical developmental conditions.

Programming shall be constructed to meet individual needs reflected by multifactor evaluations and implemented through goals and objectives stated on individualized education programs (IEPs). In addition to areas defined on the multifactor evaluations, programming shall also address areas such as communication, cognitive, motor, social/emotional, adaptive behavior, and include parent involvement.

The ultimate outcome is to prepare the preschool disabled student for school age involvement in regular areas to the maximum extent possible of special areas as designated by the IEP transition team.

PRESCHOOL GOALS

The major emphasis of this program is to identify and serve preschool age children who have been identified as having disabilities. More specifically, to develop and acquire skills in the cognitive, adaptive behavior, communication, motor and social/emotional areas, utilizing special instructional strategies as needed to overcome areas or disability.

ATTENDANCE

There are 2 preschool classes and they run Monday thru Friday. The AM class is scheduled from: **9:20 – 12:15 AM**. The PM class is from: **12:55 - 3:35 PM**. The AM class does run longer to make up for the 2 hour delay days in the Winter.

Parents wishing to have their children excused from school will send in advance a written excuse to the Principal. The excuse note should include student's name, date(s) of absence, nature of absence, and parent or guardian's signature. If the absence is because of illness, the parent needs to call the school and report their children off of school in the morning. The student must then bring a note signed by the parent or guardian stating why their children were absent.

ACCIDENT-SICKNESS—Parents will be notified if their child should have an accident or become sick during the school day. Parents will be requested to come to the school and pick up their child. Each child is required to have an emergency medical card on file in the school office that states a course of action in case of emergency.

EARLY DISMISSAL—any student leaving the building must have a written permission to the Principal. An early dismissal from school will be limited to illness, emergency, or professional appointment. Early dismissal will be treated as other absences. Request for early dismissal must be made before school begins in the morning. The student dismissed from school for a professional appointment (doctor, dentist, orthodontist, human services, court, eye doctor, or professional counseling), will bring a slip back to the Principal's office upon returning that day or before school the next morning. Students who become ill during the day must report to the Principal's office for permission to call the parent or guardian to go home. The call must be made by the Principal/designee.

BUSING/TRANSPORTATION

Preschool students will ride the buses to and from school just like any other student. There will be someone at the bus or door to unload the children off of the bus at the school. The children will be walked out to the bus by the teacher when loading buses at the end of their class.. Parents wishing to transport their children to and from school must not bring the children to school before 9:20 AM and 12:55 PM. Pick-up times are 12:15 for the AM and 3:35 for the PM.

On 2 hour early dismissal days, there will not be a bus to transport the AM class home. Please plan on making arrangements to pick your child up on the early dismissal days.

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus drivers and other drivers on the road and to ensure safety and proper maintenance or school buses.

Students will:

1. be careful in approaching bus stops, walk on the left facing oncoming traffic and be sure that the road is clear both ways before crossing the road.
2. be on time at the bus stop in order to permit the bus to follow the time schedule.
3. sit in assigned seats. Bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in a classroom.
4. reach assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving.
5. obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety.
6. keep the bus clean, refrain from chewing gum or consuming candy, food or drinks on the bus at any time.
7. use quiet voice when talking
8. keep head, arms, and hands inside the bus at all times
9. be courteous to fellow students and bus driver
10. treat bus equipment as one would treat valuable furniture in his/her home
11. remain seated until the bus stops, wait for the signal from the bus driver and cross in front of the bus

Failure of a student to follow these regulations may result in a write-up on a bus conduct report. Students are not permitted to change buses or ride buses to which they are not assigned. If an emergency situation arises and the parent is unable to contact the transportation supervisor, the parent must contact the building principal. Any problems other than those above should contact the transportation supervisor.

REQUIRED FORMS

EMERGENCY MEDICAL FORM—At the beginning of each school term, a special form is provided by the school to parents or guardians for their children who become ill or injured while under school authority, when the parents or guardians cannot be reached. This form also enables you as a parent or guardian to refuse permission to the proper school authorities to carry out any emergency treatment. This is not local school policy, but one prescribed by Ohio Law Section 3313.712. It is important that each parent or guardian complete all information requested.

OHIO SCHOOL HEALTH HISTORY FORM—At the beginning of each school term the parents will be provided a form to complete. This form will give the school information concerning your child's health issues. It allows you to list any illness, allergies, medication, or behavior your child may have. It also gives us a look at family health history and family information. It is important that each parent or guardian complete all information requested.

PRESCHOOL INFORMATION FORM—At the beginning of each term the parents will be provided a form to complete. This form is giving bus transportation authorization, authorization to have name and phone number on class roster, and names of three people in which your child may be released to from school. Names may be added or deleted only by the person who signed the form. This form also will provide us with a name and phone number or your child’s doctor and dentist.

CHILD’S PHYSICAL FORM—At the beginning of each term your child is required to have in the office a completed physical exam signed by doctor and copy of his/her immunization records. Your child will only be permitted in school for 30 days without a physical form. **After 30 days your child will not be allowed to return to school until the physical form is turned in.** In addition you will need to provide a copy of the birth certificate, and social security card

MEDICATION AUTHORIZATION—the Harrison Hills City School District Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student.

For purposes of this policy, “MEDICATION” SHALL INCLUDE ALL MEDICINES PRESCRIBED BY A PHYSICIAN, ANY PATENT DRUG OR ASPRIN.

Before any medication may be administrated to or by any student during school hours the Board will require:

1. The written request of the parent which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication, and
2. The written order of the prescribing physical which shall include the pupil’s name and address, the school name and class, the purpose of the medication, the dosage, the time at which or special circumstances under which medication shall be administrated, the length of period for which the medication is prescribed, the possible side effects of the medication, and the doctor’s emergency phone number. Both documents shall be kept on file in the office of the school nurse and building Principal.
3. The medication must be brought to the school in the container in which it was dispensed by the doctor or pharmacist and labeled with the student’s name, contents, dosage, and schedule.
4. **WE CAN NOT GIVE YOUR CHILD ANY MEDICATION UNTILL ALL PAPERWORK HAS BEEN COMPLETED.**

PERMANENT RECORDS

When a student enters school a record of the student’s history is started. This record follows the student through school until he withdraws or graduates from high

school. It generally contains the student's academic accomplishments and other related information that may assist the present as well as the future teachers to better help the student in a learning situation. The accuracy of certain information, namely: exact name (legal name). Birthday and parent's names are very important. An emergency number is also important in case of an accident or sickness.

COMMUNICABLE OR NUISANCE DISEASES

All students with signs of symptoms of diseases suspected as being communicable to others are given immediate attention and sent home if such action is indicated. Any student suspected or reported to have a communicable disease is examined by a school nurse or public health nurse. The Department of Health "child day care communicable disease chart" for appropriate management of suspected illness will be followed. The parents will be notified by phone of the child's condition when he/she has been observed with signs or symptoms of illness. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian.

1. Diarrhea (more than one abnormally loose stool within a 24 hour period)
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Conjunctivitis
6. Temperature of 100 degrees
7. Untreated infected skin patch(es)
8. stiff neck
9. Evidence of lice, scabies or other parasitic infestation
10. Unusually dark urine and /or grey or white stool

Any child with the following symptoms of unusual spots or rashes, sore throat or difficulty in swallowing, elevated temperature, and vomiting shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the school nurse, building principal, and the parent or guardian. While the child is being isolated at the program he/she shall be carefully watched for symptoms listed above.

If a child is isolated due to suspected communicable disease shall be cared for in the following manner.

1. Cared in a room or portion of a room not being used in the preschool program
2. Within sight and hearing of an adult at all time. No child shall ever be left alone or unsupervised
3. Made comfortable and provided with a cot. All linens and blanket used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate

germicide agent, or if soiled with blood, feces, vomitus or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicide agent

4. Observed carefully for worsening conditions
5. Discharged to parent, guardian or person designated by the parent or guardian as soon as practical

Re-admission is dependent upon the decision by a physician, school nurse or public health nurse. In case of doubt, the school physician is consulted.

In the case of a child who is mildly ill the child will be sent to the office to be checked out by the school nurse or building principal/secretary. The child will then stay in the classroom or office while being monitored for worsening conditions until the child feels well enough to return to the classroom.

The preschool staff will complete a six hour class on prevention, recognition and management of communicable disease. After the completion of the six hour class each preschool staff will take a 3 hour review class every three years.

Parents are informed when a communicable disease occurs in their child's classroom or on the bus so that early signs or symptom can be observed and appropriate preventive measures can be instituted. A letter will be sent home with each child in the classroom to inform the parents of the communicable disease.

Please keep your child at home when any of the following symptoms are present or have been present in the last 24 hours:

1. Flushed face—elevated temperature of 100 degrees or more
2. Pain in stomach
3. diarrhea
4. Nausea-with or without vomiting
5. Sore throat
6. Extremely runny nose, coughing, sneezing
7. Eye discharge
8. Unknown skin eruptions—spots or rashes

Students with diarrhea, fever, vomiting, etc. will be sent home and required to remain home at least 24 hours unless evaluated by a physician and released, with a physician's note, to return to school sooner.

The school must be notified any time your child develops a communicable disease such as chicken pox, strep throat, measles, scarlet fever, whooping cough, ringworm, ect.

Lice or scabies must be reported to the school if you suspect your child may have either condition. Children determined to have lice can return to school when checked by Health Dept. Personnel (nurses or other so appointed). Readmission upon no evidence of head lice or nits. (Nit Free Policy- removal of all nits)

DAILY SNACK BREAK

The preschool students will not be having a daily snack break. They will be able to eat breakfast when they arrive. There will also be the same breakfast food for the PM class when they arrive if they are interested.

EMERGENCY SCHOOL CLOSING

Due to adverse weather conditions or other emergencies it may become necessary to close or delay school. Please listen to: WTOV-TV, WTRF-TV, WWVA, WOVM, WRKY, WJER, and WTUZ. You should also be notified by the school's automated call system. It is important that if you change your phone number to give it to us. If you do not receive the call, please notify us at the school.

2 HOUR DELAY DAYS: The AM class will be cancelled.

EARLY DISMISSAL: The PM class will be cancelled. If the PM class is already at school and there is an early dismissal, they will leave as they always do. There will be no bus transportation home for the AM class on early dismissal days.

FIRE-TORNADO DRILLS

Fire and tornado drills will be held periodically during the school year. On the sound of an alarm students will move orderly through the nearest exits and stairways to a safe distance from the building during a fire drill or to their assigned area during a tornado drill. Teachers have specific drill instructions for each emergency and will direct their students accordingly.

SCHOOL GROUNDS

PARENTS-VISITORS ARE TO REPORT TO THE OFFICE AT ALL TIMES UPON ENTERING THE BUILDING. If you are here to pick up a student for early dismissal appointment, conference, etc. office personnel will notify the student or teacher involved. **DO NOT GO DIRECTLY TO THE CLASSROOM.**

If any person other than the parent or guardian is to pick up the child, the school must have a statement for the parent specifying the necessary information. **PARENTS ARE REQUIRED TO SIGN OUT STUDENTS IN THE OFFICE BEFORE LEAVING.**

While school visitation and observation by the public is welcome, guidelines have been established to assure that an atmosphere conducive to learning is maintained.

1. While parents are always welcome, we ask that you notify the teacher/office prior to your visit.
2. All visitors must first report to the office upon arrival.

PARENT INVOLVEMENT

The Board believes that parent involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents in the education of their children generally results in higher achievement scores, improved student behavior, and reduced absenteeism. All parents are encouraged to take an active role in the education of their children.

1. encourage strong home-school partnerships
2. provide for consistent and effective communication between parents and school officials
3. offer parents ways to assist and encourage their children to do their best
4. offer ways parents can support classroom learning activities
5. provide opportunities for parents in the parental involvement program

WITHDRAWING FROM SCHOOL

Any student withdrawing from school must report to the school office and turn in all school supplies used at home. Parents are to give the secretary the date of withdrawal and the name and address of the new school you plan to attend. A transcript of your grades and health records will be forwarded to the new school after a release is signed by the parent or guardian. All outstanding fees must be paid for these records to be released to the new school.

DIVORCED PARENTS OR CUSTODIAL PARENTS

The school wants to cooperate with the parents of our students, but we must do so according to Ohio Law. Sometimes parents have disagreements and make request of school personnel regarding releasing children during the school day. If custodial arrangements, which have been court ordered, restrict access to the child or his/her records, a copy of that order must be on file in our office. This court-issued document directs the school.

COMMUNICATIONS

At the beginning of each month a bulletin of events and a lunch menu will be sent home with each student for that particular month. Parents should expect their child to bring this home as it provides information on school events and functions. The teacher will also send home a newsletter on a weekly basis letting you know of classroom activities and other important information. If at any time you have a concern about your child please call the teacher or send a note in the child's folder.

CONFERENCES

This office is always open to anyone who wishes to confer with the Principal or teachers about school business. However, we do appreciate you calling first, if possible, so that a suitable time can be scheduled for all concerned. Contact the secretary who will schedule a specific time and date.

There will be 2-3 conferences held each year. There will be one at the beginning of the year to discuss the preschool program with parents. There will be one held around the end of the first nine weeks. There will be one at the end of the year to discuss transition to kindergarten, IEP goals, or educational concerns for following school year. If at any other time you would like a conference please let the teacher know so that one can be arranged.

PROGRESS REPORTS

Progress reports are sent home every nine weeks with the preschool students. The preschool students will not have an interim report sent home. The reports contain how your child is doing in preschool and also contains teacher comments. Concerns with the progress reports can be discussed with a conference requested by the parent or teacher. The parent will need to sign and return the progress report every nine weeks. At the end of the year the progress report will be sent home with the student for you to keep.

CLOTHING

Clothing worn should be comfortable and clean. Make sure your child wears a coat, hat and gloves when the weather dictates. We may go outside to play on days that are above 40 degrees and when it is not to wet outside. **ALSO, IF YOUR CHILD IS PRONE TO TOILETING ACCIDENTS, PLEASE SEND EXTRA CLOTHES IN A MARKED BAG.**

The playground is rock based so be careful in the type of shoes your child wears.

LOST AND FOUND

Take all found articles to the office. You may inquire about lost articles there. NEVER send a great amount of money to school. Please do not allow the children bring toys from home. They may get lost, broken or have problems sharing the toys with others. All items in the lost and found will be disposed of at the end of the year.

BOOK BAG

Please send a full size book bag with your child to school every day. Many important and colorful papers come home every day that your child will want to share with you. Also, there might be a note from your child's teacher or a note from the school office, so please make sure that you check your child's book bag every day. The folder needs to be packed in the book bag daily also. Please put your child's name on the book bag.

SCHOOL PICTURES

School pictures are usually taken in September or October and again in the spring. More information will be sent home when the time comes.

BEHAVIOR PLANNING

As part of a child's total learning experience in preparation for future challenges, it is sometimes necessary to correct inappropriate behavior in a constructive manner. Some constructive, corrective measures used may include verbal redirection, separation from problem situations, talking with the child about the situation, praise for appropriate behavior, timeout, or restriction of privileges. Teachers are encouraged to take such action in a positive, progressive manner that benefits the child. The methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. No cruel, harsh, corporal punishment or any unusual punishment such as but not limited to punching, pinching, shaking, spanking, or biting
2. No discipline shall be delegated to any other child
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug so the child may regain control
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents
7. Techniques of discipline shall not humiliate, shame, or frighten a child
8. Discipline shall not include withholding food, rest, or toilet use
9. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space
10. The staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program

Parental conferences may be held at the discretion of the teacher or principal when necessary. Parents may arrange for a conference at any time by contacting the school office or teacher.

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school and classroom regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive, or inappropriate behavior by its students. It is hoped that school discipline will be reinforced at home to ensure consistency for the benefit of each child.

CURRICULUM

The curriculum in the preschool classroom is based on the Early Learning Content Standards. The activities will be focused on one to three Content Standards weekly. The activities will be presented in a small group setting, individual setting, or during play time activities. The classroom will be organized in a fashion of different centers for the children to play in. Each center will have a variety of activities for the children to participate and interact with other children. The following pages will include a brief description of the centers.

The preschool curriculum is also based on activities that will improve gross and fine motor skills, cognitive skills, social/emotional skills, adaptive skills, and communication skills. These skills will be presented in small group setting, individual setting, or during play time activities.

INSPECTION REPORTS AND COMPLAINTS

Parents may request copies of the program compliance report at any time. The reports will be posted in the preschool room for parents to view. If a parent would like a report sent home they will need to contact the school in writing requesting a copy of the compliance report.

During the course of the year if the parent has a complaint there would be a series of steps the parent would need to follow. The steps are as follows:

1. Parent present complaint to teacher.
2. If the teacher and parent cannot resolve the complaint then the parent would complete a formal written complaint to principal.
3. If complaint still is not resolved with principal, the parent would take the complaint to the Superintendent by phone call or written letter.
4. If parent still is not satisfied with Superintendent resolution, then the parent would take their complaint to the school board by attending a school board meeting.
5. If complaint is still not resolved then parent would take their complaint to Ohio Department of Education.

PRESCHOOL FEES SCHEDULE

For those children enrolled in the preschool classroom without an IEP, there is a possible fee to attend. The typically developing children who do not meet the federal income levels as prescribed in the preschool project are subject to a sliding fee scale, payable to the Principal's Office as follows:

- A. First payment is required on Orientation Day in August or before the first day of classes.
- B. Remaining payments are due at the beginning of the month. Other arrangements may be made with the Principal's approval.
- C. Checks payable to Harrison Hills Board of Education – Preschool.

The sliding fee scale is in compliance with Federal Head Start and State Preschool Guidelines as required in the Early Childhood Grant Programs and therefore, full payment must be made.

Failure to make payments, may result in your child being removed from the program.

Dear Parent/Guardian,

As the New Year begins, we know you are overwhelmed with paper work, but we are asking you to please read and acknowledge your understanding of the Parent Handbooks. It is very important that we have an open communication with parents and families of our children. The handbooks have been written to help you understand the policies and procedures of our school. Please read the information, it will probably answer most of your question about our school, but if you have any question please do not hesitate to call the school at 942-7500.

Below is an acknowledgment stating that you have read the handbooks and understand our policies & procedures. Please sign the form and return it to the school as soon as possible.

Thank you so much for your cooperation. We are looking forward to a great school year.

Child's name _____

_____ Yes, I have read the both the preschool and elementary Parent Handbooks and understand the Policies & Procedures of the school.

Parent/Guardian Signature _____

