

# PRESCHOOL

## Northwestern Local School District



## Student-Parent Handbook 2018-19



Dear Parents,

Welcome to Northwestern Local Schools and our preschool program. This handbook was written to help explain the procedures and policies of our program. We look forward to working together with you to provide a successful preschool experience for your child. Please contact us if we can provide you additional information. We are looking forward to a great year!

Sincerely,

The Preschool Staff

## **Vision**

Valuing one another, working with one another, succeeding together.

## **Mission**

Our mission is to provide a preschool program that builds and supports nurturing relationships with families and other professionals in order to foster student achievement and celebrate their successes.

## **Goals**

- To offer early childhood special education services designed to meet the needs of each student. Services may take the form of home-based instruction, school-based services, or day care visits within the district provided by the preschool special education teacher and/or therapist or a combination of the above services.
- To develop strong relationships with parents and guardians as individualized education programs are developed and carried out at home and/or school.
- To provide opportunities for children to participate in meaningful interactions with peers through play and cooperative learning experiences.
- To provide support for families in seeking out community resources to further assist in meeting their child's needs.

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## General Information

Northwestern's preschool course of study is based on strengthening the following areas of development:

- Cognitive/Early Academic Skills
- Physical
- Communication
- Social/Emotional
- Adaptive Behavior

Our program features individualized instruction designed to meet the needs of every student enrolled. The curriculum components, developmental and educational goals, and Individualized Education Program (IEP) goals are embedded in play-based activities that are both child-initiated and teacher-facilitated. These activities are aligned with Ohio's Early Learning and Development Standards, and Northwestern uses the *Creative Curriculum* for Preschool, a written research-based, aligned, comprehensive curriculum created by Teaching Strategies as the primary instructional framework.

Each class has no more than 16 students with a teacher and assistant teacher.

Parents are informed of progress through home visits, phone calls, written reports, and face-to-face conferences with the teacher. This makes it possible to share common goals and give each other ideas of methods to develop each child's skills. Within the first 60 days of entry into the preschool program and annually thereafter, each child will be screened using the Ages & Stages Questionnaire, Third Edition. Results from the screening will be communicated with all families, and any areas of concerns will be addressed through the implementation of interventions, progress monitoring, and/or a referral for an evaluation to the school psychologist as appropriate.

Northwestern's preschool builds a strong foundation for kindergarten by developing preacademic, fine and gross motor, social, and communication skills. The combination of fun and learning gives children a positive introduction to the school setting.

### **Preschool Contact Information**

The main phone number for the preschool program is 964-3240.

### **Preschool Accreditation**

A copy of our preschool license and the most recent compliance reports from the Ohio Department of Education are posted on parent boards in each classroom. Program information may also be obtained by contacting the classroom teacher or program supervisor. Parents may also contact the Ohio Department of Education regarding the preschool program at 1-877-644-6338.

# General Information

## School Hours for Preschool Program

Each preschool class meets for 2 hours and 50 minutes Monday through Thursday.

AM Class: 8:40 - 11:30 a.m.

PM Class: 12:40 - 3:30 p.m.

For monthly scheduled and weather related 2-hour delays, preschool session times will be adjusted to 1 hour and 50 minutes each session.

AM Class: 10:40 - 12:30

PM Class: 1:40 - 3:30

## 2018-2019 Preschool Calendar at a Glance

**August 15** (Wednesday).....First Day for Students

**September 3** (Monday) .....No School – Labor Day

**October 18** (Thursday).....No School – Teacher Professional Development

**November 21** (Wednesday) through **November 23** (Friday) .....No School –Thanksgiving

**December 21** (Friday) through **January 2** (Wednesday) .....No School – Winter Break

**January 21** (Monday) .....No School – MLK Jr. Day

**February 18** (Monday).....No School – Presidents’ Day

**March 25** (Monday) through **March 29** (Friday).....No School – Spring Break

**May 22** (Wednesday).....Last Day for Students

**Note:** 5 calamity days will be allowed. Any days missed after 5 calamity days will be made up at the end of the school year if needed.

## Students Paying Tuition

Students who are enrolled in the preschool program who do not qualify for special education services are required to pay \$145.00 per month tuition. Payment is due by the first Thursday of each month using EZ Pay. Payments must be received each month. If payments fall two months past due, dismissal from the program will result.

## **Equal Education Opportunity**

The Board is committed to providing an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

Any person that believes that she or he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator at Northwestern Local Schools, 5610 Troy Road, Springfield, OH 45502, Phone: 937-964-1318. The individual may also contact the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114.

The person who believes he or she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with verbal answer to the complainant.

## **Individuals with Disabilities**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the district's programs and facilities.

The Northwestern Local School District provides a variety of special education programs and related services to students identified as having a disability as defined by the Individuals with Disabilities Education Improvement Act of 2004 (IDEA). A child with a disability means a child identified as having an intellectual disability, hearing impairment (including deafness), speech or language impairment, visual impairment (including blindness), emotional disturbance, orthopedic impairment, autism, traumatic brain injury, other health impairment, specific learning disability, deaf-blindness, multiple disabilities, or developmental delays for ages 3 through 5; and who, by reason thereof, needs special education and related services. Related services that a child may qualify for include occupational therapy, physical therapy, and speech and language therapy.

Parents are partners in the evaluation process and integral members of their child's evaluation team. If a student with a disability is determined eligible for special education services, an individualized education program (IEP) will be created. This customized program will be designed to set goals for student learning. To inquire about special education procedures or programs, you may contact Chrissy Miller at 937-964-3241.

## **Parental Involvement**

Parents are a child's first and most powerful teacher. We, as teachers and specialists, are partners in fostering your child's growth and development. Parents and teachers make a terrific team!

Newsletters with developmental information, program notes, activity calendar, songs, and games are distributed throughout the school year. In the spring your child's teacher will give you a summer activity packet to have fun with over the summer.

Parent communication is an essential element to a child's academic progress. The staff will communicate with parents on a regular basis through notebooks, phone calls, and/or e-mails. Parental cooperation in answering notes and other forms of communication greatly helps the staff in knowing how best to serve your child. Parent conferences are scheduled twice a year. If at any time, you wish to have an additional conference with your child's teacher, please call the elementary office at (937) 964-3240.

Parents are always welcome to visit Northwestern Elementary School but are asked to make arrangements in advance through the school office. All visitors and guests are required to register at the office upon entering the building by way of the main front doors. This is governed by Ohio Revised Code and Board Policy. Our program also encourages volunteer participation. As part of our ongoing efforts to ensure student safety, all volunteers are required to be fingerprinted for a FBI background check. Once an application for volunteering is submitted, a voucher will be provided for fingerprinting services at the Clark County Educational Service Center (ESC).

Parents are also encouraged to become a part of the Northwestern Parent Teacher Organization (PTO). The Northwestern PTO consists of parents and staff members who work together to strengthen educational opportunities provided to students and partnerships between families and the school. The group meets monthly. All staff members and parents/guardians are welcome to attend. The PTO has a governing body including president, vice-president, treasurer, grade level representatives, and the building principal. The PTO is responsible for such initiatives and activities like running the Wee Warrior Depot, Secret Santa, movie nights, game nights, and Spring Fling.

## **Reporting Pupil Progress**

All of our preschool students with disabilities have an Individualized Education Program (IEP) which requires an annual review and quarterly progress reporting on goals and objectives. For students not receiving special education services, teachers and families will collaboratively create goal(s) in the fall, and progress towards these goals will be shared with families throughout the year. In addition, we will have several opportunities to share your child's achievements. A "meet the teacher" event will be held in the fall to acquaint all the families with our school, classrooms, and staff. Results from a screening completed within 60 days of enrollment and annually thereafter will be shared with families as well as Early Learning Assessment results. Written progress reports will be sent home each quarter, and teachers will be available by phone or e-mail. Student notebooks go home daily specifically for the purpose of communicating between the home and school. Conferences will be held in the fall and spring to discuss progress, and you will have the opportunity for a home visit from our staff.

## **Preschool Child Transition Procedures**

### **For Children Entering the Program**

Parents/guardians will complete a Preschool Parent Questionnaire indicating interest in enrollment in the preschool program. The preschool supervisor will maintain these questionnaires in the order they are received and will contact parents/guardians. If parents/guardians indicate a concern with an area of development, the intervention assessment coordinator will contact the parents/guardians to arrange a screening to determine if further evaluation is warranted. If no concerns are indicated, as tuition spots become available, the preschool supervisor will arrange an opportunity for parents/guardians and children to visit the classroom and meet the teacher, prior to enrollment. The teacher will provide information regarding class rules, supplies, and other pertinent information.

The preschool supervisor or intervention assessment coordinator will provide the parent with enrollment paperwork and a handbook. After students have entered the program, an Ages & Stages Questionnaire: Third Edition will be completed within 60 days to further screen for any developmental concerns.

### **For Children Transferring to another Classroom within the Program**

If a student is returning for a third year in preschool, the recommendation is made that the student be transitioned to another classroom to further enrich their preschool experience. The parents/guardians and child will be offered an opportunity to visit the classroom and meet the teacher prior to the child beginning in the new setting. The visit can be arranged by the teacher or preschool supervisor. The teacher will provide information about class rules and supplies. The current teacher will also provide the receiving teacher with all paperwork (including assessment information) regarding the child.

If a situation arises in which it would be in the child's best interest to move to another classroom prior to the third year, the above procedure will also be followed.

### **For Children Leaving the District or Leaving the Program before Kindergarten**

If a family plans to leave the district, the parents/guardians will notify the school of their intent. Parents/guardians will be asked to sign a request for release of records to send documentation to receiving districts. If a child receives special education services, the district will contact the receiving district regarding services. The preschool supervisor, teacher, and/or intervention assessment coordinator will provide the family with assistance and/or paperwork the family may need to transfer to a new program. In the case that the family does not make the school aware they are leaving the district prior to the student's last day, the district will make every effort to locate the new district of residence for child find.

### **Transition to Kindergarten Process/Procedures**

By January 15, preschool teachers will initiate discussions with parents/guardians regarding transitioning to Kindergarten.

### **For Students Receiving Special Education Services**

When a student becomes eligible for kindergarten for the upcoming school year, a transition meeting will be scheduled by the teacher with the parents/guardians. The transition team will consist of the IEP team.

During the transition meeting, the IEP team members (including parents/guardians) will provide information to the team about the child's progress and current educational performance. Previous evaluation data will be reviewed, and if the team determines the need for a re-evaluation, the school psychologist will have the required paperwork for parents/guardians to gain informed consent. Parents/guardians will also be given input questionnaires as well as any rating scales necessary for the re-evaluation. Four potential reasons for completing a full re-evaluation may include, but are not limited to the following:

- Child's current disability category is Developmental Delay
- Child is due for his/her three-year re-evaluation
- Parent/Guardian request
- The IEP team feels a re-evaluation is necessary in order to ensure a successful transition to kindergarten

If the child is age eligible for kindergarten, but also still is eligible for preschool the following year, the parent/guardian may elect to have the child return to preschool for another year. The parent/guardian will sign the Preschool Transition Conference Form indicating the child will remain in the preschool program.

If a school-age evaluation is conducted, meetings to determine a child's eligibility for school-age services will be held in the months of March, April, and May. The preschool teacher will send meeting invitations to the parents/guardians. If a child is found eligible for school age services, an IEP meeting will also be scheduled. All meeting procedures will be in compliance with the Ohio Operating Standards for the Education of Children with Disabilities.

### **For Peer Models Not Receiving Special Education Services**

When a student becomes age eligible for kindergarten for the upcoming school year, a transition meeting will be scheduled by the teacher. Generally, this meeting will occur during elementary parent conferences; however, by parent/guardian request, this meeting may be a phone conference. During the transition meeting, the teacher will complete and sign the Preschool Transition Conference Form with the parents/guardians.

If the child is age eligible for Kindergarten but will still be eligible for preschool the following year, the parent or guardian may elect to have the child return to preschool for another year. The teacher and parent/guardian will sign the Preschool Transition Conference Form indicating that the child will remain in the preschool program.

## **School Records**

Every student who enrolls at Northwestern Local Schools develops a personal school record. This record is compiled and filed in the school office. The child's school record is a vital piece of information about him/her. This information is used by future potential employers. An excellent record should be the goal of every student, emphasizing grades, attendance, character, citizenship, activity participation, and school community service. Your child's school record is important, so please make every effort possible to help him/her create the best record that he/she is capable of making. Only certain individuals as outlined by school board policy have access to the records. Please notify us of any changes of address or phone numbers throughout the year.

## **Closing of School**

In extreme weather or other situation causing school to close, announcements will be made on local radio station, WEEC-FM 100.7, and on television channels WDTN: Channel 2 and WHIO: Channel 7. Information concerning school closings or delays can also be found on the school's web page at [www.northwestern.k12.oh.us](http://www.northwestern.k12.oh.us). Notification will also be sent via the use of the district's One Call Now phone system. It is vital that the school office has current contact information. Depending upon weather conditions, an early dismissal from school may become necessary. In the case of an early dismissal, parents should make advance arrangements with a neighbor or friend to care for their children if they are not home for any reason.

## **Emergency Procedures — Fire/Tornado/School Safety Drills**

It is essential that all students become familiar with the emergency drill routes posted in each classroom. The fire, tornado, and lockdown drills are different. Teachers will instruct the children during the first week of school about the procedures for each drill. Drills are to be taken seriously and will be practiced throughout the year.

## **Health Services**

A clinic is maintained at the school under the supervision of the nurse aide and office personnel. Pupils who become sick or injured at school are taken to the clinic for first aid, for a rest period, or to wait for parents to take them home. When emergencies arise due to illness or injury, instructions from the student's emergency medical form will be followed. Students with any of the following signs or symptoms shall be immediately isolated and sent home with his/her parent or guardian:

- A. Diarrhea (more than one abnormally loose stool within a twenty-four hour period)
- B. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- C. Difficult or rapid breathing
- D. Yellowish skin or eyes
- E. Conjunctivitis

- F. Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness
- G. Untreated infected skin patch(es)
- H. Unusually dark urine and/or grey or white stool
- I. Stiff neck
- J. Evidence of lice, scabies, or other parasitic infection

A child with any of the following signs or symptoms of illness 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 principal and the parent or guardian. The child while isolated at the program, shall be carefully watched for symptoms that include: unusual spots or rashes, sore throat or difficulty in swallowing, elevated temperature, and vomiting.

### **Student Well Being**

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, he/she must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the school office.

Students with specific health care needs should alert the school regarding those needs, in writing and with proper documentation by a physician, to the school office.

### **Injury and Illness**

All injuries must be reported to a teacher or the clinic. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the clinic. The clinic will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

### **Medication Policy**

Medication is administered to students only upon request of parents with written instructions from the doctor. The written request, including the signature of the parent, must be on file. Non-prescription medication (including cough drops and Tylenol) will not be dispensed for a period lasting longer than two weeks.

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the elementary school nurse before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the Elementary Clinic.
- D. Medication that is brought to the office will be properly secured. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.
- H. Medications must be provided in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.

Emergency medical forms are kept on file for each student. In the event of injury or illness, phone numbers on these forms are used to call parents or other persons to take the child home if necessary. PLEASE HELP US KEEP THESE FORMS UP-TO-DATE.

Minor illnesses or injuries are treated in the health clinic according to accepted practice. The clinic nurse conducts sight and hearing checks, instructs health classes, and coordinates other health-related activities.

The nurse is also available for consultation with parents on health or medical situations affecting the child. If a student is on long term medication, a separate form, available in the school office, must be completed, bearing the doctor's and parent's signatures, and filed with us.

### **Control of Casual Communicable Diseases and Pests**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. All lice eggs must be removed before a child may return to school. The school nurse will examine the student prior to the child's return to school.

Specific diseases include, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments. Any removal will be only for the contagious period as specified in the school's administrative guidelines.

### **Control of Noncasual-Contact Communicable Diseases**

In the case of noncasual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other disease that may be specified by the State board of Health.

## **Immunizations**

Ohio school law requires all students in grades be immunized before school enrollment. Please take care of this requirement before school starts. School officials have the responsibility of enforcing this requirement. Students new to the district have fourteen school days from the date of entrance to meet these requirements. If this deadline is not met, a student can be removed from school until the necessary immunizations have been administered. Records of students in other grade levels will be evaluated as received.

A form is provided by the school to verify that the child has met immunization requirements. This form must be on file to enter class. Physical and dental examinations are also kept on file for preschool students.

## **Importance of Health/Developmental Screenings**

### **What are Development and Health Screenings?**

Developmental screenings help in determining if your child is learning and demonstrating basic skills at age appropriate times or if possible delays are present. Your child's doctor may ask you questions or talk and play with your child to see how he or she learns, speaks, behaves, and moves. Screenings typically occur as part of your child's annual well-checks; however, developmental screenings can also be completed by other professionals in health care, community, or school settings. Health screenings in children are tests to check for problems with health and can include screenings for anemia, cholesterol, lead, hepatitis C, blood pressure, hearing, vision, and oral health.

### **Why should my child receive these screenings?**

Annual well-child visits allow doctors and nurses to screen and regularly monitor your child's health and development. Without participation in regular screening opportunities, development delays are often not identified as early as possible. As a result, children may not receive beneficial services, supports, and

treatment at an early age. Health screenings benefit the overall health of the child. It is through check-ups and tests that physicians can identify potential health problems.

### **When should my child receive these screenings?**

The American Academy of Pediatrics recommends that all children be screened for developmental delays and disabilities during well-child doctor visits at 9 months, 18 months, and 24 or 30 months. Additional screening might be needed if a child is at high risk for developmental problems due to pre-term birth, low birth weight, or other reasons. For the preschool age child, routine well-child visits should occur annually.

### **Additional Information:**

- <http://www.cdc.gov/ncbddd/childdevelopment/screening.html>
- <https://www.bluecrossma.com/wps/portal/members/healthier-living/manage-my-health/immunizations-healthy-kids/>
- <http://www.hhs.gov/healthcare/facts-and-features/fact-sheets/preventive-care-for-children/index.html>

## **Policies and Procedures for Health Screenings**

### **Health Screening Process**

Students who are entering the program as peer models are required to submit a Child Medical Statement with their enrollment paperwork. The Child Medical Statement is completed by the child's physician and summarizes a health visit that has occurred within the past 13 months. Students who are receiving special education services are requested to have a form completed but may enter the program before having submitted the Child Medical Statement. If a Child Medical Statement is not received within two weeks, a letter is sent home requesting the Child Medical Statement and a copy of that letter is kept in the student's health file. All children must submit immunization records with their registration paperwork, within two weeks of starting school. After starting in the preschool program, students' vision and hearing are screened by the school nurse. If Child Medical Statement forms are not submitted or expire, reminder letters are sent home throughout the school year.

### **Health Screening Referral Process**

All students are provided with information on the importance of health and developmental screenings, along with a list of pediatric health providers in the area if needed. If a student fails a portion of the vision and hearing screening conducted by the school nurse, they are re-tested in the area they failed. If the student fails a screening a second time, a referral letter is sent home to parents/guardians. In addition, information can be found on the next page from the Ohio Department of Education and Ohio Department of Medicaid regarding Early and Periodic Screening, Diagnostic, and Treatment.

## HEALTHCHEK AND PREGNANCY RELATED SERVICES INFORMATION SHEET

### HEALTHCHEK – CHECK IT OUT!

Did you know Ohio's Medicaid program includes **Healthchek** services for children up to 21 years of age? (These services are also called EPSDT sometimes.) **Healthchek** services help children stay healthy and reduce the chances of sickness by treating health problems early. All **Healthchek** services are free. You can get help and information by contacting your county Healthchek Coordinator or your managed care plan and by going to <http://medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.aspx>

#### **Screening Services**

Doctors want children to have well-child check-ups (screenings) while they are growing up so that health problems can be found early. Check-ups covered by **Healthchek** include:

- Physical check-ups
- Vision checks
- Dental checks
- Hearing checks
- Nutrition screenings
- Mental health screenings
- Developmental screenings
- Immunizations, if needed

Mothers should have at least one prenatal exam and children should have exams at birth, 3 to 5 days of age and at 1, 2, 4, 6, 9, 12, 15, 18, 24, and 30 months of age. After that, children should have at least one exam per year. All children should have tests for lead poisoning.

#### **Treatment Services**

If the doctor finds a problem during a check-up, the doctor may provide the treatment or may refer you to another doctor. **Healthchek** covers treatment services. Some services may need prior approval. If your child is not in a managed care plan and needs prior approval for a service, your doctor will need to request it from Ohio Medicaid. If your child is in a managed care plan, your doctor will request prior approval from the plan. If you disagree with the decision made by Ohio Medicaid or your child's managed care plan, you can ask for a hearing. Check with your Healthchek Coordinator for more information.

#### **Support Services**

The names, addresses and phone numbers of Healthchek Coordinators for all counties can be found at <http://medicaid.ohio.gov/Portals/0/For%20Ohioans/Programs/countycoordinators.pdf> or by calling your County Department of Job and Family Services. If you need to find a doctor, dentist or other health care provider, your county Healthchek Coordinator can give you a list. Your Healthchek Coordinator can also help you make doctor's appointments and help you get transportation to the doctor. If your child is in a managed care plan, the plan can also help make doctor's appointments and may provide transportation to the doctor. The plan can also give you a list of doctors in their plan. You can go to the plan's website for more information.

You can ask your Healthchek Coordinator to make referrals for you to Head Start, the Women, Infants, and Children (WIC) program, Help Me Grow, and the Bureau for Children with Medical Handicaps. Your Healthchek Coordinator can give you names of other agencies that can help you get clothing, housing, food, and other services. You may also submit questions using an online form found at <http://medicaid.ohio.gov/CONTACT.aspx>.

## **Attendance**

Daily attendance is encouraged. Students benefit most from our program when they can be part of the classroom every day. Of course, there are good reasons for excused absences from school, which include: personal illness, serious illness in the family, family emergency, or observance of a religious holiday. When a student is absent from school, the parents or guardians need to call school. If the parent/guardian does not call the school, school personnel will call the parent/guardian at home or work to check on the absent child. If the parent cannot be contacted by phone, the school will send a notice of the student's absence. If your student is tardy or needs to leave school early, he/she must be signed in or out at the office.

Vacations during the school year are discouraged; however, in situations where a parent's vacation schedules necessitate a student being absent from school, the school must be informed of the pending vacation by a written request signed by parent/guardian at least one week in advance.

## **Preschool Conduct Code/ Behavior Management/ Discipline**

1. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
2. Our philosophy of discipline states that classroom rules reflect safety, common sense, respect for each other and respect for our environment. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and include redirection, separation from the problem situation, talking with the child about the situation, time out, loss of privileges and praise for appropriate behavior.
3. The preschool program's actual method of discipline shall apply to all persons on the premises and shall be restricted as follows:
  - There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
  - No discipline shall be delegated to any other child.
  - 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 a protective hug, so the child may regain control.
  - No child shall be placed in a locked room or confined to an enclosed area such as a closet, a box or a similar cubicle.
  - No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
  - Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
  - Techniques for discipline shall not humiliate, shame, or frighten a child.

- Discipline shall not include withholding food, rest, or toilet use.
  - 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.
  - The preschool program shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
4. The parent of a child enrolled in our preschool program shall receive a copy of our written discipline policy.
  5. All preschool staff members shall receive a copy of the written discipline policy for review upon employment.

## **School Transportation**

The Northwestern Local School District provides students with bus service for their convenience and safety. In order to keep the ride to and from school safe for everyone, students must behave in a responsible and respectful manner. Following the rules below will help to keep our buses safe and comfortable for everyone.

### **A. Expectations**

1. While waiting at the bus stop, students will stand on the sidewalk or designated area in a quiet, orderly manner; and they will demonstrate proper care and respect for the yards and property of their neighbors around the stop.
2. Absolute quiet is to be maintained when the bus driver requests it, especially at railroad crossings and other dangerous areas.
3. When it is necessary to cross the road, either to or from the bus, it shall be done in front of the bus and only when so directed by the bus driver.
4. Students will line up in an orderly manner prior to entering or leaving the bus.
5. Students will obtain the bus driver's approval prior to boarding the bus with any type of animal, insect, dangerous material, or dangerous object.

### **B. Operation and Safety Rules**

The Board of Education empowers its school bus drivers with the necessary authority and/or responsibility to maintain control of the pupils on a bus, entering a bus, leaving a bus, or interfering with the proper operation of a bus and its purpose of transportation of pupils. Students are required to follow all rules and procedures established by the bus driver and the Student Code of Conduct. In addition, students are required to comply with the following regulations:

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stop.
3. Behavior at school bus stop must not threaten life, limb, or property of any individual.
4. Pupils must go directly to an available or assigned seat.
5. Pupils must remain seated, keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must refrain from using profane language.
8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication that is required by a student and has been approved by the school.
11. Pupils must not throw or pass objects on, from, or into the bus.
12. Pupils may, with the approval of the bus driver, carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board the bus at assigned unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put head or arms out of the bus window.
15. Video cameras may be used on buses and the film may be used for discipline procedures. Parents may only view the video if their child is the only child in the video.

### **C. Transportation Disciplinary Action**

Students who violate the Student Code of Conduct or the aforementioned regulations while under the authority of a school bus driver may be disciplined by the appropriate ***school administrator*** or designee in a manner deemed appropriate and adequate. This disciplinary action may include, but is not limited to, one or more of the following.

1. Loss of school privileges.
2. Detention before or after school.
3. Assignment to Friday School.
4. Emergency removal from the school bus.
5. Suspension and/or expulsion from bus transportation privileges.

## 6. Suspension and/or expulsion from school.

Video cameras may be used on buses and the film may be used for discipline procedures. However, under the Family Educational Rights and Privacy Act (FERPA), the parent may only view the video if his or her child is the only student in the video. Typically, the video would reveal the behavior of other students as well, and therefore, it would contain personally identifiable information of other students that cannot be viewed by any parent.

**Please provide signatures and return this page to school.**

**Student Acceptable Use Agreement:**

We have read this policy, accept its terms and shall assume full liability, legal, financial and otherwise, for the student's actions. If the student disregards or violates this policy, we understand that he/she will be subject to sanctions in accordance with the laws of the United States and the State of Ohio, Board Policies, and the Student Code of Conduct.

I (DO \_\_\_\_\_ DO NOT \_\_\_\_\_) authorize my child's use of the District's computer network and internet access (including e-mail) while at school.

**Image Release Authorization:**

I (DO \_\_\_\_\_ DO NOT \_\_\_\_\_) authorize release of my child's image and/or property, including, but not limited to art work, poetry, essays, performances, video, motion pictures, audio recordings, web page postings, still photograph productions (i.e. yearbook, calendar, newsletters, newspapers or other publications) to be used in a manner consistent with educational content or promotion. Please note: Students' last names are not used on the Northwestern Local Schools website without parent consent.

**Directory Information Release Authorization (This section only applies to students in grades 7-12).**

Northwestern Local School District is required to make available, upon request, certain information known as "directory information." The Board has designated the following as "directory information":

<ul style="list-style-type: none"><li>❖ a student's name</li><li>❖ address and telephone number</li><li>❖ date and place of birth</li><li>❖ major field of study</li><li>❖ participation in officially recognized activities and sports</li></ul>	<ul style="list-style-type: none"><li>❖ height and weight, if a member of an athletic team</li><li>❖ dates of attendance</li><li>❖ date of graduation</li><li>❖ awards received, honor rolls, or scholarships</li></ul>
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I (DO \_\_\_\_\_ DO NOT \_\_\_\_\_) give Northwestern Local Schools permission to release my son/daughter's directory information, including, but not limited to, the use of this information in school publications or other publications that are calling attention to prominent school activities (e.g., newspaper articles, yearbooks, district newsletters, etc.).

***This User Agreement remains in effect through the end of the current school year for which it is signed.***

**Receipt of Student/Parent Handbook:**

I have received the 2018-19 Student and Parent Handbook. We will comply with the guidelines contained herein.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Teacher's Name