



Rossford Elementary

Preschool Handbook

2019-2020

ROSSFORD SCHOOLS

WELCOME

Welcome to the Rossford Exempted Village School District. Rossford has been noted for its excellent educational system and **caring** community.

The Rossford Preschool Program is a developmentally appropriate program providing educational services to typically developing and special needs children between the ages of three and five. Children attend preschool four days per week (Monday through Thursday) either during the morning or afternoon following the Rossford School District's calendar. The preschool program is housed in the Rossford Elementary School.

Parents/guardians are encouraged to become involved in our schools. We offer many opportunities to volunteer services, and you are encouraged to visit our schools at any time. We welcome your questions and concerns, and we hope you will feel free to call our office should you have additional questions that need to be addressed.

Rossford Elementary School
28500 Lime City Road
Rossford, OH 43460
419-666-8130

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A permissions page follows page **26**. It must be signed and returned.

**ROSSFORD EXEMPTED VILLAGE SCHOOLS
BOARD OF EDUCATION
DISTRICT PHILOSOPHY**

The Rossford Exempted Village Board of Education believes that the essence of public education involves the provision of programs and curriculum that meet student needs through the mission statement. The statement is considered to be vital in the development and implementation of school curriculum and the planning of school programs. **The mission of the Rossford Exempted Village Schools is to educate and graduate all students to become creative, productive, and respected members of society**

The Board of Education of the Rossford Exempted Village Schools promotes the development of curriculum with consideration for the mission statement, which is a developmentally sequential continuum of skills. Program development utilizing the mission statement must also include provisions for the exceptionality of children.

Curriculum and programs developed with consideration for the above mission will reflect the values of the society during the time of its inception. Therefore, program and curriculum development must remain fluid in order to respond to changes in societal values. Each of these considerations works in concert and help to produce independent, capable and confident individuals as productive participants in our society.

Program Philosophy

The Rossford Early Childhood program is designed to foster personal, social/emotional, and intellectual growth in a developmentally appropriate, play-based learning environment. Our preschool teachers use *The Creative Curriculum*. The Creative Curriculum is designed to meet the basic needs of the children. Inside the classroom, the Creative Curriculum teacher creates an atmosphere in which children feel safe, feel emotionally secure, and have a sense of belonging. Activities and teaching strategies are challenging, yet within the children's reach. Children are given choices and play a role in determining how they learn. This curriculum helps children acquire social competence and the skills they need to succeed as learners.

Learning Labs

Young children learn by doing. Teachers prepare the environment for children to learn through play, hands-on exploration and interaction with adults, other children and materials. Young children benefit from having a classroom with clearly defined, well-equipped learning labs that are arranged to promote independence, foster decision-making, and encourage involvement.

PRIORITIES:

1. Students have safe, secure and well-maintained conditions for learning
2. Achieve and maintain the highest academic excellence as described by the Ohio Department of Education
3. Future financial solvency is achieved and maintained
4. Communication is comprehensive, consistent and transparent
5. Respect and unity are demonstrated throughout the school community

Rossford Exempted Village Schools Vision Statement:

Preparing and inspiring students to achieve excellence today, in college and career readiness in all future endeavors



ADMISSION/PLACEMENT/WITHDRAWAL

The Early Childhood Special Needs program is a developmentally appropriate program providing services to typically developing and special needs children ages 3-5 years

-There are 16 children in each class: eight who have been identified as having a documented developmental delay (s) and eight who are typically developing.

- Children attend school for 1/2 day, four days per week.

- Children with special needs receive a variety of supports and therapies in the school setting in addition to being educated via a highly structured, research based curriculum.

Eligibility: Children ages 3-5, living within the Rossford Exempted Village School District, are eligible for preschool services. Preschoolers with special needs are eligible based upon the results of an extensive screening and Evaluation Team Report in accordance with the Rules for the Education of Preschool Children with Disabilities.

• A preschool child is determined eligible for preschool special education services if he/she meets the criteria for: -Autism; Intellectual Disability; Deaf-blindness; Deafness; Emotional Disturbance; Hearing Impairment; Multiple Disabilities; Orthopedic Impairment; Other Health Impairment; Specific Learning Impairment; Speech or Language Impairment; Traumatic Brain Injury; Visual Impairment; or Developmental Delay – As defined in rules 3301-51-01 to 09 and 11 of the administrative code. An Individual Education Program (IEP) is developed to meet the unique needs of each student with special needs. Typically developing peers, ages 3-4, may be admitted to the Rossford Preschool Program on a first come first served basis.

- Please call the student services building to complete the necessary paperwork for admission at 419-662-3051 and set up an appointment with Nancy Holleran.
- If you have a concern about your child's development and would like an evaluation for special education, please call 419-666-4267 and set up an appointment with Nancy Grinonneau.
- If you are moving out of the district, please call Rossford Elementary School at 419-666-8130 to complete required withdrawal forms.

ABSENCES, TARDINESS, TRUANCY

Tardiness to school or early releases will be counted as a partial or full absence. The laws of the State of Ohio establish mandates relative to school attendance. **It is the responsibility of the parents/guardians to make sure the child is in school every day.** The only legal excuses for absences are approved absences.

A. Approved absences

1. Personal illness
2. Death in the family
3. Observance of a religious holiday
4. Quarantine for contagious disease
5. Serious illness requiring student to stay home
6. Legal obligations

If a student is going to be absent, a parent/guardian must contact the school before 8:30 a.m. and provide an explanation. If prior contact is not possible, the parent/guardian should provide a written excuse as soon as possible. The Missing Children's Act requires that the parent/guardian call the school to report the child absent. If the school does not receive a call by 8:30 am, the school secretary will call the parent/guardian at home or at work. When no excuse is provided, the absence will be unexcused and the student will be considered truant.

B. Excusable, non-approved absences

An absence from school for personal convenience (i.e., family vacation) is not provided for under attendance laws of Ohio. A form requesting absence from school for personal convenience is available from the secretary and must be completed by the parent/guardian at least one week in advance of absence. Teachers may, but are not required to, prepare assignments of very general nature for students when taking a convenience absence.

C. Truancy, unexcused absences

Any student who is absent from school for all or any part of the day without a legitimate excuse or parent's/guardian's knowledge shall be considered truant and the student and his/her parents/guardians shall be subject to the truancy laws of the state, with possible notification sent to the Wood County Courts.

D. Tardiness/early dismissals

Promptness must be exercised when arriving to school. For the morning session, the school building is open at 8:45 am and students are expected to be in their classrooms at 9 a.m. For the afternoon session, the child can arrive at 12:45 p.m. and students are expected to be in their classroom at 1:00 pm. A student's attendance at the end of the school day is viewed as equally important. Students who arrive late must check in with the office and say good-bye to their parents. A school employee will walk the student to class to avoid classroom interruptions.

E. Excessive absences

When a student accumulates excessive absences the following procedures will be followed: The principal can refer the parent to mediation at any time if there are attendance, academic, or other concerns. It is highly suggested that parents get notes from their doctors whenever their child is seen and turn these into the office.

A student will be considered habitually truant if the student is absent without a legitimate excuse for the following timeframes:

- Thirty (30) or more consecutive hours
- Forty-two (42) or more hours in one (1) school month
- Seventy-two (72) or more hours in one (1) school year

ATTENDANCE

A. Arrivals to School

Morning session begins promptly at 9:00 am for the students. Doors to the buildings will be opened at 8:45 am. **Afternoon session** begins promptly at 1:00 pm for students. Doors to the building will be opened at 12:45 pm. We ask that students not arrive before that time. Students are to go directly to their classrooms.

B. Departures from School

The policy for releasing students to a parent/guardian during the school day in cases of emergency, dental or doctor appointments is as follows:

Parents/guardians are asked to write a note explaining why a child will be leaving school. The note should be given to the child's teacher at the beginning of the school day. When the parent/guardian comes to pick up the child, he/she must report to the secretary to sign the child out of school before he/she can leave. **(No student will be released to any individual who is not listed on the emergency medical form. A state-issued I.D. will be required.)**

1. AM Session

Students arriving between 9:00 am to 10:00 am will be counted tardy. Students leaving before 10:00 am will be counted as a whole-day absence.

2. PM Session

Students arriving between 1:00 pm to 2:00 pm will be counted tardy. Students leaving before 2:00 pm will be counted as a whole-day absence.

CELEBRATIONS

With the help of our parents, we have special parties for holidays and birthdays. If you would rather that your child not participate in these activities, please inform your child's teacher. We would like our program to reflect the heritage of all the children attending. Specific information about celebrations will be sent home by the teacher.

CHANGE OF ADDRESS, TELEPHONE, JOB, HEALTH OF CHILD ETC.

It is imperative that the school be kept informed of changes that would affect our ability to contact you either for routine matters or in an emergency. Please keep the school informed.

CHECKS

Throughout the year there may be times when you will be sending money to the school. If you send a check, please make it payable to the ROSSFORD BOARD OF EDUCATION. Also, be sure to mark your child's name and room number on the envelope.

CHILD ABUSE POLICY

It is the policy of the Rossford Board of Education to comply with the Child Abuse and Neglect Law (ORC 2151.421) with regard to the reporting of suspected incidents of child abuse and neglect. The Rossford preschool staff is trained and certified in recognizing the signs of child abuse.

The law requires that all school authorities, including school supervising persons and teachers acting in an official or professional capacity, having reason to believe a child less than eighteen (18) years of age, or any crippled or otherwise physically or mentally handicapped child under twenty-one (21) years of age, has suffered any wound, injury, disability or condition of such a nature as to reasonably indicate abuse or neglect of such child, shall immediately report or cause reports to be made of such information to the Wood County Department of Welfare.

CODE OF CONDUCT

The Rossford Board of Education has adopted a code of conduct for all students in the Rossford Exempted Village Schools. **Any pupil engaging in the types of conduct either specifically or generally like the conduct listed below or conduct that violates local, state or federal law may result in disciplinary action including loss of privileges, referral to counselor, referral to an intervention program, detention, Saturday School, in-school suspension, out-of-school suspension, in-school suspension at the Wood County Juvenile Detention Center (JDC), police report, restitution, emergency removal from school and/or recommended expulsion.**

It is the Rossford School's responsibility to provide the best educational opportunities for the students. Students have very definite obligations and duties when attending school. No student can set him/herself a course of conduct which is detrimental to the equal opportunity of others to learn or teachers to instruct. Compliance with the rules and regulations in regard to dress, conduct and respect for teachers and administration is a duty of every student.

The rules and standards set forth in this policy apply to conduct on school premises or on school buses or involving school property, to conduct off school premises that directly affect other students of the school, and to conduct at school functions of any kind. This policy does not define all types and aspects of students' behavior; however, the Board of Education and superintendent may establish written policies, rules and regulations of general application governing student conduct in all schools. In addition, each principal within his/her school may establish certain rules and regulations not inconsistent with those established by the Board of Education and the superintendent. Students who demonstrate poor behavioral attitudes may not be permitted to participate in field trips, special programs, etc. This will be at the joint discretion of the principal and teacher.

Rossford District has policies on, but not limited to: Aiding and Abetting, Attendance, Disruption of the Educational Process, Extortion, False Alarms and False Reports, Falsifying Information (such as on school forms), Forgery, Gambling, Harassment, Public Displays of Affection, Academic Misconduct and Smoking and Tobacco.

ADDITIONAL GUIDELINES

A. Dress Code

Members of the Rossford Board of Education and its administrative and teaching staff believe that there is a definite correlation between student dress and student conduct.

Fashion styles many times are not conducive to a proper educational environment. It is the responsibility of the parents/guardians to see that their child/children are appropriately dressed for safety, weather conditions and in good taste.

The Board of Education is aware that these standards cannot incorporate all variations of dress within them, but the following standards are established to promote the general welfare of all students in the Rossford Schools:

1. All clothing must fit neatly and be clean.
2. Dresses and skirts may be worn with shorts underneath.
3. Tops and bottoms should overlap.
4. No visible body piercing other than ears.
5. No derogatory messages, double meanings or insulting drawings, words, text or symbols which are degrading in nature are to be displayed on shirts.
6. Hooded sweatshirts and other hoods with drawstrings present a danger on the playground and are forbidden.
7. Proper undergarments must be worn and not visible.
8. No hats, bandannas, or scarves shall be worn within the school building.
9. Students are expected to practice good grooming practices through frequent bathing, using deodorants, and wearing clean clothing.
10. Shorts will be permitted to be worn throughout the school year.
 - Cut-off pants of any type will not be permitted.
 - Shorts must be hemmed or cuffed.
 - Length (mid thigh), fit, and style of shorts can be considered disruptive in a school setting. This includes, but is not limited to, swim trunks, short shorts, spandex or biker shorts, and combinations of shorts. Parents/ guardians will be contacted if length of the shorts is not appropriate.
11. Slacks and jeans may be worn if they have no holes. Pants are expected to be worn at the waist, not down along the hips.
12. Shoes, sandals, boots, tennis shoes and moccasins are acceptable. Socks are required to be worn with shoes, except canvas-type shoes or sandals. Examples of unsafe shoes are clogs, heels, thongs, flip-flops, or roller shoes, etc. Bare feet are prohibited.
13. Students will not be permitted to wear jewelry, buttons, badges, patches, or clothing that pertain in any way to drugs, alcohol, or tobacco. Profanity and obscenity on any jewelry, buttons, badges or clothing will be prohibited. Articles of clothing/jewelry, which are patently offensive to individuals or groups of individuals, wallet chains, or jewelry with studs or spikes, are prohibited.
14. Hoops and/or dangling earrings and facial jewelry are not permitted for safety

reasons. An article of clothing and jewelry which may be considered a safety threat is prohibited.

Clothing for Preschool:

Since your child may be involved in “messy” activities such as painting and sand and water play, it is suggested that you dress your child appropriately for these activities at school. A complete change of clothes with the child's name on the label will be required due to the needs of young children.

B. Drugs, Alcohol and Tobacco

A student shall not possess, use, transmit, conceal, sell or exhibit the use of drugs, hallucinogens, volatile chemical, a counterfeit controlled substance or alcohol while on school property or at a school-sponsored activity. Violation of this rule will carry an automatic suspension from school. Students who must have prescription drugs in their possession shall notify the secretary on entrance into the school. A student may not consume or use any of the above prior to attending school or a school-sponsored activity. If the odor of alcohol is detected, the student will be considered in violation of this rule. This regulation also applies to a student's presence on school property at any time. A student who is selling or dispensing drugs, hallucinogens, volatile chemicals, a counterfeit controlled substance or alcohol while on school property, or at a school-sponsored activity, may be expelled from school and a complete report of the incident shall be filed with the police department of the City of Rossford/Perrysburg Township.

C. Failure to Comply

Students shall obey all lawful instructions of administrators, teachers, substitute teachers, student teachers, teachers' aides, bus drivers and all other school personnel who are authorized to give such instructions during any specified period of time when students are subject to the authority of such personnel.

D. Fighting, Intimidation, Threat, Improper Restraining, Hitting or Causing Physical Injury

All students shall respect the rights of all other students, staff members and visitors to be physically safe and secure. No student shall participate in a fight, intimidate, threaten, improperly restrain, hit or cause physical injury to other persons. Nor shall any student force or coerce any person to do anything against his/her will.

E. Fires

The attempt to set a fire, intentionally setting of a fire or setting off of a fire alarm on school property or at a school-sponsored event is not permitted and will result in suspension or expulsion.

F. Profanity or Abusive Language

A student shall not use any profane or abusive language by verbal or written means or by gestures on school premises, on any school vehicle or at any school-sponsored activity, function or event.

G. Technology and Network Access

Rossford Exempted Village School District provides students with access to computer equipment, software and network services. These tools are to support learning related to the district curriculum. Students and their parent/guardian will need to read and sign the district Responsible Use Policy for Student Technology and Network Access form before a student is allowed access.

H. Theft, Damage, Defacing, Vandalism and Misuse of Private or School Property

No student shall steal or be in the possession of stolen property, damage or deface private or school property or property of school personnel either on or off school premises. This includes any school-sponsored activity, function or event on or off school grounds.

I. Transportation/Violation of Bus Rules

Failure to abide by bus rules may result in loss of bus privileges, suspension or expulsion. Please refer to the section on transportation for bus rules.

J. Weapons and Explosives

Firearms, knives, explosives or other incendiary devices such as matches and lighters or any other materials capable of inflicting bodily harm are prohibited on school property and at school-sponsored events. A weapon may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. It is a felony for any person to knowingly convey, attempt to convey or possess any deadly weapon or dangerous ordnance onto or on any property owned by or controlled by, or to any activity held under the auspices of a school. Possession/display of devices, equipment or any other article whose purpose is related to possible violations of school rules or criminal law is prohibited.

All procedures involving emergency removal, suspension and expulsion will be directed at protecting the rights of the student under Ohio Law and the Rossford Board of Education Policy. A violation of any item in the preceding Code of Discipline may result in immediate suspension and/or expulsion. (Board Policy 5500)

CONFERENCES

Parents/guardians will have the opportunity to sign up for a conference during the school's Open House at the beginning of the school year. Children's developmental progress shall be reported to parent(s)/guardians at established intervals. A conference involving the teacher and parents shall be held at least twice a year. Additional conferences will be scheduled throughout the school year at the request of the teacher and/or parent/guardian.

DISMISSAL

School dismisses at 11:30 am and 3:30 pm and students go directly home or board the school bus. If a student is staying after school, parents/guardians will be contacted by the student or the teacher. When your child is to go somewhere other than home after school, you must send

a note with your child providing us with the information. When picking children up from school, proceed to the designated parent pick up line. A staff member will walk your child out to the car.

DUE PROCESS RIGHTS

Before a student may be suspended, expelled or permanently excluded from school, certain procedures must be followed:

A. Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents/guardians will be notified, in writing within one day, of the reason for and the length of the suspension. The suspension may be appealed, within ten (10) days after receipt of the suspension notice, to the principal. The request for an appeal must be in writing. During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

B. Expulsion from School

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents/guardians. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the superintendent during which the student may be represented by his/her parents/guardians, legal counsel, and/or by a person of his/her choice.

Within ten (10) days after the superintendent notifies the parents/ guardians of the expulsion, the expulsion can be appealed, in writing, to the Board of Education. The appeal will also be formal in nature with sworn testimony before an official(s) designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

C. Discipline of Students with Disabilities

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.), Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

D. Preschool Special Needs Behavior Management/Discipline

Rules are established to enable children to know what is expected. Children are not allowed to hurt other children, put themselves in danger or deliberately destroy materials. Children feel secure when rules are firmly held and consistently followed; and they know that they will not be hurt when they or other children try out new strategies for behaving.

Discipline is used to let children know what rules really mean. Methods such as encouragement, redirection, rewards (praise/sticker chart), and language use are carefully chosen to assist children with difficulties in coping in a social setting. When these techniques do not improve the child's involvement in acceptable behavior, then a behavior plan that employs limited time-outs may be used. When children are endangering themselves or others, families may be called to remove the child from class. A warm, safe, and secure environment is always emphasized. Physical punishment of any kind is strictly forbidden.

- (A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- (B) The preschool's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 - 1. There shall be no cruel, harsh, corporal punishment or any unusual punishment such as, but not limited to, punching, pinching, shaking, and spanking or biting.
 - 2. No discipline shall be delegated to any 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/herself or his/her 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.
- (C) All preschool staff members shall receive a copy of the preschool discipline policy for review upon employment.

EQUAL EDUCATION OPPORTUNITY

EQUAL EDUCATION OPPORTUNITY It is the policy of this district to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics, as well as place of residence

within district boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Office listed here: The Board designates the following individual to serve as the District's "Compliance Officer" (also known as "Civil Rights Coordinator"):

Megan Spangler, Rossford Schools,
325 Superior Street, Rossford, Ohio, 43460. Phone: 419-666-2010.
Email: mspanglar@rossfordschools.org.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

FIELD TRIPS

Class field trips are a wonderful means of enhancing our school curriculum. Students are expected to keep up with their daily schoolwork and are required to exhibit appropriate behavior when participating in a field trip. Students who choose not to follow the required rules/regulations may jeopardize their eligibility to participate in field trips.

Parents/guardians are required to fill out a field trip permission form each time their child takes a trip. This form **must** be returned to the teacher before the child is permitted to participate.

HEALTH AND WELL BEING

A. Parent Responsibility

- Section 3313.712, Ohio Revised Code, requires that yearly, parents complete and sign, an emergency medical authorization for each student. These are given to students at the beginning of school year and must be returned as soon as possible in order for your child to attend programming.
- Students must be immunized to enter school and dates of immunizations, showing compliance with Ohio Department of Health mandates.
- Parents are required to pick up their ill student when the school calls. It is recommended that you prepare now with "Plan B" for when your child becomes sick at school and has to be picked up or is sick and has to stay home until completely recovered. By planning ahead for a situational illness, it will minimize the impact on your family's well-being.
- Returning your child to school after an illness: after having a fever, must be fever-free for 24 hours without taking Tylenol or Motrin-type medication to reduce the fever; after vomiting or diarrhea, must be 24 hours since the last episode and when a normal diet is resumed; after chicken pox, when spots are dry and crusty, no new spots are occurring; after bacterial infection (i.e., strep throat, impetigo or pinkeye) 24 hours after the antibiotics start and symptoms are controlled; or when your doctor certifies in writing that your child is able to return to school.**

B. Injury/Illness

During the course of everyday play, minor accidents do occur. In the event of a minor accident involving a child, first aid will be administered immediately. Members of the staff are certified to administer first aid and periodically attend classes to keep this certification current.

Should an accident, illness, or an emergency arise, parents will be notified immediately. An accident report will be completed and sent home on the day of the incident and entered into a maintenance log for further reference. Each child's Emergency Medical Authorization form must contain the home and work numbers of both parents so that they may be contacted. If neither parent can be reached, a staff member will contact one of the other adults listed as emergency contacts in the records. **It is important that the emergency contact person is available and within a reasonable driving distance to pick up your child if necessary.**

C. Communicable Diseases

The Rossford preschool staff is trained and certified in first aid and in recognizing the signs and symptoms of communicable diseases. If a communicable disease is suspected, the child's parent or guardian will be contacted by telephone if possible. The suspected child shall be isolated from the other children to manage the communicable disease and to ensure the needs of the child are met until a parent/guardian, or person designated by the parent arrives within a practical time frame.

Procedure for isolating and discharging an ill child and the policy for re-admitting such child.

A "mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified as having a communicable disease. If your child is experiencing a "mild illness" or does not feel well enough to participate in activities a phone call will be made to the parent regarding the child's behavior. The parent and teacher will determine the needs of the child on an individual basis.

Upon arrival at school, your child will be checked for signs of illness. If your child shows any of the symptoms listed, you will be notified and will be asked to take the child home. If your child displays any of the following signs and symptoms before coming to school, please do not send him/her to school. **If your child has any of the following signs or symptoms of illness, your child will be immediately isolated.**

An isolated child shall be:

1. Cared for 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 times. No child shall ever be left alone or unsupervised.
3. Made comfortable and provided with a cot/mat.
4. All linens and blankets used by the ill child shall be laundered before

used by another child. After use, the cot/mat shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit or other body fluids, the cot/mat shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.

5. Child will be observed carefully for worsening condition.

A form will be sent home stating that it will be necessary for the child to see a doctor for diagnosis and treatment before returning to school. If your child may have been exposed to a contagious disease, you will be notified and informed in writing of signs and symptoms to watch for.

1. Signs and symptoms of communicable disease (Cause for immediate dismissal from school).

- Diarrhea (more than one abnormally loose stool within a 24-hour period).
- Severe coughing, causing the child to become red or blue in face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Conjunctivitis (pink eye). Symptoms usually include matting of the eye, inflammation and discharge from the eye. The child may return to school twenty-four (24) hours after antibiotic treatment has begun.
- Temperature of 100° Fahrenheit taken by the auxiliary method when in combination with other signs of illness; **He/she should not return to school until the temperature has been normal for twenty-four (24) hours.**
- Untreated infected skin patches. Children suspected of having impetigo or ringworm should not be in school until all lesions are healed or until a written note from a physician to the contrary is produced.
- Unusually dark urine and/or gray or white stool.
- Stiff neck.
- Unusual spots or rash.
- Sore throat or difficulty swallowing.
- Vomiting within a 24-hour period.
- Evidence of lice, scabies or other parasitic infestation. If the problem is detected while in school, the child will be sent home. He/she will be permitted to return to school after treatment has been completed and all nits have been removed. The child will be checked by school personnel prior to reentering school.

Confidentiality of Medical Information

It is important that the school nurse know your child's medical and psychosocial history. Disclosure of this information is given only to school personnel who care for your child. This disclosure is for the child's safety and health and is protected by the Privacy Act. Only school staff and the child's parents/guardians have access to the records.

Non-Casual Contact Communicable Diseases

In the case of non-casual-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.

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

As required by Federal law, parents/guardians will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Medication

The Rossford Board of Education's policy concerning the administration of medication to students is based on Ohio law.

1. Prescription Drugs

An Authorization "For The Administration of Medicine" form must be completed and signed a licensed prescriber and parent or guardian with the date, student's name, dosage and time of intervals.

The medication must be in the original container with the student's name and instructions clearly stated on the outside. (Prescription drugs not in their original container will not be administered.)

An authorized person giving the medication must first read the instructions and complete a daily log which includes the child's full name, name of medication, dosage amount, and time of interval. The authorized person must sign/initial giving the medication after each administration.

2. Inhalers

Ohio law permits students to carry asthma inhalers with the written consent of the students, licensed prescriber, and parent. The completed authorization form must be on file in the school clinic.

3. Nonprescription Drugs

An Authorization "For The Administration of Medicine" form must be completed and signed by a licensed prescriber and parent or guardian.

The student's name and instructions must be clearly stated on the container or package.

Medicine must be in the original container for proper identification.

Parents/guardians may come to the school and administer medication to their child. Should you choose this option, please come to the office when you want to administer medication; we will call your child from the classroom.

D. Disease Prevention

Hand washing is the most effective measure to prevent the spread of disease. All children and staff use thorough hand washing before handling or eating food; after toileting or wiping noses; and after changing diapers. As much as possible, children are encouraged to manage their own hand washing with such helps as step stools, soap and towels within reach; and observing adults using good hand washing procedures. Toys are disinfected daily as needed. Each classroom follows a weekly cleaning schedule, using bleach and water solution which are mixed daily.

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. Specific diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

E. Immunizations

To try to prevent unwanted diseases, immunization schedules are recommended for young children. The preschool program requires that each child remains up to date with his or her schedule or have special consideration by the child's physician. Check with your child's doctor who will be required to **complete an annual health form** for your child's enrollment in the preschool program. **A well check up is required every year for the preschool program.**

HOMEWORK/ASSIGNMENT POLICY

The assignment of homework will reflect developmentally appropriate practices. Parents should expect papers which need to be signed on a routine basis. Homework is also part of the student's preparation in developing responsibility and study skills. Homework will not be used for disciplinary reasons, but only to enhance the student's learning.

INCLEMENT WEATHER GUIDELINES AND DELAYS

Throughout the school year there will be inclement weather days when school is either delayed or closed. When foul weather conditions hamper school operations, please listen to local radio and TV stations such as: NBC-Channel 24, ABC-Channel 13(WTVG), and CBS-Channel 11(WTOL) for announcements. Please do not call the school.

A. Delay Schedule

The preschool program adheres to the following schedule for school delays: On a **two-hour delay** morning class will begin at 11 a.m. and end at 12:50 p.m., while afternoon class operates from 1:40 p.m. to 3:30 p.m. Doors will open ten minutes prior to the start of school. Please check your child's monthly calendar for scheduled two-hour delays.

B. Emergency Dismissal

At the beginning of each year, an Emergency Dismissal Form must be completed and returned informing the school of alternate plans for your child in case of an emergency dismissal. **Please make plans with your child/children as to what they are to do if they are dismissed early from school because of weather conditions and find no parent/guardian at home.**

C. Tornado and Severe Weather Conditions

1. The Rossford Police shall notify the central office when tornado or severe weather conditions exist in the area. The central office shall notify each school office of reported weather conditions. Other sources of weather alert notifications could include radio and TV stations, ham radio operators, and civil defense authorities.
2. Each school shall have the responsibility of notifying faculty and students of weather conditions by messenger to the classrooms, public address system or written communication.
3. Normal classroom procedures will be continued when condition WATCH exists.
4. Building take-cover procedures will be followed when condition WARNING is in effect.
5. The weather bureau issues a Tornado Watch to give advance notice that tornadoes may occur in our locality. This provides time to make preliminary plans for moving to a safe shelter quickly if a tornado is sighted. The Tornado Warning is an urgent announcement that a tornado has been reported and triggers the need to take immediate safety precautions. Your radio is the best source of information during severe weather conditions, as school announcements regarding early or late dismissal will be called to the local radio stations. Please do not call the school. Help keep telephone lines open.
6. Bus drivers have been instructed as to proper procedures if a tornado, or severe weather condition, is encountered while driving. If Tornado Warning or severe weather conditions exist at dismissal time, the central office shall determine whether (or when) bus runs will be made.
7. It is always the parent's/guardian's prerogative to pick up his/her own child/children in the event of early or late dismissal. The parent/ guardian must go to the school secretary and a messenger will be sent for the child/children. Under NO circumstance shall a child be picked up directly from the classroom or from the take-cover location.

LOST AND FOUND

There will be a designated area to serve as the school's lost and found. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items at the end of each semester will be given to charity organizations. Please LABEL all of your child's belongings.

NOTES FROM PARENTS/GUARDIANS

Many times during the school year you are asked to send a note to school for one reason or another. Please understand that the purpose behind each note is for the personal welfare of your child. The following items require notes from home:

1. Reason for absence.
2. To ride home on another bus at the end of the school day.
3. To get off the bus at a stop other than the designated home stop.
4. To remain with person attending a conference/meeting at school.
5. If student is going to leave school early for a doctor's appointment, etc.
6. If your child is a bus rider and you are going to be picking him/her up at the end of the day.
7. If a student is going home for one day with another student. The parent **must** write a note with the date, whom they are going home with (first and last name), the address, phone number, and if known, the bus number

PARENT ROLE

You are most important! Please be assured that any and all of your concerns will be respected and recognized for the important role you play in your child's development. Contact your child's teacher to share any concerns or to have questions answered.

A. Parent Education

Parent education may involve your participation in one or more of these:

- classroom time with your child
- involvement in I.E.P. development
- involvement in conferences
- special activities and events
- Wood County parent mentor:419-354-9010

You are most welcome to participate at the level at which you feel comfortable; you are always welcome to come and spend the day with the class, as we have an open door policy; and you are always welcome to help develop new ideas for other parents, too.

PRESCHOOL COMPLAINTS

All complaints and reports concerning the operation of the preschool program may be reported to the Department ombudsman or the Office of Early Childhood Education (330-220-6410).

PRESCHOOL SNACKS

The Ohio Department of Education mandates for all preschool programs to offer nutritional foods from two of the four food groups each day (fruits and vegetables, grains, dairy, and meat/protein). Snacks will be provided through the school food service program. If your child has any allergies, please notify your child's teacher. Snack schedules will be made by the teacher on a monthly basis and given to the food service department for ordering.

Sound health, safety and nutritional practices are emphasized. Good nutrition is discussed with children both during snack time and as a separate classroom unit. Families are encouraged to share favorite snacks, during holiday celebrations and birthdays, reflecting their cultural heritage. Activities are developed to encourage awareness of safety at home, school, and the community. Teachers talk about good health practices such as washing hands, brushing teeth, getting regular exercise and enough rest. They discuss visits to the doctor and dentist.

PRESCHOOL TRANSITIONS

If your child transitions to another program from the Rossford preschool or comes to the Rossford preschool from another program, staff will communicate to parents if any problems or concerns arise. We want your child to experience smooth and uneventful daily transitions and establish consistent routines. As your child becomes eligible for school-age programming, staff will inform you of your child's developmental levels and possible program options. Meetings will be arranged between parents, preschool staff, and receiving teachers to make transitions as informative and simple as possible. As always, we want you, the parent, to have your questions answered as they arise. Please feel free to ask for more information as you have the need.

TRANSITION PLAN

Transition Plan for New and Current Students:

Students and parents are introduced to staff members before the student begins attending the program/classroom. A tour of the classroom and pick up and drop off locations is offered to parents. If there is a concern about the student not handling the transition into preschool well, a plan can be developed to introduce them to the program in a staggered manner. This can include but is not limited to: the parent and child attending the program during school hours together, the student attending a shortened day until they are comfortable with the staff and routine, and the student attending less than full time until they are comfortable with staff, routine, and schedule.

Transition Plan for Students leaving the District or attending another program

Student Records:

If the teachers and student are given notification, the student and staff will have time to say their good-byes, gather the student's supplies and provide the parents with any necessary records helpful for the students' success. Teachers will be available to discuss information with the receiving district or classroom with permission from the parent.

Preschool to Kindergarten Plan Students:

In the spring students and preschool staff may visit kindergarten classrooms in the districts to

tour and meet teachers. Students may spend time in the kindergarten classroom participating in activities during the school day (as the preschool is located at the school the child will attend). This will be arranged between the Preschool and Kindergarten teacher. Special Education Students will have new IEP's created (and new ETR's if applicable) before the transition visit and these documents may be shared with the Kindergarten classroom teacher. Specific plans will also be developed at the ETR or IEP meetings based on the student's need.

Families:

At parent-teacher conferences the teacher starts discussion about transitioning preschooler to kindergarten the following school year. Parents are notified about plans for preschoolers to visit kindergarten classrooms. Teachers will send home information about the district wide Kindergarten Registration and will highly encourage families to attend the event to get information about kindergarten in their district. Information will be shared with families about academic expectations for kindergarten and provide families with activities to complete with students over the summer to help prepare them for kindergarten.

Staff:

Preschool staff and parents collaboratively complete the "Individual Kindergarten Transition Plan" form for each student to ensure to help support the student and family during the transition process.

PROGRESS REPORTS

The primary goal of the progress report is to communicate to both parents/guardians and students the quality of the student's achievement and overall school performance. Twice a year progress reports to parents/guardians, coupled with parent/guardian and teacher conferences, assist parents/guardians in arriving at a realistic and comprehensive picture of their child's progress.

Reporting Periods: The school year is divided into four grading periods. Reports will be sent to the parents/guardians **soon after** the close of the specific grading period. The grade card envelope is to be signed by the parent/guardian and returned after each of the first three grading periods. Individual Education Plans (IEP) progress notes are sent home quarterly.

SEARCH AND SEIZURE

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of the law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time. A reasonable suspicion of the need for a search is all that is necessary.

Anything that is found in the course of a search that may be evidence of a violation of the law or school rules may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated.

SPECIALISTS AND SPECIAL SERVICES

The Rossford Schools offer many special services, and several specialists are employed to work with our students. Time schedules are subject to change due to weather, assemblies, etc.

- Our building incorporates art, music, STEM, and physical education through the daily curriculum.
- The Rossford school psychologist evaluates all students who have been referred for possible academic, social or behavioral difficulties. The building assistance teams or parents/guardians may make referrals.
- A guidance counselor provides services to all elementary students as needed. The purpose of our guidance program is to help each individual student achieve his/her highest growth mentally, emotionally and socially.
- Our speech and hearing therapist works with students who have been evaluated and identified as having special needs in the area of language development and/or speech and hearing therapy. Referrals for testing may be made by the teacher or parent/guardian.
- Our school nurse and aides conduct various screenings throughout the school year, such as vision, head lice, measurements of weight/height, etc., and keep all the immunization records up to date.

STANDARDS

The Rossford Preschool Program is licensed by the Ohio Department of Education, Early Childhood Education. Programs receive two onsite inspections within a year, one of which is unannounced. The most recent written compliance report is posted within the classrooms. Copies may be obtained at the Rossford Board of Education, 325 Superior Street, Rossford, Ohio 43460.

DEVELOPMENT of the YOUNG CHILD

Development in young children is a continuous process. Preschool and Kindergarten children are at different stages in their growth and development, and therefore, they differ in their ability to perform certain tasks. It is important to recognize where the child is in his/her stage of development in order to individualize instruction. Even if two children are exactly the same age, they might be quite different in their rates of development. Consideration needs to be given in all areas: affective-the managing of emotions and developing personal values and ethical competence, social-interacting with others, creative-thinking, communicating and acting in ways that are new and original to the person, cognitive-acquiring, storing and retrieving information, language-developing communication through listening, speaking, reading, and writing, physical-developing large and small muscle control and sensory awareness. Because each child is viewed as an individual, different from every other child in a variety of ways, preschool and kindergarten instruction is carefully organized to provide for different developmental levels of children.

The classroom environment is designed to further the development of problem-solving skills, the achievement of independence, and the development of cooperative abilities. It will also enhance the development of self-confidence, self-expression, curiosity, enthusiasm, and ability to interact effectively with other children and with adults.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with the state standards and district policy. This will include the use of Early Childhood state-mandated assessments.

- Typical developing students will be screened by a developmental assessment. Developmental screenings of all children occur within 60 days of their entrance to the program. The screening includes: hearing, vision, speech/language; cognitive, gross and fine motors skills and social, emotional, and behavioral development. All screenings are conducted by individuals trained to administer and score the instruments. Parents will be notified in writing if their child does not pass the screening. When appropriate, the child will be referred to the preschool diagnostic team for evaluation.
- Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

STUDENT RECORDS

There are two basic kinds of records, directory information and confidential records.

A. Directory Information

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents/ guardians of the student restrict the information, in writing, to the principal. Directory information includes **a student's name; address; date and place of birth; photograph; dates of attendance.**

B. Confidential Records

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act and Ohio law. This information can only be released with the written consent of the parents/guardians. The only exception to this is to comply with State and Federal laws that may require release without consent.

C. Record Review

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. There may be a cost involved for copying records. If there is a need to review records, please contact the principal in writing, 24 hours in advance, stating the records desired. At that time, you will be required to provide proof that you

are the child's natural parent/guardian. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions asked.

SUPPLIES

Your child should bring the following items to school on the first day of school.

Preschool:

- A complete change of clothes, including socks, to be kept at school. (Please label all items with your child's name.)
- Toileting supplies your child may need such as diapers, wipes, extra training pants, etc.

Preschool Supply List:

- Please visit our school website at www.rossfordschools.org for a current list of school supplies or wait to receive a paper copy during our open house in the fall.

TELEPHONES

School telephones are not to be used for personal calls. Except in an emergency, students will not be called out of class to receive a telephone call. Please help your child/children in remembering what should be brought to school each day so that it is not necessary for them to use the telephone.

TEXTBOOKS AND WORKBOOKS

A. Material Fees/Tuition Fees

The Rossford Board of Education charges school fees to help cover the costs of consumable materials (workbooks, paper, and art materials). Such fees or charges are determined by the cost of materials and shipping/handling. The district does not make a profit through any such fees. Appropriate fees for materials, supplies, and consumable materials will be approved yearly by the Board of Education. **If fees are not paid by the 3rd week of October, report cards may be withheld. Progress reports will be held if preschool tuition is unpaid.**

B. Fines

Fines will be assessed when students fail to return borrowed materials when due or damage materials. Failure to pay fines or fees may result in the withholding of grades, participation in special activities, field trips, etc.

OUT OF DISTRICT TRANSFER

When you are transferring your child/children to another school, please notify the office. The next step is to register them at the new school. The new school will then request your child's/children's records from Rossford. A current grade card, special class placement or other pertinent information about your child is always helpful when registering at a new school.

Please take your child's belongings from the classroom on the last day attending.

TRANSPORTATION

Students who are riding to and from school or who are on school-related field trips on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

A. Previous to Loading

Each student shall:

1. Arrive 5 minutes prior to designated loading zone.
2. Stay off the road at all times while walking to and waiting for the bus.
3. Line up single file off the roadway to enter.
4. Refrain from crossing a highway until the bus driver signals it is safe.
5. Go immediately to a seat and be seated.
6. Behave appropriately at the bus stops; horse-play is not permitted.

It is the responsibility of the parent/guardian to have the child/children at the designated bus stop on time. The bus will not wait.

B. During the Trip

Each student shall:

1. Listen to the bus driver.
2. Remain seated while the bus is in motion.
3. Remain quiet at railroad crossings.
4. Not bring pets or any animals to or from school on the bus.
5. Not litter in the bus or throw anything from the bus.
6. Keep head, hands, arms, and legs inside the bus at all times.
7. Keep books, coats, and all other objects out of the aisle.
8. Parents/Guardians will be held responsible to make restitution for any damage to the bus created by their child/children.

C. Leaving the Bus

Each student shall:

1. Remain seated until the bus has stopped.
2. Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe.
3. Be alert to a possible danger signal from the driver.

The bus driver will not discharge students at places other than their regular stop at home or at school unless he/she has proper authorization from school officials or a signed note from parents/ guardians.

D. Penalties for Infractions

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus. A special bus disciplinary form is completed by the driver indicating the rule infraction and given to the transportation supervisor who, in turn, will discuss the situation with the student and a copy of the bus conduct report will be sent to the parents/guardians. The transportation supervisor will inform the principal of any students with major conduct problems. Three minor violations, or a major violation, will lead to denial of bus privileges.

When a student is suspended from riding the school bus, it is the responsibility of the parent/guardian to provide transportation to and from school.

TOYS, SKATEBOARDS, ROLLERBLADES, ELECTRONIC GAMES

Bringing toys to school from home is generally discouraged. Items from home often are lost or broken, and your child may find it very difficult to share a favorite toy with others. Show and tell (color days) may be part of your child's class. Your child's teacher will let you know when this occurs (please check monthly calendar).

Students are not permitted to ride skateboards, rollerblades, roller shoes, scooters or laser lights to school. These items will also not be permitted on the playground during normal school hours.

Electronic games and devices are not to be brought to school. The school will not assume the responsibility for their loss or damage, and the items may be confiscated by the principal and discipline actions may be taken. Items will be returned to parents/guardians only.

VISITORS

Visitors, particularly parents/guardians, are always welcome at school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the administration. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to prevent any classroom disruptions. Students may not bring visitors to school without first obtaining written permission.

ROSSFORD ELEMENTARY BUILDINGS
Glenwood

Please Print

Parent/Guardian _____ Student _____

We have received and read the **Student Handbook**. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of the School District.

Parent/Guardian Signature

Student Signature

We have read the **Bus Safety Rules and Regulations** and agree that they will be followed. I also give my consent for my child to be transferred by school bus in accordance with district policies.

Parent/Guardian Signature

Student Signature

Technology Agreement

I agree to abide by the rules and regulations for system usage and set forth in the **Responsible Use Policy** and those that may be further added from time to time by the District and/or Network. Any additions/changes will be available in hard-copy form in the Principal's office.

Student Signature

As the student's parent/guardian, I agree to this agreement and will compensate the District for any fees, expenses, or damages incurred as a result of my child's use or misuse of the Network or equipment.

Parent/Guardian Signature

Photo and Videotaping Agreement

Periodically students will be photographed or videotaped for newspaper articles, television stories, university class projects, and/or display on our District Web Site.

I give permission for my child to be photographed or video-tapped for the above purpose.

Parent/Guardian Signature

Date

Directory information can be given to any person or organization for non-profit making purposes when requested, **unless the parents/guardians of the student restrict the information, in writing, to the principal. (See page 26 of the handbook)