

Revised Date: June 2021

GRAHAM LOCAL SCHOOL DISTRICT
GRAHAM PRESCHOOL AND K-PREP
2021-2022 PARENT HANDBOOK



© Lakeshore

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"Success Today, Prepared For Tomorrow!"

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For Questions please call (937) 663-4123 or see your child's teacher.

Admission & Placement

Children who have had identified special needs will be served through classroom based services, itinerant services and/or therapy services. Class placement will be re-evaluated annually. There is no guarantee of continuing with the same teacher each year throughout your child's attendance in preschool.

Mentor enrollment is open to district children following a preschool screening. **Mentor students must be potty trained.** Final enrollment will be based on a two week trial period. Priority will be given to children of staff members of the district, as long as their child possess all of the required skills observed. This priority will only be acknowledged for AM/PM preschool classrooms. Staff members of the District will not be given priority in terms of enrollment for our Full Day or K Prep Class. Class placement will be dependent on the availability of positions for special education students versus availability of positions for mentor students based on each classroom's enrollment, location and specific needs. There is no guarantee of continuing with the same teacher each year throughout your child's attendance in preschool.

Allergies

All allergies must be documented on the child's registration paperwork. If a child does have an allergy a physician's note must be received as soon as possible with the diagnosed allergy, precautions to be taken, what to do if the child encounters their allergens, and any other instructions. This includes food allergies.

Arrival & Dismissal

Children are not permitted to be in the classroom without direct teacher or teacher assistant supervision. Teachers will open the primary doors 5 minutes prior to the start of class. We will walk to our designated classes as a group at 9am/1pm.

Late pick up of your child will result in a \$1 per minute charge. Payment of the late fee is expected at the time of pick-up (cash, credit card or check are accepted). Parents will be responsible for entering the office and signing their child out with the correct pick-up time. Chronic late pick-ups may result in further action by school authorities.

Children not transported by bus must be dropped off and picked **up at the door by an adult.** Children will not be released to an adult parked at the curb or standing in the parking lot. If someone different than usual is picking up your child, advanced notice through a note or phone call is **required.** Sign out and identification checks may be required to ensure the safety of each child leaving the building. Parents must call the school office or inform a staff member if they are unable to pick up their child at the scheduled departure time so that arrangements can be made to care for the child. Parents must sign child in/out at the office when dropping off or picking up their child at a time other than stated arrival and dismissal times.

Attendance

Our attendance policies require families to call in absences and report the reason for any absences. When your child returns to school, please send a note or doctor's note as follow up. To report an absence or tardy, call the school office at 937-663-4449.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR (5517.01)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. Any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. Violence within a dating relationship.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes she/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building

principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

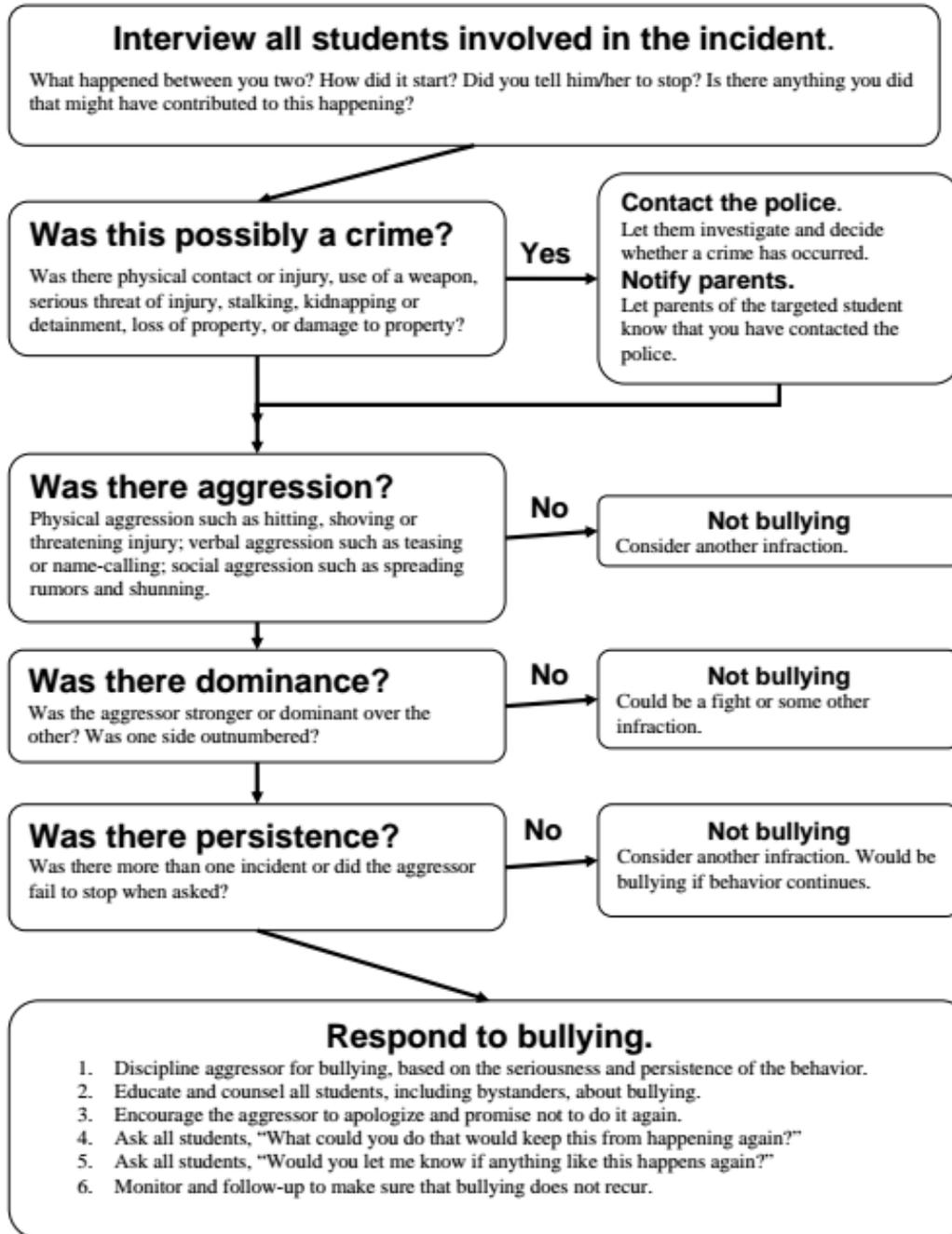
This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of

that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Bullying Assessment Flow Chart



COMPLAINTS

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

PRIVACY/CONFIDENTIALITY

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

RIGHT TO AMEND

The administration reserves the right to amend this handbook and its content to maintain a safe school and a positive learning atmosphere. Parents/Guardians and students will be notified promptly of such changes.

Child abuse and neglect prevention, Positive discipline with ODE statement

Our primary concern is the health, safety, and well being of every child in our program. We want to prevent child abuse and neglect. All staff will visually inspect children upon arrival for bruises, welts, scars, fractures, burns, lacerations, abrasions, and any other unusual marks. If any of these, or similar problems, happen to your child it is critical for you to call us and write a note to let us know what happened. Please understand that if there is a suspicion of child abuse or neglect educators are MANDATED to report it to the authorities. If you feel you or your family are in jeopardy of child abuse or neglect happening in your family please talk to a teacher for assistance in finding the help you need.

Graham Preschool uses positive discipline with the children enrolled in the program and all children that visit the program. The goal is for children to learn self-discipline in a positive manner to build self-esteem and confidence. Through positive discipline children will learn socially acceptable behaviors.

Infants and toddlers that visit the program are redirected, the safety of themselves and others is pointed out, limits are set in the environment and all parents/guardians are asked to help enforce those limits with their children in a positive manner. Preschoolers are asked to use problem-solving skills to resolve conflicts. If they do not have those skills, they will be taught to them. Preschoolers are redirected. Time-out is rarely used; in most cases, it is used when a child physically harms another person or piece of property. Only in

extreme cases is a child separated from a group. Teachers talk to the children about acceptable and unacceptable behaviors frequently in individual, small group and large group settings. Children are taught about differences, brainstorming solutions and how to discuss alternatives peacefully. All negative behaviors are handled at school. Teachers may let a parent/guardian know that a child has demonstrated a negative behavior at school, but ask that the parent only discuss this with the child at home. Teachers ask that the parent/guardian not scold the child at home for negative behaviors at school.

The center's actual methods of discipline shall apply to **all persons** on the premises and shall be restricted. The staff wants everyone to be aware of restricted actions towards children while on school property. Some people view these as actions of discipline, but they are not. The following actions are considered acts of abuse or neglect towards children and shall be restricted as follows:

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

Complaints

Complaints regarding preschool matters need to be made first to your child's teacher. If unsatisfied with the outcome of the complaint, the next step would be to address the school Principal, then Director of Student Services and lastly the Superintendent of the district. If the complaint has not been addressed to the parent/guardian satisfaction after pursuing the chain of command within the school district, then further assistance may be given by contacting the Ohio Department of Education Ombudsman at 614-466-0224.

Conduct & Behavior

GENERAL BUILDING RULES

1. **CONDUCT CODE:** STUDENTS SHALL FOLLOW THE STUDENT CONDUCT CODE DURING CLASSROOM, AND SCHOOL ACTIVITIES AND WHILE ON SCHOOL GROUNDS INCLUDING CAFETERIA, RESTROOMS, MEDIA AREAS AND PLAYGROUND OR CO-CURRICULAR AREAS.

GENERAL RULES FOR BEHAVIOR SCHOOL WIDE ARE: **IN ALL SETTINGS: RESPECT SELF, RESPECT OTHERS, RESPECT PROPERTY**

2. **CLASS ATTENDANCE:** Students shall attend class with all necessary equipment and completed assignments and conduct themselves in an orderly manner so as not to interrupt class or distract other children from learning.
3. **OBSCENE LANGUAGE:** Students shall refrain from the use of obscene language in school, on the bus, and while attending school functions.
4. **RUNNING IN HALLWAYS OR OTHER PARTS OF THE BUILDING:** Students shall refrain from running while within the school building.
5. **WRITING ON WALLS AND EQUIPMENT:** Students shall refrain from marking on the walls or on school owned or privately owned equipment.
6. **TRADING OR SELLING:** Students are NOT permitted to trade or sell any items in the building, on the playground, or on the bus.
7. **TOYS AND GAMES:** Children are not to bring toys or games to school unless a special request is made and approved by the child's teacher.

Playground Rules

The rules for the playground are common sense regulations that are established solely to provide for the safety and well-being of each child. The playground rules are as follows:

1. No fighting or play fighting. Included is no pushing, hitting, wrestling, or grabbing others clothing.
2. Be respectful. No adult or student is to be spoken to or looked at in a discourteous manner. This includes the use of profanity, bad-mouthing, and non-verbal gestures.
3. No team football or basketball. One hand touch football is permitted
4. No tag or chasing games on the blacktop/concrete.
5. Stay away from the front and rear of swings.
6. Wear appropriate clothing
- 7 Follow safety rules
8. Include others.
9. Use appropriate talk
10. Share all equipment.
11. Clean up after yourself
12. Use equipment properly in the manner it was intended

Skill Expectations for Peer Mentor Students

*******PEER MENTORS MUST BE COMPLETELY TOILET TRAINED*******

- ★ Separates easily from parents
- ★ Participates in an activity when asked by peers or adults in the classroom
- ★ Talks with peers in play situations
- ★ Possesses a beginning understanding of colors, shapes, and numbers
- ★ Uses speech that is clear and understandable by unfamiliar adults
- ★ Can follow simple and multiple step directions

- ★ Responds appropriately to simple questions
- ★ Plays cooperatively with peers and adults
- ★ Takes turns with minimal assistance
- ★ Can work and attend in a small group for at least 10 minutes
- ★ Uses toys and classroom materials appropriately
- ★ Listens attentively to a story and can make comments/answers age appropriate questions
- ★ Helps with simple tasks when asked, such as cleaning up
- ★ Independently picks up small toys when asked
- ★ Shares toys and cooperates in play
- ★ Follows classroom and safety rules with minimal reminders
- ★ Eats and drinks from a regular cup independently
- ★ Transitions from center to center independently or with verbal/visual prompts
- ★ Uses appropriate voice volume in the classroom
- ★ Uses age appropriate manners (please and thank you)
- ★ Seeks attention in an appropriate manner
- ★ Navigates the classroom or playground with ease
- ★ Remove small pieces of clothing (coat on and off, zippers, etc.)
- ★ Dress self, except for shoes
- ★ Use bathroom independently

Termination of Mentor Agreement Policy

We reserve the right to release a child from the program for the following reasons (but not limited to):

- ★ Failure to pay in a timely manner
- ★ Routinely late picking up your child
- ★ Failure to complete the required forms
- ★ Lack of parental cooperation
- ★ Failure of a child to adjust to the program within a reasonable amount of time
- ★ Physical or verbal abuse of any person or property
- ★ Lack of compliance with handbook regulations
- ★ Serious illness of the child

We appreciate as much advance notice as possible when leaving the program, and will give the same courtesy in return. Parents are required to give two weeks notice when they decide to terminate enrollment. The two weeks will be paid in full, regardless of whether or not the child is in attendance.

We will give two weeks notice of releasing from the program for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the wellbeing of the staff or other children in attendance.

Classroom Rules

Each teacher establishes the code of conduct for his/her classroom. These guidelines are discussed with the students. A copy of these rules are posted in the classroom and sent home for the parents.

Curriculum & Progress Reports,

Preschool curriculum will be based on the requirements for SUTQ and align with the Ohio Department of Education's Early Learning Standards. Work samples will be kept throughout the year to document each student's individual growth based on skill objectives from our curriculum. This curriculum is in alignment with the State of Ohio Early Learning Standards. Progress reports will be completed according to the district calendar.

Daily Schedule

Your child's classroom will use a daily schedule to help build independence in the classroom. A daily schedule is posted in each preschool classroom. The daily schedule may change at times due to special events and other planned activities.

Class times

AM Class - starts at 9:00 AM and ends at 11:30 AM

PM Class - starts at 1:00 PM and ends at 3:30 PM

Full Day Class - starts at 9:00 AM and ends at 3:30 PM

K-Prep Class - starts at 9:00 AM and ends at 3:30 PM

Disaster Procedures

Students are instructed on emergency drill procedures. A fire drill will be held monthly all school year whereas tornado drills will be held monthly during the months of March, April, and May. The district will participate in annual school safety trainings. Some of these trainings will include "mock" situations. The staff will do their best to inform younger students of such trainings and drills to insure preparedness, safety and understanding.

DRESS CODE

Pupils are expected to dress in good taste. All pupils shall dress in an acceptable fashion so as to help and not hinder the normal pattern of education. Extremes in clothing and grooming are not acceptable in a learning situation. Pupil dress and appearance should promote and not detract from a learning atmosphere. The principal of each building has the responsibility to request a change in the pupil dress when it is disruptive or not in an acceptable fashion before allowing him/her to attend class. Pants that are too long, or "baggies" worn too low can present safety concerns on steps and are not to be worn.

Dress and appearance are of equal or greater importance at school activities. Sponsors of extracurricular activities may require dress and appearance rules and regulations, which go beyond this code. All pupil participants shall abide by the rules and regulations required by the activity sponsor(s).

All pupils are requested to observe commonly accepted good health and grooming habits. The hair of pupils must be neat, clean, and well groomed so as not to create a health or safety hazard and is conducive to good appearance. Physical education-type clothes, such as gym shorts, short shorts, bicycle shorts, etc. may be worn only during physical education classes or athletic practices. Shorts, bermudas, or jams should be of mid-thigh length or longer. We trust the judgment of parents in selecting appropriate attire.

All shirts or blouses must have sleeves, and midriff covering is required. No midriff tops, short tops, tube tops, or halter tops are permitted. Mesh tops and tank tops are permitted if a shirt covering the shoulders and midriff is worn underneath the top.

Clothing or accessories bearing patches, drawings, and/or sayings (stated or implies), which refer to drugs, alcohol, sex, profanity and obscenity, shall not be permitted.

Shoes shall be worn for health and safety reasons. Footwear with only toe support (thongs, flip flops, etc.) shall not be worn. High heels or platforms, roller shoes can present safety concerns and are not to be worn. Socks are recommended as a good hygiene practice.

Pupils are not to wear hats, overcoats, jackets, or other outer wear in the building unless the principal has granted permission. This dress code will be in effect for all school days and related activities except for those "special" days and/or activities as approved by the principal.

The principal of each building is responsible for making the final decision of acceptability. Students who violate the foregoing guidelines may not be admitted to class and may be suspended from school.

Change of clothes

All parents/guardians **MUST** send in an extra change of clothes in case your child has an accident, spill, or gets overly messy during a class activity. If you expect your child to have toileting accidents, please send more than one change of clothes.

Fees (All Students)

A one-time school fee of \$35 is to be paid at the beginning of the year for all students in the preschool program. All fees are to be paid in the school office. This school fee covers the classroom consumables; scheduled enrichment activities, occasional snack and other needed supplies for your child's classroom. **This fee must be paid in full by October 1, 2021.** If fees are not paid by October 1, 2021, the student's enrollment in preschool may be discontinued.

Mentor Student Fees (mentor students ONLY)

Mentors will be charged \$15.00 a day for the half day class or \$25.00 a day for the full day and K-Prep class. Mentor tuition will be based on a sliding fee scale developed to assist with the financial commitment that is required to cover the cost for those coming into program as a mentor. Full, reduced or free tuition will be determined following a review of the household income via tax documents or verifications such as pay stubs. The district reserves the right to re-assess at any time during the year.

You will receive an invoice at the beginning of each month to be paid in full by the due date stated on the calendar sent home at the beginning of the year. This invoice is typically sent home in your child's book-bag the first of the month preschool is in session.

Mentor fees will be waived if there is a delay or closing for the AM class, closing or early dismissal for PM class or closing for Full Day and K-Prep class. Full Day and K-Prep will still be charged \$25.00 a day should

there be a delay or early dismissal. Personal vacations and absences will be charged the daily fee. The final billing will be adjusted for any closings or delays Graham experiences. **Please see the “School Closures, Delays & Early Releases section in this handbook for a detailed description.**

Non-payment of mentor fees will result in dismissal from the mentor program. A signed mentor agreement must be on file for your child to attend preschool as a mentor.

Gum

Gum is given to preschool students while at school. Gum is used for therapeutic purposes for some students and fairness for others. If your child should not chew gum for any reason please let your child’s teacher know right away (an alternative may be provided per teacher approval). Donations of sugarless chewing gum are appreciated throughout the school year.

Health Services

Ohio law has mandated that schools be provided up-to-date health records on all students and within specific deadlines (two weeks after entry to school). Please have all medical and immunization documents returned to the school prior to enrollment or a letter stating physical/immunizations are in process with a scheduled date.

Mobile Dentist services will be offered to all students at least one time during the school year. Forms for this service will be sent home in the fall and spring. Please watch for a flyer in your child’s backpack for details if you wish to participate.

Children who exhibit any of the following symptoms will be isolated from the other children in the program:

- Diarrhea
- Severe coughing
- Difficulty breathing
- Yellowish skin/eyes
- Conjunctivitis (Pink Eye)
- Untreated infected skin patches
- Unusually dark urine / gray or white stool
- Stiff neck
- Fever of over 100 degrees
- Evidence of lice infestation or lice eggs
- Vomiting

Parents / guardians will be contacted by telephone when their child is exhibiting signs of illness. If unable to contact a parent / guardian, the person listed on the Emergency Medical List will be called. Staff members will care for the child until the parent/guardian/caregiver arrives. Notes may be sent home with children who have been exposed to a communicable disease.

Students will not be allowed to return to school unless they are:

1. Symptom free for 24 hours
(For example: if your child is sent home with a fever or vomiting, they will not be permitted back in the classroom the following day) **OR**
2. Upon presentation of a note from a physician stating that they are able to return to school.

NO EXCEPTIONS WILL BE MADE TO THIS RULE!

This is for the safety of all children and staff in the program.

In case of injury, an injury report form will be completed. A copy will be sent home and a copy will be placed in the student's personal information records where all injury reports will be filed.

Home Practice Activities

Homework is not a required activity for preschool children. Some parent/child activities have been developed for you to complete at home with your child. Home practice activities also allow teachers to continue to address creative curriculum and state standards. See your child's teacher for more information.

Individualized Education Plan Quarterly Progress Reports

All students on an IEP will receive quarterly progress reports. This is annotated on the district calendar. Progress reports will be sent home in your child's backpack unless otherwise arranged with your child's teacher.

Inspections, Licensing and Certifications

Graham Local Schools Preschool Program is proud to announce our 5 STAR Step Up to Quality Award earned in the fall of 2016. Please see attached flyer for more information on this amazing achievement. The Office of Early Learning and School Readiness conducts preschool inspections each year. The most recent compliance report is posted by the program license in your child's classroom. Parents may request a copy of the inspection report by contacting the Student Services Department.

Lost & Found

All lost and found items will be saved until the end of the school year. After the last day of school, if items have not been claimed the items will be donated to a local charity or reused for the next year of preschool.

Medication

Considering the length of class time most children will not need to have medications administered at school. If the need does arise, a medication form must be submitted to the school nurse by the prescribing physician. These forms are available in the office and on the school website. The parent / guardian must submit a revised form signed by the physician if any of the information originally provided by the physician changes.

Medications will be administered by the school nurse, or other designated school representative. All medication will be kept in the security of the school, rather than the student. A documentation log will be kept when medication is administered to a student.

Parent Participation / Volunteering

Parents are welcome to volunteer in the program at any time with prior approval and planning with your child's teacher. Parents may help prepare snacks, do projects with the children, help teachers with general classroom needs or chaperone on field trips. Parents are also welcome to come as a guest reader, talk about their job as a community worker, etc. by contacting your child's teacher. **ALL** volunteers must complete a volunteer form and have a background check completed.

Should the district be under the Department of Health or State Governor orders, volunteering in the classroom or building may be adjusted to comply with the order.

Parents are encouraged to participate in the Graham Elementary PTO (Parent Teacher Organization). Monthly meetings are held at the Elementary building to allow parents the opportunity to ask questions, give suggestions, volunteer for upcoming activities in the school, etc. The Graham Parent-Teacher Organization makes a vital contribution to the total school program. These organizations are designed to be a body of parents who work with the principal and teachers in order to improve educational opportunities for the children.

Parent-Teacher Conferences

Private conferences with the teacher are scheduled for all parents in the fall and the spring. Additional conferences may be arranged at other times by making an appointment with the teacher, in advance of the desired conference time.

Preschool Parents will have available to them:

1. Monthly schedules outlining the focus for week, activities and special events (upon request)
2. Regularly scheduled conferences (2x yearly)
3. Parent education opportunities
4. Opportunities for individual meetings with staff
5. Annual Individualized Education Program meetings for parents of children with disabilities
6. Assistance in making program transitions
7. Linkage with family support services and resources
8. Home visits as deemed necessary
9. Participation in program evaluation activities
10. Special family events
11. Parents may obtain additional program information and reports, or file a complaint, by contacting the administrators.

Parties

Birthday parties are **NOT** permitted. If you wish to send in a treat, consult with the homeroom teacher. Invitations to personal parties should not be passed out at school. Birthday and/or floral deliveries for students are discouraged. Children cannot take such items home on the bus.

Program Goals

To provide the following:

1. Language-rich and responsive communication between adults and children;
 2. Positive and appropriate reinforcement of skills and behavior;
 3. Extensive rehearsal of old and new cognitive, academic, and developmental skills;
 4. Guidance in desirable social skills and facilitation of positive interactions between peers and adults;
 5. Various structures and informal activities that encourage children to reflect, predict, question and hypothesize;
 6. Availability of numerous materials, resources, and toys that focus on language and literacy;
 7. Activities that encourage the involvement of children's families and caretakers
- (Adapted from: American Federations of Teachers)

Program Philosophy

It is our philosophy that high quality preschool programs provide children with secure and caring relationships with educators and caregivers, stimulating learning opportunities, and experiences that prepare them for the later school years.

Recess/Outdoor Play Time

Children should dress appropriately as they will be going outside, weather permitting. A doctor's statement is needed if your child is to stay inside for medical reasons. Children will have indoor recess when weather conditions are unfavorable (due to rain, snow or extremely cold weather). Indoor recess will occur at the teacher's discretion.

School Closures, Delays & Early Releases

School closures will be announced on local television stations, local radio stations, One Call/Text systems and the District website www.grahamlocalschools.org. Text Alerts are available for cell phone users. Please sign up on the district website under Delays/Cancellations if you would like to receive text alerts for school closures, delays and early releases. Please keep your phone numbers and email address up to date with the office staff and your teachers.

A **school closing** means no preschool for either AM, PM, Full Day or K-Prep classes.

A **school delay** means no AM preschool, Full Day and K-Prep will run on the delay time and PM preschool will still attend at normal times. Transportation will still be in place.

An **early release** means students will be dismissed early due to inclement weather or circumstances. Please have a plan in place for your child if this option is utilized.

Student Photographs

Graham Preschool may use student work and photographs for the district website, community events, building presentations, preschool newsletter articles, etc. If you do not want your child's work or photographs used by Graham Preschool, you must notify us in writing within three days of receiving this handbook. If you choose to not have your child photographed, they will not appear in the school year book.

Telephone

When calling for Graham Preschool classrooms call 937-663-4449. Your call will be answered in the elementary school's main office. If you need to speak with your child's teacher the office staff will transfer your call to your child's classroom. If a teacher is not available, a message can be left on voicemail and your call will be returned as soon as possible. If your need is urgent, please share with the main office staff and they will assist you.

Transportation-Bussing

Transportation to and from school will be provided for all students within the district boundaries. If your child will be riding the bus to school please make sure you are ready 15 minutes prior to the designated pickup time. Please wait 15 minutes longer than your designated bus time as they may be running a little late. If concerned, please call the main office at 937-663-4449 or the transportation office at 937-663-4855.

Should your child be getting on/off somewhere other than their home address, a transportation request form **must** be turned in to the transportation office. New transportation requests may take up to 5 days to process.

Note: No items may be out of your child's backpack during his/her bus ride. This is a district policy, as well as state law.

A safety vest or integrated seats are available for your child on the bus. They are not a state requirement, but something the preschool offers to help keep your child and other peers on the bus safe.

NOTE: No one is assigned a safety vest as a punishment for negative behaviors. This is strictly used to keep the children safe while riding.

Valuables

Students should not bring valuables to school. The school cannot be responsible for the loss or damage to such items.

Visiting the School

Parents are welcome to visit the school, but are asked to make arrangements with the teacher and the principal at least 24 hours in advance of their visit. ALL visitors must report to the office to sign in and receive a pass before proceeding to the classroom. Parents and guardians are permitted to visit their child at any time during preschool. If a child has separation anxiety the parent is encouraged to stay out of the sight of their child to reduce anxiety. The preschool staff is trained in gently handling separation anxiety. Sometimes it is in the child's best interest not to see the parent during preschool so they can focus on learning.

Should the district be under the Department of Health or State Governor orders, visitations in the classroom or building may be adjusted to comply with the order.

Weapons

A weapon is defined as "any instrument capable or appearing to be capable of causing serious bodily injury to a person" including, but not limited to, loaded or unloaded firearms, pellet guns, b-b guns, inoperable replica firearms, knives, stun guns, other "look-alike" weapons, and chemical agents such as tear gas or

pepper spray. **NO TOY WEAPONS ARE PERMITTED IN PRESCHOOL AT ANY TIME!**

Withdrawal from School

When students are to be withdrawn from school, parents need to notify the school office, if possible, several days in advance. Student records will not be released without parental consent. All fees must be paid and books and materials must be returned when withdrawing from school.

For Questions please call (937) 663-4123 ext. 2603 for the Student Services Department.