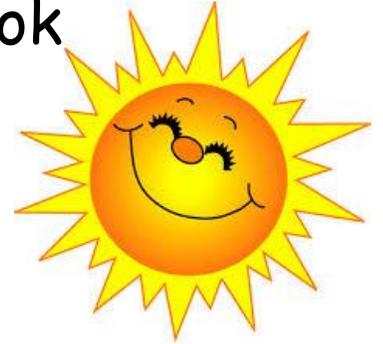


Huber Heights City Schools Parent & Student Handbook 2020-2021



Huber Heights, OH 45424

This handbook and other important information is also available on
our website: www.huberheightscityschools.org

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HUBER HEIGHTS CITY SCHOOLS

Preschool Special Education

Program Philosophy and Mission

Early childhood education is a critical component of any child's educational career. This realization is at the heart of the P.L.99-457, the Education of the Handicapped Act (EHA), which mandates educational programming for all special needs students between the ages of three and five.

While this is a program created to meet the needs of children identified as having deficits in the communication, motor, vision, hearing, social and behavior areas, it is built upon the general principles of developmentally appropriate preschool experiences necessary for the development of all children. Child development is complex, dynamic but predictable. Experience has shown us that there are universal predictable sequences of development. Experience has also shown us that children inherently possess inner drives of curiosity, exploration, and mastery of their environments all of which must be cultivated, reinforced and directed by school experience.

While it is true of all children, it is especially true of special needs children that each child is unique in his or her rate of expression of development and, thus, requires a wide variety of appropriate opportunities and experiences to maximize his or her full potential. Children with special needs benefit from early quality intervention programs and services which help them develop a secure foundation of skills, attitudes and habits necessary for their later school years.

Learning is integrated and continuous. Learning is relevant when based on a child's interests and experiences and matched with the developmental level and learning style of each child.

All successful educational programs understand the importance of the role of the parent(s). Parents have both the right and responsibility to share in all decisions affecting the care and education of their children. Parent(s) are encouraged to visit the program and to participate in activities. One of the program goals is to foster and encourage home/school communication. Knowledgeable parents are involved parents are supportive parents.

For most children this will be their first experience away from home and their first experience with public school. Our responsibility is to make the experience rewarding, educationally, and socially profitable and fun. We want our preschool to look forward to every school day.

The preschool program is guided by curriculum, written policies and regulations of the District that are consistent with applicable statutory requirements contained in State law. Resources of the preschool program include, but are not limited to: staff; cumulative records; health and safety; admission; attendance and discipline; selection and use of developmentally appropriate materials, equipment and resources that meet the intellectual, physical, social and emotional needs of the preschool student; management of communicable diseases and transportation and field trips.

BOARD POLICIES

The Board Policies for the Huber Heights City School District can be found in their entirety at www.huberheightscityschools.org.

ACCIDENTS/INJURIES

The same procedure will be followed as in "ILL CHILDREN AT SCHOOL." The parents or the emergency person(s) listed on the emergency medical form will be notified. We always attempt to notify the parents first. An injury log is maintained.

ADMISSION REQUIREMENTS

All students must be three to five years of age to enter the Integrated Preschool Program. In addition, the parent must provide proof of birth, an up-to-date shot record, a physical examination (health screening), and proof of residency prior to admittance into the program. These health screenings should include at a minimum, vision, dental, height, weight, lead, and hematocrit checks. If necessary, the physical examination will be provided at no cost to the parent.

All qualifying disabled students must have an Individualized Education Plan setting forth the goals, objectives, and services required to meet the unique needs of each student.

Registration packets can be obtained from the Studebaker Preschool Office.

ATTENDANCE GUIDELINES

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork.

Reasons for which students may be excused include, but are not limited to:

1. Personal illness of the student;
2. Illness in the student's family;
3. Needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 year of age only);
4. Death in the family;
5. Quarantine for contagious disease;
6. Religious reasons;
7. Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to four days)
8. Absences due to a students' placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
9. Absences due to a student being homeless or
10. As determined by the Superintendent.

Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

Please call the school office at 237-6300 ext. 5 when your child must be absent from school. You may leave a message at any time.

If we are not notified of a student's absence from school, we will attempt to contact the child's home. This is a precautionary measure on the part of Huber Heights City Schools to insure each child's safety.

BEST HOURS FOR PHONING SCHOOL

The Preschool office can be accessed 24 hours a day by calling 237-6300 ext. 5.

All messages with instructions for going home a different way should be phoned in no later than 45 minutes prior to the end of school. **PLEASE! *Changes in plans to and from school should be finalized before the child leaves for school (with a note for the teacher), so that it is not necessary to interrupt classes.***

BIRTHDAY PARTIES

Birthdays may be celebrated at the end of the school day, and we ask that parents make arrangements with their child's teacher in advance. Treats should be simple and inexpensive. Please check with your child's teacher to check for classroom food allergies before sending in treats. We are unable to pass out personal party invitations. A list of nutritious snack choices is given to parents.

BRINGING PERSONAL POSSESSIONS FROM HOME

Make sure all articles are properly identified with the child's name and address. Remember to label all lunch boxes, supplies, equipment and removable articles of clothing, (e.g., sweaters, hats, jackets). Please **do not send** personal items such as toys, games, or sports equipment to school.

CHILD ABUSE AND NEGLECT

By law, if any school employee has reason to suspect that a child less than eighteen (18) years of age or any physically or mentally handicapped child under twenty-one (21) years of age has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or other condition of such a nature as to cause the employee to reasonably suspect sexual abuse, abuse of any other nature, or neglect of such a child, the employee shall be obligated to immediately report that knowledge or suspicion to the Children's Services Board and/or the Huber Heights Police Department. If the principal or referring party believes that the child is in serious physical danger upon returning home, the police may be contacted for assistance in taking the child home. The purpose of this action is to reduce the possibility of additional abuse prior to Children's Services Board involvement.

Upon reporting the information to either agency, the employee must report the information to the district's Director of Security. The employee must then inform the employee's principal or immediate supervisor of the incident or condition.

The school shall cooperate with the Children's Services Board and the Huber Heights Police Department in their investigation of sexual abuse, abuse, and neglect cases to meet the special needs of victims and the victims' families.

MANAGEMENT OF COMMUNICABLE DISEASES

1. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
 - a). Diarrhea (more than three abnormally loose stool within a twenty-four hour period);
 - b). Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - c). Difficult or rapid breathing;
 - d). Yellowish skin or eyes;
 - e). Conjunctivitis with drainage
 - f). Temperature of one hundred degrees Fahrenheit or higher
 - g). Untreated infected skin patch(es);
 - h). Unusually dark urine and/or grey or white stool; or
 - i). Stiff neck;
 - j). Evidence of lice, scabies, or other parasitic infestation.

2. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed above, as well as the following:
 - a). Unusual spots or rashes
 - b). Sore throat or difficulty swallowing;
 - c). Elevated temperature;
 - d). Vomiting.

3. A child isolated due to suspected communicable disease:
 - a). Shall be cared for in a room or portion of a room not being used in the preschool program.
 - b). Shall be within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.
 - c). Shall be made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
 - d). Shall be observed carefully for worsening condition.
 - e). Shall be discharged to parent or guardian as soon as practical. If no one is able to be contacted, isolation of the child shall be maintained until discharge.

4. A child cannot be readmitted to school until a fever has been absent for twenty-four (24) hours without the use of medicine. After a child has a communicable disease, the parent should confer with the teacher or physician to determine when it would be advisable for the child to return to school.

5. Medication will be administered to children in accordance with district policy and requires completion of the designated form signed by a physician.

6. Special diets will be administered only when such items are written, signed and dated by a licensed physician and are prescribed for a specific child.

7. A Communicable Disease chart issued from the local health department will be located in all classrooms.
8. Those staff members who have completed the approved first aid course are posted by the emergency plan form.
9. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms above or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified above.
10. Studebaker Pre-school will follow the Ohio Department of Health recommendations regarding communicable diseases. A notice may be sent home to parents or guardians of children exposed to a medically diagnosed communicable disease. The notice will contain information regarding the nature, cause, symptoms, and the treatment of the disease. The parent or guardian will also be advised to seek medical attention if indicated.

DEVELOPMENTALLY APPROPRIATE ACTIVITIES, MATERIALS AND EQUIPMENT

Ohio's Early Learning and Development Standards is divided into five (5) domains: Social and Emotional Development, Physical Well-being and Motor Development, Approaches Toward Learning, Language and Literacy Development, Cognition and General Knowledge. The standards present a continuum of learning and development from birth to age five in each of the domains. The developmental ranges are: Infants (Birth-8 month), Young Toddlers (6-18 months), Older Toddlers (16-36 months), Pre-Kindergarten (3-5 years).

Objectives and activities allow for both individual and small group involvement. With younger children, more individual student/adult intervention is expected and planned into the activities. With the older children, more peer group work and socialization is emphasized, again with adult direction and supervision.

The program recognized the need for a strong communication/language base to all activities. Without the development of good reception and expression communication skills, all future higher learning as well as social activities will be delayed. Teachers, assistants and language communication specialists should work collaboratively to promote the development and use of good communication skills.

Children learn best when they can make choices and act upon themselves. Therefore, the preschool classroom environment shall offer a variety of toys and equipment which are developmentally and individually appropriate. The arrangement of the classroom and selection of materials and equipment will encourage children to explore materials, make friends, become self-confident and self-sufficient as well as assist them in mastering their individual goals and objectives. The classroom should be exciting, yet orderly enough so that preschoolers can find materials and activities independently or with minimal direction.

The classroom should be divided in distinct areas or interest centers, such as dramatic play, block, quiet, sand and water, art, etc. Boundaries should be set so that children can be supervised at all times. Each area should have an adequate amount of space for children and their use of materials. Work areas should not be cluttered with unnecessary furniture or

materials. Traffic flow should permit children to work without interruption. Noisy and quiet areas should be kept separate.

Materials should be stored where they will be used. Shelves, drawers, and containers will be labeled (objects, pictures and/or work labels) to ease in the storing of materials by students. Similar items will be stored together in the appropriate center. In each area, if possible, planned displays will be present at the child's eye level. Individual storage spaces shall be provided for each child to store his or her personal belongings. Storage spaces shall be low enough to be accessible to all children.

Materials and equipment should be selected to facilitate independent play and exploration for both typically developing children and those with special sensory or developmental needs. Adaptive materials and equipment should be provided when children with vision, hearing, motor/orthopedic or cognitive deficits so that they can participate in all appropriate activities. It is also important to maintain consistent location for materials and activities for small children. Routine is very important to them.

Materials should be age appropriate with adequate amounts of variety for the number and type of children in the classroom. Toys or equipment which are popular and heavily used should be available in duplicate or triplicate. There should be materials and equipment which promote or are adapted to individual, parallel and/or group play. There should be materials that promote the use of imagination as well as real life exploration. Toys, materials and equipment should be non-sexist and non-stereotyped.

Finally, toys, materials and equipment should be safe, non-toxic and large enough so that they cannot be swallowed and should meet, when possible, Consumer Products Safety Requirements. Large equipment such as tables, shelves and dividers should be solidly made with protected corners and/or edges. A variety of floor coverings for difficult activities is appropriate. All equipment and materials should be kept clean and in good condition. The classroom should always be both safe and comfortable.

DO NOT BRING TO SCHOOL

Items that may be hazardous to children, a nuisance or a liability to the owner should not be brought to school. Items that should not be brought to school include, but are not limited to:

live animals	skateboards, scooters	gum
radios	tobacco or paraphernalia	candy
matches	CDs/DVDs	cell phones
electronic games	alcohol	heelys with wheels
pocket knives	prescriptive medicine	hard baseballs
over-the-counter medicine	golf balls (other hard balls)	
playing cards or collectible cards	any illegal or controlled substance	
explosives (including firecrackers)		
weapons or toys that look like weapons		

If you have a question about whether or not an item not on the above list may be brought to school, please call the principal at 237-6300.

DRESS CODE

School dress should enhance a positive image of the students and the District and not threaten the health, welfare and safety of the members of the student body. Any form of dress or grooming that attracts undue attention, prompting a disruption of the learning environment is unacceptable.

EARLY DISMISSAL

Students should not leave school property during school hours unless permission is received from the principal. If a child is to leave school early, a dated note written and signed by the parent or guardian should state the time and reason for early dismissal. Every student leaving school before the usual dismissal time must be signed out in the office by a parent or guardian. If someone other than the parent or guardian is to pick the child up from school, please state this in the note.

If school is dismissed early because of inclement weather or for some other unforeseen reason, the information is announced on several radio stations. Please tune in your TV/radio on bad weather days. See School Closings Due To Inclement Weather for stations. It does not help to call your child's school, as the decision to close school early is not made at the school. Make sure that your children are aware of what they are to do and where they are to go if school is dismissed early.

EMERGENCY/CALAMITY DAY PARENT NOTIFICATION

In the event of an emergency or calamity day, parents/guardians will be notified by using the district's School Messenger notification system. The most recent parent/guardian contact number on file with the building/district will be entered into the School Messenger notification system.

Parent/guardians are responsible for providing changes in contacts and/or telephone numbers to their child's building secretary. Parents/guardians may sign-up to receive text, email or telephone notifications.

The district will also post emergency/calamity day messages on the districts social media sites including the district's website: huberheightscityschools.org.

FAMILY VACATIONS / TRIPS

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

Parents or guardians should contact the principal prior to the student's absence from school on a family vacation if they wish to receive information as to whether the absence will be classified as excused or unexcused.

FIELD TRIPS

Field trips can be an important tool in the educational process. Before a student will be allowed to participate in a fieldtrip, written consent must be obtained from the parent(s).

FIRE, TORNADO, and SAFETY DRILLS

For student safety in accordance with state law, fire, tornado, and safety drills are held periodically during the school year.

FREE PRESCHOOL SNACKS

A snack time is built into the daily schedule of both the AM and PM sessions of the preschool program.

The food is provided by the Nutrition Services Department of the Huber Heights City Schools which meets all standards established by local, state, and federal law.

The daily nutritious snack provided by Nutrition Services meets the preschool requirement of selections from at least two of the basic food groups and vitamin groups.

Students with special dietary needs may supply their own snacks as requested by their parents and physician. At the time of registration, dietary information should be obtained and made a part of the health and cumulative records of the student.

GENERAL SCHOOL RULES

Rules for proper student conduct at school are as follows:

1. Walk on sidewalks when entering and exiting the building and/or school grounds.
2. Always use the designated door(s) to enter or leave the building.
3. Skateboards, radios, tape recorders, electronic games, and toys are to be kept at home.
4. Possession of food or candy is prohibited. Party and teacher treats are an exception to this rule.
5. Do not intentionally deface or damage any school property.
6. Follow directions of all supervising adults.
7. Use good manners at all times.
8. Parents and visitors **MUST** report to the office immediately upon entering the building and obtain a pass before proceeding to another location within the building. This is a legal matter that helps us to maintain a safe environment for your children.

GOING HOME A DIFFERENT WAY

Always send a note of explanation when your child's transportation arrangements change. We must be informed of any change in the normal routine. No child will be permitted to go home a different way unless we have written permission from the parent/guardian.

GUIDANCE AND COUNSELING SERVICES

In our guidance program, we hope to give our students an opportunity to discover themselves, to grow in respect and acceptance of themselves and others, to make responsible choices and decisions, and to take an active part in their development toward mature adulthood. Classroom activities, and small group or individual counseling experiences are available through our guidance services. Conferences may be scheduled as needed to include the student, parent, teacher, counselor, or any combination of home and school personnel.

HALLWAY RULES

Rules for proper conduct of students when in the hallways are as follows:

1. Maintain a quiet, orderly line when in the hall.
2. Be considerate of other classrooms by **BEING QUIET** and not disturbing

other students

3. Keep your hands to yourself and your feet on the floor at all times.

PRESCHOOL DROP OFF/PICK UP PROCEDURE

The procedures for dropping off and picking up pre-school students are listed below. Always have safety for your child and other students in the forefront of your mind when dropping off and picking up your child. Please do not use cell phones during drop off and pick up.

DROP OFF/PICK UP

1. All Parents or persons dropping off a pre-school student must escort them to the preschool staff.
2. There are 2 entrances to Preschool and your child will be given a designated door for entry by his/her teacher. For drop off teachers/staff will meet students at 9:10 for the AM class and 1:10 for the PM class.
3. For pick up teachers/staff will meet parents or persons picking up, at the students designated door at 11:45 for the AM class and at 3:45 for the PM class. All Parents or persons picking up a pre-school student must escort them from the preschool staff to their vehicle.
4. Children must be supervised by parents prior to and during arrival and dismissal. No one should climb on the incline wall near door # 3.
5. Reminder: All Huber Heights City Schools are smoke free. Please follow the no smoking policy on school grounds.
6. Please do not double park in the lower lot. When leaving please pull to the back of the lot before turning around to help avoid congestion.
7. The front parking lot is reserved for buses during the following times.
9:00-9:20 11:40-12:05 1:00-1:20 3:40-4:05

HEALTH & SAFETY

All preschool staff members shall wash their hands with soap and running water after each diaper change or after assisting a child with toileting; after cleaning; after toileting; before preparing food; before feeding any child; and when hands have been in contact with nasal or mucous secretions. Disposable protective gloves are available for use.

ILL CHILDREN AT SCHOOL

Usually the symptoms for keeping a child at home will be just cause for sending a child home. We will attempt to contact you first. If we are unable to reach you, we will notify the person(s) you have listed on your emergency form. Please keep in mind that the emergency number person **MUST** be a local person other than the child's parents. Please arrange with a friend or neighbor to agree to come and get your child at school if you cannot be reached. Please do not send your child to school until 24 hours after an incident of vomiting or occurrence of a temperature over 99.9 degrees.

IMPORTANT PHONE NUMBERS

Huber Heights City Schools

Preschool	237-6300 ext. 5
Superintendent	237-6300
Transportation	237-6385
Special Services	237-6300 ext. 5
Food Services	237-6383

City of Huber Heights

General Offices	233-1423
Fire Department	233-2080
Parks & Recreation	233-1991
Police	233-1562
Road Department	233-1562
Senior Citizens	233-9999

KEEPING STUDENT HOME

In order to protect the health of all of our students, we ask you to keep your child home and consult your physician when the following symptoms are observed:

Fever	Upset stomach	Sore throat	Persistent coughing
Toothache	Headache	Swollen glands	
Earache	Inflamed eyes	Rash or breakout	

Normally, if a child is too ill for outside play, he/she should not be in school.

LICE

The Huber Heights City Schools District Head Lice Procedures is based on recommendations from the Ohio Department of Health, Center for Disease Control, American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN). The procedures are identified below:

When a student is found to have live lice:

- 1) The parent is notified by phone if possible and information related to detection and elimination of head lice can be provided at that time or sent home with the student in a sealed envelope.
- 2) The student is **not** sent home from school, unless the parent desires to pick up the student. Confidentiality must be maintained.
- 3) The parent is instructed that the student must be treated before returning to school.
- 4) When the student returns to school the child's head will be checked in the clinic confidentially. If live lice are found, the student will not return to the classroom. Parent will take student home and be instructed to remove all live lice before the student can return to school.
- 5) If nits are found, the parent is notified to keep combing them out with a lice comb at least daily for the next two weeks.
- 6) Follow-up head checks may be done by trained school staff to confirm lice management efforts.

- 7) Record these head checks in DASL as an office visit.
- 8) If live lice are found, the process of notification to parents/guardians begins again.

ADMINISTERING MEDICINES TO STUDENTS

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

1. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
2. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or other licensed to prescribe medication.
3. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
4. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
5. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
6. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant. In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

Students are permitted to carry and use an epinephrine auto-injector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates. Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of medication from the parent or student.

MOVING OUT OF THE DISTRICT

Please call the office or stop by at least three (3) days before the student's last day. A note to the classroom teacher is also essential, in order to allow time for completion of the necessary papers. A withdrawal form can only be completed by a parent or legal guardian.

MOVING WITHIN THE DISTRICT

Please contact our office by note or phone to give your new address/contact information. Also, please inform your child's teacher of your plans. You will be asked to provide a new proof of residency.

NON-CUSTODIAL PARENTS

The biological parent of a student who no longer has custodial rights of the student may review or may also sign for the release to a third party of their child's school records, stored data, or other types of documents such as video, microfilm, or audio recordings, unless the school records contain a court order forbidding the release of records to this adult. In all cases of requests of this kind, the principal shall request the non-custodial parent to obtain written permission from the custodial parent to permit the school to release all available information to the non-custodial parent.

If the non-custodial parent is unable to obtain such permission from the custodial parent, the principal shall notify the custodial parent that by law the non-custodial parent will be given access to their child's educational records within forty-five (45) days of the request.

Non-custodial parents will not be afforded staff conferences or parent teacher conferences, either in person or by telephone, unless there is a court order, which addresses that subject, and it specifically allows the non-custodial parent to attend or be a part of such conferences.

If it is the desire of the custodial parent to "permit" the non-custodial parent the privilege of attending conferences, this fact must be documented in writing and presented to the school by the custodial parent.

NON SCHOOL AGENTS

Although the Board wishes to cooperate fully with law enforcement agencies, it has a responsibility to protect the constitutional rights of the students entrusted to its care. The interrogation of students by law enforcement officers regarding acts committed outside the Board's jurisdiction shall be held outside the school day, and off school property whenever possible. If, in the principal's judgment, this restriction would impede swift law enforcement, the interrogation of a student or students may be permitted, with the permission of the parent, within the school, in a private place designated by the principal and in the presence of a designated school representative.

Students may be removed from the school by a law enforcement officer only after the parent has been contacted and has given consent, or upon the arrest of the student or the presentation of a warrant when specified by law.

OUTSIDE PLAY

1. We encourage outside play as our curriculum allows whenever the weather permits.
2. We do try to go outside as often as possible.

3. Your child should always be dressed and prepared for outside play.
4. We will hold inside recess whenever the temperature (including wind chill) is below 20, it is raining, or there is a threat of severe weather.

PARENT AND FAMILY PARTICIPATION

Parents are the first, and the most important, teachers in the children's lives. As stated in our philosophy, parents have both the right and responsibility to be involved in all decisions regarding the care and education of their children. This makes the parents our partners in the education process. We encourage their participation in our program, being understanding of the fact that not all parents have equal time or resources with which to work with their children and with us. We will endeavor to remain sensitive to the problems incurred by many families with special needs children. Our role is not just to educate the child, but to help support the family as good listeners, transmitters of information and, if needed, as liaisons with other agencies and professionals who could provide assistance.

Any parent of a child enrolled in the program shall be permitted unlimited access to the program during its hours of operation. We maintain an open door policy.

We welcome your visits to the classroom and, if you have time to volunteer, we can always use a few more hands in the classroom. All classroom volunteers must be fingerprinted and pass a background check.

Our program meets four days per week for several reasons. The teachers need to be available to assess new students, to hold conferences, to make home visits, and to provide time to schedule family social events, including picnics, field trips, or educational meetings and coffees.

Preschool education is a 24 hour a day proposition and requires the full cooperation of teachers and parents.

Objective, open two-way communication between home and school is a necessity for any preschool program. Just as the staff should feel free to contact the parents, so the parents should feel welcome to contact the program staff at any time. Effective communication is the passing of information and feelings. Only when school staff or parents are informed can cooperative programming take place. When problems arise, everyone needs to work on the solution; when progress is made, everyone should be a part of the joy of accomplishment. The teachers may use phone calls, notes, or daily progress reports to keep parents informed about their children. Monthly newsletters, open house, and informational meetings will keep parents informed about the program in general.

Staff-parent conferences are scheduled twice per year at the end of the first and third quarters. This is a time to discuss progress, to work together on problem areas and to plan ahead. Report cards, specifically designed for the preschool child, are provided twice a year. The cards are sent home at the end of the second and fourth quarters. Other conferences with the teacher or the support personnel such as the speech pathologist, occupational therapist, or psychologist can be arranged any time during the year if the need arises.

We hold the annual review and the Individual Education Plan (IEP) development conference. We endeavor to give at least fifteen (15) days' notice and to schedule them at convenience of the parent. We ask the parents to remember, though, that we sometimes need to have a number of support people at the conference whose time is also valuable. All due process procedures are outlined in our brochure *A Guide to Parent Rights in Special Education* shall be followed.

PARENT-TEACHER CONFERENCES

Individual conferences are scheduled each fall and spring so that teachers and parents may discuss student progress. If parents should desire a conference other than at the regularly scheduled times, please feel free to contact us.

RELEASE OF STUDENT RECORDS

Student records may be transferred to other accredited school districts or schools in which the student intends to enroll, provided parents of students sign a written release to transfer records to another public school district; or provided the parents are notified of the transfer, receive a copy of the records, if desired, and have an opportunity to challenge the record; or provided the student is officially registered in the receiving school.

RESTROOM RULES

Use the restroom appropriately:

- a. Use the restroom and flush immediately.
- b. Wash hands and turn off water.
- c. Dry hands on paper towels as needed.
- d. Put soiled towels in trash can.
- e. Leave in an orderly and quiet manner.
- f. Keep hands and feet to self --- no games or playing while in restroom.
- g. Speak quietly when talking to others.

SALES AT SCHOOL

Students are not permitted to bring items for sale or to take orders at school for sale items that are not sanctioned fundraisers sponsored by the school.

SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER

THE PRIMARY FACTOR IN DETERMINING WHAT TO DO WILL ALWAYS BE THE SAFETY OF YOUR CHILDREN. Parents must make the final decision whether to send their child to school in inclement weather. The decision to close is made by the Superintendent only after the consideration of numerous factors.

While we will make every effort to follow established dismissal times, there may be an occasion when weather conditions deteriorate and it is in the best interest of student safety to dismiss early. We realize that in homes where both parents are gone during the day, this may cause an inconvenience; therefore, **we urge all parents to instruct their children as to what to do in the case of an early dismissal.**

**WDTN TV 2
WKEF TV 22
WHIO TV 7 / (1290 AM)**

**WING (102.9 FM)
WGTZ (92.9 FM)
WLQT FM (99.9 FM)**

**WPFB (105.9FM)
WTUE (104.7FM)
WXEG (103.9FM)**

Assessment of road conditions usually begins around 5:00 A.M., and a decision to cancel school is normally made by 6:00 A.M., Our district's telephonic and messaging notification will be used to call contact parents and staff. Delays or closings will be posted on our district web site at huberheightscityschools.org. The area radio and television stations are notified immediately once the decision is made. Transportation will not be provided to and from private and parochial schools on days when Huber Heights announces a school closing. Weather conditions will be evaluated at 1:00 P.M. for afternoon and evening activities, and any changes in the schedule of extracurricular activities will be announced on the television and radio stations.

Two-Hour Delays/Two-Hour Early Dismissal

When conditions are such that a delayed start is judged to be appropriate, a two-hour delay will be announced. The procedures for a two-hour delay are as follows:

Two-Hour Delay

Plan A	AM Preschool ONLY	11:20 a.m. – 12:50 p.m.	No PM Classes
Plan B	PM Preschool ONLY	1:20 p.m. – 3:50 p.m.	No AM Classes

Two-Hour Early Dismissal

AM Preschool	9:20 a.m. - 10:50 a.m.
PM Preschool	12:20 p.m. - 1:50 p.m.

SCHOOL FACILITIES

Students are **not** to be in the building before arrival time, after dismissal, or on non-student school days unless invited and accompanied by an adult. Children may play on the school grounds. The building, grounds, and equipment merit the same kind of consideration and care as that given when a guest in a friend's home. Help us keep our school clean and free of vandalism. We depend on you!

SCHOOL HEALTH SERVICE

The school health assistant will be in our elementary school clinics during the school year. Students in Preschool will receive hearing and vision screenings during the school year. A referral may be made by a teacher or parent. **IF THE HEARING OR VISION SCREENING RESULTS DEVIATE FROM THE STANDARD ESTABLISHED BY THE COUNTY AND STATE HEALTH DEPARTMENTS, PARENTS WILL BE NOTIFIED.**

Health personnel will also check health records and attend to sick or injured children.

SECURITY

Please be aware that the Huber Heights City School district utilizes electronic surveillance systems in monitoring activity on school property and in school vehicles to protect the health, welfare, and safety of its students and staff.

SEND NOTES WHEN:

1. Student is to be dismissed early during the day.
2. Student is absent (first day back).
3. Student will be arriving to school late.
4. Student will be going home a different way.
5. Playing outside is dangerous to student's physical health.
6. Field trip is being planned.

SPECIAL SERVICES:

Special Education programs and related services are available to qualifying students in all buildings. The service providers may be contacted through the individual building or through Special Services at the district administrative offices.

School Psychological Services: School Psychologists are available to students, staff and parents for consultation on educational or behavioral issues. They also provide multifactor evaluations to determine eligibility for special education programs and services. Short-term counseling and crisis intervention are additional services.

Related Services: For students assessed and found to qualify by State Department of Education standards, services are available at each building, including but not limited to: Speech Therapy, Occupational Therapy, Physical Therapy, and Vision and Hearing Services. In addition, tutorial services are available at every building, including the Miami Valley Career Technology Center.

Special Education Programs: Educational programs to meet the unique needs of identified disabled students are provided to the extent appropriate in the regular education environment. However, a full continuum of services is available. In-District programs are provided for students with Learning, Cognitive, and Multiple Disabilities. Huber Heights City Schools collaborates with other districts and Montgomery County ESC to provide programs for students with Hearing Impairments, Visual Impairments, Orthopedic Impairments and Emotional Disturbances.

Gifted Education: The SOAR program for gifted students, as identified by State Department of Education standards, is available as a pull-out program for students in grades two through eight who have been identified with superior cognitive ability. For information about the process of identification, call Special Services at 237-6300.

Home Instruction: Home Instruction is available for students who are physically or emotionally disabled to the degree that a physician has recommended confinement, either in the hospital or in the home. Parents should inquire about Home Instruction as soon as they know that their child will be out of school for an extended period of time (ten days or more). In cases of ten days or less, the parents should arrange to pick up missing assignments through the school office. The tutoring is for a maximum of five hours per week. The tutors are all certified teachers. Home Instruction information and forms can be obtained from Special Services at the District administrative offices or each buildings office.

STAFF

Preschool staff must meet the requirements set forth by the Ohio Department of Education. References (3) of potential employees are checked via direct communication through the Office of Personnel. Staff are trained in child development or early childhood education; child abuse recognition and prevention; first-aid; and/or prevention, recognition and management of communicable diseases. Staff shall secure and maintain on file all required information necessary for the student's cumulative and health records. Sufficient staff must be physically present. No child is ever left alone or unsupervised. The director shall be onsite at least half of the program's operating hours. Each director and staff shall be examined by a licensed physician not more than 30 days before employment. Medical statements are updated every three (3) years.

STATE DEPARTMENT VISITATION

The Ohio Department of Education, Division of Early Childhood Education, schedules at least one on-site visitation to the preschool to assure compliance with all state and federal rules and regulations.

Parents may request a copy of the annual compliance reports from the State Department of Education through the Director of Special Services, Huber Heights City Schools @ 237-6300.

Written complaints must have an original signature of the complaining party and must be sent to: Ohio Department of Education, Office for Exceptional Children, Procedural Safeguards Section, 25 South Front Street, Mail Stop 202, Columbus, OH 43215-4183. Additional information regarding the complaint process can be found in *Whose IDEA Is This?*

STUDENT BEHAVIOR

We are pleased to say that our students are generally well behaved. However, there are occasions when children display inappropriate behavior. We feel students must be responsible for their actions (in relation to their age and development), and those who choose to violate district and school rules, or the Student Code of Conduct must be prepared to accept the consequences of their actions.

It is our goal to work with children in a positive manner, to help them achieve self-discipline. With your help, we can achieve this goal. We appreciate the help you have given us in the past, and we continue to ask for your support. If a problem should occur involving your child, we will contact you to make you aware of the nature of the problem, and to request your assistance in dealing with it. Please continue encouraging your child to follow all school and classroom rules. We expect all students to conduct themselves in a courteous manner and to treat other students and all school personnel with respect and kindness.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (Restraint and Seclusion)

The District implements PBIS on a system-wide basis for the purpose of improving academic and social outcomes and increasing learning for all students. The Board directs the Superintendent/designee to develop a PBIS system that is consistent with the components set forth in the State Board of Education's (SBOE) policy on positive behavior interventions and support. The District encourages family involvement as an integral part of its PBIS system.

All student personnel, as defined by OAC 3301-35-15, are trained annually on the SBOE's and the District's policies and procedures are posted on the District's website.

The Huber Heights City School District Board of Education and staff consider an environment conducive to learning to be a high priority. If staff and students do not feel comfortable and safe in our schools, then teaching and learning become secondary.

STUDENT DISCIPLINE

It is the belief in of this district and program that in order to maintain an environment conducive to learning, it shall be necessary to develop an appropriate classroom management policy. This policy shall be conducted and supervised by the certified staff in each classroom.

A continuum of classroom management intervention strategies shall be utilized. The least restrict, least intrusive, and most effective choices shall always be implemented first and foremost. To this end, interventions which use the most common everyday consequences applied in the most normal, integrated community settings shall be used. These interventions shall contain positive reinforcing components to teach desirable behaviors. Aversive or restrictive consequences may be used only when these have been determined to be the least restrictive, least intrusive, and most effective choices. Parents should be notified and involved when discipline options reach this point.

No employee is at any time to commit an act of physical violence or emotional abuse against any student in the program. Efforts should always be made by all employees to use appropriate, therapeutic approaches to structure interactions within a person's environment to increase appropriate adaptive behaviors. Chronological and developmental ages should always be considered before using any intervention strategy.

A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

Studebaker preschool shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.

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 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, derogatory remarks about himself or his family or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate shame or frighten a child.
8. Discipline shall not include withholding food, rest or toilet use.
9. Separation when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
10. The preschool shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

The parent of a child enrolled in a center shall receive the center's written discipline policy.

All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

STUDENT ROSTER

A roster of the names of the students in the preschool program and their telephone numbers is available to all parents. Inclusion on the roster is by written permission only.

TECHNOLOGY ACCEPTABLE USE POLICY

At various times throughout the school year, district personnel or other district authorized persons may interview, audio tape, video tape, or photograph classroom activities or special events/projects that you our child may participate in during, before or after the school day. Such materials may be used for educational or public awareness purposes.

If you choose not to allow your child to be interviewed, audio taped, videotaped, or photographed, you should inform your child's teacher that he/she is not to be included in such activities.

Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet off District property.

TRANSPORTATION

All Preschool students with disabilities will be offered transportation to the school site by the Huber Heights City Board of Education vehicle. Upon request of the parent of a student with

a disability, the student may be transported by the parent or person of their choice with the understanding that the student must arrive on time to the program and must depart on time from the program at the close of the school day.

All buses are equipped with a driver, an aide, car seats, seatbelts and harnesses. As a courtesy, students weighing less than forty (40) pounds will be transported in a secure seat with a seat belt. Please **DO NOT PARK IN THE BUS LOADING AREAS OF THE SCHOOL. PLEASE PICK UP YOUR CHILD IN THE DESIGNATED PICK-UP AREA.** We also request you drive slowly and carefully around the school.

VISITORS

Parents and other citizens of the District are encouraged to visit classrooms to observe the work of the schools and to learn what the schools are doing. Visits should be scheduled with the teacher, in advance, to avoid any unnecessary disruption to classroom instruction or activities.

To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must first report to the main office to receive authorization to visit.

VOLUNTEERS

Our school is proud of all the parents and friends who have become involved in our programs and daily activities. Volunteers may be found working in the library, classrooms, or office. If you would enjoy becoming an active volunteer, we urge you to phone the office or drop by and let us know you want to become involved. Often one-half day a week is of tremendous value to the secretary or a teacher, so please do not hesitate to offer whatever time you may have. All volunteers are required to be finger printed and pass a back ground check.

THANK YOU

Thank you for your confidence and support. We will continue to work with you to help your child develop and achieve his/her full potential as a successful Preschool student. By working together we can provide the best learning environment for your child.

You are always welcome at our school. Please feel free to contact the office with any questions.

Dr. Vanisa Turney
Principal-Studebaker

PRESCHOOL STAFF DIRECTORY
2020-2021

Vanisa Turney, Principal	237-6300	ext. 80123
Ariane Keller, Secretary	237-6300	ext. 80123
Laura Kuebel, School Psychologist	237-6300	ext. 82084
Raylaine Butler, Nurse	237-6300	ext. 81301
Victoria Sessler, Nurse	237-6300	ext. 81301
Kelly Garrett, Nurse	237-6300	ext. 81301
Kate Little, Dir. Of Special Services	237-6300	ext. 80123

Jennifer Davis, Teacher	237-6300	ext. 82091	Room 209-1
Miranda Hopwood, Paraprofessional			
Debbie Donathan, Teacher	237-6300	ext. 82110	Room 211
Melinda Lay, Paraprofessional			
Lori Lovelass, Teacher	237-6300	ext. 82100	Room 210
Shelly Bailey, Paraprofessional			
Tonia Lyttle, Teacher	237-6300	ext. 82050	Room 205
Renee Dilbeck, Paraprofessional			
Suzanne Sewak, Teacher	237-6300	ext. 82130	Room 213
Delaney Hurst, Paraprofessional			
Stephanie Stelzer, Teacher	237-6300	ext. 82092	Room 209-2
Tiffany Strouse, Paraprofessional			
Renee Vaughn, Teacher	237-6300	ext. 82093	Room 209-3
Brandy Turner, Paraprofessional			
Tracy Wilmath, Paraprofessional			
Kelly Graham, Paraprofessional			
Kammy Prather, Paraprofessional			
Katrina Williams, Paraprofessional			

Stephanie Bihn, Speech Therapist	237-6300	ext. 80117
Julie Cox, Speech Therapist	237-6300	ext. 80117