

**HIGHLAND**



**Little Hornets  
PRESCHOOL**

**Parent/Student Handbook**

**Monday through Thursday**  
9 A.M. to 11:45 A.M. (Morning Session)  
12:30 P.M. to 3:15 P.M. (Afternoon Session)

**LOCATED AT:**  
**GRANGER ELEMENTARY**  
**3940 RIDGE ROAD**  
**MEDINA, OH 44256**

**WWW.HIGHLANDSCHOOLS.ORG**

# HIGHLAND LOCAL SCHOOL DISTRICT

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Highland Local Schools promotes programs, activities and employment without regard to race, color, national origin, sex and handicap as required by:

- The Equal Pay Act of 1963
- Title VI and VII of the Civil Rights Act of 1964
- Title IX of the Educational Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- Title II Americans with Disabilities Act of 1992
- PL 94-142/Individuals with Disabilities Education Act

Inquiries regarding compliance with these requirements may be directed to the Curriculum Director, who is the coordinator for compliance complaints, at the following address:

c/o HIGHLAND LOCAL SCHOOLS  
3880 RIDGE ROAD, MEDINA, OH 44256

# Preschool Handbook for Parents & Students

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# WELCOME HIGHLAND FAMILIES!

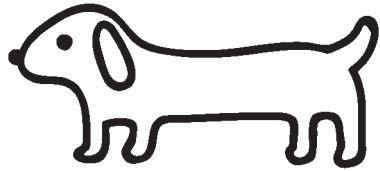
## *Dear Parents or Guardians:*

Welcome to the new school year! We look forward to working with you and your child and anticipate an exciting year of growth. Our staff is open to your suggestions, ideas and concerns. We welcome any questions you may have. Please feel free to drop a note, call or make an appointment to discuss your child's academic and social progress. When the home and school work together, children receive the maximum benefit.

This handbook is designed to give you information about some of our procedures and policies and to hopefully clarify some basic questions you may have. Please take some time to review this information and keep it for reference. Thank you for taking time to become familiar with our general school operation. We look forward to working with you and your child!

## **PROGRAM OVERVIEW**

Our program is available to preschool children age three to five who are delayed in one or more areas of development. The activities in the program are age appropriate and intended to facilitate the goals of the preschool program and the individual education plans of each child. Goals within our curriculum reflect the philosophy of serving children according to their needs and to educate children who have been identified special needs in a setting that includes typically developing peers. These interactions provide benefit for all children in the areas of social interaction, modeling and developmental progress.



## **PRESCHOOL HOURS**

There are 2 half-day  
sessions offered:

**9 A.M. to 11:45 A.M.**  
**(Morning Session)**

**12:30 P.M. to 3:15 P.M.**  
**(Afternoon Session)**

School offices are open daily  
**8 A.M. to 4:30 P.M.**

## **ARRIVAL TIME**

Students disembark from the school buses at 8:45 a.m. All students who do not ride the bus should arrive at 8:45 a.m. Parents are not to bring their children to school prior to this time. There is NOT proper supervision as the staff is involved in before school meetings or general preparations for the school day. Students who arrive before 8:45 a.m. will be sent to latchkey.

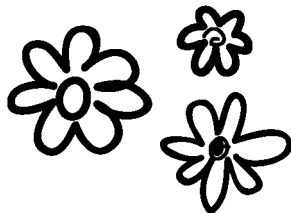
- **GRANGER:** When dropping children off, enter the driveway off of Ridge Road. Stay to the inside of the driveway to allow buses to pass on the outside. Students enter the south end doors. Do not stop and allow students off to enter the main doors.

## **MID-DAY / END OF DAY DISMISSAL PROCEDURES**

All students are encouraged to ride the bus both to and from school. Parking is a problem and vehicles often block the flow of traffic. Students are dismissed at 3:30 p.m. **Students will not be dismissed from their classrooms.** Students, whose parents have given the office notice of their being picked up, will be sent to the **GRANGER GYMNASIUM** at dismissal. **Parents picking up children at the end of the day need to send a note to that effect or call the school office by 3 p.m.** Students without a note will be sent home on the bus. Parents who are picking up children at dismissal need to come into the building to sign their children out.

**Parents who choose to pick up their child instead of taking the bus should enter in the front door and be waiting on the benches in the vestibule by 11:45 a.m. or 3:15 p.m. Your child will be brought to you by preschool staff.**

Should another child's parent be picking up one or more students at the end of the school day, each child must bring a written note. Otherwise, the student will be placed on the bus. Because buses are at maximum capacity, students are not permitted to ride another bus unless for child care situations. A note containing name, address and bus number should be sent to the school office from each party involved.



# ► ELIGIBILITY / PHILOSOPHY / GOALS

## **ELIGIBILITY**

Children are identified according to Federal and State rules and regulations set forth under Public Law 94-142 (Education of the Handicapped Act, 1975) and Public Law 99-457 (education Amendments, 1986). Assessments to determine if a child qualifies for special services are completed prior to entrance into the program.

In order to qualify for special education services, children must have documented deficits in on or more of the following areas:

COGNITIVE ABILITY, MOTOR FUNCTIONING, COMMUNICATION SKILLS, SOCIAL EMOTIONAL/BEHAVIORAL FUNCTIONING, ADAPTIVE BEHAVIOR-SELF HELP SKILLS. SENSORY IMPAIRMENT-SUCH AS VISION OR HEARING, OR COMBINED SENSORY IMPAIRMENT.

Once the evaluation is completed and eligibility for services determined, members of the assessment team meet with the parents to develop an Individual Education Program (IEP). The IEP outlines goals and objectives stressed for that child. The IEP is reviewed and rewritten each year with the help of parents. The assessment process includes:

- Standardized, norm-referenced test (which compare your child's functioning with other children of the same age).
- Criterion-referenced or curriculum-based assessments (which describe your child's behavior during preschool activities).
- Interviews with parents, teacher or past service providers.
- Observations of the child in different activities and settings.

## **PHILOSOPHY**

We believe that preschool education for children with disabilities should provide developmentally appropriate education. To meet the needs of these young children, educational programming, practice and materials are developed to enable them to participate in an integrated environment with typically developing children. Differing levels of ability are expected, appreciated and used to designed appropriate learning activities.

We believe that educational programming for children with disabilities should provide exceptional, appropriate practices as well. A developmental

sequence is used with all children, which begins instruction at the point of each child's level. Children will be provided learning opportunities and instruction to develop physical, cognitive, social, emotional, language, self-help and aesthetic areas through modification of the educational setting, materials, activities and teaching strategies.

We believe in the celebration of childhood by all and for all. Childhood is an important phase of life in its own right. We believe in the child's right to experience a childhood filled with curiosity, exploration, wonder, play, discovery, excitement, fun, happiness, self-worth, nurturance, creativity, trust and make-believe. Children need time to be children!

We believe that parents are the first and primary teachers of their children. Their involvement is vital in educational programming for children. Early childhood should provide opportunities for all levels of parent participation in order to ensure that parents have individualized options for their involvement.

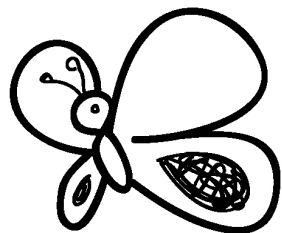
## **PROGRAM GOALS**

The curriculum of the District's Developmental Preschool Program for Children with Disabilities reflect the following goals and objectives:

1. To provide developmentally appropriate activities and materials for children.
2. To engage children in activities exploration and interaction with adults, other children and materials.
3. To include children of varying age, ability, cultural background, color, and religious beliefs.
4. To teach children to respect and take delight in individual differences.
5. To enable children to develop across the physical, social, emotional self-help, language and aesthetic development.
6. To encourage development of good self-concept (accurate perception of oneself) and positive self-esteem (value placed on oneself).
7. To include a balance of active and quiet play during individual, small group and large group activities.



8. To provide activities and materials in a classroom environment arranged to encourage development of independence, self-responsibility and choice making. Highland's Board of Education adopted the Assessment and Evaluation Progress System and Progress Monitoring System Birth to Six (AEPS)
9. To recognize the uniqueness of each child by working creatively to develop a plan to guide each child's progress.
10. To encourage every child to participate and learn using a variety of instructional methods and approaches and a varied levels of materials and equipment.
11. To include a parent involvement program and encourage parents to have a role in decision making.
12. To involve children's families in the program and make resources available to them.
13. To provide information to community support services.
14. To include parents in transition planning as children enter and leave special education preschool services.
15. To report children's progress through communication reports, district wide conferences and for children with an identified disability quarterly reports and an annual IEP meeting.





# ► GENERAL INFORMATION

## **ATTENDANCE**

Good attendance is encouraged, as it is closely related to a positive attitude toward school and academic achievement. Please encourage the development of this important habit by seeing that your child gets enough rest the night before school and comes to school having had a good breakfast, wearing comfortable clothes to suit the weather and activities and be ready to learn.

To be in compliance with Senate Bill 321, the “Missing Child Law”, our schools will contact the parents or guardians of children who are marked as an un-excused absence from school. It is our intent to insure the safety of the child through such contact.

All absences must be reported by a phone call or written note sent with the student upon his return to school.

Children absent 10 days or more will receive a letter from the school office. A doctor’s excuse may be required for further absences.

If it is necessary for the student to be absent a portion of the day, please notify the office and teacher, if possible, prior to the absence. Also, please observe the following:

- a. When a student arrives later than 8:55 a.m., he/she is to report to the office. Students who arrive after 8:55 a.m. through 10:30 a.m. will be marked tardy.
- b. Students who leave the building during the day must bring a written excuse to that effect. The parent will report to the school office to sign out the student. Students will only be released through the office.
- c. If at times a parent is asked for identification, it is only for the protection of the student. Every attempt will be made to validate early dismissal requests when a child is picked up at school.
- d. Please attempt to schedule physician and dental appointments, lessons, and other obligations outside of school hours.
- e. Children must attend the full day of school on the day of a party or special event in order to take part in the event.

- f. Should another child's parent be picking up one or more students following the school day, each child must have a written permission slip or the student will be placed on the schools bus.

**YOUR CHILD WILL NOT BE RELEASED TO ANYONE WHO IS NOT LISTED ON HIS/HER EMERGENCY TRANSPORTATION AUTHORIZATION FORM.**

**ILLNESS**

If a child is ill, please keep him/her at home. Should a condition persist, consult your physician. Children with flu-like symptoms, vomiting, and/or a temperature of 100 degrees or higher will not be kept at school. If a child becomes ill or injured at school, a clinic note detailing the event will be sent home with the child. If the need arises, parents will be contacted according to the Emergency Authorization Form on file and asked to pick up their child.

**HEALTH CLINIC**

A school nurse is available for a portion of the school day. During all other times, the clinic will be staffed by office personnel. Soap, water, Band-Aids and ice are administered by staff, when needed.

**DISPENSING MEDICATION**

For students who require medication to be dispensed at school the following policy is in effect:

1. Medication shall NOT be carried, stored or self-administered by the student. (Exceptions to this are epi-pens and inhalers with a physician's permission on file.)
2. For legal purposes, written permission must be obtained for administering medication to a student. This permission must be signed by the parent and physician. The form used for this permission can be picked up at the school office.
3. Each student's medication shall have affixed a prescription label including the child's name, name of the drug and the directions for dosage. Instructions for the duration of the medication should also be included.
4. The school will supervise administration of medication in pill form only. It will not assume responsibility for administering liquid medication that must be measured, application of ointments, change of dressing or injections.

5. Parents may come to the office to administer his/her own child's medication.

If your child requires a medical plan for allergies, diabetes or seizures, you must complete the Medical Action Plan, which can be downloaded from the "Back to School" page on the Highland website.

## **INJURY, MEDICAL OR DENTAL EMERGENCIES**

1. There is always at least one preschool staff member on duty that is trained in first aid.
2. First aid supplies are available in the preschool room and in the school clinic. Medical and dental emergency procedures are posted by the telephone. These procedures are also available to parents.
3. For minor injuries standard Red Cross First Aid procedure will be followed. Parent will be notified.

## **HEALTH RECORDS & IMMUNIZATIONS**

We are required to have on file an up to date health record/medical statement signed by your physician and a list of immunization dates for each child within the first 30 days of enrollment and **updated annually**. The Ohio Revised Code (ORC 3313.67) requires that the following immunizations be obtained. Students who do not have the required immunizations will be excluded from school per Ohio State Law until such record is provided. You must provide an immunization record verifying the month/date/year for each of the following:

### **Doses:**

- 5 (Dose 5 required if 4th dose given prior to 4th birthday)  
**Diphtheria, Tetanus, Pertussis (DPT)**
- 4 (Dose 4 required if 3rd dose given prior to 4th birthday)  
**Polio Vaccine**
- 2 **MMR (Measles, Mumps, Rubeola)**
- 3 **Hepatitis B vaccine series**
- 2 **Varicella (Chicken Pox vaccine) (Or documentation of having disease)**



## **MANAGEMENT OF COMMUNICABLE DISEASE, ILLNESS**

Maintaining a healthy school environment is very important! To insure the health of your child, as well as others, the following policy has been adopted:

1. There is always at least one staff member who has been trained in first aid, child abuse recognition and communicable diseases.
2. All staff members have been trained in signs and symptoms of illness, hand washing procedure and disinfecting procedures.
3. Children who have a communicable disease, as classified by Ohio Department of Health or who have the following signs or symptoms of illness need to be excluded from school are advised to contact their physician:
  - Vomiting
  - Diarrhea (2 or more times in the same day)
  - Severe coughing
  - Difficult or rapid breathing
  - Yellowish skin or eyes
  - Conjunctivitis
  - Temperature of 100 or above (auxiliary method) when in combination with any other sign of illness
  - Untreated infected skin patches
  - Unusually dark urine and or grey or white stool
  - Stiff neck
  - Evidence of lice, scabies or other parasitic infestation
  - Unusual spots or rashes
  - Sore throat or difficulty swallowing
  - Continuous runny yellow/green mucus from nose accompanied with a cough
4. Children who become ill or injured during the day or are suspected of having a communicable disease will be isolated from the other children and made as comfortable as possible while parents are contacted. Fresh, sanitized cot will be provided.
5. An adult will care for the child while the parent or person authorized by the parent/guardian arrives to take the child home.
6. A child is considered to be mildly ill when he/she does not feel well enough to participate in preschool activities but does not have symptoms that may be indicative of a communicable disease.

## **RETURNING TO SCHOOL**

1. A child is ready to return to preschool under the following conditions:
  - Child's temperature has been normal for 24 hours without a fever reducing medication
  - Child is free from any contagious skin rash
  - The child has not vomited or had a bout of diarrhea for a 24 hour period
2. Please notify the school if your child is absent with a communicable disease.
3. Parents will be notified in writing if their child has been exposed to chicken pox.
4. In care of severe emergency, the following steps will be taken:
  - Provide immediate necessary first aid.
  - Contact 911
  - Contact parents
  - Follow procedure indicated on child's emergency form

## **DAILY ACTIVITIES**

Daily activities are designed around seasonal and thematic units which are developed from the AEPS linked to Big IDEAS and Ohio Early Learning and Development Standards. Art, music, cooking, snacks, stories, social and guided play activities revolve around current thematic unit.

We schedule our activities to achieve a balance of quiet and active play. Small group and or individual free-choice activities are scheduled daily. Children have the opportunities to participate in appropriate materials and manipulates are used in the classroom across content areas and are arranged so that children can select, remove and replace materials independently.

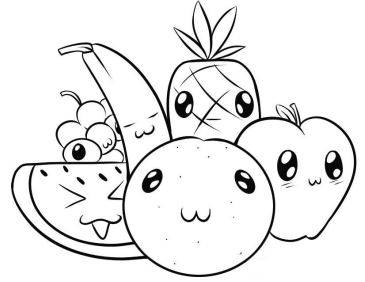
*See sample schedule below:*

1. **ARRIVAL**
2. **LARGE GROUP INSTRUCTION**
3. **SNACK**
4. **GROSS MOTOR**
5. **CENTERS**
6. **DISMISSAL**

## **NUTRITIOUS SNACK PROGRAM**

A nutritious snack and drink is served mid-morning/mid-afternoon. If you participate in our program, your child's snack week will be marked on the calendar with his/her name. You and your child may choose to buy or prepare a snack to send in his/her schoolbag that week. You may choose from our list of suggestions. If you forget to send in a snack, we will provide it and you will be asked to replenish our snack cabinet.

- Fresh fruits-apples, bananas, grapes
- Fresh vegetables, Cold cuts
- Applesauce, fruit cups, or canned fruit
- Raisins or dried fruit
- Trail mix, Chex mix or other cereal mix
- Cereal-Chex, Cheerios, Kix
- Cheese-strip, chunks or sliced
- Yogurt cups-no Gogurt please!
- Crackers-Ritz, Goldfish, graham, cheese, peanut butter or cheese bits
- Pretzels, Granola bars
- English muffins, Rice cakes
- Bagels-plain or with peanut butter
- Jell-O-with added fruit or veggies
- Rice crispy treats or other cereal mixtures



*\*Birthday snack such as brownies, ice cream or cookies may be sent in on your child's special day!*

## **PARENT INVOLVEMENT**

In order to maximize growth and development, it is desirable to maintain consistency, cooperation and communication between home and school.

Your family may be involved in the educational process in the following ways:

- Opportunities for daily communication with the teacher through communication folder, etc., email, voice mail, at arrival and departure
- Helping to maintain desirable and attainable goals for your child
- Volunteering in the classroom
- Parenting flyers and information about parenting groups and community resources
- Progress reports
- Parent conferences
- Telephone conferences
- Periodic Friday family outings

Visitors are always welcome! Parents are asked to comply with our school policy and sign in at the school office when they enter the building. Parents can contact the Director of Special Education at 330-239-1901, ext. 1226. Our program maintains copies of prior inspection reports which are available to you upon request. Parents can contact the Director of Special Education or the Ohio Department of Education Ombudsperson at 877-644-6338 to report concerns, complaints or violations.

## **CONFERENCES**

Parent-teacher conferences serve as a means to discuss a student's academic and social-emotional progress. This is a two-way avenue for both parents and teachers and should be initiated by either party, if the need arises. Parent-teacher conferences will be scheduled four evenings from 4-7:30 p.m. in the fall and spring. Parents will receive correspondence as to scheduled times.

## **OPEN HOUSE**

An annual Open House is scheduled for parents to visit their children's classroom. Parents are encouraged to visit their schools and to participate in this event.

## **ROSTER**

We make available to parents a roster of class members so that children may maintain friendships outside of class. Our roster is updated twice a year. The roster information includes parents, names, address, email, phone number and child's name. The roster is distributed only to class members and your child's name will be included with your permission.



## **LOST AND FOUND**

Students should check the building lost and found for any missing items. Items not claimed are given to charitable organizations at the end of the school year. Money, jewelry and other personal items are turned in at the office.

# ► **ADMISSION, PLACEMENT, RECORDS**

## **PRESCHOOLERS WITH DISABILITIES**

Because Highland Preschool is designed to meet the needs of three, four and five year old children with developmental deficits or delays, children are enrolled in our program following a multi-factor assessment and following the criteria set forth in Ohio's Rules for the Education of Preschool Children with Disabilities. A continuum of services are available to meet the individual needs of students. A limited number of typically developing preschoolers may be re-enrolled in our school based program at the discretion of the administrator and the preschool teacher/director.

Should it be necessary for your child to withdraw from our preschool because of a move or any other reason, parents are encouraged to give the school as much advance notice as possible. This will allow us to help prepare the child for a smooth transition to the new program as well as ensure that no delay or interruption of services occurs. Necessary records will be sent to the new school upon the parents' written request.

## **TYPICALLY-DEVELOPING PEERS**

After placement decisions have been made for preschoolers with disabilities, a limited number of openings will be offered to typically-developing peers. We complete a typical peer screening process in order to fill the spots. This mix of typically developing preschoolers and students with disabilities has proven beneficial to all.

Typical peer screening is done in March. Children are screened for social, emotional, behavior, language and age appropriate developmental skills. Children must easily separate from parents, follow simple two-step directions, complete a task and demonstrate age appropriate language. Children who successfully demonstrate the typical peer, age-appropriate skills will have their names placed into a lottery and are chosen at random. Residential location within the district is also a part of the selection process.

Request for applications are taken throughout the year. Applications for the openings are available in March. Placement decisions are made in April. Parents are notified by mail. The only exception to this procedure will be for retuning peer models.

Should it be necessary for you to withdraw your child because of a move or any other reason, we ask that you give us at least two weeks' notice. This will allow us to fill the opening with another child on our waiting list.



## **TUITION POLICY**

For typically developing peers, tuition is \$130 per month. Tuition is due on your child's first scheduled school day each month. September through May you may enclose the tuition check in an envelope and send it to school in your child's school bag. You will receive a receipt from the school for each payment. Arrangements can be made for bi-monthly payments if this is more convenient for you. We do not make refunds for sick days or snow days. Non-payment will result in your child's termination in the preschool program.

## **REGISTRATION**

To register your child for the preschool program, the following forms need to be completed:

- A copy of your child's birth certificate
- A copy of your child's Social Security Number
- Proof of custody/guardianship (if needed)
- Student registration
- Emergency medical form
- Immunization record
- Child's medical statement **\*\*NOTE** that this form must be signed by your physician with month, day and year before your child can attend the first day and updated annually.
- Emergency Transportation
- Request for medication (if needed)
- Photograph release / Parent roster release

## **STUDENT'S PERMANENT CUMULATIVE RECORDS**

An official cumulative record is maintained for each student. Recognizing a student's right for privacy, this record shall contain only verified information of recognized importance and may be used only for the benefit or welfare of the student.

It is directly accessible only to the professional staff and to the students' parents or guardians until the student reaches 18 years of age. Parents have the right to review records, and a request for that viewing should be made 24 hours in advance, in writing, through the principal of your school.

The security and privacy of cumulative records shall be provided under the supervision of the principal. Information within a child's record cannot be transferred unless there is written consent of parent or guardian, or a judicial order requires it. A child's legal name (name on birth certificate or court document) will be used for all records.

## **NON-CUSTODIAL PARENTS**

The Highland Board of Education believes it is appropriate to afford non-custodial parents with the opportunity to be informed and to participate in the education of their children on the same basis as any parent. Access to the records shall be in accordance with the Family Educational Rights and Privacy Act of 1974, Board policy and ORC Section 3319.321, which applies to the release of records.

Upon request, non-custodial parents shall be entitled to exercise all parental rights to the extent that such rights are not restricted by a legally binding instrument or court order. Action shall be taken to inform non-custodial parents of their rights and to assist them in the exercise of these rights.

\*A non-custodial parent refers to the parent who does not have custody of the child, but does have the right to information about the child's education. It is the parent's responsibility by law to provide the school with current records of custody. Non-custodial parents may initiate a written request to the building principal for the standard information listed below:

- a. School Calendar/Newsletter
- b. Grade Reports
- c. Conference Dates and Times
- d. Interim Reports

Non-custodial parents are asked to provide self-addressed, stamped envelopes to the office in order to receive the above information. Mutually agreeable conference arrangements will be made with the non-custodial parent when requested. All parents are encouraged to visit the school web site at [www.highlandschools.org](http://www.highlandschools.org) for current information.

## **HIGHLAND BOARD OF EDUCATION POLICY**

The district will provide notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the following rights held by parents and eligible students under law and this policy:

1. The right to inspect and review the student's education records;
2. The intent of the school district to limit the disclosure of information contained in the student's education records except;
  - a. By prior written consent;
  - b. Under other limited circumstances, as enumerated under administrative regulations.
3. The right, in accordance with administrative regulations, to seek to correct parts of the student's education record, including the right to a hearing if the district decides not to alter the record according to the parent or eligible student's request.

# ▶ SAFETY PROCEDURES

## **VISITORS**

We welcome parent involvement and encourage your support. For the safety of all children, visitors must enter the main doors by the office and report to the office to sign in and receive a name tag. Any visitor in the building who does not have a name tag will be asked to report to the office. PLEASE DO NOT GO DIRECTLY TO THE CLASSROOM, PLAYGROUND OR BUS LINE. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school in order to prevent any classroom interruptions. Parents wishing to visit their child's classroom are encouraged to arrange the time with the classroom teacher ahead of time. Parent-teacher conferences are held before and after school or during a teacher's planning time. Visitors are not permitted to carry a (concealed) weapon on school property.

## **EMERGENCIES**

Each parent is asked to complete an EMERGENCY MEDICAL AUTHORIZATION, which will be included in the student's permanent record folder. This authorization will indicate the necessary information the school must have should an emergency arise. It is extremely important that this authorization be fully completed and updated during the school year if changes occur. All elementary schools have access to the Emergency Squads in the Hinckley, Granger and Sharon Townships, respectively. Should a situation arise in which these services must be used, parents will be notified and the emergency squad will proceed to the nearest hospital.

## **EMERGENCY CLOSING OF SCHOOL**

Should it be necessary to close school for weather or other unforeseen emergencies, information will be given to the following radio and television stations:

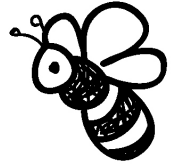
- TV Channel 3, 5, 8, 19
- Radio Station FM 99.5, 96.5, 94.1, 106.5, 105.7, 103.3, 100.7 & 100
- Radio Station AM 560, 930, 1100 & 1480

Parents are requested not to call the school's offices as it is necessary to keep the lines open for school communication. The district also utilizes an automated calling system to notify families of an emergency.

***NOTE: If the district announces a two-hour delay, there will be NO morning preschool. If there is a need for an early release, there will be NO afternoon preschool.***

## **EMERGENCY EARLY DISMISSAL**

Occasionally, weather conditions or other building emergencies may arise that necessitate sending children home earlier than the regular dismissal time. It will be necessary for parents to arrange procedures for their child to follow in case they will not be home to meet them. Please make these arrangements ahead of time and instruct your child what he/she is to do. It is the responsibility of the parent to make sure children know the procedures that are requested on the Emergency Dismissal Form. These procedures will be followed.



## **SAFETY DRILLS**

In accordance with State law, the school will conduct various safety drills throughout the school year. Specific instructions on how to proceed during a drill will be provided to students by their teachers.

# **▶ TRANSPORTATION**

## **TRANSPORTATION**

The vast majority of students within this school district are transported by school buses. Bus schedules can be more easily maintained when students are at their assigned pickup points promptly each day. Consolidated bus stops will be made to facilitate the transportation program.

Total cooperation is required to keep the buses on schedule each day. Students creating disciplinary problems will receive a referral, which will be addressed by school personnel and in accordance with board policy.

Students are not permitted to change buses to visit a friend, etc., after school unless for childcare purposes. The parents of both students must send a note involved.

**Animals, balloons or large items are not permitted on the school bus.**



## **BUS RULES**

1. Students need to arrive at the bus stop on time.
2. Students must wait in a location clear of traffic and away from the bus stopping point.
3. Behavior at bus stops must not threaten life, limb or property of any individual.
4. Students must go directly to an available or assigned seat.
5. Students must remain seated, keeping aisles and exits clear.
6. Students must observe classroom conduct and obey the driver promptly and respectfully.
7. Students must not use profane language.
8. Students must not eat and/or drink on the bus.
9. Students must not use tobacco on the bus.
10. Students must not have alcohol or drugs in their possession.
11. Students must not throw or pass objects on, from or into the bus.
12. Students may carry only objects that can be held in their laps.
13. Students must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Students must not put head or arms out of the bus windows.
15. Students will not be released from the bus without supervision of a responsible caregiver.

# ► STUDENT DISCIPLINE

## **PRESCHOOL LICENSING RULES (ORC 3301-37-10)**

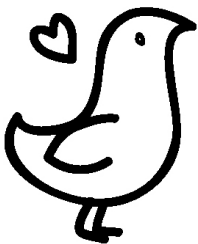
One of the goals in working with young children is to help them feel comfortable with themselves and others. In order to do this, a child must learn self-control and responsibility. We strive to guide children to more mature and socially acceptable behaviors. There are many ways that we help the child recognize alternative and consequences which affect themselves and others. We DO NOT use cruel or harsh punishments such as spanking, pinching or shaking. Nor do we withhold food, rest or toilet use. Children will not be disciplined for failure to eat, failure to sleep or for toileting accidents. As adults interested in developing self confidence in children, we do not use techniques that humiliate, shame or frighten children. Some of the ways we DO guide children to more appropriate behavior include:

1. We practice preventative discipline by recognizing the age level characteristics and the needs of individual children as we plan the learning environment to meet these needs including:
  - Providing many choices of play equipment and activities.
  - Viewing the health and safety of the children as a primary concern at all times.
  - Attempting to clearly define limits and consistently and fairly maintain them.
  - Allowing children time and opportunities to solve problems for themselves.
  - Stating suggestions or directions in a positive manner.
  - Providing outlets for expressing feelings or tension.
  - Reward positive behaviors we want to see continue.
  - Warning children before transitions occur.
2. In dealing with ongoing classroom conflicts we guide children by:
  - Reinforcing other children while ignoring the child's inappropriate behavior.
  - Pointing out natural or logical consequences.
  - Redirecting children to another activity or play area.

3. The following method is used if preventative and less intrusive discipline measures are not working.
- REMIND THE CHILD OF THE SPECIFIC RULE HE/SHE NEEDS TO FOLLOW:  
“REMEMBER, WE SHARE”  
“WE TAKE CARE OF OUR THINGS”  
“REMEMBER WE PLAY SAFELY”  
“REMEMBER WE USE INSIDE VOICES”  
“REMEMBER WE KEEP OUR HANDS AND FEET TO OURSELVES”
  - The child may be removed from the current activity but kept in an adult’s presence.
  - Acknowledge child’s feelings & restate rule involved with rational.
  - In some cases, it may be necessary for the child to sit in the room away from the group activities to provide time to restore appropriate behavior and reflect.
  - Help child return to the group and be more successful.
  - No discipline shall be delegate to another child, ORC 3301-37-10
  - No physical restraint shall be used to confine a child by any means other than hold a child for a short period of time, such as a protective hug so the child may regain control. ORC 3301-37-10.
  - No child shall be placed in a locked room or confined in an enclosed area such as a closet, box or similar cubicle, ORC 3301-37-10
  - No child shall be subjected to profane language, threats and derogatory remarks about himself, his family or other verbal abuse. ORC 3301-37-10

## **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT**

This is a school-wide systematic approach to embed evidence-based practices and data driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes, and increase learning for all students. It encompasses a wide range of systemic and



individualized positive strategies to reinforce desired behaviors, diminish re-occurrences of challenging behaviors and teach appropriate behavior to students.

# ▶ STUDENT CONDUCT

## **CONDUCT OF STUDENTS**

Self-discipline is the goal toward which the school will strive. Students are given many opportunities to develop and practice acceptable behavior patterns within the school setting. Each student is responsible for conducting himself with safety in mind, whether it is within the school, on the playground or on the bus. Discussion of safety standards will be discussed within each classroom throughout the year.

## **RECESS**

All students participate in outside recess activities during the school day, weather permitting. Should it be medically necessary for a student to remain in the building, the parent is required to send a note for that day. If an extended period of time is required for a child to remain indoors, a doctor's statement to that effect should be sent to school.

## **PLAYGROUND RULES**

The playground rules have been established with the intention of providing safe, constructive play among our students and also to provide consistency of supervision. Children are encouraged to take every advantage of the equipment and play area, which is provided for them. We ask them to use the equipment as intended and to conduct themselves in a cooperative manner when playing.

1. Children are to play on the school playground and the adjoining fields. On wet days, children will only use the blacktop or gravel area.
2. Only standard play equipment is to be used. No skateboards, kites, rockets, guns, spears, etc., are permitted.
3. There is to be no throwing of stones or snowballs at any time.
4. CLIMBING/TRAVELING BARS: Students are not to hang by their legs from the top of the bars. Games of tag on the bars are prohibited.
5. SWINGS: Children are to sit on the swings as intended. Students should not stand in front of the swing area.
6. SLIDES: Students are required to use slides as intended. Children are not permitted to stand while sliding and must slide with feet facing forward.



7. FOOTBALL: Tackle football is prohibited. Kick, pass and catch games are permitted.
8. SOCCER: Soccer is permitted on the soccer fields only within the soccer goal area. Students are not permitted to play soccer on the blacktop area.
9. EQUIPMENT: Playground balls, basketballs, footballs, baseball equipment, soccer balls, etc., are provided for each grade level's use. Children should not bring items from home.
10. Children are to remain on the school property and the area designated as playground.
11. Once they have gone outside, children are not permitted to return to the building without the permission of the playground supervisor.
12. Children are asked to line-up in an orderly manner immediately upon hearing the whistle or the staff member's signal.
13. Proper language and courteous behavior are required on school grounds. Fighting and obscene language will not be tolerated.
14. Rules may vary somewhat due to the playground set up at each school and to provide for the safety of all children.
15. WINTER RECESS: Children are expected to wear boots or other foot coverage from the first snow through the month of March. This is not only for cleanliness of the school building, but also for health reasons. Students should wear their boots on a daily basis during this time or keep them at school. Students without boots, when required, remain on the blacktop.

### ***STUDENTS NOT FOLLOWING PLAYGROUND RULES:***

1. Students will be asked to stand in a time out area.
2. Students whose behaviors are still not acceptable may lose future recess privileges.
3. Those students who are a continual problem will be reported to the principal for further disciplinary action.

### **GUM CHEWING**

Students are not permitted to have gum in school, which includes recess and on the school bus.



## **ITEMS BROUGHT TO SCHOOL**

- Children are not allowed to carry matches, lighters, guns of any type, gun caps, knives, slingshots, stars, firecrackers or other items that can cause disruption or bodily harm. Such articles will be confiscated and not returned. The discipline policy will be enforced.
- Children are not permitted to sell or trade anything among themselves at school, on the school grounds or on the bus.
- Pets should not be brought to school without permission of the teacher. Some children are allergic to animals. At no time will animals be permitted to ride with students on the school bus.
- Items should not be brought in glass jars because of the danger of breakage. Students are not permitted to bring radios, CD players, MP3 players or Ipods to school. Hand-held video games, trading cards, cell phones, cameras and recording devices are also prohibited.

## **STUDENT CONDUCT CODES**

The conduct code applies to all curricular and extra-curricular activities, including any building in the Highland Local School District, as well as inter-school activities outside our district. Students are also subject to discipline, as outlined in the Student Code of Conduct, for misbehavior that occurs off school property when the misbehavior adversely affects the education process. The rules also apply to any form of student misconduct directed at a District official or employee, regardless of where the misconduct occurs.

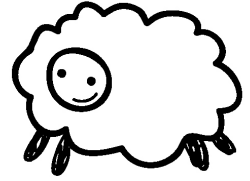
Listed below are student conduct code violations. Violations of the conduct code may result in disciplinary action, up to and including student suspension or expulsion.

- |  |                              |
|--|------------------------------|
| ■ Bullying                                   | ■ Bus Violation              |
| ■ Cheating/Plagiarism                        | ■ Cut Class                  |
| ■ Disobedient/Disruptive Behavior            | ■ Dress Code Violation       |
| ■ Fighting/Violence                          | ■ Failure to serve detention |
| ■ False Alarms/Bomb Threat                   | ■ Firearm Look-a-Likes       |
| ■ General Misconduct                         | ■ Harassment/Intimidation    |
| ■ Hazing                                     | ■ Inappropriate behavior     |
| ■ Leaving School without permission          | ■ Insubordination            |
| ■ Physical Aggression                        | ■ Repeated Violations        |
| ■ Serious Bodily Injury                      | ■ Theft/Stealing             |
| ■ Truancy/Tardiness to class/school          | ■ Unwelcome Sexual Conduct   |
| ■ Inappropriate/profane language or gestures |                              |

- Inappropriate/unauthorized use of technology
- Use, Possession, Sale or Distribution of Alcohol
- Threatening (written/verbal) a Student, Staff Member or District Property

## **WEAPONS POLICY**

The Board of Education prohibits students from possessing, storing, making or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.



The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. Policy exceptions include theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the Principal. Failure to report such information may subject the student to disciplinary action. This policy shall be implemented through the Code of Conduct/Student Discipline Code, Policy 5610, and Policy 5610.01, and through administrative guidelines. The Superintendent will refer any student who violates this policy to the student’s parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.



## Highland Local School District **MISSION STATEMENT**

*The Highland Local School District is committed to the highest academic and behavioral expectations. Our mission is to guarantee that each learner reaches his/her potential, by providing, in partnership with the community, a quality, progressive, educational program in a safe and dynamic life-long learning environment.*

**[www.highlandschools.org](http://www.highlandschools.org)**

ADMINISTRATION OFFICE  
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