

Fairfield Elementary



Parent and Student Handbook Preschool

Adopted:

FAIRFIELD LOCAL ELEMENTARY PRESCHOOL



Fairfield Local Elementary Preschool Program
A.M. Hours: 8:20 a.m. - 11:20 a.m.
P.M. Hours: 12:20 p.m. - 3:20 p.m.
11611 State Route 771
Leesburg, Ohio 45135

Telephone: (937) 780-2988
Fax: (937) 780-2841

Web Site: www.fairfieldlocal.org

Superintendent: Kesia McCoy
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Principal: Amy Cox
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Assistant Principal: Megan Wagoner
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Preschool Teacher: Megan Shoemaker
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Fairfield Local School District



11611 SR 771
Leesburg, OH 45135
(937)780-2221

Board of Education Members

Dr. Corey Cockerill
Mr. James Craycraft
Mr. Ron Friend
Dr. Rindy Matthews
Mr. John Welling

District Staff

Superintendent: Mrs. Kesia McCoy
Treasurer: Mrs. Deb Lawwell
Assistant Treasurer: Ms. Susie Deatley
Human Resources: Mr. Grant Amyx
District Secretary/Enrollment: Ms. Amy Buddelmeyer
EMIS Coordinator: Natalie Willey
Director of Technology and Libraries: Mr. T.J. Crowder
Custodial Coordinator: Mr. John Wisecup
Maintenance Coordinator: Mr. Wyatt Sowders
Transportation Coordinator: Mr. Clint Shoemaker
Food Service Coordinator: Mrs. Mary Beth Craycraft
Nurse: Mrs. Megan Abbott

Fairfield High School

Principal: Mr. Stephen Hackett
Secretary: Mrs. Kevy Jones
Guidance Counselor: Mrs. Stacie Rhonemus
School Hours: 7:25 a.m. - 2:25 p.m.
(937)780-2966

Fairfield Middle School

Principal: Mrs. Deanne Miller
Secretary: Mrs. Melanie Hamilton
School Hours: 7:25 a.m. - 2:25 p.m.
(937)780-2977



Principal's Welcome

Welcome back! We are excited to kick off another year filled with engaging, meaningful experiences for your child. At Fairfield, we are dedicated to meeting individual needs while holding high expectations to ensure that each student has the opportunity to be successful. Our staff is committed to promoting and modeling responsible and respectful behavior in order to provide a safe, positive environment. As a building (both staff and students) we strive to always:

Be Respectful
Be Responsible
Be Kind
Be a PAX Leader

At Fairfield Elementary, we value your involvement and support in your child's education. You can support your child's academic success by ensuring they attend school each day, working with them at home, monitoring their progress, and communicating regularly with your child's teacher. Your active participation is very important to the partnership between home and school. Together, we can build the confidence our students need to help shape their future.

We encourage you to contact us if/when the need arises. Looking forward to an AWESOME school year as we work together and celebrate the learning and growth of our students!

Mrs. Cox

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MISSION

OUR MISSION, as a part of a rural community rich in traditional values, is to enable each individual to reach his/her highest potential to succeed in an ever-changing global society by providing the highest level of academic instruction in a safe, positive learning environment.

PHILOSOPHY

It is the philosophy of Fairfield Local Schools that our staff should ensure to educate the whole child within the context of a nurturing and developmentally appropriate environment.

We Believe:

- Every child can learn and children learn in different ways.
- Play is an integral part of learning.
- Children learn by taking risks.
- Learning is a lifelong process.
- Parents are an integral part of their child's education.
- Success fosters a positive self-esteem and a positive self-esteem promotes learning.

PROGRAM GOALS

The primary goals of the Fairfield Local Elementary Preschool Program are to:

- provide a safe environment that respects children
- foster the development of positive self-esteem and independence
- support and promote positive relationships with peers and adults
- facilitate and encourage the construction of knowledge within an integrated curriculum by providing developmentally appropriate activities and sensory experiences
- model and promote opportunities for gross and fine motor development
- provide opportunities for development of expressive and receptive language skills
- strengthen the relationship between families and school

ADMISSION

An electronic preschool interest survey will be conducted each April for the following school year. Communication regarding this survey will be found on district and building websites as well as social media pages. Families may contact the elementary office at (937)780-2988 if they are unable to complete the form or have any questions.

If amount of interest exceeds the number of spots available, the following will be the order in which students are accepted:

- Students who reside in our district, receive special services and the IEP team recommends a structured preschool program
- Students who reside in our district and are 4 years of age prior to August 1st
- Students who reside in our district and are 3 years of age prior to August 1st
- Students who reside in our district and are 5 years of age prior to August 1st, making the decision to delay enrollment to Kindergarten
- Students seeking open enrollment, continuing to follow the age sequence above

Families will be notified by June 12th if their child has received a spot. If your child does not receive a spot, they will be placed on a waiting list and notified if a spot becomes available.

ENROLLMENT

All students accepted into the preschool program will need to complete new student enrollment through FinalForms, found on www.fairfieldlocal.org. Preschool enrollment packets include a physical examination form and oral assessment form. Preschool students must have the physical examination form prior to the start date. Please contact the district office at (937)780-2221 with any enrollment questions.

WITHDRAWAL OF STUDENTS

If you find it necessary to change schools during the year, please notify the office as soon as possible. You will be required to complete a withdrawal form. All fees are required to be paid in full and district materials returned.

TUITION

Standard monthly tuition will be \$200.00 each month (September-May). Eligibility for reduced tuition is determined by the U.S. Department of Health and Human Services by using income and family size. You can access the Federal Poverty Guidelines at www.hhs.gov. Parents are informed of the tiered tuition costs and agree to make monthly payments before the start of the 2nd week of the month. The tuition amount will remain the same regardless of school cancellations due to inclement weather and/or student absences. Tuition calculations may be reviewed at any time during the year if family income or size changes. Documentation of the change is required.

Tuition payments can be made by cash, check or money order to the elementary office or by using MySchoolBucks. Payments not made on time will result in a \$20.00 late fee. Payments that are consistently late may result in removal from the program.

PROGRAM HOURS

All students in the preschool program will attend Monday-Thursday unless the calendar designates otherwise in which families will be notified. There are two sessions per day, morning: 8:20 a.m. to 11:20 a.m., and afternoon: 12:20 p.m. to 3:20 p.m. Fridays are used for teacher planning, professional development and IEP meetings.

PRESCHOOL DAILY SCHEDULE

AM Schedule

8:15 - 8:25 (10 minutes) (5 min. tran.)	Arrival
8:30 - 8:40 (10 minutes)	Morning Meeting
8:40 - 8:55 (15 minutes) (5 min. tran.)	Outside Play
9:00 - 9:15 (15 minutes) (5 min. tran.)	Breakfast
9:20 - 9:35 (15 minutes)	Whole Group

9:35 - 9:55 (20 minutes)	Motor Lab
9:55 - 10:00 (5 minutes)	Read-Aloud
10:00 - 10:45 (45 minutes)	Small-Group and Centers
10:45 - 11:00 (15 minutes)	Pack Up
11:00 - 11:15 (15 minutes)	Wrap Up/Possible Play

PM Schedule

12:15 - 12:25 (10 minutes) (5 min. tran.)	Arrival
12:30 - 12:40 (10 minutes) (5 min. tran.)	Morning Meeting
12:45 - 1:05 (20 minutes) (5 min. tran.)	Motor Lab
1:10 - 1:25 (15 minutes)	Whole Group
1:25 - 1:40 (15 minutes)	Snack
1:40 - 1:45 (5 minutes)	Read-Aloud
1:45 - 2:30 (40 minutes)	Small-Group and Centers
2:30- 2:45 (15 minutes)	Outside Play
2:45 - 3:00 (15 minutes)	Pack Up
3:00 - 3:15 (15 minutes)	Wrap Up/Possible Play

CURRICULUM, MATERIALS AND EQUIPMENT A written curriculum shall be adopted which describes developmentally appropriate activities, learning environment, and approaches which meet the individual needs of the children and is aligned to the early learning content standards adopted by the state board of education. Fairfield Local Elementary Preschool has adopted Creative Curriculum for Preschool. All curriculum, materials and equipment used are considered to be developmentally appropriate by meeting the intellectual, physical, social and emotional needs of the preschool child.

ATTENDANCE

1. Each time a student is absent from school or late to school, it is the parent's responsibility to call the school before 9:00 a.m. (A.M. session) or 1:00 p.m. (P.M. session) to provide an acceptable excuse for the student's absence. If no call is received we are required, as part of the child abduction law, to call the student's home or parent's work to confirm the

student's absence.

2. To be considered an excused absence, a call or follow up note must be received. If a pattern of unexcused absences develops, the building principal and child's teacher will meet to determine the child's continuation in the program.

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3. A student is considered tardy if they arrive after 8:35 a.m. (A.M. session) or 12:35 p.m. (P.M. session). Once tardy, students must be signed in at the elementary office. 4. If a student needs to leave prior to the scheduled dismissal time, they must be signed out at the elementary office.

BEHAVIOR MANAGEMENT

The Fairfield Local School District is committed to the implementation of PBIS in grades PreK-12. As a district we strive to always Be Respectful, Be Responsible and Be Kind.

Our goal is to create a safe and successful learning environment while doing the following:

- Diminishing challenging behaviors
- Improving climate, culture, safety
- Increasing learning outcomes
- Increasing responsibility for behavior
- Teaching appropriate behavior
- Self-regulating behaviors
- Reinforcing desired behaviors
- Increasing social behavior
- Embedding data-driven decision making

Fairfield Local Elementary utilizes a classroom based strategy called the PAX Good Behavior Game. PAX (latin for peace) teaches self regulation and improves social-emotional learning. Students are taught how to monitor and self correct their behavior. Verbal and visual reminders are given to help students follow our PAX Vision as well as praise them for making positive choices. We will be implementing a PAX clipboard system, used daily, to help with the visual component. Please carefully read the chart below describing each color used on the clipboard.

Pink PAX Ambassador	Students should model and coach PAX behaviors.
Purple PAX Leader	Students model PAX behaviors.
Blue Good PAX	Having a great day!
Green PAX Ready	On-task.
Yellow Think PAX	Warning and possible reflection - student has had warning for off-task behavior

Orange
Spleem Alert!

Red

Too Many Spleems

Minor - Student has had multiple warnings or a significant behavior issue

Major - Student has had a severe behavior issue 9

Various rewards may be given for positive behavior including classroom based rewards (stickers, free time, Tootles, etc.), visits to the Office prize box and being named the monthly PAX Ambassador.

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

Natural and Logical consequences may be given for undesirable behaviors (ex. picking up toys after throwing them down).

Intervention may be required in cases when a child's repeated misbehavior is disruptive to the entire class or poses a safety risk to others. Interventions may include:

- Redirection or separation from group
- Communication home
- Request for parent/guardian visit
- Meeting with parent/guardian, teacher and principal
- Removal from program

Discipline Restrictions

The center'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, and food shall not be used as a reward for behavior. (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 center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

COMMUNICATION

All parents will receive an invitation to be part of ClassTag, which is a communication tool

between the teachers/ school and the parents. You can provide your child's teacher a phone number for texts or an email address. You will then receive news and information from the teacher and/or principal. Parents are encouraged to communicate to classroom teachers and the building principal through ClassTag messaging, email and phone. The School Messenger system is also used for building and district wide announcements.

Conferences are scheduled twice a year to discuss student progress, please see the district calendar for specific dates. Grade cards are sent four times a year at the conclusion of each

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quarter. Parents are encouraged to contact their child's teacher throughout the year if concerns or questions arise.

UNLIMITED ACCESS/FAMILY ENGAGEMENT Parents are always welcome at Fairfield Elementary School! Visitors must wear a visitor's badge while in the school building. Teachers and staff have been instructed to question any adult in the building without a visitor's badge. Students and friends from other schools as well as younger or older siblings are not permitted to be in the building or on the grounds unless on legitimate business and have a visitor's pass from the office. The Board reserves the right to prohibit any persons from entering onto District property or attending District-sponsored events.

We believe that parents play an integral part of their student's educational experience and we welcome parent volunteers. Teachers will communicate volunteer opportunities that include but are not limited to the following:

- Being a guest speaker
- Chaperoning a field trip
- Helping students with projects/activities
- Reading with students
- Preparing bulletin boards/learning materials
- Participating in motor lab

Volunteers who will be unsupervised with students are required to have an up-to-date BCI background check on file in the district office.

FIELD TRIPS

All school sponsored field trips are approved through the office, and supervised by school personnel. Parent permission slips will be signed in advance. Students are required to travel to and from field trips by school vehicles. Parent chaperones are often needed for field trips. If parent chaperones are needed the classroom teacher will contact parents. Chaperones are required to have an up-to-date BCI background check on file in the district office. Being a chaperone carries a great deal of responsibility and requires the full attention of the chaperone. Siblings and other small children may cause the chaperone to become distracted. For this reason, siblings and other small children are not permitted to attend school sponsored field trips. Field trips are a privilege not a right. Students may be denied the opportunity to participate due to previous discipline problems, misconduct or poor attendance.

CLASS ROSTER

Rosters of the names and telephone numbers of parents or guardians of children attending the preschool will be available upon request. The roster will not include the names and phone numbers of any parent or guardian who requests that his/her name not be included.

CANCELLATIONS AND DELAYS

In case of snow, ice, fog, extreme temperature, etc., official announcements for school closings can be found on the local radio, TV stations, and district social media pages. An automated calling system will also be used. Please do not call the school unnecessarily. Your child should also have an emergency plan in case school is dismissed due to severe weather. Parents are responsible for updating the form as needed.

In the event that school is canceled due to inclement weather, preschool students will continue to follow the Monday through Thursday schedule, unless communicated otherwise. If school is delayed, AM preschool will not be in session that day.

CAR RIDERS

Preschool car riders will not follow the same procedures as our K-5 students. Upon arrival, preschool families should park in the designated preschool parking lot, located on the right, and escort their child to the preschool classroom exterior entrance where you will be greeted by a staff member. At dismissal, preschool students will be dismissed directly to families at the same exterior entrance.

BUS TRANSPORTATION GUIDELINES

Each child who is **transported to or from school is required to fill out the transportation form with the school that designates 2 pickup/drop locations. Parents are required to notify the school** if there will be a short-term/emergency change in regularly scheduled bus transportation. **A student without a note will be sent home on his/her regular bus.**

Someone must be visibly present in order for the bus driver to release your child from the bus.

School bus transportation is viewed as an extension of the school day program. Pupils are expected to behave in a manner that does not interfere with the driver's ability to operate the bus in the safest way. The principal maintains authority for the transportation of their students from pick-up to unloading. The safety of all children is our primary concern and school personnel work diligently to ensure their safety. Similarly, parents and children must also take an active role in school bus safety.

In addition to the code of conduct, students must follow these additional rules when using district owned transportation:

1. Students should be at their bus stop five (5) minutes ahead of scheduled pick up. The bus horn is used for extreme emergency circumstances. It is not to be used to notify parents that the bus has arrived.
2. Students must wait in a safe location clear of traffic and away from the bus stops.
(Designated by the driver)
3. Behavior at the bus stop must not threaten life, limb or property of an individual. 4. Students must go directly to the assigned seat so the bus may safely resume motion. 5. Students must remain seated, keeping aisles and exits clear.

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6. Students must observe classroom conduct and obey the driver promptly and respectfully.
(Excessive noise-loud talking or laughter is prohibited)
7. Students must not use profane language or obscene gestures.
8. Students must refrain from eating and drinking on the bus except as required for medical reasons and stated per doctor's note. (This includes chewing gum)
9. Students are not permitted to have tobacco, alcohol or drug products on the bus.
10. Students must not throw or pass objects, on, from, or into the bus.
11. Students may only bring articles on the bus that can be held on their laps. All balls, toys, pencils and other articles are to be in book bags.
12. Students must ride or board the bus at locations to which they have been assigned unless they have written parental permission and written approval of school personnel to do otherwise.
13. Students are prohibited from extending any part of their body out the bus windows.
Spitting or throwing any object from the bus windows is prohibited.
14. Students must cross the street or road at least ten (10) feet in front of the bus and watch for the signal from the driver before beginning to cross.
15. Students are not permitted to transport animals, live insects or glass containers on the bus.
16. Students shall not possess, handle, transmit or conceal any object which might be considered a weapon or instrument of violence. Weapons, matches, lighters, etc. are prohibited.
17. Students must be absolutely quiet at railroad crossings and places of danger as determined by the bus driver.
18. Parents are responsible for any damages or marking of the bus by students.
19. Horseplay/fighting may result in a bus suspension.
20. Assault on the bus driver, any employee, or student is prohibited.
21. Repeated violations will result in progressive disciplinary actions.

Violation of any of these rules is sufficient cause for the issuance of a report of misbehavior. The driver, in applying the rules fairly, can issue verbal warnings and assign seats prior to filing a written report. Disciplinary action resulting from the receipt of a written report shall be carried out by the building administrator. Students are expected to exhibit appropriate behavior on the bus including during field trips and extracurricular activities. **Bus privileges may be lost if behavior issues arise.**

COMPLAINT PROCEDURES

Complaints about school personnel will be investigated fully and fairly. Anonymous complaints will be disregarded. Any complaints brought to the attention of the school administration must

be placed in writing or made in person. The complainant will be referred to the staff member for whom the complaint is being made. If the complainant refuses, or does not wish, to meet with that person then the building administrator will speak with/meet with the complainant to determine the nature of the complaint. Whenever a complaint is made directly to the Fairfield Local Board of Education as a whole or to a Fairfield Local Board of Education member as an individual, it will be referred to the superintendent for study and possible solution. An employee who is the object of a complaint will be informed promptly and afforded the opportunity to present the facts as he/she sees them.

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Parents can file complaints and obtain inspection reports with the Ohio Department of Education. The Ohio Department of Education can be contacted at 25 South Front Street, 2nd Floor Columbus, Ohio 43215-4183, (877) 644-6338.

REPORTING CHILD ABUSE/NEGLECT

All Fairfield Local School District staff members are required by law to report suspicion of child abuse or neglect to the proper Children's Service agency.

DRILLS AND INSPECTIONS

Drills are required by law at regular intervals. Directions are posted in each room of the building for your safety. Proper behavior is expected at all times during these drills. Disciplinary action will result if misbehavior occurs during Fire/Tornado drills. Setting off a false alarm is a violation of State Law. Violators may be suspended out of school, charges may be filed in court, and a recommendation for expulsion may be made.

Parents may contact the elementary office at (937) 780-2988 if they would like to obtain drill or licensing inspection reports.

SUPERVISION AND PLAYGROUND SAFETY

While on school grounds, students will be supervised by a staff member at all times. Equipment is checked on a monthly basis by the maintenance department. Unsafe equipment will be closed or removed. All items brought from home need to be approved by the classroom teacher and/or recess aide for safety and appropriateness (e.g., balls, jump ropes, etc).

Children should be properly clothed for daily outside play. Children are sent outside for recess when the temperature is **20** degrees Fahrenheit or above, the wind chill is **15** degrees Fahrenheit or above, and the playground conditions permit safe play.

We encourage all students to go outside for recess on outside recess days. We understand that children with asthma or those returning after a serious illness may need to occasionally stay inside.

If your child needs to stay inside, please send a note from home. If the need to stay in is longer than two days, you will need to provide us with a doctor's note specifying the reason.

If the preschool program should schedule swimming or water play activities in bodies of water

two feet or more in depth, the program shall provide enough preschool staff members to meet the requirements of rule 04 of the Administrative Code.

CLOTHING AND PERSONAL BELONGINGS

Parents should send an extra change of clothing marked with their child's name. If a child should need to use their spare set of clothes, please return a fresh set as soon as possible. All personal items should be labeled with the child's name, first and last). Students should come to school dressed for active and sometimes messy play.

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TOILET TRAINING

It is our expectation that all preschool students are fully toilet trained prior to attending preschool. If families need support with this, please contact the building administrator.

We do understand that even toilet trained children will occasionally have accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

MEALS

All students attending half day will be served a snack. A choice from two of the groups listed below must be served for snack:

- (a) Meat/meat-equivalent group
- (b) Bread/bread-alternatives group
- (c) Milk group
- (d) Fruit
- (e) Vegetable group

HANDWASHING

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 or eating food; before feeding any child; and when hands have been in contact with nasal or mucous secretions. Disposable towels or an air hand dryer shall be available at all times.

TRANSITION POLICY

Preschool: Parents complete the registration process with the central registrar. Upon enrollment, the assigned classroom teacher will contact the parent(s) with important information and to schedule a screening date. At screening, the teacher and parents will review the daily schedule, preschool classroom routines, classroom expectations, and discuss helpful transition activities to implement to support the child transition into the new environment. Families may attend Preschool Open House where students can meet the teacher and become familiar with the room. Students will attend preschool on a phase in schedule to properly support the child in their transition.

Kindergarten: In order to prepare students and families, opportunities to support this transition are specifically implemented. Fairfield Local Schools offers several parent-teacher conference opportunities that will be communicated to families in order to meet and discuss the transition process. Communication will also be shared to families about special events to support the transition. The preschool classroom will also visit the kindergarten classrooms and have visits from the kindergarten teachers in order to share information about expectations, activities, and experiences to help support the transition. At the end of the year, the preschool teacher will provide all families with an “end of the year” activities packet to support your child over the summer.

The ultimate goal is to include our preschool students in a variety of special school events so that they become comfortable in being a part of our elementary school community.

COMPUTER/TECHNOLOGY ACCEPTABLE USE POLICY

CHROMEBOOKS

K-12 Students are issued a Chromebook to use during the school day. PreK students have access to Chromebooks/Tablets within their classroom. They are expected to follow the guidelines outlined in the Acceptable Use Policy. The Acceptable Use Policy is distributed each year and should be returned after being signed by students and parents. Students are responsible for the care of the Chromebook much like they are any textbook they are issued. Fines and fees may be issued for any lost or damaged devices.

Use of the Internet is a privilege not a right. The District’s Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege. The Board has implemented technology protection measures to block/filter Internet access in an effort to restrict access to material which is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet with the Board of Education had not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial.

The Board has the right to monitor, review, and inspect any directories, files, and/or messages residing on or sent using the school district’s computer/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

HAZING AND BULLYING

(Harassment, Intimidation and Dating Violence)

Board Policy JFCF

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

SCHOOL PERSONNEL RESPONSIBILITIES AND COMPLAINT PROCEDURES Hazing, bullying, harassment, and intimidating behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Bullying, harassment and intimidation means (a) any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both: (i) Causes mental or physical harm to the other student; (ii) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational

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environment for the other student; or (b) Violence within a dating relationship. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop. In addition, such behaviors are prohibited anywhere off school grounds where the hazing/bullying and/or dating violence was planned or precipitated at school or any school sponsored activity.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:
 - A. posting slurs on websites, social networking sites, blogs or personal online journals;
 - B. sending abusive or threatening e-mails, website postings or comments and instant messages;
 - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - D. using websites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

TEACHERS AND OTHER SCHOOL STAFF

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written

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report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

COMPLAINTS

1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing,

bullying and/or dating violence.

4. False Complaints

Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.

5. Retaliation

Students are prohibited for retaliating under any circumstances against other students who make complaints pursuant to this policy.

INTERVENTION STRATEGIES

1. Teachers and Other School Staff

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

2. Administrator Responsibilities

A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such a complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report

be
anonymous.

B. Nondisciplinary Interventions

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the

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process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

REPORT TO THE CUSTODIAL PARENT OR GUARDIAN OF THE PERPETRATOR If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the **custodial** parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such a student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from **new or** additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

REPORTS TO THE VICTIM AND HIS/HER CUSTODIAL PARENT OR GUARDIAN If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the **custodial** parent/guardian of the victim of the finding.

In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the **custodial** parents **or guardians** of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the **custodial** parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

POLICE AND CHILD PROTECTIVE SERVICES

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In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

SEXUAL HARASSMENT

A student shall not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that have the effect of causing embarrassment, discomfort, or a reluctance to participate in school activities. Any complaints must be discussed with the Principal. A formal record of these proceedings will be maintained. Further justified complaints will result in disciplinary action leading to suspension, expulsion, etc.

CLINIC/SICK ROOM POLICY

EMERGENCY MEDICAL TREATMENT

Parents and/or Guardians must complete and return an emergency medical form with all desired treatments for their child in case of emergency, as well as emergency contact names and phone numbers, including work numbers. Parents should update forms whenever changes occur.

HEALTH RECORDS

All students are required to have a complete set of health records in their student file. State law requires that these records include, but not limited to, immunization records, special health concerns, and other pertinent medical information. This requirement is for the protection of the individual student plus other students in the building. These records will be checked annually and those students failing to have the required immunizations, etc. will be excluded from school until the immunization records are received.

Immunization Law RC 3313.67-3313.671 states that children who do not have evidence of proper immunization will be excluded from school after 14 days of admittance.

PARENT NOTIFICATION

Parents will be notified when their child is observed with signs and symptoms of illness or injury. A written injury report will be completed and provided to parents when a child is injured.

STUDENT ILLNESS

If a student becomes ill or is injured at school, he/she should report to the nurse as soon as practical. Minor first aid may be administered if indicated in the case of an injury. If a student has a temperature of 100 degrees or higher while at school, they will be sent home. For an illness or injury of any serious nature the parent will be notified. The local life squad will be contacted to transport the student to the hospital of choice in cases of serious illness or injury upon notification (or attempts to notify) the parent or other adult listed on the emergency

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medical form. Parents who prefer another method of dealing with their child's illnesses or emergencies must notify school authorities of their preferences in writing.

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 one abnormally loose stool within a twenty-four-hour period); (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound; (c) Difficult or rapid breathing; (d) Yellowish skin or eyes; (e) Conjunctivitis; (f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness; (g) Untreated infected skin patch(es); (h) Unusually dark urine and/or grey or white stool; or (i) Stiff neck; or (j) Evidence of lice, scabies, or other parasitic infestation.

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 in paragraph (B)(2) of this rule as well as the following: (a) Unusual spots or rashes; (b) Sore throat or difficulty in swallowing; (c) Elevated temperature; or (d) Vomiting.

MEDICATION (ORC 3313.713)

State law prohibits school authorities from administering prescription or non-prescription drugs to students who are in their care unless specific procedures are followed. If your child must receive medication while at school, you must personally contact the school office to receive and complete the necessary forms. No prescription or non-prescription drugs are to be brought to school until the above guidelines are met. All required medications must be in their original, labeled container, delivered to, and stored in the nurse's office. If a child requires medication at school and does not have the appropriate form completed, the parent/guardian may bring the medication in and administer it to their child.

Keep your child home from school if:

- Your child was sick with vomiting or diarrhea within the last 24 hours.
- Your child had a fever of 100 degrees or higher at any time within the last 72 hours.
- Your child is being

treated for strep throat (your child must be on antibiotics for 24 hours before coming back to school).

- Your child has a lasting cough or cold with fever and body aches.
- Your child has crusted or matted eyelashes and/or green, yellow, or white sticky eye drainage along with eye redness. Please note: your child needs to see the doctor for medication and can return to school with treatment or doctor note.

When your child has a cold please remember:

- Give the school a telephone number where you can be reached if your child gets worse.
- Remind your child to cover their nose and mouth when coughing and sneezing. Teach your child to cough or sneeze into their bent arm (inside of elbow).
- Teach your child to wash hands often. Encourage good hand washing at school and at home. It's the best way to stop the spread of illness or disease!
- Use Tylenol or ibuprofen for fever. Do not use aspirin. It can cause Reye's Syndrome which can be fatal to your child.

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MEDICATION

For the protection of all students, those students needing to take any type of medication during the school day must do the following:

- Request and complete the Administration of Medication form from the nurse's office. **(Physician and Parent Signature is required)**.
- Return completed form and medication to the nurse's office. Prescription bottles must carry a pharmacy label outlining dosage, type of medicine, and frequency of administering.
- Student is to request permission from his/her classroom teacher to go to the nurse's office to take the medication as prescribed.
- The school nurse or secretary will dispense all medication.

COMMUNICABLE DISEASES

No student is to attend school when suffering from any type of illness during its contagious period. One or two ill students can spread a contagious disease to many other students. Students suffering from "pink eye", scabies, head lice and other certain contagious illnesses as listed by the Highland County Board of Health are prohibited from attending school by state law. If a student comes to school with one of these listed diseases, parents will be notified, he/she will be removed from school until a health professional assures the school that the child is no longer contagious. Contact your personal physician or the Highland County Board of Health for further information on contagious diseases.

A child isolated due to suspected communicable disease shall be: (a) Cared for in a room or portion of a room not being used in the preschool program; (b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised; (c) 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) Observed carefully for worsening condition; and (e) Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

Parents will be notified in the event that their child is exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice.

HEALTHCHEK SERVICES

Families will be provided with information regarding Healthchek services available to all children on Medicaid.

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SPECIAL NOTICES

SPECIAL EDUCATION COORDINATION

The Director of Special Education Services is the case manager for all special education referrals. Teacher or parent referrals may be made by calling 937-780-2221 or 937-780-2977.

The following information can be found on our website:

- Child Find Policy
- Federal Funding
- Parent's Right to Know
- Family Educational Rights and Privacy Act (FERPA)
- Non-Discrimination Statement
- Locker Ownership
- Gifted Identification Policies
- Parent Participation in Title 1 Programs
- Student Privacy and Parental Access to Information
- Students Rights and Responsibilities

The Fairfield Local Elementary Preschool staff review this handbook at the beginning of each school year, and we ask that you review this handbook as well.

Please remember:

Parents are required to inform the school of any changes of residency, custody, home/work phone numbers and emergency information.

Fairfield Local Schools website is available for

additional information and policies:

<https://www.fairfieldlocal.org/>

Please return the bottom portion:



_____ I have received and reviewed a copy of the **Fairfield Local Elementary Preschool** Parent handbook.

_____ I understand that I am responsible for reading and following the contents of this Parent handbook.

_____ I understand that policies may change throughout the 2022-2022-3 school year and that these changes will always be communicated to me.

_____ I would like my name and phone number to be included in the student/parent roster.

Childs name: _____

Parent signature: _____

Date: _____

Please return this signed form to your child's teacher the first week of school.