Rossford Elementary Preschool

Parent Handbook

2026-2027

Rossford Elementary School

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****Permissions Page must be turned into the school office.***

WELCOME TO ROSSFORD SCHOOLS

Purpose of Handbook

We are so pleased to have your family as a part of our school family! This handbook is just one of many opportunities for communication between the school system and families. It is intended to provide a quick reference tool regarding practices, policies, procedures and programs. This handbook only contains a partial listing of procedures, policies and guidelines. For a complete listing of these items, please refer to the school district website, www.rossfordschools.org.

District Mission Statement

We are learning and growing together to succeed in an ever-changing world by being Respectful, Responsible, and Ready.

District Vision Statement

Prepare, inspire and empower all students to achieve success.

Program Philosophy

The Rossford Childhood Preschool Program upholds the belief that all children are capable of learning, are valuable members of society and are entitled to feelings of self-worth. All children are unique in personality, learning rates, timelines of development, special needs and learning styles. Children's individual strengths and sense of personal merit form the foundation of learning, while challenges promote growth and self confidence.

Program Goals

- To provide rich hands on experiences that promote children's learning
- To support each child to reach his or her greatest potential
- To provide an inclusive environment for all students and families
- To work in collaboration with families to ensure each child's success

Current Curriculum

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

Step Up To Quality

Step Up To Quality (SUTQ) is a three tiered quality rating and improvement system administered by the Ohio Department of Education and the Ohio Department of Job and Family Services. SUTQ recognizes and promotes learning and development programs that meet quality program standards that exceed licensing health and safety regulations. The program standards are based on national research identifying standards which lead to improved outcomes for children. The Rossford Elementary Preschool is proud to be a Gold rated program!

About Our Program

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

- There are 16 children in each class: eight who have been identified as having a documented developmental delay(s) and eight who are typically developing.
- Children attend school for 1/2 day, four days per week.
- Children with special needs receive a variety of supports and therapies in the school setting in addition to being educated via a highly structured, research based curriculum.

Positive Behavior Intervention and Support

PBIS (Positive Behavior Intervention and Support) is one of the foremost advances in school-wide discipline. PBIS places an emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. A continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research validated practices and the environments in which teaching and learning occurs.

ADDITIONAL INFORMATION

Attendance

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District. The Board of Education recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

A. Late Arrivals to School

Students arriving late to school (after 9:00 a.m. or 1:00 p.m.) must sign-in at the office to receive a tardy slip before going to class. Students not in homeroom or in class when the bell rings are considered tardy. A staff member will walk the student to his/her classroom.

- **AM Session:** Students arriving between 9:00 am to 10:00 a.m. will be counted tardy. Students leaving before 10:00 am will be counted as a whole-day absence.
- **PM Session:** Students arriving between 1:00 pm to 2.00 p.m. will be counted tardy. Students leaving before 2:00 pm will be counted as a whole-day absence.

The Missing Child Act became law in April 1985 and requires that parents notify the school when their child is absent. This also applies to the preschool program. Please notify the school each day of your child's absence. If the school does not receive a call within ½ hour of the scheduled start time, the school secretary will call the parent/guardian at home or at work. When no excuse is provided, the absence will be unexcused and the student will be considered truant.

B. Early Departures from School

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

· Parents/guardians are asked to write a note explaining why a child will be leaving school. The note should be given to the child's teacher at the beginning of the school day. Justifiable reasons shall be determined by the building principal.

· When the parent/guardian comes to pick up the child, he/she must report to the office to sign the child out of school before he/she can leave. **(No student will be released to any individual who is not listed on the emergency medical form. A picture I.D. will be required.)**

Birthdays

Students are permitted to bring a treat to share with their class for their birthday. Due to allergy concerns and time constraints, parents are encouraged to limit the treats to pre-packaged items that are individually wrapped. Please do not send flowers, balloons or other items to school for birthdays or other special occasions.

Change of Home Address, Email, Telephone Number, Job, Health of Child, Etc.

It is imperative that the school be kept informed of changes that would affect our ability to contact you either for routine matters or in an emergency. Some of these changes can be made directly in PowerSchool, but if not, contact the school office immediately.

Checks

Throughout the year there may be times when you will be sending money to the school for cafeteria, supplies, etc. If you send a check, please make it payable to the ***Rossford Board of Education***. Also, be sure to mark your child's name and homeroom teacher's name on the envelope.

Child Abuse Policy

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

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

Code of Conduct

The Board of Education of the Rossford Exempted Village School District pursuant to R.C. 3313.661 and R.C. 3313.662 has adopted a code of conduct for students K-12. Part of the preschool curriculum is supporting children to improve and develop positive behaviors by fostering self-regulation and promoting

positive social skills. Should concerns arise regarding behaviors or incidents at school, your child's teacher will contact you to discuss the incident and a course of action. Additionally, we strongly encourage parents/guardians to contact the preschool staff should you have any concerns and questions regarding student conduct. More information can also be found on pages four (4) and five (5) of this handbook.

Complaint Procedures

It is the desire of the Rossford School's Board of Education to rectify any misunderstandings between the public and the preschool program by direct discussions of an informal type between the interested parties. If such meetings fail to resolve the difference, more formal procedures may be employed.

All complaints and reports concerning the operation of the Rossford Elementary Preschool program may be reported to the Department Ombudsman at the Office of Early Childhood Education at 614-466-0224.

Conferences

Conferences will be scheduled with each child's parents/guardians in preschool at least twice per year, once in the fall and once in the spring. Other conferences may be scheduled upon request.

Confidentiality of Medical Information

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

Control of Casual-Contact Communicable Diseases

The Board of Education recognizes that control of the spread of communicable disease spread through casual contact is essential to the well-being of the school community and to the efficient District operation. For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, lice, and others designated by the Ohio Department of Public Health. If a student exhibits symptoms of a casual-contact communicable disease, the principal will isolate the student in the building and contact the parents/guardians. Symptoms that shall lead to isolation include:

a. Diarrhea (three or more abnormally loose stools 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. Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain;

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 gray or white stool;

i. Stiff neck with an elevated temperature;

j. Evidence of untreated lice, scabies, or other parasitic infestation;

k. Sore throat or difficulty swallowing; or

l. Vomiting more than one time or when accompanied by any other sign or symptom of illness.

A child experiencing unusual spots or rashes and / or an elevated temperature shall be immediately isolated.

A preschool 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/mat. 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.

All parents of enrolled children will be notified by the school when they have been exposed to a diagnosed

communicable disease (see list above).

Children who are considered “mildly ill” will be allowed to return to the classroom with continued monitoring by the teacher. Parents/guardians will still be notified by the clinic. A mildly ill child means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified above or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms listed above.

Any removal will be only for the contagious period as specified in the Ohio Department of Health’s guidelines. Please call the school if you have any questions.

Discipline of Students

The Rossford Preschool Program follows the guidelines as set forth by the State of Ohio for Behavior Management/Discipline.

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

2. **Preschool Special Needs Behavior Management/Discipline**: Rules are established to enable children to know what is expected. Children are not allowed to hurt other children, put themselves in danger or deliberately destroy materials. Children feel secure when rules are firmly held and consistently followed; and they know that they will not be hurt when they or other children try out new strategies for behaving. Discipline is used to let children know what rules really mean. Methods such as encouragement, redirection, rewards (praise/sticker chart), and language use are carefully chosen to assist children with difficulties in coping in a social setting. When these techniques do not improve the child’s involvement in acceptable behavior, then a behavior plan that employs limited time-outs may be used. When children are endangering themselves or others, families may be called to remove the child from class. A warm, safe, and secure environment is always emphasized. Physical punishment of any kind is strictly forbidden.

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

Each classroom teacher shall have a written discipline policy describing the school’s philosophy of discipline and the specific methods of discipline used in the preschool. The written policy shall be on file in the office for review. Constructive, developmentally appropriate child guidance and

management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.

The preschool's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

a. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking and spanking or biting.

b. No discipline shall be delegated to any other child.

c. 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.

d. 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.

e. No child shall be subjected to profane language, threats or derogatory remarks about her/himself or his family or other verbal abuse.

f. Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.

g. Techniques of discipline shall not humiliate shame or frighten a child. h.

Discipline shall not include withholding food, rest or toilet use.

i. 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.

j. The preschool staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program. The parent of a child enrolled in the program shall receive the school's written discipline policy. All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

Rossford Elementary Preschool will communicate and consult with any parent prior to implementing a specific behavior management plan for their child. This plan will be consistent with the methods listed above and in writing and signed by the parent.

Drop-Off and Pick-Up Procedures

Please follow the directions of all staff members when dropping off or picking up students to help ensure student health and safety.

1. Drop-Off Procedures: Morning session begins promptly at 9:00 a.m. for the students. Doors to the building will be opened at 8:45 a.m. **Afternoon session** begins promptly at 1:00 p.m. for students. Doors to the building will be opened at 12:45 pm. We ask that students not arrive before that time. Students in the morning and afternoon should enter the kindergarten entrance (near 795).

2. Pick-Up Procedures: Morning session ends at 11:30 a.m. Students will be dismissed at the kindergarten doors (near 795). Parents will pull forward along the curb, exit their cars and come to the door to receive their child. **Afternoon session** ends at 3:30 p.m. and those students will be dismissed to parents in the normal car line-up at the kindergarten doors (near 795). Again, please wait until a staff member walks your child to your car. **ALL** bus riders will be taken to buses in the kindergarten drop off for the **AM** class and to the main bus loop at the end of the **PM** session.

Due Process Rights

The Board of Education recognizes that students waive certain constitutional rights regarding their education. Accordingly, the Board has established due process procedures. The Superintendent shall ensure that all members of the staff use the procedures when dealing with students. These procedures may be requested from the school office or found on the district website. (Policy 5611)

Eligibility, Enrollment, and Withdrawal

- **Eligibility:** Children ages 3-5, living within the Rossford School District, are eligible for preschool services. Preschoolers with special needs are eligible based upon the results of an extensive screening and Evaluation Team Report in accordance with the Rules for the Education of Preschool Children with Disabilities. An Individual Education Program (IEP) is developed to meet the unique needs of each student with special needs. Typically developing peers, ages 3-4, may be admitted to the Rossford Preschool Program on a first come first served basis.
- **Enrollment:**

Please call the Administrative Office to complete the necessary paperwork for admission at 419-666-4267 and set up an appointment with Holly Kidd, Secretary to the Director of Student Services.

You can call the same number if you have a concern about your child's development and would like an evaluation for special education.

- **Withdrawal:**

If you are moving out of the district, please call Rossford Elementary School at 419-666-8130 to complete required withdrawal forms.

Emergency Drills

In order that students may know how to act quickly and without confusion in emergencies, fire and disaster drills are held at regular intervals throughout the school year. Teachers will give students instructions after school begins. These instructions must be followed carefully. All students in the building must evacuate during each fire drill. Lock down drills and tornado drills will also be practiced during the school year.

Equal Education Opportunity

It is the policy of this district to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics, as well as place of residence within district boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Office listed here: The Board designates the following individuals to serve as the District's Compliance Officers:

1. Megan Spangler, Rossford Schools, 701 Superior Street, Rossford, Ohio, 43460. Phone: 419-666-2010.

   Email: mspangler@rossfordschools.org

2. Nick Neiderhouse, Rossford High School, 701 Superior Street, Rossford, Ohio, 43460. Phone: 419-666-5652

   Email: nneiderhouse@rossfordschools.org

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

Fees / Tuition

For those children who are developing in a typical manner, the program cost is $1,200 per year. Any preschool-aged child in the Rossford School District may apply. All children identified with special needs will be offered program services. Typically developing children will be enrolled on a “first-come, first-served” basis.

Call the Rossford Student Services office at 419-666-4267 to request further information.

FERPA

Parents have the right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances) and the right to file a complaint with the Office regarding an alleged failure by a school to comply with FERPA: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave SW, Washington D.C. 20202-5920 Phone: 1-800-USA-LEARN (1-800- 872-5327).

Field Trips

As part of the educational services of the school, students are sometimes taken on field trips. All trips are supervised by regular classroom teachers and often by parents.

At the beginning of the year, parents must sign a Permanent Field Trip Permission in *InfoSnap*. This signature will suffice for all field trips during the school year.

Healthchek Ohio

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid.
The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid. For more information, visit www.medicaid.ohio.gov/healthchek

Immunizations

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

Inclement Weather

School closings and delayed openings will be announced on the district's notification system and local radio and television stations. Please do not call the schools, central office or the radio and television stations. When schools are closed, all elementary school events that day and evening will be automatically canceled. Further, closings, delays, cancellations and other emergency messages will be communicated to parents/ guardians through utilization of the district's notification system. Parents may sign up for alerts in *PowerSchool*.

- **Delay Schedule**

  The preschool program adheres to the following schedule for school delays: On a **two-hour delay** morning class will begin at 11:00 a.m. and end at 12:50 p.m., while afternoon class operates from 1:40 p.m. to 3:30 p.m. Doors will open fifteen (15) minutes prior to the start of school.

Injury / Illness

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

Students who become ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental/guardian permission, nor be released to any person not listed on the emergency medical form.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office. All medications; prescribed and non-prescribed, are to be delivered to the office and taken only with adult supervision. The nurse/nurse aide is available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without his/her knowledge

Licensing

The Rossford Preschool Program is licensed by the Ohio Department of Education, Early Childhood Education. Programs receive two onsite inspections within a year, one of which is unannounced. The most recent written compliance report is posted within the classrooms. Copies may be obtained at the Rossford Board of Education, 701 Superior Street, Rossford, Ohio 43460.

Lost and Found

A lost and found area is located in each school**. Labeling each item with the child's first and last name helps reduce the number of lost items.** Students should know where lost items are kept and check for lost personal articles. All unclaimed items will be given to a charitable organization periodically throughout the school year.

Medication(s)

For safety reasons, medicine, both prescription and over-the-counter, should be administered at home. If a physician requires the administration of medicine, both prescription and over-the-counter, during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs accompanied by the written authorization of the parent. These forms must be completed and on file in the school clinic. The forms may be obtained in the main office or from the nurse. When the physician completes the form, request some flexibility regarding the time for dispensing the medicine, as it is impossible to dispense medicine at an exact time due to the large number of requests. In addition, the following requirements should be noted:

1. Children are not allowed to carry medication (prescription or non-prescription) on or with them at any time. There is no exception to this rule for preschool aged children.
2. Parents/Guardians must bring medicine to school in the original container. Each medication must be current and carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.

3. Medication may not be sent to school in the student's book bag, pocket, or other means on or about his/her person. Medications must be brought in by the parent/guardian.

4. The actual arrangements of the dispensing of medication will be determined by the building principal.

5. Over-the-counter medication, including cough drops, may be given during school hours only if **absolutely** necessary and **requires** a doctor's authorization/note. The parent/guardian must complete the Parent Request and Authorization to Administer form and submit it along with the medication to the building nurse or secretary. Over-the-counter medications must be in the original container and will be given according to the package dosage instructions.

Notes from Parents / Guardians

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

1. Illness or absence from school.

2. Changes to dismissal and or transportation in accordance with Transportation Guidelines. 3.

To remain with person attending conference/meeting at school.

4. If student is going to leave school early for a doctor's appointment, etc.

5. If a child is requested to stay in during recess, a note from the doctor is required.

Parental Role

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

A. Parent Education

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

· classroom time with your child
· involvement in I.E.P. development

· involvement in conferences

· special activities and events

· Wood County parent mentor:419-354-9010

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

Parents' Club / Rossford Elementary PTO

The Parents' Club exists for the purpose of promoting the welfare of children. They sponsor many educational opportunities for our youngsters, family activities, and provide gifts to our schools.

All parents/guardians of students attending the Rossford Schools are automatically members, and we encourage you to become an active participant in the activities of your organization. They can be found on Facebook by searching, "Rossford Elementary PTO."

Progress Reports

All students enrolled within the preschool program will receive progress reports on a regular basis. Parents of students who are receiving special education services (via an IEP) will receive reports as it pertains to those goals and objectives. Please contact the preschool teachers with any further questions.

Recess

Weather permitting, all children are expected to participate in outside recess. Therefore, students should dress according to the weather forecast, including coats, hats, gloves, boots, etc. On days of inclement weather, there will be inside recess. Students who need to be excused for an extended time from recess will need a written recommendation from the doctor. **Students will go outside when the weather gets cold so please dress them appropriately.**

School Counselors

School counselors are available at Rossford Elementary school to guide students toward success in the areas of academic achievement, personal and social development and college and career awareness.

School counselors work to develop school-based guidance and counseling programs that best meet the needs of students at their schools. Guidance and counseling services are generally provided through classroom guidance and small group lessons emphasizing academic excellence, relationships, peer pressure, bully prevention and virtues. School counselors also coordinate services with other campus professionals, elementary crisis counselors and community resource personnel to meet the needs of students at risk. All school counselors abide by the state professional code of ethics. Guidance and counseling services are available to any student unless specifically prohibited by written request from a parent or legal guardian. Parents and legal guardians with any questions regarding guidance and counseling services or guidance curriculum are encouraged to contact the school guidance counselor's office. Our school counselors are: Mrs. Lauren Harrison, Mrs. Kellie Kelly, and Miss Rianna Rydman.

School Hours

Preschool sessions begin promptly at 9:00 a.m. and 1:00 p.m. and end at 11:30 a.m. or 3:30 p.m. for the students. Doors open for students at 8:45 a.m. and 12:45 p.m. The office hours are from 8:00 a.m. until 4:00 p.m. A detailed daily schedule can be obtained from your child's teacher.

School Parties

Class parties are a pleasurable experience for children and an important phase of elementary life. They afford students, teachers and room parents opportunities to cooperatively plan and conduct a learning and social function. Class parties promote proper manners and graces required for social development. They develop a sense of unity by cooperative class planning.

· Two school parties are typically scheduled each school year. They are scheduled for Halloween and Valentine's Day.

· The preschool teachers will reach out to parents in order to schedule volunteers.

Snacks

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

Sound health, safety and nutritional practices are emphasized. Good nutrition is discussed with children both during snack time and as a separate classroom unit. Families are encouraged to share favorite

snacks, during holiday celebrations and birthdays, reflecting their cultural heritage. Activities are developed to encourage awareness of safety at home, school, and the community. Teachers talk about good health practices such as washing hands, brushing teeth, getting regular exercise and enough rest. They discuss visits to the doctor and dentist.

Student Dress Code

Since your child may be involved in "messy" activities such as painting and sand play, it is suggested that you dress your child appropriately for these activities at school.

Supplies

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

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

Note: A more complete and current supply list can be found on the school website, www.rossfordschools.org or you can wait to receive a paper copy during our open house in the fall.

Title I

Rossford Elementary School is a school-wide Title 1 building. Title 1 is a Federal aid program through which Ohio school districts receive funding to provide supplemental instruction for those students who qualify. The allocation of funds for each school district is based on a legislative formula dependent upon the distribution of low-income children and state per-pupil expenditures. However, Title I services are provided for all children who qualify as needing assistance regardless of income. Focused assessment throughout the school year provides an ongoing record of student progress, which enables classroom teachers and academic intervention assistants to provide interventions to meet the specific needs of each child.

Toys, Cards, Etc.

Toys and any types of cards (E.g. Pokémon) are not permitted at school or on the school bus. The school will not assume the responsibility for their loss or damage, and the principal may confiscate the items and disciplinary actions may be taken if they are seen during the school day. Items will be returned to parents/guardians only.

Transitions and Transition Plans

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

A. Transition Plan for New and Current Students:

Students and parents are introduced to staff members before the student begins attending the program/classroom. A tour of the classroom and pick up and drop off locations is offered to parents. If there is a concern about the student not handling the transition into preschool well, a plan can be developed to introduce them to the program in a staggered manner. This can include but is not limited to: the parent and child attending the program during school hours together, the student attending a shortened day until they are comfortable with the staff and routine, and the student attending less than full time until they are comfortable with staff, routine, and schedule. In the event that a student transitions to a different preschool classroom from one year to the next within the district, the teachers will work together to establish rapport with both the student and the families, and a transition plan will be developed with stakeholder input.

B. Transition Plan for Students Leaving the District or Attending another Program:

If the teachers and student are given notification, the student and staff will have time to say their good byes, gather the student's supplies and provide the parents with any necessary records helpful for the students' success. Teachers will be available to discuss information with the receiving district or classroom with permission from the parent. Our staff will work with families to ensure the student's needs are met and supports are in place as appropriate to ensure a successful transition.

C. Transition Plan for Students Going to Kindergarten

A unique aspect of the Rossford Preschool Program is the creation of a seamless transition between preschool and school-age programming. Specific effort has been made to create a preschool program that is an integral part of the Rossford School District. As much as is possible, Related Service personnel follow the children from preschool into school-age programming as well. Preschool teachers collaborate with primary teachers in writing curriculum, sharing ideas, and supporting children. The curriculum of the preschool program is consistent with school-age as is reflected in the preschool to grade twelve curriculum adoptions by the Board of Education. Curriculum at all levels is aligned with Ohio's Early Learning and Development Standards. The preschool team collaborates closely with the school-age team during the transition process. Parents know that their child will be closely monitored

by the professionals familiar to them as they enter elementary school.

Transportation / School Bus Rules of Conduct

Students eligible for transportation are assigned a specific bus route. Bus change requests cannot be approved, unless it is an emergency and a seat is available. Students who are riding to and from school or who are on school-related field trips on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

Rules of conduct for student bus passengers are basic and are necessary for safe operation. It is the responsibility of the custodial parent/guardian to supervise the student at the bus stop. Students should wait until the bus comes to a complete stop before entering the street and, if the bus and students are on opposite sides of the street, students wait until a signal from the driver is given indicating that it is safe to cross.

The bus driver has the authority, granted by the Ohio Legislature, to require student riders to sit in assigned seats, appoint school bus stewards, or use any other classroom techniques of maintaining order and discipline on the bus.

A. School Bus Rules of Conduct

Rules of conduct for student bus passengers are basic and are necessary for safe operation. **It is required that preschool students be under the direct supervision of their parent/guardian at a bus stop.** Students should wait until the bus comes to a complete stop before entering the street and, if the bus and students are on opposite sides of the street, students wait until a signal from the driver is given indicating that it is safe to cross. The bus driver has the authority, granted by the Ohio Legislature, to require student riders to sit in assigned seats, appoint school bus stewards, or use any other classroom techniques of maintaining order and discipline on the bus.

Video Surveillance and Electronic Monitoring

In order to protect Board of Education property, promote security and protect the health, welfare and safety of students, staff and visitors, the Board authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and

criminal proceedings). The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Video surveillance/electronic monitoring systems serve to complement other means being employed in the District to promote and foster a safe and secure teaching and learning environment for students and staff.

Visitors

Visitors, particularly parents/guardians, are welcome at school. In order to properly monitor the safety of students and staff, **each visitor must report to the main office and show a state-issued picture I.D. upon entering the school to obtain a pass**. If a person wishes to meet with a member of the staff, he/she should call for an appointment prior to coming to the school in order to schedule a time that is suitable for everyone. However, any parent/guardian shall be permitted unlimited access to the school during its hours of operation to contact his/her child, evaluate the care provided by the program, the premises, or for other purposes approved by the supervisor. Shadowing of another student is prohibited.

We are so pleased to have your family as a part of our Rossford Elementary family! This handbook is just one of many opportunities for communication between the school and families. There are many options for parents and guardians to become involved in your child's education. You are encouraged to contact your school's administration and faculty whenever you have questions, comments or concerns. We're here for you!

Best wishes for a great school year!

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School Rossford Elementary School Preschool Program

Permissions Page

Please Print

Parent/Guardian

Student

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

Parent/Guardian Signature Student Signature

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

Parent/Guardian Signature Student Signature

Technology Agreement

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

Student Signature

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

Parent/Guardian Signature

Photo and Videotaping Agreement

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

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

Parent/Guardian Signature Date

Directory information can be given to any person or organization for non-profit making purposes when requested, **unless the parents/guardians of the student restrict the information