



# **Jonathan Alder Preschool Parent Handbook**

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**Becky Krall, Director of Student Services**  
9200 US Route 42 S Plain City, OH 43064  
Office: 614-873-8617 Fax: 614-873-8462

## **PRESCHOOL STAFF**

### **Plain City Preschool**

580 S. Chillicothe St. Plain City, OH 43064  
614-873-4608 Fax: 614-873-2559  
Jennifer Bailey, Early Childhood Intervention Specialist  
Margie Emery, Paraprofessional

### **Monroe Preschool**

5000 US Rt. 38 London, OH 43040  
614-873-8503 Fax: 614-873-0685  
Erin Priday, Early Childhood Intervention Specialist  
Jessica Trimble, Paraprofessional

## **RELATED SERVICES STAFF**

Kim Barrett- Occupational Therapist  
Chasity Gregorek- Adapted Physical Education Instructor  
Julie Fogt- Speech-Language Pathologist/Plain City  
Leslie Robinson- Speech-Language Pathologist/Monroe  
Heather Embry - Physical Therapist

## **TRANSPORTATION 614-873-4642**

## **JONATHAN ALDER BOARD OF EDUCATION**

Steve Votaw, President  
Chris Blacka, Vice President  
Erica Detweiler  
Bill McCartney  
Sonia Walker

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## INFORMATION

1. PLAIN CITY ELEMENTARY: 614-873-4608

MONROE ELEMENTARY: 614-873-8503

**Absences:** The regular attendance of each child is very important for the proper educational growth of the child. If a child must be absent from school, the procedures need to be followed:

If your child is sick, please call the preschool in the morning to let the elementary staff know. Please inform school staff of your child's name; your child's preschool class session (AM or PM); the reason for your child's absence. If your child rides the bus, please call the bus garage to let the driver know that your child will not need transportation that day. **The bus garage number is 873-8419.** Remember that a child must remain at home for 24 hours after carrying a fever, vomiting, and/or having diarrhea. Our goal is to keep all children and teachers healthy. This is a district policy. If your child becomes sick at school, we will first try to contact the parents and then contact additional people/numbers from the child's emergency list.

**Attendance:** Tardiness is recorded when a child arrives at 8:45 or later (morning) or 12:45 or later (afternoon). Absence or being tardy is recorded on your child's attendance record. Absences do count against the Jonathan Alder Report Card. Consistent attendance is necessary - your cooperation is appreciated.

### 2. ARRIVAL AND DISMISSAL

Children should arrive at the time classes are scheduled to begin. It is also essential that parents/caregivers promptly pick up their child at the scheduled dismissal time. Parents are not allowed in the building. They must deliver their children to the designated preschool doors. If parents come in, they will need a blue sticker. Please do not leave any child unattended in your vehicle and please do not leave your car running in the parking lot.

- Parents are required to sign their child in on the sign-in notebook at the door. Parents are asked to wait outside for the teacher to bring the children out at dismissal.
- A child may not be released to a sibling who is under the age of 18.
- Children should be picked up promptly at dismissal times. Please notify the school if you will be late or need to pick up your child early.
- Children will not be released to a person other than the parent/guardian/adult who is listed on the Emergency Information and Medical Authorization form without written authorization from the parent.
- Photo ID may be requested of an individual other than the parent/guardian picking up child unless the staff knows the individual.
- Please hold your child's hand to ensure safety as you leave the building due to the congested nature of the school parking areas.

### 3. TRANSPORTATION (AFTER ARRIVAL AND DISMISSAL)

If your child is transported to the school on a bus, the transportation office must be notified when your child will not be riding the bus. **Misti Albanese 614-873-4635. If she is not available, you must call your school secretary. Monroe 614-873-8503 Plain City 614-873-4608.**

Please be ready to board the bus within 10 minutes of the pick-up time and that parents are home at least 15 minutes before your child's arrival at home. No child will be left at home without supervision. If you are not at home when the bus arrives, the child will be returned to school. The parents are then responsible for picking up their child from the preschool classroom. *While riding a bus, your child will be expected to follow all applicable bus rules, according to the school districts' guidelines.*

### 4. STUDENT DRESS AND OUTDOOR PLAY

*Dress your child for work and a child's work is play!*

We have a very active day at school. Please dress your child in washable clothing. If your daughter wants to wear a dress/skirt, please have her wear shorts underneath. Shorts can be worn when the temperature is predicted to be 70 degrees or higher. No tank tops, muscle shirts or mid-riffs should be worn to school per the JA policy. Shoe safety needs to be taken into consideration; tennis shoes are mandatory at all times for

student's safety during preschool throughout the entire school year. Our Elementary Schools prohibits sandals or flip-flops. A change of clothing left at school is important in the case of accidents or messes. Please replace these clothing items as needed and ensure that clothing is of the proper size and appropriate for the current weather conditions. Please label all clothing using a permanent marker.

Preschool activities will include outdoor physical activities throughout the entire school year. Children will go outside unless it is raining, extremely wet and/or muddy, if the temperature is approximately 30 degrees or below, or when the wind chill is 20 degrees or below. Outside playtimes will be kept at a reasonable length of time during cold winter days.

## 5. NUTRITION

### SNACK

Good nutrition is important for learning. Snack lists that are completed with the Jonathan Alder Preschool reflect this understanding. Nutritious snacks will be provided during both morning and afternoon sessions. We are required to serve foods with Vitamin C daily and Vitamin A three times a week. Parents may be asked to supply a specific food item approximately one time each month according to the pre-determined snack list. Teachers may ask that the children taste everything that is served unless he/she is allergic to the food. **Please make sure that teachers are aware of any food allergies.** Our staff makes a concerted effort to provide students with a nutritious, healthful snack on a daily basis. Parents can only send a healthy alternate snack if their child has an allergy. You may want to stockpile those alternate snacks so that they are always available. Parents may also provide a special snack in celebration of their child's birthday or if the teacher recognizes each child as the "Child of the Week". Informing your child's teacher of your intentions to supply food/drink items in advance would be appreciated.

### LUNCH

Your "Little Settler" will be offered a school lunch for \$3.00 or they may pack and buy milk for 65¢. Morning class lunch is 11:10-11:30 and afternoon class lunch is 12:30-12:50. Applications for [Free and Reduced Lunches](#) are available to families and will be sent home. Children who are enrolled in Head Start and/or having an IEP will not need to pay for lunch. Families will be asked to communicate intentions to buy a day ahead so the cafeteria will be sure to have enough lunches for all children who desire a lunch. The menu is sent home monthly and is also available on the district website. [www.alder.k12.oh.us](http://www.alder.k12.oh.us)

## 6. TUITION

**TUITION FEES FOR HALF-DAY PRESCHOOL ARE ESTABLISHED BY JONATHAN ALDER LOCAL SCHOOL DISTRICT.**

The following are the policies regarding fees and payments:

- Tuition: \$200.00 per month
- \$100.00 per month - reduced fee based on family income/poverty guidelines. Must provide proof of income (examples: 3 months of pay stubs, bank statements, last year's federal tax return, W-2 and/or 1099)
- Tuition is based on the family's gross income and is to be paid in **9 equal payments (August-April) by the 25<sup>th</sup> of each month prior to the month of attendance** (i.e. September's tuition is due August 25<sup>th</sup>, October's tuition is due September 25<sup>th</sup>, etc.)
- Failure to make scheduled payments will result in dismissal of the child from preschool until the account is paid in full, given that a space is still available.
- Payments can be made by mail or a direct check from your bank. It can also be paid through Meal Pay. Please make checks payable to Jonathan Alder Local Schools 9200 US Rt. 42 S Plain City, OH 43064.
- **DO NOT SEND TUITION PAYMENT WITH YOUR CHILD.**
- Tuition will be charged on a full time basis. There are no reductions for absences.
- Fees are waived for children who attend special education preschool classes and have an Individualized Education Program (IEP). This is in accordance with provisions specified in Rules

for the Education of Preschool Children with Disabilities Served by the Public Schools (Ohio Administration Fees are also waived for Children enrolled in Head Start Services).

## **7. SUPPLIES**

In addition to an extra set of clothes, each child needs to bring a book bag that is at least 14"x 16" so that it can hold a folder. Families may be asked to donate specific school supplies at the beginning of the school year. However, if this poses financial difficulties to any family, it is not necessary to supply materials.

## **8. REQUIRED STUDENT INFORMATION**

The following information must be on file for each preschool child:

- Current physical examination completed by a physician, physician's assistant, specialist, clinical nurse or certified nurse
- Current dental examination
- A medical emergency authorization form completed by the parent(s)/guardian(s)
- Immunization records
- Authorization and written instructions from a physician to administer prescription medication (as necessary),
- History of any medical circumstances/medical precautions that must be taken in the daily care of the student,
- Parent consent statements re: classroom information release, videotaping/photographing, and field trip release
- Student information form
- Copy of certified birth certificate
- Copy of social security card
- Proof of residency
- Proof of income-i.e. most recent W2 form or recent pay stub
- Copy of current legal custody/visitation documentation (if warranted)

## **9. COMMUNICATIONS**

School-to-home and home-to-school communication is important. Jonathan Alder Local Schools are committed to communicating with parents as often as possible. Teachers will communicate in a variety of ways:

- Home/school notebooks, notes and phone contacts,
- Weekly classroom schedules for parents,
- One parent/teachers conferences per year unless additional requested by the teacher. Head Start students get two mandatory conferences (this is in addition to IEP meetings).
- Monthly event calendars and preschool information,
- Home visits - Students enrolled in Head Start will require two (2) home visits.
- Information regarding community resources and parent education opportunities.

## **10. MEDICAL EMERGENCY/INJURY**

If a medical emergency occurs, staff will follow these procedures:

- Parents will be contacted immediately unless the situation is life threatening. In this case, EMS will be called before attempting to reach the parent(s). If an injury is not life threatening, parents will be informed first. An incident report will be completed and sent home for the parents' review. Each teacher that summarizes any injuries that have occurred within each classroom will complete an incident/injury log.
- If efforts to reach the parents are unsuccessful, instructions from the child's emergency medical form will be followed.
- The school health provider is responsible for educating direct staff, parents/guardians, and the notification of others regarding specific medical issues, if indicated.

## 11. ILLNESS

It is important to maintain a healthy school environment. When children become ill, parents will be contacted to take the child home. Your child is to be kept home if the following symptoms/illnesses are present at school:

- Frequent and/or heavy sneezing, coughing or nasal drainage,
- Flu or chills,
- Fever over 100 degrees orally,
- Nausea, vomiting or diarrhea,
- Eye infection (excessive redness or tearing),
- Unexplained swelling or bleeding,
- Untreated infected skin patches such as impetigo, ringworm or undiagnosed rashes,
- Head lice or scabies
- Stiff neck,
- Unusually dark urine/gray or white stool.

Children, who have any communicable disease conditions, as recommended by the Ohio Department of Health, must be kept home. Please notify the school of the illness of your child, especially when your child has a contagious condition, so that parents of children who may have been exposed to the condition can be notified. Children who have been hospitalized must submit a doctor's release when returning to school.

## 12. PRECAUTIONS FOR PERSONS WITH COMMUNICABLE/NUISANCE DISEASES

Persons with communicable/nuisance diseases will be referred for further evaluation/treatment, and/or excluded from school. Examples of communicable/nuisance diseases are: chicken pox, rubella, hepatitis A & B, impetigo, head lice, measles, meningitis, mumps, ringworm, scabies, scarlet fever, sexually transmitted diseases and whooping cough.

Additional guidelines may be found in "Communicable Diseases Rules" from the Ohio Dept. of Health, and "Report of Committee of Infectious Diseases" from the American Academy of Pediatrics. The person may return to the facility upon discretion of the building/school nurse or with a written doctor's statement, if the nurse deems necessary.

## 13. PRECAUTIONS FOR PERSONS WITH AIRBORNE DISEASES

When a student is suspected to have a disease transmitted in whole or in part by the airborne route, the department head or principal may exclude this student until a physicians' release statement has been obtained.

Example of airborne diseases: chicken pox, epiglottitis, rubella, meningitis, mumps, pertussis, rubella, and tuberculosis.

## 14. MEDICATIONS

Prescribed and over-the-counter medications should be given at home whenever possible medications can be given at school if a [Physicians' Request for Medication Administration by School Personnel form](#) is signed by the PRESCRIBING PHYSICIAN and the parent as well as the [Asthma Inhalers or Epinephrine Autoinjectors](#). The medication MUST be provided IN THE PRESCRIPTION BOTTLE provided by the pharmacy indicating the child's name, medication name, dosage, time to be given and physician's name. If your child's medication changes, a new physician's order is required. All medication order forms must be re-signed by the physician yearly; law mandates these conditions. The building/school nurse (employed by the school district), or designee will be not able to dispense any medications (prescription or over-the-counter) unless the physician's request is signed. A copy of the form is at the end of this handbook. Additional copies may be obtained from your child's teacher or the school office. **MEDICATION SENT TO SCHOOL MUST BE DELIVERED TO THE TEACHER IN PERSON, NOT LEFT WITH THE CHILD OR IN THE BOOK BAG.**

## **15. RETURN TO PRESCHOOL RELEASE**

The purpose of requiring a Physician's release to return to preschool is to assist in providing better care for the participant, in a safe environment, specific to his/her needs.

- A release is required after any of the following:
- Hospital admission.
- Incidents at home that required sutures, casting, medication change, or other treatment by a physician or dentist.
- Infectious disease.
- After a child was dismissed from school for medical reasons, with specific purpose to seek medical evaluation/treatment.

The physician should be requested to complete the release form in its entirety and to be specific in regard to the degree and duration of any restrictions noted.

## **16. FIELD TRIPS**

- Field trips are planned to enhance classroom and learning experiences. They require careful planning to ensure that all children, regardless of age, developmental level or special needs, may enjoy and benefit from the experience. Parents will be informed of the time, place, transportation arrangements and learning opportunities prior to a planned field trip.
- Field trip participation is at the discretion of parents. Permission forms requiring parent consent must be signed. If your child does not participate, regular preschool programming will not be available for your child that day.

## **17. SAFETY**

The policies of the Jonathan Alder Preschool ensure the safety of children as follows:

- Children will be supervised by a staff member at all times through the day.
- At dismissal, a staff member will release children only to parents or persons designated by the parents.
- A fire, tornado and school safety plan are posted in each classroom.
- Children will practice monthly fire drills as well as frequent tornado and school safety drills.
- At least one staff member trained in first aid will be available at all times.
- An incident report will be completed and given to parent(s)/guardian(s) any time a child is injured.
- State law requires staff to report all suspected incidents of child abuse or neglect to the Department of Job and Family Services.

## **18. CONCEALED WEAPONS POLICY**

No person, even if licensed, is authorized to carry a weapon on the premises of any school facility or any school activity.

## **19. VISITING THE SCHOOL**

Parents are always welcome to visit the school, but **MUST** adhere to all school visitor policies. Please make needed arrangements for visits in advance with your child's teachers.

## **20. PARENT PARTICIPATION**

Parent participation in early childhood programs is critical to ensuring successful transitions between home and school. Jonathan Alder Preschool acknowledges families and parents as critical components of a young child's education and is committed to family involvement and responding to the needs of families. At the discretion of the preschool supervisor and staff members, a BCI check may be required depending on the intensity/frequency of a parent's participation. Parent participation can take many forms, such as:

- Becoming actively involved in influencing preschool direction.
- Communicating on a regular basis with your child's teacher.
- Visiting and observing in the classroom.
  - ~Parents are welcome to visit, however, please contact the teacher prior to making a visit.
  - ~If you wish to discuss your child specifically, please call your teacher to make an appointment.

- Reviewing and responding to teacher notes sent home in the home/school notebooks.
- Joining your child in play activities that can promote learning.
- Participating at parent-teacher conferences and meetings.
- Attending parent education programs.
- Sharing a special talent, interest or experience with your child's class.
- Assisting with class field trips and special events.
- Using resources, such as books, journals, audio/visual tapes and other materials your child's teacher may have available for review.
- Participating in community activities that relate to young children and families.
- Sharing information with others about the importance of early childhood programs that are developmentally appropriate.
- Volunteering in a classroom.
- Introducing literacy-enhancing materials with your child.
- Using home activities recommended by your child's teacher or therapist.

## 21. HEALTH/HYGIENE

Jonathan Alder Preschool incorporates health and hygiene education with other program activities. Good hygiene practices are embedded in preparation and clean-up activities before and after snack or meal times and toileting. Staff model and provide instruction designed to help children learn the importance of washing their hands, covering their mouth when sneezing or coughing and keeping their clothing and personal belongings clean.

## 22. BEHAVIOR MANAGEMENT/DISCIPLINE POLICY

Any Jonathan Alder Preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

The staff employed by Jonathan Alder Preschool believes discipline is learning to have self-control. It includes sensitivity, compassion, and caring on the teacher's part. It means setting limits and boundaries for security, safety, and group interaction. We recognize the important role self-esteem plays in this process and respect the emotional needs and feelings of children in behavior management strategies. Staff members will help children find constructive ways to resolve their conflicts. Teachers will treat students with respect using positive and supportive language. A warm, safe, and secure learning environment is always emphasized. Physical punishment of any kind is strictly forbidden.

Strategies to use to prevent a problem situation:

- ~Pre-teaching expected behaviors and routines clearly, followed by consistent practice
- ~Organization of learning environment to promote smooth transitions
- ~Use of verbal/nonverbal cues and reminders as well as construction of visual behavior plan if needed
- ~Rewards and praise will be given at the teachers' discretion following appropriate behavior

Strategies to use when a problem situation occurs:

- ~Cueing and redirection
- ~Temporary distraction from the problem situation to refocus the child's attention
- ~Calming techniques, such as speaking softly to the child
- ~Separation from the problem situation, as appropriate for the child, if the child is hurting himself/herself or others
- ~Discussion of the problem situation with the child or children involved as appropriate to help generate possible solutions

Strategies to use after a problem situation have occurred:

- ~Praise and recognition for appropriate behavior and problem-solving
- ~Reinforcement of skills acquired during the problem-solving event for future use
- ~Redirection to the previous activity or to another activity

If behavior problems persist, parents will be contacted to review possible solutions and alternatives. If necessary, a behavior support plan will be developed by the parent(s) and the child's educational team. The behavior support plan requires a parent signature prior to implementation. Ongoing communication between staff and the parent(s) will occur to make any possible revisions to the behavior support plan that is necessary throughout the school year.

As outlined in the [Ohio Department of Education Preschool Licensing Rules 3301-37-19](#), the following behavior management guidelines will be observed:

1. 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.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by means other than holding a child for a short period of time, such as in a protective hug, so the child may gain 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/herself or his/her family or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate shame or frighten a child.
8. Discipline shall not include withholding food, rest or toilet use.
9. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability; and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

## 23. BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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

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

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

Harassment, intimidation, or bullying means:

- any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship.
- "Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

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

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

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

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

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

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

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

Deliberately making false reports about harassment, intimidation, and bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

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

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

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

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial

parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

#### **Complaints**

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

Students, parents/guardians, and school personnel may make informal or anonymous 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 complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (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 harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

#### **Privacy/Confidentiality**

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

#### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

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

#### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R. C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

#### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. This statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

#### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State and Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

R.C. 3313.666, 3313.667

## **24. SCHOOL CLOSING ANNOUNCEMENTS**

When weather conditions are such that driving may be hazardous, school may be canceled or delayed. Radio and television stations will also be contacted when school must be closed due to building emergencies. Tune into: TV channels 6, 10 and Radio channels 92, 95, 97, 610.

Jonathan Alder Schools rely on Instant Connect parent notification service to deliver staff and parent emergency notification messages. Registration for Instant Connect notifications can be completed easily by going to [www.alder.k12.oh.us](http://www.alder.k12.oh.us) > COMMUNITY > PARENTS/GUARDIANS > Click here to update your Instant Connect information > Register New User

If there is a 2-hour delay due to inclement weather, the morning preschool session will be canceled. If there is an early closure due to weather and depending on the time the early closure is called, there may be no afternoon classes.

## **25. COMPLIANCE REPORT**

The Ohio Department of Education conducts two on-site inspections of each program during the school year. A report is then generated that details the results of these inspections (which include any areas of non-compliance). It is the responsibility of each program to correct these areas of deficiency and report these efforts back to the Ohio Department of Education.

A copy of the most recent compliance report must be posted adjacent to the Program's Operating License. These important documents are available for your review in your child's classroom. Please ask a staff member to help you if you are interested in reviewing these documents. The Jonathan Alder Preschool program (Plain City Elementary classroom and Monroe Elementary classroom) has been found to be in compliance with all state/federal guidelines and practices.

## **26. PROCEDURES FOR FILING A COMPLAINT**

It is Jonathan Alder Preschool's desire to maintain open lines of communication with each family who has a child enrolled in the program. Therefore, it is hoped that any comments, concerns or issues will first be addressed with your child's teacher. You may also speak with Jennifer Koran, Director of Special Services at 614-873-8617.

An Ombudsman, however, is employed by the Ohio Department of Education. The duties of the Ombudsman are to listen to any complaints parents wish to make about a preschool program. Each complaint is investigated and acted upon as deemed appropriate. The Ombudsman may be reached at 614-466-0224. This phone number is also listed on the Operating License for your review in your child's classroom. An additional helpful phone number is the Ohio Coalition for the Education of Children with Disabilities. The phone number for this office is 1-800-374-2806.

## **27. MODEL NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the rights to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers **FERPA is:**

*Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605*

## **28. SPECIAL EDUCATION STUDENT/PARENTS RIGHTS**

Parents of a child receiving Special Education Services have many rights concerning the evaluation, placement and IEP development for their child. The following are a list of some of those rights:

1. Right to deny permission for any proposed evaluation activities.
2. Right to review and inspect all records upon which educational decisions are made, to obtain a copy of such records at the actual cost of copying, and to request amendments to be made in the data.
3. Right to diagnostic medical evaluations (limited to evaluations necessary to determine eligibility for special education and related services) at no cost to the parents.
4. Right to obtain an independent evaluation of the child at your own expense, or arranged by the school, at public expense, and to introduce such information into the child's record. Upon request, independent evaluation sources will be provided to the parent.
5. Right to present complaints with respect to the evaluation or educational placement of the child, or the provision of special education, to the superintendent of the school district in which the child resides.
6. Right to due process procedures to resolve conflicts including:
  - a. *Case conference-an informal meeting.*
  - b. *Administrative Review-a more formal review conducted by the superintendent.*
  - c. *Impartial Hearing-a formal procedure conducted by an Impartial Hearing Officer who will consider written and oral evidence, make available a verbatim record of the proceedings and issue a written decision.*
7. Right to be fully informed, in writing and oral form, of all proposed evaluation, placement and periodic review activities and decisions in the native language of the home.
8. Right to obtain a description of the kinds and number of facilities, program options, services, and personnel provided handicapped children by the school district or other education agency.
9. Right to have a conference (or communicate in other ways) with any person participating in educational decisions during the evaluation, placement, and/or periodic review process.

Due Process Procedures are available through each school district. Each parent of a child or an IEP must receive a copy of "Whose IDEA Is This?" a resource guide for parents. If you do not have a copy, please contact your child's teacher or the preschool supervisor.

**29. ACCESSIBLE PROGRAM AND FACILITIES**

No qualified student shall be denied access to, participation in, or benefits of any appropriate treatment, program or activity because of race, color, national origin, religion, sex, age, or handicap, or due to a failure on the part of the agency to provide equal opportunities or accessible facilities.

**30. NON-DISCRIMINATION POLICY FOR STUDENT SERVICES**

It is the policy of the Jonathan Alder Preschool to provide services and opportunities to all eligible students equally, without regard to race, color, national origin, religion, age, sex, or handicap, in accordance with the determined needs of the individual. There is no distinction made in determining eligibility for or in the manner of providing services because of race, color, national origin, religion, age, sex, or handicap. All persons and organizations having occasion to refer or recommend clients to this facility are advised to do so without regard to the student's race, color, national origin, religion, age, sex, or handicap. Any student, parent, guardian, or advocate who believes that a student has been treated in a discriminatory manner, may make a verbal or written complaint of discrimination to the preschool supervisor.