

# **New Miami Elementary Preschool**



## **Parent Handbook**

**2025-2026**

**New Miami Elementary**

**606 Seven Mile Avenue**

**Hamilton, Ohio 45011**

**(513) 896-7153**

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# **BELIEFS**

## **We Believe**

The first five years of a child's life set the foundation for future success in school and life. Every student and family is treated with an individualized approach to address their needs and create a thriving school based community. Each student is immersed in a play based learning environment that supports social emotional, academic, adaptive and physical development. Families are active participants in their child's education by partnering with teachers and other school staff to work toward a common goal to help students reach their full potential.

## **Mission**

Engage in the community, discover the unique qualities of every student, and learn through quality instruction.

## **Vision**

New Miami Local School will cultivate success by empowering students to engage, discover and learn through challenging and innovative opportunities.

Be Present • Be Prepared • Be Resourceful • Be Respectful

## **Staff and Contact Information**

### **Preschool Administrator:**

**David Wright** (513) 896-7153 ext. 1002 [dwright@new-miami.k12.oh.us](mailto:dwright@new-miami.k12.oh.us)

### **Preschool Teachers:**

**Kate Huffman** (513) 896-7153 ext. 1103 [khuffman@new-miami.k12.oh.us](mailto:khuffman@new-miami.k12.oh.us)  
Early Childhood Education  
Program Ages 3-5

**Alyssa Rison** (513) 896-7153 ext. 1102 [alrison@new-miami.k12.oh.us](mailto:alrison@new-miami.k12.oh.us)  
Intervention Specialist

### **Preschool Teacher Assistants:**

**Angela Garrison** (513) 896-7153 ext. 1101 [agarrison@new-miami.k12.oh.us](mailto:agarrison@new-miami.k12.oh.us)  
**Jai'lyn Benson Isaacs** (513) 896-7153 ext. 1103 [jisaacs@new-miami.k12.oh.us](mailto:jisaacs@new-miami.k12.oh.us)

## **Hours of Operation**

### **A.M. Class:**

Monday through Thursday 8:20 a.m. to 12:00 p.m.

### **P.M. Class:**

Monday through Thursday 12:30 p.m. to 3:50 p.m.

**Morning session** parents must drop off their children at New Miami Elementary at the front door to the left side of the main doors. Parents may park in the small lot closest to the playground. Parents must accompany their child to the door. Dismissal time for the morning session is 11:50 a.m., students may be picked up by driving around the circle at dismissal.

**Afternoon session** parents must drop off their children at New Miami Elementary at the front door to the left side of the main doors. Parents may park in the small lot closest to the playground. Parents must accompany their child to the door and sign them in. Dismissal time for the afternoon session is 3:45. Preschool students will be dismissed through the car line with all other students and parents will sign students out for pickup in the car line.

Students dropped off after 8:45 (for the A.M.) or 12:30 (for the P.M.) will be considered tardy. After these times, you will need to enter through the school's main entrance and sign in at the

Welcome Center. Excessive tardiness on the part of the parent will cause consideration for removal of the child from the program. Please call if an emergency arises.

## **Transportation**

Preschool students that live in the district have the opportunity to ride the bus. Please complete and return a transportation form to the office for service to be arranged. For both morning preschool and afternoon students bus transportation will be provided both to and from school.

## **Calamity Days**

In the event that New Miami Local School District is on a **2 hour delay** due to inclement weather, the **A.M. preschool** class will be **closed**, and the **P.M. preschool** will stay open at the regularly scheduled time.

In the event that New Miami Local School District is closed due to inclement weather, both the A.M. and P.M. preschool sessions will be closed. The classes that are missed may be made up in April on Fridays. More information will be provided by the preschool teachers in the event of makeup days.

Parents can be notified about calamity days by watching the local news, checking the school website, or by enrolling in the New Miami Elementary One Call System. The One Call System sends out a mass phone call to parents and teachers regarding calamity days and other pertinent information related to our program.

## **Licensing**

Our program is licensed to operate by the Ohio Department of Education. This license is posted in the elementary office for parent review. A toll-free telephone number is listed on the license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing preschool programs are available for review at the school upon request. The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted with the license in the elementary office for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request.

## **Non-Discrimination Policy**

Our preschool program will follow a non-discrimination practice with children and staff. There will be no preference toward or discrimination against any individual because of age, race, color, creed, gender, or disability.

## **Staff Requirements**

Each preschool staff member shall be at least 18 years of age and have a high school diploma or GED issued by the state board of education or comparable agency. Each employee shall have a medical statement, and a non-guilty/non-conviction statement on file. The director of the preschool program shall meet rule requirements for the position, and each lead teacher shall meet rule requirements for their position. All lead teachers are licensed by the Ohio Department of Education; and teacher assistants hold a paraprofessional permit from the Ohio Department of Education. Both Teachers and Teaching Assistants are required to obtain continuing education credits as part of the Step Up to Quality requirements.

## **The Early Learning Content Standards and Curriculum**

The New Miami Local School District early childhood program is based on *The Ohio Early Learning & Developmental Standards*. These standards contain essential concepts and skills that young children should know and be able to do at the end of their preschool experience.

We also use an online program called *Teaching Strategies GOLD*, to document and assess your child's growth. This program's standards are aligned with the *Ohio Early Learning & Developmental Standards*. Based on research, these achievable preschool and pre-kindergarten standards are relevant to all early learning experiences and are aligned to the K-12 common core standards. This results in a seamless continuum of learning for children pre-kindergarten through kindergarten and primary grades. Copies of the Ohio Department of Education's *Early Learning & Development Standards (Birth-5)* are available for parents to review in each classroom and online at [www.ode.state.oh.us](http://www.ode.state.oh.us).

## **Parent Teacher Conferences**

Each child is required to have a parent teacher conference before they can start New Miami Preschool's program. This is a way to ensure parents have access to teachers and teachers can have all of the appropriate information needed from parents. At the initial school year conference, teachers will go over ways to communicate, how the child will be transported to and from school, social emotional screening, developmental screenings and any other pertinent information to your child. Throughout the year your child will have a fall and spring conference. At these conferences you and your child's teacher will set education goals and goals for your child to complete at home. You will also go over your child's developmental progress since they started preschool.

## **Health and Developmental Screenings**

Each child is required to have an updated health form on file that is completed by a licensed physician, physician's assistant, clinical nurse specialist, or a certified nurse affirming that the child is in suitable condition for enrollment into the program prior to the date of admission or not later than thirty days after the date of admission, and 13 months from the date of the examination thereafter. Health record data will be kept in the student's file, used as a source of information includes, but is not limited to the following:

- Immunization record as required by section 3313.67 of the Ohio revised Code; Code. Children that do not have evidence of required immunizations will be excluded from preschool.
- Allergies and treatment for said allergies
- Medication, food supplements, modified diets, or fluoride supplements
- Chronic physical problems and history of hospitalization
- Any diseases that the child has had
- Name and address of the physician and dentist
- Permission for emergency medical and dental care
- Emergency transportation authorization

In the event of an emergency, the following procedures will be taken:

- Parents will be contacted immediately unless the situation is life threatening. In this case, 911 will be called before attempting to reach the parents.
- If efforts to reach the parents are unsuccessful, the faculty will follow instructions listed on the Emergency Medical Form.

In addition, children enrolled in our preschool program must receive a preschool screening within 60 days of enrollment. Your child will be screened by our preschool team to provide information concerning their developmental skills which include cognitive, motor, speech and language, and adaptive (independence) skills. We will share the results of their screening with parents to aid in planning for future educational programming.

Within 30 days of the screening tool completion date, the classroom teacher will send a written communication to the child's family. This communication will clearly indicate the results of the screening tool and outline the subsequent steps in the developmental monitoring process.

Within 60 days of the completed screening tool, the results of the screening tool, along with the most recent relevant assessment data, will be shared with the family during a scheduled parent-teacher conference. This detailed explanation aims to ensure families are thoroughly

informed about their child's developmental progress and any identified needs. Classroom teams may provide families with referrals to relevant parent resources, medical professionals, behavioral health services, community support programs, or other specialized resources as deemed necessary based on the screening and assessment results.

## **Vaccination Requirements**

1. **DPT** (Diphtheria, Pertussis/Whooping cough, and Tetanus) Preschool - 4 doses  
DTaP, DTP, DT, or any combination.
2. **Polio** - 3 doses of OPV or IPV or any combination of OPV or IPV.
3. **MMR** ( Measles, Mumps, Rubella ) - 1 dose of MMR administered on or  
after the first birthday.
4. **Hib** (Haemophilus Influenzae Type b) - 3 or 4 doses depending on the  
vaccine type, the age when the child began the first dose, and the last dose must be after  
12 months or 1 dose if given on or after 15 months of age.
5. **Hep B** ( Hepatitis B ) - 3 doses of Hepatitis B.  
The last dose in the series (third or fourth dose) must not be administered before age  
24 weeks

***Immunizations may be given by your family physician or at the BCHD vaccination clinic (APPOINTMENT ONLY):***

***Butler County Health Department vaccination clinic at 301 South Third Street Hamilton, Ohio 45011 Phone: (513) 887-5253***

***Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance by a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the district nurse.***

## **Release of Children**

No child will be released to anyone other than the parent, guardian, or those named on the Emergency Medical Form. Photo identification of the pick up person will be required.



We will not knowingly release any child to a parent, guardian, or other pick up person who we feel is under the influence of drugs or alcohol. We will contact the other parent, or pick up person listed on the release form.

In the event that a child has not been picked up by dismissal time an attempt will be made to contact pick up persons on the Emergency Medical form. If contact cannot be made within a reasonable amount of time, the police department will be notified.

## **Parent Involvement**

Parents are always welcome in our preschool program. The parents or guardians of a child enrolled in our preschool program shall be permitted access to the classroom during its hours of operation for the purposes of contacting their children, evaluating the programs, or evaluating the premises. Upon entering the premises, the custodial parent or guardian shall sign in at the Welcome Center. Parents who need assistance with problems or complaints should first contact their child's teacher. If the issue is not resolved, please call the Preschool Administrator.

Parent involvement is a vital component of a child's school experience. Parent involvement and participation in their child's program is encouraged and supported. Parents are invited to attend parent/teacher conferences, student meetings, and parent education opportunities. Parent teacher conferences will be held in the fall and in the spring. Parents are encouraged to call or email staff to discuss their child's needs and progress.

## **Report of Child Illness or Other Absence/Tardiness**

If your child is sick or will be missing school for any reason, please call the Welcome Center to report the absence. If your child has a specific illness that is contagious (i.e. lice, pink eye, strep throat, etc.), please let your child's teacher know so that we can put out a Health Alert to limit the spread of the illness.

If you need to pick up your child up early for an appointment, tell the staff in advance so your child is ready when you arrive.

Excessive absences, more than 7 absences without a doctor's excuse, may cause your child to be removed from the preschool program.

### **Withdrawal:**

If a parent wishes to withdraw a child from the program, please notify the preschool teacher in writing. The day that the teacher receives this written notification will be considered the date of withdrawal.

## **Application Process**

The Program is required by state licensing regulations to obtain a variety of enrollment, health information and signed consent forms prior to enrollment. Children may attend only after all necessary and required forms are completed. A child must be four years old prior to August 1 and must be toilet trained. First priority will be given to children living within the New Miami Local School District. Three year olds may be considered for available preschool slots.

Applications are accepted on a first come first served basis, with first priority given to income eligible students and families. Income eligibility is determined by the federal poverty guidelines, shown below.

## **Tuition**

The cost for preschool at the New Miami Early Childhood program will vary depending on family income. Anyone at or below 100% attends free. *A sliding fee schedule may apply.*

Checks written to the school should be made payable to the New Miami Board of Education. Please note your child's name in the memo section of the check. Your cooperation in this matter will be appreciated.

<b><u>2022 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA</u></b>	
<b><u>Persons in family/household</u></b>	<b><u>Poverty guideline</u></b>
<b><u>1</u></b>	<b><u>\$13,590</u></b>
<b><u>2</u></b>	<b><u>\$20,440</u></b>
<b><u>3</u></b>	<b><u>\$25,820</u></b>

<b><u>4</u></b>	<b><u>\$31,200</u></b>
<b><u>5</u></b>	<b><u>\$36,580</u></b>
<b><u>6</u></b>	<b><u>\$41,960</u></b>
<b><u>7</u></b>	<b><u>\$47,340</u></b>
<b><u>8</u></b>	<b><u>\$52,720</u></b>
<b><u>For families/households with more than 8 persons, add \$5,550 for each additional person.</u></b>	

## **Health and Safety Policies**

1. No child shall ever be left unsupervised and teacher/child ratios shall be maintained.
2. Parents of a child enrolled in the program will be permitted access to the school during the hours of operation to contact his/her child; evaluate the care provided by the program, the premises, or for other purposes approved by the director.
3. The program shall follow the Child Day Care Communicable Disease Chart that is posted in each classroom.
4. A telephone is located in each classroom, and is immediately accessible at all times.
5. A monthly fire drill will be held at varying times each month. Students are taught the safe way to exit the school as rapidly as possible.
6. Tornado drills are held during tornado season. Students are taught to find the safest refuge in the school and are taught how to shield their bodies from possible harm.
7. A Lockdown drill will be held at least once a year. Students are taught to go to a safe area until an "all clear" signal is given.
8. A staff member trained in first aid and recognition of communicable diseases is available at all times.
9. A first aid kit is always on site and the school clinic aide and school nurse are available for administration of medications and medical emergencies.

# **Management of Communicable Disease and Isolation Procedures**

The following precautions shall be taken for children suspected of having a communicable disease:

- 1) The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness. If a child becomes ill at school, the parents will be contacted and will need to arrange prompt pickup of the ill child. **(Please keep the office informed if you have any changes in phone numbers that you have listed on the emergency medical form.)**
- 2) A child with any of the following signs or symptoms of illness should remain at home:
  - ❖ Diarrhea (more than one abnormally loose stool within a 24 hour period)
  - ❖ Severe coughing causing the child to become red or blue in the face
  - ❖ Coughing with a whooping sound
  - ❖ Difficult or rapid breathing
  - ❖ Yellowish skin or eyes
  - ❖ Conjunctivitis or drainage of the eyes
  - ❖ Temperature of 100 degrees F
  - ❖ Suspicious skin rashes
  - ❖ Unusually dark urine and/or grey or white stool
  - ❖ Stiff neck in combination with a headache
  - ❖ Evidence of lice, scabies, or other parasitic infection

If any of the above symptoms are observed at home, please keep your child home to help us stop the spread of disease by breaking the chain of infection.

A child with these symptoms must see a doctor immediately and may only return to school after obtaining the **doctor's permission to return to school**. Parent cooperation and understanding in this matter is appreciated.

A child with any of the following symptoms shall immediately be isolated from other children. These symptoms include: unusual spots or rashes, sore throat or difficulty swallowing, elevated temperature, or vomiting. Children who are isolated will lie on a cot in the school clinic and be monitored until the child's parent or guardian can pick up the child. When a child is identified as having a communicable disease, a health notice will be sent home to all parents in that child's class. The health notice will contain symptoms and treatments for the particular illness.

# **Notification of Exposure to Communicable Disease**

**Parents will be sent a Notice of Exposure to Communicable Disease Form when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, lice, etc. Parents of children who have been diagnosed with a communicable disease are strongly encouraged to call preschool staff or school nurse to inform them of their child's illness so that other parents can be notified. The child's name will be kept confidential. The Notice of Exposure to Communicable Disease Form will only include information about the communicable disease.**

## **Head Lice Policy**

If a case of lice is found in your child's classroom, you will be notified explaining characteristics and recommendations.

### **Head Lice Characteristics:**

#### **Common Symptoms**

Irritation and itching of the scalp; presence of small light gray insects and/or eggs or "nits", which are attached to the base of the hairs, especially at the nape of the neck and about the ears.

### **Incubation Period**

The eggs of lice hatch in about 8 to 12 days and sexual maturity is reached in approximately 2 weeks

### **Method of Spread**

Lice are spread person to person, or contact with clothing or headgear of an infected person.

### **Recommendations:**

1. When a student is found with head lice, all family members should be checked and treated if infested. NEVER TREAT CHILDREN UNDER THE AGE OF 2 YEARS WITHOUT FIRST CONSULTING YOUR PHYSICIAN.
2. Wash all bed linens and clothing worn within the last few days in hot water for 10 minutes. Vacuuming works best to remove lice and fallen hairs with attached nits from upholstered furniture, carpets, stuffed animals, car seats, coats, and book bags.
3. Use a medicated shampoo, especially formulated for head lice, which you acquire from your doctor or pharmacy. Both prescription and over-the-counter brands are available. It is important that treatment chemicals be APPLIED TO DRY HAIR in order to be effective. Please note that these

treatments are medicine, and should not be used more frequently than the label directions suggest. Also, treatments should not be used to prevent the infestation for which they are not effective.

4. Alternative treatment choices, such as Vaseline, mayonnaise (not salad dressing), or olive oil may be used. The oil acts by smothering the lice. Hair must be saturated with one of these products and covered with a shower cap and left overnight. It may be difficult to shampoo these alternative treatment products out of hair.
5. Shampoo thoroughly after using the treatment choice. Then dry hair completely before removing lice eggs or nits. Several nit removal combs and products are available at local stores, but nits are best removed by picking out by hand.
6. Check all family members at least once per week to prevent re-infestation.

**Children MAY NOT return to school until treated with an acceptable method and seen by the school nurse.** Children may come back to school after the first treatment. The nurse must examine the child before being admitted back into the classroom. Students will not be admitted without clear evidence of treatment. Children who have previously had head lice will be periodically re-examined to determine that treatment has been effective.

## **Readmission Policy**

Children who have been out ill may return to the program under the following conditions:

1. When they have been treated by prescription medication for 24 hours.
2. With a note from a physician or other medical professional stating that they are no longer contagious.
3. **When they are fever or symptom free for 24 hours without the aid of fever-reducing or other medication.**

## **Care of Mildly Ill Children**

“Mildly ill child” means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms of communicable disease specified above, or a child who does not feel well enough to participate in activities. For example, a mildly ill child may be excused from participation and allowed to rest within the classroom or other quiet location as long as the location is within the sight and hearing of an adult until he/she feels like returning to the group or until discharged to a parent or guardian.

## **Administration of Medication Policy**

Preschool staff will only administer prescription or non-prescription medication, food supplement, fluoride supplement, or modified diet if an Ohio Department of Education Request for the Administration of Prescription and Non-Prescription Medication form is filled out and signed by the child’s parent and physician. **For each new school year, these forms need to be**

**re-submitted and, as necessary, for new medications or changes in the medication order.**

These forms can be obtained from the school office.

**Medications:**

Ideally, the child attending preschool for a half day should take their medication at home before and/or after school. If this is not possible or if the child is prescribed a medication that is used “as needed” (i.e. asthma medication or Epi pen), then the process is as follows:

1. Completed and signed medication forms from Physician and parent/guardians are received and on file at school.
  - A. The parent/guardian must assume responsibility for the safe delivery of the medication to and from school. At no time is a medication to be transported by the child or in the child’s backpack.
  - B. The medication must be received in the original container with the prescription number, name of the medication, pharmacy name, address, and phone number, your child’s name, physician’s name and specific directions as to dosage and time dosage is to be administered.
  - C. For the medication to be discontinued, the preschool staff must receive written notification from the physician regarding all prescription medications or from the parent of non-prescription unless already directed on the original medication form.
2. If sunscreen is to be applied, the parent or legal guardian must sign a form, and the sunscreen must be in the original bottle and labeled with the child’s name.
3. The preschool personnel may administer a special diet after written instructions signed by a licensed physician are secured. The preschool shall also secure written signed instructions from the parent/guardian for any special diet. The special diet shall not be administered beyond the expiration date. If the special diet is to be continued then new instruction forms must be signed by the physician and parent/guardian and re-submitted to the preschool class. A physician’s statement is required to accompany the special diet/allergy instructions, except in the case of religious preference.

## **Parent Roster**

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

## **Outdoor Play**

Fresh air and exercise are important for children. Outdoor play is scheduled daily- weather permitting- and all children are expected to participate. If your child is well enough to attend

school, then he/she is well enough to play outside unless you provide written instructions from a physician or other medical professional restricting outdoor play. Indoor large motor play will be available on days inappropriate for outdoor play.

## **Field Trips**

Any activity where preschoolers leave school grounds is considered a field trip. During field trips, the staff will take the following into consideration:

1. Procedures will be in place for notifying parents and obtaining permission-including destination, arrival time, departure time, and special considerations like meals, snacks, appropriate dress, etc.
2. Transportation will not be provided.
3. If a parent does not grant permission or is unable to attend due to transportation the absence will be counted as an excused absence.
4. A first aid kit and emergency contact information will accompany staff on field trips.
5. At least one person trained in first aid will be present on field trips.

## **Behavior Management/Discipline**

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 a child about the situation, and praise for appropriate behavior. Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises.

A preschool staff member in charge of a child or group of children shall be responsible for their discipline. As needed, individual behavior management programs will be developed with the involvement of the parent to meet the individual needs of the child.

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

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area.



5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest or toilet use.
9. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

## **Child Abuse**

Any suspected abuse of a child enrolled in the New Miami program will be dealt with in accordance with the Ohio Revised Code (ORC) and Ohio Child Care Licensing Code which addresses suspected cases of abuse away from the center by individuals other than center employees.

The Ohio Child Care Licensing Code requires that all employees be trained to recognize child abuse and child neglect. Such training will be provided by the New Miami Local School District on a mandatory and regular basis. The definition of abuse and/or neglect can include but not limited to the following: bruises, burns, and marks, lack of daily medical or surgical care or treatment, or other care necessary for the child's health, morals or well-being.

If any abuse or neglect is seen or suspected involving a child enrolled in the New Miami program, the situation must be reported to the Children's Services Board in the county in which the child resides. Employees who report abuse and/or neglect in the workplace shall be immune from discharge, retaliation or other disciplinary action. It should be advised the ORC 5101.1-34-01 also requires that any employee witnessing another employee abusing a child will be required to report the abuse immediately to the CSB and the building administrator. According to the district's policy, failure to report such incidents will be cause for disciplinary action, which may include termination of employment. An employee found to be conducting her/himself in an abusive manner towards a child may also be subjected to disciplinary action, including termination.

## **Student Records**

Confidentiality

Student records are confidential and are protected by the “Privacy Act”. Only authorized school personnel and the child’s natural parents or legal guardians have access to these records. Information is only given to others when the child’s parent or guardian has granted permission.

### Child Custody

Parents are to inform the school anytime the custody of a child changes (SB-140 requires this information). School officials will need to receive a copy of Court Orders pertaining to a child’s custody. Questions in regard to procedures will be handled through the school office.

Restraining orders must be on file in the office in order to activate non-release of children.

Should the restraining order no longer be in effect, it is the responsibility of the parent to contact the school.

### Parent Access to Student Records

Communication lines between parents and teachers must remain open in regards to the records being maintained on the progress of children. School records must contain personal information about the student (name, birth date, address, phone numbers, etc.), health and emergency information, and information about the child’s academic progress. Parents have the right to request access to their child’s school records and the reasonable request of school officials to explain and/or interpret those records. Parents may request copies of the records and they are afforded the opportunity for a hearing to challenge the contents of the records. School officials must grant access to these records within 45 days of the request. A fair charge may be imposed for the cost of copies.

### Non-custodial Parent Access to Student Records

A divorce or change in custody does not change the right of a birth parent to have access to his child’s records; however, step-parents have no rights to records, reports, or conferences unless granted by the custodial parent.

## **Photo Consent**

Photographs and videos may be taken of the children and posted throughout the rooms, hallways, and placed in albums or books available to the children and families to view. They may also appear in newspapers, magazines, web pages, brochures, or other media. These videos and pictures may be taken without compensation.