

Medina City School District  
Helping Hands Preschool

**2024 - 2025**  
**PRESCHOOL HANDBOOK**

Helping Hands Preschool  
833 Guilford Blvd.  
Medina, Ohio 44256  
330-636-4400

## TABLE OF CONTENTS

Board of Education	2
Mission Statement	2
Contact Information	3
Program: Description	4
Program: Service Delivery	4
Program: Special Education and Related Services	5
Program: Attendance & Class Sessions	6
Program: Early Release Days	7
Program: School Cancellations & Delays	7
Program: Staff	7
Program: Curriculum	8
Program: Conferences	8
Program: Student Progress	8
Program: Progress Monitoring Tools	8
Procedures: Registration Requirements	10
Procedures: Final Forms	11
Procedures: Peer Models & Tuition	11
Procedures: Class Placement	12
Procedures: Arrival & Dismissal	12
Procedures: Transitions	13
Procedures: Communication with Classroom Teacher	15
Procedures: Snack & Special Diet Needs	15
Procedures: School Clothing & Personal Belongings	15
Procedures: Volunteers	16
Procedures: Parent-Teacher Organization	17
Policies: Behavior Management - PBIS	17
Policies: Health Information	19
Policies: Immunizations	19
Policies: Illness Management of Communicable Diseases	19
Policies: Medication	20
Policies: Healthcheck: Ohio's EPSDT	20
Policies: Safety & Security	21
Policies: Fire and Tornado Drills	21
Policies: Staff Training on Emergency Situations	22
Policies: Release of Records	22
Policies: Non-Discrimination Statement	23
Policies: Bullying Policy	23
Policies: Student Technology Acceptable Use and Safety	24
Policies: Complaints	29
Policies: Student Conduct Code	31
Policies: Student Discipline Code	33
Policies: Homeless Students	39
Appendix: Preschool Calendar of Events	40

**MEDINA CITY SCHOOL DISTRICT  
BOARD OF EDUCATION**

Ms. Jeanne Pritchard, Member  
Mr. Andrew West, Member  
Mr. Joe Nichols, Member  
Ms. Rebecca Parkhurst, Member  
Ms. Amy Smoyer, Member

**MEDINA CITY SCHOOLS MISSION STATEMENT**

The Medina City School District prepares students for an ever-changing future by:

- Providing a student-centered learning environment to help students reach their maximum potential
- Instilling in them an enthusiasm for lifelong learning
- Engaging in collaborative partnerships with our families, community, and world

**CONTACT INFORMATION**

District Superintendent	Mr. Aaron Sable	(330) 636-3010
Pupil Services Director	Mrs. Mine Pazitka	(330) 636-3081
Principal	Mrs. Heather Mix	(330) 636-4402
Secretary	Mrs. Nancy Myers	(330) 636-4400
Clinic	Mrs. Trisha Large	(330) 636-4404
Transportation Department	1122 W. Smith Rd	(330) 636-4360
Preschool School Psychologist	Ms. Allison Wade	(330) 636-4406
	Mrs. Kelsey Klatka	(330) 636-4660
Preschool Teachers	Mrs. Mindan Alt	(330) 636-4400
	Mrs. Becky Gibson	(330) 636-4400
	Mrs. Wendy Good	(330) 636-4400
	Ms. Olivia Lombardo	(330) 636-4400
	Ms. Chelsea Mitchell	(330) 636-4400
	Mrs. Christina Heintz	(330) 636-4400
	Ms. Lily Cifranic	(330) 636-4400
	Mrs. Jenny Ulmer	(330) 636-4400
	Mrs. Melissa Willets	(330) 636-4400
Mrs. Kate Lopez	(330) 636-4400	
Speech & Language Pathologists	Mrs. Kriszti Derga	(330) 636-4400
	Mrs. Kayla Holland	(330) 636-4400
	Mrs. Nicole Olexa	(330) 636-4400
	Mrs. Krista Cleland	(330) 636-4400

## **PROGRAM: DESCRIPTION**

Helping Hands Preschool is a preschool program that provides mandated preschool services for children that are three (3) to five (5) years of age with delays and/or disabilities, and developmentally-appropriate preschool experiences for a selected number of typical peers that are three (3) to five (5) years of age.

Each classroom provides a balance of children with disabilities and children who are typically developing, with no more than sixteen (16) children in a classroom.

Classes are staffed with a certified Early Childhood Intervention Specialist / Teacher and one Paraprofessional / Classroom Aide. Based on the needs in the classroom, additional paraprofessional support is also available.

Required therapy services will be provided during the hours that students are at school.

Students in the preschool classroom will have access to a high quality curriculum that aligns with the Ohio's Early Learning Content Standards.

In addition to this classroom based service model, other options are available as determined by the IEP team on an individual basis. See the Program: Service Delivery section to learn about other options.

## **PROGRAM: SERVICE DELIVERY**

Children who have been identified as having a delay through the evaluation process are eligible to receive services through our district. Children with a developmental delay or disability, documented through the multi-factored evaluation (MFE) process, must demonstrate a deficit in one or more developmental areas: Physical (gross and / or fine motor function); Cognitive / Pre-Academic; Communication; Social-Emotional; Adaptive (self-help); Vision; and / or Hearing.

The type of service provided is dependent on the nature and severity of the delay / disability and is discussed as a team (parent / guardian, preschool team members, administrator, and school psychologist). Based on each child's individual needs, services may be received in the classroom or itinerant. Placement is reviewed yearly or at the request of the team.

At the team meeting, goals specific to the child's delay / disability that were identified during the multi-factored evaluation (MFE) process and discussed during the Evaluation Team Report (ETR) meeting, will be developed to target their individual needs. Direct

services are individualized to target the identified areas of need by focusing on Individualized Education Plan (IEP) goals and objectives.

Types of services considered include:

- Itinerant Only
  - Students receive speech/language therapy, physical therapy, occupational therapy and/or other therapies on or off site.
- Itinerant + Teacher
  - Students receive services from therapists in the area of their delay / disability, and an Itinerant Teacher (Early Childhood Intervention Specialist) works with the student in a private preschool, and / or consults with the child's teachers in a private preschool.
- Itinerant Early Childhood Intervention Specialist Teacher
  - Support young children with special needs in their daily environments. The goal is to increase their independence and success in their education. Parents and teachers of young children with special needs are aided through direct service, consultation, teamwork, communication, providing information and/or resources.
  - Also included are a minimum of four (4) hours per month in the least restrictive environment for the child (example: preschool program, daycare, home, service provider location, etc.). Service time may include activities such as direct work with the child, small / large group activities, developing materials and environmental supports (e.g. activity centers, visual cues, room arrangement, etc.) home visits, observations, evaluations, and planning / consultation times.
- Preschool Classroom
  - Students receive services in one of our half day (morning or afternoon), four (4) day a week programs. Direct services are individualized to target identified areas of need.

Special education services are provided, free of charge, to children who have been evaluated by members of the preschool team and who qualify as a child with a disability under the Operating Standards for Educational Agencies Serving Children with Disabilities. Children with disabilities are provided a Free and Appropriate Education in accordance with PL 99-457.

### **PROGRAM: SPECIAL EDUCATION AND RELATED SERVICES**

The special education program for individual children is specified through each child's Individual Educational Program (IEP). Speech Therapy, Occupational Therapy, Physical

Therapy and other related services are provided based on educational needs through the IEP process.

Parents are referred to their copy of the procedural safeguards for more information on Federal Special Education mandates and Due Process procedures. To access the procedural safeguards:

- Go to [www.medinabees.org](http://www.medinabees.org)
- Choose Departments tab
- Choose Pupil Services
- Choose Special Education
- Choose Forms/Links
- Choose link for “A Guide to Parent Rights in Special Education”

### **PROGRAM: ATTENDANCE**

Regular preschool attendance is encouraged. If your child is ill, has an appointment, or will not be coming to school for any reason, please email or call your child’s teacher, leaving your child’s name and reason for absence. If your child is not at school when attendance is taken and your child’s teacher has not heard from you regarding their absence, you will receive a phone call from a staff member to ensure the safety of your child. The staff will attempt to reach the two primary contact phone numbers. If you are unavailable at the time of the call, we ask that you please call back and leave a brief message explaining their absence. This phone call is an extra safety measure for all of our preschoolers.

Mrs. Mindan Alt	(330) 636-4400	<a href="mailto:altm@medinabees.org">altm@medinabees.org</a>
Mrs. Becky Gibson	(330) 636-4400	<a href="mailto:gibsonb@medinabees.org">gibsonb@medinabees.org</a>
Mrs. Wendy Good	(330) 636-4400	<a href="mailto:goodw@medinabees.org">goodw@medinabees.org</a>
Ms. Olivia Lombardo	(330) 636-4400	<a href="mailto:lombardo@medinabees.org">lombardo@medinabees.org</a>
Ms. Chelsea Mitchell	(330) 636-4400	<a href="mailto:mitchelc@medinabees.org">mitchelc@medinabees.org</a>
Mrs. Christina Heintz	(330) 636-4400	<a href="mailto:heintzc@medinabees.org">heintzc@medinabees.org</a>
Ms. Lily Cifranic	(330) 636-4400	<a href="mailto:cifranil@medinabees.org">cifranil@medinabees.org</a>
Mrs. Jenny Ulmer	(330) 636-4400	<a href="mailto:ulmerj@medinabees.org">ulmerj@medinabees.org</a>
Mrs. Melissa Willets	(330) 636-4400	<a href="mailto:willetsm@medinabees.org">willetsm@medinabees.org</a>
Mrs. Kate Lopez	(330) 636-4400	<a href="mailto:lopezk@medinabees.org">lopezk@medinabees.org</a>

### **PROGRAM: CLASS SESSIONS**

Classroom sessions run Monday through Thursday. There is no preschool on Fridays. Morning session times are 8:45am - 11:30am, and the afternoon session times are 12:30pm -

3:15pm. The Preschool follows the Medina City Schools calendar.

**PROGRAM: EARLY RELEASE DAYS**

During the school year, students are dismissed early for teachers to attend professional development training. On early release days, the morning session will run from 8:45am - 11:00am, and the afternoon session will run from 12:00pm - 2:15pm. Bus pick-up in the afternoon is thirty (30) minutes earlier.

Early release dates for the 2024 - 2025 school year are: November 26, December 19, and March 5.

**PROGRAM: SCHOOL CANCELLATIONS & DELAYS**

Helping Hands Preschool will be closed whenever the Medina City School District cancels school for the day. Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship caused by abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. In the event that there is no school, this information will be communicated to families through the district call system, the district website, local radio stations, local television stations and Armstrong Cable channel 36. The information will be released at the earliest possible moment. Please do not call the school.

In the event of a 2-Hour Delay, the AM & PM preschool sessions are CANCELED.

**PROGRAM: STAFF**

Teachers at Helping Hands Preschool are trained in both early childhood education and special education. Paraprofessionals assist the classroom teacher in implementing classroom activities. Our teachers and paraprofessionals are required to receive 30 hours of training per biennium, specifically related to the needs and development of our preschool students, along with maintaining CPR and First Aid training.

Preschool teachers are also certified in Communicable Diseases and / or Child Abuse Identification. Each employee of the Preschool is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's service agency.

### **PROGRAM: CURRICULUM**

The adopted curriculum for Helping Hands Preschool is AEPS (Assessment, Evaluation, and Programming System for Infants and Children). The curriculum includes the following developmental domains: Adaptive, Cognitive, Communication, Sensory-Motor and Social Emotional, and is aligned to the current Ohio Early Learning Content Standards. We also utilize additional resources, formative assessments and developmentally appropriate activities to meet the needs of all of our students.

The classroom is divided into interest areas in order to promote choice making and problem solving by students. Daily planned activities provide opportunities for children to engage in age-appropriate, exploratory learning activities designed to promote learning goals. The daily schedule is designed to provide balance between teacher-driven and child-directed learning experiences. Related service providers, such as speech therapists, occupational therapists, and physical therapists are also in the classroom providing specialized services.

### **PROGRAM: CONFERENCES**

Program-wide conferences are offered in the Fall and Spring each year. IEP conferences are held annually but can be reviewed at any time by team members' requests.

### **PROGRAM: STUDENT PROGRESS**

Preschool report cards will be sent home at the end of each trimester in accordance with the school calendar. Students who are on an Individual Education Program (IEP) will also receive a progress report. Report cards are issued at the completion of each trimester.

Trimester dates for 2024 - 2025 are:

- First Trimester
  - August 19 - November 8
- Second Trimester
  - November 12 - February 21
- Third Trimester
  - February 25 - May 29

### **PROGRAM: PROGRESS MONITORING TOOLS**

Helping Hands Preschool uses formal and informal screenings and assessments to

monitor a child's development.

- ASQ-3: Ages and Stages Questionnaires, Third Edition
  - ASQ-3 is a developmental screening tool that focuses on development in children between the ages of one month to 5 ½ years. This is a parent-completed questionnaire designed for use by early educators as a screening tool to highlight a child's strengths, as well as possible concerns. The areas of assessment include: communication, gross motor, fine motor, problem solving, and personal-social development. This questionnaire is administered to all students registered in the preschool program and given once a year in the fall or upon enrollment.
- AEPS: Assessment, Evaluation and Programming System for Infants and Children
  - The AEPS is a curriculum-based, criterion-referenced assessment that evaluates the developmental and early academic skills that children need to function independently and succeed in Kindergarten. Data is gathered in six developmental areas: fine motor, gross motor, cognition, adaptive, social-communication and social. This assessment is administered three times a year.
- COS: Childhood Outcomes Summary Form
  - Child Outcomes are to be measured as required by the Office of Special Education Programs (OSEP). Child Outcomes are defined as positive social-emotional skills, acquisition and knowledge of skills, and use of appropriate behaviors to meet their needs. This summary of development is compiled once a year in most cases. It may be completed twice a year when a child enters and exits preschool special education services within the same year. This progress monitoring summary is completed by your child's educational team, which includes information from parents, teacher, and related service providers (occupational, physical, and speech-language) if applicable. Data collected from the classroom (ASQ:SE, ELA and AEPS) are used to complete this summary of your child's overall development in a variety of settings (home, school, child care, school programs, and in the community). This summary is completed for students who have an identified disability only.
- ELA: Early Learning Assessment
  - All children who have an identified disability and are enrolled in the Preschool Special Education Program will be assessed using the Early Learning Assessment (ELA). The purpose of the assessment is to monitor children over time, individualize learning opportunities, promote kindergarten readiness and meet compliance needs for our preschool special education program. The Early Childhood Comprehensive Assessment System aligns to the Kindergarten Readiness Assessment (KRA) for children entering into

school-aged programming. The ELA focuses on six domains that include: Social Foundations, Mathematics, Language & Literacy, Physical well-being & Motor Development, Science and Social Studies. The ELA will be administered two times per year (fall and spring).

### **PROCEDURES: REGISTRATION REQUIREMENTS**

Each child must register with Medina City Schools through Final Forms. You will be required to:

- Create an account (new users only)
- Answer questions
- Electronically sign documents
- Upload necessary documents
  - Child's Birth Certificate (copy)
  - Social Security Card (copy)
  - Residence Verification (copy)
  - Your Driver's License
  - Custody Papers, if applicable

**Prior** to attending the preschool program, the following documents must also be completed:

- Preschool Enrollment and Health Form
- Family Information Form (sent by your child's teacher in as a Google Form)
- Any required medical plans and medication

The following form must be completed by a Medical Physician and returned within the first 30 days of preschool:

- Child's Medical Statement - must be SIGNED and DATED by a physician
  - Not turning in this form within the first 30 days of preschool will result in your child not being able to attend preschool until it is turned in. This is required by the state of Ohio.
- Immunization Records

The following forms must be completed and returned within the first 60 days of preschool:

- Child's Dental Statement - must be SIGNED and DATED by a dentist.
  - Parents may choose to deny dental services but must return the form stating "Parent Denial" and sign and date it.
- ASQ-3 (Link sent by your child's teacher)
- ASQ-SE (Link sent by your child's teacher)

All forms must be updated annually, and must be in place before the child begins school. This helps ensure that all staff are aware of any health related problems, emergency situations, and that children are properly immunized.

A class roster will be provided only to families in the program. A signed statement that the individual wants to be included in the roster is included on the Enrollment & Health Form.

### **PROCEDURES: FINAL FORMS**

Final Forms is an electronic form where parents / guardians are required to make updates to telephone numbers and emergency contacts. It also authorizes MCS to seek medical attention for your child and allows his / her photo to be included in the school yearbook. All Final Forms information must be updated by September 1st each year. Any student who does not have their Final Forms information updated will not be permitted to attend field trips or have their photograph in the school yearbook.

### **PROCEDURES: PEER MODELS & TUITION**

New peer model registration begins on January 31 each year and will continue until the start of the upcoming school year. Peer models are accepted in the order that their paperwork is received. A nonrefundable registration fee of \$30 is due upon application then credited towards the total tuition upon acceptance. Once our peer spaces are filled, a waiting list is created and families will be contacted when openings are available. To begin the peer model registration process, please visit our website to apply to be a peer or contact Nancy Myers at [myersn@medinabees.org](mailto:myersn@medinabees.org).

Tuition for peer models is \$1380 for the 2024-2025 school year. Payment options are to pay in full, bi-annually, or monthly. The monthly minimum payment is \$160.00 and is due on the first of the month September-April, with a final payment of \$70 due on May 1. We accept cash or check, or you may pay online using a credit card at <http://www.payforit.net>.

No refunds are issued for classes missed due to illnesses, vacations, or snow days. Payments are due in advance on a monthly basis. Payments submitted after the due date will incur a \$10.00 late fee. Failure to make payments in a timely manner may result in withdrawal from the program.

## **PROCEDURES: CLASS PLACEMENT**

The selection of a child's teacher is an important process that requires careful consideration of a child's strengths, weaknesses, learning style, achievement levels, maturity, and special needs. The preschool staff develop the lists and they are reviewed several times prior to final posting to ensure balance and a good match of teacher to students. Specific teacher requests will not be honored.

## **PROCEDURES: ARRIVAL & DISMISSAL**

For children who are brought to school by their parents, parents are responsible for the safety of their child, both going to and from the school program. Children may not arrive prior to the start of school and must be picked up immediately after school.

Children transported by their parents are to be brought to the preschool by the parent or designated adult and picked-up by the same. Typical peers attending the program need to provide their own transportation. The teacher must receive advance notice if someone other than the parent or designated adult is to pick-up the child.

Arrival Procedures: AM Drop off: 8:45-8:55 PM Drop off: 12:30-12:40

- As you enter the side parking lot, you will pull in the left side of the lot, head straight toward the back of the parking lot, and loop around to the right side of the lot. PLEASE MAKE SURE TO PULL ALL THE WAY DOWN TO THE STOP SIGN.
  - For Arrival: **DO NOT ARRIVE PRIOR TO 8:40am or 12:20pm** as preschool staff need access to the parking lot to park their vehicles.
- After stopping in line, please get your child out and wait near your vehicle for a preschool staff member to arrive. **DO NOT ALLOW YOUR CHILD TO WALK AWAY FROM YOU OR RUN IN THE PARKING LOT!**
- Preschool staff members will come to your vehicle - please do not walk them to the door. When the preschool staff member reaches you, they will take your child to their classroom teacher.
  - Thank you for your patience if you need to wait for the staff member to return to the carpool line while they are walking another student into the building.
- Please do not park your car at any time to enter the building in the car rider line or alongside the curbs. These are fire lanes.
- THERE IS NO PICK-UP AND DROP-OFF FROM THE FRONT PARKING LOT

If you arrive after Preschool staff have entered the building at 8:55, you will need to park your car in the side parking lot and bring your child to the front office.

Dismissal Procedures: AM Pick Up: 11:15-11:30 PM Pick Up: 3:00-3:15

- Keep your orange sign in your windshield at all times.
- All car riders will be dismissed from the side parking lot.
- As you enter the side parking lot, you will pull in the left side of the lot, head straight toward the back of the parking lot, and loop around to the right side of the lot. PLEASE MAKE SURE TO PULL ALL THE WAY DOWN TO THE STOP SIGN.
  - For Dismissal: **DO NOT ARRIVE PRIOR TO 11:05am or 2:50pm**
- At dismissal, your child will be walked to your car by a staff member. Please have your car in park and meet your child outside your car, as parents/caregivers are responsible for securing children in vehicles. Please secure your child as quickly as possible, as loaded cars will be exiting as a group.
- PLEASE STAY AT YOUR VEHICLE. Do not walk up the sidewalk or to the doors. Preschool staff members will walk your child to your vehicle.
- Staff will direct vehicles when it is safe to proceed. The next group of vehicles will pull up to the stop sign, in preparation for the next group of students.
- Please be mindful that this parking lot will have pedestrian traffic. Please drive carefully.
- THERE IS NO PICK-UP AND DROP-OFF FROM THE FRONT PARKING LOT

Please make sure that you are not blocking the sidewalk, crossing lane or parking in a handicapped parking spot. **This is a single file line in and out of the parking lot so you will need to wait until the line moves to exit.**

Children eligible for the preschool program as children with special needs will have transportation arranged in accordance with their Individual Educational Plan (IEP).

### **PROCEDURES: TRANSITIONS**

Preschool is an important event in your child's life. To help you, and your child, feel more comfortable with the transition(s), there are many different activities and events that happen leading up to it.

#### Transition into Preschool

- In late May/early June, all registered preschool families receive a welcome letter from the Principal that includes school supply information, medical forms that need to be completed, and any important date(s) that may be available at that time.
- In August, all registered preschool families receive a welcome letter from their assigned teacher with important date(s) and time(s), school supply list, and information relevant to that class.

- All families are invited to attend Meet the Teacher / Orientation Night that is held for all students and families annually at the start of the school year.
- Students enrolled throughout the school year are invited with their families to tour the classroom and meet their teacher, as part of the peer registration process or initial Individual Education Program (IEP) team meeting.

#### Transition within the Preschool Program

- Students participate in several activities each year where they have the opportunity to visit the other classrooms and interact with the preschool staff.
- Events are held throughout the year in order to familiarize all students with the different classroom environments. Activities are seasonally themed and aligned with the developmental domains in each preschool classroom. Events may include: Fall Harvest Day, Winter Celebration and Spring Fling.
- Sensory Week involves the students moving to different sensory and motor learning activities around the school building and participating with all of the preschool staff members.
- The Medina County Public Library visits our classrooms once a month. Two classrooms combine together to engage in literacy activities and music.
- Teachers and families meet individually during Spring Conferences to develop a Classroom to Classroom Transition Plan to help support each student's transition into the upcoming school year.

#### Transition to Kindergarten / Out of Preschool Program

- During Fall Conferences, teachers and families of students that will be eligible for kindergarten for the upcoming school year, meet individually to discuss the transition to kindergarten and develop a plan specific for each child with supports and/or activities for home and school that meet their individual needs.
- Beginning in January, families fill out an "Intent to Return" form, indicating whether they want their child to remain in preschool for the upcoming school year, or if they will be transitioning to kindergarten.
- In the Spring, students on an IEP who are transitioning to kindergarten will have a transition meeting with the preschool and kindergarten team.
- In the Spring, all students transitioning to Kindergarten and their families will be invited to participate in a Kindergarten Visit event at their assigned elementary buildings (based on home address). A preschool team member will be assigned to each elementary building and will escort families with the receiving school's staff, which may include: Principals, Kindergarten Teachers, Kindergarten Intervention Specialists, School Psychologists, and Related Service Providers, if available. Families will tour the building to see: Lunchroom, Media Center, Kindergarten Classrooms, Music, Art, Intervention Room and Playground.

- At the end of the school year, students and their families participate in the annual preschool Family Picnic at Mugar Park. The event begins with a special graduation and recognition ceremony for students moving on from the preschool program. This gives students and families an opportunity to celebrate and say goodbye to preschool friends and staff.

### **PROCEDURES: COMMUNICATION WITH CLASSROOM TEACHER**

Our classroom teachers want to have regular and ongoing communication with our families. Each classroom teacher checks their email and voicemail regularly. Please allow them at least 24 hours to respond to a message. If you send a note from home, please place it in your child's folder or safety pin it to the outside of their backpack.

If something urgent arises, please contact our office as classroom staff will not always be able to check their email or messages during class time.

In order to respect the private lives of our staff and our school families, we ask that you do not post comments or photos of them on Facebook or other social media without their knowledge and permission.

### **PROCEDURES: SNACKS & SPECIAL DIET NEEDS**

Each day, children will receive a snack consisting of foods from two basic food groups as is required by law. Families are asked to provide a healthy snack and 100% juice according to the classroom's snack calendar. We welcome birthday treats for your child's special day if you choose to do so.

If your child has any allergies or dietary limitations, please notify the staff. An Allergy Action Plan, Prescription Medication Form, Modified Diet Form, or Parent Request Health Plan may be required to be filled out. It may be necessary for parents to send a snack daily for their child.

### **PROCEDURES: SCHOOL CLOTHING & PERSONAL BELONGINGS**

Children should wear play clothing that is comfortable, washable, and allows for self-dressing. Shoes should be tennis shoes or other rubber soled shoes. Please, no jellies, sandals, dress shoes or cowboy boots, as these shoes are not safe for the movement

activities which the children will take part in each day, inside and outside. Children must wear shoes in school, so please send shoes when boots are worn.

As the weather gets colder, we will continue to go outside. Please send hats, mittens, and any other warm clothing that may be needed to keep warm and play in the snow. All loose items - anything the child may take off in the classroom - should be marked with your child's name.

Please send a school bag or backpack that has a large opening to school each day. The child's name should be on the bag.

Please send a complete change of clothes to be kept at school in the event your child's clothes become wet or soiled. If the extra change of clothes are used while at school, please send in a replacement pair the next time your child is at school.

For children who have not yet completed their potty training, please send a package of pull-ups/diapers to school with their name written on it and a package of wipes at the beginning of the year. When needed, children are diapered according to our posted "Diapering Policy".

### **PROCEDURES: VISITS & VOLUNTEERS**

When visiting the school, please park in the side lot. There are spaces near the flagpole designated for visitors. Enter through the front doors of the building into the office. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in and obtain a pass. (Ohio State Law-R.C. 2917.211)

If a person wishes to confer with a member of the staff, she / he should call for an appointment prior to coming to the school, in order to prevent any inconvenience if at all possible. No parent will be allowed to interrupt a teacher during class time.

Students will not be released to anyone other than a parent or guardian without the proper authorization. Students must be signed out in the office when using any form of transportation that varies from their day to day routine.

Parent / Guardian volunteers are always encouraged. Parents / Guardians who are interested in volunteering please notify your child's teacher and complete the Medina City Schools volunteer application and background check form at:  
[www.medinabees.org/volunteers](http://www.medinabees.org/volunteers).

## **PROCEDURES: PARENT TEACHER ORGANIZATION**

Helping Hands Preschool is supported by the Helping Hands Preschool PTO. The PTO is highly involved in improving our school. All parents are urged to become members and to actively participate. Meetings are scheduled every month during the school year, and they are announced in advance.

## **POLICIES: BEHAVIOR MANAGEMENT - PBIS (POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS)**

Helping Hands Preschool makes every effort to help children manage their own behavior in a positive way. We have implemented a program of teaching and modeling for children called PBIS. We reinforce what it looks like to be Ready, Respectful, and Responsible in all of our actions. It is the school staff's responsibility to provide a safe and orderly learning environment.

Student behavior is ultimately the responsibility of the student and his/her parents. Teachers shall facilitate the development of these positive social skills at all times. The following three-tier model outlines the various levels of support that are put into place to ensure that staff have a framework in which to use proactive strategies that build children's ability to demonstrate positive behaviors and support children's social-emotional development.

- Tier 1
  - Universal interventions apply to the majority of the student population. Preventative, proactive academic and/or behavior best practices delivered with consideration to varied learning styles.
- Tier 2
  - Secondary interventions for the portion of the student population in the strategic range (academic and/or behavior), most often delivered in the classroom, with or without support of specialists. This level of support may include students identified as or suspected of having a disability.
- Tier 3
  - Tertiary interventions for individual students requiring high intensity academic and/or behavior support. These students may require alternative or replacement curriculum and will most likely receive support from various specialists.

Helping Hands Preschool utilizes several strategies to assist individuals and groups of children on how to communicate and interact appropriately with peers and adults.

Methods of discipline at the preschool shall be restricted as outlined in the *Ohio Department of Education Preschool Licensing Rules 3301-37-10* as listed below.

- A. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- B. The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center 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.
  - 1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as but not limited to, punching, pinching, shaking, spanking or biting.
  - 2. No discipline shall be delegated to any other child.
  - 3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
  - 4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
  - 5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
  - 6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
  - 7. Techniques of discipline shall not humiliate, shame or frighten a child.
  - 8. Discipline shall not include withholding food, rest or toilet use.
  - 9. Separation, when used as a 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.
- C. The parent of a child enrolled in a center shall receive the center's written discipline policy.
- D. All preschool staff members shall receive a copy of the center's written discipline policy for review upon employment.

### **POLICIES: HEALTH INFORMATION**

All children enrolled in the program are required to have a yearly physical maintained on file at the preschool.

According to Ohio's Preschool licensing, each child enrolled in the preschool program must have a completed medical and dental exam form signed and dated by a medical professional each year. Students must also have health information updated each year.

Any child who has an allergy, asthma, seizures, requires medication at school, requires supplements, or has any other health concerns, must have the proper paperwork completed by a medical professional, with medications in the clinic (if applicable), prior to their first day at preschool.

### **POLICIES: IMMUNIZATIONS (section 3313.67 of Ohio Revised Code)**

According to Ohio Preschool regulations, each child enrolled in the preschool program must have a complete medical and dental exam form signed and dated by the physician each year.

Required immunizations for preschoolers are four DPT, three Polio, one Measles, Mumps and Rubella, one HIB shot; and Hepatitis B vaccine. Varicella vaccine is recommended for children of any age that have not had the chickenpox illness.

### **POLICIES: ILLNESS MANAGEMENT OF COMMUNICABLE DISEASES**

There are times when a child should not be sent to school or should be taken to a doctor for medical attention. Several conditions listed below suggest when your child may be ill. This list may be helpful to you as you use your best judgment to decide whether or not your child is well enough to attend school on a particular day.

When a child becomes ill at school, she / he will be kept under constant supervision. You will be notified immediately. A child with any of these conditions will be isolated and sent home immediately:

1. Diarrhea or vomiting
2. Severe coughing
3. Difficult or rapid breathing
4. Yellowish skin, pink eyes, or discolored nasal discharge
5. Sore throat or difficulty in swallowing
6. Temperature of 100F or higher

7. Untreated infected skin spots or rashes
8. Unusually dark urine and/or gray or white stool
9. Stiff neck
10. Lice, scabies or other parasitic infestation

An ill child will be comfortably cared for by an adult in the designated area. A cot or mat will be provided for an ill child who needs to lie down. The child will be observed carefully until the child is discharged to his / her parent, guardian, or person designated by the parent.

Parents will be notified immediately and asked to pick up their ill child. If the parents cannot be reached, one of the persons listed on the child's records as emergency contacts will be notified to pick up the child.

The child will not be readmitted to school until the observed symptoms have not been present for 24 hours.

Our teachers have been trained in the recognition of common childhood illnesses as well as hand washing techniques and appropriate disinfection procedures.

**POLICIES: MEDICATION (section 3313.67 of Ohio Revised Code)**

According to state law, no medication, vitamin or special diet is administered unless instructions to administer are written, signed and dated by a licensed physician. A prescription label with name, current date (within three months), dosage, number of daily dosages and route of administration must be provided. In addition, the parent must complete a form which grants the school permission to administer the medication. Notification of medication changes and/or dosages is required to ensure proper administration from the staff. Please completely fill out ALL school required medical information INCLUDING all allergies, gluten free diets and any other relevant medical information in safeguarding your child.

**POLICIES: HEALTHCHEK: Ohio's Early and Periodic Screening, Diagnostic and Treatment (EPSDT) benefit**

For more information go online at <http://medicaid.ohio.gov/Healthchek>

## **POLICIES: SAFETY & SECURITY**

Safety is a primary concern at Helping Hands Preschool. We have regular fire drills using a planned evacuation route which is posted in each classroom. A plan for weather emergencies is also posted. As dictated by law, our staff will report to Human Services any indication of child abuse. Incident reports shall be filled out in accordance with school policy following any injurious incident. A report will also be made to the family in accordance with school policy.

We have a comprehensive School Safety Program which is outlined in our School Safety Handbook and is overseen by building safety and security committees. Periodically, students and staff members will practice drills. Fire drill procedures may be used when it is important to evacuate the building. Tornado procedures may be used in situations when it is important to move students away from outside doors and windows. ALICE (Alert, Lockdown, Inform, Counter, Evacuate) drills may be used in situations where students need to remain secure until further instructions are given to relocate or evacuate sections of the building.

All visitors will enter the building through the main entrance to sign in and receive a visitor badge.

In any emergency, parents or other authorized persons may pick up children from school. Please be sure that the Emergency Release Form is updated and accurate. STUDENTS MAY BE RELEASED TO PERSONS NAMED ON THE EMERGENCY RELEASE FORM ONLY. In the event of a local, state, or national incident, the school district will act according to the directives of the emergency management officials.

## **POLICIES: FIRE & TORNADO DRILLS**

Fire drills are conducted once a month and tornado drills are conducted a number of times each semester. Detailed escape plans are posted inside the door of each classroom.

- TORNADO DRILLS: During tornado drills each classroom goes to a designated area within the building.
- FIRE DRILLS: Each class has an escape route to an outside area a safe distance from the building. Children are moved quickly to these designated areas in a safe, quiet and orderly manner.

**POLICIES: STAFF TRAINING ON HANDLING EMERGENCY SITUATIONS**

Our staff maintains appropriate training and certification in Communicable Disease Training and Prevention, CPR, First Aid, and Crisis Response. Training meets the regulations stated in Ohio Administrative Code to support prevention, recognition, and management of communicable disease. At any given time, someone with the required certification will be available in the building.

**POLICIES: RELEASE OF RECORDS**

The school will maintain records on all students. Information included in these records may not be released without written parental consent. To withdraw a student from school, it is necessary to notify the school office of the student's new address, new school and last day of attendance at their school. Once the student is registered at the new school and a release of records form has been signed by the parent, each elementary will be authorized to forward the student record. The student will then be withdrawn, and the student's records will be mailed to the new school when the office receives the release of records request. Fees must be paid before withdrawal records are released to parents.

Educational records, such as Evaluation Team Reports and Individualized Educational Plans, can be obtained by contacting your child's teacher or the Department of Educational Services. Progress reports can be obtained through the teacher.

**THE FOLLOWING DISTRICT POLICY INFORMATION IS INCLUDED IN ALL MEDINA CITY SCHOOLS' PARENT HANDBOOKS:**

**Equal Education Opportunity**

As required by law, it is the policy of the Medina City School District that educational programs and activities are provided without regard to race, color, national origin, sex, or handicap. The Board designates the following individuals to serve as Anti-Harassment Compliance Officers for the District:

Jim Shields  
Director of Human Resources/Legal Counsel  
330-636-3033  
739 Weymouth Road  
[shieldsj@medinabees.org](mailto:shieldsj@medinabees.org)

Kristine Quallich  
Assistant Superintendent  
330-636-3092  
739 Weymouth Road  
[quallick@medinabees.org](mailto:quallick@medinabees.org)

**Non-Discrimination**

The Board of Educational declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, age, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

**Bullying Policy**

Anti-Harassment, Anti-Intimidation, Anti-Bullying Model Policy (Revised 11/2013)

The State Board of Education adopted an anti-harassment and anti-bullying policy in 2012 Per Section 3313.666 of the Ohio Revised Code. As a result, we must:

1. Establish a policy prohibiting harassment, intimidation or bullying,
2. Include information on this policy in the student handbook and employee training materials, and
3. Clearly define what harassment, intimidation or bullying are.

**Harassment, Intimidation or Bullying** – means any intentional written, verbal, graphic or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

1. Causes mental or physical harm to the other student **AND**
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

This includes electronically transmitted acts that meet the above two standards.

Guidelines:

- Pay special attention to the words chosen or action taken, whether it occurred in front of others or was communicated to others and the motivation.

- Any activity conducted on or off school property that is sponsored, recognized or authorized by the Ohio Board of Education.

### **Student Technology Acceptable Use and Safety**

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network, and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study, and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, parents and guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in

classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Board Policy 7540.03 – Student Technology Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy, is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal

Websites or MySpace accounts, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit <http://www.cyberbullying.ca>

Cyberbullying includes, but is not limited to, the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a website or weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube;
4. posting misleading or fake photographs of students or school staff members on websites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

H. Students are expected to abide by the following generally-accepted rules of network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive, or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending the person messages, the student must stop.
4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial websites.

6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  7. Never agree to get together with someone you "meet" online without parent approval and participation.
  8. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
  9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measures. Students must immediately notify the teacher, principal, or school employee if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
  - J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
  - K. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the Director of Technology. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
  - L. Students must secure prior approval from a teacher or the administration before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
  - M. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or principal.
  - N. Users have limited expectation of privacy in the contents of their personal files,

communication files, and record of web research activities on the Network. Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law. Students' parents have the right to request to see the contents of their children's files and records.

- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
- P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- Q. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).
- R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the Director of Technology. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class- or instruction-related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class- or instruction-related purpose. ( ) The following hierarchy will prevail in governing access to the Network:
  - 1. Class work, assigned and supervised by a staff member.
  - 2. Class work, specifically assigned but independently conducted.

3. Personal correspondence (checking, composing, and sending email).
4. Training (use of such programs as keyboarding tutors, etc.)
5. Personal discovery ("surfing the Internet").
6. Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of the principal or the Director of Technology.
7. Game playing is not permitted at any time.

## **Complaint Procedure**

### ***Section 1***

If any person believes that the Medina City School District or any of the District's staff has inadequately applied the principles and/or regulation of (1) Title II, VI, and VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and (5) The Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the Director of Educational Services at 330-636-3092 or by email at [quallick@medinabees.org](mailto:quallick@medinabees.org).

### ***Section II***

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, Kristine Quallich at 330-636-3092 or [quallick@medinabees.org](mailto:quallick@medinabees.org) who shall, in turn, investigate the complaint and reply with an answer to the complainant.

## **Complaint Processes**

### ***Formal Complaints***

1. Students or parents/guardians may file reports.
2. Reports must be written and reasonably specific including person(s) involved, number of times and places, the target of the suspected harassment, intimidation and/or bullying and names of student or staff witnesses.
3. Can be filed with any staff member but must be promptly forwarded to the building principal for review.

### ***Informal Complaints***

1. Shall be reasonably specific.
2. Any staff member who receives such a complaint shall document it in writing and forward to the building principal for review.

### ***Anonymous Complaints***

1. Students who make complaints can request their name be maintained in confidence.

2. These complaints shall be reviewed and reasonable action taken to address the situation.

***Teachers must:***

1. If witness acts of harassment, intimidation or bullying, promptly notify the building principal and/or his/her designee and promptly file a written incident report concerning the events witnessed.
2. If they receive a report they shall promptly notify the building principal and/or his/her designee.
3. If they receive an informal complaint they will prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day to the building principal and/or his/her designee).

***Principals must:***

1. Investigate and write a written report when the investigation is complete, including:
  - a. Findings of fact
  - b. Determination of whether acts of harassment, intimidation or bullying were verified.
  - c. When verified, a recommendation for intervention, including disciplinary action.
    - i. Intervention intended to ensure that the prohibition against harassment, intimidation or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.
    - ii. Peer mediation and instruction in bullying may be appropriate.
  - d. When appropriate, witness statements shall be attached.

***Report to Parents of Perpetrator:***

When verified, the principal or his/her designee shall notify in writing the parent or guardian of the perpetrator of the finding; if consequences are imposed against such student, a description of such discipline shall be included in such notification.

***Report to Parents of Victim:***

If verified, the principal shall notify the parent or guardian of the victim of such finding. Care must be taken to respect the statutory privacy rights of the perpetrator.

When complaint is anonymous the investigation will be limited, this may include restricting action to a simple review of the complaints, subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

2. Send copy of this report to Student Services.

***Report to the Board:***

Semiannually, district administrators must provide the president of the district Board of Education a written summary of all reported incidents and post the summary on the district website. The list shall be limited to the number of verified acts (to and from school and school-sponsored events).

**Student Conduct Code**

The Board approved Student Conduct Code for Medina City Elementary Schools is included in this handbook and posted in various locations within the school buildings. Additional copies are available in the office.

The Board of Education:

1. Expects the teacher-pupil relationship to be one of mutual respect.
2. Recognizes the teacher as the person in authority in the classroom and building.
3. Authorizes principals to use such reasonable disciplinary measures as deemed necessary to insure a properly functioning school.
4. Gives full support to teachers and administrators in their efforts to maintain a good atmosphere for learning within the school.

The authority of school officials extends beyond the school day. Any misconduct, whether on or off school property, which directly relates to and adversely affects the welfare and morale of the school is within the scope of authority of school officials. The following list of student offenses and disciplinary actions has been prepared for the information of students and their parents. To a great extent the list is general in nature. Specific disciplinary action will depend on the severity of the offense and the violator's previous behavior. The list does not attempt to include all possible offenses or disciplinary actions, and does not imply that an offense not listed will not receive appropriate disciplinary action. Also, it is often appropriate to employ more than one disciplinary action at a time. Repeated violations will warrant increasing discipline, including possible recommendation for expulsion.

***Some possible disciplinary actions:***

1. Verbal reprimand
2. Student-teacher conference
3. Notification of parents in writing or over the telephone
4. Lunch detention
5. Loss of privilege - such as recess, assembly, field trips, etc., or assigned cleaning detail
6. Items removed, collected and/or destroyed

7. Detention - Detentions may be held from 3:30 - 4:00 on any school day. Office detentions may be longer as arranged. Written notice will be sent home with the student at least one day prior to the detention. It is the parent's responsibility to provide transportation home following detention.
8. Parent-teacher conference
9. Counseling
10. Behavior Contract
11. Referral to the school nurse or school psychologist
12. Referral to public service or medical agencies
13. Removal from class
14. Notification of police, juvenile court, or other proper authorities
15. Social Privilege Removal - Students are not permitted to participate in or attend after school events, practices, club meetings, etc.
16. Denial of Participation in Extracurricular Activities or Special School Activities- In accordance with the rules for the activity and/or school rules, advisors may deny participation in special activities.
17. Emergency Removal - If a student's presence poses a continuous danger to persons or property or an ongoing threat of disrupting the academic process, then that student may be removed from the premises under emergency removal. In such circumstances, the student may not participate in any school function or be on school grounds.
18. Bus Removal - During bus removal, students are not permitted to ride any school bus.
19. In-School Restriction (1-10 days)-During In-School Restriction, students attend school, but work in an isolated area. Students are to be in the In-School Restriction throughout the entire school day. Students may not participate in after-school activities while serving time in the In-School Restriction. Failure to comply with the rules of the In-School Restriction will result in additional days of In-School Restriction or out-of-school suspension, or expulsion as appropriate.
20. Out of school suspension (1-10 days)-During out-of-school suspension, students are not to be on school property at any time during or after school or attend any or all extracurricular and school related activities. Students are expected to keep up with their schoolwork and turn in assignments when they return. Students who fail to hand in written assignments which were sent home for them will lose credit for this work.
21. Expulsion (1-80 days)-Restrictions are the same as those for suspension except that work cannot be made up. The principal may recommend to the superintendent of schools that a student be expelled. In all cases of suspension, bus removal, or expulsion, parents will be notified within 24 hours.

### ***Suspension from school***

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified in writing within one day of the reason for and the length of the suspension. The suspension may be appealed, within ten days after receipt of the suspension notice to Office of Student Services. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school.

### ***Expulsion***

Expulsion is the removal of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gave rise to the expulsion takes place. If at the time of the expulsion, there are fewer school days than the number of days of expulsion, the Superintendent has the option to apply the remaining period of expulsion to the following school year.

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the Superintendent during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice.

### ***Student Conduct Code - Rights and Responsibilities***

Students attend Medina City Schools under the direction of state law and with the full benefit of constitutional protection for their rights. Students, therefore, can act, speak, or behave as young citizens within a large scope of options. This code, written in conformity with Ohio Revised Code 3313.661, specifies some expectations of the school system by stating acts and actions which are not permitted. Students have the right to reasonable treatment from the school system and its employees. The system, in turn has the right to expect reasonable behavior from students. The freedom possessed by all citizens carries with it responsibilities for all citizens. Students share with the administration and faculty the responsibility of developing a climate in the school that is conducive to wholesome learning and living. Students should have a voice in the formulation of school policies and decisions.

### **Student Discipline Code**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The

Board has also adopted the list of behaviors and terms contained in the list. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly." Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

Following is a list of major areas that could result in disciplinary action. An explanation of each behavior and consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

### **Section 1 - Minor Violations**

*These examples of misconduct may result in penalties based on seriousness and disciplinary history.*

#### ***Rule 1 - Honor Violation***

Students shall not be involved in activities including but not limited to: cheating, plagiarism, forgery, falsification of information and/or other ethical violations. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined. No student shall aid or encourage in any manner to actively or passively assist another student to violate any school rule.

#### ***Rule 2 - Bus Misconduct***

No student, while under the authority of a school bus driver, may interfere with the safe operation of the bus through destructive actions or words either to other students, the bus driver or passing motorists. Bus misconduct will result in disciplinary action which may include loss of bus-riding privileges.

#### ***Rule 3 - Disruption of Class or Any General Misconduct***

Students may be disciplined for any other misconduct which, although not detailed herein, is determined by school authorities which disrupts or interferes with the educational process.

#### ***Rule 4 - Electronic Devices***

- Electronic devices such as (laser pointers, video cameras, cameras, etc.) are prohibited in school.

- **Cellular phones** and **any video game devices** must be turned off and in the student's book bag during school hours.
- Other electronic devices such as (Ipods, MP3 players, Ipads, Nooks, Kindles, etc) may be used only at indoor recess time, and otherwise are turned off and in the student's book bag during school hours.

***Rule 5 - Insubordination/Non-Compliance***

Students shall comply with the reasonable requests, directives and orders of teachers, student teachers, educational aides, substitute teachers, principals, or other authorized school personnel during any period of time when they are properly subject to the authority of the school. It shall be considered "insubordination" for anyone to disobey or fail to comply with directives of authorized school personnel.

***Rule 6 - Failure to Accept Discipline or Consequences***

No student shall refuse to accept discipline or punishment from teachers, school officials, teacher aides, or other authorized school personnel, nor shall any student violate the conditions of student suspension as specified in the student suspension notice to parents.

***Rule 7 - Inappropriate Language, Comments, Profanity, or Gesture***

No student, neither verbally or electronically, shall use profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language in any school building areas during school hours or at any school-sponsored or related activities or events.

***Rule 8 - Use/Possession of Flame Producing Devices***

The unauthorized use or possession of matches, lighters or other flame producing devices on school property is not permitted.

***Rule 9 - Loitering/Trespassing/Unauthorized Areas***

Loitering is defined as a student's presence in a restricted area at an unauthorized time. No student shall enter upon school grounds or enter any school building to which the student is not assigned, either during or after school hours.

***Rule 10 - Misconduct at Any School Sponsored Extracurricular Activities***

Students attending any school-sponsored or related activity shall not behave in any manner which, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity. Students will be excluded from attending if in violation of these behavioral expectations.

***Rule 11 - Truancy and Tardiness***

Students are required by law to regularly attend school. A student shall not be absent from school for all or part of any school day without school authorization and parental consent, and shall be considered truant when he/she is absent from school for any portion of the school day. Excessive tardiness shall also be considered truancy. Leaving the school building and/or grounds without permission is truancy.

### **Section II - Major Violations**

*These examples of misconduct which are cumulative will result in more serious consequences.*

#### ***Rule 12 - Repeated Violations of School Rules***

No student shall repeatedly fail to comply with school rules and regulations or with directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel.

#### ***Rule 13 - Disorderly Conduct***

No student shall create a condition which is physically offensive or presents a risk of physical harm to persons or property or which induces panic. Disorderly conduct may also include: indecent exposure, sexual activity, engaging in a fight, threatening harm to persons or property, using abusive language to any person, insulting, taunting, etc. A student may not outwardly defy a reasonable request from a staff member.

#### ***Rule 14 - Gambling***

No student shall engage in or promote games of chance, place a bet, or risk anything of value on school grounds, at school-sponsored or related school functions off school grounds, or any other time the student is subject to school authority.

#### ***Rule 15 - Harassment/Bullying/Cyberbullying***

For the purpose of this Code of Conduct, the term “harass” includes, but is not limited to, conduct which intimidates, insults, persistently annoys or otherwise physically or verbally (oral or in writing) abuses another, or any behavior which is threatening, intimidating, degrading, injurious, disrespectful or abusive to another person. No student shall harass any other student, school employee, community member or school visitor on the basis of color, race, national origin, religion, age, disability status or, other protected characteristics (see Board Policy 5517).

#### ***Rule 16 - Tobacco/Smoking***

The use of any tobacco/nicotine products by students is prohibited. This applies to all school sponsored events and extracurricular activities both on school property and away from school.

***Rule 17- Extortion***

Intimidating, an implied threat, violence, coercion or forcing another person to do something against his/her will, or to obtain money or anything of value from another on school grounds, at school-sponsored or related school functions, off school grounds, or any other time the student is subject to school authority.

***Rule 18 - Assault/Fighting/Physical Confrontation***

A student shall not cause physical injury or behave in any way which could threaten to cause physical injury to other students, professional staff, employees or guests who are visiting the school. This includes, but is not limited to, hitting and other inappropriate contact.

- A. Assault** - A student who assaults a school employee or other student whether on or off school property, or at a non-school-sponsored or related activity, function or event may be subjected to discipline. In accordance with Ohio Revised Code Section 3313.66, a student may be subject to suspension or expulsion from school if the Superintendent has reasonable suspicion the student's continued presence in the school will significantly disrupt or interfere with the educational process or significantly endanger the health or safety of the students or others.
- B. Fighting** - Students involved in fighting on school property, Board of Education owned vehicles, or in attendance at any Board of Education sponsored activity will be suspended. In most cases, all parties involved in the fight will be suspended.
- C. Physical Confrontation** - This includes incidents that involve a physical altercation that includes, but not limited to, inappropriate contact.

***Rule 19 - Threats***

**Threats (verbal/nonverbal)** - No student has the right to threaten or attempt to provoke another person. All such incidents should be reported to a teacher or principal. The police may also be involved.

**Threats to faculty or staff members** - This includes threatening or being disrespectful or use of inappropriate language to a faculty member at any time, including off school grounds and when school is not in session.

***Rule 20 - Damage, Destruction, Theft of School and/or Private Property, Vandalism (Including Technology)***

A student shall not cause or attempt to cause damage to school property or to personal property of students, teachers, school personnel or other persons. Neither shall a student steal or attempt to steal property of students, teachers, school personnel or other persons or participate or attempt to participate in the unauthorized removal of property either on school grounds or during a school-sponsored or related activity, function, or event off the school grounds. The prohibition of this Section includes, but is not limited to, intentional damage or destruction of computer hard drives or materials stored on a hard drive, any form of computer piracy, and any improper usage of the Internet or other online agencies. Pursuant to R.C. 3109.99 and R.C. 3109.091, a student and/or his/her parent or legal guardian shall be held financially accountable to the Medina City Schools for any damage, destruction or theft caused by their child.

***Rule 21 - False Alarm/9-1-1 Calls***

The act of initiating a fire alarm or initiating a report warning of a fire or catastrophe such as a tornado, but not limited to above mentioned situations without cause.

***Rule 22 - Sexual Harassment***

Students are specifically prohibited from sexually harassing (physically or verbally) any other student, school employee, community member or school visitor.

***Rule 23 - Alcohol/Controlled Substances/Drugs/Narcotics/Inhalants/Steroids***

During school or at any school-sponsored activity held on or off school property, students shall not knowingly possess, buy, sell, use, supply, transfer, apply or be under the influence of any drug.

***Rule 24 - Weapons, Dangerous Instruments, Fireworks and Explosives***

No student shall use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school-sponsored or related activities. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage. This prohibition applies to firearms, explosives (including fireworks, smoke bombs), knives and other dangerous objects of no reasonable use to the student at school. It also applies to any look-alike weapon (such as play guns, starter pistols, stun guns, etc. as well as any literature that promotes the construction and/or use of any incendiary devices) or dangerous object (including normal school supplies like pencils or compasses) which a reasonable person might consider, under the circumstances, capable of harming a person or property.

***Rule 25 - Electronic Messaging***

No student shall photograph or attempt to photograph, possess or distribute inappropriate photos.

### **Homeless Students**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at [quallick@medinabees.org](mailto:quallick@medinabees.org).

### **Children and Youth in Foster Care**

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information, see Board Policy 5111.03 - Children and Youth in Foster Care.

**HELPING HANDS PRESCHOOL  
CALENDAR OF EVENTS  
2024 - 2025**

August 21	6:00pm- 6:45pm 6:45pm- 7:30pm	Meet the Teacher: AM Students Meet the Teacher: PM Students
August 26		First Day of Preschool
September 2		No School - Labor Day
September 20	10:00am- 11:30am 1:00pm- 2:30pm	Ramseyer Farm Family Field Trip: AM Session Ramseyer Farm Family Field Trip: PM Session
October 3		Picture Day
October 10	By appointment	Conferences
October 17	By appointment	Conferences
October 22	6:00pm	Family Education Event - Yoga / Zumba with Kids
October 31	9:00am- 9:15am 12:45pm- 1:00pm	Halloween Parade
November 26		Early Release Fall Harvest Day Activities
November 27-29		No School - Thanksgiving Break
December 18		Winter Celebration Day Activities
December 19		Early Release
December 20- January 3		No School - Winter Break
January 20		No School - Martin Luther King Jr. Day
February 4	6:00pm	Family Education Event - STEM with Preschoolers
February 17		No School - Presidents Day
March 5		Early Release
March 5	By appointment	Conferences
March 20		Spring Fling
March 24- 28		No School - Spring Break
TBD	6:00pm	Family Education Event - Gardening with Kids
TBD	9:00am	Kindergarten Visits
May 22	10:00am- 11:30am 1:00pm- 2:30pm	Last Day of Preschool Family Picnic & Graduation

\*These dates/times and events may change anytime throughout the school year.\*