

# WHITEHALL CITY SCHOOLS

Student Handbook

2025-26

## C. Ray Williams Early Childhood Center



# Whitehall City Schools

## Motto

***“We are relationship-driven, resilient, resourceful, and ready!”***

## Vision

Whitehall City Schools will ignite a passion for innovation to grow resourceful, resilient, and future-ready students.

## Mission

Whitehall City Schools maximizes relationships and innovation to empower growth, adaptability, positivity, creativity, and accountability for all.

## Whitehall City Schools Board of Education

**Darryl Hammock, Jr. | President**

**Lorena Lacey | Vice President**

**Mike Adkins**

**Jayne Shannon**

**Zachary Wright**

## **C. Ray Williams Early Childhood Center**

4738 Kae Avenue, Whitehall, OH 43213

Phone: 614-417-5680

Fax: 614-417-5606

Preschool Director: 614-417-5620

Secretary: 614-417-5680



Achieving Together

## Welcome to the Whitehall City School District's C. Ray Williams Early Childhood Center!

We are proud of our vibrant early childhood education program where children are encouraged to share and play with their peers. Through these fun interactions, they develop important interpersonal skills that will help them get along with others in preschool and beyond.

Our dedicated staff is committed to meeting the individual needs of every student, and we look forward to partnering with you. We encourage you to take the time to read through this handbook to get familiar with our school processes and procedures.

Our goal is for your student to have a delightful, adventurous, and wonderful school year. By collaborating, we can make this a reality. Please don't hesitate to reach out if we can assist you further.

Sincerely,

*Dr. Wells*

Sharee Wells, Ed.D.  
Superintendent

625 S. Yearling Rd. • Whitehall, Ohio 43213 • 614.417.5000 • 614.417.5023 • [WCSRams.org](http://WCSRams.org)

Whitehall-Yearling High School  
675 S. Yearling Rd.  
614.417.5100

Rosemore Middle School  
4800 Langley Ave.  
614.417.5200

Beechwood Elementary  
455 Beechwood Rd.  
614.417.5300

Etna Road Elementary  
4531 Etna Rd.  
614.417.5400

Kae Avenue Elementary  
4750 Kae Ave.  
614.417.5600

C. Ray Williams ECC  
4738 Kae Ave.  
614.417.5680

## **WELCOME TO THE 2025-2026 SCHOOL YEAR!**

Dear Families,

We welcome you to the C. Ray Williams Early Childhood Program and Whitehall Early Childhood Education Program - where the world awaits! We are excited to be a part of your child's educational foundation.

### **THE KAE AVENUE LITERACY CAMPUS VISION**

By the end of first grade, each Kae Avenue student will have the necessary skills to proficiently be an active reader. An active reader has the foundational skills of understanding words, has quality conversations about words, and uses those skills and conversation to move to independence in comprehension of text for purpose and enjoyment.

### **THE KAE AVENUE LITERACY CAMPUS GOAL**

A student who is an active reader:

- Demonstrates understanding of spoken words, syllables, and sounds (consonant sounds and long and short vowel sounds in single-syllable words).
- Knows and applies phonics and word analysis skills in decoding and encoding one-syllable and multisyllabic words (minimum of 2 syllables), this includes spelling/sound, diagraphs, and blends.
- Reads grade level tests with sufficient accuracy and fluency with purpose and understanding

In order to maximize the acquisition of early literacy skills, the District has identified key considerations that are essential in assuring reading mastery by first grade:

- the essential content of instruction
- the amount of time spent learning
- the strengths and areas of growth for all students
- the classroom and school environment
- the opportunity for collaboration among teachers and students

### **SCREENING AND ASSESSMENT INFORMATION**

Upon enrollment, development, speech, hearing, vision and height/weight screenings are conducted for each child.

The ASQ is completed on children 3 to 5 years old. These screenings are required to be completed within 45 calendar days in order to meet Step Up to Quality and Licensing regulations.

The screenings determine how staff will implement classroom activities that meet the individual strengths and needs of children. Results are shared with parents in writing and during conferences or a Home Visit.

### **CURRICULUM**

All programs will use Project Ready! Curriculum as a framework to compare data from assessments to plan individualized instruction for each child. The curriculum was chosen because it addresses the domains of learning as mandated by The Ohio Department of Education for School Readiness. The program utilizes ASQ-3 (Ages & Stages Questionnaires) as a developmental screening tool and The Ohio ELA (Early Learning Assessment) as a comprehensive assessment.

The program provides environments which support the child's educational development in the areas of:

- Language and Literacy
- Fine and gross motor
- Cognitive
- Social and Emotional Approaches to Learning
- Math
- Science

- Social Studies
- Physical and Health
- Creative Arts

## **FAMILY SUPPORT AND INVOLVEMENT**

**Parent Teacher Conferences** - Parents are provided opportunities to impact their child's learning experience by participating in two regularly scheduled conferences.

A conference/phone conference can be scheduled at any time by contacting your child's teacher.

During these meetings/phone calls, teachers will discuss your child's progress, share samples of your child's work and review other important information.

Parents are also encouraged to share information about their child and family, offer suggestions for classroom activities and discuss any concerns during these meetings.

**Children's Book or Toy Lending Library** – Books are available in the Main Lobby for families to choose to take home and return at their own convenience on the Honor System. Also available by request from teachers and the office.

**Family Resource Library** – Resources are available in the main lobby in areas of Health, Education, Community Services, Language Classes and Numerous Support Systems. Numerous other resources are available in the office.

**Information and Referral to Supportive Services Regarding Family Issues** – Center of Hope (Counseling, Clothes, Food,), Furniture Bank (referral from Social Worker is required), Cap 4 kids (teenage services)

**Family Meetings, Seminars or Support Groups** – Family Nights/Events throughout the school year listed on Whitehall Schools/ C. Ray Williams calendar.

**After-School Functions for Families & Staff** – Family Engagement opportunities, Annual Spring Art Show, Little Rams Kindergarten Round-Up, and Math and Literacy nights.

### **Anti-Harassment, Anti-Bullying Statement (HB 276)**

Harassment, intimidation, or bullying behavior by any student/personnel in the Whitehall City Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying, in accordance with House Bill 276, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts, i.e. Internet, cell phone, personal digital assistant (POA) or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation or at any official school bus stop that a reasonable person, under the circumstances, should know, will have the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing reasonable fear of physical harm and/or damaging of student/personnel property: and
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or educational environment for the other student/school personnel.

## **ENROLLMENT**

The following items must be on file in the school's office when your child starts his/her first day: 3 proofs of residency, birth certificate, parent ID, enrollment packet papers, custody papers, medical statement or date of physical exam within the first 30 days of enrollment, and immunization record and Home Language Survey. State law requires that each four year old child have four Diphtheria, Tetanus and Pertussis, three Oral Polio Vaccines, One Measles, Mumps and Rubella, and three or four Hemophilic Influenza Type B.

## **PROGRAM / Eligibility**

- All families must be Whitehall Residents.
- All programs are licensed by the Ohio Department of Education.
- All classrooms have degreed teachers in Early Childhood Education.
- All children receive nutritious meals at no additional cost.
- All programs' curricula focus on skills to ready your child for kindergarten.

## **Whitehall Early Childhood Education Program**

The classrooms are a combination of preschoolers with disabilities and typically developing peer models. Each classroom has a total of 16 children. The program has both full and half-day options - Tuesday through Friday.

The C. Ray Williams Early Childhood Programs believe that children with special needs can benefit from inclusion in a typical classroom setting. Staff works with parents and specialists to develop individualized programs and adapt their strategies to meet the unique needs of each child.

## **C. Ray Williams Early Childhood Program**

Each classroom consists of 12 students who are 3 or 4 years old by October 1, 2024. The students' family must qualify for a Grant from The Ohio Department of Education. Qualifying is based upon family size and gross yearly income up to 200% of the Federal Poverty Level and the Whitehall City Schools Approved Sliding Fee Scale. Tuition can range from \$0 and up based on the Sliding Fee Scale. The program is a full-day program, Monday through Friday

## **SUPERVISION OF CHILDREN**

Children enrolled in C. Ray Williams Early Childhood Programs receive continuous supervision and care from authorized adults.

The C. Ray Williams Early Childhood Program personnel policies prohibits leaving a child unattended and/or exposed to risk.

Children are always with an adult when in the classroom, going to the restroom, cafeteria or outside.

## **SAFETY OF CHILDREN**

The safety of your child is our primary concern. To help us with this, parents complete a "Child Enrollment and Health Information Form". The form must include at least 2 local emergency contacts with working numbers and available transportation.

It is very important that you notify your child's program immediately if your address, phone number and/or emergency numbers change. We must have a current telephone number where you or the emergency contact person can be reached at all times.

**In case of an emergency, please call 614-417-5680.**

## **RESTING TIME**

All children at the program more than 5 hours a day are required by licensing to rest for one hour. Children must remain on their cots and a staff member is always present. Cots, soft music and soft lighting are provided for rest time in the classroom.

## **PARENT ACCESS POLICY**

Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact their child, evaluate the care provided by the program, the premises, or for other purposes approved by the director. Upon entering the premises, the parent shall report to the school office.

## **CHILD CUSTODY ISSUES**

C. Ray Williams Early Childhood Programs recognize the importance of both parents in a child's life.

We provide services to both parents of an enrolled child, thereby complying with the legal rights of each parent to be involved in the C. Ray Williams Early Childhood Program.

Information given to each parent is strictly limited to child progress and health restrictions and/or personal information and will not include any family information.

Court ordered, visitation schedules, and /or restricting orders will be enforced. Please give a copy of custody papers upon enrollment.

The center does not take sides during a custody disagreement. Each parent has the right to complete a separate "Emergency Contact Form" for the days that he/she has scheduled visitation.

If custody issues change during the school year, please bring all documents to the main office.

**ARRIVAL (Drop Off) & DEPARTURE (Pick Up)**

**\*\*Pay close attention to the "starting" and "doors open" times, as NO children or adults will be permitted into the building before that time\*\***

**The Etna Road Loop will ONLY be available for car riders for families that have been given a CAR DASHBOARD PASS and/or a handicap placard.**

\*These must be clearly displayed in order to enter the driveway.

ALL OTHERS: Will be considered "hand to hand" and will need to park at John Bishop Park and walk students to assigned entry/dismissal doors.

**DASHBOARD PASS (Special Education Preschool) Procedures for BOTH Arrival and Departure:**

1. Driver pull into the loop and **stay in vehicle**
2. A staff member will approach your car and assist your child in exiting the vehicle
3. Once your child is out, you must **leave**

Center staff will only release your child to persons who are listed on the **Authorization for Pick up Form**. All changes to this form must be made in writing by the parent/guardian.

All persons picking up a child must have proper identification.

If an emergency arises and someone other than those listed on the emergency contact form must pick up your child, you must notify the Program staff of this change: otherwise, your child will not be released to that person.

C. Ray Williams Early Childhood Program's responsibility ends when the child has been signed out from the staff's care.

**TRANSPORTATION -Special Education Students ONLY**

A parent/guardian or other designated adult must wait with your child until the bus arrives and wait for the bus when he/she is returned home.

During arrival and departure, students with bus transportation are escorted by preschool aides to the appropriate bus. Each child gives their bus card to the driver upon exiting the bus, and the driver collects the card, matching the name and address. Each child also has their name and bus number on a tag on their backpack.

In case of an emergency, you must notify the Transportation Department at 614-417-5140, if someone other than designated persons from the Authorization List for Pick up will be waiting for the bus.

## CAR SEAT ENFORCEMENT



Dear Parents and Guardians,

Vehicular crashes are the leading cause of death for children. I am writing to you today because buckling up is the best way to save lives and reduce injuries. Using the correct car seat or booster seat can be a lifesaver. It seems like such a simple thing, yet every day thousands of children are at risk on the road because they are not buckled up. It is important as a parent to know how to effectively use car seats, booster seats, and seat belts and to use them on every trip, no matter how short. Recognize the safest way to buckle up changes as a child grows. Ensure your child(ren) is always buckled into an age & size appropriate car/booster seat. Children under 12-years-old should ALWAYS be buckled in the back seat. Help them learn to wear their seatbelts regularly by using yours as well.

I am personally seeing far too many of our students not being buckled into the appropriate child restraint system during student drop off and pick up times. It is the law and officers will be writing citations for child restraint for the safety of our students. I have included the law at the bottom of this letter for your reference.

Thank you for helping me keep our students safe,

**Tanner Williams #94**  
*School Resource Officer*

### Section 4511.81 | Child restraint system

When any child who is in either or both of the following categories is being transported in a motor vehicle, the operator of the motor vehicle shall have the child properly secured in accordance with the manufacturer's instructions in a child restraint system that meets federal motor vehicle safety standards:

- (1) A child who is less than four years of age;
- (2) A child who weighs less than forty pounds.

When any child who is less than eight years of age and less than four feet nine inches in height, who is not required by division (A) or (B) of this section to be secured in a child restraint system, is being transported in a motor vehicle, the operator of the motor vehicle shall have the child properly secured in accordance with the manufacturer's instructions on a booster seat that meets federal motor vehicle safety standards.

### **IN CASES OF EMERGENCY**

If an emergency arises and someone other than those listed on the Release of Child Information form must pick up your child, you must notify the center staff immediately about the change.

The designated person must show proper identification in order for your child to be released to him/her. If you do not let the center know you are unable to pick up your child we will attempt to contact you and the individuals listed on the Release of Child Information Form. After an hour of repeated attempts to reach you or those you have designated, we will notify Franklin County Children Services (FCCS). We will arrange to have your child taken to FCCS at 4071 E. Main Street by the appropriate police personnel. A member of our staff will accompany your child and provide your contact information to FCCS staff. The FCCS Hotline is 614-229-7000.

### **SCHOOL EMERGENCY OPERATIONS PLAN**

The Kae Avenue Elementary Emergency Operations Plan (EOP) provides policies and procedures on how to respond to all-hazard emergency incidents. This plan has been customized to meet the specific and unique needs, capabilities and circumstances found at Kae Avenue Campus.

The plan outlines the expectations of school staff and students as well as providing authority for personnel to enact the plan as needed. The plan identifies internal and external communications: training and sustainability: authority and references as defined by state mandates and actions the school will use for prevention, protection, mitigation, response and recovery. Plan is available upon request in the office.

### **INCIDENT AND INJURY REPORT**

In the event of an incident/injury, a report will be completed and given to the person picking up the child the same day. Some examples of an incident/injury include: the child has an illness, accident, or injury which requires first aid: the child receives a bump or blow to the head: the child has to be transported by emergency squad: or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within 24 hours after the incident occurs.

The school is required to contact the Ohio Department of Job and Family Services (ODJFS) within 24 hours when a "general emergency" or "serious incident, injury or illness" occurs. A written report will be provided to the Ohio Department of Education within 3 days of the incident.

Parent notification and signature are required.

### **FIELD TRIP PERMISSION AND SAFETY**

Prior to each field trip, the center staff will send home a field trip permission slip and parent reminder, which provides the date, location and time of the scheduled field trip. Parents must return the signed permission slip for their child to attend the field trip.

Adults that are trained in First Aid and CPR are present for each field trip and also ride the bus. The First Aid kits and each child's emergency information are accessible during field trips. During the field trip, each staff member will have specific children to supervise. Before departing and upon arrival at the destination, another count will be taken to ensure that all of the children have safely arrived. This process will be repeated before leaving the destination and again when returning to the school.

### **HEAD LICE (PEDICULOSIS)**

There are occasional cases of head lice within our student population. This can happen in any institution where people come in close contact with one another. Parents will be given information on the treatment and follow-up for head lice. Immediate treatment is essential to control this condition. If a student has been identified as having live lice on 3 or more occurrences, it will be considered chronic and at that time a meeting between the parent, school nurse, social worker and anyone else that it pertains to will be called. At the meeting a plan will be set up to help the family eradicate the lice infestation.

### **COMMUNICABLE DISEASE POLICY**

Limited Exposure to communicable diseases is an expected part of a young child's experience. If your child has a communicable disease, please keep them home until your physician tells you the child may return. Some illnesses may require a doctor's statement for the child's return. Please keep the center informed of your child's recovery.

## **SICK CHILD POLICY/ ISOLATED CHILD**

Please do not send your child to school if he/she has any of the following symptoms:

Temperature of 100 degrees - in combination with other signs of illness

- Diarrhea (2 or more abnormally loose stool within a 24 hour period)
- Severe coughing (causing the child to become red in the face or make a whooping sound)  
Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots of rashes
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting 2 times or when accompanied by any other sign of illness, sore throat or difficulty swallowing.
- Any child demonstrating signs of illness not listed above will be carefully observed and isolated for symptoms.
- If a child does not feel well enough to participate in school activities, the parent will be called to pick up the child.

Anytime a child is isolated, they will be kept within sight and hearing of a staff member. The cot and any linens used will be washed and disinfected before being used again.

Parents will be notified by a sign on the door, or sign on the sign-in table, or a note sent home, if children have been exposed to a communicable illness. Children will be readmitted to the school after at least 24 hours of being free of fever without any medicine and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

At Whitehall City Schools, we take the health and well-being of our students seriously. The goal of the nursing staff is to keep students healthy and in school. There are occasions when students will be sent home or asked to remain out of school. These include:

- Vomiting – A student will be sent home and may return to school once he or she has been free from vomiting for 24 hours without the use of medication or with a physician's note deeming the student is not contagious. Exceptions are made for students with a related documented medical condition on file.
- Diarrhea – A student will be sent home if he or she is complaining of persistent diarrhea and may return after the student has been free from diarrhea for 24 hours without the use of medication, or with a physician's note deeming the student is not contagious. Exceptions are made for students with a related documented medical condition on file.
- Fevers – A student will be sent home with a temperature of 100.4 or higher. A student may return when he or she is fever free for 24 hours without the use of fever-reducing medication (Tylenol and Ibuprofen).
- Any symptoms/illness that significantly impairs a student's ability to learn at the discretion of the nursing staff.

Parents will be asked to pick up students that are displaying any of the above symptoms. The nursing staff advises having back-up plans for sick students and updated contact information in Infinite Campus. If a student is displaying any of the above symptoms prior to the start of the school day, please call and speak to your students' nursing team member for directions. If there are any questions regarding these procedures, please reach out to your students' nursing team members.

## **MEDICATION POLICY**

If it is determined by a physician that it is medically necessary for your child to receive medication during center attendance, a "Medication Administration Form" must be completed by the physician and the parent. Prescription and non-prescription medication must be in its original container with the label containing exact dosage information. (To include: child's name, current date and the means of administration). A nurse or health aide will consult and provide any additional training or education about prescribed medications. Medications will be stored and locked in a cabinet or locked box in the refrigerator. Medications will only be given by trained staff.

## **ATTENDANCE/ABSENCES**

To benefit from the curriculum and full services of the program, it is very important for children to attend classes daily. Based on the hours of operation, parents are expected to arrive and depart on time.

If, for some reason your child cannot attend school, please call 614-417-5680, to report the nature of the absence and date of return. If you cannot call, please send a note upon your child's return to school indicating the reason for the absence.

Attendance for Pre-K is not mandatory, however, because the school program is funded by the ODEW Grant, continued enrollment will be based on your child's attendance.

## **ABSENCE GUIDELINES**

### **Absences**

State law requires students to be in attendance and on time every day. Attendance will be tracked by *hours* and anytime a student is late to school or class or leaves early, the minutes will accumulate towards the total hours missed.

### **Excused Absences**

In order for an absence to be excused, the parent/guardian must, within 5 days of an absence, provide either a written note that includes the date of absence, reason for absence, contact phone number, and parent/guardian signature, or a phone call to the school office. Another option is to call on the day of absence, then bring in the written note upon return. The following conditions are the only reasons accepted for a student's absence from attending school.

1. Personal illness or injury
2. Family illness- an emergency situation requiring the student to be absent from school
3. Quarantine of the home by local health officials
4. Death of a relative (limited to three (3) days, unless reasonable cause can be shown for a longer absence.)
5. Observance of a religious holiday consistent with a student's established creed or belief.

## **EARLY DISMISSAL**

Students must never leave the school building without permission and/or without a parent/guardian signing out in the school office.

A parent/guardian must also submit a note to the Attendance Office upon return to school the next day.

## **SCHOOLS CLOSINGS**

**When inclement weather conditions or other emergencies necessitate the closing of schools by the superintendent, the following TV stations and radio stations will carry the announcements: WCMH-4, WSYX-6 and WBNS-10, WMNI 920 AM, WNCI 97.9 FM, WCOL 92.3 FM, WYTS 12:30 AM and WSNY 95 FM.**

C. Ray Williams Early Childhood Programs will be CLOSED when the Whitehall City Schools are CLOSED, this includes: Holiday Breaks, Snow Days, Professional Development Days - that are listed on the school district calendar.

## **FOOD SERVICE**

Food item(s) are provided and prepared within the school and supplied in accordance with local, state, and federal food preparation and service guidelines.

## **WITHDRAWAL POLICY**

The center asks for a two week notice of withdrawal. A withdrawal form provided by the school needs to be completed for withdrawal.

## **VOLUNTEERS**

Volunteers are a very important part of our programs. To provide the best services, parents and community volunteers are needed to share their talents, knowledge and skills. Volunteer activity is not required for a child to be in the program.

Licensure requires classroom child/adult ratios of one adult to 10 students. All volunteers will need to provide documentation of current **fingerprints**, medical and BCI & FBI background checks. Parents who volunteer may not bring other children with them to school.

## **PROCEDURES FOR PROBLEM SOLVING**

Our goal is to resolve problems as quickly and directly as possible.

Therefore, if you have a complaint or concern at the school level, it is your responsibility to initially discuss the situation with the staff involved. If a solution cannot be agreed upon by all parties involved, contact the staff person's immediate supervisor(s) and every effort will be made to resolve the situation. (Call the office at 614-417-5680, if you do not know the staff person's supervisor.)

The staff makes every effort to promote conflict resolution. Please use the following steps to resolve concerns or complaints that you may have:

- Speak directly and honestly with the person involved (Example: staff member).
- If your concern is not resolved then, please contact the Director.
- If the situation is not resolved, then a complaint form must be completed and submitted to appropriate Personnel. You may obtain this form from your child's school office.
- You may also contact the Ohio Department of Education at 614-466-0224.
- Contact the Ombudsman, the number is located in the office and lobby - 614-728-6699.
- The procedure for how written grievances are filed is posted at the center and available in the school office on request.

## **PARENT ROSTER**

A Parent Roster is available in the office for program families ONLY. The roster provides the child and parent's names with their phone number -if written permission is given. Parents complete a statement indicating if they want their information on the parent list or not. Upon request, approved information will be provided.

## **BEHAVIOR GUIDANCE**

The staff uses a proactive and preventive approach that discourages inappropriate behavior in the classroom. Teachers guide and teach appropriate behaviors, while discipline and punishment are discouraged in the classroom. Our approach to behavior management is referred to as Positive Behavior Guidance. Positive Behaviors Supports Build Foundations for Life.

In November 2009 a leadership team took training in Program Wide Positive Behavior Support. The training was developed for the Center for Social and Emotional Foundations for Early Learning at the University of Urbana-Champaign. The leadership team took the research and techniques that promote positive behaviors and began implementing them in all programs.

The critical components that are key emotional skills critical to school success are:

- Confidence
- Relationship Skills
- Ability to Concentrate and persist when frustrated
- Ability to communicate emotions
- Ability to listen and attend to instructions
- Social problem solving skills

We have made it critical because the research tells us:

- If these skills are not put into effect, early children who are identified as hard to manage at 3 and 4 years of age have a 50/50 probability of continuing to have difficulties into adolescence (Campbell and Ewing 1980).
- Early appearing aggression is the best predictor of juvenile gang membership and violence (Reid 1993)

- When aggressive and antisocial behavior persists past age 9 the interventions have a limited success rate.

Since our goal for all children is to reach their full potential in a positive and caring environment, the leadership team is taking the first step in implementing a social and emotional curriculum across all programs. The first step is creating center wide expectations that all children, staff, and parents will have input about how this will look at the school.

If a child's behavior is unacceptable. Staff will NOT:

- Neglect a child
- Place a child in time out
- Utilize any form of corporal punishment
- Utilize cruel, harsh or unusual punishment
- Delegate children to manage or discipline other children
- Use physical restraints to confine a child
- Place children in a locked room or confine children in any enclosed area
- Humiliate, threaten, or frighten children
- Subject children to profane language or other verbal abuse
- Make derogatory or sarcastic remarks about children or their families
- Punish children for failure to eat, sleep, or for toileting accidents
- Withhold any food (meals or snacks/treats), rest or toilet use
- Punish an entire group of children due to the unacceptable behavior of one or few children
- Isolate & restrict children from activities for an extended period of time

**OHIO GUIDESTONE PARTNERSHIP**



Dear Whitehall Families,

We are pleased to share that we will continue our partnership with OhioGuidestone to provide vital services to the Whitehall community and Whitehall City Schools.

OhioGuidestone and the ADAMH Board of Franklin County are working to provide prevention services for the students in the Whitehall City Schools to help address and prevent behaviors that can put children at high risk for future issues.

OhioGuidestone is a community solutions organization. They offer a unique blend of behavioral health treatment services, skill building programs and prevention opportunities for children and families. They not only help resolve problems that already exist, but teach skills to help individuals become self-sufficient and prevent future obstacles to success. Offered services help individuals not only to survive, but thrive.

Preventative services may include small groups, consultation and crisis intervention. In the event of an urgent or emergent situation, Whitehall City Schools may provide OhioGuidestone with parent/guardian contact information such as parent name, child name, phone number and address.

## HEART OF OHIO PARTNERSHIP



# HEART OF OHIO FAMILY HEALTH

Whitehall City Schools – Heart of Ohio Family Health – School-Based Health Center

Heart of Ohio Family Health (HOFH) and Whitehall City Schools (WCS) have established a partnership to improve the overall health and wellness of students, staff, and families. **As a WCS student, your child will automatically be enrolled with HOFH services.**

School-Based Health Services include and are not limited to the following:

- Referrals to and within HOFH specialties for both student and family
- Enrollment in HOFH's 340B Drug Discount Program
  - Provides a 20-95% discount on prescription drugs
  - Sliding Fee Scale Discount Program
  - Places a cap on out-of-pocket payments if patients should lose health insurance
- HOFH Transportation and Telemedicine
  - Telemedicine is an alternative to traditional health care when a patient has time, transportation, or access constraints. These appointments are performed via telephone or video chat.
  - Transportation services to bring patients from other school locations to Whitehall-Yearling High School (or other HOFH clinics, if applicable) for care, and back to school when complete.
- Data Sharing between HOFH and WCS
  - Helps HOFH track health trends and intervention outcomes among the population
  - Can assist with improving the quality of care
- Mentoring and Internship pairings
  - Pairs students with HOFH providers and staff for hands-on educational opportunities through internships and mentor-mentee relationships
  - Ultimate Goal: to pique student interest in clinical careers post-high-school.
- Alternative Penalty Program
  - Utilizes HOFH Behavioral Health services in lieu of (or in addition to) traditional academic penalties such as suspension or expulsion

**Parents and guardians have the right to opt their child out of the service agreement.**

If you ***do not*** want your child enrolled with Heart of Ohio Family Health, you may request a ***School-Based Health Opt Out Form*** from WCS School Nurse, Wendy Siegel at siegelw@wcsrams.org



This health center is a Health Center Program grantee under 42 U.S.C. 254b,  
and a deemed Public Health Service employee under 42 U.S.C. 233(g)-(n).

**Administration:** 5000 E. Main Street, Columbus, OH 43213 • Tel: (614) 235-5555

• Fax (614) 536-1994

## **OUTDOOR PLAY**

Children are provided opportunities for outdoor play on a daily basis, if weather permits. We will limit the amount of time outside when the temperatures are very warm or very cold.

Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 30 degrees or rise above 90 degrees, or if there is an air quality alert.

In the event of inclement weather children will have large muscle activities in the building.

Please provide children with the proper clothing so they may be comfortable and safe when they are outside. This includes snow pants, hats, mittens and boots in the winter.

There are two areas for outdoor play for preschool age children. The first is a natural playground with a fenced area for no more than two classrooms (48 children with 4 staff members (75 sq. feet per child) and the courtyard that is an educational learning space for no more than 20 students and two adults.

## **TRANSITION SERVICES AND ACTIVITIES**

Our goal and commitment is to provide continuity for children's families by helping to make the smoothest possible transition between C. Ray Williams Early Childhood Program, elementary school and other early care and education programs. Children and parents may visit prospective schools and meet teachers and students. Parents are given the opportunity to transfer their child's records from C. Ray Williams Early Childhood Program to the receiving school or center.

Little Rams Round-Up is scheduled in the spring of each year for kindergarten bound students. The families will have the following opportunities: receive registration packet, tour classroom, participate in games/crafts, win prizes, free food and meet Columbus Clippers Mascot, Krash!

C. Ray Williams Early Childhood Program is a program for the entire family. We can assist families with developing individual goals based on the strengths of the family. In developing these goals the school will provide information to help each family access community resources, including job placement, parenting classes and emergency assistance. Support and referrals are provided by the center according to the family's needs using the steps and timeframes set by the family.

## **NUTRITION SERVICES**

Our goal is to promote child wellness by providing nutrition services that supplement and complement those of the home and community. We assist families in meeting each child's nutritional needs while establishing good eating habits that nurture healthy development and promote life-long well-being.

Each child receives meals that meet the United States Department of Agriculture (USDA) National School Lunch Program guidelines and is provided at no cost to the parent. Tasting is encouraged; however, children are free to reject food if they find it not to their liking.

Nutrition requests for special diets are required to have a physician's statement on file.

## **HEALTH SERVICES**

To start their first day of school the following forms must be current and in your child's file: A copy of the child's up-to-date immunization record. Physical examination signed by a doctor from within the last year on the school's form. Dental examination/screening performed and signed by a dentist on the school's form.

The school has a School Nurse who will review the health and nutrition assessment, dental and physical exam to gather information about your child's health. If we have questions, we will contact you for additional information. Our goal is to keep all children healthy.

## **Language Assistance**

**Attention parents and guardians:** Whitehall City Schools provides free language interpreting and translation services for those who need assistance. This free service is available for any parent or guardian whose skills are limited in any of the following areas: speaking, comprehending, reading, and writing. If you require language assistance for a school program or activity, **for Spanish, please contact Nicolas Rosales at (614) 417-5018 or [rosalesn@wcsrams.org](mailto:rosalesn@wcsrams.org)**, for all other languages please contact Mary Huggins at (614) 417-5013 or [hugginsm@wcsrams.org](mailto:hugginsm@wcsrams.org).

## **NONDISCRIMINATION**

The Board is committed to an environment in which all individuals, including students, staff, job applicants, the general public and individuals with whom it does business, are treated with dignity and respect. The Board prohibits discrimination based on race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, military status or legally acquired genetic information.

### **District Compliance Officer(s)**

The Board designates the following individual(s) to serve as the District's compliance officer:

**Name:** Doug Shoemaker  
**Title:** Director of Employee, Legal, and Partnership Services  
**Address:** 625 S. Yearling Road, Whitehall, OH 43213  
**Phone number:** 614-417-5119  
**Email:** [nondiscrimination@wcsrams.org](mailto:nondiscrimination@wcsrams.org)

The name, title, and contact information of this individual is annually published in District handbooks and on the District website.

The compliance officer is responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1975.

The compliance officer is responsible for addressing any inquiries or complaints regarding discrimination or retaliation in a prompt and equitable manner.

### **Reports and Complaints of Unlawful Discrimination/Harassment**

Individuals who feel they have been subjected to unlawful discrimination or retaliation may file a complaint, either orally or in writing, with the compliance officer or an administrator, supervisor or other district-level administrator. Employees are required to promptly report to the compliance officer or an administrator, supervisor or other district-level administrator when they become aware of incidents of unlawful discrimination or retaliation. All other persons associated with the District are encouraged to promptly report when they become aware of such incidents. Any administrator, supervisor or district-level administrator who receives such a complaint must forward it to the compliance officer.

The Board has developed complaint procedures, which are made available to every member of the school community. The complaint procedures are not intended to interfere with the rights of any individual to pursue action through State and/or Federal law, contact law enforcement, or file a complaint with the United States Department of Education, Office of Civil Rights, the Ohio Civil Rights Commission or the Equal Employment Opportunity Commission.

The Board has adopted separate policies and procedures for sexual harassment, including the identification of the Title IX Coordinator. All sexual harassment reports must be managed in accordance with the sexual harassment policy and procedure.

### **Interim Measures and Responsive Action**

Upon receiving a complaint, the compliance officer will consider whether any interim measures should be taken to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter discrimination.

The District shall enforce its prohibitions against unlawful discrimination by taking responsive action reasonably calculated to stop and prevent further misconduct. Employees or students who engage in unlawful discrimination or retaliation may be subject to disciplinary action. The Board has identified disciplinary penalties, which may be imposed on the offender(s).

**Confidentiality**

Matters, including the identity of both the reporting party and the responding party, are kept confidential to the extent possible.

**Retaliation**

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy. Any administrator, supervisor or district-level administrator who is aware of such retaliation shall forward it to the compliance officer. Reported acts of retaliation will be promptly investigated and addressed.

**NOTICES****DESIGNATION OF REQUIRED TITLE IX COORDINATOR**

The following individual has been designated to serve as the District's Title IX Coordinator[s]. Such Coordinator[s] is authorized to coordinate the District's efforts to comply with its responsibilities under Title IX.

**Name:** Doug Shoemaker  
**Title:** Director of Employee, Legal, and Partnership Services  
**Address:** 625 S. Yearling Road, Whitehall, OH 43213  
**Phone number:** 614-417-5119  
**Email:** [nondiscrimination@wcsrams.org](mailto:nondiscrimination@wcsrams.org)

**NOTIFICATION OF POLICY**

The District does not discriminate on the basis of sex in its education program or activities, including admission and employment, and is required by Title IX and its implementing regulations not to discriminate in such a manner. Inquiries about the applicability of Title IX and its implementing regulations to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

**NOTIFICATION OF GRIEVANCE PROCEDURE**

The District has adopted a grievance procedure to provide for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by Title IX and its implementing regulations. This procedure describes how to report or file a complaint of sex discrimination, how to report or file a complaint of sexual harassment, and how the District will respond.

The District's Policy and Procedures can be found at: [BoardDocs® LT](#)

**WHITEHALL CITY SCHOOLS POLICIES** <https://go.boarddocs.com/oh/whitehall/Board.nsf/Public>