

Walter Shade

Early Childhood Center

Our Mission:

**TO ENGAGE STUDENTS' MINDS, MUSCLES AND
IMAGINATIONS**



STUDENT HANDBOOK

2019-2020

Student Name _____ Grade _____

Teacher _____

August, 2019

Dear Students and Parents:

Welcome to Walter Shade Early Childhood Center. The entire staff is excited to welcome you to the new school year.

Each day as we move closer to our goal of excellence in education, we are committed to do whatever it takes to engage our students. Our innovative educational experiences include school-wide projects, field trips, programs and assemblies and great classroom lessons. We are thrilled that your child will be a part of these experiences.

The purpose of this Handbook is to provide you with important information about our school's policies and procedures. Please keep this handbook and refer to it when questions arise. We send out a weekly e-newsletter to share what is happening in our school each day.

The district web address is: <http://www.westcarrolltonschools.com>

If you ever have questions or concerns, please contact me at 859-5121 ext. 4400. My goal is to ensure that your child has an exceptional educational experience each school day.

Here we grow.

Janet Schieman,
Principal





Shade ECC Philosophy

We believe in the development of the whole child and respect each child as an individual with many unique abilities. We feel children learn best given a safe environment where multisensory exploration and choice making is encouraged. Young learners need developmentally appropriate, interactive, meaningful activities to facilitate their love of learning. A collaborative effort between home and school is an essential element of this community celebration of young children.

Our Mission Statement

The mission of the Walter Shade Early Childhood Center is to develop the foundation for lifelong learners, we empower all student to reach their unique potential; socially, physically, intellectually, and emotionally. We engage children in appropriate learning experiences in a safe, caring, and supportive child-focused environment, we foster successful partnerships between family and school.

ADMISSIONS

Kindergarten: A child who is five years of age on or before August 1, 2019 is eligible to enroll in kindergarten.

To register your child for school, you must provide:

- Original birth certificate
- Immunization record
- Proof of residency
- Custody papers (if applicable)
- Parent picture identification



Preschool: We offer a preschool program for three and four-year-old children. Our program serves students with special needs as well as those who are typically developing. A child who is three years of age on or before August 1, 2019 may be eligible to attend preschool. To participate in the preschool program, the child and a parent or guardian must live in the West Carrollton School District.

ASSET RICH ENVIRONMENT

At Walter Shade Early Childhood Center, we celebrate our students through positive reinforcement. Recognizing the wonderful things that our students do is our way of teaching asset-rich behaviors. Each month we choose an Asset Builder of the Month. The student chosen has shown extraordinary character.

WCSD ATTENDANCE POLICY

We believe that school attendance is a crucial factor in student achievement. The West Carrollton City School District encourages regular attendance in accordance with the Ohio Compulsory Attendance Law and the Missing Children Act, and through the implementation of the current attendance regulations that places the responsibility for attendance on the student and parent(s).

In the event that your child is absent from school, parents are responsible for contacting the school. If no contact has been made or no note is given to the school, the absence shall be posted as unexcused or truant. It is possible for a student to be unexcused even though parents give permission for the absence. Remember- parents may not excuse a student from school; they can only state the reason for the absence to help us determine whether or not the absence may be excused.

Excused absences will be defined as an absence from school and/or class due to one of the following reasons:

1. Personal illness (only a doctor's note will excuse illnesses after 37 hours of absences)
2. Illness in the immediate family
3. Death of a relative
4. Quarantine of the home
5. Observance of religious holidays
6. Emergency circumstances which in the judgment of the superintendent or her designee constitutes a good and sufficient cause for absence from school
7. Vacations only excused if student has missed less than 37 hours



Unexcused absences are defined as absences not meeting the criteria for excused absences. They include but are not limited to:

1. Oversleeping
2. Missing the bus and/or ride
3. Non-school athletic events
4. Individual student trips
5. Vacations after 37 hours of absences
6. Hunting or fishing trips
7. Haircuts or hair appointments

In the case of excessive absences from school, the following may apply:

For K-12 students absent 5 days (30 hours), the parent or guardian will have been contacted either by phone or mail to alert them of the absences and further interventions. Parents of students missing 10 or more days (60 hours) accumulative in a year will be contacted by the building administrator or designee to determine the reason for the student's absence, to develop a plan to reduce the absences, and to inform them that further absences will result in referrals made.

- K-12 students who are not in attendance for 5 consecutive days (30 hours), without an excuse, have 7 unexcused absences (42 hours) in one month, or have 12 unexcused absences (72 hours) in one school year shall be declared HABITUALLY truant.

As defined in House Bill 410, students determined to be HABITUALLY truant will be referred to either the "Start Right Program" for K-4 students, or the Miamisburg Satellite Court/Montgomery County Juvenile Courts if school interventions have not been successful. Parents of HABITUALLY truant students may also be referred to the Montgomery County Courts for neglect or for contributing to the delinquency of a minor, depending upon their level of cooperation with the school. The Board recognizes that the parent or guardian is the most important agent in the student's life. Therefore, parents or guardians will be involved in the process and will be held accountable for their child's attendance.

ATTENDANCE INFORMATION

Kindergarten:

School Begins at 9:00 a.m. (Tardy bell rings at 9:10)
Dismissal at 3:37 p.m.

AM Preschool

School Begins at 9:00 a.m.
Dismissal at 11:52

PM Preschool

School Begins at 12:45
Dismissal at 3:37

2 Hour Delay Times

AM Preschool

School Begins at 11:00AM
Dismissal at 12:52PM

PM Preschool

School Begins at 1:45PM
Dismissal at 3:37PM

TARDIES

When your child arrives to school more than ten minutes after the start time they are considered tardy. An adult must walk your child into the school and sign them in. Your child will then receive a tardy slip and they then take that to their teacher.

EARLY DISMISSAL

In the event that you need to pick your child up prior to dismissal, come into the school office and sign your child out. A picture identification of the person who is signing your child out is required. Your child will then be called to the office.

ATTENDANCE CALLS

When your child is not in school, a note or phone call is required. **Please notify the Attendance Office at 859-5121 ext. 4459.** Please follow up with a note when your child returns to school. If there has not been communication from you, you will be contacted by our office. Good attendance is important for your child's future success.

VISITORS

Adult visitors are always welcome at Walter Shade Early Childhood Center. In accordance with Public Law 2916.211, all parents and visitors entering the building must report immediately to the office for a visitor's pass. We ask that you make an appointment with the teacher to visit the classroom. Please wait in the school lobby for your child, if you are here to pick them up.

BACK PACKS

Every child at the Walter Shade Early Childhood Center is issued a clear plastic backpack. These are to be the only backpack used by our students and must be brought to and from school daily. Replacement costs for backpacks are \$10.00 plus \$2 fee for the replacement name tag on the bag.

BIRTHDAYS

Many families like to do something special for their child's birthday at school. However, we ask that you contact your child's teacher regarding birthday celebrations due to scheduling and possible food allergies. *Please contact the teacher prior to the date that you would like to bring in treats.* The "celebration" at school is not to replace a party that you would have at home. If your child has invitations for a birthday party, they should be handed out at school only if the whole class is invited. Families are encouraged to use the Smart Snack in Schools standards when considering birthday treats at school.

That link can be found on the West Carrollton School District web page under the Student Nutrition tab. <http://www.westcarrolltonschools.com/StudentNutrition.aspx>

BUS RULES

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

1. Load and unload from the bus at the designated stop in an orderly manner. Cross the street at least ten feet in front of the bus.
2. Ride the regularly assigned bus or have made previous arrangements through the Transportation Supervisor to ride another bus. Stay in the same seat while the bus is moving.
3. No eating on the bus.
4. Keep noise on the bus to a minimum. The same behavior is expected on a school bus as in a classroom, except that students may talk quietly to the person beside them. Be absolutely quiet at railroad crossings.
5. Do not throw anything while on the bus. Do not carry anything on the bus that cannot be held in your lap. Do not bring animals onto the school bus.
6. Keep objects or parts of the body out of the bus window. Do not touch the emergency door unless driver tells you to open it.

DISMISSAL CHANGES

You must call the office **before 11am** for morning dismissal changes or **before 3pm** for afternoon dismissal to make changes in the way your child is to go home.

COMMUNICATION WITH SCHOOL

It is our intention to stay in close contact with the families of our students. We do this in the following ways:

1. Open House- held in the fall to give you an overview of our programs, our expectations and our classrooms. Please attend.
2. E-news- These weekly updates are sent by email and text to all of our supporters and families. Please be sure to let the school know of any e-mail changes.
3. Teacher's newsletters- Classroom teachers frequently send home classroom news; these can be found in your child's book bag each month.
4. Contact with the Teacher: We welcome your phone calls when you need information or clarification; we will connect you with your child's teacher. 859-5121 ext. 4400
5. Parent Conferences - Held twice a year in November and in March.

6. Activities- Held throughout the school year at which time, parents are invited to attend. These include: Homecoming Parade, Ice Cream Social, Math Night, Literacy Night, Science Night and winter and spring musical performances.

DRESS CODE

All clothing must meet reasonable standards of cleanliness and decency.

1. NO bare midriff, spaghetti straps, see through clothing, pajama pants or bedroom slippers.
2. Inappropriate printing, pictures or advertisement (such as beer or cigarettes) or grotesque graphics are not allowed.
3. Sweatshirts or sweaters are recommended for students to wear if classrooms are chilly.
4. Label child's clothing (boots, coats, hats, gloves, sweaters) with the student's name.
5. Sneakers/tennis shoes are the preferred footwear for active children.

FEES

The kindergarten instructional material fee for the 2019-2020 school year is \$35.00.

The preschool instructional material fee for the 2019-2020 school year is \$25.00.

Fees are payable starting the first day of school.

LUNCHROOM PROCEDURE

Breakfast is served daily at no cost to students. Hot lunches are served daily at a cost of \$2.75 which includes milk. Extra milk is \$.50. Money may be placed in your son/daughters account at the beginning of each week. Lunches are \$13.75 for the week.

Lunch charges will be available on a limited basis. All food purchased must be eaten during lunchtime or thrown away.

Students who have repeatedly charged lunch will receive notification for payment. If these fees are not paid students will need to bring in lunch or have an alternative meal. Reminders



are sent home weekly to notify you if your child owes lunch money. Students are permitted to charge up to five lunches. If their charges are not paid, on the sixth charge children receive a “courtesy lunch”.

Please support us, **NO fast-food lunches** for your child. If you would like to share a meal, please provide food that supports healthy eating. If you are unsure about meal choices contact Mrs. Tina Pett, our food services supervisor for assistance at 859-5121 x1121.

NOTES FROM HOME

Good communication between home and school is very important. Please send a note to your child’s teacher explaining:



- absences or tardiness
- request for early dismissal
- change in transportation
- after school activity

All notes must include your child’s first and last name, the date and a parent’s signature.

PARENT RIGHTS

The role of both parents and/or guardians plays a vital role in the educational process of a child and is encouraged and appreciated by the staff at Shade ECC. Our staff will make every effort to maintain open communication with both parents/guardians of those children who may have shared custody. No student on the basis of sex, race or handicap should be excluded from the participation in, be denied benefits of, or be subject to discrimination under any education program or activity.

PARENT/TEACHER ORGANIZATION

Walter Shade Early Childhood Center families are invited to join the Parent/Teacher Organization (PTO). By joining this group, Walter Shade Early Childhood Center families will have the opportunity to become involved in a variety of activities to support students and staff. The staff are always looking to involve parents in volunteer opportunities, such as, to assist with picture days, office help, book fair, academic nights, spirit weeks, and fundraisers, just to name a few.

The PTO group will meet once a month to prepare for upcoming events at the school.

For more information, please contact Jenny Vogt at jvogt@wcsd.k12.oh.us with questions or concerns.

PLAYGROUND RULES

1. Be Safe – Use equipment correctly. Ask permission to leave the playground.
2. Be Respectful – Use kind hands.
3. Be Responsible – Pick up any equipment that you may have used and put it away.



PROPERTY DAMAGE

Any school property suffering damage, whether deliberate or through carelessness, must be repaired or replaced by the student responsible.

SCHOOL PICTURES

School pictures are taken twice a year.

STUDENT SAFETY & EXPECTATIONS

It is very important that our children are safe while present at school. We have identified behavior expectations for our students as well for as visitors to our school.

BEHAVIOR EXPECTATIONS

1. Be safe
2. Be respectful
3. Be responsible

WEATHER DELAYS OR CANCELLATIONS

Two-Hour Delay Schedule

Arrival and Dismissal Times for Preschool and Kindergarten

Kindergarten	11:00 – 3:37
AM Preschool	11:00 – 12:52
PM Preschool	1:45 – 3:37

In the event of a delay, we will be using the above schedule. The West Carrollton School District's website (www.westcarrolltonschools.com) is the fastest method of finding out if there is a delay or closing. Local radio stations and television stations are also notified of delays or closings. Calling the school is not recommended since no one will be in the office to answer phones.

In the event that there is a program in the evening of a day when the school is closed, the program will be cancelled.

WCSD CLINIC SERVICES

Clinic Information:

- School clinics will be staffed by a Licensed School Nurse or School Health Associate (RN or LPN).
- The school clinic's primary purpose is to care for illnesses and injuries occurring at school and to provide specific care for students with documented and ongoing medical conditions or needs.
- Parents will be contacted if the nurse feels like there is an immediate health concern for the student, that needs to be addressed.
- All dismissals for illness or injury must take place through the clinic.

Emergency Medical Authorization Form (EMF):

- A new EMF must be submitted to the school at the beginning of each school year.
- It is very important that parents/guardians keep this information updated throughout the school year.
- Students are not permitted to attend any school sponsored functions or field trips without a completed and current EMF on file.

Immunizations:

- In compliance with Ohio State Law, students will be excluded on the 15th day of attendance if completed immunization documentation has not been received. Absences related to incomplete immunizations will be considered unexcused.
- Students are not permitted to attend any school sponsored functions or field trips without current immunizations on file.

Medications at School:

- Students are not allowed to bring medications into the school building. Exceptions are students with prescribing practitioner, parent, and nurse authorization to self-carry epinephrine auto-injectors, inhalers and diabetic supplies only.
- ALL medications used in the schools require a Medication Authorization Form to be completed and on file. Prescription medications require signatures from a prescribing practitioner and parent/guardian. Over-the-Counter medications (including cough drops) require a parent/guardian signature.
- An adult responsible for the student must deliver medications in the original packaging. to the school clinic.
- Medications must match the written prescription.
- All medications must be picked up by the last day of school or they will be discarded.

When to Keep your Student Home from School:

- Fever of 101.0 or higher; student must be fever free for 24 hours without fever reducing medications before returning to school.
- Diarrhea (3 or more loose stools in a 24 hr. period)
- Uncontrollable cough or respiratory distress
- Extreme redness of the eye, accompanied by discharge and/or pain
- Rashes of unknown origin
- Severe sore throat or difficulty swallowing
- Severe headache
- Stomachache with vomiting
- Severe itching of body or scalp
- Untreated head lice

If your student has any possible symptoms or diagnosis of a contagious disease, please contact your nurse for readmission guidelines. Ohio Department of Health readmission guidelines for schools may differ from your prescribing physician's guidelines.



Head Lice:

Parents/Guardians should check their student's head regularly for evidence of head lice. If lice are found, please contact the school clinic to make a report, or with questions related to treatment.

Health Screenings:

- Vision: Preschool, K, 1st, 3rd, 5th, 7th, 9th, and students new to the district or upon request of parent, teacher or student
- Hearing: Preschool, K, 1st, 3rd, 5th, 9th, 11th, and students new to the district or upon request of parent, teacher or student.
- Dental: School oral screenings will be conducted as necessary by a School Nurse, Community Dentist, or Local Dental Hygienist.

If you want to opt out of ANY screenings for your student, you must submit your wishes to the school clinic in writing.

PRESCHOOL DISCIPLINE POLICY ADDENDUM

(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.

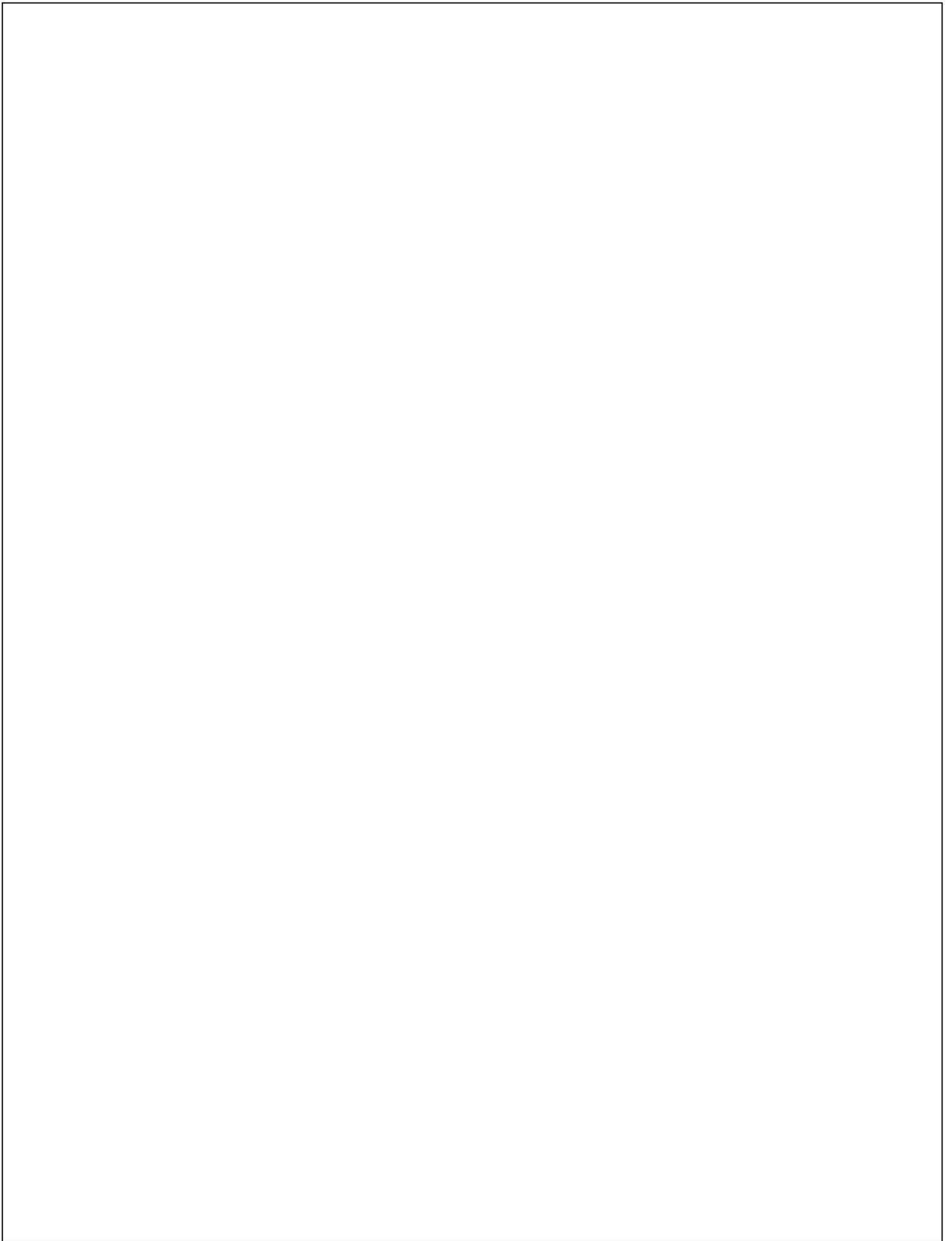
(7) Techniques of discipline shall not humiliate, shame, or frighten a child.

(8) Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.

(9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.

(10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.





West Carrollton Early Childhood Center

At Walter Shade School

510 East Pease Avenue

West Carrollton, OH 45449

(937) 859-5121 x 4400



**WALTER SHADE EARLY CHILDHOOD CENTER HANDBOOK RECEIPT OF
AWARENESS**

I have reviewed a copy of the 2019-2020 Walter Shade Early Childhood Center Handbook, and reviewed the West Carrollton Schools' policies, rules, regulations and informational items found therein.

I understand that I am expected to act in a manner within the rules and policies of the Walter Shade Early Childhood Center Student Handbook.

Student Name

Date

Parent Signature

Date

**PLEASE TEAR OUT AND RETURN TO THE SCHOOL WITHIN ONE WEEK OF
RECEIPT.**