



## **Preschool Special Education Student Handbook 2019-2020**

### **Mission Statement**

The Mission of the Kenston Local School District is for each student to achieve individual academic excellence and to maximize personal growth in a community which demonstrates and develops mutual respect, responsibility and life-long learning.

### **Kenston Administration**

Mr. David Rogaliner, Principal  
Ms. Kristen L. Hasenohrl, Assistant Principal

Mrs. Nancy R. Santilli, Superintendent  
Mr. Jeremy P. McDevitt, Assistant Superintendent for Business Operations & Strategic Initiative  
Dr. Kathleen M. Poe, Assistant Superintendent for Curriculum  
Mr. Paul J. Pestello, Treasurer

### **Kenston Board of Education**

Dr. Beth Krause, Ph.D., President  
Mrs. Neysa Gaskins, J.D., Vice President  
Mr. Thomas Manning  
Mr. William Timmons  
Mrs. Beth Ward

### **School Hours**

8:45 A.M. - 3:20 P.M.  
Doors open at 8:35 A.M.  
Preschool 8:35-11:05 (morning); 12:50-3:20 (afternoon)

### **TIMMONS ELEMENTARY SCHOOL**

9595 East Washington Street ★ Chagrin Falls, OH 44023  
(440) 543-9380  
[www.kenstonlocal.org](http://www.kenstonlocal.org)



## WELCOME

Welcome to Timmons School! It is the beginning of an exciting year and the Timmons staff anticipates a positive home-school partnership. This handbook is provided to you in an effort to share information which will be useful throughout the year. Please refer to it for information regarding basic school procedures. It is a primary goal to educate parents about our school, as well as to educate our students!

Timmons is a school in which student achievement is our mission and quality instruction is our focus. A full continuum of rich experiences is offered to students in an effort to develop the learning potential and talents of each child in a positive and encouraging environment. The expertise and dedication of Timmons teachers result in outstanding levels of student achievement.

Communication is a key component of the home-school connection! Do not hesitate to call the school office whenever you have a question regarding your child's education.

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## PROGRAM OVERVIEW

### Philosophy...

Research in child development shows that as children investigate and explore their environment, language, movement, spatial relations, basic math concepts, music, self-help and social skills evolve. Instructors facilitate learning by asking questions, eliciting conversations, guiding, evaluating and planning learning opportunities through a variety of materials and techniques.

Our preschool special education classrooms are integrated, and include children with disabilities and children who are typically developing. We provide comprehensive preschool programming for children ages 3-5 with a continuum of services, including itinerant and center-based services.

### Purpose...

The purpose of the program is to:

- Present a learning experience that incorporates and is aligned to the Ohio Department of Education's Early Learning Developmental Standards
- Support a creative, developmentally appropriate learning environment
- Promote play, problem solving and positive interactions among children and adults
- Develop school readiness skills with a strong emphasis on literacy
- Meet children's individual needs through differentiating instruction

Your child will benefit from guided instruction in the classroom and or the community in the following developmental areas:

- Communication Skills
- Social Interaction
- Academic Content Areas
- Fine Motor
- Gross Motor
- Self-Help

## ADMITTANCE

The following policies and procedures are in effect for the Kenston School District.

### Information Required for All Students...

Registration Form (Photo ID is required for the person registering the student)  
The child's original, certified birth certificate (office staff will make a copy of the original)  
Residency and Custody Declaration  
Residency Form  
Proofs of residency from list provided with enrollment information (office will copy originals)  
Home Language Survey  
Medical and Immunization Form  
Parent permission for release of school records from previous school  
Custody/divorce or guardianship papers, if applicable  
IEP/504, if applicable

If you move within the Kenston District, notify the school office so that proper paperwork can be completed. Two new proofs of residency will need to be provided within 14 days. The school office can then update the address so that any school or district mailings are received at the correct address and transportation can be arranged.

### **Kindergarten Entrance Age Policy**

Any child, residing in the District, who attains the age of five (5) years on or before September 30th, is eligible to attend Kindergarten. A student who has moved into the Kenston School District and has completed one (1) or more semesters of Kindergarten in a state accredited school district program will be accepted even though s/he was not five (5) years old by September 30th.

### **Immunizations...**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of diseases, the Board of Education requires all students to be immunized as mandated by the Ohio Department of Health for school children.

## **ATTENDANCE**

It is essential that students attend school every day, except when illness or other justifiable cause prevents this.

### **Absence Notification...**

Parents must phone the attendance line (440-543-2822) before 9:15 A.M. if a child is going to be absent or tardy. If the child has an extended illness, parents only need to call on the first day of absence and give an estimation of the duration of the illness. If the school is not contacted, state law and school board policy require the school to call the parent or guardian to confirm the child's absence. If the child has had a doctor appointment, please furnish the office with a doctor's note if available.

### **Excused Absence...**

An excused absence is one that is necessary. Excused absences allow work to be made up; however, teachers cannot be expected to provide make-up tutoring.

Excused absences come under the following categories:

Illness/Accident

Death of a Relative

Observance of Religious Holidays

Such good cause as may be acceptable to the principal or superintendent

### **Tardiness...**

A student arriving late to school must first report to the office. Arrival after 8:45 A.M. is defined as a "morning absence". A child who is late must be signed in at the office by the parent dropping off and receive a late slip before proceeding to class. If the child has had a doctor appointment, please furnish the office with a doctor's note if available.

Serious attendance problems or frequent incidence of tardiness will be referred to the Geauga County Attendance Officer.

### **Arrival...**

Students are welcome to arrive at school upon arrival of first buses at 8:35 A.M.; supervision cannot be provided for early-arriving students. Teacher supervision begins at 8:35 A.M., as students are dismissed from the buses.

Students being driven to school should be dropped off only at the main entrance. Cars may not enter the area designated as the bus loop since this area is for bus traffic only. Parking along sidewalks is not permitted. Refer to website and opening day packet for additional information regarding arrival procedures.

### **Early Dismissal...**

Student appointments should be scheduled after the regular school day. When it is necessary for a child to be dismissed early, the parent is asked to send a note to the teacher explaining the reason and the time the child will be picked up. Parents must sign a child out in the office. Please do not go to the classroom.

### **Dismissal...**

If a child is to be picked up by someone other than one of their parents or staying for an after school activity, the office must receive a written request from the parent to that effect. Other than an emergency or extenuating circumstance, a child will not be released to a non-parent on the basis of a phone call. It is also necessary for the school to have written permission to release a child to a non-custodial parent. Bus pass requests must be written as well. Dismissal forms can be printed from the District website under Parents & Students/District Forms/TES listing of forms. Refer to website and opening day packet for additional information regarding dismissal procedures.

### **Vacation Notification...**

Students vacationing during the school year is discouraged. If parents are planning an extended vacation, both the teacher and the office should be notified in advance. A Vacation Notification form (available in the school office and on the school web site) should be completed and returned to the principal several days in advance of the vacation. Students will be required to make up assignments as directed by the teacher upon the student's return to school.

## **COMMUNICATION**

### **Parent-Teacher Communication...**

Parents are encouraged to contact the teacher with any concerns regarding the child's educational program or social, emotional, or physical well-being. Teachers may be contacted by note, by telephone, or by e-mail. If you call during the school day, the secretary will leave the appropriate message for the teacher and your call will be returned at the teacher's earliest convenience. If you wish to schedule a meeting with your child's teacher, please contact the teacher in advance to schedule an appointment at a mutually agreeable time. Parent Teacher conferences will be held once in the fall and once in the spring. Teachers are not available during instructional time and their daily schedules do not allow time for drop-in conferences.

### **Communication Process...**

Problems, questions or complaints are best addressed by those directly involved. Usually, the teacher is the most appropriate person with whom to begin the communication process. The following procedure is recommended:

1. Talk to the teacher.
2. Talk with the principal.
3. Talk with the school superintendent.

### **District / Building Communication...**

From time to time, communication via email distribution or an Automated Phone Calling System will be used at the building or district level. Email addresses and phone numbers identified by the parent/guardian will be used. Updates to either of these databases can be made by contacting the building secretary.

### **Home Visits...**

Home visits only apply to preschool students. The preschool teacher may conduct scheduled home visits to discuss a child's progress, answer questions and observe the child in the home setting.

## **CUMULATIVE RECORDS**

A student's Cumulative Record contains registration forms, medical forms, attendance records, standardized testing data, and child custody papers, if applicable. It may also contain data from a transferring school or other data pertinent to the child's education.

Federal law provides that a parent/guardian has the right to review, upon request, the contents of the Cumulative Record. The Cumulative Record is confidential. It is very important that this information be kept current. If there is a change of address, phone number, custody or guardianship arrangement, doctor or persons to be notified in case of emergency, please inform the school office.

## **HEALTH**

### **Clinic...**

The school is equipped with a clinic to take care of first aid situations. A health aide is in the clinic every school day.

### **Prescribed Medication...**

If your child is on medication, a Kenston district prescribed medication authorization form must be completed by both parent and physician before medicine can be dispensed at school. The medication must be delivered to the school by the parent, in the original container labeled with your child's name and the dose to be given. Please do not send medication to school with your child. The medication forms can be obtained from the school or online at the Timmons web site. Under no conditions will prescribed medication be given without proper written permission. Medication will be administered to students only by staff who have been trained in medication disbursement.

### **Non-Prescribed Medication...**

A student in grades K-3 may be allowed to receive over-the-counter medication upon the written authorization of the parent. The parent must submit a completed non-prescription medication form to the school clinic before medicine can be dispensed. Please do not send medicine to school with your child. The medication must be delivered to the school by the parent, in the original container with a current expiration date. The medication forms can be obtained from the school or on line at the Timmons web site. Under no conditions will non-prescribed medications be given without proper written permission. Medication will be administered to students only by staff who have been trained in medication disbursement.

### **Sudden Illness...**

If a child becomes ill at school, the nurse/health aide will determine if the child's complaint or appearance warrants a call home. A temperature is only one sign of illness although a temperature of 100° or above will require a child to be sent home. Parent contact will be made according to the information on the Student Information Verification form. If your child is isolated due to a suspected communicable disease, they will be supervised, cared for, and kept comfortable until a parent arrives.

### **Serious Injuries or Illness...**

All preschool staff will be trained in how to recognize signs and symptoms of communicable diseases. Serious injuries will be given emergency care and parents will be notified immediately. If necessary, 911 will be called to transport the child to the hospital. Parental preference for hospital will be communicated to the rescue squad; however, it will be the squad's decision as to which hospital the child will be taken. Parents will be called to take a child home under the following conditions:

- Serious injury

- Elevated temperature
- Nausea or diarrhea
- Sore throat and difficulty in swallowing
- Vomiting
- Severe coughing, stiff neck
- Unidentified rash, conjunctivitis, yellowish skin or eyes, difficult or rapid breathing, untreated infected skin patches, unusually dark urine/grey or white stool
- Suspected contagious disease
- Evidence of lice, scabies, or other parasitic infestations
- Other signs or symptoms of illness

#### **General Guidelines to Return to School...**

- A child should be free of diarrhea, vomiting, and fever (less than 100° without medication) for 24 hours before returning to school.
- A child diagnosed with strep throat must be on medication for 24 hours before returning to school.
- A child can return to school after initial treatment for head lice is completed
- All cases of communicable diseases, including head lice, must be reported to the school office. Please notify the school nurse if a child develops a chronic illness. The school nurse will follow the guidelines of the Ohio department of health communicable disease chart.

#### **Head Lice...**

When a case of head lice is identified, whether at school or at home, the following procedure must be followed. If a student is identified with head lice at home, s/he must be treated before returning to school. The student will be readmitted to school upon completion of the first treatment. A classroom Notice of Exposure to Head Lice will be sent home. The second treatment is required 7 – 10 days after the initial treatment with the same product. The student will be checked by the nurse over several weeks to verify that lice are not present.

#### **Lead and Hemoglobin Screening...**

ODE mandates that **all children** attending an ODE licensed preschool program have lead and hemoglobin screenings. Results of these screenings are provided with immunization records. Lead screenings are available for free at the County Health Department.

#### **Health Record...**

Each child has a permanent Health Record on which pertinent health information is recorded. Please keep the school notified of any health problems. All information is confidential. Contact the nurse to discuss any health concerns.

State mandated hearing and vision screening will be administered to preschool, Kindergarten, first and third grade students in September. New students entering during the school year will also receive state mandated vision and hearing screening..

#### **Student Information Verification Form...**

Each year, all students are required to update the Student Verification Form including the state required Emergency Medical Information and Consent by the first week of September. Forms are completed online through Infinite Campus and must be submitted by the deadline. Failure to comply with this request may result in exclusion from school and/or school activities. Be sure to keep the school notified of changes in telephone numbers, addresses, workplaces, and emergency contacts throughout the year.

## **LOST AND FOUND**

Please encourage your child to check for lost articles in the school's designated Lost and Found area (benches in the main lobby). Labeling of clothing and personal articles helps in the identification of lost items. Unclaimed articles are donated to a charity after each grading period.



## PICTURES

Individual student pictures are taken in early fall, candid pictures for the yearbook are taken in January, and a more informal “Spring Picture” may also be taken. Information is sent home in advance regarding date, cost, and payment. Parents may choose to have pictures retaken if not satisfied with the original purchase. A make-up day is scheduled for retakes and for students who were absent. Participation in purchasing school pictures is voluntary; however, all students will have their pictures taken in the fall for their permanent school records.

## PTO

The Timmons PTO supports the school’s continued efforts toward academic excellence – teaming with the school on an educational fundraiser; providing funding support for reading, technology and sustainable energy initiatives; and working with the school on service learning opportunities.

The PTO also supports the school’s goal of establishing a peaceful and positive environment for the children to learn by providing social events throughout the school year – movie night, family fun night, and a school wide year end party.

Events and activities may change from one year to the next. However, the PTO’s underlying theme behind academic and social support is always the same - strengthening the relationship between school and home.

## SAFETY AND BUILDING SECURITY

Main entrance doors remain locked during the day; a buzzer system is in use to gain entry. Other doors are locked (egress only) during all but specified portions of the day. **All visitors and volunteers must come directly to the main office, sign in, and obtain a visitor’s badge.**

### **Threatening a Staff Member / Student / Person Associated with the District...**

Any concerning communication or behavior that suggests a person may intend to harm a staff member, student or other person associated with the District is considered a threat. The threat may be spoken, written, gestured or communicated electronically. Once a threat has been reported, a threat assessment will take place to determine the level (high, medium or low) of the threat. The threat level will define specific steps, actions and consequences for the behavior based on the information and / or situation.

### **Safe Hotline...**

We encourage students and parents to immediately report threats or incidents to school officials, local law enforcement, or use the anonymous Ohio Safer Schools Tip Line.

Text 844-SAFEROH or Call: 844-723-3764

## SAFETY DRILLS

Throughout the school year, students are given safety instructions that include fire, tornado, and security drills. These safety drills are held according to state guidelines. Procedures for specific drills are posted in each classroom and children are expected to remain quiet and orderly during drills. In the event of an emergency, the Building Emergency Management Plan will be followed as described in Policy 8400.

## SCHOOL CLOSING/DELAYED START

In case of severe weather or a calamity requiring school to be closed, an official announcement will be made via: AlertNow phone call to the home and any additional contact numbers provided for students and staff, posted on the district website and on Twitter @KenstonSchools. If you are uncertain about school closings, you can call 564-2134 for up-to-date information. The message is updated by 6:30 am when conditions warrant.

A delayed start will only be used if the weather forecast indicates that the current weather conditions will improve soon after school opens and it is safe to transport students. Staff is expected to report as close to regular time as possible. With a delayed start, dismissal is at the regular time.

## SCHOOL DRESS

Students are expected to arrive at school clean and neatly dressed. Choice of clothing rests primarily with parents and child, and should in no way interfere with learning. Parents are asked to see that their children are dressed properly for prevailing weather conditions.

Outdoor jackets are not worn in the classroom. Head scarves, hoods, hats and caps are not to be worn in the building (with exception made for religious purposes). Shirts or other clothing items with inappropriate messages, bare midriffs, or tank tops for both boys and girls are not permitted. Shorts of a reasonable length may be worn to school when the temperature is predicted to reach 70° or above. Footwear worn to school should be appropriate for all school activities. Shoes with wheels attached are not permitted. Athletic shoes are encouraged for recess play. Other than for special school events, crocs, flip flops, high heeled, and open-toed shoes are strongly discouraged due to school and playground safety. Children should be appropriately dressed for school; the principal shall have final authority in determining what is appropriate/reasonable.

## SNACK

**Snack:** Parents will be asked to provide daily snack for their child unless otherwise instructed. Snacks need to be a nutritious supplement to the day's meals. Sugary and salty snacks or snacks high in fat should be avoided. Snack suggestions include: vegetables, fruit, yogurt, pure juice, crackers, or cheese. Please be aware that some classrooms follow strict allergy-free food programs. Children may not share food. In alignment with the District Wellness Plan and nut-free procedures, simple, non-food items are encouraged for birthday recognition. Contact your child's teacher with questions regarding the snack policy.

## SPECIAL SERVICES

**Child Find:** Every school district in the country is mandated to identify children in their districts who have disabilities, ages 3 to 22. The preschool works with Job and Family Services, Help Me Grow, and the Metzenbaum Center to find and identify children ages 3 to 5 who have special needs. If you have questions about your child's development and they are of preschool age, contact the special education director at Timmons: 440-543-9380.

Information regarding the Individuals with Disabilities Education Act (IDEA), Part C Assessment and Screenings can be found at the link provided:

<http://dodd.ohio.gov/IndividualFamilies/GettingStarted/Pages/default.aspx>

You are entitled to a screening to determine eligibility for services. If services are deemed necessary, a team will convene to develop goals for progress.

**Healthchek:** Healthchek is Ohio's Early and Periodic Screening, Diagnosis, and Treatment Program. It is a service package for babies, children, and young adults younger than 21 who are enrolled on Ohio Medicaid. For additional information, visits <http://medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.aspx>

## STUDENT BEHAVIOR

PEAK (Peaceful Environment at Kenston) is the Kenston School District initiative that promotes mutual respect and harmonious existence. The behavior characteristics under PEAK state that students will behave in a manner that shows respect for themselves and others throughout the school day and at school related events. To promote this behavior at Timmons, we teach, reinforce, and recognize the PEAK character traits through a variety of activities on a monthly basis. As a companion to the character traits highlighted through the PEAK program Timmons students follow a program that supports positive behavior intervention. All students are expected to act as a Timmons HERO (Help Everyone Respect Others) by following four building-wide rules:

1. Follow directions
2. Speak kind words
3. Keep body and objects to self
4. Respect property

Students receive explicit instruction in what it looks like when being a Timmons Hero in the various locations of the school and times of the school day. Expectations and skills are reinforced and/or retaught throughout the school year when deemed necessary.

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

Complaints or reports of bullying or aggressive behavior will be investigated with findings communicated to the appropriate individuals. Cases in which harassment, intimidation and/or bullying has been determined will result in remedial or disciplinary actions which may include administrative conferencing, parent communication, conflict mediation, intervention by the guidance counselor, increased student monitoring, in-school restriction, or out-of-school suspension.

School attendance is a privilege as well as a right, carrying with it the responsibilities of good citizenship and acceptable behavior. When deviations from acceptable behavior reach a point where, in the opinion of the teacher and administrator concerned, the orderly progress and maintenance of a class or school program is jeopardized, the Board delegates to the administration the right to take corrective measures. No teacher or class is ever required to tolerate any act of gross misconduct, including flagrant discourtesy, abusive and vile language, acts of violence, and/or deliberate insubordination.

The primary goal of discipline is that each child will recognize the ability to control his/her own behavior and assume the rewards and consequences of that behavior. Each teacher employs rules and consequences within the classroom. A building conduct referral system is used based on the severity of infraction and may result in student conferencing with an administrator or counselor, parent communication, or office level consequence. A preschool staff member in charge of a child or a group of children shall be responsible for discipline. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.

## TRANSPORTATION

Procedures have been formulated with the intention of providing maximum safety for our students. If your child qualifies for this service through a written education plan, the Transportation Department will coordinate pick up and drop off of your child. It is the parent's responsibility to notify the department if their child will not be riding the bus for any reason. The Transportation Department can be reached at 543-9567.

### **Bus Regulations...**

Every student is expected to maintain good conduct on the bus. The driver needs to direct all attention to the bus and traffic. Any violation of good behavior on the bus, or at bus stops, may result in revoking the privilege of riding the bus for a period of time. Students denied bus privileges for disciplinary reasons are expected to be in school as usual. The parent must arrange transportation to and from school. The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of misbehavior.

General bus rules:

- Students should be at the assigned bus stop **five minutes** prior to the published time.
- Students shall conduct themselves on the bus as they would in a classroom, except that reasonable conversations are permitted.
- Students are never permitted to transport animals, glass objects, or other potentially dangerous objects on the school bus. No balloon bouquets shall be permitted on the bus. Book bags, projects, etc. must be small enough to hold on lap.
- Eating, drinking, and chewing gum on the bus is not permitted at any time.

### **Picking up students...**

A Pick Up Note can be sent with your child to school that day, or a parent can call the school office to request their child be listed on the Pick Up List. Pick Up Note forms can be printed from the district website under Parents & Students/District Forms/TES listing of forms. If your child is being picked up by someone other than their parents or staying for an after school activity, **written** permission must be provided to the school office. Non-custodial parents are required to have permission of custodial (residential) parents before the child can be released to them.

When picking up your child at the end of the day, parents should park in the Visitor's Parking Lot and enter through the main entrance. No parking is permitted in the Bus Loop, along the curb or in fire zones. It is required that every child be signed out. Parents are to sign out their child in the Multi-purpose Room following established procedures. Students will be called at dismissal (3:20 P.M.) and will meet parents in the Multi-purpose Room. **PLEASE DO NOT GO TO THE CLASSROOM TO MEET YOUR CHILD.** This requirement adheres to State law, which is intended to provide maximum security to all students.

**For the safety of all of the children, parents are not permitted to go to the bus loop or have their children removed, once having boarded the buses.** Bus drivers have been instructed not to release students from a bus without the permission of a school administrator. Please plan ahead so that these situations can be avoided.

## **VISITORS**

Parents and visitors are always welcome at Timmons Elementary School. All visitors, parents, and volunteers are required to check in at the school office and receive a badge from the school office. **State law requires that all parents, visitors, and volunteers report to the office. Parents are not to go to the classrooms without the permission of the office staff, even for a scheduled appointment with the teacher.** We expect our teachers to greet and supervise children beginning at 8:35 A.M. If you wish to speak to a teacher during instructional time (8:45 A.M. – 3:20 P.M.), it will be necessary to make an appointment.

Messages, lunches, homework, or other items for you child may be dropped off in the school office and will be delivered to the student by office personnel.

Visitor and parent parking is provided in the main lot only (parking is permitted in the bus loop for programs, concerts, etc.). Parking along sidewalks is not permitted. School personnel are encouraged to question any unknown adult in the building who is not identified by a visitor or volunteer badge. The ultimate goal is the safety and security of all students in our care.

## **VOLUNTEERS**

Each year hundreds of volunteer hours are served by Timmons parents. Volunteers share time, talent, and skills and work under the direction of the teachers or the principal. Any parent interested in doing volunteer work should contact an officer of the Timmons PTO. Volunteers are required to sign in upon their arrival and receive a badge from the school office.

## **WITHDRAWALS**

The parent of any student leaving the Kenston schools should notify the office a week in advance so that the necessary transfer and release forms may be completed. It is important to know the date of withdrawal, the new home address, and the name of the new school the student will be attending. Parents need to visit the Timmons School office to sign withdrawal forms, return school-owned books and resolve any fees. Necessary documents will be mailed to the new school.

## **ANNUAL NOTICES**

### **ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

Board Policy 2260 declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through curriculum.

### **ANNUAL LICENSING REVIEWS**

The Ohio Department of Education, Office of Early Learning and School Readiness, conducts annual licensure reviews of all preschool programs and facilities. If you have any questions related to the reviews, please contact the Timmons office. Licenses are posted in each facility. Parents can obtain copies of inspection reports by contacting the building principal or director of special education. Any complaints concerning the operation of programs regulated by the Administrative Code may be reported to the Office of Early Learning and School Readiness at 1-877-644-6338.

### **BLOOD-BORNE PATHOGENS**

Parents of a student who caused a blood exposure to school personnel will be contacted to obtain permission for the testing of the student's blood for Hepatitis B and HIV viruses either in cooperation with their physician or by the designated District Health Professional.

Reference AG 8453.01

### **DANGEROUS WEAPONS**

Board Policy 5772 prohibits the possession of weapons or other devices (e.g. stun gun, mace) designed to inflict bodily harm by anyone while on District property, at a school-related event, or while en route to or from school whether on a school bus, walking, or in a private vehicle. This prohibition shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. Board Policy 5610 directs the Superintendent of Schools to expel a student for one (1) year if he/she brings a firearm on school property, in a school vehicle, or to any school-sponsored activity. The Superintendent may expel a student for up to one (1) year if he/she brings a knife onto school property in a school vehicle, or to any school-sponsored activity.

### **DRUG PREVENTION**

In accordance with federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by state law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community.

Students and their parents should contact the school principal or counseling office whenever such help is needed. References: Board Policy 5530

### **NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURE FOR: TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AGE ACT, AND ADA**

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability or age in its programs, activities or employment. Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, 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.

The District has designated the Assistant Superintendent, as its Civil Rights Coordinator to monitor and evaluate district compliance with Title VI, Title IX-Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. If any person believes that the Kenston Local School District or any of the District's staff has inadequately applied the principals and/or regulations of these laws, she/he may bring forward a complaint, which shall be referred to the District Civil Rights Coordinator. District Administrative Guideline 2260B specifies the procedure for investigation of any grievances. All inquiries regarding the nondiscrimination policy can be directed to the Assistant Superintendent at (440) 543-9677 or for further information, you may contact:

U.S. Department of Education, Office of Civil Rights

Cleveland Office

600 Superior Avenue East

Suite 750

Cleveland, OH 44114

Main Number: (216) 522-4970

Fax: (216) 522-2573

TDD: (877) 521-2172

Email: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

References: Board Policies 5722, 5610

### **PESTICIDES, APPLICATION OF**

Board Policy 8431 has established that written notification shall be provided each year, prior to any pesticide application when school is in session, to those parents, adult students and employees who notify the school district in writing within ten (10) days after receipt of the District's public notice.

### **REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS**

H.B. 620 gives Boards of Education the authority to expel a student for up to one (1) year for bomb threats. Policy 5610 authorizes the Superintendent to expel a student for a period of up to one (1) year if a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.

### **SEXUAL AND OTHER FORMS OF HARASSMENT**

Board Policies 1662, 3362, 4362, and 5517 establish the harassment of a staff member, student of this District, or third party (visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any professional staff member or agent of this Board who is found to have harassed a professional staff member, student, or third party will be subject to discipline in accordance with law and/or the terms of any applicable collective bargaining agreement.

### **STUDENT DIRECTORY INFORMATION**

Board Policy 8330 has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the school district within 10 days after receipt of the District's public notice that he/she will not permit distribution of any or all such information:

name, address, electronic mail address, phone number, date and place of birth, major field of study and sports, height and weight, if a member of an athletic team, dates of attendance, dates of graduation and awards received.

In accordance with state law, the District shall release the names and addresses of students in grades ten through twelve (10-12) to a recruiting officer for any branch of the United States Armed Forces who requests such information. Such data shall not be released if the adult student or student's parents submit a written request not to release such information.

### **USE OF TOBACCO**

For purposes of Policy 5512, use of tobacco products shall mean all uses of tobacco, including cigarettes, cigars, pipe tobacco, "look alike" products, chewing tobacco, snuff or any matter or substances that contain tobacco, in addition to papers used to roll cigarettes. In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco products by students in school buildings, on school grounds, on school buses, and at any interscholastic competition, extracurricular event, or other school sponsored activity. Smoking clove cigarettes or other substances is also prohibited. When in violation of Policy 5512, a student may be referred to a law enforcement agency.

References: R.C. 3313.66, 3313.751, 2151.87

### **VIDEO SURVEILLANCE / ELECTRONIC MONITORING**

Board Policy 7440 directs the Superintendent to annually notify parents and students that video surveillance/electronic monitoring systems are being used in certain areas of the schools and on buses. Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes.

## **OHIO LAW**

Ohio law recognizes O.R.C. 3313.20, the right and obligation of the Board of Education to adopt rules regulating the behavior of pupils. Further laws have been made to assist in the maintenance of order and the enforcement of school rules. Some of these are:

### **COMPULSORY ATTENDANCE**

Chapter 3321 of the O.R.C. states that prompt and regular attendance is mandatory.

### **DELINQUENT CHILD**

Section 2151.02 O.R.C. has been repealed, but Section 2151.011(B)(12) states "Delinquent child has the same meaning as in Section 2151.022 of the Revised Code."

### **LIABILITY OF PARENTS FOR ASSAULT**

Section 3109.10 O.R.C. makes parents liable: "...in an amount not to exceed two thousand dollars (\$2,000.00) and costs...in cases where their children commit a...willful and malicious assault...by means of force likely to produce great bodily harm..."

### **LIABILITY OF PARENTS FOR VANDALISM**

Section 3109.09 O.R.C. makes parents liable for acts of destruction committed by their children.

### **RESTRAINT AND SECLUSION**

Both certified and noncertified employees, including bus drivers, may, within the scope of their employment, physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school. All restraint and seclusion shall only be done in accordance with Board Policy (5630.01), which is based on the standard adopted by the State Board of Education regarding the use of student restraint and seclusion.

### **UNRULY CHILD**

Section 2151.022 O.R.C. defines an unruly child as follows, in part: "...includes any child:

1. Who does not subject himself to the reasonable control of his parents, teachers, guardian, or custodian, by reason of being wayward or habitually disobedient;
2. Who is a habitual truant from school;
3. Who so departs himself as to injure or endanger the morals or health of himself or others..."

### **NARCOTICS, ALCOHOLIC BEVERAGES, AND DRUGS**

Implementation of AM. H.B. 535, "Look-Alike" Drug Provisions – AM. H.B. 535 amended section 2929.01, and enacted Section 2925.37 O.R.C., prohibits making, selling, and possessing counterfeit drugs and related tools.

### **COPYRIGHT**

The superintendent has appointed the district technology coordinator as the person responsible for investigating complaints regarding copyright infringement in respect to our district website. Any such complaints should be addressed to the following:

District Technology Coordinator  
17419 Snyder Rd., Chagrin Falls, OH 44023  
(p)440-543-9677  
(f)440-543-8634



## **BEHAVIOR MANAGEMENT AND DISCIPLINE**

Section 3301-37-10 The preschool program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows: (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting. (2) No discipline shall be delegated to any other child. (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control. (4) No child shall be placed in a locked room or confined in an enclosed area 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.

The parent of a child enrolled in a preschool program shall receive the program's written discipline policy. All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

## **IMPORTANT PHONE NUMBERS**

Kenston Board of Education	543-9677
Kenston Special Education	543-3013
Kenston Transportation	543-9567
Timmons Elementary School	543-9380
Timmons Attendance Line	543-2822
Kenston Intermediate School	543-9722
Kenston Middle School	543-8241
Kenston High School	543-9821
School Closing Hotline	564-2134
Kenston Community Education	543-2552

# Please Detach and Return

## Timmons Parent-Student Handbook

We have received and read the 2019– 2020 Timmons Parent-Student Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District.

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Parent/Guardian Signature

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Date

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Student's Name

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Teacher