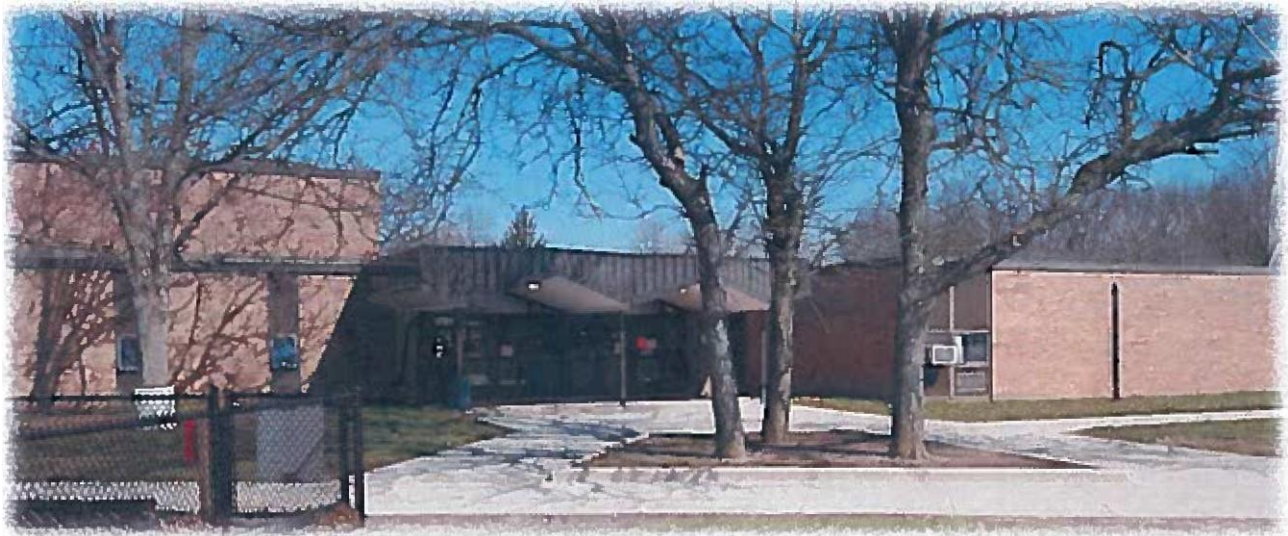




Whitehall City Schools Parent/Student Handbook for Preschool 2023-2024 School Year



C. Ray Williams
Early Childhood
Center



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

WELCOME

Dear Families,

We would like to 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 texts 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

NON-DISCRIMINATION CLAUSE - SEE BACK OF HANDBOOK - 3 pages

CURRICULUM

All programs will be using the Learning Without Tears 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 Heggerty Curriculum will be used for phonemic awareness. 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 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 14 students who are 4 years old by September 30, 2019. 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, blankets, 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 YELLOW WINDOW 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.

YELLOW 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 whom 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 waiting for the bus when he/she is returned home.

During arrival/departure of students with bus transportation are escorted by preschool aides to appropriate bus that is designated by bus card that each child gives to bus driver upon exiting the bus and driver collecting bus card from student matching name and address. Each child has name and bus number on tag on 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 the necessary 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 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.

COMMUNICABLE DISEASE POLICY

Limited Exposure to communicable diseases are 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.

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 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 ODE Grant continued enrollment will be based on your child's attendance.

ABSENCE GUIDELINES

Regular attendance by students of the district is very important. Whitehall City Schools' objective is for every student to be in attendance and on time every day. To meet this objective we have established the following goals:

- Reduce chronic absence to 5% of students at every school.
- Reach an average daily attendance (ADA) rate of 95% at every school.
- Reduce the number of students tardy to 5% at every school.

Showing up for school has a huge impact on a student's academic success as early as kindergarten and continuing through high school. The impact on academics and graduation rates is well documents.

Whitehall City Schools is committed to reducing student absences and tardiness regardless of the reason.

Attending school today will ensure the students' success tomorrow.

House Bill 410 Habitual and Chronic Truancy

It is very important for every student in Ohio to attend school every day. Missing too much school has long-term negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts can often directly impact their students' attendance.

In December 2016, the Ohio General Assembly passed I-house Bill 410 to address excessive absences and truancy.

Beginning with the 2017-2018 school year, several changes take effect. Districts will amend or adopt policies that outline their interventions and plans for students who miss too much school. The legislation highlights the importance of parental engagement and accountability as part of a student's absence intervention plan.

Highlights of HB 410:

1. Truancy is decriminalized, with chronic truancy removed from the law.
2. Definition of 'habitual truant' changed from days to hours. The new definition is:
 - a. **Absent 30 or more consecutive hours without a legitimate excuse;**
 - b. **Absent 42 or more hours in one month without a legitimate excuse; or**
 - c. **Absent 72 or more hours in one year without a legitimate excuse.**

Includes excessive absences:

Absent 38 or more hours in one school month with or without a legitimate excuse; or Absent 65 or more hours in one school year with or without a legitimate excuse.

3. **Requires updates to district policies, such as removing 'excessive absences' from zero tolerance policies and committing to preventative approaches to truancy rather than suspensions or expulsions.**
4. **The creation of an absence intervention team to develop absence intervention plans for students who are habitually truant.**

HB 410 also requires a "zero tolerance" policy for violent, disruptive or inappropriate behaviors, including excessive absences.

For more information, please contact the Center for Accountability and Continuous Improvement at **school_improvement@education.ohio.gov**.

Excessive Absences

When a student is absent 38+ hours in one school month or 65+ hours in a school year without a legitimate excuse will be considered excessively absent. A notification in writing will be sent to the parent or guardian within 7 days of the absence that put the student over the maximum hours.

Truancy

Once a student reaches 30+ consecutive hours. 42+ hours in a school month or 72+ hours in a school year the student is considered to be "habitual truant."

Within 10 days after the absence that surpasses the habitual truancy hours, the student will be assigned to an Absence Intervention Team.

Within 14 days after being assigned to the team, an intervention plan will be created for the student in an effort to reduce or eliminate further absences.

Within 7 days of the plan being developed, the district must make "reasonable efforts" to make written notice of the plan to the student's parent or guardian. The parent/guardian is required to respond. However, should the parent/guardian fail to assist in the intervention plan, one or both of the following will occur:

1. An investigation will be conducted as to whether the failure to respond requires mandatory reporting to the courts or to children's services.
2. The Absence Intervention Team will develop a plan to move forward without the parent/guardian's cooperation.

After implementation of the intervention plan, if the student has refused to participate in or failed to make satisfactory progress on the plan as determined by the intervention team, a complaint will be filed with juvenile court.

ATTENDANCE POLICY

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 Attendance 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 student's established creed or belief.

A maximum of 65 hours absence from school may be considered excused with parental notification. After 65 hours, additional information/documentation may be required in order for the absence to be excused.

All students must have parent permission to leave during the school day. Student must report to the Attendance Office to sign out per parent request and sign in when they re-enter the building. Parents are not permitted to call in or sign out their student to leave the building for lunch. Parents must report to the Attendance Office to sign out their student. Any student who does not provide appropriate documentation will be counted for an unexcused absence. The student with an unexcused absence will only be permitted to make up missed assignments, which includes quizzes, tests and presentations, with the permission from the Principal.

It is the student's responsibility to ask/and or complete all missing school work.

ATTENDANCE OFFICE NUMBERS

Beechwood Elementary: (614) 417-5300

C. Ray Williams ECC: (614) 417-5680

Etna Road Elementary: (614) 417-5400

Kae Avenue Elementary: (614-417-5600)

Rosemore Middle School : (614) 417-5205

Whitehall-Yearling High School: (614) 417-5146 or (614) 417-5116

EARLY DISMISSAL

Students must never leave the school building without permission and/or without signing out in the Attendance Office.

Legitimate reasons for early dismissal from school will be accepted provided a parent/ guardian contacts a school Attendance Office or an Administrator by telephone.

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

The student must sign out on the "sign out log" in the Attendance Office. Failure to sign-out will result in a consequence to be determined by the Principal or Assistant Principal. Eighteen year old students and older may *NOT* sign themselves out.

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.

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 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 trainings were 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 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 is 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



Achieving Together

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

siegelw@wscrams.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 opportunity 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 in 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.

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.

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**, **for all other languages please contact JoAnna Heck at (614) 417-5013 or heckj@wcsrams.org**

NONDISCRIMINATION

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status.

The Board does not discriminate on the basis of legally acquired genetic information.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communications devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action.

Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy.

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.

The Board designates the following individual to serve as the District's compliance officer/civil rights coordinator:

Title: Director of Support Services and Community Relations
Address: 675 S. Yearling Road, Whitehall, OH 43213
Phone number: 614-417-5119
Email: nondiscrimination@wcsrams.org

The name, title, and contact information of this individual is annually published in District handbooks and on the District website. The Board has adopted separate policies and procedures for sexual harassment, including the identification of a Title IX Coordinator. All sexual harassment reports must be managed in accordance with the sexual harassment policy and procedure.

The compliance officer is responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address any

inquiries or complaints regarding discrimination/retaliation or denial of equal access in a prompt and equitable manner.

Reports and Complaints of Unlawful Discrimination/Harassment

All persons associated with the District, including, but not limited to, the Board, administration, staff, students and third parties are encouraged to promptly report incidents of unlawful discrimination/harassment.

The Board has developed complaint procedures, which are made available to every member of the school community. The Board also has identified disciplinary penalties, which may be imposed on the offender(s).

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

[Adoption date: January 10, 1990]

[Re-adoption date: May 11, 2000]

[Re-adoption date: August 27, 2001]

[Re-adoption date: April 14, 2005]

[Re-adoption date: March 9, 2011]

[Re-adoption date: December 7, 2016]

[Re-adoption date: March 8, 2018]

[Re-adoption date October 8, 2020]

LEGAL REFS.: Civil Rights Act, Title VI; 42 USC 2000d et seq.
Civil Rights Act, (Amended 1972), Title VII; 42 USC 2000e et seq.
Education Amendments of 1972, Title IX; 20 USC 1681 et seq.
Executive Order 11246, as amended by Executive Order 11375
Equal Pay Act; 29 USC 206
Genetic Information Nondiscrimination Act of 2008; 42 USC 2000ff et seq.
Rehabilitation Act; 29 USC 794
Individuals with Disabilities Education Act; 20 USC 1400 et seq.
Age Discrimination in Employment Act; 29 USC 623
Immigration Reform and Control Act; 8 USC 1324a et seq.
Americans with Disabilities Act Amendments Act of 2008; 42 USC 12101 et seq.
Ohio Const. Art. I, Section 2
ORC Chapter 3323
Chapter 4112
OAC 3301-35-02

CROSS REFS.: ACA, Nondiscrimination on the Basis of Sex
ACAA, Sexual Harassment
ACB, Nondiscrimination on the Basis of Disability

EDE, Computer/Online Services (Acceptable Use and Internet Safety)
GBA, Equal Opportunity Employment
GBO, Verification of Employment Eligibility
IGAB, Human Relations Education
IGBA, Programs for Students with Disabilities
JB, Equal Educational Opportunities
JFC, Student Conduct (Zero Tolerance)
JFCEA, Gangs
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)
Staff Handbooks
Student Handbooks

CONTRACT REFS.: Teachers' Negotiated Agreement
Support Staff Negotiated Agreement