



# **PRESCHOOL PARENT PROGRAM GUIDE 2023-2024**



*The Sandusky City Schools Preschool Program Parent Guide  
is used with the Elementary School Student Handbook.  
The Parent Program Guide and Student Handbook together identify rules  
and regulations of the Sandusky City School Schools Preschool Program.*

*Approved July 2023 by the Sandusky City Schools Board of Education*

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# Sandusky Early Learning Academy

## Early Childhood Education Programs

2314 Hancock St., Sandusky, Ohio 44870-4994  
419-984-1210

### Preschool Program

Dear Families:

Welcome to the Sandusky City Schools Preschool!

Our program targets the individual learning needs of all children. We also provide interventions to students who may be “at risk” for delayed growth in their early learning.

Our curriculum is both language-based and play-based. It is aligned with the district’s elementary curriculum. Sandusky teachers and support staff assist your child in developing cognitive, pre-academic, social and emotional, and both fine and gross motor skills. This is taught through a variety of engaging, hands-on learning activities/lessons.

Families are a vital part of a child’s development. We highly encourage you to work with our teachers and support staff in order to create a strong, supportive learning network for your child. We encourage you to visit your child’s classroom and communicate often with teachers and support staff. Within this handbook you will find information about our preschool and daily program procedures.

We are looking forward to working with you and your child throughout the coming year.

Sincerely,  
Preschool Team

#### **Sandusky Early Learning Academy**

2314 Hancock Street  
Sandusky OH 44870-4994  
419-984-1210

**419-984-1212 Preschool Absence Line**



## **PURPOSE**

The purpose of the Sandusky City Schools Preschool is to provide a comfortable and enriching environment that respects each child's qualities and nurtures development towards his or her full potential.

## **PHILOSOPHY**

Childhood is a series of firsts – first experiences, first friendships, first challenges, first hopes, first dreams, first surprises, and first successes – to be celebrated by everyone. We believe parents and families are their child's first and primary teachers who work with other educators as partners. Children need time to be children, to explore their environment with curiosity and discovery. Play is children's work. Without play there is no childhood. The Sandusky City Schools Preschool programs are designed to foster personal, social, emotional, and intellectual growth in a developmentally appropriate, play-based learning environment. The curriculum is based upon teacher observations and knowledge of children's special interests. Developmental progress that emphasizes learning as a process of interacting with materials and people are an integral part of our program. Our curriculum is aligned to the Early Learning and Development Content Standards adopted by the State Board of Education. The state standards are addressed through the teacher's lesson plans. Children's learning activities in the classroom will most often be characterized as play, real and relevant to their lives. The primary goals for children will emphasize socialization, physical and language development. Children will be involved in a variety of free-choice, center-based, and group learning opportunities throughout the day.

## **LICENSING**

The Sandusky City Schools Preschool Program is licensed by the Ohio Department of Education. The licensing component requires compliance to inspections by the health, building, and fire departments, as well as licensing evaluators from the Ohio Department of Education. Our license is posted in each classroom, as well as a copy of the most recent compliance report. A copy of the most recent or previous reports will be made available upon request.

## **KEY PRINCIPLES**

- The children are members of a community that celebrates the uniqueness of each child's race, culture, religion, gender, age, and ability. Differing levels of ability, learning styles, and development are expected, appreciated, and used to design appropriate learning activities which are motivated by the child's interests and individual growth.
- Play encourages children to learn by active exploration through hands on discovery. Preschool experiences match the child's developing abilities while also challenging the child's developing interests and understanding.
- A blending of children, families, and staff to create a nurturing environment for those we serve is a major focus throughout the program. The contributions of all are valued as we work together to give children time to fully celebrate childhood.

## **PRESCHOOL RELATED SERVICES**

The Sandusky City Schools Preschool Program provides a variety of support services to enhance the education of young children. Additional services are provided for your children by: school psychologist, speech-language pathologist, occupational therapist, physical therapist, guidance counselor, and nurse, when appropriate. Additional services, such as health screenings or assessments, may be available when needed per the student's program.

When support services are a part of your child's educational program, they are provided following team collaboration and include suggestions for classroom activities and adaptations.

## **PRESCHOOL CURRICULUM**

Our teachers are trained early childhood educators. The curriculum is developed around the needs of our students. Creative Curriculum (our adopted curriculum) is approved by the Ohio Department of Education and follows the state standards. If you would like a copy of the Ohio Early Learning and Development Content Standards, please ask your child's teacher. In our supportive classrooms, Creative Curriculum provides children opportunities to learn and practice newly acquired skills in an environment where children are safe and valued. The curriculum also offers challenges just beyond the level of their present mastery.

We encourage hands-on experiences, as children learn by doing. The curriculum is focused around four areas of development and ten areas of interest. The four major areas of development are:

**Social/Emotional** – This is the process in which children learn the values and behaviors accepted by society.

**Physical Development** – Physical development is as important as academic development and considers fine motor and gross motor skills. This includes moving large muscles and coordinating small muscles in the hands and wrists. It supports the child's academic development, general health, self-esteem, stress management and social development.

**Cognitive Development** – Children learn to problem solve by purposefully acquiring information, resources, and materials. By gathering and making sense of the information, they learn to think logically. This is accomplished by comparing, contrasting, sorting, classifying, counting, measuring, and recognizing patterns. By pretending they will also learn to represent and think symbolically.

**Language Development** – Language development is the process of communicating through verbal and nonverbal means. This includes listening, speaking, reading, and writing. Children will begin to enlarge their vocabulary, express themselves, understand speech from others, and participate in conversations. They will be exposed to written language that facilitates understanding the purpose of print and how it works while gaining knowledge of the alphabet letters, writing, and words.

## **PROGRAM DAYS AND HOURS OF OPERATION**

The Sandusky City Schools Preschool at Sandusky Early Learning Academy (SELA), offers a developmental curriculum for children ages 3 to 5 years. A child will attend 4 days per week; Tuesday, Wednesday, Thursday, Friday.

**The hours of the center-based program during the school year are as follows:**

**AM Sessions: 7:50 a.m. to 11:00 a.m.**

- Drop off no earlier than **7:35 a.m. - 7:45 a.m.** south entrance
- Pick up no later than **11:00 a.m.** south entrance

**PM Sessions: 12:00 p.m. to 3:10 p.m.**

- Drop off no earlier than **11:45 a.m. – 11:55 a.m.** south entrance
- Pick up no later than **3:10 p.m.** south entrance

Sandusky City Schools Preschool follows the Sandusky City Schools Calendar for the school year, i.e. all holidays, vacations, etc.

## **TRANSPORTATION**

Transportation is available for students identified with disabilities and those qualified in the Sandusky City Schools Preschool ECE Program. Busing is not available for students enrolled as “typically developing students.” Parents of these students must make their own transportation arrangements. Bus Transportation - For questions regarding busing, please call the Transportation Department directly at 419-984-1330.

## **PROGRAM REQUIREMENTS**

The program is guided by written policies of the Sandusky City Schools Board of Education that are consistent with the Rules for the Education of Preschool Children with Disabilities (Ohio Revised Code Chapter 3301-31), Operating Standards for Ohio's Schools Serving Children with Disabilities (Chapter 3301-51), and Rules for Preschool Programs (Ohio Administrative Code 3301-37). Copies of the Rules and Standards are available in the building for your review. If you have any questions regarding these regulations, contact the Ohio Department of Education (ODE), Division of Early Childhood Education at 614-466-0224.

## **OHIO EARLY LEARNING AND DEVELOPMENT STANDARDS AND STATE TESTING**

The preschool curriculum aligns with the Early Learning and Development Standards. The Early Learning and Development Standards identify essential concepts and skills for young children. These standards serve as a guide for expectations as children complete their preschool experiences.

The preschool program participates in Ohio mandated assessments of all enrolled preschoolers and assesses all enrolled children using formal and informal methods on an ongoing basis to inform instruction.

A pre-reading assessment tests for early literacy skills. The test is administered in the fall and spring. Results are shared with parents and reported to the Ohio Department of Education. Children will also participate in the PELI (Acadience Early Literacy) benchmarking and progress monitoring.

In the spring and fall, screenings are administered to detect indicators that a child might have a developmental problem that needs to be further investigated. The *Developmental Indicators for the Assessment of Learning- Third Ed (DIAL-4)* is used to screen for developmental delays. Administered to children ages 3 to 6 years, it includes direct observation and tasks presented to the child.

Children with disabilities are also provided a rating using the *Early Childhood Outcomes Summary Form (ECOSF)*. This assessment summary is used to give a rating for three federal student outcomes relating to positive social-emotional skills, acquisition and use of knowledge and skills, and use of appropriate behaviors to meet their needs. These ratings, when reviewed based upon child entry into and exit from preschool, provide a way to determine student outcomes after their preschool experience.

*Ohio's Early Learning Assessment* is a tool for teachers of preschool age children to learn about the current level of each child's skills, knowledge and behaviors in the areas of Social Foundations, Language and Literacy, Mathematics, Science, Social Studies, Physical Well-Being and Motor Development, and Fine Arts. This assessment will require teachers to observe children during the natural course of the child's day. As required by the Ohio Department of Education (ODE), the program ensures that all children receive a vision and hearing screening, as well as comprehensive developmental screening that is valid and reliable, within 60 business days of entry into the program and annually thereafter. Necessary referrals, which may include classroom monitoring and follow-up screening and/or referral to determine special education eligibility, are completed within 90 days of identification of need and the results are formally communicated with families. Results of these assessments and screenings are shared and discussed with parents/guardians.

## **TRANSITION PLAN**

Sandusky City Schools believes communication and knowledge are crucial components in successful transitions for children, parents, and staff. These transitions include, but are not limited to, preschool to kindergarten/school-age programs, home, and out-of-home care programs to community programs, within programs to new classrooms, and birth-2 years of age programs to preschool.

A child's team, including the parents, meets to complete a transition planning form when a planned transition (to another classroom, site, program) is coming to detail the activities that will be completed in order to assist and support the child and family in the next environment as well as the party responsible for completion of the transition. The completed form is signed, dated by all applicable team members present, and copies are made for all team members.

Activities provided to support children and their parents will include, at a minimum; open house visits prior to the start of school; children spending time in another classroom in the same program prior to a formal transition; written information regarding registration and screening dates; choosing a cubby or name symbol to decorate and identify their space; classroom activities such as books and videos relating to starting preschool or school; and opportunities for receiving preschool or kindergarten teachers to visit toddler or preschool classrooms. Each child transitioning from one program to another shall have a written transition plan in place which will involve input from parents, teachers, and other members of a child's team as appropriate. Responsibilities for transition activities will be delineated on the written plan.

Information about registration and screening will also be shared with the community through the use of media such as press releases and flyers. Sending and receiving staff shall communicate to determine the student information that shall be shared after receipt of any required parental consent.

The program ensures that children who are age-eligible are enrolled in kindergarten upon leaving the early childhood program unless another placement has been determined based on parental choice.

### **NON-DISCRIMINATION STATEMENT**

It is the policy of the Sandusky City Schools that educational activities, employment practices, programs, and services are offered without regard to race, national origin, gender, sexual orientation, religion, handicap, age, place of residence, or social or economic background.

### **PARENT COMPLAINTS**

It is the intent of the Sandusky City Schools Preschool Program to provide all parents and guardians with an avenue for discussing and resolving any concerns they have in regard to the care being provided by the center. Resolving parent questions and complaints in a timely manner is a priority for our preschool staff. Please let us know when you have an issue. To efficiently resolve complaints, parents should take the following steps:

- First, discuss the concern or complaint with the preschool teacher.
- It is suggested that in order to facilitate the conversation, an appointment should be scheduled.
- You should prepare a written list of pertinent discussion points prior to the appointment.
- A written summary of the discussion and agreements are also encouraged.
- After the teacher has addressed the issue, the parent/guardian should consider the issue resolved.
- If the teacher was unable to address, or if the parent or guardian is dissatisfied with the response or outcome, he/she should then discuss the issue with the Preschool Program Coordinator.
- A meeting will be scheduled, and the parent/guardian should be prepared to discuss what has transpired to date.
- The Preschool Program Coordinator will research the issue and respond to the parent in a follow-up meeting, or at the initial meeting if no research is needed.
- If you have not received a satisfactory response from the Preschool Program Coordinator, schedule a meeting with the Principal at 419-984-1210.
- Continuing concerns can be brought to the Superintendent of Sandusky City Schools for consideration.
- Ohio Department of Education offers a Preschool Ombudsman service for all preschool issues. The Ombudsman can be reached at 614-466-0224.

## **TUITION**

The Sandusky City Schools Preschool Program does not charge tuition.

## **ENROLLMENT/WITHDRAWAL PROCEDURES**

Enrollment includes students from the Sandusky City Schools who meet the eligibility requirements for a preschooler with disabilities. Eligibility is determined based on the Rules for the Education of Preschool Children with Disabilities (Chapter 3301.31).

Enrollment for children not meeting the eligibility criteria is available to residents of Sandusky City Schools. Parents must complete the on-line registration application. Complete each step, sign as prompted, then save and submit. Your form will be time, date stamped. If information is missing or incomplete, your registration form will not be accepted until completed. In the event that the program has reached its capacity, your child's name will be placed on a waiting list until such time there is an opening in the program. All applicants will be restricted to children living in the Sandusky City Schools' district boundary.

*Students need to be age 3 or 4 by October 1st.* Any exceptions must be approved by the Principal.

The On-line Enrollment must be complete before your child may begin attending the preschool. The Child's Medical Statement must be completed within 30 days of enrollment and completed by a physician, physician's assistant, clinical nurse specialist, or certified nurse. A new physical form is required for returning students every 13 months from the date of the most recent examination.

If you need to withdraw your student, please call the SELA Administrative Assistant at: 419-984-1210 to officially withdraw your child from Sandusky City Schools Preschool Program.

If you need to withdraw your IEP student, please contact the Student Services Director at 419-984-1024 to withdraw your child from the Sandusky City Schools Preschool Program. If transferring to another district, please provide the new district's contact information so that records can be transferred.

## **MISSING CHILDREN**

The following information will be required for any new student enrolling in the Sandusky City Schools Preschool program:

- Academic records/report card from the school most recently attended
- Immunization records
- Birth Certificate
- Name, address, and telephone number of the school most recently attended
- Address and telephone number of the new residence within the service district
- Certified copy of a court-ordered decree allocating parental rights and responsibility for the care of the child and identifying a residential parent and legal custodian of the child (if appropriate)

Any child determined to be missing as designated by the Missing Children's Act will be reported immediately to the Missing Children's Clearinghouse and the proper law enforcement agency.

## **PROGRAM CALENDAR AND WEATHER CLOSINGS**

When inclement weather forces the DELAY or CLOSING of our program, an announcement will identify **Sandusky City Schools**. The following radio and television stations broadcast the delay or closing:

WLEC	Sandusky	1450 AM
WCZP	Sandusky	102.7 FM
WTOL CHANNEL 11	Toledo	
WTVG CHANNEL 13	Toledo	

Continued...

In the event that Sandusky City Schools close, dismiss early, or experience a delay in opening time due to weather or other emergencies, you will receive a “One Call.” This is an automated notification system and a primary phone number will be used as obtained from the annual Emergency Medical Authorization Form. On our school website you also have the ability to add additional phone numbers for notification. If you miss a phone call, the district’s primary phone number, 419-626-6940, will appear on your caller ID.

**If Sandusky City Schools announces a two-hour delay, the AM session of preschool will be CLOSED. The PM session of preschool will remain open unless Sandusky City Schools announce they are closing.**

At times, it may become necessary to close the school during the day due to weather conditions, such as snow, fog, flooding, etc. We will attempt to contact all parents/guardians in this situation. It is not always possible to get in touch with everyone, so we are asking that you please listen to the above stations for information regarding times of closing.

### **ATTENDANCE, ARRIVAL AND DEPARTURE PROCEDURES**

Regular attendance is important for all aspects of a child’s development. Attending regularly allows the child to build relationships with peers and staff. It provides multiple opportunities for the child to learn the routines of the classroom and the environment of the school. Most importantly, it provides the foundation that contributes to future academic growth.

Parents are required to notify the school their child attends when a child is absent. Please call the school each day of your child’s absence. (Preferably before the beginning of your child’s class.) Please be ready to provide the following information:

- Child’s name
- Child’s teacher
- Brief explanation of child’s illness

Follow-up with a written excuse upon child’s return. A doctor’s excuse may be requested in the event of a long-term absence. If your child comes to school on a bus, please notify the Transportation office at 419-984-1330, if they will be absent.

If your child accumulates more than 5 days (15 hours) of unexcused absences, they may be dismissed from the program.

If we do not hear from you, we will be calling you to inquire about your child’s absence. Please note that we are required to follow the Missing Child Act of 1985.

Parents who transport their children to the morning session of Sandusky City Schools Preschool are asked to drop off their children at the designated drop-off area no earlier than 7:35 a.m. At the end of the session, parents may pick up their child at the designated area no later than 11:00 a.m. For the afternoon session, parents are asked to drop off the children no earlier than 12:00 a.m. Afternoon students should be picked up no later than 3:10 p.m. It is important that each child be picked up promptly at dismissal time. It can be very upsetting to a child for a parent to be late!

Please avoid late arrivals and pick-ups so that staff may attend to their additional responsibilities.

If your child arrives or departs at other than the regularly scheduled time, the adult accompanying the child must report and sign in/out at the school office.

If your child will not be attending on a regularly scheduled day, please notify The Sandusky Early Learning Academy by calling 419-984-1210. When your child is absent, please send a note on the day of his/her return.

**A CHILD WILL NOT BE RELEASED TO AN UNAUTHORIZED PERSON!** A note written and signed by the parent/guardian must be sent to the Preschool Teacher if someone other than the parent/guardian is picking up the child.

Parents/Guardians are asked annually to provide written approval of having their name, phone number, and child's name on any group/program roster. This roster is not furnished to any person other than parents/guardians.

### **DAILY PROGRAM SCHEDULE**

Sandusky City Schools Preschool Program is based on the open learning center concept. The daily schedule is setup to allow ample time for the children to participate in the various learning centers, be a part of a group of children working together and explore the outdoors.

#### **Learning Center Time**

Children are free to choose a learning center activity such as role-playing in the dramatic play center, experimenting in the science and nature center, working on puzzles in the manipulative center, painting in the creative art center, building in the block center, or experimenting with movement in the gross motor center.

The teacher/assistant use this time to work with individual children on skill development or with small groups of children on a particular activity. Children are offered new challenges, asked thought-provoking questions, and encouraged to try new things.

#### **Small Group Time**

Children join their teacher for story time which includes movement and/or musical activities that promote social skill development, enjoyment, and fine and large motor development. The teacher also uses this time to present activities that are developmentally appropriate for the children in the group. These activities revolve around themes for the week and will include math concepts, language activities, learning about ourselves, etc.

#### **Outdoor Play Time**

Outdoor activity is planned daily so children can develop large muscle skills, learn about outdoor environments, and express themselves freely and loudly. Preschool staff monitors weather conditions at the outdoor playground. Please dress your child appropriately for the weather conditions. Outdoor play is restricted if wind chill is too low or if the play area is wet. If you feel your child is too ill to participate in the outdoor playtime then possibly he/she should not be in attendance. A student restricted from outdoor play will require a physician's note.

### **BREAKFAST, LUNCH AND SNACK GUIDELINES**

An important part of the children's day is breakfast and lunch, not only for their eating enjoyment, but also because nutrition affects their mental functioning and physical well-being.

The daily breakfast or lunch is provided by the program. Breakfast and lunch are selected in consideration of the children's nutritional needs and dental health.

No child is forced to prepare or consume any meal. If your child has special dietary needs or food allergies, please notify us in writing.

## **Snack Guidelines**

If a parent/guardian would like to donate a snack for their child's class, please note the following guidelines on nutrition. According to our licensing rules issued by the Ohio Department of Education and the Ohio Revised Code, preschool snacks must have items representing at least two of the main food groups: meat/meat equivalent, bread/bread alternative, milk, and fruit/vegetable.

Some suggestions for a nutritious snack are:

- cream cheese or cheese cubes with crackers
- apples, celery, or bananas
- popcorn and orange slices or pineapple chunks or grapes (must be halved)
- carrot sticks, celery, cauliflower, broccoli, with dip
- other fruits
- fruit juices – 100% real fruit juice
- milk or milk alternative if requested on the Emergency Medical Form

**Vitamin C** - Vitamin C has several important functions in the body, such as helping to form bones and teeth and healthy skin and tissue. Vitamin C also plays a significant role in wound healing and maintaining strong blood vessels. Since our bodies do not make Vitamin C, we must eat foods, which provide us with it. It is a good idea to eat foods with Vitamin C every day. (\*indicates a very good source)

Important food sources of Vitamin C:

asparagus	avocado	*broccoli	squash	*cauliflower
*cabbage, raw	*cantaloupe	*greens	mangos	*grapefruit/grapefruit juice
*green pepper	*strawberries	*pineapple	lima beans	*lemon/lemon juice
*brussel sprouts	*spinach	*raspberries	peas	*tomato/tomato juice
*potatoes	*papaya	turnips	Vitamin C fortified cereal	*orange/orange juice

**Vitamin A** - Vitamin A is important for normal growth, healthy skin and tissues, and proper bone development. Vitamin A is also important for good vision, especially in dim light or darkness. Since our bodies store Vitamin A, including a good source of this vitamin at least every other day will insure an adequate intake. (\*indicates a very good source)

Important food sources of Vitamin A:

*kidney beans	eggs	Cheese	*enriched corn grits	fortified butter/margarine
*apricots	ice cream	*liver	*winter squash	Vitamin A fortified cereal
*broccoli	asparagus	*greens	*pumpkin	tomato/tomato juice
*cantaloupe	nectarines	*mangos	*spinach	cabbage
*carrots	papayas	prunes	*sweet potato	fortified milk

## **CLOTHING**

When selecting your child's clothing, please keep in mind that many of the daily classroom activities involve work with paints, clay, sand, water, food, etc. Staff is not responsible for clothing that becomes stained or extremely soiled.

Staff members encourage children to help themselves whenever they can. This gives them a sense of accomplishment and control over their environment. It would be helpful if parents would select coats, pants, sweaters, hook and loop Velcro® closure shoes, boots, etc. that the children can manipulate themselves. For children who are working on toilet training, easy clothing is a must. Clothes that can easily be pulled off/on such as sweatpants are ideal for toilet training purposes. Clothes with tight fasteners such as jeans and overalls or other clothing items that are hard to manipulate such as belts are not suitable for children learning to use the toilet. Please buy mittens for your children as they are easier for little hands than gloves.



**ALL CLOTHING MUST BE LABELED!** Many times children do not recognize their own belongings.

By the first day of school, it will be necessary for parents to send an extra pair of underpants, socks, pants, shirt, slippers, or shoes for your child. If your child's clothing becomes extremely soiled or wet, we will change the child into the extra set of clothing and the wet or soiled clothes will be sent home in a bag. Please wash and return the extra set of clothes to the class as soon as possible.

Diapers – If your child is not yet toilet trained, please send diapers and wet wipes with his/her name marked on the bag and container. **(Only pull-ups with tabs will be accepted.)**

Shoes – Please do not send your child with backless shoes.

### **BIRTHDAY CELEBRATIONS**

Every child's birthday is a big event at the preschool. Even birthdays that fall in the summer or during breaks will be celebrated. You are welcome to send a nutritious snack for a birthday treat, see page 11 for Snack Guidelines. Please notify the teacher in advance if you plan to do this.

If your religious beliefs do not allow birthday and holiday celebrations please inform your child's teacher of the appropriate placement of the child during these activities.

### **TOYS, BOOKS, GAMES, BLANKETS, OR OTHER POSSESSIONS BROUGHT FROM HOME**

If your child is having difficulty making the transition from home to the class, it may be helpful to bring a favorite toy/item from home. It is very easy to lose a child's toy/item in a group setting. So once your child has adjusted, he/she will be encouraged to leave the item in his/her locker/book bag. Items should be marked with the child's name

On special occasions, toys from home will be encouraged in order to promote a certain theme. At these times, a note will be sent home beforehand. Please do not send weapon toys to the preschool.

### **FIELD TRIPS**

Field trips that enrich the preschool curriculum may be organized occasionally. Parents are welcome to join in the outing. **Parents must be volunteer approved, submit an "Application for Volunteer Service," form 053, and have a non-conviction statement on file, and request permission in advance for each field trip.**

### **SAFETY OF CHILDREN**

We are very concerned about the safety of the children attending Sandusky City Schools Preschool program. The following safety procedures are in effect at all times:

- No child is left alone or unsupervised at any time.
- A telephone is located in the classroom and is available for use in the event of an emergency.
- Fire drills are held in conjunction with the elementary schedule and the school staff and children practice threatening weather drills. A record of these drills is kept in the school's office.
- Fire emergency and weather alert plans, including diagrams showing evacuation routes, are posted in the classrooms.
- The use of spray aerosols is prohibited when children are in attendance.
- If a child has a serious accident or becomes injured while at the preschool, a staff member will administer first aid while another school staff member contacts the local rescue squad and the child's parents. Remaining staff members will care for the other children. If the parents cannot be reached, only the people listed as emergency contacts on the child's Emergency Medical Authorization form will be notified. A staff member will accompany the child to the hospital, if necessary.

- In the event of a non-serious accident (superficial cuts, scrapes, bruises), staff will administer first aid if necessary.
- When an accident or injury occurs, staff will complete the injury report form provided by the office. A copy of this form will be given to the parent and a copy will remain on file at the school for at least one year. The program shall maintain a log of injury reports.
- In accordance with Section 2151.421 of the Ohio Revised Code, all Sandusky City Schools staff are required to report any suspicions of child Abuse or Neglect to the Erie County Department of Human Services. All Sandusky City staff members are required to complete an approved course in recognizing signs of child abuse and neglect.
- All staff members are aware of the safety rules for both indoor and outdoor activities and the class and playground areas are surveyed continuously for possible safety hazards.
- All preschool staff members are trained in first aid, infant and child CPR, and recognition of communicable diseases. A first aid kit is always on site.
- Preschool staff members shall have a medical statement as required upon employment/assignment to preschool and every three (3) years thereafter.
- Preschool staff members, non-teaching staff, and volunteers will follow all applicable licensure and rule requirements.
- Preschool teachers and other preschool staff, as appropriate, shall be aware of pertinent child background information to assure safety and awareness of special needs.

### **PARENT PARTICIPATION POLICY**

According to the Ohio Department of Education (ODE) Preschool Licensing Rules, parents/guardians of children enrolled in the class have unlimited access to the class during class hours for the purposes of evaluating the care provided by staff, observing the program in operation, or evaluating the premises. Please report to the school office, sign in and receive a visitor's badge before going to your child's classroom/play area.

While parents can observe at any time, they are not permitted to hinder the learning process.

Parents are also welcome to participate in the daily program as often as they wish. Please notify your child's teacher prior to the day you want to volunteer. Volunteers are often asked to read stories, assist in the art center, or play games with the children. Any parent wishing to volunteer must submit an "Application for Volunteer Service," form 053, and have a BCI/FBI check and non-conviction statement on file. BCI/FBI checks should be filed with the school office. Payment of BCI and FBI background checks will be paid at the volunteer's expense.

If you need assistance with a problem or have a complaint related to the class or its program, you are welcome to take your concerns to your child's teacher, Preschool Program Coordinator, Sandusky Early Learning Academy Principal or the Director of Special Education. Staff members are always open to suggestions for improving the program.

A calendar is sent home every month. The calendar highlights themes, snacks, special events, and important dates. Information helpful to parents will be sent home periodically. If you would like to contribute to the newsletter, please let us know!

Parent meetings, information regarding local/regional workshops, book fairs, parties, and other special events may also be provided for parents. Parents are encouraged to make suggestions for meetings/workshops, daily schedule, curricular topics, and activities. Parents are also encouraged to share any special appropriate talents (play an instrument, art skills, etc.) with the students.

A formal progress report on each child is sent home at least twice per school year. Parent-teacher conferences are scheduled in the fall and spring. Informal and formal parent-teacher conferences are held as needed. Parents may request a conference with any staff member at any time.

Play dates may also be scheduled by your child's teacher. The students, their parents (or responsible adult if parents are not available), and staff meet at a community site (example – farm, bowling, pizza, etc.) for learning and social activities.

### **DISCIPLINE POLICY**

The goal of discipline is to help each child build his/her own self-control, and ultimately, direct his/her own behavior. Staff members recognize the important role self-esteem plays in the process and strive to enhance each child's feelings of self-worth. A well-planned and supervised classroom will prevent many behavior problems. Clear and responsible rules are established for each child's safety and rights. These rules are discussed and reviewed periodically with all children and shared with parents.

Sandusky City Schools is required to Create Caring Communities by using Positive Behavior Interventions and Supports (PBIS). PBIS uses individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors and teach appropriate behavior to students. Preschool staff members will follow behavioral interventions to improve school climate and culture to achieve improved academic and social outcomes and increase learning for all students. A student may be removed for the remainder of the school day under ORC 3313.66(C) if the student's presence poses a continuing danger to others or property or is an ongoing threat of disrupting the academic process in a classroom or elsewhere on school premises.

Problem-solving techniques are encouraged in the classroom during which time the staff often acts as facilitators, helping young children express feelings and generate solutions as well as redirecting a child's interest/frustrations to another activity. These problem-solving techniques are also used if a preschool child exhibits any act of bullying. Additional guidance will be provided through separating the child from problem situations, talking with the child about the situation, and praising the child for appropriate behavior.

As needed, a behavior plan will be developed with parental input if traditional classroom management and early childhood discipline techniques are not adequate to meet a child's needs.

Physical restraints are used only if there are safety concerns or if included in a formal behavior plan.

Based on ODE Preschool Licensing Rules and Sandusky City Schools policies, staff members follow these discipline guidelines:

- Preschool staff member(s) in charge of a child(ren) are responsible for discipline. Policies are in effect for all staff in all preschool areas, including playground, field trips, or other school-sponsored activities.
- All preschool staff members shall be informed of and receive a copy of the Sandusky City Schools discipline policies upon employment and annually in the handbook.

The preschool staff's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, corporal punishment, any unusual punishments, or any punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.

- No physical restraints shall be used to confine a child by any means other than holding for a short period of time, such as in a protective hug, so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a small cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or other Discipline shall not be imposed on a child for failure to eat, sleep or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest, or toilet use.
- 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.
- Staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- Sandusky City Schools preschool staff members receive on-going training in Crisis Prevention Institute's Non-Violent Crisis Intervention© to ensure the care, welfare, safety, and security of all individuals on the premises.

### **RELEASE OF NAMES, PICTURES, AND ACHIEVEMENTS**

On occasion, student names, pictures, and achievements may be published in newspapers, programs, school websites, and other forms of publications. Permission forms permitting the release of this information must be returned to the appropriate staff member.

When you are taking pictures or video of your child at school, be aware that not all parents/guardians have granted permission for the release of their child's image. Please be sensitive to the rights and expectation of privacy of your child's classmates when displaying the images on social networking sites and other public venues.

### **RECORDING – VIDEO/AUDIO**

In order to protect the privacy rights of students and staff, electronic video and/or audio recordings of Sandusky City Schools activities is not permitted unless permission has been granted by the parent. Said permission will be in the form of a signed authorized statement as included in your child's enrollment packet. Upon signed permission from a parent, Sandusky City Schools has permission to publish in print, electronic, or video format the likeness or image of your child. This may be published in formats such as activity programs, yearbooks, newspapers, or other school-related publications, websites, and video announcements.

### **FERPA – CONFIDENTIALITY POLICY**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Sandusky City Schools receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - Sandusky City Schools may disclose appropriately designated "directory information" without consent, unless the parent has submitted a written refusal by the end of the second full week of school, "Family Educational Rights and Privacy Act (FERPA)" form 020.
  - Directory information is defined by Sandusky City Schools as the student's name, address, telephone number, date and place of birth, and dates of attendance.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Sandusky City Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue SW Washington, DC 20202

### **TOILET TRAINING**

Students who are not on IEPs are expected to be toilet trained prior to the start of preschool. For students on an IEP, we will work cooperatively with the parent to accomplish this as consistency between home and school is critical for a child's success. Staff members prefer that you keep your "trainee" in pull-ups to assist in accomplishing this task.

### **MANAGEMENT OF COMMUNICABLE DISEASE**

The preschool staff is trained and certified in First Aid and in recognizing the signs and symptoms of communicable diseases. The "Child Day Care Center Communicable Disease Chart" is posted to help staff in recognizing illnesses. Parents are welcome to view this chart at any time.

Staff is very conscientious about the importance of hand washing and disinfecting procedures to prevent the spread of communicable diseases. The children are also reminded to wash their hands on a regular basis.

As children arrive, a staff member greets and observes each child for possible signs and symptoms of illness. If your child is exhibiting any of the symptoms listed, you will be asked to take the child home.

### **SIGNS AND SYMPTOMS OF COMMUNICABLE DISEASE**

The following precautions shall be taken for children suspected of having a communicable disease:

1. The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
2. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
  - Diarrhea (three or more abnormally loose stools within a twenty-four-hour period).
  - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
  - Difficult or rapid breathing.
  - Yellowish skin or eyes.
  - Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.
  - Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness.
  - Untreated infected skin patch(es).
  - Unusually dark urine and/or grey or white stool.

- Stiff neck with an elevated temperature.
  - Evidence of untreated lice, scabies, or other parasitic infestation. Upon occasion, students may be found to have head lice. Because of this condition, students must be excluded from school until corrective action is taken by the home. Your child will be readmitted to school after having head lice if she/he is nit-free as determined after an examination by the school nurse. There will no exceptions to this procedure, see form 077, "Confirmation of Notice for Treatment of Head Lice," located in the office and on the website at [www.scs-k12.net](http://www.scs-k12.net).
  - Sore throat or difficulty swallowing.
  - Vomiting more than one time or when accompanied by any other sign or symptom of illness.
3. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the school nurse and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (B)(2) of this rule as well as the following:
    - Unusual spots or rashes.
    - Elevated temperature.
  4. Programs shall follow the Ohio department of health's posted "communicable disease chart" for appropriate management of suspected illnesses.
  5. A child isolated due to suspected communicable disease shall be:
    - Cared for in a room or portion of a room not being used in the preschool program;
    - Within sight and hearing of an adult at all times. No child shall ever be left alone or Unsupervised.
    - Made comfortable and provided with a cot/mat or crib for infants. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
    - Observed carefully for worsening condition.
    - Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

### **REMOVAL OF SICK CHILD**

If your child becomes ill while at school and exhibits any of the symptoms listed in the previous section, he/she will be cared for by a staff member in an area not being used by other children. You will be contacted immediately to come and pick up your child. If you cannot be reached, only the people listed as emergency contacts on your child's Emergency Medical Authorization form will be notified and asked to come to pick up your child. Your child will not be readmitted until symptoms are no longer present. In some cases of illness, a written note from your child's physician may be required.

Children must be free from diarrhea and fever for 24 hours before they will be readmitted to school.

A child with minor cold symptoms or a child in the final stages of recovery from an illness may attend if the child has seen a physician and has been diagnosed as non-contagious and/or is on medication. The child shall be carefully observed for signs and symptoms of a worsening condition. Should any of the symptoms listed occur, you will be notified immediately and be asked to pick up your child.

In the event that your child is exposed to another with a communicable disease, you will be notified in writing that he/she has been exposed to a contagious disease and informed so that you are aware of the symptoms.

The preschool staff will not administer any medication to children enrolled without the required “Prescriber’s Request for the Administration of Medication in School,” form 029, completed by your medical practitioner and on file at Sandusky Early Learning Academy, available at [www.scs-k12.net](http://www.scs-k12.net) or the office.

When a staff member is ill, the staff member will not be in attendance and a qualified substitute will be called to assume the responsibilities of that person.

### **MEDICATIONS AT SCHOOL**

The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours. Administration of over-the-counter medications will follow the same requirements and policies as prescription medication.

Before any medication or treatment may be administered to any student during school hours, a written authorization from the child’s physician and parent is required on the Sandusky City Schools, “Prescriber’s Request for the Administration of Medication,” form 029. This form shall be kept on file in the student’s cumulative records. Only medication in its original prescription bottle, labeled with the date of prescription, student’s name, and exact dosage will be administered. Medication must be transported to the school by the parent/guardian or by giving it to the bus driver and delivered to the school’s main office or nurse’s office, where it will be stored in a locked area. **Medication cannot be transported in the child’s book bag.**

A parent/guardian wishing to discontinue the administration of medication at school must send a signed note to the office/nurse requesting the medication be stopped.

### **MEDICAID SCHOOL PROGRAM BILLING STATEMENT**

The Sandusky City Schools participate in the Medicaid School Program (MSP) or a similar program. MSP is a federally funded reimbursement program. Sandusky City Schools uses a third party billing agency to submit MSP claims. This agency is in compliance with all federal privacy laws including the Health Insurance Portability Accountability Act (HIPAA) established in 1996.

The following is a list of personally identifiable information shared with the billing agency: student’s name, date of birth, social security number, district of residence, school of attendance, and professional services documentation. Professional services include screenings and assessments to determine eligibility for and the provision of services such as speech, occupational therapy, physical therapy, nursing, counseling, case management and psychological evaluations.

It is the parents’/guardians’ right to deny access to personally identifiable information or to revoke the use of it for purposes of MSP billing. Services will be provided regardless of disclosure of personally identifiable information. Copies of the billing agency’s privacy policy are available upon request. Please contact the Student Services Office for more information.

### **HEALTHCHEK SERVICES**

Healthchek is Ohio’s Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, children, and young adults younger than age 21 who are enrolled on Ohio Medicaid. The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid. 20 Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- Medical history
- Complete unclothed exam (with parent approval)
- Developmental screening (to assess if child's physical and mental abilities are age appropriate)
- Vision screening
- Dental screening
- Hearing assessment
- Immunization assessment (making sure child receives them on time)
- Lead screening
- Other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too. If you still have questions about Healthchek, please call: Lenora Minor, Healthchek/PRS Coordinator, 419-668-8126, lenora.minor@jfs.ohio.gov or Carol Loose, Healthchek/PRS back-up, 419-668-8126, carol.loose@jfs.ohio.gov

### **REGISTRATION FORMS**

All children attending Sandusky City Schools Preschool classes must be fully registered before they can attend Sandusky City Schools Preschool. The following forms must be completed annually:

- \_\_\_ Preschool Registration Form
- \_\_\_ Additional Services Verification Form
- \_\_\_ Residential Identification Form
- \_\_\_ Early Childhood Education Eligibility Screening Tool - due to information we are required to report, two consecutive proofs of income per income source is required. Any of the following are acceptable:
  - \* W2 Form from the previous year
  - \* Payroll Statement
  - \* Tax form 1040 or 1040A from the previous year
  - \* AFDC case number
  - \* Food stamp case number
- \_\_\_ Emergency Medical Authorization Form
- \_\_\_ Preschool Medical Evaluation (Physical) - All children are required by the State of Ohio to have a current medical statement on file. The medical statement **must be completed by a physician** and is good for one year from the date of the examination. All children must have a current medical statement in order to attend preschool.
- \_\_\_ Student Authorization Forms Combined
- \_\_\_ Preschool Parent Consent for Medical Health Screening
- \_\_\_ Preschool Parent Roster Statement
- \_\_\_ Immunization Record - must be up-to-date and completed by a Physician or Health Department in order for the child to be fully registered and to attend the preschool
- \_\_\_ Copy of Birth Certificate
- \_\_\_ Legal Documents (if applicable) – includes: Name changes, adoption or custody papers. Legal documents **must** contain journal entry date stamp from the court and judges' signatures to be valid.
- \_\_\_ Parent Photo ID
- \_\_\_ Bus Transportation Eligibility

It is unlawful for Sandusky City Schools to discriminate in the enrollment of children upon the basis of race, color, religion sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat.32.42 U.S.C. 12101 et seq.



## **PHYSICALS AND IMMUNIZATIONS**

All children must have current and up-to-date physical and immunization records on file in order to attend preschool.

- Physicals/medical statements are valid for one (1) year from the date of the examination.
- New physicals must be turned into the preschool office within 13 months of the child's current physical.
- You will be notified by the preschool office prior to the expiration of your child's physical to allow sufficient time to obtain a new physical.
- All children must also have up-to-date immunizations on file in the preschool office.

## **CONFERENCES**

Progress reports are sent home at least twice per year. Parent-teacher conferences are scheduled in the fall and spring and are held as needed. You may request a conference with the classroom teacher at any time.

Parents or guardians have access to the classroom during school hours for the purpose of talking with the teacher, evaluating the services provided by staff, observing the program in operation, or to evaluate the premises. We welcome your questions and visits to our program.

## **CHANCE OF ADDRESS, PHONE NUMBERS OR EMERGENCY NUMBERS**

If you move during the year, it is important to send your new address immediately to your child's teacher. This includes telephone number changes. It is important we have parent or guardian names and current emergency numbers. This form "Change of Address and/or Phone Number Notification," form 093, is available on the district website at [www.scs-k12.net](http://www.scs-k12.net) the "Parents" tab at the top, and the "Forms" link below, and at any school office. If you go out of town, please notify the school and leave your babysitter or child care provider's name. Please provide any additional emergency numbers or people to contact during your absence.

## **CHILD ABUSE**

In accordance with Section 2151.421 of the Ohio Revised Code all preschool staff are required to report any suspicions of child abuse or neglect to the local public children's services agency. Staff members have completed the required six-hour course prescribed by the Ohio Department of Human Services in recognizing signs of child abuse and neglect.

## **TELEPHONING THE CLASSROOM**

If you need to call the classroom to speak with a staff member, please call before or after school. If you would like a telephone conference, please send a note and we will be happy to arrange a time. Please do not call the school during class time unless it is an emergency. Telephone interruptions take time away from the children's important classroom activities.

## **EMERGENCIES AND ACCIDENTS**

During the course of everyday play, minor accidents do occur. In the event of a minor accident involving a child, first aid will be administered immediately. Members of the Sandusky City Schools Preschool staff are certified to administer first aid, and periodically attend classes to keep this certification current. Should an accident occur or an emergency arise, parents will be notified immediately.

The required Emergency Contact Information Form Emergency Medical Authorization form 005/Preschool must contain the home and work numbers of both parents/guardian. If neither parent nor guardian can be reached, a staff member will contact one of the other adults listed as emergency contacts on the form. It is important that the emergency contact person is available and within a reasonable driving distance to pick-up your child when necessary.

Parents are required to complete an Emergency Transportation Authorization form Emergency Medical Authorization form 005/Preschool for every child in attendance at a Sandusky City Schools Preschool. If permission is granted to transport the child, Sandusky City Schools has the authority to contact emergency transportation for a child in the event of a serious accident. When minor accidents occur, parents are required to provide emergency transportation. Under no circumstances will a Sandusky City Schools Preschool staff member transport a child.

### **PRESCHOOL SUPPLY LIST**

The following school supplies should be **purchased, labeled with the student's name, and sent to school** within the first week. [Additional supplies may be requested and some supplies may need to be replenished throughout the school year.]

#### **Preschool Supply Check List**

- \_\_\_ 1 complete change of clothing, including socks, to be kept at school for accidents/spills  
(Please label all items with your child's name)
- \_\_\_ 1 Standard size backpack for student folders
- \_\_\_ 1 Good quality crayons, box of 24 (Ex.: Crayola®)
- \_\_\_ 2 Glue sticks
- \_\_\_ 2 boxes of tissues (to share with class)
- \_\_\_ 1 Low odor dry erase markers 4-color (Ex.: Expo®)
- \_\_\_ 1 Good quality, washable, watercolor paints (Ex.: Crayola®)
- \_\_\_ Boys: 1 box zip top sandwich size bags (Ex: Ziploc®)
- \_\_\_ Girls: 1 box zip top gallon size storage bags (Ex: Ziploc®)
- \_\_\_ 1 pack of wide washable markers
- \_\_\_ 1 - 4 pack of Play-Doh®
- \_\_\_ 1 bottle of white glue
- \_\_\_ 1 - 1" Binder
- \_\_\_ Toileting supplies your child may need: diapers & wipes, extra training pants, etc.

### **MISCELLANEOUS**

#### **Things to Bring**

Each child should bring a book bag clearly marked with his or her name to school each day. Please contact your child's teacher for an additional list of supplies required for school. Children should not bring toys, books, or other items from home unless they are requested by the teacher. *Guns, light sabers, swords, or weapons of any type are not allowed at preschool.*



# Sandusky City Schools

## STUDENT AUTHORIZATION FORMS COMBINED

### ACCEPTABLE USE POLICY and INTERNET SAFETY AGREEMENT

#### Statement of Purpose

Sandusky City Schools provides a rich information technology environment to support its educational activities. In order to provide for the most effective access to computers, network and messaging systems and to protect the rights of students and staff, the following rules have been defined. Access is a privilege, not a right, and carries with it responsibilities for all involved.

#### Terms of Agreement

In order for users to be allowed access to a school computer network and the Internet, parents and staff must sign and return the attached consent form by the end of the first week of school.

#### User Responsibilities

The Sandusky City School district is providing access to its school computer network and the Internet for **educational purposes only**. To protect the rights of students and staff, the following rules have been defined:

Users must:

1. Respect and practice the principles of good citizenship.
  - Prior to the start of class and again at the end, inspect equipment, including keyboards and mice, and report missing or damaged equipment to the teacher.
  - Use care and respect when using equipment. No food, gum, drink or liquids of any kind are allowed near computers or in any computer lab. Willful damage or vandalism to equipment or the data of any user is not permitted.
  - Use only **teacher-managed** educational networking sites (e.g. Moodle, ePals) and other forms of direct electronic communications (e.g. email). Teacher management shall include enrolling and monitoring participation of students in online, interactive assignments.
  - Use technology resources for educational purposes only. The use of the network for profit-making (buying, selling, advertising), political, religious illegal activities is prohibited. Illegal activities include tampering with computer hardware or software, unauthorized entry into computers and files (hacking), and deletion of computer files. Such activity is considered a crime under state and federal law.
  - Communicate only in ways that are kind and respectful. No swearing or suggestive, obscene, belligerent, bullying, harassing, threatening language is permitted.
  - Use language and/or graphic representations which are not offensive to other users. The distribution, or redistribution of messages, jokes, or pictures, which are based on slurs or stereotypes relating to race, age, gender, ethnicity, nationality, military status, religion, economic status, political belief or sexual orientation is not permitted.
  - Do not send, forward or participate in chain letters or excessive use of email distribution (spam).
  - Report threatening or inappropriate communication to teacher or network administrator immediately.
  - Access district supported email and if available, district supported voicemail daily (staff members only).
2. Respect and protect the privacy of self and others.
  - Keep username and passwords private. Do not disclose or share your password with others.
  - Do not post personal addresses, phone numbers, last names or photographs.
  - Do not use another student's username or password. Do not impersonate another user.
3. Respect and protect the integrity, availability, and security of all electronic resources.
  - Lock or log off computer before leaving the computer station. Power down computer at the end of the day.
  - Maintain your document folder and remove outdated information.
  - Use of anonymous proxies to bypass content filtering is strictly prohibited and is a direct violation of this agreement.
  - Do not attempt to gain unauthorized access to another computer system (hacking) or to impair the operation of another computer system (For example, the transmission of computer viruses, worms, etc.)
  - Do not store or install executable files (\*.exe), batch files (\*.bat), command files (\*.com), system files (\*.sys), zip/compressed files or network files.
  - Obtain approval before retrieving information from a flash drive, CD, Internet location, or any other electronic media (students).
  - Do not use personally owned computers or other personal equipment on the network.
  - Do not install computer software or hardware. Only the IT department may install software or hardware.
  - Report security risks or violations to school or network administrator.
4. Respect and protect the intellectual property of others.
  - Adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. Do not infringe copyrights or plagiarize.

## Failure to Follow Acceptable Use Policy

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Use of the computer network and Internet is a privilege, not a right. It is the responsibility of the user to report misuse or violation of the network or Acceptable Use Policy to the school or building administrator. The above rules and regulations of network usage are subject to change at any time. Consequences for violations of the above policy will follow the District discipline policy and could result in the loss of a user's privilege to use the school's information technology resources.

## Internet Safety and Training

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- Despite every effort for supervision and filtering, all users and the students' parents/guardians are advised that access to the electronic network may include the potential for access to inappropriate materials. Every user must take responsibility for his or her use of the network and Internet and report inappropriate sites to a school or network administrator.
- In using the network and Internet, users should not reveal personal information such as home address or telephone number. Never arrange a face-to-face meeting with someone "met" on the Internet.
- Personally identifiable information concerning students may not be disclosed or used in any way on the Internet. Users should never give out private or confidential information about themselves or others.
- The District will utilize filtering software or other technologies to prevent students from accessing visual depictions that are obscene, pornographic, or harmful to minors. Teachers may request to have educational sites reviewed and made available for classroom use through application to the District Technology Department.
- The use of anonymous proxies to get around the content filter is strictly prohibited and will be considered a violation of this policy. The school will also monitor the online activities of users, through direct observation and technological means.
- Internet Safety Training will be provided to students and staff in accordance with state guidelines.

## Use of Web Tools

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Online communication is critical to our students' learning of 21st Century Skills. Tools such as discussion forums, wikis, and podcasting offer an authentic, real-world vehicle for student expression. The District's primary responsibility to students is their safety. Hence, student participation in these types of classroom activities must follow all established Internet safety guidelines:

- The use of discussion forums, podcasts or other Web 2.0 tools is considered an extension of the classroom. Only web tools initiated, managed and monitored by teachers are permitted for use by students in classroom activities.
- When using discussion forums, podcasts or other web tools, users are expected to act safely by keeping ALL personal information (including, but not limited to, last names, personal details including address, phone numbers or photographs) out of their posts and account profiles.
- Any speech that is considered inappropriate in the classroom is also inappropriate in all uses of discussion forums, podcasts, or other Web 2.0 tools. This includes, but is not limited to profanity, racist, sexist or discriminatory remarks.
- Users who do not abide by these terms and conditions of the Acceptable Use Policy may lose their opportunity to take part in the project and/or be subject to consequences in accordance to the school discipline policy.

## Teacher Responsibilities with Use of Computer Labs or Mobile Labs

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- Provide appropriate opportunities to students using network and electronic information resources in support of the district curriculum **for educational purposes only**.
- Inform students of their rights and responsibilities as users of the district network prior to gaining access to that network.
- Circulate, supervise and monitor student activities and report student infractions of the Acceptable Use Policy to the school administrator.
- Provide alternate activities for students who do not have permission to use the Internet.
- Check parental AUP permission forms before submitting photos or artwork for publications (newsletter, websites, etc.). Do not publish student name with photos.

## Principal Responsibilities

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- Distribute the Acceptable Use Policy to all students.
- Keep **signed** Acceptable Use Policy forms on file.
- Treat student infractions of the Acceptable Use Policy according to the school discipline policy.
- Provide a list of students who do not have permission to use the Internet to the teaching staff and IT Department.

## District Responsibilities

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The Network Administrator and other authorized administrators will:

- Ensure that filtering software is in use to block access to materials that are inappropriate, offensive, obscene, or contain pornography.
- Review requests from teachers for access to currently filtered educational sites and open access to sites which are deemed safe.
- Review the board approved Acceptable Use Policy annually.
- Monitor system resources to ensure that uses are secure and in conform to this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. This information can be used for disciplinary action and can be furnished as evidence of crime to law enforcement officials.





## Sandusky City Schools STUDENT AUTHORIZATION FORMS COMBINED

Please return this packet completed. (Sections require initials, additional information, and a signature at the end.)

Student Name \_\_\_\_\_  
(Please print)

20\_\_\_\_ - 20\_\_\_\_  
(School Year)

*Below are forms that have been combined for space and convenience. Please review and initial each section:*

### **ACCEPTABLE USE POLICY AND INTERNET SAFETY AGREEMENT**

I have read and understand the Acceptable Use Policy and I agree to the following:

Initial each to indicate acceptance:

- \_\_\_\_ As the parent or legal guardian of the student named above, I grant permission for my son or daughter to access use a school computer or network software provided by the Sandusky City Schools.
- \_\_\_\_ As the parent or legal guardian of the student named above, I grant permission for my son or daughter to access Internet services provided by the Sandusky City Schools.
- \_\_\_\_ As a parent or legal guardian or the student named above, I grant permission for my son or daughter's school work to be published without identifying name or caption to appear on the any district, school, or teacher website connected with the Sandusky City Schools.

### **REPRODUCTION OF STUDENT PHOTOGRAPHS, AUDIO, VIDEO, AND LIKENESS**

At times Sandusky City Schools reproduce photos, audio, video, likenesses, and names of students to acknowledge credit and for the benefit of the community. Some examples may be: annual calendar, newsletter, website, live or recorded audio/video, and video broadcasts, as well as athletic, music and theatre presentations. This would include interactive and web based learning broadcasts sponsored by the district with sites outside the school district. Sandusky City Schools does not distribute the reproduction of student photos, audio, video, likenesses, or names to any other entity, unless expressly approved by a parent or guardian.

Initial ONE to indicate acceptance:

- \_\_\_\_ I authorize the reproduction of my child's photo, audio, video, likenesses, and name for presentation by the Sandusky City Schools. This authorization supersedes the FERPA student records act only for the items listed.
- \_\_\_\_ I do not authorize the reproduction of my child's photo, audio, video or likeness.

### **REPRODUCTION OF ORIGINAL STUDENT PRODUCED WORK**

At times Sandusky City Schools reproduces original student work, photos, audio, video and names of students to acknowledge credit and for the benefit of the community. Some examples may be: annual calendar, newsletter, website, live audio and recordings, and video broadcasts, as well as athletic, music and theatre presentations. Original Student Work is considered items that are physical, visual, and audio. Sandusky City Schools does not authorize reproduction of original student work to any outside entity for the benefit of fund raising or entities outside the school district's jurisdiction unless expressly approved by a parent or guardian.

Initial ONE to indicate acceptance:

- \_\_\_\_ I authorize the reproduction of my child's original student work, photos, audio, video and name for the purpose of presentation by the Sandusky City Schools. This authorization supersedes the FERPA student records act only for the items listed.
- \_\_\_\_ I do not authorize the reproduction of my child's original student work, photos, audio or video.



## Sandusky City Schools STUDENT AUTHORIZATION FORMS COMBINED (Continued)

### ***EMERGENCY CLOSING AUTHORIZATION - KINDERGARTEN THROUGH SIXTH GRADE***

In the event school is closed prior to the regular dismissal time, due to an unexpected emergency, I want my child to remain under the supervision of Sandusky City Schools until I can be contacted by school staff. I understand that my child may be moved to a safe location if necessary.

***Initial ONE to indicate acceptance:***

\_\_\_\_ I authorize my child to remain under Sandusky City Schools supervision until I can be contacted.

\_\_\_\_ I authorize my child to be dismissed without contacting me.

---

### ***FIELD TRIP PERMISSION***

My child has permission to participate in all field trips sponsored by Sandusky City Schools. I understand that I may withhold permission for any field trip in which I do not want my child to participate by notifying the school in "writing."

***Initial ONE to indicate acceptance:***

\_\_\_\_ I authorize this Field Trip Permission.

\_\_\_\_ I do not authorize this Field Trip Permission. I understand that I may authorize my child in writing as trips become available.

---

### ***CHILD PICK-UP AUTHORIZATION***

If my child needs to be picked up from school, the following names are the ***only*** people I authorize to pick up my child.

Name _____	Phone _____ - _____ - _____	Initial _____
Name _____	Phone _____ - _____ - _____	Initial _____
Name _____	Phone _____ - _____ - _____	Initial _____
Name _____	Phone _____ - _____ - _____	Initial _____
Name _____	Phone _____ - _____ - _____	Initial _____
Name _____	Phone _____ - _____ - _____	Initial _____
Name _____	Phone _____ - _____ - _____	Initial _____

---

### ***PARENT/GUARDIAN SIGNATURE***

As the parent or legal guardian of the above student, I have read, understand, and agree that my child shall comply with the terms of the Sandusky City Schools Acceptable Use and Internet Safety Agreement. In addition, I have initialed items in each of the above Student Authorization Forms.

\_\_\_\_\_  
Signature of Residential Parent/Guardian

\_\_\_\_\_  
Date

***Please sign and return this form the first week of school.***

Page 4 of 4



# Sandusky City Schools

## Preschool Program

Year \_\_\_\_\_ - \_\_\_\_\_

### EMERGENCY MEDICAL AUTHORIZATION

**Purpose** - To enable parents and guardians to authorize the provision of emergency treatment and transportation for children who become ill or injured while under school authority, when parents or guardians cannot be reached. (In accordance with Ohio Revised Code 3313.712)

**THIS FORM MUST BE TURNED IN BEFORE THE START OF THE SCHOOL YEAR IN ORDER FOR TRANSPORTATION TO BEGIN.**

Student \_\_\_\_\_ Sex: M F Birth Date \_\_\_\_\_  
Last First Middle  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_ - \_\_\_\_\_ Phone \_\_\_\_\_ - \_\_\_\_\_

Mother/Guardian  
**Residential Parent or Guardian (Circle one):** Yes No  
**Relationship (Circle one):** Mother, Grandmother, Step-Mother,  
Foster-Parent, Guardian/Other: \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_ - \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ - \_\_\_\_\_ Cell Phone \_\_\_\_\_ - \_\_\_\_\_  
Home Phone \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_  
Place of Work \_\_\_\_\_  
Dept. \_\_\_\_\_ Work Phone \_\_\_\_\_ - \_\_\_\_\_

Father/Guardian  
**Residential Parent or Guardian (Circle one):** Yes No  
**Relationship (Circle one):** Father, Grandfather, Step-Father,  
Foster-Parent, Guardian/Other: \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_ - \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ - \_\_\_\_\_ Cell Phone \_\_\_\_\_ - \_\_\_\_\_  
Home Phone \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_  
Place of Work \_\_\_\_\_  
Dept. \_\_\_\_\_ Work Phone \_\_\_\_\_ - \_\_\_\_\_

**In case of illness or emergency when residential parent(s)/guardian cannot be reached, please list contact local persons available during school hours who are able to pick up the child from school and transport them in their vehicle.**

Name	Address	Home Phone	Cell Phone	Relationship to Student
1. _____	_____	_____ - _____	_____ - _____	_____
2. _____	_____	_____ - _____	_____ - _____	_____
3. _____	_____	_____ - _____	_____ - _____	_____
4. _____	_____	_____ - _____	_____ - _____	_____

**Health Information:** Please fill in each category that applies.

Allergies (foods, medication and environmental) and precautions, reactions and treatment \_\_\_\_\_

Medications, food supplements, modified diet \_\_\_\_\_

Chronic Physical Problems \_\_\_\_\_

History of Hospitalizations or Diseases \_\_\_\_\_

Any additional health or enrollment information that you feel we should know about your child \_\_\_\_\_

**Please turn over and complete both sides**



**IMPORTANT: PLEASE DO NOT COMPLETE BOTH PARTS. PART I OR PART II MUST BE COMPLETED.**

### **PART I: TO GRANT CONSENT**

I hereby give consent for the following medical care providers and local hospital to be called:

Doctor \_\_\_\_\_ Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Dentist \_\_\_\_\_ Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Medical specialist \_\_\_\_\_ Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by above-named doctor, or, in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to any hospital reasonably accessible. This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery. Facts concerning the child's medical history including allergies, medications being taken, and any physical impairment to which a physician should be alerted:

By signing this, I also give permission to school personnel to share my child's health/medical concerns (past/present) with school personnel on an "as needed to know" basis, unless I notify the school nurse in "writing" that I do not want it shared.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

### **DO NOT COMPLETE IF YOU HAVE COMPLETED PART I**

### **PART II: REFUSAL TO CONSENT**

I do NOT give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take the following action: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

### **Reference information for Emergency Medical Authorization:**

**Ohio Revised Code ORC § 3313.71.2** [§ 3313.71.1]

#### **Emergency Medical Authorization:**

As used in this section, "parent" means parent as defined in section 3321.01 of the Revised Code.

A) Annually the board of education of each city, exempted village, local, and joint vocational school district shall, before the first day of October, provide to the parent of every pupil enrolled in schools under the board's jurisdiction, an emergency medical authorization form that is an identical copy of the form contained in division (B) of this section. Thereafter, the board shall, within thirty days after the entry of any pupil into a public school in this state for the first time, provide his parent, either as part of any registration form which is in use in the district, or as a separate form, an identical copy of the form contained in division (B) of this section. When the form is returned to the school with Part I or Part II completed, the school shall keep the form on file, and shall send the form to any school of a city, exempted village, local, or joint vocational school district to which the pupil is transferred. Upon request of his parent, authorities of the school in which the pupil is enrolled may permit the parent to make changes in a previously filed form, or to file a new form.

If a parent does not wish to give such written permission, he shall indicate in the proper place on the form the procedure he wishes school authorities to follow in the event of a medical emergency involving his child.

Even if a parent gives written consent for emergency medical treatment, when a pupil becomes ill or is injured and requires emergency medical treatment while under school authority, or while engaged in an extra-curricular activity authorized by the appropriate school authorities, the authorities of his school shall make reasonable attempts to contact the parent before treatment is given. The school shall present the pupil's emergency medical authorization form or copy thereof to the hospital or practitioner rendering treatment.

Nothing in this section shall be construed to impose liability on any school official or school employee who, in good faith, attempts to comply with this section.

(B) The emergency medical authorization form provided for in division (A) of this section is as follows: (see reverse side of this sheet)





# Sandusky City Schools

407 Decatur Street, Sandusky, Ohio 44870 ♦ 419-626-6940

## Prescriber's Request for the Administration of Medication in School

(Prescriber's order for medication in accord with 3313.713 and 3313.716 of the Ohio Revised Code)

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Student's Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ - \_\_\_\_\_ Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

School Building \_\_\_\_\_ Grade \_\_\_\_\_

Medication	Route	Dose	Time of Administration
------------	-------	------	------------------------

Starting date of this request \_\_\_\_\_ Termination date of medication \_\_\_\_\_

Special instructions (if any) \_\_\_\_\_

**MEDICATION WILL BE ADMINISTERED BY SCHOOL PERSONNEL (unless otherwise stated).**

Adverse reactions that should be reported to the prescriber: \_\_\_\_\_

Adverse reactions school personnel should look for in an unauthorized user: \_\_\_\_\_

Prescriber Signature \_\_\_\_\_ Date \_\_\_\_\_ Emergency phone number(s) where prescriber can be reached \_\_\_\_\_

**FOR ASTHMATICS ONLY: STUDENT IS ALLOWED TO CARRY THEIR INHALER AND SELF ADMINISTER PER PRESCRIBER'S ORDER: YES [ ] NO [ ]**

In the event the asthma medication does not produce the expected relief, please do the following: \_\_\_\_\_

If the inhaler malfunctions, please do the following: \_\_\_\_\_

### Parent/Guardian Request for the Administration of Medication in School

I request the school staff to administer the medicine to my child as ordered above by the attending prescriber. I will submit to the school a revised "Prescriber's Request" form signed by the prescriber and myself if there is any change in the above orders. I understand that I am required by Ohio law to provide the school with the medication in the original container as dispensed by the prescriber or pharmacist.

### SUNSCREEN ONLY: Parental Authorization (an over-the-counter medication)

\_\_\_\_ My child has my permission to carry their own sunscreen, for their personal use and self-application.

\_\_\_\_ My child has my permission to self-apply sunscreen; I will provide sunscreen in the original container and request it be appropriately stored by the school district.

\_\_\_\_ I authorize the school district to apply sunscreen to my child. I will provide sunscreen in the original container and request it be appropriately stored by the school district.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Work Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell Phone# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### Reminder to Parents/Guardian:

**Medication must be provided to school in original container dispensed by the prescriber or pharmacist.**

**Please ask prescriber or pharmacist for one extra labeled container for school.**



# Sandusky City Schools

## Prescriber's Request for the Administration of Medication in School

(Prescriber's order for medication in accord with 3313.713 and 3313.716 of the Ohio Revised Code)

### MEDICATION LOG

Student		School		Date Started		School Year	
Medication		Strength		Dose		Time	
Special Instructions							
	1	2	3	4	5	6	7
August							
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							

SAMPLE

Initials/Signature: \_\_\_\_\_

<b>KEY</b>	<b>COMMENTS</b>
<p>Initials = Medication taken within 1 hour of designated time</p> <p>O = No medication available</p> <p>X = No school</p> <p>AB = Absent</p> <p>ER = Error</p>	



# SANDUSKY CITY SCHOOLS

407 Decatur Street • Sandusky, Ohio 44870 • 419-626-6940

Office Use: Date of Application \_\_\_\_\_

Position(s) Applying for: ☐ Athletic Volunteer  
☐ Academic Volunteer

## APPLICATION FOR VOLUNTEER SERVICE

*The Sandusky City Schools are equal opportunity employers dedicated to a policy of non-discrimination in relation to race, color, national origin, sex/gender, disability and age.*

(PLEASE PRINT)

\_\_\_\_\_  
Last Name Maiden First Name Middle Name

\_\_\_\_\_  
Address Number Street City State Zip Code

\_\_\_\_\_  
Primary Phone Number Secondary Phone Number

1. What school(s) will you be volunteering with? \_\_\_\_\_
2. For what activities are you volunteering your time/service? \_\_\_\_\_
3. Have you lived in Ohio during the past five years? ☐ Yes ☐ No, \_\_\_\_\_
4. I solemnly swear or affirm that the answers I have made to each and every question in this application are complete, accurate, and true to the best of my knowledge, and that I have made no attempt to conceal pertinent information in the application. I understand that if any information given by me in the application is false or misleading, I will be disqualified from being considered for volunteering with the Sandusky City Schools.

\_\_\_\_\_  
Signature of Applicant

- 5. CRIMINAL CONVICTION QUESTIONNAIRE:** Under the authority granted by O.R.C. 109.57, the Board of Education of Sandusky City Schools does initiate a local police check for all volunteers to verify that no person has been convicted of or pleaded guilty to certain criminal offenses. Your response to the following question is therefore required: Have you ever been convicted of or pleaded guilty to, or are you currently charged with any of the following:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Any felony;   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Any violation of O.R.C. 2907.04 (corruption of a minor);                                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Any violation of O.R.C. 2907.06 (sexual imposition);                                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Any violation of division (A) or (C) of O.R.C. 2907.07 (importuning);                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Any offense of violence;  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Any theft offense (as defined in O.R.C. 2913.01);   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Any drug abuse offense that is not a minor misdemeanor;<br>(as defined in O.R.C. 2925.01) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

### 6. AUTHORIZATION FOR VERIFICATION AND RELEASE OF INFORMATION TO WHOM IT MAY CONCERN:

I hereby authorize the Board of Education of the Sandusky City Schools, by and through its Superintendent, and/or other authorized employees, to complete a background check in accordance with O.R.C. 109.57, and/or a BCI check if I have lived out of state during the past five years, on me for the purpose of volunteering with the Sandusky City Schools. I understand by signing this document, a photocopy hereof shall be considered as valid as the original for purposes of authorizing a background investigation and/or release of information.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Sandusky City Schools Administrator/Designee

\_\_\_\_\_  
Date

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# Sandusky City Schools

407 Decatur Street, Sandusky, Ohio 44870 • 419.626.6940

## CONFIRMATION OF NOTICE AND TREATMENT OF HEAD LICE

The following directions serve as a guide to the treatment and control of head lice. All directions **MUST** be followed **EXACTLY** and your child **MUST** be NIT-FREE before he/she is allowed to return to school.

### CARE OF HAIR

1. Shampoo hair with a lice-killing preparation at once following manufacturer's directions. The hair may be rinsed with a vinegar and water solution to help loosen the nits (eggs) from the hair shaft.
2. Remove ALL NITS from the hair using your fingernails and pulling the nit off of the hair shaft or use a fine-toothed comb and comb a small strand of hair repeatedly until the nits are removed. A metal fine-toothed comb works better than a plastic one.
3. When ALL NITS have been removed, shampoo the hair again with regular shampoo and recheck for any stray nits and remove them.
4. The lice-killing shampoo should be repeated in 7 to 10 days to kill any newly hatched lice caused by incomplete removal of all nits.

### CARE OF PERSONAL ARTICLES

1. Heat kills lice and their eggs, so clean all personal clothing, bed clothes, and bedding in a washer's hottest cycle, (130 degrees F.) and in a hot dryer. Items that cannot be washed may be dry-cleaned or kept in a sealed plastic bag for 30 days.
2. All combs, brushes, and hair articles need to be placed in hot water (130 degrees F.) for 10 minutes and then washed with soap and hot water.

### CARE OF HOME FURNISHINGS

1. Vacuum mattresses, upholstered furniture, car interiors, flooring, rugs and pillows, since lice can live off the human body for 24 to 48 hours. Dispose of vacuum cleaner bags.

### RETURN TO SCHOOL

1. You must treat your child and return him/her to school NIT-FREE within three calendar days or the school will consider your child truant. **When your child returns to school, he/she must have a note from the Erie County Health Department that verifies your child is NIT-FREE.** Prompt and thorough treatment of head lice is essential, so your child will not miss any more time than is necessary from school. Ideally, children will be treated immediately, including total removal of any nits and returned to school as soon as possible.
2. We require that you send the box top from the lice-killing shampoo with your child when he/she returns to school.
3. Please monitor your children and inspect their heads for evidence of re-infestation (nits in the hair). Please let the school know if you discover a case of head lice so that we can check other suspected close contacts.

### POINTS TO REMEMBER

1. A head louse is a crawling insect about 1/8" long. The female lays tiny white eggs (nits) which are firmly attached to the base of hairs. The most common locations include the back of the neck, behind the ears and the crown. Usually the first sign of head lice is an intense itching in the affected areas. This condition can be spread by direct contact with an infected person or items that come in contact with their head.
2. Lice cannot jump or fly. **Uncleanliness is not a factor in transmitting lice.**
3. Head lice are usually spread easily by sharing combs, brushes, hats and other articles of clothing. Try to give each child their own hat, comb or brush. Instruct your child to place his/her hat in his/her coat sleeve before hanging it in the closet. This will retard the spread of lice within the home and at school.
4. Inspect your child's head frequently, especially if they complain of itching. Pay particular attention to the nape of the neck and the sides of the head. Nits will be found close to the scalp, where it is warm.
5. Along with the lice-killing shampoo and nit removal, there must be a thorough cleaning of the home and bedding. **UNLESS ALL IS COMPLETED ON THE SAME DAY, REINFESTATION MAY RESULT.**

*Please sign and return the bottom of this form to the building principal or the school nurse.*

Form #077 1215 01/25/06 revised 05/17/10 reviewed

## Sandusky City Schools CONFIRMATION OF NOTICE AND TREATMENT OF HEAD LICE

I \_\_\_\_\_ as the parent/guardian of \_\_\_\_\_ have read and  
(parent/guardian name) (student's name)  
understand the above guidelines for the treatment of head lice.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



# Sandusky City Schools

407 Decatur Street, Sandusky, Ohio 44870 • 419.626.6940

## CONFIRMATION OF NOTICE AND TREATMENT OF HEAD LICE

Date: \_\_\_\_\_

Dear Parent/Guardian of:

\_\_\_\_\_ :

Your child is being excluded from school due to head lice. This condition is contagious and may be spread to other children in the classroom/school.

You must treat your child and return him/her to school NIT-FREE within three (3) calendar days or the school will consider your child truant. **When your child returns to school, he/she must have a note from the Erie County Health Department that verifies your child is NIT-FREE.**

The Erie County Health Department will provide lice-killing shampoo at no or reduced cost to families who do not have the money to buy the special shampoo. Proof of income is required to obtain the shampoo at no or reduced cost through the Health Department.

The Sandusky City Schools have a NIT-FREE policy. This means that in addition to using the lice-killing shampoo all nits (eggs) must be removed from the hair. You can obtain a special comb for the removal of nits from your pharmacist. It will also be necessary to use your fingers to remove some of the nits. If the lice-killing shampoo is used properly, the egg cases will be dead.

The nit free policy is necessary to enable school personnel to insure correct treatment was given and to check later to be certain re-infestation has not occurred.

Please call the school if you have any questions or if the school can be of any assistance.

Sincerely,

\_\_\_\_\_  
School Nurse

\_\_\_\_\_  
Contact phone number and/or email address

*See reverse side for recommendations for treatment and control of head lice and confirmation of this notice.*

---

**Please see other side for "Confirmation of Notice and Treatment of Head Lice"**



# Sandusky City Schools

407 Decatur St., Sandusky, OH 44870-2442 ♦ 419-626-6940

## Change of Address and/or Contact Information

Parent/Legal Guardian (Guardian):

Please review and provide appropriate documents and complete information as indicated.

**1. What is your housing status?** \*The McKinney-Vento law may provide you with additional rights and services that Sandusky City Schools may be able to furnish and assist you with.

- ☐ Permanent Housing: Living in a fixed, regular and adequate housing situation  
☐ Doubled Up: Living with another family or person because of housing loss and economic hardship  
☐ Hotel/Motel: Living in a hotel/motel due to the lack of alternative adequate accommodations  
☐ Shelter: Emergency or transitional shelter  
☐ Other Temporary Living Situation: IE: Campground, car, park, public places, abandoned building, street

*\*The McKinney-Vento law says that homelessness includes individuals who do not have a fixed, regular and adequate home because they have lost their own home\*\*. Ask for a copy of \*\*A Parent's Guide to the Rights of Children and Youth Experiencing Homelessness, form 158A for additional and specific information. Contact SCS Student Services at 419-984-1048 for more information.*

**2. Proof of Identity/Photo Identification:** (Must be a current unexpired ID)

☐ Ohio Driver's License ☐ State of Ohio ID ☐ \*Passport \*A final resource when other ID is not available.

**3. Legal Guardianship:** Are you the legal residential guardian: ☐ No ☐ Yes; If applicable, please provide any original court stamped legal custody documents.

**4. Verification of Residency:** (Please provide one verification of address)

- ☐ deed; ☐ current mortgage statement; ☐ rental/lease; ☐ current property tax statement;  
☐ purchase agreement w/possession date\*; ☐ building contract w/estimated completion date\*  
☐ current utility bill or receipt of utility installation issued within 30 days of enrollment;  
☐ Landlord letter signed with phone number and notarized, valid for one year

\*Students enrolling with residency documentation containing a future occupancy date may be enrolled for a period not to exceed ninety (90) calendar days prior to move-in.

- No other forms of verification are accepted other than listed above; questions please call 419-626-6940

**5. What is the actual/effective date of your move?** \_\_\_\_\_

**[Please Print]**

Old Address _____		Zip Code + 4 _____	Old Phone Number _____	
New Address _____		Zip Code + 4 _____	New Phone Number _____	
Cell Phone Number _____	Work Phone Number _____	Email _____		
Child Name _____	Current School and Grade Level _____	Special Education (Yes/ No) _____		
_____	_____	_____		
_____	_____	_____		

\*\*Affidavit of Current Residency (see back), I understand that I declare under penalty of perjury under the laws of Ohio that the information provided here is true and correct.

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**STAFF MEMBER: Scan all documents listed above and this form, include all in one email to: COA-Submission@scsbluestreaks.net to complete process; for questions or information, call 419-626-6940.**



**++ Affidavit of Current Residency**

According to the Ohio Revised Code, a child must attend school in the district where the parent/legal guardian resides. School districts have the right to request verification of legal residency and the parent/legal guardian, not the school district, bears responsibility to verify and prove a challenged residency. It is also the responsibility of the parent/legal guardian to inform the school district of any address change within or outside of Sandusky City Schools, at any time after enrollment. By signing this affidavit, I am affirming that the address given on the student enrollment form(s), and this Affidavit is the legal residence of me, the parent/legal guardian, of the enrolled student(s) and the legal residence of said student(s). Further, I am aware of the policy of the Sandusky City Schools, which states that if a student is found to have residence in our district by using false or inaccurate information, the student will be dismissed/excluded from school until the issue is resolved by school administration.

If a determination is made that there was an attempt to defraud the school district, Sandusky City Schools will seek restitution. Sandusky City Schools may file charges with local authorities to prosecute and recover reimbursement for tuition and legal fees from the party or parties responsible.

I understand that those responsible will be held liable for all costs incurred while the student was enrolled in the Sandusky City Schools. I understand that I declare under penalty of perjury under the laws of Ohio that the information provided here is true and correct.





# Sandusky City Schools

Sandusky, Ohio 44870  
419-626-6940

## Family Educational Rights and Privacy Act (FERPA)

Certain directory information may be released to media, colleges, civic or school-related organizations, and state or governmental agencies.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

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**Parent/Legal Guardian or Eligible Student if you do not want your child's (your) directory information shared, please complete the following and return it to the school your child attends.**

**Name of Student:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I choose not to have my child's (my) directory information shared.**

**Parent/Legal Guardian or Eligible Student Signature:** \_\_\_\_\_

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# Sandusky Early Learning Academy

2314 Hancock St., Sandusky, OH 44870-4944 • 419-984-1210 • [www.scs-k12.net](http://www.scs-k12.net)

## SANDUSKY CITY SCHOOLS PRESCHOOL ANNUAL TUITION RATES SY 2023-2024

Poverty Level	At or Below 100% of the Federal Poverty Level	101% - 200% of the Federal Poverty Level	Above 200% of the Federal Poverty Level
Children with an Individualized Education Program	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Half Day Programming (Non ECE)	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
ECE Student Tuition	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### \*Federal Poverty Guidelines for 2023

Size of Family Unit	100% Poverty Level	125% Poverty Level	150% Poverty Level	175% Poverty Level	185% Poverty Level	200% Poverty Level
1	\$14,580	\$18,225	\$21,870	\$25,515	\$26,973	\$29,160
2	\$19,720	\$24,650	\$29,580	\$34,510	\$36,482	\$39,440
3	\$24,860	\$31,075	\$37,290	\$43,505	\$45,991	\$49,720
4	\$30,000	\$37,500	\$45,000	\$52,500	\$55,500	\$60,000
5	\$35,140	\$43,925	\$52,710	\$61,495	\$65,009	\$70,280
6	\$40,280	\$50,350	\$60,420	\$70,490	\$74,518	\$80,560
7	\$45,420	\$56,775	\$68,130	\$79,485	\$84,027	\$91,840
8	\$50,560	\$63,200	\$75,840	\$88,480	\$93,536	\$101,120
Family units with more than 8 members	Add \$5,140 for each additional	Add \$6,425 for each additional	Add \$7,710 for each additional	Add \$8,995 for each additional	Add \$9,509 for each additional	Add \$10,280 for each additional

Source: <https://aspe.hhs.gov/poverty-guidelines>



# 2023-2024 District Calendar

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 15: BOE Meeting  
 August 28: Student Orientation Day (All Day)  
 August 29: First Student Day

No School
Open House
Parent/Teacher Conferences
Professional Learning Day - Early Release/No School
District Event
Opening/Last Day
BOE Meeting

Last updated: 3.29.23

September 2023						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September 4: Labor Day - No School  
 September 11: Professional Learning Day - No School  
 September 14: District-wide Parent Appreciation Morning  
 September 19: BOE Meeting  
 September 22: Quarter 1 Mid-term

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 13: NEOEA Day - No School  
 October 17: BOE Meeting  
 October 21: Blue Streak Pride 5K  
 October 27: End of Quarter 1

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November 2: Parent/Teacher Conferences (PM)  
 November 7: BOE Meeting  
 November 9: Parent/Teacher Conferences (PM)  
 November 20 - 21: Professional Learning Days - No School  
 November 22 - 24: Fall Break - No School

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 1: Quarter 2 Mid-term  
 December 12: BOE Meeting  
 December 25 - 29: Winter Break - No School

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 1 - 5: Winter Break - No School  
 January 8: School Resumes  
 January 9: BOE Budget & Organization/Regular Meeting  
 January 15: MLK Day - No School  
 January 18: End of Quarter 2  
 January 19: Semester Grades Day - No School

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

February 5: Professional Learning Day - No School  
 February 16: Quarter 3 Mid-term  
 February 19: Presidents Day - No School

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 14: State of the Schools Address  
 March 22: End of Quarter 3  
 March 27: Parent/Teacher Conferences (PM)  
 March 29: Good Friday - No School - Offices Closed

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April 1 - 5: Spring Break - No School  
 April 8: Professional Learning Day - No School  
 April 11: Parent/Teacher Conferences (PM)  
 April 26: Quarter 4 Mid-term

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 26: Commencement Ceremony - Congrats Graduates!  
 May 27: Memorial Day - No School

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June 5: End of Quarter 4, Last Student Day  
 June 6: Last Staff Day (full day)  
 June 19: Juneteenth - Offices Closed

\*Student days may be adjusted due to staff professional development days. Days will be released at a later date.



**For calendar information, forms, and building events, and much more... please visit our website at [www.scs-k12.net](http://www.scs-k12.net)!**

## **NOTICE TO: Parent/Guardian**

*Please complete the section below and return to your child's school as soon as possible.*



### **Parent/Guardian Acknowledgement Form**

**We have read and understand the guidelines, rules, and regulations presented in the Sandusky City Schools Student Handbook and Conduct and Disciplinary Information.**

[Please Print]

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Name

Signatures 

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Signature

[Please Print]

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Date

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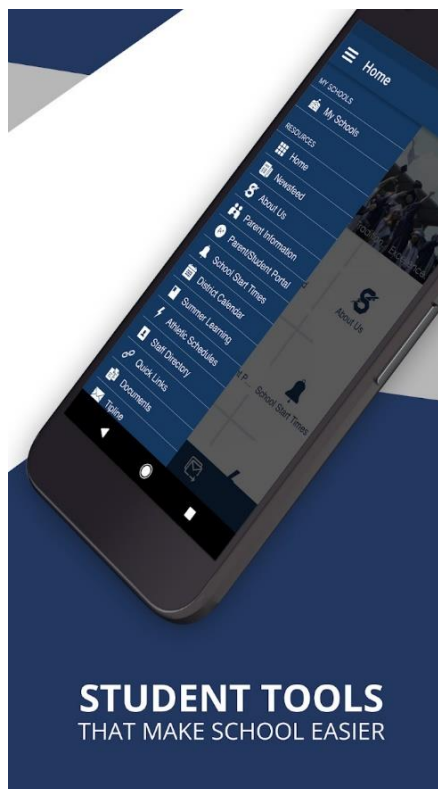
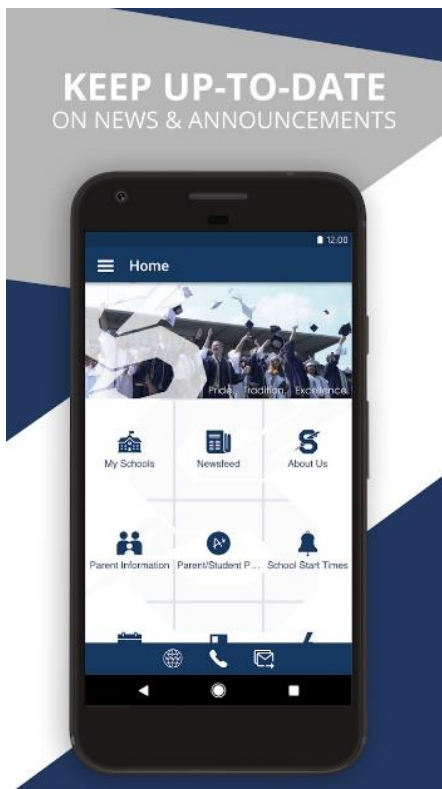
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