

PRESCHOOL PARENT HANDBOOK

2019-20 SCHOOL YEAR

This Handbook is intended as a summary of important information for the convenience of parents and students. It includes by reference the Student Code of Conduct and all JBSD Policies.



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This Student/Parent Handbook is based in significant part on policies adopted by the Joseph Badger School District Board and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances.

Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in August, 2019. If you have questions or would like more information about a specific issue or document, contact the program supervisor or access the information on the Joseph Badger School District website.

Welcome to the Joseph Badger Preschool Program.

The staff and I are pleased to have you as a student and will do our best to help make your experience as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the JBSD Board publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact the principal.

Mary Jefferson-Gough, Ed.D. – Program Director

Adopted by the Board of Education on _____

Student Code of Conduct (including Student Discipline Code) adopted by the Board on: _____

FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the program supervisor. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August, 2019 . If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the program supervisor and on the District's web site: www.badgerbraves.org.

EQUAL EDUCATION OPPORTUNITY

The JBSD provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's

Compliance Officer(s):

Steven Kochemba
Steven.kochemba@badgerbraves.org
330-876-2840

William Hamilton
Bill.hamilton@badgerbraves.org
330-876-2840

Dr. Mary Jefferson-Gough
Mary.jefferson@badgerbraves.org
330-876-2860

Complaints will be investigated in accordance with Policies and Administrative Guidelines. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules. Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the appropriate staff member.

Parents have the option of receiving communication from the School via e-mail and/or fax by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately. State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office. Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office. Preschool children are always under adult supervision as either parent, teacher, assistant, bus driver or bus aide is with them at all times. One adult delivers the child to another adult, making sure the receiving adult acknowledges and secures the child. Children play only on preschool playground equipment approved by the Preschool Program.

All teachers and assistants attend approved courses to maintain certification in First Aid, CPR, Communicable Disease Recognition and Management, as well as, Child Abuse Prevention and Recognition. Teachers are required by law to report suspected neglect or abuse.

The use of spray aerosols and spray cleaning solution is not permitted, except in the diaper changing area of the preschool. Only spray pumps with approved solutions may be used in that area. There is a first aid kit and telephone in every preschool classroom.

PROCEDURE FOR RAPID DISMISSAL

Rapid dismissal may include, but is not limited to, fire, gas leak, terrorism threat, tornado or any type of occurrence that requires the removal of the children quickly. Children will be supervised at all times.

1. The staff will follow the posted fire emergency exit map displayed in the classroom.
2. Staff will be designated to remove children who are not ambulatory.
3. Staff will bring with them emergency contact phone numbers in case children need to be dismissed for the day.

FIRE, TORNADO, AND SAFETY DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted in accordance with district's school safety plans. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence

EMERGENCY EVACUATION ROUTES ARE POSTED IN EVERY PRESCHOOL CLASSROOM. PRESCHOOL STUDENTS PRACTICE DRILLS ALONG CONSISTENTLY WITH THE SCHOOL BUILDING.

PROCEDURE FOR DENTAL EMERGENCY

The staff will follow the Dental First Aid Plan, which is posted in every classroom.

PHILOSOPHY AND GOALS

All young children are unique individuals who are born ready to learn. The relationships children form are influential and the interactions they have with teachers and other school personnel greatly affect learning. Communication is critical, because language is the foundation for all learning. Environments matter since the classroom, community, classroom arrangement and materials available support learning. Our young learners have a variety of experiences designed to help all of them enter kindergarten ready for success. *(Source: Ohio Department of Education Early Learning Content Standards).*

DEVELOPMENTALLY

APPROPRIATE ACTIVITIES

Young children develop in a predictable sequence; however, they develop at variable rates. Our preschool curriculum, Creative Curriculum, addresses the development of the whole child. This curriculum has been aligned to the current Preschool Content Standards and assessments are aligned to monitor your child's development according to the standards. Teachers understand early childhood development. Thus, they provide instruction throughout the daily schedule in appropriate environments. Children learn through listening, playing, interacting, watching, and manipulating many materials. Parents are invited to give their input on the daily schedule as well as the curriculum used in the preschool program.

DAILY CLASSROOM SCHEDULE

The Preschool Program is closed if the school is closed.

ATTENDANCE

Daily attendance is required and children are expected to be on time. All absences and late to school occurrences are documented on the *Report of Progress*. If your child is going to be absent, please promptly call the child's teacher to report your child off school and provide a reason why your child is absent.

CONFERENCES

Conferences are held twice a year. Parents are required to come to both of them, and additional conferences may be scheduled at parent request. Teachers make every effort to schedule conferences at convenient times for parents. It is best if children do not attend these conferences with their parent. If you feel you need to talk to your child's teacher, please call and make an appointment. Because we are busy with your children during the school day, it is very difficult to answer the classroom phones. Please leave a message on the classroom message system, and we will get back to you as quickly as possible. If it is an emergency, you may always call the office.

PARENT INVOLVEMENT

Orientation, parent meetings, conferences, newsletters, parent and child sessions, and classroom visits are available to all parents. Parents may offer to prepare classroom materials, assist on special days or help with class trips. Parents indicate their interests on the Enrollment form. Parents may accompany the children on class trips if they indicate interest and are selected to help.

Parents may comment on curriculum and instruction verbally and in writing. If there are certain practices or traditions that reflect your child's culture and ethnicity, we would like to hear about them so that we may incorporate them into our classroom.

CLASSROOM VISITS

Parents are encouraged to visit and participate in pre-planned classroom activities. If you would like to visit the classroom at any other time, please talk to your child's teacher; those visits must be pre-approved by the supervisor.

VISITORS

Visitors, particularly parents, are welcome at the school. Visitors must report to the office upon entering the School to sign in and obtain a pass. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the Principal.

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- D. As many unneeded outside doors as possible are locked during the school day.

BOOK BAGS/GYM BAGS

This is to be determined by the student's teacher and will be adjusted as necessary by staff.

PROGRESS MONITORING

At the preschool level, formal and informal assessments are completed. Those assessments include *the Early Learning Assessment (ELA)*, which is a literacy assessment. *Ages and Stages* is an assessment that is completed with parent involvement and addresses a child's social-emotional development. Also with parent involvement, an *Early Childhood Outcomes Summary* is completed that rates a child's progress in three critical areas. Those areas are readiness skills, social and adaptive skills. Evaluations are also completed in all domain areas and the scores from the beginning of the year are compared with scores from the end of the year so that a child's progress can be monitored.

HEALTH AND DEVELOPMENTAL SCREENINGS

Health and developmental screenings of all children occur upon entrance into the program. Health screenings include; vision, dental, height and weight, hearing, blood lead and hemoglobin.

Developmental screenings are age-appropriate with normed scores relevant to the population. The developmental screenings include; speech-language, cognitive, gross and fine motor skills and social emotional development. Individuals trained to appropriately administer, score and use the instrument(s) conduct all screenings. The results of health and developmental screenings are documented and shared with families. Families are informed of any missing health information and are guided in the process of obtaining that information from area agencies. Children are referred for further evaluations if necessary. Parents are provided information should they need help with any type of social services. Community providers such as Trumbull County Health Department and Humility of Mary are provided to parents to help with medical and dental screenings. Preschool teachers use a curriculum-based assessment in order to conduct the developmental screenings. Teachers are then responsible for providing linkage to community service(s) that are needed by the families.

HEALTH

Medical and dental examinations are required. The medical statement is due within 30 days of the first day of school. The dental statement is due within 60 days. Children who begin after the school year starts have 30 days from the first day of their attendance to return medical and dental exams. The medical and dental statement must be completed each year. Allergies are documented on the enrollment form. An emergency medical form must be completed and on file in the classroom. If your child requires physician ordered procedures such as g-tube feedings, a Health Care Plan will be put in place to ensure the safety of your child. Parents also will be given a directory of local dentists, pediatricians, optometrists (vision), therapy, and psychologist/behavioral service providers and therapists, should you need help with locating services. For children who are in diapers: if there is a special schedule or procedure you would like the preschool staff to follow, please put it in writing or discuss it with the teacher.

MANAGEMENT OF COMMUNICABLE DISEASE

To prevent the spread of communicable disease and other illnesses, all children and staff wash their hands upon entering the classroom and at appropriate times throughout the day. All preschool staff attend approved communicable disease training every three years. This training addresses signs and symptoms of illness, hand washing and disinfection procedures.

Trumbull County Educational Service Center ensures that the health and safety of all children are safeguarded through organized school health services designed to identify child health problems and to coordinate school and community health resources for children. The following precautions shall be taken for children suspected of having a communicable disease. The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs of symptoms of illness, those symptoms include:

1. Diarrhea (more than one abnormally loose stool within a twenty-four hour period).
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
3. Difficult or rapid breathing.
4. Yellowish skin or eyes.
5. Conjunctivitis.
6. Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness.
7. Untreated infected skin patches.
8. Unusually dark urine and gray or white stool
9. Stiff neck.
10. Evidence of lice, scabies, or other parasitic infestation.
11. Unusual spots or rashes.
12. Sore throat or difficulty swallowing.
13. Elevated Temperature.
14. Vomiting.

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 will be determined by the teacher in consultation with the parent or guardian. The child, while isolated at the program, will be carefully watched for symptoms. A child isolated due to suspected communicable disease will be cared for in a room or portion of a room not being used in the preschool program. The child that is isolated shall be within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised. The child will be made comfortable and provided with a cot or a mat to lie down. All linens and blankets used by the ill child will be laundered and the cot/mat will be disinfected.

ILLNESS OR INJURY

INJURY AND ILLNESS

All injuries must be reported to a teacher or classroom assistance. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the classroom will follow the district's school's emergency procedures and attempt to make contact with the student's parents.

Teachers send children home who require more care than usual due to minor symptoms of illness or injury. Parents are called to pick up ill or injured children, as ill or injured children may not ride the bus. Children are readmitted when recovered, usually three to five days after becoming ill. In the case of a very contagious disease, a physician's statement may be required. Children must be free of vomiting, running an above average temperature, and diarrhea for 24 hours before being readmitted to school. Children who are sent home due to head lice must be checked by the preschool teacher and school nurse or administrator before being readmitted to school. Sick children should be kept home so they do not make others ill. If children are exposed to communicable disease at preschool, parents will receive a phone call or a note explaining the exposure. Children may not return to school unless they are completely well. Preschool personnel are not permitted to stay inside with a child when others go outside.

REPORTING CHILD OFF SICK FROM SCHOOL

Parents must call the teacher and bus personnel prior to the start of the school day if a child is not coming to school. A reason is required. Parents must send a note when the child returns to school. Other phone calls may be made to your child's teacher in the morning before children arrive or at three o'clock in the afternoon, unless you have an emergency. The teacher's full attention is needed for children throughout the school day. You may call the school office in an emergency. This is to be determined by the student's teacher and will be adjusted as necessary by staff.

PROCEDURE FOR COMMUNICABLE DISEASE/MILDLY AND SERIOUSLY ILL CHILD

It is the responsibility of the Trumbull County Educational Service Center Preschool staff to assess each child as they enter the preschool facility in order to determine whether they are displaying symptoms of illness. If a child is showing symptoms of a mild illness, the following procedures will be followed while waiting for transportation home.

1. Parents will be called.
2. The child will be taken to a rest area supervised by a teacher or qualified staff member. The child will be made comfortable until the emergency transportation person arrives to pick up the child.
3. The rest of the children will be directed to an area of the room that is away from the ill child.
4. Disposable cups will be used for the ill child.

5. Staff members will wear disposable latex gloves when handling any body fluids or waste products. That includes wiping down any area where the child has been, including tables, chairs, cots and mats.
6. Bodily fluids will be cleaned up using latex gloves, disposable paper towels, and soap and water, followed by an EPA approved sanitizing solution. Paper towels and gloves will be discarded in the waste barrel lined with plastic bags. The contents of the trash will be brought to the outdoor garbage disposal area.
7. Used sheets and linens will be bagged and machine washed in hot water and bleach.
8. Soiled clothing will be sealed in plastic bags and sent home.
9. Proper hand washing procedures are implemented.

PROCEDURE TO BE FOLLOWED

IF PARENT CANNOT BE REACHED

1. All the procedures above will be followed.
2. In addition, the emergency telephone number listed on the child's registration sheet is called.

EMERGENCY PROCEDURE

IN CASE OF ACCIDENT OR INJURY

1. Qualified staff member will comfort the child and administer first aid.
2. Another qualified staff member will care for the rest of the children in an area away from the injured child.
3. A designated staff member will call for an ambulance, then calls the parents, and then assists the child as needed.
4. Lead teacher will accompany the child in the ambulance, taking with them the child's emergency contact form and the child's file.
5. An accident form will be filled out and given to the parent as well as it being entered into the accident and injury log.

FIELD TRIP ILLNESS

OR EMERGENCY PROCEDURES

1. First aid supplies and emergency contact numbers are always brought on field trips.
2. The person in charge of the group comforts the child and administers first aid or contacts the person in charge of first aid on location.
3. The teacher or assistant calls for an ambulance if the parent is not present. In case of a serious injury or illness, the parent will be called.
4. The teacher will accompany the child in the ambulance if a parent is not available.
5. The remaining staff and parents supervise the rest of the children and accompany them back to school.
6. An accident form will be filled out and given to the parent as well as it being entered into the Accident and Injury Log.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- A. Attendance rules apply to all field trips.
- B. While the Center encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- C. Students who violate school rules may lose the privilege to go on field trips.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

USE OF MEDICATIONS

Students who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective classroom teacher and program supervisor before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the classroom teacher and program supervisor and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication is brought to the designated location will be properly secured. Students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
- E. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

- F. The designated personnel will maintain a log noting the individual responsible for administering medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.
- G. Any unused medication unclaimed by the parent will be appropriately destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

Non-prescribed (Over-the-Counter) Medications

No student may be allowed to possess and self-administer an over-the-counter medication. If a student is found with a medication in his/her possession, his/her record should be checked to determine if the proper authorization is on file. If not, the matter is to be reported to the program supervisor for disciplinary action.

The purpose of any disciplinary action on this matter should be to make it clear to all students and parents that, because of its policy on drug use, the school cannot allow possession or use of any form of unauthorized drug or medication at any time.

Dispensing of non-authorized, over-the-counter (OTC) medication by Governing Board employees to students served by the Center is prohibited. Where investigation confirms such allegations, prompt corrective action shall be taken up to and including dismissal.

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event provided the student has submitted prior written approval of his/her parent/guardian to the program supervisor.

In the preschool setting, sunscreen must be supplied by the parent and parental permission to apply sunscreen will be required. Sunscreen will be used only when necessary and appropriate.

TRANSPORTATION

Transportation shall not be provided for typical preschool students. Transportation shall be provided to disabled children as required by law: specialized transportation is provided if the child's disability requires it. If the child's disability does not require transportation or specialized transportation, the child's parents are responsible for ensuring that the child has transportation to and from school. If you have any questions, please ask your child's teacher and they will be able to direct you to the appropriate school district representative.

INSPECTION REPORTS

Parents may request copies of Ohio Department of Education preschool inspection reports. Copies are also displayed in the classroom

NUTRITIONAL STANDARDS

FOR PRESCHOOL CHILDREN

You are the most important influence on your child. You can do many things to help your child develop healthy eating habits for life. In the preschool program, we expect all staff and parents to follow the USDA recommendations, whether providing snacks for the classroom or packing lunches for their preschool children. We are required to follow the USDA guidelines at all times, those guidelines include:

1. Two cups of fruit per day
2. Two and a half cups of vegetables per day
3. Choose a variety of vegetables and fruits throughout the week.
4. Three or more ounce equivalents of whole-grain products per day
5. Three cups of fat-free or low-fat milk or equivalent milk products

★ Important notice for parents- If you are packing a lunch for your child, it's very important that if there are perishable items in the lunch such as, meat, yogurt, cheese, etc... that you put in an ice pack so that foods do not spoil.

Packed Lunch Requirements

In order to prevent food-borne illnesses, all packed lunches must be in an insulated lunch box with an ice pack.

Keeping Cold Lunches Cold

Why keep food cold? Harmful bacteria multiply rapidly in the 'danger zone' -- the temperatures between 40 and 140 degrees F. So, perishable food transported without an ice source won't stay safe long (typically only 1-2 hours).

Here are safe handling recommendations to prevent food-borne illness from packed lunches.

- An ice source should be packed with perishable food in any type of lunch bag or box.
- Keep food refrigerated until time to leave home.
- Include a small frozen gel pack or frozen juice box.

It is especially important to keep all meats and dairy products (yogurt, soft cheeses, milk) cold. Also all of the things you find cold in the supermarket, as well as other food, which you would normally keep in the fridge, such as cooked leftovers need to be kept cold. Some food is safe without a cold source. Items that do not require refrigeration include fruits, vegetables, chips, breads, crackers, peanut butter, jelly, mustard, and pickles.

For more information on packing school lunches, please visit
http://www.fsis.usda.gov/PDF/Keeping_Bag_Lunches_Safe.pdf
<http://www.choosemyplate.gov/preschoolers/index.html>

Children will participate in physical exercise every day as is appropriate for the child, whether outside or inside. The USDA recommends that children engage in at least 60 minutes per day of physical activity.

MEDICATION & SPECIALIZED DIETS

In order to provide medication, food supplements, modified diet, or fluoride supplements, the preschool program must have written instructions of a licensed physician or licensed dentist as appropriate. A written record shall be kept by the staff of the administration of medications, food supplements, modified diet, and fluoride supplements.

ADMISSION, WITHDRAWAL & STUDENT RECORDS

PROTECTION AND PRIVACY OF STUDENT RECORDS

The JBSD maintains many student records including both directory information and confidential information.

The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

Directory information shall not be provided to any organization for profit-making purposes. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the Superintendent's annual public notice.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the Governing Board is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the program supervisor. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the program supervisor to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the program supervisor.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

Children are enrolled and withdrawn and records are maintained according to district policy. Registration must be complete before a child begins school. Preschool staff review cumulative and health records before classes begin and as needed throughout the school year. Parents need to report changes in name, address, phone, custody, or emergency contacts or school district as soon as the change occurs.

CONFIDENTIALITY

In an effort to protect all children, the JBSD Office requires that all employees, substitutes, parents, and visitors maintain confidentiality of the children in the program. We ask all parents, substitutes, visitors, and employees not to discuss anything of a personal nature regarding any child in the program to another person. Our staff is not permitted to discuss children in the classroom with other parents except the child's own parent. This not only protects your child, but all the children in the program.

STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in all programs of the Center. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;
- C. has consequences that are fair, and developmentally appropriate;
- D. considers the student and the circumstances of the situation; and

E. enforces the student Code of Conduct/Student Discipline Code accordingly. Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred under the control of the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Code of Conduct/Student Discipline Code shall be reviewed periodically.

DRESS AND GROOMING

The JBSD Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the Center. Student dress or grooming practices shall not:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. materially interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

DRESS REQUIREMENTS

Preschool children play in preschool every day and must be dressed in play clothes and sturdy shoes. Pull-on clothing for children who cannot use fasteners is required. Overalls, belts and scarf-belts are not permitted unless the child can fasten and unfasten them without assistance. Shoes with velcro fasteners are required for children unable to tie their own shoes. Sandals, party shoes and makeup are not permitted. Dress up clothes and party shoes may be worn on picture day.

Children may become wet or dirty at school, so an extra set of clothing is required to be sent in by parents for the exclusive use of their child. These clothes need to be replaced after use so that clean, dry clothes are always available.

Outdoor play is part of the preschool day. Children must dress for the weather. For cold weather, hats, mittens and boots are worn daily. When boots are worn, send shoes as well. The children go for brief walks outside when the temperature is 35° to 40°. They go outside for gross motor play when the temperature is 41° or higher. Temperature is verified by phone call and wind chill is considered.

BEHAVIOR MANAGEMENT

AND DISCIPLINE POLICY

In accordance with the JBSD's discipline guidelines, as well as the Department of Early Learning and School Readiness, the following procedures shall be followed in the preschool program when dealing with behavior and discipline issues.

In preschool, we believe that when dealing with behavior issues it is a learning opportunity for children. Children often will use behavior as a means of communication at a very young age. Keeping that in mind we often have to figure out what the child is trying to tell us. Therefore, in preschool, we do not look at behavior management and discipline as being punitive. We will try many other strategies to understand the child's behavior before any discipline takes place.

In all the JBSD preschool programs, constructive, developmentally appropriate child guidance and management techniques are used at all times, and shall include such measures as redirection, modeling, separation from the problem situation, talking with the child about the situation, and praising the child for appropriate behavior. All staff is expected to follow the discipline guidelines. Those guidelines are as follows:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in enclosed areas such as a closet, a box, or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. All techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use.
9. Should a technique such as "time-out" be used, it shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well ventilated space.
10. The preschool program will not in any way abuse or neglect children and shall protect children from abuse and neglect while in attendance.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS & LIMITED USE OF RESTRAINT AND SECLUSION ADMINISTRATIVE GUIDELINES

The JBSD is committed to the program-wide use of Positive Behavior Intervention and Supports (PBIS) with students. JBSD staff will work to prevent the need for the use of student restraints and seclusions by utilizing positive behavioral interventions and non-aversive intervention techniques.

JBSD staff, as determined appropriate by the JBSD Superintendent, are permitted to physically restrain or seclude a student, but only when there is an immediate risk of physical harm to the student or others, there is no other safe and effective intervention possible, and physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults in the educational setting.

All restraint and seclusion shall only be done in accordance with JBSD and the standards adopted by the State Board of Education. Training in PBIS methods and the use of restraint and seclusion will be provided to staff determined appropriate by the JBSD Superintendent and in accordance with State Standards. Only staff trained in permissible seclusion and restraint methods may implement the methods.

Every use of restraint and seclusion shall be documented and reported to the Program Supervisor and the JBSD Superintendent.

ANTI-HARASSMENT

General Policy Statement

It is the policy of the Board to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all Educational Service Center operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the Center community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School Center community" means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Center property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School Center community at school-related events/activities (whether on or off School Center property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

Definitions:

Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

Harassment

Means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually

involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.

- J. Inappropriate boundary invasions by a Center employee or other adult member of the School Center community into a student's personal space and personal life.
- K. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Sexual conduct/relationships with students by Center employees or any other adult member of the School Center community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in Ohio Revised Code 2907.03. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to Center employees or other adult members of the School Center community.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct

Members of the School Center community, which includes all staff, and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School Center official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other Center official who receives such a complaint shall file it with the Center's Anti-Harassment Compliance Officer at his/her first convenience.

Members of the School Center community or third parties who believe they have been unlawfully harassed by another member of the School Center community or a third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy 1662 investigation and provide him/her with a copy of the resulting written report.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the Center. They are hereinafter referred to as the "Compliance Officers".

Steven Kochemba

Steven.kochemba@badgerbraves.org

330-876-2840

William Hamilton
Bill.hamilton@badgerbraves.org
330-876-2840

Dr. Mary Jefferson-Gough
Mary.jefferson@badgerbraves.org
330-876-2860

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the Center community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School Center community or a visitor to the Center, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School Center community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) business days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Investigation and Complaint Procedure (See Form 5517 F1)

Any employee or other member of the School Center community or third party (e.g., visitor to the Center) who believes that s/he has been subjected to unlawful harassment or retaliation may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a

decision regarding whether the claim of legally prohibited harassment or retaliation, was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights, the Ohio Civil Rights Commission ("OCRC") or Equal Employment Opportunity Commission ("EEOC").

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student, other member of the School Center community, or third party who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint and will only be utilized where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such process.

Employees, other members of the School Center community, or third parties who believe that they have been unlawfully harassed or retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a Center employee, any other adult member of the School Center community, or a third party against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if an individual feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator; (2) directly to one of the Compliance Officers; and/or (3) to the Superintendent or other Center-level employee.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The School Center's informal complaint procedure is designed to provide employees, other members of the School Center community, or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the individual claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the Board's records retention policy and/or Student Records policy. (See Policy 8310 and Policy 8330)

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process shall be implemented.

An individual who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, principal, the Compliance Officer, Superintendent, or other Center employee. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential

witnesses are available. If a Complainant informs a teacher, principal, Superintendent, or other Center employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment Policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the member of the School Center community or third party alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

Privacy/Confidentiality

The School Center will employ all reasonable efforts to protect the rights of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School Center community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the School Board's records retention policy. Any records that are considered student education records in accordance with the Family Educational Rights and Privacy Act or under Ohio's student records law will be maintained in a manner consistent with the provisions of the Federal and State laws.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School Center community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty- one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Governing Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

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

This policy has been developed in consultation with parents, employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but

not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Program supervisor or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Program supervisor should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Program supervisor or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Program Supervisor or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and

independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The Center shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Program supervisor or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Program supervisor or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the program supervisor for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly

document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Program supervisor for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The Center will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the Center web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events. Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. Center personnel shall cooperate with investigations by such agencies.

Immunity

A Center employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the Center and discussed with students, as well as incorporated into

the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the Center and to their custodial parents or guardians. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the Center community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the Center shall provide all students enrolled in the Center with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships.

Parents, who submit a written request to the Program supervisor to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The Center shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law. Charges may also be imposed for loss, damage or destruction of school apparatus,

equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Fees may be waived in situations where there is financial hardship.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

- A. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- B. Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' counselor.
- C. Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- D. Students should not engage in house-to-house canvassing for any fundraising activity without parent/guardian supervision.
- E. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the program supervisor and program supervisor.

Students may not sell any item or service in school without the prior approval of the program supervisor. Violation of this policy may lead to disciplinary action.

The Board does not permit or sanction the use of crowdfunding for Center or specific school programs or activities, including co-curricular or extracurricular activities. – be it a specific classroom, grade level, department, school, or curricular or extracurricular activity. "Crowdfunding" refers to a campaign to collect typically small amounts of money from a large number of individuals to finance a project or fundraise for a specific cause. Through the use of personal networking, social media platforms, and other Internet based resources, funds are solicited or raised to support a specific campaign or project.

STUDENT VALUABLES

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

COMPUTER/TECHNOLOGY ACCEPTABLE USE POLICY

The JBSD provides access to its computer networks and the Internet only for educational purposes. All computers are the property of the JBSD, and therefore, are subject to review and inspection by authorized personnel at any time without suspicion or cause. All users are expected to abide by the rules covered below. **Any violation of the following rules and items found in the Technology Acceptable**

Use Policy will be considered a violation of said Policy and the Student Code of Conduct. The program supervisor and classroom staff reserve the right to deny a student access if he/she is in violation of the Policy. *If applicable, the student further agrees to abide by host district's acceptable use policies and procedures.* All students will participate annually in an internet safety lesson. A signed permission form is required in order to have access to computer/technology in the classroom. The permission form will be included in student packets and needs to be returned FIRST WEEK OF SCHOOL.

THE FOLLOWING ACTS ARE VIOLATIONS OF THE TECHNOLOGY ACCEPTABLE POLICY:

- Students shall not use the classroom network for improper activity, including violation of copyright or other laws. This includes but is not limited to downloading, installing games, game emulators, music, or video files.
- Students shall not alter computer settings (internal or electronic) or the physical appearance in any way. This includes but not limited to screen savers, system passwords, backgrounds, or menu settings.
- Students cannot bring into the network any electronic media, including CDs, DVDs, floppy disks, or any other external media (e.g. iPods, thumb drives, mp3 players, etc.)
- Students shall not connect a personal portable device such as a laptop, PDA, cell phone/smart phone, or handheld computer to the classroom's network, wired or wireless.
- Students shall not use the Internet for purposes unrelated to education. Use of the school Internet is for educational purposes only. Examples of sites that are NOT considered educational are: auction sites, games, music, videos and personal communication such as e-mail, chat systems, Facebook, Instagram, Snapchat, Tumblr, Reddit, and other social media websites or "apps" unless they are related to a teacher's lesson and the students are given prior approval to access these sites or apps. Personal use is not permitted.
- Students shall not waste technology resources, including bandwidth, file space, paper and printer supplies.
- Students shall not bring food, beverages, and gum/candy around any computer or electronic equipment.
- Students shall not physically vandalize, degrade, damage, or disrupt the computer system or network performance.
- Students shall not intentionally upload/download a computer virus that contains a form of a worm, time bomb, Trojan horse, or other malware that is intended to disrupt the computer network or gain access to secured information.
- Students shall not intentionally upload/download inappropriate material including but not limited to pornography, vulgar text, or other forms of "electronic bullying."

- Students shall not gain access to another student's, teacher's, or administrator's account and/or data without permission.
- Students shall not use technology in any form that violates any offense in the school's code of conduct.

SOLVING PROBLEMS

Ask questions of and discuss problems with your child's teacher. If a good solution cannot be developed, the preschool program supervisor may be called at 330-505-2800. Additionally, any parent who has a complaint about this program may call the Ohio Department of Education Ombudsman at 1-614-466-1221 or the Office of Early Childhood Education at 1-614-466-0224.

OHIO DEPARTMENT OF EDUCATION

The Ohio Department of Education's Early Learning Content Standards establish a framework for instruction to meet the needs of all young children.

HELPFUL WEBSITES

Ohio Department of Education

www.ode.state.oh.us

Trumbull County Educational Service Center

www.trumbullesc.org