

HAMILTON

LOCAL SCHOOL DISTRICT

Hamilton Preschool

STUDENT HANDBOOK

2024-2025



“Every Ranger, Every Reason, Every Day”

HAMILTON

LOCAL SCHOOL DISTRICT

Superintendent's Message

Hamilton Township High School

1105 Rathmell Road
Columbus, OH 43207
Phone (614) 491-8044 x 1800
Fax (614) 492-1495
Matt O'Hearn, Principal
Kyle Anderson, Assistant Principal

Hamilton Middle School

755 Rathmell Road
Columbus, OH 43207
Phone (614) 491-8044 x 1500
Fax (614) 491-0260
Jeff Endres, Principal
Jennifer Coalter, Assistant Principal

Hamilton Intermediate School

765 Rathmell Road
Columbus, OH 43207
Phone (614) 491-8044 x 1600
Fax (614) 492-1059
Kelly Altiers, Principal
Charles McCutcheon, Assistant Principal

Hamilton Elementary School

745 Rathmell Road
Columbus, OH 43207
Phone (614) 491-8044 x 1300
Fax (614) 492-1499
Tyler Rush, Principal
Melissa Seiler, Assistant Principal

Hamilton Preschool

775 Rathmell Rd
Columbus, Ohio 43207
Phone 614-491-8044x1219
Jan Strahm, Preschool Coordinator

To all of our Rangers,

On behalf of our Board of Education, district administrators, faculty, and staff, I warmly welcome you to a new school year in the Hamilton Local School District.

As we navigate through this academic year, I encourage you to strive for excellence daily. It's essential that you put forth your best effort, show kindness to your classmates and teachers, and make a positive impact within our schools.

Believe in the process. Stay engaged and involved. There are numerous opportunities throughout the year for you to learn and grow as a student, whether through classroom lessons, district-sponsored extracurricular activities, or community service initiatives. I hope every student takes full advantage of the programs offered at each of our schools.

Lastly, if you have any questions or need assistance within our district, please reach out to us directly. We are here to support and serve our community. Contact your teacher, building secretary, principal, or district administrator with any questions or concerns so we can provide the necessary answers.

I wish you a fantastic school year. Go Rangers!

Sincerely,
Mark Tyler, Superintendent

HAMILTON LOCAL PRESCHOOL

Dear Parents and Guardians,

I would like to take this opportunity to welcome you and your child to the Preschool Program at Hamilton Local Schools. We believe it is our job to nurture the learner in every child by providing a staff committed to providing the highest quality education for all of our students. At the center of that commitment are the following core values, which are vital to the life of Hamilton's Preschool program.

- *Clear and Consistent Expectations in all four areas of development: academic, emotional, behavioral, and social.*
- *Accountability and support for these expectations.*
- *A positive and safe environment to meet expectations.*
- *Communication among all stakeholders.*

Our students receive an enriched academic experience. In order to firmly establish a foundation for learning, all students are required to attend school each instructional day, participate in classroom activities, and follow all school policies, guidelines, and procedures. Enrollment in Hamilton Preschool is a great opportunity, and we want each child to fully benefit from this educational experience

We look forward to working with you throughout the school year and wish you all the best. Please do not hesitate to call me if you have any questions.

*All The Best,
Jan Strahm, Hamilton Local Preschool Coordinator*

HAMILTON LOCAL SCHOOLS ALMA MATER AND PLEDGE

Alma Mater

Oh Hamilton,
We love your green and gold.
Oh Hamilton,
We're here to say
We know you'll fight
'Til you have victory
And all your enemies have gone away.
Our loyalty is yours forever more.
Our voices sing to you with loudest cheers
And as we onward go to victory,
We'll sing your name a thousand years.
Ralph Juniper
Faculty Member 1946

RANGER PLEDGE

Everyday I am SAFE, RESPECTFUL and RESPONSIBLE.

I will be in charge of my behavior and learning.

I am RESILIENT. I will persevere through challenges and setbacks to achieve my goals.

I am a RANGER.

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ASSESSMENTS AND REPORT CARDS

AEPS (Assessment, Evaluation, and Programming)

Preschool students will be administered an Assessment, Evaluation, and Programming System based on the curriculum, teaching units, and the new Ohio Pre-Kindergarten Standards. This assessment will be administered four times per year and is ingrained in our current progress report. The program assesses and monitors six key developmental skills in young children: fine motor; gross motor, cognitive, adaptive, social-communication, and general social skills. The assessments are age appropriate for children 3 to 6 years of age.

ELA (Early Learning Assessment)

All students will be administered the ELA assessment in the fall and spring. The Ohio Department of Education developed this test with the purpose of identifying literacy skills in order to inform instruction. It also provides a measurement of growth in reading readiness skills. Results are shared with parents on the progress reports and during conference times.

REPORT CARDS

Four times a year parents will receive a report card based on the Pre-Kindergarten Standards for the State of Ohio. These reports are a continuum of your child's growth in Preschool. Every child progresses at different rates and these are just one reflection of your child's growth. Parents also receive a letter explaining the grading system and age appropriate skills. We use the same grade card for student's ages 3 to 5. Our learning models are academic, child centered, and engaging. We have many themes and activities planned for the school year!

CKLA

We have currently adopted a new curriculum for our preschool.

DAILY SCHEDULE AND TRANSPORTATION

Daily Schedule

School doors open at 8:45 a.m. because there is no staff supervision until this time; please do not drop your child off earlier than 8:45 am for AM students and ALL Day students, 12:45 pm for the PM students. No child should remain unsupervised at the front door. Parents must stay with students until a staff member opens the door. The doors will remain locked until 8:45 and 12:45. This is a safety issue for your child.

Hamilton Preschool Daily Schedule

Session Title	Arrival Time	Dismissal Time
All Day	8:45 a.m.	3:25 p.m.
A.M.	8:45 a.m.	11:20 a.m.
P.M.	12:45 p.m.	3:25 p.m.

SCHOOL CLOSINGS AND DELAYS

The Hamilton Local Schools have adopted the Alert Now phone notification system to inform all district parents of closings, cancellations, unexcused absences, and any other emergency alert information concerning our district buildings or property. Local radio and TV stations will also carry this message. Parents should have a plan worked out for the supervision of their child in these situations. In the event that school is delayed more than one hour, there will be no A.M. Preschool class. There will be P.M. and ALL Day Preschool on late arrival days due to weather.

SCHOOL TRANSPORTATION CONDUCT POLICY

The Board furnishes transportation in compliance with Ohio law. **This fact does not relieve parents of students from the responsibility of supervision until such time as the student enters and exits school transportation. Students on school transportation are under the authority of and directly responsible to, the driver.** The driver has the authority to enforce the established regulations for conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper due process procedures are followed.

Bus Rider Expectations

Our primary concern is the safety of all students. All students will be assigned a seat, and as they board the bus they are to go directly to their seat, sit down, keep their hands and feet in their own space and talk quietly with whom they are sitting. All students are expected to follow bus procedures listed on the [transportation website](#). A student may lose transportation privileges for violating any part of the student code of conduct. Transportation will then become the parents' responsibility.

DISCIPLINE

The Hamilton Local School District provides a safe and nurturing environment by use of such techniques as positive reinforcement, praise, and redirection. If needed and necessary, the child's team will work with the family to develop a consistent plan for behavior modification. Discipline plans vary based on individual student and classroom needs. In order to create a safe and structured environment for every child, we follow these guidelines.

- A staff member in charge of a child or group of children shall be responsible for their discipline.
- Constructive and developmentally appropriate child guidance and management techniques will be used at all times and shall include such measures as redirection, separation from the problem area, talking with the child about the situation, and praise for appropriate behavior.
- A parent will be contacted in a situation that warrants a phone call or conference.

There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting. No discipline shall be relegated to any other child. No physical restraints shall be used to confine a child by any means other than holding the child for a short period of time, such as in a protective hug, so the child may regain control. No child may be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle. No child shall be subjected to profane language, threats, and derogatory remarks about himself or his family, or other verbal abuse. Techniques of discipline shall not humiliate, shame, or frighten a child. Discipline shall not include withholding food, or toilet use. Separation, when used as discipline, shall be brief 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.

The staff members shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

CONDUCT POLICY

By order of the Hamilton Local School District Board of Education in compliance with Ohio Revised Code 3313.66 and 3316.661 and as adopted by the Hamilton Local School District Board of Education: All violations of school rules and regulations, during the time a student is properly under the auspices of school personnel or involved in any school activity, may result in disciplinary action. This includes, but is not limited to, school buses and property under the control of district authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

The administration of Hamilton Local School District reserves the right to prohibit and discipline any behavior or conduct that is not consistent with a safe, non-distracting educational program that may or may not be contained in this policy.

In addition, this Conduct Policy includes misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

The right of every Ohio resident between the ages of six and twenty-one to a free public education has been undeniably established time and time again by Ohio law and the Ohio courts. Irrespective of race, color, creed, or sex, all youngsters are entitled to equal opportunities to obtain an education conforming to minimum standards prescribed by the State Board of Education. At the same time, however, the courts have also held that each student in the Ohio Public School System has the responsibility to act in such a way as not to interfere with the rights of others in their same educational opportunities. A student may forfeit his rights when his conduct is such that it substantially disrupts the educational process and thereby deprives others of their rights. It is the philosophy of the Hamilton Local School District Board of Education and the administrative staff to provide students with their rights and require them to accept responsibility for their actions. The intent is not to list all rules and acts of misconduct, but to provide guidelines that must be followed to maintain a quality educational program. The disciplinary actions to be taken are believed to be fair, but may be prudently altered by the administration to meet the specific needs of each individual student. Teachers may have specific rules pertaining to their classroom that are approved by the administration and must be adhered to by the students under the direction of the teacher. Students will be afforded all rights as required under due process and the provisions of the Amended Substitute House Bill 421 of the State of Ohio

Attendance Policy: Students shall not violate the Hamilton Local School District Attendance Policy as detailed in the Attendance Policy section of this handbook.

Bus Regulations: The Hamilton Local School District Board of Education provides transportation in recognition of the special geographic and transportation problems noted in its district. Students who fail to cooperate with bus drivers and/or students who fail to comply with basic safety regulations may be denied the privilege of bus transportation and may receive additional disciplinary action. (Parents are responsible for supervising their child until such time as the student boards the bus and after the student leaves the bus at the end of the school day.)

Cafeteria Procedures: A student shall not intentionally fail to follow cafeteria procedures, fail to comply with the request of the cafeteria supervisor, or behave in any manner, which could interfere with the smooth operation of the cafeteria.

Contraband: Property that is illegal for a person to acquire or possess under statute, ordinance, rule, policy or that the District determines to be illegal to possess by reason of the property's involvement in an offense shall be considered "contraband." Such contraband is subject to forfeiture to the District under the District Conduct Policy and applicable Ohio Revised Code.

Disruption of School/Class Proceedings: A student shall not exhibit behavior that is deemed by the teacher or staff member in authority to be disruptive to the normal operation of the class/school. Such behavior may result in detention, extended day, in or out of school suspension and/or expulsion.

Dress and Grooming Policy: Students shall not violate the Hamilton Local School District Dress and Grooming Policy as detailed in the Dress and Grooming Policy section of this handbook.

Extortion: No student will obtain or attempt to obtain money, items of value, or special favors from anyone by implied or expressed threats or intimidation and/or attempt to sell any property on school grounds.

False Alarms: The act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe or emergency situation without cause.

Fighting: A student shall not attempt to resolve a conflict through active physical means.

Fire, Unauthorized use of: The unauthorized use of fire on district property or while in attendance at any district sponsored activity.

Harassment/Verbal Abuse: A student shall not harass, persecute, or participate in any act that injures, degrades, or disgraces any student, staff, or school employee. A student shall not display, possess or use words, phrases, or illustrations, which are offensive to any ethnic, racial, or religious group. Also, students shall not make reference to sexual activity, attitudes, physical attributes or characteristics, which could be considered offensive, lustful, indecent, or lewd.

Harassment (Gender/Sexual Identity): Gender/Sexual Identity harassment may be any behavior, verbal or physical, which is imposed by a student, because of another student's gender or sexual identity, which is intimidating, offensive, abusive, threatening, or unwelcomed and which causes or contributes to a hostile environment. Harassment toward a student based on their gender or sexual identity is prohibited.

Harassment (Racial/Ethnic): Racial/ethnic harassment may be any behavior, verbal, or physical, which is imposed by a student, because of race or ethnic background, which is intimidating, offensive, abusive, threatening or unwelcomed and which causes or contributes to a racially/ethnically hostile environment.

Hazing/Bullying: Hazing/Bullying activities of any type are inconsistent with the educational process and shall be prohibited at all times. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing/bullying. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is defined as an intentional written, verbal or physical act that a student has exhibited toward another person more than once. The behavior causes both 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. The intentional act also includes violence within a dating relationship. Permission, consent, or assumption of risk by an individual subjected to hazing/bullying and/or dating violence does not lessen the prohibition in this policy.

Indecent/Lewd Behavior: A student shall not by any means, including verbal, written, gesture, or dress/appearance behave in a manner, which could be considered immodest, lustful, indecent, or lewd while under the jurisdiction of the district.

Inducing Panic: A student shall not by any means create an atmosphere to provoke fear or endanger the safety and welfare of any student, staff member, or any other person.

Insubordination/Disrespect: No student shall willfully disobey a reasonable request or fail to comply with discipline, punishment, or consequences issued by teachers or administrators. Also, no student should be disrespectful to any employee or student of the Hamilton Local School District.

Intimidation/Aggressive Behavior: A student shall not by means of physical contact (touching or pushing), invasion of personal space, loud voice, or aggressive language attempt to influence the behavior or attitude of a fellow student, school employee, or any other person.

Language - Profane, Obscene, or Inappropriate: A student, while on school property under the authority of school personnel, shall not use profane, obscene or inappropriate language, either written or oral. This would include obscene gestures, signs, pictures, or publications.

Loitering/Unauthorized Areas: A student shall not be in any unscheduled or unauthorized area of the school building or grounds without the express permission of a member of the school staff or administration. Nor shall a student loiter (Remain in an area for no obvious reason, hang around or lag behind) in any part of the school building (i.e., restrooms, hallways, etc.) or on school grounds at any time.

Personal Property: The school will not be responsible for any items lost, stolen, traded, or damaged that a student brings to school. Parents must supervise what their child brings to school. All personal property should be marked with your child's name.

Physical Assault: A student shall not cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably be anticipated to cause physical injury to a fellow student, school employee, or any other person.

Physical Confrontations: A student who engages in fighting, physical confrontation, or acts of violence. An individual whose deliberate behavior directly leads to a physical confrontation or act of violence between other parties shall be considered a participant, and may receive disciplinary action.

Reckless Behavior/Negligent Injury or Damage: A student shall not behave in a reckless or negligent manner, which could reasonably be anticipated to result in injury to himself or herself, another person, or property.

Repeated Violations: Repeated violations of the conduct policy may result in more severe consequences.

Stolen Property, Possession of: A student shall not be in possession of any property belonging to anyone has access, and will edit or remove material, which is considered unlawful, abusive, or otherwise objectionable. The school has the right to revoke a student's privilege to use the Internet and electronic mail (e-mail) for abusive conduct by the student. Such conduct includes, but is not limited to, sending, receiving, or storing illegal, obscene, abusive, or otherwise objectionable programs, text, graphics, video, or audio files on the school network system, altering any part of the student email account or profile.

Theft: A student shall not steal or attempt to steal or have unauthorized possession of stolen property, any school or private property, or the personal property of other students or school personnel, either on school grounds or during a school-related activity, function, or event off

the school grounds.

Threat/Coercion: A student shall not by threat of violence, force, intimidation, or fear attempt to influence the behavior or attitude of a fellow student, school employee, or any other person. This includes, but is not limited to, verbal or written threats.

Truancy and Tardiness: Refusal or failure to comply with state and local attendance laws and policies, including late arrival to school.

Truancy/Leaving Class without Permission: A student shall not be absent from any class or properly assigned area without proper school authorization. After arriving on school property or to a scheduled class, a student shall not leave without proper school authorization.

Unauthorized Touching: A student shall not knowingly or with reckless disregard cause physical injury or threaten to cause physical injury to any person.

Vandalism and Property Damage: The school building and equipment cost the taxpayers to construct, purchase, and maintain. A student will not cause or attempt to cause damage to private property, including that of other students, teachers, administrators, or other school employees. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If a student should happen to damage something by accident, he/she should report it to a teacher or the office immediately.

Other Violations: It should be noted that other examples of conduct reaching the gravity of the above examples might also serve as grounds for disciplinary action.

Search and Seizure: The administration of Hamilton Local School District reserves the right to search the assigned locker, desk, person, and personal property of a student on district grounds, in district vehicles or at any district activity when it is reasonably necessary for the maintenance of order, discipline and safety in the supervision and education of students. At the beginning of the school year, students will be informed that their assigned lockers, desk, persons and personal belongings: including but not limited to, purses, athletic bags, and articles of clothing in the locker are subject to search for items prohibited by Conduct Policy or Dress and Grooming Policy, contraband, harmful or dangerous substances.

The Board of Education and administration authorizes the use of trained canines in detecting the presence of drugs or drug paraphernalia. The canines may be used to patrol the district facilities and grounds, including the lockers and parking areas. Use of trained canines may be unannounced and random. If a trained canine alerts to a particular vehicle, locker or other container, it shall create reasonable suspicion to search that vehicle, locker or container in accordance with this policy.

other than himself or herself without the specific permission of the owner.

Technology, Improper use of: All students are required to complete an "Acceptable Use Policy" agreement prior to using school computers. Improper use of computer technology includes equipment and its use. The school has the right to review material stored in files to which all users

Emergency Removal

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, they may be removed from school premises.

Equal Education Opportunity

Hamilton Local Schools is an equal education opportunity and an equal employment opportunity institution, in compliance with Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1967, the Age Discrimination and Employment Act of 1976, and Title IX of the Educational Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973.

The Board of Education, administration, faculty, staff and students are responsible for assuring that the Hamilton Local School District maintains an environment for work and study, which is free from sexual harassment or discrimination. Prompt corrective measures will be taken to stop sexual harassment or discrimination whenever it occurs. Any student who believes that he or she has been sexually harassed or discriminated against (or a parent/guardian who believes that his or her child has been harassed) should immediately report it to a responsible school official. This could be a teacher, counselor, faculty member, office staff or administrator. It is a violation of Hamilton Local School District Board Policy to retaliate against anyone bringing forth an honestly perceived complaint of sexual harassment. Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the district's suspension/expulsion procedures.

A formal complaint may be filed with the Title IX Coordinator in person, by mail, by electronic mail to:

Title IX Coordinator:

Dr. Josh Conley

Deputy Superintendent/Human Resources Director

775 Rathmell Road

Columbus, Ohio 43207

(614) 491-8044 Ext: 1239

Email: jconley@hlsd.org

GENERAL GUIDELINES

CHILD ABUSE AND NEGLECT REPORTING

As required by law, all school employees must immediately report any suspicions of abuse or neglect to Franklin County Children Services. All staff members are mandated reporters.

CHILD CUSTODY/DIVORCED PARENTS

The school wants to cooperate with the parents, but we must do so according to Ohio laws. If custodial arrangements have been made through court action, **a copy of that order must be on file in our office.** This court-issued document directs the school, not

necessarily the wishes of one parent or the other. Parents have an obligation to inform the school anytime the custody of a child changes and provide the new court order for the office file.

CLASS ROSTERS

A listing of the names, addresses, and telephone numbers of students in your child's class must be kept on file. Parents will sign the permission on our ***Final Forms*** online registration paperwork.

DIRECTORY INFORMATION

The Hamilton Local School Board of Education defines the following information in the student's record as "directory information": name, address, date and place of birth, dates of attendance, and other information. Student records are confidential and are protected by the Family Educational Rights and Privacy Act. Only the school staff and the child's natural parents or legal guardians have access to the records. Directory information on the child is not protected by FERPA

HOMELAND SECURITY RED ALERT INFORMATION

As defined by the U.S. Department of Homeland Security, a Threat Level of Red is declared when there is a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe/Red condition are not intended to be sustained for a substantial amount of time. If the Franklin County Red Alert School Team determines that the threat is a potential danger to Franklin County, the following procedures will be followed:

If a Red Alert is issued before or after school hours: Then, normal school operations will cease based upon the Red Alert School Team's recommendations and will remain closed until advised by the Red Alert School Team to reopen. All school activities and events scheduled will be canceled until notified by the Red Alert School Team

If a Red Alert is issued during school hours: Then, school buildings will be secured and remain open until regular dismissal time, unless otherwise advised by the Red Alert School Team. Students will be sent home by normal transportation means or released to parents pursuant to district policy. All after-school activities and events will be canceled, unless otherwise advised by the Red Alert School Team.

MISSION STATEMENT

To Nurture the Learner in All Students!

NON-CUSTODIAL PARENTS ACCESS

A divorce or change in custody does not change the rights of a natural parent to their child's records. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school. Stepparents have no rights to records, reports, or conferences unless the custodial parent grants these rights.

PARENTAL PARTICIPATION

The Hamilton Local Preschool Program recognizes parents and families as valuable resources in each child's education. Parents are encouraged to be active in the educational process. They are invited to be involved in school activities and to conference

with staff periodically and as needed. School contact information will be provided at Open House.

PARENT RECORDS

Parents requesting access to their child's records must be granted access within 14 days of the request. Parents have the right to receive copies of their child's records. The school may charge for the actual cost of duplicating the records. Parents have the right to a response from school officials to reasonable requests for explanations and interpretations of those records. Parents have the right to an opportunity for a hearing to challenge the contents of those records.

PHOTOGRAPHIC NOTIFICATION

Periodically, candid group photographs of student activities are taken. If you do not wish to have your child included in such photographs, please note this on the form that we send home within the first week of school regarding photographic permission.

PRESCHOOL DRESS CODE

1. The preschool program involves lots of indoor and outdoor play. Practical shoes are very important. Please do not send your child in flip-flops, sandals, or tank tops.
2. Parents should have a spare set of clothes that can be left at school.

SAFETY PLAN

The protocols in our Comprehensive School Safety Plan are the result of a procedure designed to comply with Ohio Revised Code 3313.536. This plan contains protocols for emergencies that may develop in our school. Each staff member is issued a Comprehensive School Safety Plan at the beginning of each school year. These plans are located in each classroom and throughout the building. Administrators, staff, and students are instructed on the various procedures to follow in the case of an actual emergency. Our Comprehensive School Safety Plan includes the following protocols: Tornado/Severe Weather, Hazardous Materials, Fire Emergency Evacuations, Hostage Situations, Weapons, Medical Emergencies, Child Abuse, Building Security, Unauthorized Person, Student Runaway/Abduction, Student Disorder, Utility Emergency, and Bomb Threat/Explosion.

SCHOOL WEBSITE

Hamilton Local Schools operates and maintains a website as a valuable information resource for students, parents, and community members. Please visit our website at www.hamiltonrangers.org. From there, you can access an individual building or teachers' web pages.

SNACKS

We support the belief that strong nutritional habits are formed at a very early age. We seek to give children an opportunity to experience wholesome, satisfying, nutritional foods. A "nutritious snack" means a snack, which provides nutritional value in addition to calories and contains one food from each of two of the basic food groups. We seek to give the children and their families an opportunity to learn about the basic food groups found in the pyramid, which are: (1) fats, oils and sweets, (2) milk, yogurt, and cheese,

(3) meat, poultry, fish, egg, dry beans, and nuts, (4) vegetables, (5) fruits, and (6) bread, cereal, rice and pasta. We will study each food group; for example: What foods are included in each group? Where are they grown? Does it come from plants or animals? What does it feel or taste like?

We seek to make good nutrition a value in our program and hope that each family will want to create, as much as possible, this value within the home. We want to support you and ask for your support as we establish healthy nutritious habits with our daily snacks. We understand that this takes extra time on the part of all of us; however, our children are definitely worth the time and energy.

Our snack program incorporates this value toward good nutrition. Snacks will be an important part of the daily routine. As we plan our snacks, please let us know if your child has any food allergies. If your child requires a special diet, you may be asked to supply his/her snack.

SPECIAL NEEDS STAFFING

Related services are frequently provided as part of the student's center-based preschool program. As students are evaluated for eligibility for the program, they are evaluated for eligibility for the related services.

Related services may include Occupational Therapy, Speech/Language Therapy, and Physical Therapy. Related services are primarily provided in the classroom setting with typically developing peers, whenever possible. This approach assists the student in generalizing acquired skills to other settings. Contact information for each specific staff member will be given to the parents of Special Education Students.

STUDENT ATTENDANCE

All Hamilton Local School District students are expected to be in school and to attend all assigned classes. Any attendance pattern contrary to this will be investigated. Parents or guardians of students who are truant or habitually tardy from school may be required to attend a parental education or training program and/or an attendance intervention meeting. The failure of a parent or guardian to attend such a program constitutes "parental educational neglect" under the Ohio Criminal Code, which is punishable as a fourth degree misdemeanor. In the event that a student is absent from school the parent or guardian is required to contact the school, either by phone or in person. Absences of students, which are not verified by parent contact with the office within three (3) days, will be viewed as unexcused. A student's absence from school is excused by parent notification for a maximum of sixty-five (65) hours if the absence falls within the excused absence guidelines. Once a student reaches sixty-five (65) hours of absences, excused or unexcused, doctor verification is required for additional absences to be considered excused.

STUDENT WITHDRAWAL

If it becomes necessary to withdraw your son or daughter during the school year, please notify the school office and the classroom teacher at least five days in advance. This gives the school an opportunity to prepare documents necessary for transfer and allows

school loaned materials to be collected. It will be necessary for you to complete a withdrawal/release form.

TUITION

Hamilton Preschool uses the Federal Poverty Guidelines to determine tuition for families.

We operate on a Sliding Fee Scale:

100% -125%-Poverty Level-No Charge
125%-200% Poverty Level -\$75.00 a month
200% Above Poverty Level-150.00 a month

At any time if your income changes we can adjust your fees. All income will be verified with the required DCY 01121 form. Proof of income will be requested at the time of registration.

VISITATION POLICY/PARENT PARTICIPATION

The Hamilton Local Schools recognizes parents and families as valuable members of each child's educational team. There are many opportunities to be involved in our program such as:

Open House - Held before opening of school, a great chance to meet your child's teacher, complete needed paperwork, and tour the building.

Parent/Teacher Conference - Conferences are held twice a year, in the fall and spring. Parents are always welcome to request a conference with their child's teacher throughout the year.

Special Events/Celebrations - Many family field trips and activities are planned for the school year. Information will come home with your child explaining details for each event. These are always a great time for the kids, parents and teachers.

Classroom Log - Notes coming and going with your child's teacher will be kept in our communication log. This log will be kept in your child's folder.

Classroom Visits - We would love to share our classroom with you. However, due to the needs of some of our students and staff planning for the day, visitors may be a distraction in some cases. To keep disruptions at a minimum, please use the following procedures when asking for a visit. All visits must be arranged and approved by the building administrator.

- Arrange the visit with the building administrator and your child's teacher.
- Sign in at the front desk and follow procedures for a visitor.

If you plan to come into regular contact with students during your visit to the school, you will need to complete a BCI background check prior to your visitation. This work can be completed at our central office. The contact number is 491-8044. The building coordinator must approve special circumstances for "one time" visitations for classroom parties etc ahead of time. State law requires that any person visiting the school report directly to the school office. Once the visitation has been approved, each visitor must sign in and will be given a visitors badge that must be worn at all times.

WHOLE CHILD SUPPORTS

Hamilton Local School District utilizes a comprehensive MTSS (Multi-Tiered System of Supports) model to address the academic and nonacademic needs of all students to help them be successful.

Multi-Tiered System of Supports (MTSS):

A Multi-Tiered System of Supports (MTSS) is a way to help all students succeed by providing different levels of support based on their academic and non-academic needs:

1. Tier 1 - Universal Support: This is support that is available to all students. It could be things like quality classroom instruction, school-wide behavior expectations, and academic enrichment programs.
2. Tier 2 - Targeted Support: Tier 2 is for students who need a bit more help than what is provided in Tier 1. This could involve small group interventions, tutoring, or social-emotional learning programs.
3. Tier 3 - Intensive Support: Tier 3 is for students who require the most support. They may get individualized instruction, counseling services, or specialized interventions to address their specific needs.

MTSS is like a safety net that ensures students get the help they need to be successful. By providing support at different levels, we can help every student reach their full potential.

Public schools in Ohio are required to adopt policies and procedures regarding PBIS (Positive Behavioral Interventions and Supports). The Hamilton Local School District utilizes a proactive approach to improve school safety and promote positive behavior. The focus of PBIS is prevention not punishment. In addition to following our school code of conduct our school expectations for all students: are:

- Be Safe
- Be Responsible
- Be Respectful

Positive Behavioral Interventions and Supports (PBIS):

PBIS is a system designed to create a positive school environment by teaching and reinforcing good behavior. PBIS starts with setting clear expectations for behavior in different areas of the school, like classrooms, school bus, restrooms, hallways, and the cafeteria. When students follow these expectations and show

good behavior, they are recognized and rewarded. This could be through praise, certificates, PBIS Rewards points, or other incentives to encourage positive actions. By implementing PBIS, we aim to create a safe and supportive environment where all students can thrive academically and socially. It's about promoting positive behaviors and building a strong school community.

MEDICAL POLICIES

We have a district wide nurse who is available for consultation regarding the management of your child's health concerns at school. The nurse travels between buildings throughout the school day and is on call at all times for emergencies. If you need to speak with someone regarding your child's health, please call 614-491-8044, ext. 1810. We currently have all staff members trained in general first aid, CPR, and Communicable Disease. We will always call the parent when an incident happens at the Preschool.

ACCIDENTS, ILLNESS, AND COMMUNICABLE DISEASE

If a child has an accident or becomes ill at school, a parent will be notified to come and get the child. If a parent cannot be contacted, the alternate person on the emergency card will be notified. Any student who has a fever of 100 degrees or greater, vomiting, diarrhea, or signs and symptoms of a possible communicable disease will be sent home. Please keep students with a possible or known communicable disease home until they are symptom-free or have been treated for at least 24 hours. **Only the persons whose names appear on the emergency card will be permitted to sign out a child from school.**

CLINIC/NURSE/SPECIFIC HEALTH CONCERNS

Parents are responsible for informing the school each year of their child's specific health problems, especially life-threatening asthma, bee stings or food allergies. This includes medications that are not taken at school especially if they are important to your child's well being. Parents are required by Ohio Law to complete and sign an emergency medical card for their child. This card is kept on file in the main office in case we cannot contact you in an emergency. The district nurse is on call at any time when an emergency may arise.

Updating the health records is, by law, a function of the school nurse. Therefore, it is quite possible that she could communicate with the home concerning this information. **All children must have an up-to-date medical form signed by their doctor. This medical form must be updated each year. This form is required by the Ohio Department of Children and Youth.**

EMERGENCY CARDS

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian and filed in the office. **A student may be excluded from class until this requirement has been met.**

Parents are responsible for informing the school of emergency medical treatment they desire for their child. This includes the name of the doctor they wish to treat the child and the hospital they wish to care for the child in an emergency. This card also has the names of alternate persons for the school to notify if an emergency occurs here at school. Please remember to contact the school to update your card if any information changes. It is critical that we have up to date contact information for you in the event an emergency arises with your child here at school.

Please inform your child's teacher and the office immediately of any changes in phone numbers or address. This is necessary to maximize the safety of your child.

MEDICATIONS AT SCHOOL

Medications may not be taken at school unless certain procedures are followed.

If your child needs medication at school we will use the following procedures.

A signed medication form must be completed and include the following information:

- Student's name and address
- The school and class the student is enrolled
- The name of the drug and dosage
- The time and intervals at which each dosage of the drug is to administered
- The date on which the administration of the drug is to begin
- The date on which the administration of the drug is to cease
- Any severe adverse reactions which should be reported to the physician and one or more phone numbers at which the person who prescribed the medication can be reached in case of an emergency
- Specific instructions for administration of the drug, including sterile conditions and storage.
- All medication must be in its original container. Pharmacists can make a duplicate bottle for school.

New request forms must be submitted each year and whenever there is any change in the medication order (i.e. an increase or decrease in dosage).

The medications and the signed forms must be brought to school by a parent or guardian. Students are not permitted to carry medication with them on a school bus, or walking to school. Forms can be faxed from home or the physician's office to school. A student may not self-administer his/her own prescription medication unless under the supervision of the appropriate school personnel.

Parents are responsible for picking up unused medication at the end of the school year. Medication will not be sent home with the student.

A trained staff member will administer all Medication at the preschool.

IMMUNIZATIONS

In compliance with the Ohio Compulsory Immunization Law, no pupil shall be admitted to school unless he/she presents written evidence that they have received the required immunizations by such means as approved by the Department of Health, Ohio Immunization law (ORC 3313.67) requires that all students produce an acceptable record of immunization or written evidence of medical exemption to immunization.

However, if an outbreak occurs, the student maybe excluded from school. All new students entering the district from a foreign country are required to have a TB test. Both the Franklin County Health Department and the Columbus Health Department provide immunization clinics for a nominal fee.

WHEN TO KEEP YOUR CHILD HOME

The below symptoms/conditions may mean the start of a communicable disease or nuisance condition that could affect many of the other students in your child's class. Also your child may be too sick to learn in school that day.

- Diarrhea-within the last 24 hours
- Severe Cough
- Severe Cold
- Undetermined Rash
- Temperature of 100 or higher within the last 24 hours
- Sore Throat-difficulty swallowing
- Red-Watery Eyes
- Vomiting with the last 24 hours
- Lice
- Exposure to communicable disease

HAMILTON PRESCHOOL SCREENING POLICY

The parent shall provide, prior to the date of admission or not later than thirty days after date of admission, and every thirteen months from the date of examination thereafter, a medical statement affirming that the child is in suitable condition for enrollment in the program. "Prior to the date of admission" means:

For children four years old or older at the time of admission, the examination shall occur within twelve months prior to the date of admission.

A preschool child with a disability shall not be excluded from the program for lack of a medical statement until the team responsible for the individualized education plan (IEP) established pursuant to Chapter 3301-51 of the Administrative Code reconvenes; exclusion from the program until the IEP is revised may be a denial of a free, appropriate public education.

The medical statement shall be provided by a physician, physician's assistant, clinical nurse specialist, or certified nurse.

The program shall secure and have on file all required information no later than the first day of attendance unless otherwise required

PHILOSOPHY

It is the philosophy of the Hamilton Local School District Pre-Kindergarten Program to facilitate children's development in communication, social and play skills, cognition, motor skills and the development of a positive self-concept. Our preschool classrooms provide an active, safe, and nurturing environment in which children interact with peers, adults, and materials to achieve individual goals and objectives while utilizing developmental and age appropriate practices to meet the needs of each child.

We believe that children construct their own understanding of the world through active involvement with materials, people, and concepts. The staff's role is to facilitate children's understanding of their world by creating opportunities for them to undertake self-planned activities and to facilitate each child's reflection of his/her activities. The staff supports children's exploration by providing appropriate materials, planned spaces and a consistent daily routine based on developmentally appropriate practices.

We believe that children develop a greater understanding of their world when given the opportunity to model and interact with typically developing peers. The goal is for each classroom serving special needs students to have a ratio of eight children with identified handicaps with eight typically developing peers.

We believe that families are the child's first and most important facilitator. Family support is provided through parent meetings, parent education, and classroom newsletters.

All classrooms are licensed by the Ohio Department of Education. The reports compiled by the licensing consultant are available at all times in each classroom. These reports will be made available for parental review upon request to the classroom teacher. In addition, we strive to maintain open communication with staff and parents. If a concern arises, please discuss it with the staff first. If additional assistance is needed, contact the Preschool Coordinator (Jan Strahm). As a final option, the Ohio Department of Education Preschool License posts the ombudsman's number in each classroom

PROGRAM GOALS AND ACTIVITIES

The Hamilton Local Schools Preschool Program is designed for children ages 3 – 5. At least two responsible adults shall be readily available at all times when twelve or more children are present in the program. One adult shall be a staff member. The second adult shall be available within the building used for the preschool program or in the adjacent outdoor area; be available to be summoned by the staff member without leaving the group alone or unsupervised; and be able to react in response to such summons to reduce risk to children during an emergency circumstance.

- Our goal is to provide children with opportunities in:
 - Fine motor
 - Gross motor
 - Language development
 - Social/emotional skills
 - Increased self-esteem

Quality instruction is provided with an emphasis on the individual needs of the child and his/her parents. The curriculum is based on the Ohio Pre-Kindergarten Standards and is developmentally appropriate for the preschool aged child.

Classroom activities include the use of a variety of age and developmentally appropriate equipment and materials. Individual, small, and large group instruction is utilized to develop and promote age appropriate skills.

The opportunity for parent involvement is available through communication with the classroom staff, newsletters, parent meetings, and additional resources.

Therapy services are provided based on the individual needs of the child and are incorporated by related service personnel. Services may include speech/language, occupational therapy, physical therapy, and behavioral intervention.

SLIDING TUITION/FEEES

Our Preschool uses the Federal Poverty Guidelines when determining fees for attending school. We work closely with each family to ensure we are meeting everyone's needs. Salary/Income forms will be given to each family as part of the registration process. Additional information may be required. The fees range from \$0.00 to \$75.00 per month. Please see Mrs Strahm if you have any questions.

PaySchool is an easy, convenient, and secure way to pay for school meals and all other fees. Available online via a secure web portal, PaySchool allows you to quickly add lunch money to your child's account and pay for all fees that are associated with your child's education or activities. Creating your PaySchool account is a very simple process. All you need is a valid email address, your child's student number (contact their school to get it if you don't have it), and a couple minutes to complete the registration process. PaySchool allows you to make payments using a debit or credit card. You can access PaySchool by clicking on the PaySchool logo located on our district or school website home page. You may also access PaySchool by searching the keyword "PaySchool" in the search box on our website. The district uses a computerized accounting system that allows students/parents to pre-pay for lunch.

TRANSPORTATION POLICY

Transportation will be provided for preschool students. It is the parents/guardian responsibility to be at the bus stop at pick up and drop off times. Transportation will begin once a bus request is completed and turned in to the office. Failure to be at the bus stop at drop off and pick up may result in your child being withdrawn from the Preschool program.

EXPECTATIONS

Many of our students are transported to and from school by bus. Our primary concern is the **safety** of all students. All students will be assigned a seat, and as they board the bus,

they are to go directly to their seat, **SIT DOWN, KEEP THEIR HANDS AND FEET IN THEIR OWN SPACE**, and **TALK QUIETLY** with whom they are sitting. If all students follow these procedures, there should be no problems and the bus ride should be safe for all children.

If your child's behavior is inappropriate, you will be notified of the problem. If the problem persists, your child will lose his/her privilege to ride the bus. Transportation will then become the parents' responsibility. For your child's safety, please encourage him/her to follow these simple rules and always be polite and courteous with the bus driver.

Parents MUST be at the bus stop and visible to the driver when getting their child on and off the bus. Parents cannot stay in their car or house. Transportation for Preschoolers is a privilege and not a requirement. Our number ONE priority is keeping your child safe.

BUS STOP RULES

- A) Students should arrive at the bus stop **no more than five (5) minutes** before the bus arrives.
- B) Students should wait in a safe location for the bus to arrive (as directed by the parent). Students should not play games while waiting for the bus to arrive, run through yards, throw any objects, push or shove each other, etc.
- C) When the bus arrives, students should form a line to board. Students should never run alongside the bus while in motion or push/shove while boarding.

CHANGES IN TRANSPORTATION TO AND FROM SCHOOL

A bus form must be completed before any changes can be made to a student's transportation schedule by the transportation office.

