

Overlook Elementary

650 Broad St.

Wadsworth, Ohio 44281



Preschool Handbook 2020-2021¹

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Preschool Philosophy

We believe that **all** young children can grow, learn, and succeed, no matter their race, gender or disability when they are provided with the opportunity to actively explore their environment. Our role as teachers is to foster curiosity, positive attitudes, and lifetime learning. We will provide the children with successful experiences that allow them to develop to their full potential physically, socially, emotionally and intellectually. We will provide and encourage diversified gender opportunities and encourage exploration, inclusion and celebration of various cultures.

Step Up to Quality

Step Up To Quality is a five–star quality rating and improvement system administered by the Ohio Department of Education and the Ohio Department of Job and Family Services. SUTQ recognizes and promotes learning and development programs that meet quality program standards that exceed preschool licensing and school age child care licensing health and safety regulations. Step Up To Quality program standards are based on national research identifying standards which lead to improved outcomes for children.

We are proud to report to our families and community that our program has earned the highest quality rating of five stars!

Goals

LANGUAGE	To facilitate the development of the child’s expressive and receptive language according to the child’s individual ability.
MATH SKILLS	To facilitate the development of the child’s ability to understand order, problem solving and logical thinking.
GROSS MOTOR	To facilitate the development, awareness, and efficient usage of large muscle skills and relationship of body to space.
FINE MOTOR	To facilitate the development, awareness, and efficient usage of fine muscles.
PERSONAL/SOCIAL	To facilitate the development of a good self image, ability to interrelate successfully in a group situation, and acceptance of human differences.

IMPACT OF FAMILY ENGAGEMENT

Parents and the environment they create at home are crucial factors – equally as important as the school – in determining children’s achievement. If you’ve ever wondered what impact your involvement and interest in your child’s educational process had, consider the following:

Your attitude concerning education will dictate how your child will approach learning. Parents who participate in their child’s educational process communicate a message to their children that education is important. A child who receives such a message has motivation to succeed.

Teachers cannot do the job themselves. The demand of a classroom of students prevents a teacher from providing all of the individual attention needed to stimulate each child to their fullest. Parent involvement is a must if the maximum benefits of education experiences are to be realized.

Differences in academic achievement and cognitive development can be traced to the parents’ reinforcement of school activities at home. Children who receive help at home achieve higher standards than those who don’t, despite the ability of the parent. Not even additional help from the classroom teacher is as helpful as assistance from the parents.

Praise and encouragement are recognized by educators as the most effective tools of teaching. When praising your child, praise the process and hard work rather than the end product. To encourage your child, rather than using the “practice makes perfect phrase,” tell them that practice makes them better! The child of parents involved in the educational process receives the benefits of reinforcement from the single most important source in their life, that of his/her parents.

No one knows your child like you do, what motivates them, their interests, their strengths, their desires, and their history. This is a wealth of information that is very useful to the classroom teacher. This information is useful if the parent has a positive, active relationship with the school and teachers.

A child’s education does not begin and end with the ringing of the school bell. Every experience for the child is a learning experience. Thus, every parent is involved in the education of their child on a daily basis.

As a parent, you play a vital role in planning and establishing the kinds of activities in your home that will stimulate and increase the intellectual skills of your child. The reward of your interest and involvement may not be immediate; however, your involvement makes a big difference in whether your child will succeed.

Overlook Way – Code of Conduct

An Overlook Grizzly is SAFE.

An Overlook Grizzly is KIND.

An Overlook Grizzly is RESPONSIBLE.

- Hallways: (Safe) 1. Walk.
 2. Hands and feet to self.
- (Kind) 1. Quiet feet.
 2. Quiet voices.
- (Responsible) 1. Walk like a leader!
 2. 4 S line-Silent, Still, Straight, Smiling
- Classrooms: (Safe) 1. Use materials for their purpose.
 2. Hands to self.
- (Kind) 1. Be a good friend.
 2. Help others.
- (Responsible) 1. Focus on learning.
 2. Do your best!
- Playground: (Safe) 1. Respect others' space.
 2. Use equipment properly.
- (Kind) 1. Share equipment with others.
 2. Use kind words to and about others.
 3. Play fairly.
- (Responsible) 1. Clean up items.
 2. Line up when time to go in.



GENERAL INFORMATION

Days of Operation

Preschool students are in session Monday through Thursday. If Wadsworth elementary schools have a holiday break, preschool has the exact same break. This also applies to snow/calamity days. If there should be a two hour delay, AM preschool will be cancelled and PM class will be held as scheduled.

Preschool children attend 2 hour and 30 minute sessions, mornings or afternoons, 4 days a week. The hours for the morning session are 9:00-11:30 A.M. The afternoon session is 12:45-3:15 P.M. Your promptness in dropping off and picking up your child will help you avoid busses and other traffic.

Attendance

It is important that your child attend Preschool on a regular basis. Each child should attend every day unless they are ill. In the case of illness, parents **MUST CALL** the school by 8:50 A.M. each day the child is absent. Please call 330-335-1420.

You will be asked the nature of your child's illness. Due to licensing requirements (Ohio Admin. Code 3301-37-11), we are required to notify all parents in the case of a diagnosed communicable disease such as chicken pox, conjunctivitis (pink eye), strep throat, etc. These procedures are in place for the protection of everyone.

If a child must leave school before regular dismissal time, a note must be sent to the teacher signed by the child's custodial parent or legal guardian. The person designated to pick up the child should report to the office to sign the child out at the appropriate time. The office will call down and have your child brought up to meet you in the office. This is for your child's protection.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observati
- G. on or celebration of a bona fide religious holiday

- H. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity
- I. such good cause as may be acceptable to the Superintendent

Cable TV Channel 16

Channel 16 is the Wadsworth Education Channel. It broadcasts all School Board Meetings and special events of elementary, middle and high school.

Communicable Disease

We take many precautions to ensure the health and safety of your child throughout the day. Communicable disease is a threat to everyone's health. If your child has come down with a confirmed case of communicable disease such as chicken pox, pink eye, strep throat, lice, scabies, fifth's disease, etc. please call the office at 330-335-1420 or 330-335-1424 and report it to us so that we may notify other parents in the class of the disease and the symptoms of the disease. As noted above, licensing rules (Ohio Admin. Code 3301-37-11) require us to notify parents and we do so aggressively to help ensure the continued health of all. We do not name children specifically – we simply notify parents that a case of (the communicable disease) has been confirmed in your child's classroom. Symptoms are then given, so that others can watch their children for symptoms.

Conferences

Parent teacher conferences are scheduled 4 times yearly.

- September 30, 2020: 4:30 - 8:00
- October 15: 11:30 - 7:00
- November 3: 8:10 - 3:40
- February 2, 2021: 4:30 - 8:00

Appointments are scheduled by the classroom teachers. Reminders of conference times and days are sent home in advance of the conference. Student progress will be shared with parents during scheduled conference times. ***Please try to not bring your children to conferences, if at all possible. This is a time for parents and teachers.***

During the school year, additional conferences may be requested should a need, concern or problem arise. Parents need to make arrangements with your child's teacher for additional conferences.

Parents are encouraged to visit your child's class during the year and there will be many opportunities to do so.

Dressing for the Weather

The children will spend part of every day outside unless the weather conditions are severe. Children should be dressed for indoor/outdoor play suitable for the weather conditions. Please label all clothing items: jackets, boots, sweaters, raincoats, etc.

Other clothing concerns

All children attending preschool should be potty trained. Procedures are in place for diapering needs under special circumstances. These accommodations are made through an Individual Education Plan (IEP).

Occasionally it happens that a student may have an 'accident'. Each child needs to have a clean change of clothing at school. This should be in a labeled Ziploc bag and will be stored at school. If your child has an accident, he/she will be removed to the bathroom and given directions for self-care. Help is given if the child has difficulties. Most children do a great job of taking care of cleaning themselves given the tools and the directions. Children will be given baby wipes to clean themselves off with, a pair of clean underwear and clothes. Soiled clothes are bagged (gallon Ziploc &/or pull string trash bag) and returned to you. We appreciate having the clothes laundered and returned the next day your child is in attendance. If you find that you are uncomfortable in any way with this procedure, please notify your child's teacher with your concerns.

Emergency Closings

In the event of school closing due to snow or other emergencies, the following procedure will be followed:

Parents will receive a recorded message via phone call through our Alert Now system indicating that school is delayed or closed. Also, accurate information will be made available to the parents, pupils and staff through the following television stations:

WEWS Channel 5
WCTV Channel 16

The decision to close school will be announced as early as possible - by 10:00 pm on the day preceding closing or by 7:00 am on the day the school will be closed. The announcement will state "WADSWORTH CITY SCHOOLS".

We do not like to dismiss school before the end of the school day for fear that parents may not be home. However, if necessary, announcements will be made via the same communication methods as listed above.

Emergency Illness

In case of any emergency illness, the parent or guardian will be contacted immediately by the school. Parents or guardians will be called when a child shows signs or symptoms of the following:

Diarrhea	Stiff Neck	Conjunctivitis (Pink Eye)
Vomiting	Sore Throat	
Rapid Breathing	Wheezing	
Difficulty Swallowing	Yellowish Skin or Eyes	
Evidence of Head Lice	Temperature in excess of 100*	
Scabies or Other Infestation	Infected Skin Patches	
Severe Coughing	Suspicion of Communicable Disease	

If you are called to pick up your child before the regular dismissal time, please be sure to go to the main office to sign out and pick him/her up. **If your child is sent home for fever, diarrhea or vomiting, he/she is not permitted to return to school until he/she is free of symptoms for 24 hours without the use of medicine.**

Moderately ill children will be taken to the main office to lie down on the cot in the infirmary. If 10 minutes of rest do not improve the student's malady, the secretary or health aide will call you to come pick up your child.

Immunizations

According to the state of Ohio, a copy of your child's immunizations is required by your child's first day of attendance. The state of Ohio requires the following immunizations for Preschool:

- 4 DPT
- 3 POLIO
- 1 MMR
- HIB series
- The HepB series has been added for this year

Questions can be directed to the school nurse. See the school nurse, Lynn Decker or the Health Aide, for a copy of the Health Department Immunization schedule.

Physical Form

According to the state of Ohio (3301-37-08), in order for your child to be eligible to attend Preschool, s/he is required to have an annual physical. The physical must be signed by a physician, is current to within a year and is due by the 30th day after your child begins school. If this presents a problem for you in any way please contact the school (330-335-1420) as soon as possible.

Release Form and Information

Prior to your child's first day of class, you are required to fill out a Release Form. You may put as many people on this form as you feel necessary. List anyone who may be picking up your child. Please also put down the relationship of this person to your child (aunt, grandparent, neighbor, etc). It helps us to identify the person that has come to pick up your child. Please note: if the person picking up your child is not known to us, we may require them to produce a photo ID – i.e. driver's license. If we have any doubts we will not release – we will escort the person to the office and phone the custodial parent or legal guardian.

You may change this form at any time. To change it in any way, write the changes directly on your form and initial and date the change. Your classroom teacher has a copy. **For the safety of your child, we cannot release your child to anyone who is not on the release form. In addition, your child will only be released to adults age 18 and over.**

Student Emergency Transport/Medical Authorization

When registering your student in Final Forms, you will be asked about physician/dental information. In the event of an emergency, this information will be used to assist your child. Per Preschool Licensing rules, we are required to have the physician, dentist, and hospital information on file. If this is completed, you may be contacted by a preschool staff member to do so.

We must have your daytime contact number and the daytime contact of TWO OTHER people.

Student Roster

Each year we are required by the state of Ohio licensing rules (ORC 119.032) to create a student roster. The student roster is to contain the child's name, the parent's name and phone number. You will receive a student roster form. You may sign the form signifying that you would like to appear on the roster or signifying that you would prefer not to appear on the roster. The form must be signed either way.

Rosters are made available, upon request, to those parents in your child's class, who also appear on the roster. Access to the roster is limited to only those parents in your classroom.

Instructional Fee

Our Preschool students are NOT charged the \$30 student instructional fee.

Licensing (*and access to Compliance Reports*)

The Wadsworth City School Preschool is licensed by the State of Ohio, Department of Education and is located at Overlook Elementary 650 Broad Street, Wadsworth, Ohio 44281. The Preschool Supervisor is Mrs. Ashley Ruedisueli and the Principal is Mrs. Erin Simpson. Either can be reached by calling 330-335-1420.

The Preschool is inspected each year. You may request to see the compliance reports, which are kept in the office. Please ask Mrs. Ruedisueli or Mrs. Simpson to make them available to you.

Parking Lot

Drivers should exercise patience, caution, and consideration since many cars are trying to pass through a small area and children are likely to be crossing in the crosswalk to the parking lot. Please respect the Safety Patrol Students and stop when flags are down. We are all busy and anxious to be on our way, so a spirit of cooperation and respect for each other is needed to provide the safety we all want for our children.

Parties

Parents will be notified of classroom parties or celebrations through the monthly calendars and weekly newsletters. Calendar events recognized in our Preschool curriculum may also be included.

In regard to birthdays, our building policy is that you do not send in food items/treats due to allergy needs. Families are welcome to send in a non-food item for the class, if desired.

Safety

No child will be dismissed to anyone not on the release list
The Communicable Disease Chart I is located in the Clinic.

The following staff is trained/or are in the process of being trained in First Aid, CPR, Communicable Disease and Child Abuse:

Rachel Bendel	Preschool Teacher
Shannon Fisher	Kindergarten Teacher
Kelsey Thomas	Preschool Teacher
Erin Simpson	Principal
Cheryl Stoner	Secretary
Brandon Nolin	Physical Education Teacher
Dianna Tenyak	Kindergarten Teacher
Mary Kay Cavanaugh	Third Grade Teacher
Ashley Ruedisueli	Preschool Supervisor
Briana Whited	Preschool Teacher

Emergency medical and dental sheets are posted in each room. First Aid Kits are available in each preschool room. All children's records are filed by name, by class, alphabetically in the file cabinets in the main office.

Teachers in the Wadsworth City School Preschool are required by law to report any suspected cases of child abuse or neglect to the Children's Services Department of Human Services.

School Pictures

Our Preschool students are included in school picture day. More information will be sent home prior to pictures being taken.

Yearbooks are available for order in the spring. Preschool is included in our yearbook.

Snacks

Nutritious snacks are part of each day. As of August 2017, we have partnered with the Medina County Health Department and the Ohio Department of Health to participate in the Ohio Healthy Program. In order to help develop healthy eating habits, we require that

snacks brought in meet the program guidelines. Students will not be served fried foods, sweetened beverages, highly processed meat products, or cereals that contain more than 6 grams of sugar per serving. A list of suggested snacks is included below. We serve water as the drink which is provided. Every couple of months we will be asking all parents to send in enough snacks to cover two snack days. We will keep these snacks in the classroom and use what is available until our supply runs low. At that time, we will send out a request to send in more snacks.

Please send in your child's first round of snacks within the first week of school. Any extra snacks are stored and used later to reduce the amount of times parents need to send snacks in.

Jump Start Preschool Snack Program Guidelines

Through our participation in the Ohio Healthy Program, it is our goal to serve highly nutritious snacks to our preschool students. Snack time is a very important part of your preschooler's day. Preschoolers enjoy conversations with each other and trying new foods during this time. In order to eliminate confusion as to whose snack day it is or not having a snack because someone forgot, we are asking for each child to bring in enough snacks to cover 2 snack rotations. For example, if your child's class has 12 students you would send in 24 granola bars (or 12 granola bars and 12 cheese sticks). Here is how the snacks for the year will work:

1. Your first round of snacks will be due by the end of the first week of school. As supplies run low, we will send out a snack reminder asking everyone to send in more.
2. We are required by the Ohio Department of Education to request from parents, snacks that are a good source of Vitamin A and C. See some options below.
3. The Ohio Healthy Program requires that students will not be served fried foods, sweetened beverages, highly processed meat products, or cereals that contain more than 6 grams of sugar per serving. **Please do not send in cookies, cupcakes, candy, or other unhealthy snacks. If we receive any of these items, we may need to return them to you for you to replace with one of the snack options below.**
4. If your snack option is something that requires spoons, such as yogurt or applesauce, please also send in enough spoons for the snack.
5. We will supply the napkins and cups for snacks. Water will be offered as the drink each day.

Suggested snack options:

- Yogurt
- Cheese
- Dry cereal with less than 6 grams of sugar per serving (i.e. Cheerios,

- Chex, Wheaties, Kix Alpha Bits, Corn Flakes)
- Cereal bars
- Cheese –Its
- Fruit cups- packaged in water or 100% fruit juice, not in syrup
- Applesauce
- Fruit chillers
- Fresh fruit (i.e. orange, apple, pear, peach, blueberries, etc.)
- Fresh veggies (i.e. celery, cucumber, carrots, etc.)
- Goldfish Crackers
- Whole grains (i.e. whole grain bread, tortilla shells, cereal, etc.)

Student Birthdays

Student birthdays are recognized on our morning announcements each day. Students will receive a birthday pencil and book. Due to allergy needs, please do not send in food treats. You are welcome to send a non-food treat bag to send home or make a book donation to your child's class in honor of your child's birthday.

Staffing

The teachers for our program are certified according to the preschool regulations established by the Ohio Department of Education. The preschool teacher will prepare developmentally appropriate instruction suitable for the age and special interests of the children in the class.

Student Services

The Wadsworth City Schools Student Services Department oversees special education services, home instruction, tutoring, speech therapy, testing and kindergarten screening for the district's students. Should you have concerns for your child's development, you can contact the office at (330-335-1316).

Toys

We respectfully request that children DO NOT bring their toys from home to school unless it is a special 'sharing day'. **Toys in the fashion of weapons are not permitted at school at any time.**

Visitors

Upon entering Overlook School, visitors will buzz to enter the main office. Once a visitor enters, he/she should sign in and obtain a visitor's badge. Please attach the badge on yourself so that it is easily visible to staff and students. This badge identifies you as a welcome visitor in the building.

Home/School Communication

The teachers strive to keep the lines of communication open with parents. If you need to contact us for any reason, you can call the school office at 330-335-1420 and ask to speak with us or leave a voicemail. You can also reach us at our school email addresses:

Rachel Bendel – rbendel@wadsworthschools.org
Kelsey Thomas – kthomas@wadsworthschools.org
Briana Whited – bwhited@wadsworthschools.org
Rebecca Shriver - rshriver@wadsworthschools.org
Brittany Fajit - bfajit@wadsworthschools.org
Eric King - eking@wadsworthschools.org

The teachers also send home daily information sheets, weekly newsletters and post information on our homepage of the school website. Annually, preschool teachers will provide at least one article referencing healthy habits (ie diet and exercise). To find this, go to www.wadsworth.k12.oh.us – select 'Overlook Elementary School', then select 'preschool.'

In addition, each student has a home/school folder they will carry in their back pack each day. This folder will contain any papers to go home, art work or other information. The folder is also a place where parents can send in a note to the teacher about something or the teacher to send a note home to the parents. It is very important that you check your child's notebook/backpack every day and remove any papers that have been sent home.

Admission Procedures

Children attending the Integrated Preschool Program are either identified as students with disabilities under the Individual with Disabilities Education Improvement Act and have an Individualized Education Plan or are typical role models and have completed a screening with the preschool staff. All students must have a current physical, up to date immunization records, two proofs of residency, birth certificate and custody papers (if applicable) on file in the office.

Withdrawal Procedures

If you are moving to another school district or voluntarily withdrawing your child from the program, please see the building secretary to complete a Student Withdrawal Release Form.

Curriculum and Assessment

The Jump Start Preschool currently uses the AEPS (assessment, evaluation and programming system for infants and children) for our curriculum and assessment. The AEPS is a “comprehensive and linked system that includes assessment/evaluation, curricular, and family participation components for the developmental range from birth to 6 years.” (Diane Bricker, 2002) The AEPS emphasizes an activity based approach to learning throughout the school day using small group instruction, large group instruction, routines, transitions and free choice play as learning opportunities. Teachers and classroom aides use these opportunities to prompt learning and to assess students in different parts of our day and in different settings. Assessment is recorded through anecdotal notes (observation), photographs, checklists and work samples. A formal assessment is completed 2 times per year (December and May) and sent home with the students to be shared with families. Informal assessments are completed ongoingly and are shared at parent teacher conferences or available in their child’s individual portfolio that can be reviewed by parents upon request. Skill areas assessed through the AEPS include: fine motor (small muscles), gross motor (large muscles), cognitive (math, reading, science), social (interactions with peers and knowledge of self and others), and adaptive (independent skills).

Behavior Management/Discipline

(ORC 3301-37-10)

- (A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- (B) The center shall have a written discipline policy describing the center’s philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
- (C) Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.

- (D) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
- (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
 - (2) No discipline shall be delegated to any other child.
 - (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
 - (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
 - (5) No child shall be subjected to profane language, threats, derogatory remarks about the child or the child's family or other verbal abuse.
 - (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
 - (7) Techniques of discipline shall not humiliate shame or frighten a child.
 - (8) Discipline shall not include withholding food, rest or toilet use.
 - (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
 - (10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- (E) The parent of a child enrolled in a center shall receive the center's written discipline policy.
- (F) All preschool staff members shall receive a copy of the center's written discipline policy.

WCS Board Policy 5600 - STUDENT DISCIPLINE

It is the policy of the Board to have zero tolerance for violent, disruptive or inappropriate behavior, including excessive truancy. The Board believes that discipline in the school

provides each student with the most favorable atmosphere for learning. It recognizes that the incorporation of limits and controls by individual students is an important part of the learning process. It believes that limits on the individual are necessary for the orderly function of any society. Rules and regulations are necessary for the orderly function of an orderly and safe school environment that is conducive to teaching and learning.

It is considered a fundamental understanding by each student and his/her parents that any teacher or school official has not only the right, but the duty, to insist on good behavior. The right of discipline extends to all areas of the school program. Ultimately, however, the conduct of a student is the legal responsibility of his/her parents or guardians. One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the entire education structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people.

WCS Board Policy 5310 - HEALTH SERVICES

The Board of Education may require students of the District to submit to periodic health examinations to:

- A. protect the school community from the spread of communicable disease;
- B. verify that each student's participation in health, safety, and physical education courses meets his/her individual needs;
- C. verify that the learning potential of each child is not lessened by a remediable physical disability.

The District may provide or request parents to provide:

- A. general physical examinations for athletics;
- B. dental examinations;
- C. tests for communicable disease;
- D. vision and/or audiometric screening;
- E. scoliosis tests.

The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any nonemergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Unless the physical examination or screening is permitted or required by an applicable State law, parents may refuse to allow the Board to administer a nonemergency, invasive physical examination or screening upon written notification to the Board within seven (7) days after receipt of the Board's annual public notice.

Any student who has been removed from a physical education class, or athletic practice or competition, by a teacher, coach, or referee because s/he has exhibited signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to any physical education class, or athletic practice or competition, for which the teacher, coach, or referee is responsible until both of the following occur:

- A. The student's condition is assessed by a physician, in accordance with requirements set forth in R.C. 3313.539(E)(2), to assess such a student.
- B. The student receives written clearance that it is safe to return to physical education class, or athletic practice or competition, from a physician, in accordance with requirements set forth in R.C. 3313.539(E)(2) to grant such a clearance.

WCS Board Policy 5330 - USE OF MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. With the exception of diabetes care covered under Policy 5336, the administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any prescribed medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see Form 5330 F1). Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication (see Form 5330 F1a). These documents shall be kept in the office of the main office of each school building, and made available to the persons designated by this policy as authorized to administer medication or treatment. A copy of the parent's written request and authorization and the prescriber's written statement must be given, by the next school day following the District's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Discipline Code.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students, and unless the medication to be administered is diabetes medication, which must be kept in an easily accessible location pursuant to Policy 5336.

Parents may administer medication or treatment, with the exception of diabetes care covered under Policy 5336.

Additionally, students may administer medication or treatment to themselves, if authorized in writing by their parents and a licensed health professional authorized to prescribe drugs but only in the presence of a designated school employee with the exception of students authorized to attend to their diabetes care and management pursuant to Policy 5336.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F3, Authorization for the Possession and Use of Asthma

Inhalers/Other Emergency Medication(s), to the principal and any school nurse assigned to the building.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval (Form 5330 F4, Authorization for the Possession and Use of Epinephrine Autoinjector (epi-pen)) to the principal and any school nurse assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911). Students with diabetes authorized to attend to their diabetes care and management may do so in accordance with Policy 5336.

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.

With the exception of diabetes care covered under Policy 5336, only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and are designated by the Board may administer prescription drugs to students in school.

With the exception of diabetes care covered under Policy 5336, provided they have completed the requisite training, the following staff are authorized to administer medication and treatment to students:

- A. principal
- B. teacher
- C. school nurse
- D. building secretary
- E. aide
- F. others as designated by student's IEP and/or 504 plan

No employee will be required to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

For field trips only, Board staff will supply and administer over-the-counter medications if properly authorized in writing by a student's Parent/Guardian. Parent/Guardian(s) that

wish to allow the properly trained school official (as identified above) to administer over-the-counter medication to their child on a field trip are required to submit a signed Field Trip Over-the-Counter Medication Authorization form (Form 5330F1b) indicating which over-the-counter medications can be administered and authorizing the administration of the over-the-counter medications.

All dental disease prevention programs, sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of local health districts, or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health are exempt from all requirements of this policy.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

WCS Board Policy 5340 - STUDENT ACCIDENTS

The Board of Education believes that school personnel have certain responsibilities in case of accidents which occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administrative personnel, notification of parents, and the filing of accident reports.

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident.

The Superintendent shall develop administrative guidelines to include the reporting of accidents, when appropriate.

On an annual basis, physical education teachers and coaches of intramural athletics shall review the Ohio Department of Health's concussion information sheet.

Physical education teachers and coaches of intramural athletics shall remove from P.E. class participation or the intramural athletic activity any student who exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury. The Principal shall notify parents or guardians about the possible concussion or head injury. See also Policy 2431 Interscholastic Athletics.

Any student who has been removed from a P.E. class, or intramural athletic practice or competition, by a teacher, coach, or referee because he/she has exhibited signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to any P.E. class, or intramural athletic practice or

competition, for which the teacher, coach, or referee is responsible on the same day as the removal and not until both of the following occur:

- A. The student's condition is assessed by a physician (), in accordance with requirements set forth in R.C. 3313.539(E)(2), to assess such a student.
- B. The student receives written clearance that it is safe to return to the P.E. class, or intramural athletic practice or competition, from a physician in accordance with requirements set forth in R.C. 3313.539(E)(2), to grant a such a clearance.

WCS Board Policy 2280 - PRESCHOOL PROGRAM

The Board of Education recognizes a need to provide a preschool program to eligible children residing in its District and has obtained a license to operate a preschool program.

The preschool program shall be located in a facility that accommodates the enrollment of the program, supports the growth and development of children according to program objectives, and meets the requirements of statute.

A child is eligible for entrance into preschool if s/he attains the age of three (3) and admitted as a special needs student on or before September 30th of the year in which s/he applies for entrance and has not yet obtained the age at which s/he will be admitted in kindergarten. Children participating in the preschool program shall have been immunized in accordance with the requirements of the State Board of Education to prevent the spread of communicable disease.

Parents of children enrolled in the program shall be permitted access to the school during its hours of operation, in accordance with District procedures, to contact their children, evaluate the care provided by the program, the premises, or for other purposes approved by the director. Upon entering the premises, parents shall report to the school office.

Tuition and Fees

Tuition and fees, Board approved, may be charged to parents of preschool students, according to a schedule adopted by the Board. Tuition and fees may be graduated in proportion to family income or waived in case of hardship.

Transportation

Transportation shall be provided to disabled students as required by law.

Preschool program field trips shall be planned in accordance with Policy 2340 and AG 2340A, AG 2340B, AG 2340C, AG 2340D, AG 2340E, and AG 2340F. Overnight trips will not be approved.

The Superintendent shall establish written guidelines for the preschool program addressing the following:

- A. staff (AG 2280)
- B. cumulative records and student information (AG 2280.01)
- C. program and curriculum (AG 2280.02)
- D. health and safety requirements (AG 2280.03)
- E. admission and attendance (AG 2280.04)
- F. behavior management and discipline (AG 2280.05)
- G. management of communicable diseases (AG 2280.03)
- H. facility (AG 2280.06)
- I. food services (AG 2280.07)
- J. equipment and supplies (AG 2280.08)

WCS Board Policy 8450 - CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

The Board of Education recognizes that control of the spread of communicable disease spread through casual contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and/or others designated by the Ohio Department of Public Health.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

If a student exhibits symptoms of a casual-contact communicable disease, the principal will isolate the student in the building and contact the parents/guardians. Protocols established by the County Health Department shall be followed.

The Superintendent shall develop administrative guidelines for the control of communicable disease.

WCS Board Policy 8453 - DIRECT CONTACT COMMUNICABLE DISEASES

The Board of Education seeks to provide a safe educational environment for students and staff. This can best be accomplished by assuring that all persons with the school community understand the method of transmission and prevention of diseases that are not contracted through air-borne pathogens, but rather, through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring the confidential status of individuals who may have been diagnosed with a blood-borne communicable disease.

For purposes of this policy, these diseases shall include:

- A. HIV (human immunodeficiency virus);
- B. AIDS (acquired immune deficiency syndrome);
- C. AIDS related complex (condition);
- D. HAV, HBV, HCV (Hepatitis A, B, C);
- E. others diseases that may be specified by the State Department of Health as contact communicable diseases.

The Board recognizes the fact that individuals who have contracted these diseases may not exhibit symptoms for many years after exposure and may, in fact, not be aware that they have contracted the disease. They are, however, able to transmit the disease to other individuals.

The Board further directs the Superintendent to assure that students or staff who reveal the fact they have contracted one of these diseases will have their status safeguarded in accordance with Federal and State statutes dealing with confidentiality and that their civil rights will be respected. Staff members will have access to District leave policies in accordance with Board policy and negotiated agreement and opportunities for reasonable

accommodation as described by the Americans with Disabilities Act. Should a student be unable to attend school as a result of illness, an alternative education program shall be provided in accordance with the Board's policy and administrative guidelines dealing with Homebound Instruction.

WCS Board Policy 8510 - WELLNESS

C. With regard to other school-based activities the District shall:

6. The schools may demonstrate support for the health of all students by hosting health clinics and screenings and encouraging parents to enroll their eligible children in Medicaid or in other children's health insurance programs for which they may qualify.