



One Community; One Vision: **Life Ready**
Where Every Student Matters

2020-2021

Preschool Student/Guardian Handbook

www.clarkschools.net

Paul Christy, Superintendent

Board of Education Members	2
Central Office Administrative Staff	3
Preschool Administrative Staff	3
Preschool Contact Numbers	3
Bus Garage	3
District Vision Statement	4
District Mission Statement	4
Clark County Preschool Mission Statement	4
School Readiness as stated by the Kentucky Governor’s Office of Early Childhood	4
NOTIFICATION OF FERPA RIGHTS	4
FAMILY RIGHTS AND PRIVACY ACT OF 1974	6
NOTIFICATION TO PARENTS/GUARDIANS	6
NONDISCRIMINATION	6
Enrollment	7
Parent/Guardian Involvement	7
Attendance	8
Length of School Day	8
Daily Schedule	8
Illness	8
Health and Wellness	10
Transportation	11
School Nutrition	12
Peanut Allergies	12
Dress Code	13
Clark County Public School Rules and Regulations	13
Incllement Weather Snow Days	14
Activities	15
Discipline	16
Art, Physical Education, Music	16
Family Literacy	16
Parent/Guardian Education/Trainings	16
Preschool to Parent/Guardian Communications	17
Parent Conferences and Home Visits	17
Volunteer and/or Participation (in-kind)	18
Homebound Classes	18
Federal Programs	18
IDEA Basic, Individuals with Disability Act	18
Grievances or Complaints	19
Holidays and Birthdays	21
Additional Information	21

Board of Education Members

Ashley Ritchie, Chair
Sherry Richardson, Vice Chair
Gordon Parido
Scott Hisle
William Taulbee

Central Office Administrative Staff

Superintendent—Paul Christy paul.christy@clark.kyschools.us
Chief Academic Officer—Greg Hollon greg.hollon@clark.kyschools.us
Director of Finance—Aleisha Ellis aleisha.ellis@clark.kyschools.us
Director of Pupil Personnel and Student Support Services --- Christy Bush
christy.bush@clark.kyschools.us
Director of Food Services—Becky Lowry rebecca.lowry@clark.kyschools.us
Director of Exceptional Children & Mental Health Services—Bridgette Mann
bridgette.mann@clark.kyschools.us
Chief Information Officer/District Technology Coordinator—Justin Cason
justin.cason@clark.kyschools.us
Director of Human Resources—Scarlett Ryan scarlett.ryan@clark.kyschools.us
Director of Operations, Transportation, and School Safety—Donald Stump
donald.stump@clark.kyschools.us
Director of State and Federal Grants & District Assessment Coordinator---Julie Bonfield
julie.bonfield@clark.kyschools.us

Preschool Administrative Staff

Kara Davies, Principal kara.davies@clark.kyschools.us

Preschool Contact Numbers

Clark County Preschool (McClure Building) - 30 Beckner Street 744-1722

Bus Garage

Danny Fisher, Bus Garage Supervisor 744-5620
Jim Roarx, Dispatch

This student/guardian policy handbook is an important tool to help protect and provide for students and all those involved in the educational activities of Clark County Public Schools. While it is the desire of the entire staff to help the students learn our district/school guidelines and rules, it is the student's and guardian's responsibility to abide by these regulations.

District Vision Statement

One Community, One Vision: Life Ready. Where every student matters.

District Mission Statement

We join with our community to address the individual needs of students in a safe, caring environment so they are prepared for college, careers, and life.

The Clark County School System does not discriminate on the basis of race, color, national origin (Civil Rights Act of 1964), age, religion, marital status, sex (The Educational Amendment of 1972), or disability (Section 504, Rehabilitation of the Handicap Act of 1973).

Clark County Preschool Mission Statement

The Clark County Preschool is committed to creating a high quality child-centered environment that builds responsibility and opportunities through the partnerships of educators, students, families and the community. Together, you and I will make a difference.

School Readiness as stated by the Kentucky Governor's Office of Early Childhood

In Kentucky, School Readiness means that a child enters school ready to engage in and benefit from early learning experiences that best promote the child's success. The journey to kindergarten begins at birth. In the first five years of life, 90% of the brain is developed. This critical window lays the foundation for a child's developmental and emotional health that leads to school success. The school readiness definition outlines the five developmental domains children can aspire to have prior to kindergarten. While these skills are desired, the only eligibility requirement for kindergarten enrollment in Kentucky is to meet the legal age requirement to enter public school. Families, early care and education providers, school staff and community partners must work together to provide environments and developmental experiences that promote growth to ensure that all children in Kentucky enter school ready and excited to learn.

PAUL CHRISTY
Superintendent

GREG HOLLON
Chief Academic Officer

JULIE BONFIELD
CHRISTY BUSH
ALEISHA ELLIS
REBECCA LOWRY
BRIDGETTE MANN
SCARLETT RYAN
DONALD STUMP
Administrative Directors



One Community; One Vision: **Life Ready**
Where Every Student Matters

ASHLEY RITCHIE
Chair

SHERRY RICHARDSON
Vice Chair

SCOTT HISLE
GORDON PARIDO
WILLIAM TAULBEE
Board of Education Members

Dear Parents and Guardians:

On behalf of the Board of Education and administrative staff at the Clark County Public Schools, I want to thank you for your support and understanding as we, as a nation and community, responded to the unexpected invasion of COVID-19 in March. I am very proud of the way our Clark County School District students, parents, employees, and community leaders have handled the circumstances. We tried our very best to continue to educate and feed our students during this particular time. We take learning seriously, whether virtually or in-person, so we are taking several steps to ensure that our students achieve their highest potential for the 2020-2021 school year. We all share the responsibility for our children's success and want you to know that our goal is to do our very best to make sure this happens. Again we are offering **FREE** meals to every student in the district. Students will pay only for certain extra-curricular activities and may be required to supply specific items as needed for certain classes once we return to in-person learning. Be sure to acquaint yourself with your child's teachers and communicate with them often. You can guide and support your child's education by ensuring that he/she:

- Plans a day ready for learning;
- Completes all homework assignments given by teachers;
- Reads daily to develop a love for reading and to improve their literacy skills;
- Shares their daily experience with you so that you are aware of their school life;
- Informs you if he/she needs additional support in any subject area;
- Contacts their instructor immediately if they need assistance; and
- Knows that you expect him/her to succeed in virtually or in school and to become college or career ready.

This handbook includes school policies, information, and services provided in our schools. Please familiarize yourself with it and discuss the contents with your child. You and your child must be aware of all guidelines related to appropriate behavior for a safe and productive school year. If you need clarification on any area, please call your principal, member of the school council, or central office staff.

I thank you for allowing me to serve as your Superintendent, and thank you for your support as we embark on this journey to educate the students of Clark County Public Schools.

Sincerely,

Paul Christy
Superintendent

NOTIFICATION OF FERPA RIGHTS

The Family Education Rights and Privacy Act (FERPA) affords parents/guardians and “eligible students” (students over 18 years of age or students who are attending a postsecondary institution) certain rights with respect to the student’s education records. They are:

1) The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access.

Parents/guardians or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school principal clearly identifying the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights. If the district decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is a disclosure to school officials with legitimate educational interests. A “school official” is identified as: a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

4) The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.

Unless the parent or eligible student requests in writing that the District not release information, the student’s name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

5) The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Dept. of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

FAMILY RIGHTS AND PRIVACY ACT OF 1974

This privacy act lists the persons and agencies that may have access to student records. Parents/guardians and school officials may examine student records at any time. We encourage parents/guardians to review their child's records and standardized test scores. A student's records may be released to the following persons/groups without written consent from parents or guardians:

- a. Officials within the school system
- b. Officials of another school system in which the student seeks to enroll
- c. Officials complying with judicial order or subpoena
- d. State and local officials as required by state statute prior to November 19, 1974

All other requests must be accompanied by signed permission from parent/guardian.

NOTIFICATION TO PARENTS/GUARDIANS

This is to notify the parents/guardians of students in Title I and non-Title I schools that they may request information regarding the professional qualifications of their child's teacher(s). This information may include but is not limited to teacher certification, college area, and degree. Any person(s) requesting this information should log onto www.kyepsb.net or contact:

Scarlet Ryan, Human Resources Director
Clark County Board of Education
1600 West Lexington Avenue
Winchester, Kentucky 40391

NONDISCRIMINATION

The Clark County Public School System is committed to a policy of educating children by helping them to develop an awareness and appreciation for the achievements, problems, and aspirations of all people in our culturally diverse society.

The school system shall help children from all walks of life to gain the knowledge, skills, and determination that will enable them to reach their highest potential and to contribute to the welfare of all people.

The school system shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living including:

- a) Respect for the individual regardless of economic status, handicap, race, creed, color, religion, sex, or age;
- b) Respect for cultural differences;
- c) Respect for economic, political, and social rights of others; an
- d) Respect for the right of others to seek and maintain their own identities.

The school system shall continue to promote good human relations by removing all vestiges of prejudice and discrimination in employment, assignment, and promotion of personnel; in

location and use of facilities; in curriculum development and instructional materials; and in the availability of programs for children.

Enrollment

Preschool enrollment is open to all families of three- and four-year old children meeting specific criteria. Screening takes place during each month of the calendar year. Families wishing to have a child screened for consideration of placement in the Preschool program should call 859- 744-1722 to schedule an appointment for an individual assessment by trained professionals. Information, including proof of income, up-to-date immunization records, and a certified birth certificate will be required. Other documentation will be requested as needed during the enrollment process.

Tuition

Preschool enrollment is ongoing throughout the year for three- and four-year old children. Should a child not qualify for enrollment either through an identified area of special need or established income guidelines, a child may attend if space is available by paying tuition. Those rates will be payable per week for three and four-year-old children. Families interested in consideration of pay for service may contact the school at 859-744-1722.

Parent/Guardian Involvement

The following are ways that you can help with your child's education:

- 1) Be sure your child attends school every day if possible.
- 2) Assist your child with homework activities.
- 3) Contact the school when you have concerns.
- 4) Attend parent conferences.
- 5) Participate in parent activities.
- 6) Help the staff prepare materials for the activities they are doing with the children.
- 7) Sponsor activities that will benefit the families in your community
- 8) Notify other parents/guardians of upcoming center activities.
- 9) Participate in the VIP (Very Important Parents) monthly meetings
- 10) Make classroom materials or items for the school.
- 11) Work on Parent Committee projects.
- 12) Work together on community activities or events.
- 13) Agree to obtain required health events as required

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- 3) Contact the school when you have concerns.
- 4) Attend parent conferences.
- 5) Participate in parent activities.
- 6) Help the staff prepare materials for the activities they are doing with the children.

- 7) Sponsor activities that will benefit the families in your community
- 8) Notify other parents/guardians of upcoming center activities.
- 9) Participate in the VIP (Very Important Parents) meetings
- 10) Participate in the PTO meetings
- 11) Make classroom materials or items for the school.
- 12) Work on parent committees and projects.
- 13) Work together on community activities or events.

Attendance

- ☐ Our program is expected to maintain 85% attendance; therefore, your child should attend school every day if possible.
- ☐ If your child must be absent, please be sure to let your child's teacher or the family service worker know by sending in a note or making a phone call.
- ☐ If your child is absent three (3) consecutive school days without a known reason, your child's teacher or the family service worker will contact you. If the teacher or family service worker is unable to reach you, the bus driver will be instructed not to pick up your child until further notice. Please refer to your Transportation/Daily Schedule Agreement.

Length of School Day

Clark County Preschool offers a five and ½ hour instructional day. Home-based or itinerant services may be available to those who are not able to attend the classroom. The school day will start at 7:00 AM and will end at 1:00 PM.

Daily Schedule

Each classroom has developed a daily schedule, which is posted in plain view outside each door. This schedule is done in order to provide a structured environment for all children, allowing them to anticipate routine parts of the day. Your child's daily schedule will include meal times, washing hands, brushing teeth, large- and small-group activities, rest time, and outside time. The daily schedule may also include children from different classrooms being together at the beginning or ending of the day. On occasion, a child/children may need to be relocated to another classroom due to meeting adult-to-child ratio guidelines (1 adult per 10 children).

Illness

Illnesses That Cause Children to Miss School:

Communicable diseases:

- Hand, foot and mouth disease
- Impetigo
- Pink eye
- Ring worm

Scabies
Scarlatina/scarlet fever
Strep throat
Fifth disease
Roseola
Rubella

If your child has one of the communicable diseases listed above, the parent/guardian will take the child to the doctor and provide the school with a written statement that allows the child to return to school. The bus will not pick up children suspected of having any of the above communicable diseases until after a doctor's statement is provided by the parent/guardian. Children who are experiencing fever, vomiting, diarrhea or rash should remain at home until they have been free of the symptoms for 24 hours. Children who are receiving medicine to reduce fever are not considered fever free. Please remember that your child will not be allowed to return to school until they have been out the required length of time indicated on the doctor's statement.

Illness at School:

If your child becomes ill while at school, a school employee or the school nurse will contact you to pick up your child. If you cannot be reached, we will contact an adult who is listed on your Child Release/Emergency Contact Form. If your child has a fever of 100 degrees or above, someone will be contacted to pick up your child. Please be sure to keep the Child Release Emergency Contact Form up to date.

Injury at School:

When your child has a minor injury at school, an Accident/Incident Report Form will be sent home for you to sign and return to school. If your child suffers a serious injury, the school will contact you. Emergency medical personnel will be called if necessary. If you cannot be reached, we will contact an adult who is listed on your Child Release/Emergency Contact Form.

Prescription and/or Non-Prescription Medicine:

Please notify your child's teacher if your child is taking medication of any kind at home. If a doctor requires that prescribed medicine be given during school hours, the following steps must be taken:

- 1) Obtain from the nurse the "Permission Form for Prescribed Form/Doctor" which indicates the type of medication, dosage, time and date medicine is to be discontinued. Your child's physician must complete this form. This form must be completed and returned to the school each time prescribed medicine must be given during school hours.
- 2) Arrangements must be made by you with your child's teacher for medicine to be available at the school. Do not send medicine of any kind (including cough drops) in your child's backpack. The arrangements will be documented in your family folder.
- 3) The medicine must be in the original, appropriately labeled container.
- 4) If medicine dosage or time to be given is changed, you or the doctor must send a written note indicating changes. The container label must reflect these changes.

Lice Information and Nit Treatment:

Lice are a common school problem that spreads by contact, clothing, or hair brushes. Intense itching is often the first sign of lice. Head lice are often found on the scalp and can be seen at the nape of the neck and over the ears. Parents/guardians are responsible for treatment and removal of lice and nits. A child who has not been able to attend school because of having lice cannot return to school until the designated school staff has checked the child. The child can return to school if no lice are found.

Ticks Attached to Child's Skin

If a tick is found attached to a child's skin, a parent or guardian will be contacted. The staff will not remove the tick.

Health and Wellness

Immunizations:

Your child's immunizations must be kept up-to-date throughout the school year. If immunizations become due during the school year you will be notified and given 30 days to update the immunization certificate. If, after this 30-day period updated documentation has not been provided to the preschool program, your child may not be allowed to return to school until an updated certificate is received.

Physical Exam:

Your child will need a current physical exam in order to attend preschool. An updated physical is required each year. The doctor may indicate that your child needs further medical follow-up and treatment. If you need assistance scheduling a medical appointment, the teacher or family service worker will assist you with scheduling the appointment. It is very important that your child receives the necessary medical follow-up as recommended by the physician.

Dental Exams and Treatment

All children attending the preschool program are required to have a dental exam by a dentist at least once every 12 months. Children identified for follow-up treatment will be tracked by the program, with some resources as they are available. If your child has not had a dental exam within the last 12 months, please schedule an appointment with your family dentist. The family service worker can assist you in scheduling the appointment.

If you have a medical card or KCHIP, dental services will be paid IF you go to a dentist who accepts a medical card or KCHIP. The family service worker can provide you with a list of local participating dentists. If your child needs dental treatment and you do not have a medical card, KCHIP, or private insurance, contact the family service worker to assist with payment PRIOR to the treatment being started.

Vision Exam:

All children are required to have a complete vision examination upon entry into preschool/head start program. If you do not have Medical card or KCHIP to pay for this examination, please contact the family service worker to assist with payment PRIOR to the examination appointment.

Transportation

Children's Arrival/Dismissal When Transported by Parent or Other Adult:

- 1) Parents/guardians who transport their children should arrive at the scheduled times for parent drop-off/pick-up and use the parent pick-up/drop-off loop in the rear of the building.
- 2) When picking up and dropping off children at the preschool, never leave any child unattended in vehicles or on premises without adult supervision.
- 3) If you or another adult brings your child to school or picks up your child from school outside of the designated pick-up/drop-off times, the Sign-In/Sign-Out Record must be signed.

Late Pickup of Children by Parent:

Parents/guardians must be on time to pick up their child. Parents/guardians who do not pick up their child at the designated time will need to talk with the child's teacher and give a legitimate reason for being late. The teacher will document the reason and inform the family service worker. If a parent is late three (3) times and the reason is not due to an emergency, the parent or designated person responsible for the child will need to meet with the teacher and/or the family service worker to discuss a plan of action.

Transportation by the School System

Provider:

Clark County school buses will provide transportation for children enrolled in the preschool program. Older children will not be on the bus while the preschoolers are being transported without parent notification. There will be a bus monitor to assist the driver on each preschool route.

Schedules:

Due to the established schedules of the bus routes, children must be ready and at the bus stop five (5) minutes before the bus is due to arrive. If children miss the bus and are transported by car to school, they must be brought into the classroom to the teacher. On days children will not be riding the bus home from school, they should be picked up no later than the regular designated time. If children will not be riding the bus to school on any given day, the parent must call the Clark County Bus Garage at 744-5620 before 6:30 A.M.

Authorized Person at Bus Stop:

An authorized person on the Child Release/Emergency Contact Form must be at the bus stop waiting when children are due to be brought home. It is understood that persons listed on the Child Release/Emergency Contact Form may be asked to show a picture identification before the child is released to them. Names cannot be added or deleted from the form over the telephone. Changes must be done in person by the parent or guardian.

No One at Home:

If an authorized person is not at the bus stop when the child is brought home, the child will be taken back to school and an authorized person will be called to pick up the child in a timely manner. Transportation will no longer be provided until the situation has been discussed with the child's teacher or other designated staff.

Hand to Hand Procedure:

Bus monitors are required to hold the child's hand and will walk them across the road before placing the child's hand into the hand of the waiting authorized person who is getting the child from the bus.

Communicable Diseases:

Children with communicable diseases are not allowed to continue to ride the bus until symptoms are no longer present. See Illness section for more details.

Medications:

Any medication to be given to a child must be handed to the bus monitors or to the driver; medications are not to be put in the child's backpack.

Change of Address or Child Care Provider:

If a change of address or a child care provider occurs, parents/guardians may be required to transport their child to and from school due to established bus routes.

Early Dismissal:

If school is dismissed early due to weather, power outages, or problems with the building, designated staff will contact the parent or an authorized person to pick up the child from school, possibly earlier than regular dismissal time. Please have a plan of action ready in case one of these situations should happen.

School Nutrition

For the 2019-2020 school year, all students preschool through 12th grade will participate in the Community Eligibility Program (CEP) created in 2010 by the Healthy, Hunger-Free Kids Act that allows high-poverty schools to offer **breakfast and lunch to all students free of charge**.

Meals brought from home must be fully prepared. Staff will not be permitted to prepare meals brought from home (this includes heating of meals). Lunches brought in from fast food establishments will not be permitted.

Peanut Allergies

Clark County Preschool takes student allergies very seriously. Please notify staff if your child has any allergies including peanut allergies. If a parent/guardian reports any allergy concerns, practices and procedures will be developed on a case by case basis.

Dress Code

Children not yet potty trained should be sent to school with extra diapers or pull-ups and baby wipes.

It is recommended that children not wear jewelry to school since it can be a safety hazard. Children should be dressed in comfortable play clothes and shoes (no shoes with wheels) appropriate for the weather. Tennis shoes or rubber soled shoes are recommended. Children are encouraged to use self-help skills in dressing and hygiene needs, so please put them in clothes that they are able to manipulate. Also, please write your child's name on the inside tags of jackets or coats that your child wears to school. Children should not be dressed in snap type body suits which are difficult for them to open and close. Underwear should be worn. It is recommended that children do not wear jackets with drawstrings.

At the beginning of the school year, you will be asked to send an extra set of clothing (including underwear and socks) to school for your child. During the school year you may be asked to send another set of clothing as the weather changes. Please put your child's name on the inside tags of the extra clothing as well as jackets or coats that your child wears.

Backpack

Children enrolled in Clark County Preschool will be provided a backpack. Your child should wear that backpack to school every day. The purpose of the backpack is for your child to bring a change of clothes and for communication between your home and the school. Your student's backpack will be tagged with your child's daily transportation; this tag is used daily to ensure accurate transportation. Please check your child's backpack daily for written communication from the school. Backpacks will be checked daily at school for communication from home. Please do not send food, medicine, toys, movies, stuffed animals or games to school in the child's backpack.

School Pictures

Individual school pictures are taken in the fall and group pictures are taken in the spring. Parents/guardians will be given advance notice of the dates.

Clark County Public School Rules and Regulations

1. All students will be subject to the Clark County Schools Code of Student conduct and Board of Education policies pertaining to students.
2. All students will obey requests made by the teachers, principal, and other school personnel.
3. All students will respect the rights, property, and privileges of fellow students.

4. All students will be subject to the transportation regulations adopted by the Clark County Board of Education.
5. The Preschool Transportation Coordinator must approve any change in the established method of transportation to and from school after receiving notification in writing of such change from the parent or guardian.
6. Students will not be permitted to use abusive or foul language.
7. Student will not abuse school property.
8. The use or possession of drugs, weapons, facsimile weapons, or alcohol is prohibited.
9. Students shall not be permitted to use personal telecommunications devices on school property during the school day
10. The use of chewing gum is prohibited.
11. All visitors must register with the school office before proceeding through the building, visiting classrooms, or contacting teachers or students. Failure to comply will result in being asked to leave school property.

Tobacco, Alternative Nicotine, or Vapor Products

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in [KRS 438.305](#) on or in all Board property at all times, including any vehicle, owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity.

Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

REFERENCES:

[KRS 160.290](#); [KRS 160.340](#); [KRS 161.180](#)
[KRS 438.050](#); [KRS 438.305](#); [KRS 438.345](#); [KRS 438.350](#)
[OAG 81-295](#); [OAG 91-137](#)
 P. L. 1114-95, (Every Student Succeeds Act of 2015)

RELATED POLICIES:

03.1327; 03.2327; 05.31; 06.221; 10.5

Adopted/Amended: 7/9/2019
 Order #: 174

Inclement Weather Snow Days

If the weather is unusually severe and school must be canceled for the day, notice will be broadcast on Lexington radio stations **MIX 94.5, BULL 98.1, and BEAR 92.9 between 5:30 a.m. and 7:00 a.m.** The announcement will also be made on **TV stations channels 18, 27, 36, 56 and by School Messenger.** In the event school is delayed one or two hours, all schedules including arrival of staff, opening of buildings, bus schedules, and start of school will be postponed according to the announced time. However, school will be dismissed at the regularly scheduled time at the end of the day.

Parents/guardians should have an emergency transportation plan if severe weather occurs and transportation is canceled during the school day. Child Care for students will NOT be provided.

Activities

Classroom:

Your child will be encouraged to ask questions, to learn by doing, and to experiment in the classroom and on the playground. Children will be involved in health and safety, music, self-help, nutrition, dental, mental health, language, fine motor skills, gross motor skills, science, pre-reading, pre-math, and multi-cultural activities. All children will have the opportunity to work on a computer and to utilize software programs that link to the chosen preschool curriculum.

Outdoor Play:

An important part of your child's day and total health is outdoor play. The children will play outdoors each day for at least thirty minutes, weather permitting. You can help your child enjoy this time outdoors by being sure that your child is dressed for the existing weather conditions. In winter this includes a warm coat, long pants, sweater, gloves, and hat. Children will not go outside if the temperature is below 32 degrees (wind chill may be factored into the temperature). Children will not go outside if the temperature is above 90 degrees (humidity may be factored into the temperature). Children may do gross motor activities in the gross motor room inside the school if the weather keeps them from going outside. The children will not go outside if it is raining.

Progress Reports:

You will receive a report of your child progress several times throughout the school year using preschool aged developmental milestones. Your child progress will be based on a variety of data collection methods including teacher observation, works samples, and curriculum based measures. The progress reports will show how your child is learning, growing, and changing. Please feel free to share with your child's teacher about activities that you and your child do, information about how your child gets along with others, and examples of cutting, drawings, or art work that your child does at home. Whenever you have questions about the progress report, please talk with your child's teacher.

Rest Time:

All children will be provided a scheduled rest time each day. Cots or mats will be provided for each child. Due to space limitations we ask that children not bring stuffed animals or large

pillows from home. The length of rest time may be adjusted to meet the individual needs of children. Children will rest at least 15 minutes each day.

Discipline

Children will learn to interact with one another and learn to express their feelings in an acceptable manner. In order to cooperate appropriately, children must know what is expected of them. Children are involved with making classroom rules. These rules are simple, realistic, and appropriate for your child's age group. It is the responsibility of the staff to see that the children are consistent in following these rules.

Behavior concerns will be managed by using appropriate communication skills, redirection, and timeout, if necessary. To prevent a child from hurting himself/herself or others, he/she may be moved to an area where the problem situation can be managed. Physically restraining a child to prevent him/her from hurting himself/herself or another person may be necessary. In this case an Incident Form will be completed and filed and a parent will be notified. Should inappropriate behavior continue, a parent will be notified and asked to come in for a conference. A behavioral management plan will be discussed and written. Every effort will be made to change the behavior and keep the child in the group setting.

Art, Physical Education, Music

Art and physical education are taught by the classroom teacher, and this meets the Kentucky Early Childhood Standards. Art activities and physical education may be integrated throughout the child's classroom experiences or independent of other classroom activities. Music is also integrated throughout the child's day and taught weekly in the classroom by an early childhood music teacher.

Family Literacy

Family literacy is the passing of knowledge from one generation to another. Clark County Preschool promotes family literacy to increase and strengthen the family unit. Examples of family literacy activities that can be done in your home are: storytelling, games, rhymes, songs, cooking, house chores, and yard work. Clark County Preschool provides literacy activities and events at the center through family fun nights/days, parent/child activities, and reading contests.

Parent/Guardian Education/Trainings

Parent/guardian trainings will be provided during the school year. Trainings are coordinated through the Family Resource Centers and community resources that are offered to parents/guardians. Parents/guardians without a high school diploma or GED will be encouraged to attend ABE/GED classes. The teacher or family service worker can provide you with information concerning adult education classes.

Computers are available to use through the Winchester/Clark County Literacy Council. You may contact them by calling 744-1975 or 744-1424.

Preschool to Parent/Guardian Communications

Newsletters:

During the first week of every month you will receive a classroom newsletter from your child's teacher. It will include important dates, special activities, ideas, and safety tips for you to use at home. Newsletters contain important information you do not want to miss. All communications will be sent home in your child's backpack.

Health and Nutrition Monthly flyers:

These are educational flyers that are sent home monthly for the family to read and gain knowledge on a particular health or nutritional topic. These are typically sent home in your child's backpack.

Parent Bulletin Board:

A parent bulletin board is located inside each classroom and inside the front entrance of the building. The board has information concerning upcoming dates at the center. Please check the bulletin board in your child's classroom regularly. The following information may be displayed on a bulletin board:

Volunteer Guidelines	Parent Committee News
Special School Notices	Adult Education Programs
Upcoming Events	Community News/Resources

Parent Conferences and Home Visits

Parent conferences and home visits provide an opportunity to share ideas and set goals for your child. Parent conferences are scheduled twice during the school year. Home visits are scheduled two times per year, once at the beginning of the year and another during the second semester of school. Your child's teacher will notify you and schedule a convenient time for your parent conferences and home visits. These scheduled appointments are a time for sharing important

information with family members as well as discovering the best method of working with the child.

Volunteer and/or Participation (in-kind)

The Clark County Preschool program is responsible for documenting the time that individuals volunteer or participate in activities. The Volunteer/Participation Record form is to be filled out when volunteering or participating. Your child's teacher will provide this form to you.

Homebound Classes

Homebound classes will be provided for a student whose condition prevents or renders inadvisable attendance at school. A doctor's recommendation will be required. The required forms may be obtained at the Clark County Board of Education, Central Office, 1600 West Lexington Avenue, (859) 744-4545

Federal Programs

Title I, Education Consolidation and Improvement Act of 1981 – this program provides funds for the following services to eligible preschool students:

- A. Migrant Education Program – Migratory students are members of families that have moved from another state or county to do farm related work. The Clark County Migrant Program offers services through a Student Advocate to meet the unique needs of these students.
- B. Assessment and Counseling Center – Offers the services of a school psychologist and counselors for eligible children and families.

IDEA Basic, Individuals with Disability Act

The Clark County Preschool provides services for children with delays and disabilities including the following:

Speech and Language Therapy – for students who have delays or disorders in speech, language, voice, fluency, etc.

Occupational Therapy – for students who have delays or disorders in the areas of fine motor skills and sensory processing.

Physical Therapy – for students who have delays or disorders in the area of gross motor skills.

Visually Impaired Services – for students who have severe visual impairments.

Hearing Impaired Services – for students who have severe hearing impairments.

School Psychologist Services - for students who need evaluation or consultation for learning and behavioral issues.

Developmental Intervention – for students who need specialized instruction in accordance with the child’s Individual Education Program (IEP).

Grievances or Complaints

Students and/or parents/guardians with complaints or grievances should seek solutions for these with the school official nearest the source of the problem. Resolution of complaints or grievances should be handled through the following sequence of channels:

1. Teacher
2. Preschool Principal
3. Preschool Director
4. Superintendent
5. Board of Education

Title VI-Title IX- Section 504 Grievance Procedures

Students, their parents/guardians, and employees of the Clark County School District are hereby notified that Title IX, Title VI, and Section 504 requires that the school district not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or marital status, in its educational programs, employment practices, and activities which it operates. It is the policy of the Clark County Board of Education to comply with this requirement.

Any person who feels they have been discriminated against or denied an opportunity has the right to file an informal and/or a formal complaint with the person designated to coordinate efforts to comply with Title IV, VI, and 504. The designated person for Title IV is Donald Stump, and you may contact him at Donald.Stump@clark.kyschools.us, and for Title VI and 504 you may contact Bridgette Mann at Bridgette.Mann@clark.kyschools.us.

Informal Grievance Procedures

Step 1. If a complainant feels that he/she has been discriminated against, the complainant must first bring the problem to the attention of the school official nearest the source of the probe within five (5) days of the knowledge or alleged cause for the grievance occurs.

Step 2. The complainant, school official, and other involved parties will work informally to negotiate a solution within five (5) school days.

Step 3. If the grievance cannot be satisfactorily resolved working informally, the complainant may want to proceed to file a formal grievance within five (5) school days.

Step 4. A formal grievance may be filed by completing the Formal Grievance Process form, which is available from your Title VI/Title IX/Section 504 Coordinator.

Formal Grievance Procedure

Step 1. The complainant will notify in writing the person designated as the Title VI/Title IX/Section 504 Coordinator to serve the school district within fifteen (15) school days of the alleged discrimination or denial of service. The written notice shall identify the nature of the violation(s), the date(s) the violation(s) occurred, and must be signed by the person making the complaint. The designated Title VI/Title IX/Section 504 Coordinator shall notify the complainant in writing within five (5) school days from the date of the formal complaint as to the action taken.

Step 2. If the complainant is not satisfied, the grievance Coordinator shall inform the complainant of their right of written appeal to the Clark County Board of Education. This written appeal shall be made within five (5) working days of the date the response was delivered from the Coordinator. Any decision reached by the Board of Education shall be considered final and shall be presented in written form to the complainant and a copy filed in a master file maintained in the Superintendent's office. Before complaint procedures are initiated, persons against whom allegations of discrimination are made shall be notified.

Step 3. In the event the complainant is still not satisfied with the action taken, the complainant may write to the **Director for Office for Civil Rights, 101 Marietta Tower, Atlanta, Ga. 30301**. If appeals are not made it is assumed the decision at any level is accepted. A complainant at any point in the grievance process has the right to contact the Office of Civil Rights. If an individual has a complaint other than discrimination based on the above items, the procedure identified above should be followed except for contacting the Office for Civil Rights.

Parent Committee:

Clark County Preschool has a Parent Committee that is responsible for working with the staff to plan events and make decisions on issues that affect the families. Every parent/guardian who has a child enrolled in preschool is a member and is encouraged to actively participate. The Parent Committee officers will be elected at the beginning of the school year by the parents/guardians attending the Parent/Guardian Committee meeting. Relatives of staff may not serve as officers.

Duties of the President:

1. Attends all Parent/Guardian Committee meetings
2. Meets with staff members and the other officers to plan the agenda
3. Conducts the business at each meeting
4. Encourages parents/guardians to come to meetings

Duties of the Vice President/Secretary:

1. Attends all Parent/Guardian committee meetings
2. Conducts the business at each meeting in the absence of the President
3. Encourages parents/guardians to come to meetings

Holidays and Birthdays

The Clark County Preschool staff strives to respect the beliefs of everyone in our program. In order to provide an environment of acceptance for all children and families, holiday and seasonal celebrations may be included in the classroom activities within a diversity context. Birthdays may be celebrated throughout the school year. Cards, gifts, treats, or invitations may be brought to school and should comply with the allergy procedures for your child's classroom.

Additional Information

The 2019-2020 school year brings many changes to Clark County Preschool. The school location will be 30 Beckner Street. Should you or your family need additional clarification and direction please contact Kara Davies at Kara.Davies@Clark.kyschools.us. The staff is very excited to be able to serve children in a great place for students to grow and learn.