



SHELBY CITY SCHOOL'S LITTLE WHIPPETS PRESCHOOL

109 W. SMILEY AVE
SHELBY, OH 44875
419-342-3647

2026-2027
Family Handbook

MISSION STATEMENT:

Shelby City Schools: **Together** we **Grow** Every**ONE** for the future. Together we will ensure every child is academically prepared for the future, will focus on the whole child by promoting social and emotional development, and will be responsible for the growth of all learners as problem solvers and critical thinkers.

PHILOSOPHY:

We believe that children learn and grow by providing foundational skills and experiences which are developmentally appropriate coupled with providing a safe and nurturing environment. We believe that each child is special and unique and that all children can learn given the opportunity to actively engage in meaningful play and specially designed instruction. Using developmentally appropriate practices and understanding how play, in combination with best practices, allow children to thrive are vital parts of our center. Relationship building is a critical component for children to feel safe, nurtured, and in turn, learn. We believe in encompassing the whole child which means integrating their physical, cognitive, social/emotional, language, and self-efficacy skills. We all have a significant impact on the child's well-being, including parents, teachers, and community.

Our goals are to provide foundational skills for each child's continued learning and to build each child's ability to listen, question, and engage with others through active learning and meaningful play experiences.

PRESCHOOL PROGRAM AND CURRICULUM:

The Shelby City School's Little Whippets Preschool has adopted a curriculum that includes Creative Curriculum which is also aligned with the Ohio Department of Education Early Learning Content Standards. The preschool program includes individual, small group, and whole class instruction that is developmentally and chronologically age appropriate. With a balance of quiet and active play for both indoor and outdoor activities, the daily schedule reflects the type of preschool program that promotes development growth in learning for the children.

The selection of preschool equipment, materials, resources, and activities are based on child development stages, and with a focus on the needs and interests of the children. Through the use of developmentally appropriate equipment, materials, resources, and activities, the children are observed in their development stages during play and assessed on their progress. The results are utilized by the teachers to improve their instruction and to improve their students' learning, thus meeting the individual child's intellectual, physical, social and emotional needs.

PRESCHOOL POLICIES AND PROCEDURES:

Preschool policies and procedures are consistent with applicable statutory requirements contained in the Ohio Revised Code and Rules that are adopted by the State Board of Education. The Shelby City School Board of Education is the governing body that approves preschool policies and procedures. Parents may access a copy of the preschool policies, and inspection reports by contacting the Preschool Director.

SHELBY CITY SCHOOL'S LITTLE WHIPPETS PRESCHOOL

CLASSES:

Monday -Thursday

8:15a.m. - 11:00 a.m. or

12:30 p.m. – 3:15 p.m.

SHELBY CITY SCHOOL'S LITTLE WHIPPETS PRESCHOOL:

109 W. Smiley Ave

Shelby, Ohio 44875

SHELBY CITY SCHOOL'S LITTLE WHIPPETS PRESCHOOL STAFF ROSTER

Classroom

Teachers

Classroom

Tamara Magers, Lead Teacher

Lilian Bartow, Teacher

Pam Johnson, Teacher

~~Kristin Goon, Teacher~~

Beth Parsons

Preschool Director

Sheri Mitchell

ADMISSION AND PLACEMENT POLICIES:

The Shelby City School's Little Whippets Preschool enrolls children who are 3-5 years of age. Unless the child qualifies for an individualized education plan, he/she must be 3 years old and toilet trained by August 1 to be eligible to attend. Families living in the school district and children previously enrolled in the program are given priority on the enrollment list. Families living outside the school district are welcome to apply; enrollment will be determined by class numbers. Students will be assigned to a classroom that accommodates their needs by the Preschool Coordinator and Teachers.

Prior to the child's first day in the preschool program, all forms in each child's file need to be completed along with payment of the tuition fee in full to receive a discount or the first month's tuition fee. The following are requirements PRIOR to enrollment:

- **Completion of Final Forms** (can be accessed from the Shelby Schools website)
- **Original Birth Certificate, presented to be copied**
- **Current Immunization Record or Immunization Refusal Form, if applicable**
- **Original parent/guardian's identification, presented to be copied**
- **Service Contract**
- **Custody Agreement, if applicable**
- **Financial Assistance application and proof of Income, if applicable**

The following items are requirements within 30 days of enrollment

- **Physical Exam:**
The parent shall provide, prior to the date of admission or not later than 30 days after the date of admission and every 13 months from the date of examination thereafter, a report from a licensed physician affirming that the child is in suitable condition for enrollment in the program. The child will be excluded from the preschool program if there is no current physical as stated above.
- **Dental Examination Form/ Lead and Hemoglobin Refusal Form**
- **Parent permission form/pictures and class lists**
- **Communicable Diseases and Illnesses Form**
- **Family information/Step up to Quality Program (SUTQ)**
- **CACFP Enrollment Form**
- **Transportation/Bus Authorization Form (Qualified IEP students only)**

Note: The above listed required forms and information will be kept in the child's cumulative and health file and will also include the child's daily attendance with excused and unexcused

notes, application for enrollment, progress reports, screening/assessments results, current IEP if applicable and any accident/incidents reports.

ARRIVAL AND RELEASE PROCEDURES:

Little Whippets Preschool doors will open at the listed start time. Students must be brought to the designated teachers door to be turned over to the teacher. At the end of the school day the Little Whippets Preschool doors will be opened for pick-ups at the listed dismissal time. Students will only be released to someone listed on the student's pick up list. If a student will be picked up by someone not on the designated list, the teacher must know as soon as possible and that person must bring a photo id to pick up the student. For your child's safety, staff is not available to monitor students before or after designated preschool times. **Your cooperation in this matter is greatly appreciated.**



NOTICES SENT HOME:

Sending a backpack or book bag (with your child's name written on it) each day will help ensure that children's work and important messages from the teacher get to you safely.

SNACK:

A healthy snack is provided for all students.



CLOTHING:

Please dress children appropriately for school and label all clothing to be worn outdoors. Clothing should be comfortable and suitable for playing. It is helpful to the staff and best for your child to have clothing he/she can manage on his/her own. During the day, the child will be running, painting, climbing, etc. If your child is in a dress, please make sure she wears shorts underneath. Your cooperation is asked in making sure your child comes to school with proper footwear. Tennis shoes are best. Please no flip flops. Accidents do happen, and therefore, parents need to provide a complete extra set of clothing, including pants, shirt, underwear, and socks that are suitable for the season. An extra set of clothing should be kept in the child's backpack.

OUTDOOR ACTIVITIES:

All children will be expected to participate in outdoor play during the school year. The decision to remain indoors when the weather is inclement will be based on temperature, wind chill factor, and precipitation. In cold weather, please dress students appropriately. Students will not be permitted to remain in the classroom unsupervised.

TOYS AND NOVELTIES:

Students are not to bring balls, toys, and novelties to school unless the teacher permits it for a specific activity and they must remain in the classroom. Such playthings can create classroom disruptions and/or cause serious injury to other students. No toy guns, knives, swords, etc. are permitted at school. All items brought to school are the sole responsibility of the student and will be confiscated if unallowable or misused. Parents must claim these items. We provide all equipment necessary for your child's enjoyment at play.

PARENT CONFERENCES:

Conferences with parents about their child's educational growth and social development will be held during the evening in the fall and in the spring. Please consult your child's school calendar for these dates. If you require a day conference, please speak with your child's teacher to schedule. Additional conferences may be scheduled at the request of the parent or teacher.

ILLNESSES AND EMERGENCIES:

If a child becomes sick, runs a temperature at school, or shows signs of a communicable disease or illness, the parents or legal guardian will be called immediately so the child can be picked up and his/her health needs properly met. We do not have the facilities to care for a sick child at school.

If your child is absent because of a **contagious illness**, please contact the teacher. A doctor's excuse is required for your child to return to school. We request that you not bring your child to school if he/she is running a temperature or has had a temperature within the last 24 hours; any condition to which you would not want your own child exposed.

In case of a sudden illness or serious accident, a parent or legal guardian will be notified immediately. If an injury occurs during school hours, a parent or legal guardian will be notified, with access to a written incident report available within 24 hours. Be sure the emergency number is current at all times. **A child may not attend preschool without at least two current emergency numbers.** If a parent, legal guardian or family doctor cannot be located when a severe emergency develops, the child will be taken to the hospital emergency room by ambulance. Shelby City Schools' Little Whippets Preschool will not assume responsibility for the payment of hospital, doctor, or ambulance fees.

MEDICATION:

The Preschool Program discourages the dispensing of medication to students while at school.

In those cases, where medications must be administered during the school day, the following restrictions apply:

PRESCRIPTION MEDICATION:

By Ohio Law, prescription medicine can only be administered when a physician's order is on file at the school. This form must be signed by both the physician and the parent/guardian. **New medication forms, available from the board office, must be submitted each school year, as well as any changes in medication orders.** Please note that inhaled medications, such as those used in the treatment of asthma, are considered prescription medicines and also require a signed form. Also, remember that:

- Students are not allowed to administer medications to themselves. The school nurse, preschool teacher, preschool site manager, or their designee will perform this task in accordance with physician's instructions.
- Medication must be in the original container with the student's name and directions for administration clearly visible.

NON-PRESCRIPTION MEDICATION:

The use of over-the-counter medications is discouraged in the preschool and will only be dispensed upon completion of appropriate paperwork (see above).

PRESCHOOL HEALTH AND SAFETY:

The health and safety of the children are safeguarded by an organized program of school health services designed to identify child health problems and to coordinate school and community health resources for children.

The program shall adhere to Governing Board policies and administrative guidelines concerning immunization; emergency medical authorization requirements; providing and posting procedures for emergency situations, including fire drills, rapid dismissals, and tornado drills (including keeping records of such drills or dismissals); and providing procedures for written notification to parents in the event of a child being injured and maintaining a log of injury reports. Medical and dental emergency procedures shall be posted in each preschool room and by each telephone, and shall be made available to school personnel, children, and parents. Emergency numbers shall be posted by each telephone. Grounds, play areas, and other facilities shall be supervised when scheduled for use by children. First-aid facilities and materials shall be provided.

When administering a medication, food supplement, modified diet, or fluoride supplement, the program shall:

- A. prior to administration, secure the written instructions of a licensed prescriber as appropriate for the administration of any medication, food supplement, modified diet, or fluoride supplement; and
- B. Each time medication is administered, a written record or log including dosage, date, and time shall be made. That record or log shall be kept on file for one (1) year.

MANAGEMENT OF COMMUNICABLE DISEASE:

A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as s/he enters a group. A "person trained to recognize the common signs of communicable disease" means any person trained in prevention, recognition, and management of communicable diseases.

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

- A. The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness, or has been exposed to a communicable disease.
- B. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent or guardian:
 - 1. diarrhea (more than one (1) abnormally loose stool within a twenty-four (24) hour period);
 - 2. severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - 3. difficult or rapid breathing;
 - 4. yellowish skin or eyes;
 - 5. conjunctivitis;

6. temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
 7. untreated infected skin patch(es);
 8. unusually dark urine and/or grey or white stool;
 9. stiff neck;
 10. evidence of lice, scabies, or other parasitic infestation.
- C. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the teacher and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph B of this rule as well as the following:
1. unusual spots or rashes
 2. sore throat or difficulty in swallowing
 3. elevated temperature
 4. Vomiting
- D. Programs shall follow the Ohio Department of Health "child day care communicable disease chart" for appropriate management of suspected illnesses.
- E. A child isolated due to suspected communicable diseases shall be:
1. cared for in a room or portion of a room not being used in the preschool program;
 2. within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
 3. made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be

disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomitus or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;

4. observed carefully for worsening condition;
5. discharged to parent, guardian, or person designated by the parent or guardian as soon as possible.

Training shall be provided for all preschool staff in signs and symptoms of illness and in handwashing and disinfection procedures.

The parent or guardian shall be notified immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease.

The parents of all enrolled children shall be notified when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice.

In each building in which a program is operated there shall be readily available at all times at least one (1) preschool staff member who has completed a course approved by the State Department of Health in (1) first aid and (2) prevention, recognition, and management of communicable diseases.

All preschool staff members shall wash their hands with soap and running water after each diaper change, or after assisting a child with toileting; after cleaning; after toileting; before preparing or eating food; before feeding any child; and when hands have been in contact with nasal or mucous secretions. Disposable towels or an air hand dryer shall be available at all times.

CHILD ABUSE RECOGNITION AND PREVENTION:

In each building in which a program is operated, there shall be readily available at all times at least one (1) preschool staff member who has completed a course in child abuse recognition and prevention based on an approved curriculum. Consistent with State law and Policy 8462, preschool staff shall complete at least four (4) hours of in-service training in child abuse recognition and prevention within two (2) years of employment and every five (5) years thereafter.

DIAPERING/TOILETING:

The expectation is that a typically developing peer will be toilet trained prior to entering preschool.

The changing of diapers for all non-toilet-trained children shall be handled in conformity with the following methods:

- A. The changing of diapers for all non-toilet-trained children shall occur in a space that contains a hand washing facility.
- B. The program shall provide disposable gloves for diapering; however, the use of gloves or hand sanitizer does not preclude requirements for proper hand washing.
- C. The central diaper-changing station or crib shall be disinfected after each diaper change with an appropriate germicidal agent in a manner consistent with the manufacturer's guidelines. If the diaper-changing station is soiled after the diaper change, it shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
- D. Any product used during diaper changing on more than one (1) child shall be used in such a way that the container does not touch the child. Any product obtained applied to a child shall be applied in such a manner so as not to contaminate the product or its container. Common containers shall be cleaned and disinfected with an appropriate germicidal agent when soiled.
- E. For the purpose of diapering, topical ointments and creams provided by parents shall include written instructions. Such instructions shall include the name of the ointment, cream, or lotion; name of the child; birth date of the child; date; and signature. Written instructions shall be valid for no longer than three (3) months. Authorization for administration of the ointment, cream, or lotion may be cancelled by written request of the parent at any time.

Storing of clean diapers shall be handled in accordance with the following methods:

- A. A clean supply of diapers stored in a specifically designated area shall be available at all times.
- B. Diapers or clothing used during diaper changing and brought from the child's home shall be stored in space assigned exclusively for each child's belongings. Soiled clothing and/or diapers shall be sent home daily.

Storage and laundering of soiled diapers shall be handled in accordance with the following methods:

- A. Diapers or clothing soiled with fecal matter and sent home with a child need not be rinsed at the program facility, but may be placed

directly into a plastic container or bag, sealed tightly, stored away from the rest of the child's belongings and out of the reach of children.

- B. Soiled diapers to be disposed of by the program shall be placed in a common plastic-lined covered container which shall be emptied, cleaned, and disinfected with an appropriate germicidal agent daily or more frequently as needed.
- C. Soiled disposable diapers shall be discarded daily.

HEAD LICE:

Unfortunately, students sometimes get head lice. When an active case of head lice is found, the student will be sent home to be treated with the proper shampoo. The parent/guardian will be instructed concerning the shampoo procedure, nit removal, other cleaning recommendations from clothing, bedding, combs, brushes, upholstered furniture, and carpeting. The student must be accompanied by a parent/guardian upon returning to school. A recheck will be conducted by the health aide or her designee. If a student does not return to school within two days, the student's absence will be considered unexcused.

***Students with head lice are also not permitted to ride the school bus to or from school until they have been cleared.

SHELBY CITY SCHOOLS' PRESCHOOL BEHAVIOR MANAGEMENT POLICY:

PURPOSE:

The behavior policy of Shelby City Preschool Program is to consistently reinforce positive social behavior and encourage a spirit of learning. We encourage parents to take an interest in children's efforts to learn in an environment of respect and cooperation. We believe that children expect and want limits. The purpose of behavior support is to promote a safe and healthy environment for the protection of the students and staff. The overall goal is to provide the students an environment conducive for learning.

GENERAL INTERVENTION STRATEGIES:

Within the school environment, Shelby City Preschool Program use a variety of teaching strategies throughout the day, which act to increase or decrease behaviors. The staffs' first goal is to prevent inappropriate behaviors from occurring by giving the child more choices in his/her setting and by providing interesting and meaningful activities in their learning environment. Secondly, the preschool staff wants to develop and maintain appropriate behaviors by using positive approaches.

The Shelby City Preschool Program'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 as a closet, a box, or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. 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 school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program

At times, inappropriate/disruptive behaviors continue and require additional intervention strategies. The purpose of these intervention strategies is to decrease inappropriate behaviors. Sometimes problem behaviors may require highly restrictive procedures because the behavior is a danger to the child or to others. These strategies will only be used when the other three elements have been ineffective. Some of these strategies include:

1. Time outs in which a staff member has to move the child to another area or room
2. Withholding of routinely given activities.
3. Protective hold.

Per Board Policy JG, and JGF, Student Discipline and Discipline of Students With Disabilities.

If any of these three restrictive strategies are used consistently, the parent will be contacted and a behavior plan will be developed. If you have any questions or concerns about Shelby City School's Preschool Program's behavior management guidelines, please consult the classroom teacher or preschool director.



COST:

Preschool tuition is \$900.00 per school year. Tuition can be paid in 9 monthly installments of \$100.00 per month beginning with the 1st payment due prior to the child beginning school. Payments are due on or before the 15th of each month during September until April.

There is no tuition fee for children under an IEP, whose admission is determined by state and local criteria.

1. The monthly fee is **DUE** on the **fifteenth of the PREVIOUS month** (Example: October fees are due September 15th). Tuition may be paid by cash, check, or money order at the Board Office or by putting the payment into a sealed envelope in your child's backpack. Shelby City Schools has the discretion to terminate your child's enrollment for delinquent accounts.
2. If you choose to pay by check, please make the check payable to: **Shelby City Schools**. The child's name and the month covered should appear on the face of the check. Post-dated checks will not be accepted. Please save your receipts for income tax purposes because we do not give yearly payment reports.
3. Please present the exact amount if you are paying in cash. We do not keep cash at the school site.
4. There will be no refunds of tuition for early withdrawals or for snow delays or closures.

STUDENT ATTENDANCE AND ABSENCE POLICY:

It is important for your child to attend school every day. When your student misses a significant amount of school, even if the absences are legitimate, the child misses critical instruction time and learning opportunities. This often has long-term, negative effects on a child, such as lower achievement and a greater chance of not graduating on time. The following notification of Absence Procedures have been adopted by the Shelby Board of Education in accordance with requirements of the Missing Child Act: • Parents should call the school office in the morning of the day of the student's absence within 2 hours of the start of the school day. Parents will be called if there is a question concerning the validity of the message. • Arrangements of

pre-planned absences should be completed in advance whenever possible. • An attempt to contact parents will be made if the school has not received notification of the student's absence. • In the event that phone contact has not been completed, parents are required to send a written note along with any other required documentation explaining the absence on the day the student returns to school. Per Board Policy JEE, Student Attendance Accounting (Missing and Absent Children).

If irregular attendance occurs, the student's parent(s) or guardian(s) shall be contacted and/or counseled. If the child's lack of attendance is the result of an accident/injury or illness, then please contact the preschool, and arrangements will be made for your child.

TRANSPORTATION:

Students being transported by the bus to and from school or on field trips are subject to the same rules of conduct as in the classroom. Student behavior problems will be reported to the Transportation Supervisor and the building administration. Disciplinary action will be taken per Board Policy EEACC (Also JFCC), Student Conduct on District Managed Transportation.

The Transportation Policy will be provided only to students who qualify for special transportation.

The times of pick up and drop off are very important in maintaining a schedule convenient for all participants. **Please have your child ready 15 minutes before his/her scheduled pick up, and make sure you are available 15 minutes prior to his/her scheduled drop off.**

Only those students who are listed as bus students are permitted to ride the bus to or from school.

In the event that there is no response at a designated pick up, drivers will wait 10-15 seconds and look for a signal from the adult at home. In order to remain on schedule, bus drivers cannot wait longer at each home.

You may call the bus office directly to cancel the bus in the event of illness or absence of another sort. Do not tell or call the driver asking them to relay messages regarding your child. Call the office.

Shelby City Transportation

419-342-3647 option 5

The preschool will be contacted if the driver is unable to deliver the child after school. If the parent or emergency number contact cannot be reached, Shelby Police Department may be contacted.

VIDEO CAMERAS IN TRANSPORTATION VEHICLES The Board, as part of the District's ongoing program to improve student discipline and ensure the health, welfare and safety of all those

riding school transportation vehicles, have utilized video cameras on all school vehicles transporting students to and from curricular and extracurricular activities.

FAMILY PARTICIPATION:

Parent conferences, family engagement and events will be planned throughout the year. When you spend time with your children at these events, you are demonstrating your interest and commitment to their education. Per Board Policy IGBL, Parent and Family Involvement in Education.

EMERGENCY PRESCHOOL CLOSINGS:

Closing and delays for the **Shelby City Schools** will be shared with local media outlets. Please watch for your school district's closures or check the district's web-site. For the most up to date information on closings or delays, please subscribe to the text and/or email alerts on the schools website. Additional notifications can be found at www.wmfd.com under their closings and delays information. In the event that Shelby City Schools deem a 2 hour delay necessary there will be NO morning preschool.

There may be an occasion when the preschool will need to close for an unforeseen reason, such as a water main break or power outage. In these types of situations, you will be contacted by the staff.

EQUAL EDUCATION OPPORTUNITY: Shelby City Schools is an equal education opportunity and an equal employment opportunity institution, in compliance with Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1967, the Age Discrimination and Employment Act of 1976, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act 1973. **NON DISCRIMINATION STATEMENT** The Shelby City Board of Education will not permit discriminatory practices. To assure compliance with this policy the Board will: 1. Promote the rights and responsibilities of individuals as set forth in the state and federal Constitutions, pertinent legislation, and applicable judicial interpretations. 2. Encourage positive experiences for children and youth and adults. 3. Work towards a more integrated society and enlist the support of individuals as well as private and governmental groups and agencies, in such an effort. 4. Use communications and active techniques to air and reduce the grievances of individuals and groups consider the potential benefits or adverse consequences that the Board's decision might have on the human relations aspect of the school community. Per Board Policy AC and ACB, Nondiscrimination and Nondiscrimination on the Basis of Disability

COMPLAINT PROCEDURE:

Section I:

Any person who believes that she/her has been discriminated against or denied equal opportunity or access to program or services may file a written complaint with the Assistant Superintendent for Shelby City Schools and may be reached at 419-342-3647.

If any person has a complaint regarding policy, curriculum, services, or procedures, phone contact can be made to the Preschool Director or the Assistant Superintendent at 419-342-3647.

PRIVACY/CONFIDENTIALITY:

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

STUDENT RECORDS

CONFIDENTIALITY OF STUDENT RECORDS

1. Student records are confidential and are protected by the "Privacy Act." Only the school staff and the child's natural parents or legal guardians have access to the records.
2. Directory information on the child is not protected by the "Privacy Act." Directory information includes name, address, phone number, age, weight, etc. Parents may request that the school not release this information.

PARENTS' ACCESS TO STUDENT RECORDS

1. Parents requesting access to their child's records must be granted access within 45 days of the request. Inspection and review of records must take place only in the presence of a school official (principal) so that proper interpretation and security is provided.
2. Parents have the right to receive copies of their child's records. The school may charge a reasonable fee to cover the cost of duplicating the records.
3. Parents have the right to a response from school officials to reasonable requests for explanations and interpretations of those records.
4. Parents have the right to an opportunity for a hearing to challenge the contents of those records.

NON-CUSTODIAL PARENTS' ACCESS TO STUDENT RECORDS

A divorce or change in custody does not change the rights of a natural parent to their child's records. Under federal law, there is no distinction made between custodial and non-custodial parents with regards to student records. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher

conference. Only the custodial parent has the right to make educational decisions requested by the school. Step-parents have no rights to records, reports, or conferences unless these rights are given to them by the custodial parent.

CHILD CUSTODY

Whenever a child custody order or decree (including a temporary order) is issued resulting from an action of divorce, alimony, annulment, or dissolution of marriage, and the order or decree pertains to a child who is a pupil in a public school, the custodial parents shall notify the school of the custody arrangements by providing the school principal with a certified copy of the order or decree. Whenever there is a modification of any child custody order or decree, the custodial parent shall provide the school principal with a certified copy of the order or decree that makes the modification.

When custody order or decree papers are in effect at the time of enrollment into a school district, they must be presented at that time (Ohio Revised Code 3313.672). The custodial parent must inform the school in writing of any legal limitations in the rights of the non-custodial parent. Without such notice, the school shall presume that the student may be released into the care of either parent.

REPORTING OF PUPIL PROGRESS

The school strives to keep students and parents informed of the student's academic, emotional and social development as the student advances through the grades. Shelby Schools report pupil progress through parent-teacher conferences, interim reports, and progress reports.

Progress reports are sent home with students at the end of each grading period. However, if a student owes school fees, his or her progress report will be held in the office until fees are paid or parents have made appropriate arrangements through the office. District-wide parent-teacher conference days will be scheduled in the fall and other conferences may be requested by the teacher or the parent. Interim reports are sent home to parents midway through the grading period for students who: 1) are experiencing academic or other problems or 2) are repeating a grade

HOMELESS REPORTING

The McKinney-Vento Homeless Assistance Act requires that every school district provide education and related services for students experiencing homelessness. To ensure your district complies with the law while providing an education of the highest quality to homeless students, a point of contact is needed in every district. This person will work with the local liaison to ensure students are identified and given appropriate opportunities to enroll, attend, and succeed in school. To assist with these tasks, the local liaison will provide support and training.

Homeless Coordinator Contact and information below.

District: Shelby City Schools

Contact Name: Paul Walker

Direct Phone Extension: 419.342.3520

Email: walker.paul@shlbyk12.org

THE TITLE IX COORDINATOR:

The Board directs the superintendent to appoint a Title IX Coordinator who is vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedures set forth in the accompanying regulation and staff and student handbooks.

Sexual harassment matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

The Board has developed complaint procedures which are made available to every member of the school community. The Board has also identified disciplinary penalties which could be imposed on the offenders. Per Board Policy ACAA, Sexual Harassment.

The District Title IX Coordinator is Paul Walker.

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