



2017-18  
Student Handbook

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Warrenton-Hammond School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation or age in providing education of access to benefits of education services, activities and programs in accordance with Title VI, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

The following person has been designated to coordinate compliance with these legal requirements and may be contacted at the Warrenton-Hammond District office for additional information and/or compliance issues:

Mike Moha, Compliance Officer

**The Warrenton-Hammond School District #30 is an equal opportunity educator and employer.**

**Please read, sign and return to school.**

REQUIRED NOTIFICATION TO ALL PARENTS/GUARDIANS

Parents/Guardian Notice:

Regarding student education records, I understand that certain personally identifiable information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes, but is not limited to: the student's name, address, including electronic address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended.

I also understand that certain student information is considered *personally identifiable information* and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted by law. Personally identifiable information includes, but is not limited to: the student's names, the name of the student's parents/guardians or other family member, the address of the student's family, and personal identifiers such as the student's social security number or student identification number, a list of personal characteristics or other such information that would make the student's identity easily traceable.

I understand that unless I object to the release of any or all of this information within 15 school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media and for such other purposes as deemed appropriate by the principal.

My signature indicates I have read the above information and received a copy of the student handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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### PREFACE

The material covered within this handbook is intended as a method of communicating to students and parents/guardians regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

Warrenton Prep students are expected to be safe, respectful, and responsible and act in a way that allows teachers to teach and students to learn.

<p><b>Adult-Child Interaction</b></p>	<p>Warrenton Prep will use a comprehensive approach to support appropriate adult-child interactions in the areas of social and emotional support; organization and management of children’s behavior; and instructional support.</p> <p>Warrenton Prep promotes a supportive climate in which adults and children are partners throughout the day. Although Warrenton Prep uses a “child-led” approach, shared control is central to how adults and children interact. Even when activities are planned by adults around specific objectives, adults encourage children's initiatives and choices. In play situations, adults follow children's lead. While teachers may look for opportunities to challenge children by introducing a new idea or vocabulary, they stay within the context of the children's play. At Warrenton Prep the way adults interact with children plays a very important role in children’s learning and development. Teachers are responsive, guiding, and nurturing, so that children will feel safe and secure to take more initiative and be actively involved and persistent in their work.</p> <p><b>Interaction Strategies that Promote Learning</b></p> <p><b>Adults participate in children's play.</b> Adults look for natural openings in children's play and then join the child or children at their physical level. As a pretend play partners, adults take roles assigned by children and stay within the play scenario the children have created.</p> <p><b>Adults interact as partners with children.</b> Adults look for opportunities for conversations with children about the activities children are engaged in. Adults make comments about the child's activities that allow the conversation to continue without pressuring the child for a response.</p> <p><b>Adults use encouragement instead of praise.</b> Rather than statements that evaluate or judge, adults make objective, specific comments that encourage children to expand their descriptive language and think about what they are doing.</p> <p><b>Adults encourage children’s problem solving.</b> Whenever possible, adults encourage children to solve problems for themselves. While adults could often solve the problem more easily by taking over, the goal is for children to develop their own problem-solving abilities through trial and error. When children have social conflicts, adults stay nearby to be ready to offer support as needed (but intervene immediately to stop hurtful words or actions). When necessary, adults use the PBIS “Solution Kit” to help children find a solution to their problem.</p>
<p><b>Arrival and Dismissal</b></p>	<p><b>Parking</b> A special preschool zone has been designated on Cedar Avenue. You may park in this zone for quick drop-off and pick-ups. If you will be longer than five minutes, please park in the main grade school parking lot.</p> <p><b>Signing in and out</b> Child must be signed in and out each day. If your child is going home with someone who is not authorized on your child’s pick up form, you need to send a note or speak with staff. Please have that person bring identification.</p> <p><b>Late Pick-Up</b> Due to limited space in our after-school program, children must be picked up on time. After 12:35/1:35, a \$5 fee will be assessed for each 10-minute period until the child is picked up.</p>

Asbestos	The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having their buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The plan is available for inspection at the District Office. The superintendent serves as the district's asbestos program manager and can be reached for additional information.
Attendance	Please notify the preschool if your child is ill or will not attend so we may plan activities, snacks and lunch accordingly.
Behavior	<p>It is vital to the well-being and successful development of children that they have clear, consistent, and appropriate limits on behavior. Students will be taught behavioral expectations and held to those expectations through the year. We have three basic rules for children: <b>Be safe, Be friendly, Be a worker.</b></p> <p>Positive Behavioral Interventions and Support (PBIS) is a school-wide implemented system at both Warrenton Prep and Warrenton Grade School. All behaviors fall under those three rules, with positive behaviors as the focus and rewarded accordingly. At no time will a child be verbally abused, struck, or roughly handled. Our goal is always to help the children develop self-control and a strong autonomy.</p> <p>Because we want to assure a safe environment for everyone, we reserve the right to send a child home for aggressive or out of control behavior. If there is an on-going behavioral problem with an individual child, we will request a parent/teacher conference and find a way to accommodate that child. We have found that when teachers and parents work together, most behavior problems can be resolved. If, however, none of these approaches are effective, we do reserve the right to dismiss a child from our program.</p>
Child Guidance	Warrenton Prep will use a comprehensive approach for addressing challenging behaviors of children enrolled. Serious challenging behaviors that may benefit from the use of time-out include aggression, destruction of property, and noncompliance. Time-out is one option to include in a comprehensive approach for addressing serious challenging behaviors when less intrusive methods are unsuccessful
Clothing	Play clothes and soft-soled, closed-toe shoes with traction are highly recommended. Please be sure to write your child's name on any removable clothing, such as coats, hats, mittens, and boots. We also ask that you bring an extra set of clothing for potty accidents or for messy fun! This set includes socks, underwear, shoes, pair of pants/shorts, long sleeve/short sleeve shirt.
Developmental & Behavior Screening	<b>ASQ:</b> A screening will be completed within 45 days of a child's entry into the program. The "Overall Screening Decision" will be determine based on the ASQ Total and the area scores that apply. (Note: Generally there must be a potential delay score in two or more areas to generate an "Overall Screening Decision" of potential delay. A screening decision of potential delay may be cause for further evaluation and/or referral. Teacher and/or parent concern may be cause for further evaluation and/or referral regardless of the "Overall Screening Decision."
Discipline Procedures and Policies	The Warrenton Prep/Kids Care staff is committed to providing a safe, positive, and structured environment for all children in the program. Although Warrenton Prep/Kids Care is a different setting than the regular school day, appropriate student behavior is still expected. Please review the following rules and consequences that will guide the day care program. <u>Rules</u>

**Discipline  
Procedures and  
Policies (Cont.)**

1. Show respect at all times.
2. Move appropriately throughout campus during daycare hours.
3. Follow instructions set forth by daycare workers.
4. Refrain from damaging any school property.
5. Refrain from disruptive behavior, fighting, violence of any kind, and inappropriate language.
6. Comply with any and all other regulations set forth by the by Warrenton Prep/Kids' Supervisor and/or school administrators.

Consequences

Warrenton Prep/Kids Care will make every effort to communicate with parents when a disciplinary action needs to be taken. Please know that all rules will be reviewed with students at the beginning of the school year. It is imperative that both students and parents understand the expectations of the Warrenton Prep/Kids Care program as well as the potential consequences.

The following page is a copy of the discipline letter that will be sent home if a misbehavior occurs in the after school program. Please note that the first offense will result in a warning letter from the Warrenton Prep/Kids Care Supervisor. The second, third, and fourth offense will involve a school administrator. These offenses will typically result in a suspension from the program. A total of four offenses can result in a permanent dismissal from the Warrenton Prep/Kids Care.

School administrators reserve the authority to exercise good judgment and issue a greater or lesser consequence as needed.

Please become familiar with the following Warrenton Prep/Kids Care Letter.

Dear Parent:

It is important for students to understand the seriousness of behaving appropriately during after-school care. Following Warrenton Prep/Kids Care expectations is essential for all students. Attendance in the daycare program is a privilege, not a right.

Your child \_\_\_\_\_ has been seen for inappropriate behavior during Warrenton Prep/Kids Care This letter is to inform you of the problem and to serve as a notice. The following rule(s) has been broken:

1. Show respect at all times.
2. Move appropriately throughout campus during daycare hours.
3. Follow instructions set forth by daycare workers.
4. Refrain from damaging any school property.
5. Refrain from disruptive behavior, fighting, violence of any kind, and inappropriate language.
6. Comply with any and all other regulations set forth by the Warrenton Prep/Kids' Care Supervisor and/or school administrators.

As a result of your child's action he/she has received the following consequence:

First Offense – Warning

Second Offense – Visit to office and letter home to parents

Third Offense – Temporary suspension from Warrenton Prep/ Kids Care

Fourth Offense – Permanent dismissal from Warrenton Prep/Kids Care

<p><b>Discipline Procedures and Policies (Cont.)</b></p>	<p>Warrenton Prep/Kids Care Supervisor Signature: _____  Date: _____</p> <p>School Administrator Signature: _____ Date: _____</p> <p>Please note that school administrators are granted the authority to exercise good judgment and apply a greater or lesser consequence than those listed above. We ask that you discuss the information listed above with your child. We appreciate your efforts and thank you for continued support in making appropriate behavior a priority for all children.</p>
<p><b>Emergency Drills</b></p>	<p>Emergency, fire, lockdown and earthquake drills are held regularly throughout the year to instruct students in procedures that should be followed in the event of a real emergency such as a fire, earthquake or a lockdown. In the event of an earthquake or tsunami the districts evacuates down 9<sup>th</sup> street to the top of Juniper hill.</p>
<p><b>Emergency School Closures and Inclement Weather</b></p>	<p>If the Warrenton-Hammond School District does not have school because of snow or ice, Warrenton Prep will not have school. If the Warrenton-Hammond Schools have a two-hour delay, Warrenton Prep will open for drop-off at 9:20 a.m. with class starting at 10:15. Please listen to the radio or TV newscasts for school cancellation notices.</p>
<p><b>Enrollment</b></p>	<p>Each year, open enrollment* for summer and fall begins the first Monday in April. Program information and reservation forms are available in-mid-to late March; however reservation forms are not accepted prior to the first Monday in April. Forms are time and date stamped when received and if multiple reservation forms are received at the exact same time, a random lottery will be used to determine placement. Those not placed in the program will be placed on a waiting list.</p> <p>*Reservation forms for students currently enrolled in Warrenton Prep or Kids Care are accepted the last week of March.</p>
<p><b>Field Trips</b></p>	<p>Occasionally we may plan learning experiences that take place outside of the classroom. You will be notified in advance of the date, time, destination, and costs of all field trips. Volunteer parent/guardians will be encouraged.</p>
<p><b>Food and Food Safety</b></p>	<p>All meals and snacks are included in tuition costs. If you bring in treats or snacks for class parties or birthdays, only commercially prepared and individually wrapped foods are allowed. Additionally, foods may not contain peanuts or be manufactured in a facility that processes nuts.</p>
<p><b>Health Information</b></p>	<p><b>Accidents and Illness</b></p> <p>In case of a serious accident to a child, we will first try to contact the parent/guardian after calling 911. If we are unable to reach the parent/guardian, we will call the emergency numbers listed in the child's file. If we are still unable to reach anyone, we will have the child transported to a hospital in accordance with the emergency medical technician's evaluation of your child's condition. No care beyond minimum first aid will be administered at school because we have limited health room facilities. Should a child become ill, we will contact the parent/guardian to send the child home.</p> <p>Please contact the school nurse if you have health concerns regarding emergency care for asthma, allergies, insect bite reactions, and hypoglycemia. Standard</p>

# Health Information

*Continued*

emergency care procedures are posted in each school health room.

## Communicable Diseases

Parent/guardians of a student with a communicable or contagious disease are asked to telephone the school nurse so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an (\*) below, the restriction may be removed by a school nurse. These diseases include chicken pox, diphtheria, measles, meningitis, mumps, lice infestations, whooping cough, plague, rubella, scabies, staph infections, strep infections and tuberculosis. Parent/guardians with questions should contact the school nurse.

## Head Lice

Warrenton-Hammond School District follows guidelines recommended by the American Academy of Pediatrics, the Centers for Disease Control, the Harvard School of Public Health and the National Association of School Nurses for the management of head lice in school.

Head lice do not cause disease. They live only on humans, cling to the hair shaft and cannot jump or fly. They die within 24 hours if separated from their human host. The most common means of transmission is from head to head contact. Indirect transmission (through shared combs, brushes, hats etc.) is uncommon but possible. Schools are **NOT** a common source of transmission.

Management of head lice will be handled individually and confidentially. If live lice are found on a student, the parent/guardian shall be notified at the end of the day by phone or a note sent home with the student with information on methods to eliminate infestation. Parent/guardian will be encouraged to contact their doctor for recommendations and verify treatment with the nurse.

The school nurse or designee **may** notify parent/guardians of students **who have had head-to-head contact in the affected classroom** to encourage them to check their children and treat and/or **may** examine other students most likely affected. Confidentiality and your privacy will be respected at all times.

## When should I keep my child home?

Symptoms/Diagnosed Illness:	May Return to School When:
Fever greater than 100 degrees (orally).	Temperature below 100 degrees (orally) for a minimum of 24 hours without use of a fever-reducing medication.
Rash or rash with fever-new or sudden onset.	Rash disappears. Written or phone consent from medical doctor to school nurse.
Brown, gray, tan, or yellow drainage from nose, eyes or any other part of the body.	Discharge must be gone or student must have been on antibiotics for 24 hours and have written or phone consent from a medical doctor to school nurse.
Vomiting	Symptom-free for 24 hours
Diarrhea	Symptom-free for 24 hours
Cough: Deep, barking, congested, or productive of colored mucous.	Symptom-free or student must have been on antibiotics for 24 hours and have written/phone consent from medical doctor to school nurse.
Yellow color of skin and/or eyes.	Symptom-free or written/phone consent

	<table border="1"> <tr> <td></td> <td>from a medical doctor to school nurse.</td> </tr> <tr> <td>Brown or bloody urine.</td> <td>Symptom-free or written/phone consent from a medical doctor to school nurse.</td> </tr> <tr> <td><b>Symptoms/Diagnosed Illness:</b></td> <td><b>May Return to School When:</b></td> </tr> <tr> <td>White, clay colored, or bloody stool.</td> <td>Symptom-free or written/phone consent from a medical doctor to school nurse.</td> </tr> <tr> <td>Stiff neck or headache with fever.</td> <td>Symptom-free or written/phone consent from a medical doctor to school nurse.</td> </tr> <tr> <td>Unusually sleepy, lethargic or grumpy.</td> <td>Symptom free.</td> </tr> <tr> <td>Strep throat diagnosed by a medical doctor.</td> <td>Must have been on antibiotics for 24 hours and have written/phone consent from a medical doctor to school nurse. If no antibiotics given, call school nurse before sending the child to school.</td> </tr> <tr> <td>After illness of two or more weeks, surgery, or other changes in health status</td> <td>Written instructions from the doctor and parent/guardian regarding medication or special health needs must be provided to the school nurse.</td> </tr> </table>		from a medical doctor to school nurse.	Brown or bloody urine.	Symptom-free or written/phone consent from a medical doctor to school nurse.	<b>Symptoms/Diagnosed Illness:</b>	<b>May Return to School When:</b>	White, clay colored, or bloody stool.	Symptom-free or written/phone consent from a medical doctor to school nurse.	Stiff neck or headache with fever.	Symptom-free or written/phone consent from a medical doctor to school nurse.	Unusually sleepy, lethargic or grumpy.	Symptom free.	Strep throat diagnosed by a medical doctor.	Must have been on antibiotics for 24 hours and have written/phone consent from a medical doctor to school nurse. If no antibiotics given, call school nurse before sending the child to school.	After illness of two or more weeks, surgery, or other changes in health status	Written instructions from the doctor and parent/guardian regarding medication or special health needs must be provided to the school nurse.
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	<p><b>Immunizations/Tuberculosis</b></p> <p>Oregon law requires the following immunizations for school attendance. Parent/guardians must provide documentation from their health care provider that each child's immunizations are up-to-date. Exceptions are granted only with a signed medical/religious exemption form. To enter preschool, a student must have the following immunizations:</p> <ul style="list-style-type: none"> <li>• 4 Diphtheria/Tetanus/Pertussus (DTaP)</li> <li>• 3 Polio</li> <li>• 1 Varicella (chicken pox)</li> <li>• 1 Measles/Mumps/Rubella (MMR)</li> <li>• 3 Hepatitis B</li> <li>• 2 Hepatitis A</li> <li>• 3 or 4 Hib</li> </ul> <p>Tuberculosis (TB) tests are required of some students who are born in certain foreign countries before they can enroll in school. Schools must exclude students from these high-risk countries until documentation of a Mantoux TB skin test is presented to the school office. For additional information, please contact the school nurse at 503-861-3376.</p>																
<b>Lost and Found</b>	Any articles found in the school or on district grounds are turned in to the school office. Unclaimed articles are disposed of throughout the school year.																
<b>Medicines at School</b>	<p>Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary.</p> <p><b>District-Administered Medication</b></p> <p>Requests for the district to administer medication shall be made by the parent/guardian in writing.</p> <p>Written instruction of the physician are required for all requests to administer prescription medication. Such instructions must include the following information:</p> <ol style="list-style-type: none"> <li>1. name of the student</li> <li>2. name of the medication</li> <li>3. dosage</li> <li>4. route</li> </ol>																

<p><b>Medicines at School (Cont.)</b></p>	<p>5. frequency of administration and any other special instructions.</p> <p>A prescription label meets the requirements for written instructions from the physician, if the information above is included.</p> <p>Written instructions of the parent/guardian, which include the information above, are required for all requests to administer nonprescription medication.</p> <p>All medication to be administered by the district is to be brought to school by the parent/guardian in its original container. Medication not picked up by the parent/guardian within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of.</p>
<p><b>Naps</b></p>	<p>There are no naps or rest time for our preschoolers unless they are enrolled in our after-school program.</p>
<p><b>Parental Involvement</b></p>	<p>Parents are welcome to visit the classroom anytime. We have an open door policy. Parents are also encouraged to volunteer, however an approved background check form must be on file with the district office. If you plan to volunteer, please notify your child’s teacher in advance so they can plan what your role in the classroom will be. We welcome parents and are delighted when parents are willing to share their interests, skills, and hobbies.</p>
<p><b>Personal Belongings</b></p>	<p>Toys or others similar personal items are best left at home. We plan special days during the year when children may bring a prized possession such as a teddy bear or special toy. Please write your child’s name on any artifact brought to school.</p>
<p><b>Program Evaluation</b></p>	<p>Warrenton Prep conducts annual family surveys, completes child outcome data from the Creative Curriculum Teaching Strategies assessment annually and self-evaluation.</p>
<p><b>Schedule</b></p>	<p>Class begins at 8:15 a.m., but your child may be dropped off as early as 7:20. Warrenton Prep begins Tuesday, September 5, 2017, ends Tuesday, June 12, 2017 and follows the school district calendar during the school year. There is no preschool class on any day that the grade school and high school are closed. A copy of the district calendar can be found at <a href="http://www.warrentonschools.com">www.warrentonschools.com</a> .</p> <p><b>Caterpillar Class</b> (3/4 year olds): 8:15 a.m. – 12:30 p.m.  <b>Butterfly Class</b> (4/5 year olds): 8:15 a.m. – 1:30 p.m.</p>
<p><b>Screen Time</b></p>	<p><b>Children</b> – Warrenton Prep utilizes screen time/electronic media for educational purposes. Parents are informed that electronic media is used in our program through their parent handbook. Screen time/electronic media includes, but is not limited to Video/DVD, electronic games, tablets, and computers. Screen time/electronic media is used intentionally to enhance the educational experience of children in our program. Screen time/electronic media is used to expand on topics the children are learning and is age appropriate. Screen time/electronic media may be included during times of the day such as free choice, small groups, group discussions, and stations. Warrenton Prep will encourage active child involvement by asking questions and providing additional information. If children choose not to participate in a screen time/electronic media activity, they may choose another activity (reading a book/coloring/drawing). Screen time/electronic media is limited to no more than 1 hour a day. Screen time/electronic media will be non-violent and culturally sensitive. Also see WGS computer policy.</p> <p><b>Staff</b> – Staff will limit use of electronic media for business use during the preschool day. Electronic media for personal use will not be used during the preschool day.</p>

<p><b>Special Programs</b></p>	<p><b>Bilingual Students</b> The school provides special programs for bilingual students. A student or parent/guardian with questions about these programs should contact the preschool program director.</p> <p><b>Students with Disabilities</b> The Early Intervention/Early Childhood Special Education (EI/ECSE) program through Northwest Regional Educational Service District (NWRES D) provides services for children who are experiencing developmental delays, and their families. Services available include: specialized classes, speech therapy, occupational and physical therapy and services from specialized teachers. Services, including evaluation, are free of charge to families. Warrenton Prep and NWRES D work together when needed, to provide children the tools they need to succeed. A student or parent/guardian with questions should contact the preschool program director or special education director.</p>
<p><b>Staffing</b></p>	<p>A consistent teacher and teacher assistant will be in the Butterfly and Caterpillar classrooms. A third floater will also be available to assist both classrooms.</p>
<p><b>Staff Meetings</b></p>	<p>Staff meeting will occur at least once a month or more if needed. Staff meetings will occur after hours in order for all staff to attend. Team building activities will be included during each monthly meeting.</p>
<p><b>Student Education Records</b></p>	<p>The information contained below shall serve as the district’s annual notice to parents/guardians of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents/guardians of minor students who have a primary or home language other than English.</p> <p>Education records are those records related to a student maintained by the district. A student’s education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent/guardian and eligible student notice and consent will comply with all state and federal laws.</p> <p>Personally identifiable information shall not be disclosed without parent/guardian or eligible student authorization or as otherwise provided by Board policy and law.</p> <p>Education records are maintained in a minimum one-hour fire-safe place. Permanent records shall include:</p> <ul style="list-style-type: none"> <li>• Full legal name of student.</li> <li>• Name and address of educational agency or institution.</li> <li>• Student birth date and place of birth.</li> <li>• Name of parent/guardian.</li> <li>• Date of entry into school.</li> <li>• Name of school previously attended.</li> <li>• Course of study and marks received.</li> <li>• Data documenting a student’s progress toward the achievement of state standards and must include a student’s Oregon State Assessment results.</li> <li>• Credits earned.</li> <li>• Attendance.</li> <li>• Date of withdrawal from school.</li> <li>• Social security number.</li> <li>• Other information, i.e. psychological test information, anecdotal records,</li> </ul>

**Student  
Education  
Records**

*Continued*

records of conversations, discipline records, IEP's etc.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

**Social Security Number**

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent/guardian. The district will notify the eligible student or parent/guardian as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

**Transfer of Education Records**

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request.

The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

**Request of Education Records**

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility or youth care center in which the student was formerly enrolled and shall request the student's education record.

**Access/Release of Education Records**

By law, both parents/guardians, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally-binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Parent/guardians of a minor, or an eligible student (if 18 or older), inspect and review education records during regular district hours.

**Provision for Hearing to Challenge Content of Education Records**

Parent/guardians of a minor, or eligible student (if 18 or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parents/guardians shall make request for hearing in which the objections are specified in writing to the principal.
2. The principal shall establish a date and location for the hearing agreeable to both parties.
3. The hearings panel shall consist of the following:
  - a. The principal or designated representative.
  - b. A member chosen by the parent/guardian.
  - c. A disinterested, qualified third party appointed by the superintendent.

<p><b>Student Education Records</b> <i>Continued</i></p>	<p>4. The hearing shall be private. Persons other than the student, parent or guardians, witnesses and counsel shall not be admitted.</p> <p>An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. He/She shall hear evidence from the staff and from the parent/guardian to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parent/guardians.</p> <p>If, after such hearing is held as described above, the parents/guardians are not satisfied with the recommended action, the parent/guardian may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, revised or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent/guardian or eligible student may file a complaint with Federal Family Compliance Office, US Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaint with the Family policy Compliance Office, U.S. Department of Education, Washington D.C., 20202. A copy of the district’s education records policy and administrative regulation may be obtained by contacting the office.</p>
<p><b>Student Information &amp; Records</b></p>	<p>The school keeps records on each student. These are records of student academic progress, student behavior, and other pertinent information relating to the student. These records are confidential. Student records provide information for people such as school personnel and parent/guardians.</p> <p>Parent/guardians have rights regarding student records, including the right to view these records, and request an amendment of the records. They may always take questions to the principal.</p>
<p><b>Student/Parent Complaints</b></p>	<p><b>District Personnel Complaints</b> A student or parent/guardian who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days. If the outcome of this conference is not satisfactory, the student or parent/guardian may file a written, signed complaint with the superintendent, within 15 calendar days, which will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within 10 calendar days following receipt of the superintendent’s decision. The superintendent will provide the complainant with necessary Board appeal procedure. Board decisions are final.</p> <p><b>Discrimination of the Basis of Sex Complaints</b> A student and/or parent/guardian with a complaint regarding possible discrimination of a student based on sex should contact the principal.</p> <p><b>Education Standards Complaints</b> Any resident of the district or parent/guardian of a student attending district schools may make a complaint/appeal alleging violation of the district’s compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complaint wishes to pursue the matter further, he/she will be provided, upon request, a copy of all applicable district procedures. After exhausting local procedures, or 45 or more days after filing a written complaint with the district</p>

## Student/Parent Complaints

*Continued*

(whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

### **Students with Disabilities Complaints**

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student, should be directed to the special education director.

### **Students with Sexual Harassment Complaints**

Sexual harassment by staff, students, Board members, school volunteers, parents/guardians, school visitors, service contractors or others engaged in district business is strictly prohibited in the district. District includes district facilities, district premises, and non-district property if the student or employee is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where employee is engaged in district business.

Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits.
- Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff.
- The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonable interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subject to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Building principals, compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

#### **Step One**

Any sexual harassment information (complaints, rumors, etc) shall be presented to the building principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

#### **Step Two**

The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the

<p><b>Student/Parent Complaints</b> Continued</p>	<p>information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official conducting the investigation shall notify the complainant, in writing, when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses. A copy of the notification letter, the date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.</p> <p><b>Step Three</b> If a complainant is not satisfied with the decision at Step Two, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within ten working days after receipt of the Step Two decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within ten working days.</p> <p><b>Step Four</b> If a complainant is not satisfied with the decision at Step Three, he/she may submit a written appeal to the Board. Such appeal must be filed with ten working days after receipt of the Step Three decision. The board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant with ten workings days following completion of the hearing.</p> <p><b>Step Five</b> If the complaint is not satisfactorily settled at the Board level, the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Right, Region X, 915 2<sup>nd</sup> Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing a complaint may be obtained through the building principal, compliance officer or superintendent.</p> <p>Changes to the above procedure may be made if an administrator is named in the complaint or reported incident. Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.</p> <p>Students or parents/guardians with complaints not covered by this student handbook should contact the principal.</p>
<p><b>Toileting and Toileting Assistance</b></p>	<p>Children must be potty trained.</p> <p>Children will be provided with support and instruction on toileting and hygiene (i.e. washing hands) during their entry into the program and as needed individually.</p> <p>Children will be encouraged to be independent to the greatest extent possible when using the toilet. Staff will work with parents to develop a consistent toilet training plan between home and school when a child is learning to be independent with toileting. Staff will create, post, and share with parents the visual steps for independent toileting. The plan will include the following steps toward independence.</p> <ol style="list-style-type: none"> <li>a. Staff will provide full assistance.</li> <li>b. Staff will provide hand-over-hand helping assistance.</li> <li>c. Staff will provide verbal assistance by remaining outside the stall.</li> </ol>

<p><b>Toileting and Toileting Assistance</b> Continued</p>	<ul style="list-style-type: none"> <li>d. Staff will provide limited assistance or occasional help as needed.</li> <li>e. Child will be independent and not need assistance from staff.</li> </ul> <p>There shall be at least one hand washing sink with mixing faucets for every two toilets whenever possible. Staff and children shall wash their hands with soap and warm running water after using the toilet. When a child cannot reach the sink and/or soap dispenser without adult assistance, non-slip stools will be provided to accommodate the child. Staff will monitor toileting areas to insure that proper hand washing and safety is maintained in toilet rooms.</p> <p>A staff member will not be left alone and out of sight or hearing distance of another staff member when with a child at any time. Volunteers will not be left alone and out of sight or hearing distance of a staff member when with children at any time; the only exception is a child may be left alone with the parent or guardian. When the toilet room is outside of the classroom, teachers must have a system in place where children check in with the teacher before and after going to the toilet room.</p> <p>Toilet rooms will be supplied with paper towels, toilet paper and liquid soap. Toilet paper and holders, paper towels and soap dispensers will be available within easy reach of all users. All surfaces in toilet rooms must be easily cleaned and must be sanitized on an as needed and daily basis. Staff will follow universal precautions and new disposable gloves will be used when assisting each child with toileting or diapering.</p> <p>Accommodations will be made for any children with special needs. Staff will follow universal precautions when assisting a child with toilet training.</p> <p>In the event that visible body fluids or solids are present in the toilet room, staff must wear disposable gloves and wash hands after sanitizing toilets, floors and sinks soiled with any body fluids or solids. If a child needs assistance with cleaning themselves after an accident involving a bowel movement, baby wipes may be used and discarded into a bag and labeled. Mops and mop buckets are to be clean and stored outside of the classroom or in a locked closet after use.</p> <p>If children need assistance with toileting, a second staff member will be present. Baby wipes may be used in accordance with program procedures and disposed of following universal precautions. All diapering surfaces and toileting rooms will be sanitized after assisting children with toileting or diapering. Soiled clothes will be doubled bagged, labeled and sent home.</p> <p><b>Field Trips:</b> Before leaving the preschool, children will be encouraged to use the toilet. When children need to use the toilet at a field trip, a staff person will always accompany children into off-site restrooms. Staff will not be left alone with a child out or sight or hearing distance of another staff member. If gender restrictions on the public restroom facilities might interfere with this, the teaching staff are required to make arrangements to assure that teaching staff can accompany either male or female children into the public restroom. Teachers will conduct head counts on all field trip transitions. Volunteers will not be left alone and out of sight or hearing distance of a staff member when with children at any time; the only exception is a child may be left alone with their parent or guardian.</p>
<p><b>Transportation</b></p>	<p>WHSD does not provide transportation to and from Warrenton Prep.</p>

<p><b>Tuition and Fees</b></p>	<p>Cost is \$23.50 per day (breakfast, snack and lunch included) for all ages. Total annual cost of the program is billed in nine equal monthly payments, beginning September 2017. No reduction in cost when child is absent.</p> <p><b>Payment:</b> Payment may be placed in the classroom payment drop or delivered to the district office. Please make checks payable to WHSD. Past due accounts will be contacted by district administration. If payment cannot be arranged, services may be immediately terminated.</p> <p><b>Late Pick-Up Fees:</b> Due to limited space in our after-school program, children must be picked up on time. After 12:35/1:35, a \$5 fee will be assessed for each 10-minute period until the child is picked up.</p> <p><b>Insufficient Fund Fees:</b> There will be a \$25 fee should the bank not honor your personal check.</p>
<p><b>Visiting School</b></p>	<p><b>Parent/Guardian Visitors</b> All visitors must check in at the school office when entering the building, pick up a visitor badge, and sign in. Parents/guardians are welcome in all of our schools and are encouraged to visit their child’s classroom. It is helpful if parent/guardians inform teachers in advance for teachers to plan for the visit.</p> <p><b>Children</b> Children not enrolled in our schools may not visit our classrooms.</p> <p><b>Non-Custodial Parent/guardian</b> If there are court ordered restrictions on student contact with a non-custodial parent/guardian, custodial parent/guardians are responsible for providing the school office with copies of the current court documents.</p> <p><b>Background Checks</b> All volunteers and field trip chaperones will be required to be cleared by a background check. Volunteers may work with children only when the background check is complete. Forms may be picked up at Warrenton Prep, District Office or the WGS office.</p>
<p><b>Withdrawal</b></p>	<p>If you wish to withdraw your child from the program, a two-week written notice is required. If you fail to follow these procedures, you are liable for any fees due on your child’s account.</p>