

*Sioux County Schools*  
*Preschool Handbook*  
*2017-2018*



## Table of Contents

Mission Statement, Philosophy and Goals	2
Statement of Nondiscrimination	2
Section 504	3
FERPA	3
Eligibility	3
Attendance	3
Chain of Command	3
Communication	3
Custody	3
Dispensing Medication Policy	4
Dress Code	4
Electronic Equipment	4
Field Trips	4
Fire Drills	4
Health Concerns	5
Immunization	5
Insurance	5
Snack	5
Parent Teacher Conferences	5
Progress Reports	5
School Hours	5
Supervision	6
Picking-up Children from School	6
Student Records	6
Title IX	6
Transportation to Activities	6
Visitors	6
Weapons	7

# **STUDENT/PARENT HANDBOOK**

## **Sioux County Preschool**

### **2017-2018 School Year**

The following handbook is based on policy adopted by the Sioux County School Board of Education. It is a guide for students and parents for references to school board policies and procedures.

#### **Mission Statement**

Sioux County Schools is committed to provide an up-to-date innovative learning center for each student with the purpose to develop capable citizens, and each individual into a life-long learner.

#### **Philosophy**

The Board of Education, administrator, teachers and staff believe in the dignity and worth of every individual and we are committed to the continuous development of the school to assure each student will grow into a self-sufficient citizen as his or her individual capabilities will permit.

#### **Goal**

We shall strive to:

1. Develop every student's sense of self-worth to the point where he/she can function in society effectively, comfortably and in his or her own interest.
2. Provide a free and continuing education suitable to the individual needs, capabilities and interests of our students so that they become literate, effective and independent citizens and to make every educational experience learner-centered and success-oriented.
3. Arrange curriculum so the love of liberty, justice, democracy and America will be instilled in the heart and mind of each of our students.
4. Provide instruction that places special emphasis on honesty, morality, courtesy, obedience to law, respect for the national flag, the Constitution of the United States, the Constitution of the State of Nebraska, respect for parents and home, teachers, the dignity and necessity of honest labor, and other lessons of a staying influence which tend to promote and develop an upright and desirable citizenry.
5. Provide for adequate financing of our schools to help assure quality education and systematically account for the resources expended and the results achieved.
6. Be aware of educational trends and needs in our society, carefully consider innovative ideas that may be beneficial to our school, and develop those experiences that appear most meaningful.

#### **Statement of Nondiscrimination**

Sioux County Schools do not discriminate on the basis of race, color, national origin, sex, religion or handicap in admission or access to, or treatment, or employment of its programs or activities.

### **Section 504 of the Rehabilitation Act of 1973**

Section 504 is a Federal Civil Rights Rehabilitation Act, which prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:  
has a mental or physical impairment which substantially limits one or more major life activities.

### **Federal Education Rights and Privacy Act (FERPA)**

FERPA specifies rights related to educational records. This Act gives the parent or guardian the right to: (1) inspect and review his/her child's educational records; (2) make copies of these records; (3) receive a list of individuals having access to those records; (4) ask for explanation of any items in the records; (5) ask for an amendment to any part of the record on the grounds that it is inaccurate, misleading, or violates the child's rights; and (6) a hearing on the issue if the school refuses to make the amendment.

### **Eligibility**

Sioux County Schools offers a voluntary preschool program designed for students that will be entering kindergarten the following year. To be eligible for the preschool program, your child should be 4-years-old by July 31st of that school year.

### **Absenteeism -- Attendance**

Preschool is a voluntary program so regular attendance is encouraged so that your child may receive full benefit from the program. If your child is going to be absent, please send a note in advance or call your child's school by 8:00 a.m. on the date of the absence.

### **Chain of Command**

A chain of command should be followed when a parent(s)/guardian has a concern regarding a teacher and/or incident. (1) The parent/guardian should contact the teacher to determine if the concern can be resolved in this manner. (2) If step one does not solve the differences, a conference between the principal, parent, and teacher should be held. (3) If step two does not solve the problem the parent(s) should contact the District Superintendent. If the District Superintendent is also the principal the parents may proceed to step four if they feel that their concern has not been properly addressed. (4) An informal or formal meeting with the board may be scheduled to consider the concern.

### **Communication**

If school is dismissed early the students, teacher, or secretary will notify the parents to pick up their student(s). If school is canceled for inclement weather or other reason the student's teacher will contact the parents the night before or at least one hour before the scheduled start of school.

### **Custody**

The non-custodial parent will not be allowed contact (personal, telephone, email, postal mail, etc.) at the school building or on any school activity. If there is a question concerning the rights of a parent or a relative, the school must have a written consent form from the parent/guardian with legal custody certifying that the person in question has a legal right to see the child. A student WILL NOT be released to an unidentified person.

### **Dispensing Medication Policy**

On November 15, 1999, the school board approved the Dispensing Medication Policy. The reason for this policy is to meet the State mandate for dispensing medication to students. If you have more than one student in the same school, put all names on one physician and parents' request form.

The accompanying are the required forms that need to be filled out by the parent and physician. The **parent form** is titled "**Caretaker Authorization For Administration Of Prescription Medication To Students**" and the **physician form** is titled "**Provision Of Medication To Students, Physician's Request For Administration Of Prescription Medication By School Personnel**".

No school personnel will distribute medications to a student without written permission of parents or guardian.

### **Dress Code**

School dress should be appropriate for school and for the activity. Comfortable play clothes and sneakers are recommended. Be sure your child is dressed for existing weather conditions. Include a hat and gloves on cold days. Include boots and a pair of dry socks when there is snow on the ground. Hats and caps are not to be worn in the school building. Shoes are to be worn in the school building and grounds at all times.

### **Electronic Equipment**

Sioux County students may not be in the possession of any type of cell phone inside any Sioux County School, while on any property owned, used, or leased by the Sioux County School District, or while attending or participating in any activity involving any Sioux County School. If a student must have a cell phone to contact their parents while participating in an activity or on a field trip sponsored by the Sioux County School District, the student may give the cell phone to the sponsor and use the cell phone under strict supervision by the sponsor. If a student desires to take a cell phone to an activity or on a field trip they must first have permission given to the sponsor by the building principal. At no time may a student use any type of electronic devices during the school day.

### **Field Trips**

A properly planned field trip can supplement classroom learning. Most students will have the opportunity to participate in one or more field trips each year. Parents must return the permission slips before the student is allowed to go on the field trip. District transportation will be used when available. Drivers of the vehicles transporting students must carry sufficient insurance to cover all claims that may result due to an accident. A seat belt or booster seat, properly utilized, must be available for each child being transported. Only Sioux County students, staff, and adult supervisors are allowed to be transported in school vehicles when students are transported to school, an activity, or field trip.

### **Fire Drills**

A fire drill will be held monthly. It is necessary when the fire alarm sounds, students are to exit quickly and silently according to your teacher. Students are to walk to the area designated by their respective teachers.

### **Health Concerns**

The staff does not expect students who are ill to be in school. If a student has a fever, he/she should NOT be in school. If a student is ill, a parent/guardian should call the school by 8:00 a.m. to notify the staff of the pending absence of the student. If a student needs to leave school for a dental or medical appointment, either the parent/guardian must pick the student up, or a note from the parent/guardian needs to be sent to the school explaining the reason for the student's departure.

A medical release form needs to be completed to administer a prescription drug. Nonprescription medication will be given only if the school has signed permission. Children with any communicable diseases will not be allowed in school.

### **Immunization**

NSL-219 stipulates all parents/guardians must provide for their respective children the evidence necessary to prove that the required examination or immunization has been completed prior to the enrollment in school. NSL-221 states the two exceptions to the immunization requirement.

(1) A statement signed by a physician, a physician assistant, or an advanced practice registered nurse stating that, in the health care provider's opinion, the immunizations required would be injurious to the health and well-being of the student or any member of the student's family or household; or

(2) An affidavit signed by the student or, if he or she is a minor, by a legally authorized representative of the student, stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that immunization conflicts with the personal and sincerely followed religious beliefs of the students.

### **Insurance**

Students are given the opportunity to purchase insurance through the school if they wish to do so. Insurance information is sent home at the beginning of the school year.

### **Snack**

Snacks that meet the USDA Child Nutrition Program guidelines will be provided each day. Parents may bring treats for special occasions such as birthdays.

### **Parent-Teacher Conferences**

Parent-teacher conferences will be held after the first and third quarters. Teachers will contact parents as to the dates and times of these conferences. The dates are listed on the school calendar. Two home visits will be scheduled during the year.

### **Progress Reports**

Your child's development will be monitored through the use of observation, checklists, and portfolios. Progress reports will be given or sent to parents three times a year.

### **School Hours**

Students should not arrive more than 15 minutes prior to the start of the school day. Normal school hours are from 8:00 a.m. to 12:00 p.m. on Monday, Wednesday, and Thursday during the

first semester. School hours during second semester are from 8:00 a.m. to 12:00 p.m. on Monday, Tuesday, Wednesday, and Thursday during the second semester.

### **Supervision**

The school day is from 8:00 a.m. to 12:00 p.m. Students will be allowed in the school building at 7:45 a.m. and must proceed to their classroom. Students are requested to leave the school grounds at 12:00 p.m. and will no longer be under district supervision.

### **Picking-up Child from School**

Parents must complete a Child's Day Care/Parent Consent Form to inform the teacher of who has permission to pick-up your child from school. The form also informs the staff who we should contact if your child becomes ill at school and you cannot be notified. It is the parent's responsibility to up-date the form as needed. Children will be not be released to people not listed on the form.

### **Student Records**

Federal Regulations require the school to inform parents of our intent to comply with Public Law 90-247. This law establishes the right of parents and students concerning the privacy of student records and access to those records. The afore-mentioned law requires a Directory Information section. The Directory Information for the school could include the student's name, address, date and place of birth, participation in officially recognized activities and sports, the weight and height of athletic team members, and similar information. The above information will be released UNLESS the parent or student notifies the school in writing this information is not to be released.

The school will forward educational records to a school, provided a written request is received from the school requesting this information. Usually a parent/guardian will have to sign a form from the new school allowing this information to be forwarded. Parents/guardians may inspect certain student records. This rule does not apply to records made and kept by one person, such as a psychologist or social worker that is not shared with anyone. Only students, parents, teachers, counselors, and administrators will be privileged to view or gain knowledge of students' tests scores or grades.

### **Title IX**

Students, parents, and employees of the District are hereby notified this school does not discriminate on the basis of sex and is required by Title IX not to discriminate on the basis of sex in its educational activities and employment practices.

### **Transportation to Special Events and Activities**

Parental permission will be obtained in advance for each trip. The district will provide transportation whenever possible on a first come first serve basis. The teacher will make the riding arrangements for his/her class and students are expected to ride in their assigned rides. Parents who provide transportation will have proof of insurance liability coverage. Only students, employees, and chaperones are allowed to ride school vehicles when students are attending a school-sponsored activity.

### **Visitors**

Parents are encouraged to visit school. Short, well-planned visits provide a better understanding of a child's school experience. As a courtesy, parents should let the teacher know in advance of

the date and time of a visit. Out of district students are not to visit school unless prior arrangements have been made.

### **Weapons**

Students are to leave at home any pocketknives, metal bars, toy guns or knives and any other object or material that is generally considered to be a weapon or could be used as a weapon to cause harm. These items will be taken and when warranted they will be turned over to the local law enforcement authorities. Possession of weapons while on school district property or while attending a school district activity may lead to suspension or expulsion.

Approved by the Sioux County School Board: June 12, 2017

**SIGNATURE PAGE**

**I have read and understand the content and meaning of the Sioux County  
Preschool Handbook.**

\_\_\_\_\_ **Parent's Signature**

\_\_\_\_\_ **Date Signed**

**Please return the completed signature page to the student's teacher on or  
before Wednesday, August 23, 2017.**