

Pleasanton Public School
Pre-Kindergarten
Parent/Student Handbook
2020-2021 School Year

Section 1 - District Philosophy and Intent of Handbook:

This handbook is intended for use by students, parents, and staff as a guide to the rules, regulations, and general information about Pleasanton Public Schools and specifically the Pre-Kindergarten program. Parents are encouraged to use this handbook as a resource to assist their child in following the expectations contained within this handbook.

Although the information in this handbook is detailed and covers many topics, it is not intended to be all encompassing, and, therefore, may not cover every situation or circumstance that could arise during a given day throughout the school year. The administration reserves the right to make decisions and rule revisions at any time to carry out the educational program and to ensure the well being of each student. The administration is responsible for interpreting the rules and expectations found within this handbook. Should a situation or circumstance arise that is not specifically covered in this document, the administration will make a decision based upon applicable school district policies, and state and federal statutes, rules, and regulations.

Section 2 - Board of Education:

Diane Hand	Matt Pawloski	Lisa Nichols
Bruce Loeffelholz	Wendy Kingston	Don Klein

Section 3 - Administration:

Jeff Vetter – Superintendent	308-388-2041	jvetter@pleasantonbulldogs.org
Ricci Westland – Principal	308-388-2041	jwestland@pleasantonbulldogs.org

Section 4 – Pre-Kindergarten Teaching Staff:

Mrs. Tracy Krause – Teacher

Section 5 - District Mission Statement and Goals for Pre-Kindergarten:

District Philosophy Statement- The philosophy of education for the Pleasanton Public School is that all students shall be accepted as they are and shall be provided with a stimulating environment and be given opportunities for learning experiences, which have been designed to promote behavior patterns that will permit continuing satisfactory adjustments to life.

Pleasanton Public School believe that it is critical that children are provided with a stimulating environment in which to learn. The Pre-Kindergarten program strives to aid in physical, social, emotional, and cognitive development as well as provide hands-on- approach to learning. The curriculum is developmentally age-appropriate and is designed to prepare children for Kindergarten. Our Pre-Kindergarten classroom will provide a safe learning environment where parents are encouraged to be actively involved in their child's education.

Section 6 – Curriculum Objectives:

The Pre-Kindergarten program strives to guide children to achieve physical, social/emotional and academic (cognitive) success by engaging students in developmentally appropriate learning activities for each child based on their individual learning abilities. Students will achieve success via curriculum thru age- appropriate materials, hands-on activities, experiments, and play. The curriculum is designed to prepare students to transition into Kindergarten.

Section 7- Complaint Procedure:

The proper producer for a parent or student to raise a concern or initiate complains about school staff, school programs or activities is set forth in Board Policy. The Board of Education desires to rectify any misunderstandings between members of the public and the District by direct, informal discussions among interested parties.

Section 8-Pre-Kindergarten Admission Requirements:

All children accepted for enrollment in the Pleasanton Public School Pre-Kindergarten Program must meet Nebraska Department of Education Early Childhood requirements. Currently the program is for children 4-5 year olds.

8.1 Age: A student shall not be 5 years of age on or before July 31 of the calendar year in which the child is seeking admission. For the 2020-2021 school year the child must be 4 by July 31st to be accepted into the Pre-Kindergarten program.

8.2 Capacity: The maximum number of students allowed to be enrolled in the Pre-Kindergarten program is 20. If there is a number of 10 plus students a Para-professional will assist lead teacher within the classroom.

8.3 Priority of Acceptance: Acceptance into the program will follow the following order: (1) first, to students with whom reside in the district and children of staff who reside outside of the district with priority given to those who filed earliest application beginning March 1. Resident students lose priority after March 30th of the current school year prior to the calendar school year in which the students are applying for admission. (2) second, after March 30th, priority will be given to siblings of option students with priority to those who have the earliest filed

application. These students will lose priority after April 15th of the current school year prior to the calendar school year in which the students are applying for admission. (3) third, after April 15th, priority will be given to students who have the earliest filed application regardless of residency.

Section 9 – Registration/ Student Information:

Parents/legal guardians are required to complete a registration form done online for each child wished to be enrolled into Pleasanton Public Pre-Kindergarten program (starting March 1st). This information is used to update school records and for census purposes. Any change of information during the school year such as address, telephone number, emergency contact information, should be promptly reported to the school. Each student will be registered and entered into the School Information System (SIS).

The school will be responsible for maintaining privacy for all student records since they are considered confidential. Parents and students have the right to review personal records and may challenge any portion of the record file. No information about a student will be sent to any individual or outside agency without the informed written consent of the parent/guardian.

School activities may require publishing information in programs such as names or grade level or participating students.

Section 10 – Birth Certificate:

State law provides that a certified copy of a birth certificate be presented upon enrollment of a student in school. Parents who do not have a birth certificate for their child may obtain this document from the Bureau of Vital Statistics from the state in which the child was born. In Nebraska, an application for birth certificates may be obtained from the Nebraska Department of Health and Human Services website under vital records. There is a fee for each birth certificate requested. The document parents receive at the hospital is not a certified copy of the birth certificate. The certified copy has a raised seal to identify it as an official state document.

Section 11 - immunizations:

Students are required to be immunized against diphtheria, hepatitis B, measles, mumps, pertussis, poliomyelitis, rubella, tetanus and varicella prior to enrollment. Any student not in compliance with immunization requirements shall not be permitted to continue in school. Exceptions shall be granted for: (1) medical/health reasons substantiated by a signed statement from a physician; or (2) religious beliefs substantiated by a signed, notarized affidavit from the student or the students parent/legal guardian, if the student is a minor. Students may be provisionally enrolled in a Nebraska school if they have begun the required immunizations and continue to receive the necessary immunizations as rapidly as is medically feasible.

Section 12 – Fees:

Pleasanton Public Preschool has a monthly tuition of \$200.00 a month. Tuition is to be paid the first of each month in full. Payment should be made to Pleasanton Public Schools and dropped off at the office or given to the classroom teacher.

The following fee structure shall be used:

1. Students who qualify for free meals based on Federal guidelines will be charged no fee.
2. Students who qualify for reduced meals based on Federal guidelines will be charged \$100.00 per month plus additional resources that may be required.
3. Students who do not qualify for free or reduced meals based on Federal guidelines will be charged \$200.00 per month plus any additional resources that may be required.

Sections 13 – Student Records Disclosure:

Any student in any public school or his/her parents, guardians, teachers, counselors, or school administrators shall have access to files or records maintained on such student, including the right to inspect, review, and obtain copies of such files or records.

Section 14 – Publishing of Student Pictures:

School activities sometimes result in the publication of pictures of students participating in their learning. For example, local media and school publications may include photographs of students and teachers engaged in the educational process. Parents may refuse to have pictures released or published upon notification to the administration.

Section 15 – School Day Schedule/Attendance:

Pleasanton Public Pre-Kindergarten will begin at 8:10 a.m. and end at approximately 3:32 p.m. Monday through Thursday, and 8:10 a.m. to 2:45 p.m. on Friday. In case of an emergency that a child cannot be picked up at the designated time, please contact the school to inform us of the situation.

Section 16 – Severe Weather and School Cancellations:

The Superintendent of schools is authorized by the Board of Education to close school in the event of severe weather. Radio and television stations will be utilized to announce cancellations. Media outlets include: KRVN AM 880; KRVN FM 93, NTV Network, KOLN-KGIN TV, Y 102 FM, KHAS TV. You will also be contacted via telephone using the One Call System.

School will be held whenever possible. Parents are urged to use their own judgment and discretion in sending their children to pre-kindergarten. Parents should notify the school office when picking up a child prior to the time of regular dismissal.

In the event that there is a late start for Pleasanton Public Schools, Pre-Kindergarten will start at the designated time given in the announcements.

Section 17 – Field Trips:

The Pre-Kindergarten class may take educational field trips during the school year under the teacher's supervision. Parents/Guardians may be asked to assist with fields trips. Notification will be given to parents/guardians prior to any field trip that include their child. Parents/guardians will have to sign a permission slip allowing their child to attend the field trip.

Section 18 – Entering and Leaving the Building:

Students are expected to arrive on time for the start of each daily session. If students arrive before 8:00 a.m. they are to wait in the lunch room with their peers while under the supervision of Para-professionals. Please use the east entrance of the school located by the playground to drop children off (do not park in the gravel area by the playground). When picking up a child the parent/guardian or any individual approved to pick up a child must check in with the office.

Section 19 – Parking:

Parking during school hours is located in the round about as well as street parking. During school hours it is not permitted to park in the gravel between the playground and building due to the children's safety.

Section 20 – Visitors:

Parents, guardians, and any other relative (approved by parent and teacher) are encouraged to participate in the Pre-Kindergarten program by volunteering and visiting throughout the school year. This is an opportunity to become involved in your child's learning. Due to the school's safety plan, please contact your teacher and set up a date and time to plan a visit. Each visitor is required to check into the office and obtain a visitor's pass before visiting the classroom.

Section 21 – Smoke Free Environment:

Pleasanton Public School maintains a smoke free environment. No smoking is allowed on school property.

Section 22 – Drug Free School:

Policies and procedures of Pleasanton Public Schools are written to ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to the effects of harmful substances.

Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction, a parent objects to the participation of their child in such programs and activities, the parent may notify the school of such objection in writing. Upon the receipt of such written notice, the student will be withdrawn from the program or activity.

Section 23 – Lost and Found:

Students who find something that does not belong to them should give the item to a staff member so that it may be returned to the rightful owner. If personal property becomes lost at school, students should report the loss to school staff.

Section 24 - Accidents:

Any accident that happens in a school building, on school grounds or at a school sponsored event should be reported immediately to a member of the school staff or administration.

Section 25 – Insurance:

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. Parents may provide their own insurance to cover a student if they wish to do so. The school does not sponsor an insurance program. The Pleasanton Public Schools are not liable for injuries to students, nor can they pay the medical costs for accidents that occur on school premises, at school sponsored events or on the way to and from school.

Section 26 – Withdrawal and Transfer:

The procedure for withdrawal or transfer of a student is as follows:

1. Parent should notify the teacher at least two weeks prior to withdrawal or transfer.
2. Return all materials that belong to the school.
3. Pay any fees that may be due for Pre-Kindergarten tuition, lost items of school property or other charges associated with the student.

Section 27 – Parent Teacher Conferences:

Parents are welcome to discuss their child's progress with teachers at any time through out the year. Parent – teacher conferences are held once each semester and parents/legal guardians are strongly encouraged to attend.

Section 28 – Student Illness/Communicable Diseases:

School personnel will notify parents when a student needs to be sent home from school due to illness or a contractible disease. Children showing definite signs of illness should be kept at home. A child who has a fever (100.0 and above) should be kept at home until the child is fever free for 24 hours without fever reducing medication. In the event a child becomes ill during school hours, the school will contact parents by telephone if possible. Parents who are away from home during the school hours should provide the school with telephone numbers where they can be contacted if necessary. Please provide emergency contact telephone information to the school at the time of student enrollment. Please know that if the school is unable to contact parents, the school will contact the child's emergency contact person.

Parent cooperation to assist in the prevention and control of communicable disease is appreciated. A child with a communicable disease at the stage where it may be contagious to others should not be in

school. Signs and symptoms that may warrant keeping a child home from school include: fever, flushed face, soar throat, red, watery eyes, nasal discharge, cough, sneezing, headache, earache, nausea, vomiting, rash, or pain anywhere in the body. If any of these conditions are observed, it is recommended that the child be kept at home. Keeping the child at home protects his/her welfare and helps prevent the spread of contagious illness.

Section 29 – Administering/Storing Medication:

When a physician has prescribed medication for a child that is to be take during the school day, the prescription should be brought to the school office in the original container with the label from the pharmacy intact. The medication will be stored in a locked location in the nurse’s office and will be given to the student as stated by the physicians note. A permission form to administer the medication should accompany the prescription. The form must be signed by a parent/guardian and should clearly state when the medication is to be take and the correct dosage to be administered. If a child is taking throat lozenges or other non-prescription medication, a signed form granting permission to administer the medication is required.

Section 30 - Health Screening:

Students in Pleasanton Public Schools will be given a screening exam of their vision, hearing, teeth, height, weights and blood pressure through the school nurse. A referral note will be sent home with any child who appears to need further evaluation as a result of the health screening. A referral serves as notice to parents that a problem may exist, and that further evaluation by a physician or other health professional may be warranted. Student’s health information is confidential and shall be utilized by school personnel only.

Section 31 – Emergency Health/Allergic Reaction:

An Epi-Pen Jr. (epinephrine) injection is available in each building to be administered in case of a life threatening asthma attack or a severe allergic reaction (anaphylaxis) caused by food, an insect bite, or some other situation. School personnel who are CPR trained have been taught to recognize these symptoms and to administer the Epi-Pen. If such an event occurs, a parent will be notified and the student may be transported to the hospital emergency room.

** It is important that parents notify the school nurse and teacher if their child has asthma or known allergies.

Section 32 – Health Information Consent:

Upon enrollment of a child in school, parents are asked to sign a consent form granting permission for Pleasanton Public School to personnel to seek medical help for the child in the event of an emergency, accident or injury.

Section 33 – Suspension of Students:

The Board of Education hereby establishes the provisions of Sections 79-254 to 79-296 of the Nebraska statutes as it rules and standards of student conduct and hereby authorizes emergency exclusions, short-term or long-term suspension from school, expulsion, or mandatory reassignment of any student

for conduct prohibited by the Board of Education's rules and standards established pursuant to Section 79-254 to 79-296.

The Board of Education delegates to the Superintendent - - through the principals and staff of the schools in the district - - the establishing of such rules and standards of student conduct, which are reasonably necessary to in conflict with the established Board of Education policy or Nebraska statutes.

We reserve the right to drop a child from the program for any of the following circumstances:

- Lack of cooperation from parent(s)
- Lack of payment
- Child's inability to adjust
- Absent more than two days without notification
- Other children's safety
- Child becomes a one on one staffing

This is not an inclusive list and a child may be dismissed due to other circumstances.

2 – Suspension and Dismissal... rarely, but once in awhile, if a child's behavior is out-of-control, we will contact a parent to pick up the child and keep them out of our program for the rest of the day. This would be if they are hurting themselves or others, or our property. We do not use physical holds within the Pre-Kindergarten Program. Again, we reserve the right to dismiss any child from our program that threatens the safety and well-being of the other children or to our staff.

Section 34 – Due Process:

The Board intends to assure the protection of all students' constitutional right to due process and fundamental fairness within the contexts of an orderly and effective educational process. Any sanctions of student behaviors shall be interpreted at all times in the light of the principles of free speech and assembly protected under the Constitution of the State of Nebraska and of the Constitution of the United States of America and in recognition of the right of every student to public education.

Section 35 – Dress Code:

Children should come to school dressed in practical, comfortable clothing. Children must be toilet trained in order to attend school and therefore, should be dressed in clothing that enables them to use the restroom independently and without assistance.

Dress, grooming and personal conduct have a strong influence on how others react to an individual. Dress and grooming should be neat and clean. If a style demonstrates that it is disruptive to the educational process, constitutes a threat to the health, safety or welfare of the child or others, or is in violation of a statute, it will not be permitted in school. Clothing that advertises alcohol, drugs, shows disrespect, or promotes violence, i.e., gang membership or profession wrestling, is not acceptable school attire. Shorts may be worn in appropriate weather. Within these guidelines, the decision regarding dress and grooming is left to the good judgment and discretion of the child and his/her parents.

Section 36 – Citizenship:

Good conduct is the responsibility of each student. Students are expected to conduct themselves in a manner that demonstrates good citizenship. Students are encouraged to resolve their own conflicts. Students who are unable to resolve a conflict should consult with a teacher or administrator.

Section 37 – Suspecting Child Abuse/Neglect:

1. If you suspect a child is being abused or neglected, please go talk to the lead teacher (Tracy Krause) or administration right away. There are several things the lead teacher or administration need to know and find out before further action is taken.

*It is your right to call the hotline about any child abuse/neglect that you might suspect. The choice is yours to remain anonymous or give your name.

2. We are required by law to immediately file a report with the Child Abuse-Neglect Hotline (1-800-652-1999) and/or an appropriate law enforcement agency if we have reason to believe child abuse, neglect, or sexual abuse may be occurring in the child's home or anywhere else.

Section 38 – Verification of Individuals:

1. Staff will ask for a photo ID if they are not familiar with a new person picking up a child.
2. Provide a list of names of people that you as the parent/legal guardian will allow to pick up your child from the Pre-Kindergarten program. Teachers will ask to see their ID until staff members are familiar with the person on the pick up list.
3. The children will be released only to parents and or adults for whom the program has written authorization records, which are included in the child's enrollment forms and is update every year. If the names should ever change, it is the parents/legal guardians' responsibility to inform the director of such change.

Section 39 – Disaster Preparedness Plan:

1. Fire Drills are conducted monthly throughout the school. Tornado drills are conducted four times a year between March and September. If relocation is necessary (off school grounds), due to a man made or natural disaster, we will relocate to the church parking lot down from the school. If students need to relocate within the school, they will go to the weight room. Parent contact information will be with staff. Reunification in the event of an emergency will occur at the school office if applicable, if not it will be in a safe location in which parents will be notified where to meet. Parents will be contacted immediately in the event of an emergency. Children with special needs will be accompanied by a staff member until reunification with a parent or guardian.
2. Please keep the lead teacher and office updated of changes in your business and home address as well a phone numbers so you can easily be located. If other listed contact people cannot be reached, we will call the physician specified by you the parent on the health record form. In case of serious emergency, the closet hospital will be used via ambulance service. IT IS IMPORTANT THAT YOU INFORM STAFF OF ANY MEDICAL CONDITIONS YOUR CHID HAS. THIS WILL ASSIST US IN BEING BETTER PREPARED TO HANDLE ANY EMERGENCIES THAT MAY ARISE.

Section 40 – Handbook Receipt:

**Receipt of the 2020-2021 Pre-Kindergarten
Parent/Student Handbook of Pleasanton Public School**

This signed receipt acknowledges receipt of the 2020-2021 Pre-Kindergarten Parent-Student Handbook of Pleasanton Public School. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District’s policies of non-discrimination and equality, and that specific complaint and grievance procedures exist in the handbook that should be used to responding to harassment or discrimination.

Drug-Free Schools Statement: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING PLEASANTON PUBLIC SCHOOL HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

Date: _____

Date: _____

Student’s Signature

Parent or Legal Guardian’s Signature