



**Kleptz Early Learning  
Center  
2019-2020  
Parent and Student  
Handbook**



## **KLEPTZ EARLY LEARNING CENTER**

Parent and Student Handbook  
2019-2020

### **Mission Statement**

In January of 2013 Northmont City Schools formed a new strategic planning committee comprised of parents, community members, certified and classified staff members, administrators, and students. This group developed the following mission and vision statements, which express the beliefs, parameters and objectives we adhere to in working with our students and parents.

The mission of Northmont City Schools is to provide students an exceptional education with diverse opportunities so they maximize their potential and are productive, responsible citizens.

### **Vision Statement**

Northmont City Schools will be a model district that provides the highest standard of excellence in education through our vision:

Varying opportunities for student and employee growth

Inspiring students to be creative, self-directed, critical thinkers through innovative, differentiated instruction and program choices

Supporting and serving our ever-changing student culture

Integrating parent and community partnerships throughout the district

Ongoing development of state-of-the-art facilities

Northmont students will be college and/or career ready

## **Kleptz Early Learning Center Mission Statement**

In addition to the Northmont City School District's mission statement, Kleptz Early Learning Center has developed a mission statement to further provide an excellent learning opportunity for all students.

We are Kleptz Kids Every Day!  
We Care, We Share, We try our best!  
We Learn, We Laugh, and all the rest!

## **Northmont Policies and Procedures**

This student handbook is meant to clarify certain Northmont City School's policies and procedures. In addition, there are guidelines and rules stated in this handbook that enable the staff of the Kleptz Early Learning Center to achieve our goal of providing each student with an excellent learning environment. All policies may be found on our Northmont Website at [www.northmontcityschools.net](http://www.northmontcityschools.net). Please contact Dr. Beth Wyandt, principal, at 832-6750 if you have any questions.

## **Smoke-Free Environment**

Northmont City School District has adopted a NO SMOKING policy (Smoke-Free Environment) for all buildings and related property. Please be aware that when you are on the property before and after school you are still within the NO SMOKING areas. This policy is for the health and safety of all students and building personnel. Thank you for helping us keep our building a Smoke-free Environment for everyone.

## **Office Personnel**

Dr. Beth Wyandt, Principal  
Mrs. Noelle Leingang, Assistant Principal/Preschool Director  
Mrs. Paula Eifert, School Secretary  
Mrs. Martha Orndorff, Assistant School Secretary  
Dr. Charles Catania, Special Education Supervisor  
Miss Allie Hundley, School Psychologist  
Miss Catelyn Waltemire, School Psychologist  
Mrs. Nikki Timmerman, Guidance Counselor  
Mrs. Jo Ewry, Preschool Records Manager

We can be reached by calling the school office at 832-6750 between the hours of 8:30 A.M. and 4:10 P.M.

## **Goals**

KELC Goals -

By the end of the 2019-20 school year, our KELC kindergarten and first grade students will show growth in reading by increasing their F & P reading level by a total grade average of 9 months.

By the end of the 2019-20 school year, our KELC Preschool, Kindergarten and first grade students will increase their critical thinking, problem solving and team collaboration skills by participating in 2 PBL experiences.

## **School Hours**

**9:00 to 9:20 Student Arrival Time**

**9:10 First Bell**

**9:20 Class Begins/Tardy Bell**

**3:45 to 3:55 Staggered Dismissal**

Parents should help their child plan a departure time for school to allow students to arrive at school on time. The first bell rings at 9:10 A.M. The tardy bell rings at 9:20 A.M. Due to safety concerns for our students, those students who arrive prior to 9:00 A.M. will be placed in the YMCA Latchkey program. Parents will be charged for this service.

School dismisses between 3:45 P.M. and 3:55 P.M. No student will be kept after school without the parent first being notified. Parents should inform the school of other arrangements by calling the school office. If a daycare center or babysitter is used, we must have this information on the enrollment card in the case of an emergency.

Students not picked up by 4:00 P.M. will be placed in the YMCA latchkey program until parents arrive. Parents will be charged for this service.

Middle and Senior High School students are not permitted on elementary school grounds during school hours. This includes arrival and dismissal times.

Students of all ages may not use the playground area until after latchkey ends at 6:00 P.M. This is to ensure the safety of all students in our care after school.

## Arrival Procedures

Parents who are driving their children to school are to follow the drop-off procedure for all Kleptz Early Learning Center (KELC) students. A special lane has been designated for students to be dropped off in front of the school. We want our students to arrive safely at school. All parents will receive a color-coded card to be placed on their dashboard. This card will be used to identify grade level students to facilitate a smooth transition from car to the school building.

In order to facilitate a safe and effective drop off procedure, the following guidelines will be used:

1. Parents/drivers will enter the KELC lot from the National Road entrance.
2. Enter the right hand drop-off lane next to the sidewalk.
3. At 9:00 AM, staff will be outside to assist students at arrival. Students should not arrive before 9:00 AM.
4. Students in the drop-off lane may then exit their cars on the curbside and walk on the sidewalk towards the building.
5. Once the child exits the car, parents/driver should pull forward as soon as possible and exit the parking lot in order to allow other parents/drivers to pull forward to keep the drop off process moving smoothly
6. If you, as a parent, need to come into the KELC office, please pull into the parking lot and park in a designated space. You will need to walk your child to the office using the marked crosswalk.
7. The tardy bell rings at 9:20 AM. Any student arriving after 9:20 AM needs to report to the office. The parent will need to park in the parking lot. **Please do not park in the drop-off lane.** The student needs to be accompanied by a parent to the office. The student will be given a tardy slip and escorted to their classroom.

## Dismissal Procedures

Parents who are picking up their children from school are to follow the pick-up procedure for all KELC students. A special lane has been designed and designated for students to be picked up in front of the school. All parents will receive a color-coded card to be placed on their dashboard. This card will be used to identify grade level students to facilitate a smooth transition from the school building to their car. Green/Yellow hallways will be dismissed at 3:45 pm. Blue/Orange Hallways will be dismissed at 3:55 pm.

In order to facilitate a safe and effective pick-up at dismissal time, the following guidelines will be used:

1. Students will remain in their classroom/hallway groups supervised by a member of the staff.
2. Parents/drivers will enter the right hand pick-up lane from the National Road entrance.
3. As parents/drivers pull up to the pick-up area, staff members will assist students in locating their car.
4. Parents/drivers need to have their color-coded sign hanging from their rear-view mirror.
5. As soon as students are safely in their car, the parent/driver should exit the lane to allow for the next student to be assisted to their car.
6. If you arrive early and your child is in the Blue/Orange Hallway group, you will be asked to wait at the designated point (Orange/Blue Dismissal Sign) in the lane until the Green/Yellow hallway children are picked up.

\*\*\*It is important that the drop-off and pick-up lane is used only for the purpose of dropping off or picking up students. Parking in the lane is not allowed! To facilitate a safe and efficient system, please be ready to move to the next spot in line as soon as one is vacated.

STUDENTS ARE NEVER PERMITTED TO WALK UNACCOMPANIED FROM THE BUILDING TO THE PARKING LOT. STUDENTS ARE NEVER PERMITTED TO WALK BETWEEN CARS TO THE SCHOOL FROM THE OPPOSITE LANE.

### **Severe Weather**

We do need your help and cooperation in keeping our students and teachers safe **during times of severe thunderstorms**. **When there is a storm that is producing lightning**, our teachers will be standing under the canopy at the front of the building, the media center door and the cafeteria door (by the flagpole) to assist students in entering the school. Parents will need to follow the routine of driving in a single lane until they can reach the front of the school and drop their child off to enter the building. Please do not change lanes or attempt to go around cars. Students need to exit on the right side of the car nearest the building.

We realize that this practice will take much longer, but we want our children and our teachers to be safe. We will not count students tardy on those days that lightning prevented our teachers from being outside for car duty.

**If there is a storm with lightning at dismissal time, the procedure will change.** Parents will line-up in the single lane, but park their car in the lane and walk to the nearest entrance and pick up their child. Children will be under the canopy at the front of the building (green and blue hallways) and at the cafeteria door (yellow and orange hallways). After picking up your child, return to the car and exit using the left lane. PLEASE follow the timelines for dismissal! Green and Yellow Hallways are at 3:45 pm with Blue and Orange Hallways at 3:55 pm. If your child is in the blue and orange hallways and you arrive early, please park in the parking lot to avoid tying up traffic in front of the school.

### **Bus Transportation**

Transportation is scheduled through your InfoSnap registration or update. If your transportation plans change during the school year due to a change in child care provider, latchkey or address change, an Annual Childcare Transportation form must be filled out and turned into the Transportation Office. If an address changes, you will need to contact the KELC at 832-6750. They will forward the new information to the Transportation Office.

All information regarding bus routes, times and alternate transportation needs may be found on the Transportation link on the Northmont website. This website is updated as information becomes available. Please continue to check the website for information.

Students, who are walking to the elementary building, need to report to their catchment area elementary school no earlier than 8:50 am (Englewood, Englewood Hills, Northmoor, Northwood, and Union). Buses are scheduled to leave the elementary building at 9:00 am. Students will be supervised by school personnel at each elementary building.

Students who live outside the walking area, will be picked up on regular bus routes with the 2<sup>nd</sup> through 6<sup>th</sup> grade students. The 2<sup>nd</sup> and 6<sup>th</sup> grade students will be dropped off at their catchment elementary school. The bus will then pick up Kindergarten and 1<sup>st</sup> grade students and take them to the KELC.

When students arrive at their catchment area building, they should report to the following locations:

\*Englewood Elementary – students riding the bus to the KELC should report by the left front doors outside the building entrance. Students that are indoors will be in the gym.

\*Englewood Hills Elementary – students riding the bus to the KELC should report west of the building along the sidewalk or west hallway for indoor supervision.

\*Northmoor Elementary – students riding the bus to the KELC should enter the front doors and report to the gym. Latchkey personnel will gather the students, line them up and walk them down the primary hallway to the back parking lot to enter the buses.

\*Northwood Elementary – students riding the bus to the KELC should report to the south lobby area inside the building.

\*Union Elementary – students riding the bus to the KELC will gather at the porch area at the front of the building by the Professional Development Center. During inclement weather, they will report to the front hallway.

Students attending afternoon Latchkey will be dropped off at the elementary where they are registered. Only students attending Latchkey will be dropped off at school. All other students will be dropped off at a bus stop that is close to their home.

**Parents/caregivers must meet their child at the bus stop. Bus drivers will not release a child at the bus stop unless a parent or authorized person is there to receive the child. The child will be taken back to the Kleptz Early Learning Center and placed in the YMCA Latchkey program. The Transportation Office will notify the parents that their child is being returned to the KELC. There is a charge for Latchkey when a student is returned to school.**

### **Bus Passes**

For the safety of our students, any change in bus transportation for the day (visiting another family, latchkey changes) requires a bus pass. Parents/guardians need to contact the KELC **before 3:00 pm** to request a bus pass. **Requests received after 3:00 pm will not be honored except in the case of an emergency.**

## **Student Attendance**

Attendance at school is extremely important. New concepts and skills are introduced every day as well as practice for previously learned skills. In order for your child to gain the most from his or her educational experience, they need to have regular attendance. Any attendance issues will be dealt with through the attendance officer and building principal.

Students are able to receive an attendance award each month for perfect attendance. Perfect attendance means students are not absent or tardy to class for the entire month. Students who are tardy due to a medical appointment and have a note from the physician or dentist may qualify.

## **House Bill 410 - Absences and Truancies**

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy.

HB 410 changes the method in which school district account for student absences. Instead of partial day and full day attendance, district are required to measure student attendance by hours. The new legislation stipulates districts identify students with *excessive absences* by calculating the number of hours missed both excused and unexcused absences. Students reaching a threshold of 38 hours missed within one month or 65 hours missed within the school year will receive legal notice from the district indicating the child meets the state's definition of having excessive absences as part of the requirements of HB 410.

Furthermore, if a child accumulates unexcused absences of 30 consecutive hours, or 42 hours in a month or 72 hours missed during the school year, HB 410 defines this as habitual truancy. Once this level is reached, the child's school must hold a meeting with the parent/guardian and develop an Absence Intervention Plan. This plan will be monitored for compliance and improvement with the child's attendance and is the last step before a court referral for truancy.

We appreciate your efforts and commitment to the education of your children. We continue to value this partnership with our families and recognize some of our students have unique needs that require special consideration. We encourage you to contact the building principal and counselor in the event your child is experiencing difficulties that impact their ability to regularly attend school.

## **Absence**

It is very important that you call the school any day your child will be absent from school. The call needs to be placed by 10:00 A.M. If a call is not received, we will make every effort to determine if the child should be in attendance at school. Therefore, you will receive a call from



our office. If your child is going to be late to school due to an appointment (after 9:20 A.M.), you still need to call the school by 10:00 A.M.

### **Excused Absence**

An excused absence will be given for one of the following reasons:

1. Personal illness
2. Illness and/or emergency in the immediate family requiring presence at home
3. Death in the immediate family
4. Absence with prior administrative approval
5. Religious holidays (Please notify the office in advance.)

### **Unexcused Absence**

An unexcused absence is used for reasons other than those listed above. Students will not be permitted to make up any schoolwork missed during an unexcused absence.

### **Make-up Work for Excused Absence**

Students will be given the opportunity to make up schoolwork missed for any of the five reasons listed under excused absences. Students must make up all work within the time allotted for make-up work. The following formula will be used:

1. Number of consecutive days of absence plus one day equals the time allowed for make-up of issued work.
2. Make up work cannot be initiated until the homeroom teacher receives a note from the parent and the type of absence (excused or unexcused) is determined. Students, who are absent, are required to bring a note upon return to school explaining the reason for their absence.
3. When requesting work for an excused absence, parents should call the school office no later than 10:00 A.M. and ask for the homework to be prepared. The homework will be available after 3:50 P.M. If the call is received after 10:00 A.M., it may not be possible to have the work ready for pickup.
4. Any student upon returning to school should accept the responsibility for following grade level policies in collecting work missed during absence.

### **Tardy**

The student who is continually tardy to school because of poor planning is both cheating himself/herself and infringing upon the rights of teachers and fellow students.

1. Any student who arrives at school after the designated starting time must report to the office and receive a tardy admission slip. Please do not go directly to the classroom!

2. The guidelines for absences shall be used to make a determination as to whether a tardy will be excused or unexcused.
3. Students will be allowed to make up work missed during excused tardies.
4. The attendance officer will be notified when excessive tardies become apparent.

### **Weather Related Delays or Closures**

On days when we have extremely bad weather, Northmont City Schools may have a delayed opening or they may close schools early. Information concerning such changes in the regular schedule will be distributed in the following manner.

1. On certain days when it appears serious weather may improve, Northmont Schools may have a delayed opening for two hours. The elementary day for grades K-1 would be 11:20 A.M. until 3:50 P.M.
2. One Call Now is the phone notification system that will be used to notify all parents and students of a weather or school related situation. You will receive a call notifying you of a two-hour delay or cancellation of school for the next day.
3. In addition, weather related school closings and delays will be announced on local radio and television stations.
4. In rare instances, it has been necessary to close school early. In the event this should occur you will be notified by One Call Now our phone notification system. Radio and television stations are also contacted and the announcements will be broadcast as soon as possible.

Regardless of the conditions, a contingency plan should be established for your family so that your children will know in advance what they should do if school hours change unexpectedly. Phone lines may not be available for your child to contact you during weather related emergencies.

### **Students Leaving School Early**

For the safety of everyone, the following guidelines will govern our actions anytime a student is scheduled to leave the building before the normal dismissal time:

1. All checkouts are handled through the office.
2. No student leaves the classroom unless called from the office.
3. A note should be sent to the teacher notifying them of the early dismissal. This procedure prevents confusion for the child, teacher, and the office. The student can be prepared to leave when called to the office that the parent has arrived.
4. The person calling for the student must come into the office to sign the student out. A specific reason for early dismissal must be given to determine if the absence is excused (work may be made up) or not. The person signing out the student must be someone who

has legal custody of the child or an adult identified by the parent prior to dismissal. Adults identified on the enrollment card as an emergency name will be permitted to sign a student out with parental permission.

5. Any time a student is to leave school early with anyone other than the parent, the office must be notified in writing by the parent. Students are NEVER to leave the school or school grounds unattended without the permission of the principal and the parents.

### **Family Vacations**

The school recommends that vacations be avoided during scheduled school days. Valuable educational time is lost with the possibility of a negative impact on student grades. We strongly advise that parents avoid taking children out of school. The procedure for requesting family vacations is as follows:

1. Parents need to notify the building principal five (5) days prior to the vacation.
2. Upon approval from the principal, the teacher will share information with the parent concerning academic instruction and assignments that will be missed.
3. A parent not alerting the building principal five (5) days prior to the family vacation may not have the opportunity to receive academic related information from the child's teacher.
4. Family vacation days are not to exceed ten (10) days during the school year.
5. Vacation days, with prior notification, will be considered excused absences.
6. Parents are reminded of Progress Book, a web-based opportunity, for both parent and student to review student work and assignments.

### **Parents Visiting or Calling the School**

One of our goals at the Kleptz Early Learning Center is to provide a safe and healthy working/learning environment. Our district has installed a keyless entry system. Therefore, parents and visitors coming to the Kleptz Early Learning Center will need to use the identification system found at the front door closest to the office in order to enter the vestibule of the building. All parents and visitors must be identified and then granted access before they can come into the office area.

Please look for our sign at the front door. The sign says, "Welcome to Northmont Schools. Please press call button for assistance." Our parents and/or visitors will then be "buzzed" into the building. All visitors must then report to the office to gain a visitor pass. Any adults in the building without a visitor pass will be asked to return to the office.

Telephone messages for students cannot be taken except in the case of an emergency. With our new phone system, parents are able to leave a message for teachers and staff to be returned at a later time. Please be aware that it may take staff some time to respond to your message.

### **Student Phone Use**

Students may use the telephone only with permission. Frequently forgotten homework and permission slips do not require a call home. Parents bringing forgotten items to school should deliver them to the office. The students will be notified to pick the item up in the office.

### **Phone Notification System**

One Call Now is a specialized voice message delivery service that allows a recorded message to be sent to all parents. One Call Now uses the phone numbers you provided to the school to notify you of weather related or important school issues. For example, if there is a school closing, an achievement test to be given, or an early dismissal you will be given a call. Please listen to the entire message when you receive the call before calling the school. It will give you the required information as well as an option to “opt” out of the service.

### **School Lunch**

The Kleptz Early Learning Center operates a lunchroom that provides a complete, hot, nourishing meal at a minimal cost. Our school lunch personnel are Mrs. Tammy Wilson, Mrs. Penny Burrows, Mrs. Lisa Amspaugh, Gloria Smith and Sharon Lauckner. The system allows parents to put money into their child’s account for lunch, which is deducted every day the child eats a school lunch. Parents can limit extra items allowed to ensure a healthy lunch for their child. Deposits made by check should be made payable to Northmont City Schools. You may find information concerning the school lunch program as well as menus on the Northmont Website. Go to Departments and click on the Food Service link.

The cost of the school lunch, for the 2019-2020 school year is \$2.70. Reduced lunch is \$.40. Each lunch comes with a basic menu plus milk. Students will have the option of three different lunches each day: regular, weekly special and salad. If students have a milk allergy, a note from your family physician is required. Food service has options depending on the physician’s recommendations.

Soda (pop) is not permitted as a drink during school hours.

The Kleptz Early Learning Center uses a finger scanning identification system for our students to use in the food service line. Instead of punching in numbers or carrying identification cards, students will be able to scan their fingerprint to access their lunch account. At no time will the fingerprint image be stored. If you choose to opt out of this program, please call our office at 832-6750.

Students do not need to purchase lunch through the cafeteria. A student may bring their own lunch to school. They will be required to eat in the lunchroom. No food is to be removed from the lunchroom except that which is left in a lunch box to return home.

### **Breakfast**

The Kleptz Early Learning Center also offers breakfast every morning school is in session. Students in the YMCA Latchkey will have the opportunity to purchase breakfast through their school lunch account. The cost of breakfast is \$1.65. Reduced breakfast price is \$.30. Students on free or reduced lunch will be served breakfast using the same guidelines. Students coming for breakfast that do not participate in our latchkey program will be served at 8:45. Please do not arrive before that time. If your child arrives before 8:45, he or she will be placed in latchkey and charged for the service.

### **Visits to the School Nurse**

The school nurse will be at the Kleptz Early Learning Center on a daily basis to provide health services. Our school nurse is Mrs. Amy Phelps. The nurse will conduct hearing, vision, and other health checks deemed necessary for the good health of our students. The nurse also serves as a consultant to administrators, parents, children, and teachers in regard to health needs. In case of an accident or illness at home, please do not send the child to school and expect the school nurse to diagnose this illness or accident. This responsibility lies with your family doctor. Parents of a child with serious injuries or illness at school will be notified immediately. If a parent cannot be reached, the alternate person listed on the child's medical emergency form will be called. Please be sure to list an alternate person and phone number on this form.

A child that is returning from an illness or injury that requires special considerations such as indoor recess or being excused from Physical Education will need a doctor's note. If you have any questions, please contact our school nurse, Mrs. Phelps, at 832-5109.

### **Medications**

If it is necessary for a student to take prescription medication at school, we must have a signed statement from the doctor indicating the dosage, time, and length of time the child is to receive the medication. Parent signature with phone numbers where you can be reached is required. The medication must be supplied in the bottle from the pharmacy including the same information as above.

Over-the-counter medications no longer require a physician's statement. Each district school building will maintain a supply of the following medications (acetaminophen, ibuprofen, and an antacid). By completing the Administration of Over-the-Counter Medicine School Form, parents can approve the school nurse or designated non-medical school personnel to provide their

son/daughter with the listed medication. Students requiring over-the-counter in different dosages than maintained at school or over-the-counter medications not kept at school, must provide those medications to the school nurse and complete the proper form for their administration at school.

### **Pediculosis (lice)**

It is the position of the Northmont City School District that the management of pediculosis should not disrupt the educational process. Students found with head lice will be referred to parents for treatment. Data does not support school exclusion for nits.

### **Media Center Procedures**

All kindergarten and first grade students will have access to our media center. Our media center specialist is Mr. Phil Richthammer.

1. Each student who uses the library must have a permission card on file signed by his/her parent. Permission cards remain in effect during the time a student is in the building.
2. Books can be taken from the library only by using the proper borrowing procedures.
3. Books may be checked out by a student one at a time.
4. Books are checked out for one week unless the teacher requests a longer time.
5. Books may be renewed only when books are returned to the library for renewal.
6. Reference books may be used in the library or classroom.
7. Each teacher is requested to see that all reference books are returned to the library prior to dismissal time.
8. There will be a \$.02 fine charged for each school day a book is overdue. There is no fine charged for a book that is due while a student is absent (excused only) and the book is returned to the library the first day the child returns to school. No fine is charged for days school is not in session.
9. A student having an overdue book or owing a fine will not be permitted to borrow another book until the book is returned and all fines are paid.
10. If a book is lost or damaged, the parents will be asked to pay for the cost of replacing the book or if damage is minimal, to pay for the cost of repairing the book. A student may not check out another book until a lost or damaged book fine is paid.

### **Dress Code**

The Kleptz Early Learning Center dress code is in effect whenever you are in the school building. Please see the district Handbook for the District dress code for elementary students.

For safety purposes, flip-flops will not be permitted. The best shoe wear are gym shoes as they allow your child to fully participate in recess activities (climbing, running, jumping rope, sliding, swinging, etc.) with reduced safety concerns.

Any style of dress, which brings ridicule or disrespect to the national, ethnic, or religious origin of any student or employee of the Board of Education will not be tolerated.

### **Birthday Treats**

Birthdays are celebrated in kindergarten and first grade each month. Due to student allergies, treats need to be store-bought and individually wrapped, i.e., fruit roll-ups, Little Debbie snacks, etc. Parents are asked to bring the treat at the beginning of the school day and leave the treat in the office. It is at the teacher's discretion when the treat can be shared. Treats will no longer be distributed at lunch time. If a birthday treat is sent by parents the teacher needs to be contacted in advance. Birthday and surprise parties for students and staff will not be scheduled.

**Invitations to private parties, i.e. birthday parties, are not to be distributed at school. The invitations will be returned with your child to be distributed from their home. The PTO online student directory is an optional directory available to KELC families to obtain emails and phone numbers to invite students to private parties.**

### **Class Parties**

Three (3) holiday times have been identified when staff members will plan appropriate activities for students. They will include: Halloween (October 31st), Holiday Party (December 19th), and Valentine's Day (February 13th).

Staff members have the option of planning all parties or securing homeroom parents to assume the responsibility. Children that do not attend the Kleptz Early Learning Center should not be brought to the parties.

### **Field Trips**

Field trips are educational experiences that are planned and executed by the classroom teacher. All students participating in a class or school field trip must have the required signed parental permission form turned into the classroom teacher and their InfoSnap information updated before participating in the trip. If you have questions about any scheduled field trip, please contact your child's teacher.

**Parent/Teacher Conferences** provide opportunities for teachers to share information with parents about their child's progress in school. The parent/teacher conference is an important means of reporting to parents and guardians. These conferences are scheduled in the fall (October 22nd - 25th) and winter (February 11th - 14th) of the year. Additional conferences may be held at the request of the parent or teacher anytime during the year.

## **Report Cards - Trimester Progress Reports**

This year, the KELC will utilize a trimester report card to inform parents of their child's progress. All district parent/teacher conference days and teacher workdays will be observed by KELC students and teachers.

The trimester reporting period is as follows:

1. First Trimester - August 14, 2019 to November 1, 2019
2. Second Trimester - November 6, 2019 to February 13, 2020
3. Third Trimester - February 18, 2020 to May 20, 2019

## **Behavior Management/Discipline**

The goal of discipline is to help children build their own self-control. The use of developmentally appropriate child guidance and management techniques promotes prosocial behavior. Children learn to share, cooperate, solve problems and make choices, handle their emotions, interpret their world and feel successful.

The Kleptz Early Learning staff uses developmentally appropriate practices to promote the development of self-control. These practices include; (a) setting clear limits in a positive manner (b) involving children in establishing rules and problem solving misbehavior (c) redirecting children to acceptable activities (d) meeting with a child about a behavior (e) and recognizing appropriate behavior with descriptive praise.

We use the PAX system school wide. PAX is a research based program that has over 27 years of evidence in creating an atmosphere that supports student behavior and reduces unwanted behavior. The Kleptz Early Learning Center has partnered with the Montgomery County Educational Service Center (ESC) to train all teachers in the use of PAX.

PAX Vision is a collaborative process between teachers and students. This collaboration enables students to self-define, self-monitor and reinforce the reduction of behaviors that interfere with learning, attention and getting along with others in their daily life. PAX encourages students to express authentic feelings and aspirations to create a caring nurturing community. Students work with teachers to create a positive, PAX vision for their class.

## **Latchkey**

Latchkey at the Kleptz Early Learning Center is operated by the Kleptz YMCA. For information, please contact Karen Beaty at 234-3726. Hours of operation are Monday through Friday, 6:30 AM until 9:10 am and 3:50 pm until 6:00 pm. KELC Latchkey phone number is 937-832-5023.



Kindergarten and first grade students have the option of attending the YMCA Latchkey in their home buildings both before and after school hours. Bus transportation will be provided from the home school to the Kleptz Early Learning Center in the morning and from the Kleptz Early Learning Center to the home school in the afternoon.

Latchkey is not provided for preschool students.

### **HARASSMENT, INTIMIDATION, OR BULLYING (5517.01)**

Introduction: The Board has developed this policy in consultation with parents, school employees, school volunteers, students, and community members.

Prohibitions: Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time on school property, on a school bus, or during any school sponsored event and at the times and/or places set forth in the Student Code of Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee.

Procedures, Investigation, and Documentation: To implement this policy and to address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:

- A. Students must report acts of harassment, intimidation, or bullying to teachers, district employees, and/or school administrators
- B. The parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the building principal or other appropriate administrator
- C. Teachers and other school staff who witness acts of harassment, intimidation, or bullying should report the incident with the building principal or other appropriate administrator; district employees who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify school administrators; the incident by mail, facsimile, or electronic mail to any staff member
- D. A person may report an incident anonymously by providing a written description of the incident by mail, facsimile, or electronic mail to any staff member
- E. School administrators shall investigate and document any written or oral reports

F. School administrators shall notify both the parents or guardians of a student who commits acts of harassment, intimidation, or bullying and the parents or guardians of students against whom such acts were committed, and allow access to any written reports pertaining to the incident, to the extent permitted by R.C. 3319.321 and the Family Educational Rights and Privacy Act (FERPA).

Definition of Harassment, Intimidation, or Bullying:

In accordance with this policy, "harassment, intimidation, or bullying" means any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

A. Causes mental or physical harm to the other student; and

B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Harassment, intimidation, or bullying also includes violence within a dating relationship. An electronic act is an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Retaliation Is Prohibited: Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing a complaint or otherwise reporting harassment, intimidation, or bullying will not reflect upon the student's status, nor will it affect future employment, grades, or work assignments. Further, the administrator is directed to implement strategies for protecting a victim from retaliation following a report.

False Reports: Students are prohibited from deliberately making false reports of harassment, intimidation, or bullying. Any student responsible for deliberately making a false report will be subject to the full range of disciplinary consequences.

Disciplinary Interventions: When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Disciplinary consequences may include suspension for harassment, intimidation, or bullying by an electronic act. However, such discipline shall not infringe on any student's rights under the First Amendment to the Constitution of the United States.

Publication, Training, Immunity, and Board Summary: This policy shall appear in any student handbooks, and in any publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the district. This policy and an explanation of the seriousness of bullying by electronic means will be made available to students in the district and to their custodial parents or guardians. Information regarding the policy shall be incorporated

into employee training materials.

To the extent state or federal funds are appropriated for this purpose, the Board will require students enrolled in the district to be instructed on the Board's policy and the consequences for violating the policy. Once each school year, the Board sends a written statement describing this policy and the consequences for violating it to each student's parent or guardian. The statement may be sent with report cards or delivered electronically.

A school district employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with the policy if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in the policy.

The District administration will semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the district website to the extent permitted by state and federal student privacy laws.

R.C. 3313.666, 3313.667

State Board of Education Model Policy (2007)

Revised 3/24/14

## **School Resource Officer**

### **Why is there a police officer at my child's school?**

#### ***Meet our School Resource Officer***

Beginning in the early 1990's, the Englewood Police Department has been dedicated to providing a police presence within the community's elementary schools – first with a D.A.R.E. officer, and now through a School Resource Officer (SRO). Since the 2014-15 school year, Officer Doug Hacker has been assigned to our school and maintains a regular presence within our school building.

Officer Hacker serves four primary roles: law enforcement officer, teacher, community liaison, and mentor. Specifically, he provides essential training to our staff and students to keep us safe here at school, and assists school staff with important programs like safety patrol, Watch D.O.G.S., and peer mediation. Additionally, each year he instructs our students on a variety of important topics, such as gun safety, seat belt use, internet safety, and bullying, to name a few. One of Officer Hacker's favorite aspects of his job is exposing students to a police officer in a

positive, relaxed environment and showing them that police officers are trusted adults who they can approach with problems or for help.

Officer Hacker encourages you to stop and speak with him anytime you may have a question or concern, or you can contact him by email at *englewoodsro@northmontschools.net* or by voicemail at 937-836-5106, ext. 556.