

L.I.T.T.L.E. Children Growing

*Student/
Parent Handbook
& Code of Conduct
School Year 2010– 2011*



L.I.T.T.L.E. Children Growing *Pulaski County's Pre-K Program*

Dear Parents,

We are pleased that you have chosen L.I.T.T.L.E. Children Growing for your child's Pre-K experience. Our program is dedicated to meeting the educational needs of each student through a partnership between the school and the parents.

This handbook has been prepared to inform you about the guidelines and regulations of our Pre-K program. Please read the contents of this handbook thoroughly. We are dedicated to providing you and your child with some important first steps to a great education within a positive school experience.

Throughout the year we will have several local field trips and many opportunities for you to participate in activities at school. We highly encourage parent participation on all levels.

If you have any questions, please call the Pre-K office at 783-7205, or come by and talk with your child's teacher or me at any time. **Parents are always welcome.**

Looking forward to a fantastic year,

Natasha Kilgore
Pre-K Director

Staff and Assignments:

Director

Natasha Kilgore

Teachers

Jaclyn Gilbert
Christine Cromer
Kimberly Wesby
Valerie Sangster

Special Education Teacher

Sonya Ryan

Custodian

Scott Evans

Transition Coach

Kayla Sewell

Paraprofessionals

Shelia Gainous
Pearlie West
Lisa Neal
Tammy Deese

Sp. Ed. Paraprofessional

Stephanie Mullis

Speech & Language Services

provided by Laura Wilson

School Schedule

After the first two weeks of school, please let your child gain independence by walking into the school without you. A school staff member will always be at the school entrance to welcome each child into the building.

- Doors open 7:40 a.m.
- Breakfast served 7:40—8:05
- Instruction begins 8:05
- Instruction ends 2:50
- Pick-ups and Buses 2:50-3:05

DO NOT PICK UP STUDENTS BEFORE 2:50 UNLESS IT IS AN EMERGENCY OR DOCUMENTED NECESSITY

Enrollment

For your child to attend Pulaski's Pre-K Program without interruption, he/she needs to have the following on file:

- Official birth documentation (birth certificate)
- Proof of Residency (current utility bill or vehicle registration)
- Copy of Social Security Card
- Up-to-date immunization/shot record (Form 3231) within 30 days
- Current and passed Ear, Eye, and Dental (Form 3300) within 90 days

In addition, if your child receives assistance through Social Security, Medicaid, WellCare, Peachstate, PeachCare, TANF, or other, a copy of care card will need to be a part of his/her file.

Your child will be enrolled under the name that appears on the birth certificate. If a name change occurs, legal proof must be given to the school for records to be altered.

Buses, Pick-Ups, & School Visitors

In order to ensure the safety of our children, we must implement some rules concerning visitors in our building. Also included is some information on student transportation.

- All outside doors are locked.
- All visitors must stop by the office, sign in, and get a visitor's identification badge to wear while in the building. Classroom instruction will not be interrupted.
- No one may go to classrooms unless directed there by the office. If your child forgets his lunch (or any other item), please bring it to the office. School personnel will deliver it to your child. Younger children who accompany parents must remain with their parents. It is imperative that the presence of younger children not disrupt classes in session.
- Students can only be dismissed early through the school office. Teachers will not dismiss students without prior notification from the office. Dismissal time is 2:50.
- All students should be picked up and dropped off in the front of the building.
- If only certain people can pick up your child, a list must be given to the office and your child's teacher.
- **If a student changes buses or afternoon transportation, you must either notify the teacher in writing or call the office at 783-7205 by 1:00.**
- School buses are operated to transport students to and from school daily. School bus routes are established to cover areas serving a large number of students. You should familiarize yourself with the time your child's bus arrives at your residence and be prepared 5 minutes before the scheduled time.
- If you plan to bring and/or pick up your child from school at other than the usual time you will need to come inside the building and sign your child in or out. If you are going to be late in picking up your child, please call the Pre-K building and let the staff know.
- If you plan to bring your child in the morning or pick up your child in the afternoon, please use the Academy Street entrance. This is the entrance nearest to the water tower.
- The Rawls Street entrance is for school buses only.
- Please note: A student shall not exhibit any behavior, which will distract a bus driver's attention or disrupt and/or interfere with the safe operation of a school bus. Rules are posted on each bus. **(Riding the school bus is a privilege, not a right, which may be revoked if rules are not observed.)**

Parent Involvement In The Classroom

Parent participation is a very major part of the Pre-Kindergarten program. We hope that you can spend at least two hours a month in your child's classroom and attend the parent programs that we will provide. We feel that there are many benefits to having parents involved in their child's classroom. By volunteering in the classroom, you, the parent will have the opportunity to become directly involved in the educational system. You will see your child grow and develop in the classroom and be a part of his/her success. Some of the things we will want you to do in the classroom will be to observe and interact with your child, as well as the other children.

Attendance Policy

Absences:

Students are expected to attend school all 175 days of the school calendar. Absences resulting from sickness, appointments with a physician, or death in the family are excusable.

Tardies:

Students are expected to arrive at school before 8:05 and not depart prior to 2:50. Students must be signed-in/out at the front office for all tardies and early dismissals.

A written note from the parent or doctor must accompany early dismissals, tardies, and absences. If excused absences become excessive, the principal can request that the absences be excused only by a note from the doctor. Parent notes will no longer be accepted if the absences are viewed as excessive. Students can be disenrolled from the program due to excessive, unexcused tardies, early dismissals, and/or absences. We will follow the policy of Bright from the Start, the state department governing Georgia's Pre-K program, in regards to absences, early dismissals, and tardies. Further guidelines will be sent home outlining particulars.

School Supply List

- Clear or mesh book bag
- Nap mat
- Change of clothes, appropriate for the weather

Because of safety concerns rolling book bags will not be permitted. Only clear, see-through, or mesh book bags will be allowed.

Hearing, Vision, and Dental Screenings

Within the first 30 days of school, all students will be given a hearing, vision, and dental screening by certified personnel, free of charge. Screening results will be sent home to parents. Failed vision and hearing screenings and yellow/red dental screenings will require parental follow-up. All students are required to have passed screenings on file within 90 days of the beginning of school. After 90 days, students will not be allowed to attend school until the necessary documentation is in the student's permanent record. If you do not agree for your child to participate in these screenings, please call the school office at 783-7205.

Medicine

The school nurses, Toree Adams – PCES and Deshia Taylor - HHS, are made available to students and staff for illnesses and injuries, which occur during school hours, for the disbursement of prescribed medication, and for the promotion of good health and well being.

Students may be treated by the school nurse **after** they bring in a **School Clinic Permission Form and a Guidelines for Administration of Medication** form, completed and signed by a parent/guardian. These forms give the school nurse parental permission to treat their child in the school clinic. They also provide parental contact numbers for the

school nurse and provide the parent with clinic guidelines on the disbursement of medications at school.

All medication brought to school, over the counter and/or prescription, must be taken to the office at the beginning of the school day. **All medication should be brought to school in its original container.** Medications brought in bags or other unmarked containers will not be given. Prescription medication should be in the pharmacy container labeled with the child's name, date, name of medication, name of the prescribing physician, time(s) the medication is to be given, and name of the pharmacy filling the prescription. A request can be made through the pharmacist for two-labeled prescription bottles so that one bottle may be kept at home and one at school.

Medication that needs to be given daily or two/three times a day should not be given at school unless the physician specifically states a time during the school day at which it is to be given. An antibiotic which is to be given three times daily may be given before the child leaves for school, when he/she gets home, and at bedtime.

The school system **does not** provide over the counter (OTC) medication. It is against school policy for the school nurse to dispense (OTC) medication, on a regular basis, without a physician's order.

It is very important that the school has alternate contacts to call, if a parent cannot be reached, when a student needs to go home because of an illness or in case of an emergency. These contacts also need to be on a student's sign out list.

Parent-Teacher Conferences/Progress Reports

There will be **two mandatory** conferences held during the school year. The first conference will be held at the conclusion of the first semester, and the second conference will be held near the end of the school year. Your child's teacher will notify you of the time and date.

Other individual conferences are encouraged at times convenient to the parent and teacher. Please call your child's teacher to schedule other conferences. Teachers will not be called out of the classroom for a conference without an appointment.

Teacher Contacts

Teachers have telephones in the classroom and email addresses for better communication. Harassing phone calls will be reported to the proper authorities. Please limit calls to before 8:05 or after 2:50. Other times interrupt valuable instructional time.

Discipline

The Pre-K Program will basically use two forms of discipline: Positive Reinforcement and loss of privileges. Positive reinforcement is the method of changing behaviors by expecting and rewarding good behavior and ignoring and/or re-directing inappropriate behavior. In general, most all of the discipline will be of this nature.

Because the Pre-K program is a part of the Pulaski County Schools, all students must follow the Code of Conduct adopted by the Board of Education and found in the handbook. Please

refer to it for more detailed information. The Pre-K handbook, which includes the Pulaski County Schools Student Code of Conduct and Discipline, shall be distributed to each family during open house and upon enrollment of each new student. **All parents must sign that they have received a copy and understand its contents.** The code of conduct will be used where appropriate.

For day-to-day behavior concerns, discipline shall be based on careful assessment of the circumstances of each case:

- Seriousness of the offense
- Typical preschool behavior
- Frequency of misconduct
- Student's attitude
- Potential effect after misconduct on the school environment

Consequences for not following school or classroom rules are listed below:

- Conference between student and classroom teacher
- Loss of privileges
- Conference between student and administrator
- Phone call to parent/guardian by teacher or administrator
- Conference with parent by teacher or administrator
- Temporary removal from class or activity
- Short-term suspension
- Disenrollment from school for chronic discipline offenses

Bad Weather Policy

In the event of weather so severe that there is a possibility schools may be closed, parents are asked to stay tuned to the radio or television station (13 WMAZ) for information. In addition, the automated call system may be used to inform parents. For this reason, it is imperative that the front office has current telephone numbers and is notified when a change occurs.

Lunch/Breakfast Program

The prices of meals are as follows:

Child's lunch	\$1.00	Adult lunch	\$2.50
Child's breakfast	\$0.60	Adult breakfast	\$1.25
Reduced-price lunch	\$0.35		
Reduced-price breakfast	\$0.25	Additional milk	\$0.40

All pre-k meals are catered by the lunchroom at Pulaski County Elementary School. Make checks payable to Pulaski County Elementary School Lunchroom. Cash needs to be in an envelope with the child's name and what the money is for on the outside. Lunch and breakfast money needs to be sent to the classroom teacher, who will issue a receipt for all monies collected. It will then be sent over to PCES lunchroom.

Meals can be paid for daily or weekly. Applications for free or reduced meals will be available at open house. Parents are responsible for **ALL FEES** accumulated prior to approval of free

or reduced lunch status. Parents may send ready-to-eat lunches from home. Students are not allowed to bring food in from outside vendors (McDonald's, Hardee's, etc.). If your child brings a lunch, no canned, carbonated, or glass-bottled drinks are allowed.

Remember that you can only charge for five days. Contact the lunchroom if you have any questions concerning your child's bill (783-7293). Bills are sent home periodically, but advance payments are encouraged.

Special diets are prepared for students upon receipt of a doctor's note sent to the principal who will then forward it to the lunchroom supervisor.

Snacks

You are encouraged to send snacks for your child's classroom throughout the year. No glass or canned drinks are allowed. NO GUM OR HARD CANDY IS PERMITTED AT ANY TIME ON THE SCHOOL CAMPUS.

Communicable Conditions

Because of the close person-to-person contact, schools provide an ideal setting for the spread of communicable conditions, such as head lice, impetigo, ringworm, etc. Most are common conditions that can happen to anyone, and they are easily remedied. If a child is suspected of having a communicable condition, the parents will be notified either verbally or in writing. If he/she is found to have a communicable condition, you will be called and asked to come pick up your child. Students will not be allowed re-entry into school until proper treatment has been administered. In order to diminish their occurrence, school officials will periodically perform individual and/or group screenings. Reasonable efforts will be made to keep the identity of affected students confidential. However, complete anonymity cannot be guaranteed. Parents will receive verbal and/or written notification by the school. Treatment recommendations and school guidelines will also be provided at that time.

A responsible, calm, and caring reaction from parents can help lessen a child's self-conscious feelings. Anger, blame, or hysterics promote unnecessary feelings of shame. Prompt attention and cooperation are essential to controlling communicable conditions in the school environment.

Personal hygiene is very important, also, especially when in a group situation such as the classroom. Wearing clean clothes, taking daily baths, and keeping hair, teeth, and nails clean will help a child feel better about himself/herself because others will respond more positively to him/her.

Lost and Found

Please label everything that your child brings to school with first and last name. This includes sweaters and jackets. All unclaimed clothing will be located in the front office. After a reasonable amount of time unclaimed items will be sent to the HOPE center.

Field Trips

During the course of the year, we plan to take the children on several field trips. Prior to each trip the parent(s) will be notified of the time and date of the trip. Each parent is

expected to sign a parental consent form at the beginning of the school year before the child will be permitted to go on **any** field trip. This form will be available at Open House. You as parents will always be welcomed and encouraged to attend. Parents will be asked to provide their own transportation. Please remember, your child cannot take canned or glass bottled drinks on any field trip for safety reasons. Also, parents do not need to buy their children extra treats during the trip that the other children do not receive (i.e. food, toys).

Personal Articles/Toys at School

School personnel are not responsible for lost, damaged, or stolen personal articles belonging to students, therefore, students should not bring toys, electronic games, radios, tape players, trading, cards, etc. to school. No pagers or cell phones are allowed.

Parties

We will have parties throughout the year. All parties will be held within the last hour of school. You will be notified by your child's teacher about how you can help. You may send special goodies for treats at any time. No hard candy or gum is allowed. Birthdays are special to us. Please let us celebrate your child's birthday with you. No party invitations will be handed out to students by the teachers.

Suggestions For Parents *(adapted from the PCES Parent Handbook)*

The home environment is the most important factor affecting your child's achievement and progress in school. Every child needs love and attention, games that make learning fun, encouragement and freedom to discover, and a good example (parents who love learning themselves). Ask yourself these questions:

1. Does your child have 8 to 10 hours of sleep each night?
2. Does your child spend more time watching TV than he/she should?
3. Do you read to your child and provide interesting picture books?
4. Do you praise your child for his/her accomplishments?
5. Do you choose, with care, your child's movies, radio and TV programs?
6. Do you spend time talking with your child - more importantly, do you listen to your child, really listen?

Acceptable use of the Internet

The Internet is a global electronic information network used by educators, businesses, the government, and numerous organizations and in the schools to educate and try to inform. Student use of the Internet shall be subject to the provisions of Board of Education policy IFBGA.

- Appropriate Use of the Internet: All students must first read and sign an Agreement Form before using the Internet. Any parent or guardian has the right to elect, in writing, that his/her child should not have access to the Internet. All student use of the Internet must be with permission and under the supervision of a teacher. The use of the Internet is a privilege, not a right. Violations of the provisions of this policy may result in the cancellation of Internet privileges and in some cases disciplinary action.

Notice to Parents/Guardians and Eligible Students of Rights Under the Family Educational Rights and Privacy Act

Under the Family Educational Rights and Privacy Act (20 U.S.C. 232g) (the "Act"), you have a right to:

1. Inspect and review the education records of a student who is your child, or in the case of a student who is eighteen years of age (18) or older, your own education records;
2. Request the amendment of the student's education records to ensure that they are not inaccurate; misleading, or otherwise in violation of the student's privacy or otherwise in violation of the student's privacy of other rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent;
4. File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Pulaski County Board of Education to comply with the requirements of the Act or the regulations promulgated there under; and
5. Obtain a copy of the policy that the board of education has adopted regarding access to student records. Copies of this policy may be obtained by contacting the central office of the board of education at Pulaski County Board of Education, 72 Warren Street, Hawkinsville, GA 31036, (478) 783-7200.

Directory Information

Pulaski County Public Schools has designated the following information as directory information:

1. Student's name, address and telephone number;
2. Student's date and place of birth
3. Student's participation in official school clubs and sports;
4. Weight and height of student if he/she is a member of an athletic team;
5. Dates of attendance at the Pulaski County Schools;
6. Awards received during the time enrolled in Pulaski County Schools;
7. Video, audio or film images or recordings;
8. Photograph;
9. Grade Level

Unless you, as a parent/guardian or eligible student, request otherwise this information may be disclosed to the public upon request. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing (**within 5 days after officially enrolling in school or within 5 days of the date of the release of this form**).

File with the United States Department of Education a complaint under 20 C.F.R.99.64 concerning the alleged failures by the Pulaski County Board of Education to comply with the requirements of the Act or the regulations promulgated there under. The name and address

of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605.

You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event, unless you, as a parent/guardian, object in writing to your student being photographed, videotaped or interviewed to the principal of the school where your student is enrolled. You must notify the principal of your objection by the date specified above.

If you have any questions regarding this notice, please contact Mrs. Jane Dollie Williams, Board of Education Office, (478)783-7200.

Nondiscriminatory Policy

It is the policy of the Pulaski County Schools that no one is discriminated against due to race, color, religion, national origin, sex, age, or handicap in educational programs or activities.

The Pulaski County Board of Education is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, religion, national origin, or handicap/disability in its employment practices.

Grievance Policy

Student's complaints and grievances shall be resolved through orderly processes and at the lowest possible level. Complaints and grievances shall be approached in the following manner.

1. The opportunity shall be provided any student or his/her parents to discuss with his/her teacher a decision or situation which he/she considers unjust or unfair;
2. If the matter remains unresolved, the student or his/her parents, or the teacher, may bring the matter to the principal's attention for his/her consideration;
3. If the matter remains unresolved, it may be brought to the Superintendent or a designee for his/her consideration;
4. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board. The Board's decision, if it chooses to make one, shall be final.

PUBLIC NOTICE

It is the policy of the Pulaski County Board of Education not to discriminate on the basis of race, color, national origin, sex, handicap, or religion in the educational programs and activities of/or admissions to facilities operated by the Board or in the employment practices of the Pulaski County Education Agency. The Board shall comply with all aspects of Title II, Title VI, Title IX, and Section 504.

Any student, employee or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, the appropriate coordinator designated below for the school system. The complaint procedure is available to students, employees, and the general public through School Board Policy Manuals available in all school offices, media centers, and the Central Office facilities.

COORDINATORS

Title II: Mrs. Jane Dollie Williams
Pulaski County Board of Education
72 Warren Street
Hawkinsville, GA 31036
Telephone: (478) 783-7200

Title VI: Mrs. Rhonda Black
Pulaski County Board of Education
72 Warren Street
Hawkinsville, GA 31036
Telephone: (478) 783-7200

Title IX: Mrs. Jane Dollie Williams
Pulaski County Board of Education
72 Warren Street
Hawkinsville, GA 31036
Telephone: (478) 783-7200

Section 504/ADA: Mrs. Rhonda Black
Pulaski County Board of Education
72 Warren Street
Hawkinsville, GA 31036
Telephone: (478) 783-7200

Our Vision:

The vision of L.I.T.T.L.E. Children Growing is "*Learning...Ready for School!*".

Our Mission:

Our mission is to provide young children with developmentally-appropriate learning experiences that will assure they have success in kindergarten.



Our Beliefs:

- Cooperation among parents, staff, administrators, and community is essential in the development of a quality preschool program.
- All students, both regular and special needs, are capable of learning, and are provided active learning opportunities in a regular classroom.
- Children who are taught in a nurturing environment begin to care for themselves and others.
- Children will develop appropriate skills through interacting with other students and familiar adults.
- Overall student health and well-being concerns must be met for optimal learning to occur.