



ROCKY RIVER
EARLY CHILDHOOD CENTER
BEACH PRESCHOOL

STUDENT

AND PARENT
HANDBOOK
2023-2024



Rocky River
CITY SCHOOL DISTRICT
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ROCKY RIVER EARLY CHILDHOOD CENTER

BEACH PRESCHOOL

1101 Morewood Parkway

Rocky River, Ohio 44116

440-356-6006 - phone

440-356-6008 fax

This Handbook Belongs to:

Name: _____

Address: _____

Phone: _____



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Rocky River

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Dr. Bryan Drost

Director, Technology

ROCKY RIVER EARLY CHILDHOOD CENTER AT BEACH SCHOOL

Mrs. Tara Zbin

Pupil Services Supervisor/Preschool Administrator



WELCOME & INTRODUCTION

Dear Students and Parents:

Welcome to the **ROCKY RIVER EARLY CHILDHOOD CENTER** at Beach School!

We are excited to work with both you and your child. Our program serves children with disabilities and typically developing peer models three through six years of age within our community that promotes growth, development, and success across all skill areas.

Our preschool program is designed to blend playtime with table time to help develop children's academic skills while allowing children to learn through play and social interaction within a warm and caring environment. We strive to prepare children to follow directions, actively listen, interact appropriately in a group setting, and make academic gains.

IMPORTANT DATES

Please visit our [website](#) for important dates and up-to-date information.

The preschool team is eager to make this year a successful and positive experience for both you and your child!

Respectfully,

Mrs. Tara Zbin, Pupil Services Supervisor/Preschool Administrator

Mrs. Daniea Beard, Preschool Coordinator/Teacher

Mr. Brian Smith, Preschool Teacher

Mrs. Patricia Wagner, Preschool Teacher



ROCKY RIVER CITY SCHOOLS

MISSION STATEMENT

At the Rocky River School District, we provide a caring environment and exceptional opportunities, resulting in successful students who are globally competitive.

WE BELIEVE...

- Students are the heart of our purpose
- Student success requires a partnership among family, school, and community
- A Rocky River education empowers values, inspires curiosity, and encourages talents that lead to success
- High expectations lead to high achievement
- Lifelong learners thrive as they embrace the changing global society
- An exceptional school district demonstrates all of the above

FEDERAL NOTIFICATIONS

The Rocky River City School District complies with all federal law including the Family Educational Rights and Privacy Act (FERPA, 20 USC 1232g) and its implementing regulations at 34 C.F.R Part 99, section 3319.321 of the Revised Code, and section 5104.038 of the Revised Code. More information concerning these federal regulations is provided with annual student registration materials and can be obtained from school district offices. The Rocky River City School District also complies with the McKinney-Vento Homeless Assistance Act (42 USC 11431 et. seq.) for those children that meet the definition of "homeless."

PHILOSOPHY

At the Rocky River Early Childhood Center, we believe that each child is unique, ready to learn, and has inherent value. Our center provides an inclusive setting that recognizes children's varied abilities, interests, needs, and learning styles. We believe children learn best through meaningful play. Our play-based, child-centered program targets all developmental domains: cognitive, social-emotional, language, and motor. The learning opportunities we provide encourage curiosity, discovery, and problem-solving. We recognize that parents are their child's first teacher and that children learn best when parents are involved in their educational process. The Rocky River Early Childhood Center team is committed to developing a positive relationship based on honesty and respect that will enable us to best serve our families of Rocky River.

GOALS

The Rocky River Early Childhood Center program will provide opportunities to:

- Acquire self-help skills needed for independent living
- Assist in the development of pre-academic, problem-solving, and critical thinking skills
- Develop sensory-motor skills
- Encourage the child in developing appropriate social/emotional capabilities
- Explore art, literature, music, and movement
- Promote the development of communication skills



ROCKY RIVER EARLY CHILDHOOD CENTER STAFF

Mrs. Tara Zbin	Pupil Services Supervisor/Preschool Administrator zbin.tara@rrcs.org 440-356-6000 ext. 6006
Mrs. Daniea Beard	Preschool Coordinator/ Intervention Specialist/ Preschool Teacher beard.daniea@rrcs.org
Mr. Brian Smith	Intervention Specialist/Preschool Teacher smith.brian@rrcs.org
Mrs. Patricia Wagner	Intervention Specialist/Preschool Teacher wagner.patricia@rrcs.org
Mrs. Cheryl Bohrer	Occupational Therapist bohrer.cheryl@rrcs.org
Mrs. Kathy Chippi	Physical Therapist chippi.kathy@rrcs.org
Mr. Matt DeMooy	Speech Language Pathologist demooy.matthew@rrcs.org
Mr. Matt Kromer	School Psychologist kromer.matt@rrcs.org



REGISTRATION

Before a child can attend our Preschool program, he or she will need to be registered at the Board Office. A registration checklist can be downloaded from the District Homepage (lower menu under "Registration"; then look to the right for the "New Student Registration Checklist").

Registration is a 3 step process as outlined below.

Live links available [HERE](#)

Step 1: To begin the registration process, complete and submit this Request for Registration

Step 2: Once your request for registration is processed, you will receive an email with a link to an Online Registration Form.

Step 3: When you have completed and submitted the Online Registration Form, schedule an appointment to bring in the required documents by calling 440-356-6000, at the prompt press 6.

Registration is by appointment only at:

Rocky River Board of Education
1101 Morewood Parkway
Rocky River, OH 44116

To schedule an appointment, please call 440-356-6000, at the prompt press 6.

Please note that registration takes a few days after you submit your paperwork.

IMPORTANT PHONE NUMBERS/CONTACTS

- **Registration:** (440) 356-6000
- **Attendance:** 440-356-6000 ext.5200
- **Fax Line:** (440) 356-6008
- **Board of Education:** 1101 Morewood Parkway

PRESCHOOL PARENT ACCESS

Any parent of a child enrolled in the program shall be permitted unlimited access to the school during school hours of operation. Please come to the office to sign in and receive your visitor's pass.



ABSENCE/ATTENDANCE

Regular school attendance is considered essential for the educational development of the student. Additionally, regular attendance is important for the continuity of instruction and interaction between teacher and student. If a student is to be absent, parents are asked to call the attendance line at the beginning of the educational day to report the absence, complete with the reason.

In the event of an emergency during class hours, contact the receptionist at 356-6000. We believe that communication is the key for a successful school year. If you need to speak with any preschool staff member, please leave a message with the Receptionist or e-mail the teacher directly.

EXCUSED ABSENCE

Students may be absent from school upon permission of the administrator/designee for personal illness, illness in the family, quarantine of the home, death of a relative, work at home due to absence of the parent/guardian, observance of religious holidays, and emergency circumstances.

PLANNED ABSENCE

Absence due to a set of circumstances determined by the administrator to constitute a good and sufficient educational cause for absence from school may be approved for up to five days per school year. Reasons for such absence may include accompanying parents on a trip, college visitations, participation in non-school athletic events, family matters out-of-town, or other trips approved by the administrator. The parent should submit a written request for the Planned Education absence to the school office five days prior to the absence. This form is available on-line under the tab Forms and Links.

UNEXCUSED ABSENCE

Absences from school that do not meet the criteria for excused absences or planned absences are unexcused absences and are discouraged. Out-of-school suspension will be treated as an unexcused absence.

LATE/TARDY TO SCHOOL

Students who arrive to school after the beginning of their educational day are required to report to the office (Beach Reception Area.) A student may be excused for being late to school for the same reasons as allowed for Excused Absence from school. If a student is late to school for unexcused reasons, the student is considered tardy. Students who arrive late to school are required to be escorted into the building by a parent or guardian. Please pull into the indent area on Morewood Parkway and escort your child into the building.

ILL DURING THE SCHOOL DAY

If during the school day, your child appears to not be feeling his/her best, we will monitor him/her and make a phone call home to inform you. If you decide the symptoms warrant going home, we ask that you sign your child out in the office and a staff member will walk your child down to meet you.

LEAVING & ENTERING SCHOOL DURING THE DAY

A parent removing a child from school during the normal school day must come to the office (Beach Reception Area) in order to sign his or her child out of school. If a student becomes ill during the day, a parent will be called to pick up his/her child.



PLACEMENT & WITHDRAWAL

Students are placed in classrooms based on the number of students in each classroom, number of boys and girls along with specific needs of a child. Parents are asked to contact the main lobby office in the board office when a student is going to withdraw from school. It is helpful to know several days in advance of the student's last day.

CONFERENCES/REPORT CARDS

The Rocky River Early Childhood Center holds two parent/teacher conferences during the school year. The dates are listed on the Beach School Webpage and also shared with you via email by your child's classroom teacher. Report cards will be shared with each parent quarterly. Please refer to the district school calendar for quarter grading period dates.

CURRICULUM

The Rocky River Early Childhood Center uses The Creative Curriculum which is fully aligned with State Early Learning Standards.

MEDICATION & ADMINISTRATION

The Rocky River Early Childhood Center follows the medication policy set by the Board. This can be found on our district website under board policies/students/use of medications. If your child requires medication to be administered at school, please contact the school (440-356-6000)

HEALTH SCREENINGS

Each child's vision and hearing will be screened during the school year by our district nurse. A physical is required yearly by your child's primary physician.

COMMUNICABLE DISEASES

If your child is ill when at home, please do not send him/her to school. Other children will be exposed to disease and your child most likely will not benefit from the time at school. Please be considerate of others in the classroom and keep your child home until you can determine what else may be developing. These symptoms may mean the start of a communicable disease.

Please keep your child home or you will be called to pick up your child if these symptoms appear:

- Diarrhea (three or more abnormally loose stools within a twenty-four hour period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain
- Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness
- Untreated infected skin patch(es)



- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestation
- Sore throat or difficulty swallowing
- Vomiting more than one time or when accompanied by any other sign or symptom of illness

If your child is isolated due to a suspected communicable disease, he/she will be made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. The child will be observed carefully for worsening conditions. Children who have fevers should return to school 24 hours after the fever is gone. Children on antibiotics should remain at home until they have been receiving medication for 24 hours. The school nurse sends home a letter to all families in a classroom exposed to a communicable disease such as pink eye, ringworm, chicken pox, or lice.

DISCIPLINE

The Rocky River Early Childhood Center's behavior expectations are age appropriate and are communicated in ways children can understand.

We...

- Practice preventive discipline by recognizing the age level characteristics and needs of individual children in planning programs to meet these needs. By being observant, most problems can be prevented by redirecting a child to a more appropriate activity.
- Provide many choices of play equipment and activities.
- Clearly define limits and consistently and fairly maintain them.
- Allow children time and opportunities to solve problems for themselves.
- State suggestions or directions in a positive manner.
- Use words and tone of voice that helps the child feel confident and self-assured.
- Provide redirection.
- Provide children with clear limits.
- Provide outlets for releasing feelings of tension.

If behavior continues to have a negative effect on the group, it may be necessary to remove a child from the group or area for a break. If an inappropriate behavior becomes frequent, forms a pattern, and/or becomes severe, the classroom teacher will communicate with the child's parents.

BEHAVIOR MANAGEMENT/DISCIPLINE (3301-37-10)

A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and positive reinforcement for appropriate behavior.

Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises.

The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

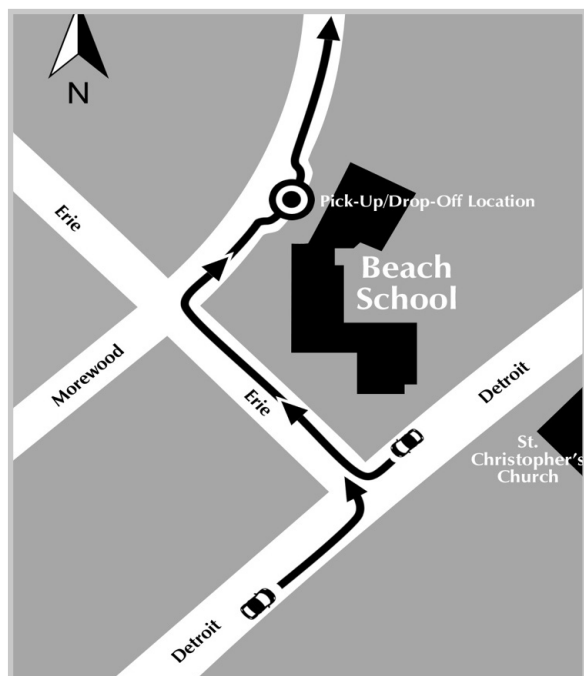
1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.
9. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

The parent of a child enrolled in a center shall receive the center's written discipline policy.

All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

Our program's written discipline policy complies with constructive, developmentally appropriate child guidance and management stated above along with section [3319.46](#) of the Revised Code and rule [3301-35-15](#) of the Administrative Code.

STUDENT PICK-UP AND DROP-OFF



Due to the limited amount of cars that can line Erie to Morewood for all drop-off and pick-ups, please follow your child's classroom teacher's drop-off and pick-up times.

Please begin to enter the line at your assigned time and not before. If you arrive early, you will need to circle back around and reenter the line. Cars lined up before their time will be asked to circle back around and reenter the line.

PEER TUITION

Tuition for peers attending the Rocky River Early Childhood Center at Beach School is \$1,500.00/year.

CLASS TREATS & FOOD ALLERGIES

School policy states that outside food is not to be brought into the classroom for parties or other events. This is due to student allergy concerns and the risks that that outside foods may cause. If there's a time you'd like to send in treats for a party or other event, in lieu of edible items, it's recommended to send in gift bags with pencils, stickers, etc. for the students. Feel free to talk to your child's teacher regarding other suggestions as well.

CLASSROOM SUPPLY LIST

- (1) Backpack (large enough for standard-sized folder)
- (1) box of tissues (only boys bring)
- (1) box of baby wipes (only girls bring)
- (1) 75 ct. carton of Clorox/Lysol wipes
- (1) 4oz. bottle of Elmer's glue
- (2) Elmer's glue sticks
- (1) 4 pack fine point black dry erase markers
- (1) 16 colors box of Crayola standard crayons
- (1) 8 or 10 count box of Crayola markers
- (2) 4-pack of Play-Doh

Please provide a clean, full set of clothes for your child in the event of an accident. Please put your child's clothes in a bag with his/her name clearly marked on the outside. These clothes will be returned at the end of the school year. Bag should include:

- Shirt
- Pants (and/or shorts)
- Underwear
- Socks
- Shoes

If your child is not yet toilet trained, please send in a supply of pull-ups or diapers.

If your child has any special allergies that might require treatment (i.e. Epipen), please contact our school nurse, 440-356-6000 ext. 6862.

VISITATION DURING SCHOOL HOURS

Our staff welcomes opportunities to communicate with parents. We ask that parents please schedule appointments directly with a teacher if a conference is necessary.

In promoting student safety and the teaching/learning process, we do not allow private tutors, counselors, observations, or service providers to have access to students during the school day. Appointments for these services should be scheduled through the Office of Pupil Services.



PARENTAL PARTICIPATION/INFORMATION

Parent volunteers are welcome at the Rocky River Early Childhood Center. All volunteers are required to complete and submit a Volunteer Release Form, which is available from your classroom teacher. Upon arrival, please sign-in at the reception area and acquire a visitor pass.

Information regarding the program's operations, services and policies can be found on the Rocky River City School District Website. If a complaint needs to be filed or a parent is requesting to obtain copies of inspection reports, please call 440-356-6000 ext. 6006.

SECURITY/PARKING

Visitors may only enter and exit the building through the main doors. Visitors are asked to request permission to enter the building. Visitors are required to sign in and will receive a visitor's pass.

Due to limited parking, parents/guests will park on the west side of St. Christopher School's parking lot for all school or class events that take place at Beach School.

HEALTHCHECK SERVICES FOR CHILDREN YOUNGER THAN AGE 21

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid.

The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- medical history
- complete unclothed exam (with parent approval)
- developmental screening (to assess if child's physical and mental abilities are age appropriate)
- vision screening
- dental screening
- hearing assessment
- immunization assessment (making sure child receives them on time)
- lead screening; and
- other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.

Developmental services are available under section 619 and Part C of Individuals with Disabilities Education Act (IDEA).

To obtain copies of our program's inspection reports or to file a complaint, please contact the building administrator.

For additional information regarding preschool licensing, please utilize this [link](#).



CHILD ABUSE AND NEGLECT REPORTING

As required by law, all school employees and administrators must immediately report any suspicions of abuse or neglect to 216-696-KIDS (5437).

EQUAL OPPORTUNITY POLICY: IT IS THE POLICY OF THE ROCKY RIVER BOARD OF EDUCATION THAT THERE SHALL NOT BE ANY DISCRIMINATION ON THE BASIS OF SEX, RACE, COLOR, RELIGION, AGE, HANDICAP OR NATIONAL ORIGIN IN EDUCATIONAL PROGRAMS AND ACTIVITIES OR EMPLOYMENT. THE BOARD HAS APPROVED GRIEVANCE PROCEDURES FOR ALLEGED VIOLATIONS OF EQUAL EMPLOYMENT OPPORTUNITIES AND/OR EQUAL EDUCATIONAL OPPORTUNITIES, OUTLINING A DETAILED GRIEVANCE PROCEDURE WHICH CAN BE FOLLOWED WHEN A PARENT, STUDENT, CITIZEN, EMPLOYEE, OR OTHER PERSON FEELS THAT DISCRIMINATION HAS TAKEN PLACE. THE COMPLIANCE OFFICER, EXECUTIVE DIRECTOR OF PUPIL SERVICES, MAY BE CONTACTED 440-356-6000.

STAKEHOLDERS' RIGHTS & RESPONSIBILITIES

School staff, students and parents are responsible for reading this document in its entirety and understanding the contents of this document. If any school staff, student or parent has questions or requires clarification regarding the contents of this document, please direct further inquiry to the building administrator.

The Rocky River City School District Board of Education is dedicated to the development of each student's potential for learning and to providing a positive school environment. Essential to the achievement of these goals is reasonable and necessary order within the educational institution itself, its buildings and grounds, and at events and activities held on or off school grounds. The schools of the Rocky River City School District shall be free from disruption that interferes with teaching and learning activities and the positive school environment.

School staff, students, and parents must individually and collectively assume a responsible role in promoting behavior that encourages learning and the development of individual potential.

Each member of the school staff is expected to make every effort to supervise, maintain and regulate student conduct in accordance with this document. Each staff member shall refer students to the building administrator who shall then be responsible for determining the necessity for and the nature of informal or formal disciplinary action in accordance with this document.

To achieve a positive school environment for all students of the Rocky River City School District, the Student Code of Conduct and other applicable rules of student conduct shall apply whenever the interests of the Rocky River City School District are involved, on or off school grounds, in conjunction with or independent of classes or school-sponsored activities.

STUDENT RESPONSIBILITIES

1. Attend all scheduled classes;
2. Be prepared for class and school activities;
3. Bring necessary materials for class:
 - a. Textbook
 - b. Notebook paper
 - c. Pen and pencil
 - d. Any specialty items (example: gym clothes for fitness education)
4. Respect all persons and property;



5. Refrain from abusive, inflammatory conduct;
6. Conduct yourself in a safe and responsible manner;
7. Abide by all rules and regulations of the Rocky River City School District;
8. Abide by all rules and regulations established by the classroom teacher or other school staff;
9. Do not engage in any disruptive conduct;
10. Be a positive, contributing member of the Rocky River Schools' community;
11. Maintain acceptable behavior in hallways during class changes, before and after school; and
12. Adhere to the acceptable use of school-owned technology, property requirements, and the school network – Refer to Internet Use Guidelines found on the district webpage.

7540.03 – STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY POLICY

PARENT RESPONSIBILITIES

1. Maintain regular and/or necessary contact with school staff concerning their child(ren)'s progress and conduct;
2. Ensure that children maintain daily attendance and promptly report an absence from or tardiness to school;
3. Provide proper immunizations required by law;
4. Respect all persons and property;
5. Refrain from abusive, inflammatory conduct at school, on school property and at any school or school-sponsored event or activity;
6. Communicate with school staff regarding any problem or condition that affects their child's ability to function in school; and
7. Maintain up-to-date contact information at school.

SCHOOL STAFF RESPONSIBILITIES

1. Report to work on time;
2. Respect all persons and property;
3. Refrain from abusive, inflammatory conduct;
4. Conduct yourself in a safe, responsible, and professional manner;
5. Abide by all rules and regulations of the Rocky River City School District and the building administrator(s);
6. Follow and implement the Student Code of Conduct and any other applicable rules and regulations in a fair and impartial manner;
7. Maintain an environment that encourages good behavior and compliance with this document;
8. Encourage parents to maintain regular contact with school staff;
9. Develop, maintain, and communicate classroom rules to students;
10. Notify the building and administrator when any crime has been committed or is suspected;
11. Do not permit any student to engage in disruptive conduct;
12. Notify the building administrator promptly of any student misconduct, suspected or confirmed; and
13. Maintain strict confidentiality regarding student, staff and district concerns.



DISCIPLINE FOR STUDENT MISCONDUCT

A major component of the educational program in the Rocky River City School District is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State, and local laws and rules and policies and administrative guidelines, and in a way that respects the rights and safety of others.

Student misconduct is defined as any student conduct that interferes with the maintenance of a positive learning environment or disrupts the educational process. Student acts and behavior that tend to conflict with the educational programs or are antagonistic to the welfare of other students, school staff, and/or Rocky River City School District and its property will not be tolerated. Student lockers and desks are school property and, as such, may be subject to periodic inspections by authorized school officials. Lockers can be searched based on reasonable suspicion. In addition, parking on school property is a privilege, not a right. Cars parked on school property are subject to routine patrols by school officials. Cars may be searched upon reasonable suspicion.

Disciplinary action shall be determined based primarily on the offense committed. Other factors such as the frequency of a particular offense or the number of repeated Code of Conduct violations as well as the student's age shall be considered. Student misconduct shall result in discipline commensurate with the seriousness of the offense and the relevant circumstances and may justify suspension and/or expulsion.

POTENTIAL DISCIPLINARY ACTION "LISTED IN ALPHABETICAL ORDER"

1. Behavioral contracts
2. Confiscation of items related to and/or resulting from student misconduct
3. In-School Suspension/Out-of-School Suspension/Expulsion
4. Emergency removal
5. Mediation
6. Parental conference
7. Parental notification
8. Removal of bus and other privileges
9. Requirement of outside counseling or assessment
10. Restitution of damages
11. Verbal or written warning

DEFINITIONS

1. **Behavior contracts:**
A written document completed by the student, parents, and school administrator governing among other things the disciplinary consequences for current and future acts of student misconduct.
2. **Confiscation of items related to and/or resulting from student misconduct:**
Impound; take temporary possession of items related to and/or resulting from student misconduct as an act of security or by legal authority.
3. **In-School Suspension / Out-of-School Suspension / Expulsion:**
Students shall be subject to in-school suspension. An in-school suspension is the reassignment of a student from the student's regular class schedule to a supervised learning environment. If a student receives an in-school suspension, s/he will be permitted to complete any classroom assignments missed because of the in-school suspension.

Students shall be subject to an out-of-school suspension and or expulsion for any of the following acts: a) the student brings a firearm or knife capable of causing bodily injury to a school building or vehicle or to any school



program or activity; b) the student commits a criminal act in a school building or vehicle or at any school program or activity; c) the student makes a bomb threat to a school building or premises at which a school activity is occurring; and/or d) the student engages in behavior that an out-of-school suspension or expulsion is necessary to protect the immediate health and safety of the students, other student, and/or staff.

4. Emergency removal:

The removal of a student whose presence poses a continuing danger to persons or property or an on-going threat of disrupting the curricular or co-curricular school activities. The period of emergency removal shall not be less than twenty-four (24) hours but shall not exceed seventy-two (72) hours.

During the period of emergency removal, a student will not be permitted to take part in any school function or activity. In addition, it is the sole decision of the administration as to whether or not a student may or may not receive credit for class work missed during this period of emergency removal.

A student in any of grades pre-kindergarten through 3 may be emergency removed only for the remainder of the school day, and shall be permitted to return to any curricular and extra-curricular activities on the next school day (following the day in which the student was emergency removed or excluded). When a student in any of grades pre-kindergarten through 3 is emergency removed and returned to his/her curricular and extra-curricular activities the next school day, the Principal is not required to hold a hearing (or provide written notice of same).

5. Mediation:

The use of facilitation and other forms of assisted negotiation as an alternative to formal disciplinary action.

6. Parental conference:

A meeting with a parent(s) or legal guardian(s) to discuss violations of school rules and the impending action school officials may take.

7. Parental notification:

Direct contact with a parent or legal guardian of a student to inform him/her of the child's misconduct.

8. Removal of bus and other privileges:

The denial of bus and other transportation privileges due to misconduct.

9. Requirement of outside counseling or assessment:

The use of outside counseling or assessment as an alternative or in addition to formal disciplinary action.

10. Restitution of damages:

A sum of money paid in compensation for loss or injury.

11. Verbal or written warning:

A verbal or written warning to a student that his/her conduct is in violation of school rules. It may be issued by any authorized school officials including teaching or non-teaching personnel.

EMERGENCY REMOVAL

When circumstances are such that a student's continuing presence is reasonably certain to pose a continuing danger to persons or property or an ongoing threat of disrupting curricular or co-curricular school activities taking place within a classroom or elsewhere on school premises, the superintendent, principal, or assistant principal may remove a student from curricular or co-curricular activities, or from the school premises, without complying with the notice of hearing requirements required prior to suspension or expulsion.

In like circumstances, a teacher or supervising adult may remove a pupil from curricular or co-curricular activities under his/her supervision, without complying with the notice and hearing requirements required prior to suspension or expulsion. As soon as practicable after making such removal, the teacher shall submit reasons, in writing, for such removal to the assistant principal and/or other school officials.

A student in any of grades pre-kindergarten through 3 may be removed only for the remainder of the school day, and shall be permitted to return to any curricular and extra-curricular activities on the next school day (following the day in which the student was removed or excluded). When a student in any of grades pre-kindergarten through 3 is removed



and returned to his/her curricular and extra-curricular activities the next school day, the Principal is not required to hold a hearing (or provide written notice of same).

The hearing shall be held in accordance with the procedure set forth under the suspension procedure, unless it is probable that the student may be subject to expulsion. In that event, the hearings shall be held in accordance with established procedures except that the hearing shall be held within seventy-two (72) hours of the initial removal. The individual who ordered, caused, or requested the student's removal shall be present at the hearing.

STUDENT CONDUCT OCCURRING ON SCHOOL PROPERTY OR AT SCHOOL-SPONSORED EVENTS

Unless otherwise noted in the individual section, the rules and standards for the discipline of students shall be applicable to any conduct: on-school grounds, during and immediately before or after school hours; on-school grounds at any other time when the school is being used by a group; off-school grounds at a school sponsored activity, function or event; on a school bus or conveyance; at any other time when the student is subject to the authority of the school.

STUDENT CONDUCT OCCURRING OFF SCHOOL PROPERTY OR OUTSIDE OF THE REGULAR SCHOOL DAY

The rules and standards set forth for the discipline of students shall apply to misconduct by a student that occurs off school property or outside of the regular school day provided that the misconduct bears a reasonable connection to the interests, activities or responsibilities of the Rocky River City School District and its students, parents and staff.

Social Networking or Telecommunications Misconduct: Facebook, MySpace or other social networking misconduct as well as telecommunications harassment that occurs outside the school day and off school property but disrupts the educational environment is subject to the Code of Conduct and potential disciplinary actions as well as a referral to the Rocky River Police Department.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

Harassment, intimidation or bullying of any student is strictly prohibited on school property, on a school bus, en route to or from school, and/or while attending or participating in any out-of-school activity (regardless of whether such activity is school-sponsored, school-approved or school-related). Harassment, intimidation or bullying means: (i) any intentional written, verbal, electronic or physical act that a student or group of students exhibits toward another student more than once where the act causes mental or physical harm to the other student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s); (ii) any violence within a dating relationship; and (iii) any cyberbullying through electronically transmitted acts (internet, email, cellular telephone, personal digital assistance, or wireless handheld device). Engaging in any harassment, intimidation or bullying, including cyberbullying, is a serious matter which may lead to severe consequences including suspension from school or expulsion. Please refer to Policy 5517.01 of the Board of Education of the Rocky River City School District.

ASSAULT ON OR ABUSIVE LANGUAGE TOWARD A SCHOOL EMPLOYEE, AUTHORIZED SCHOOL VISITOR, OR ANOTHER STUDENT

Students shall not use vulgar, profane or abusive language or make a vulgar, profane or abusive gesture toward any school employee, authorized school visitor, or any other student nor cause or attempt to cause physical injury to a school employee, authorized school visitor, or another student. Students who make threats, spoken or implied, toward any school personnel will be subject to severe penalties including out-of-school suspension and the filing of criminal charges. All such threats shall be taken seriously and documentation of such threats will be provided to the police department.



STUDENT NOTICE OF VIDEO SURVEILLANCE/ELECTRONIC MONITORING EQUIPMENT

Students are duly informed that their behavior may be monitored on school property and/or adjacent property by security cameras.

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in a disciplinary action and/or a criminal proceeding instituted by law enforcement. Further, any such recordings may become a part of a student's education record. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the District and possible referral to the local law enforcement agencies.

DISTRICT WIDE CODE OF CONDUCT

The Code of Conduct defines specific acts that are considered violations of the expected standards of student behavior. The Code of Conduct is based on Board policy, District guidelines, and applicable law. These violations are examples of those acts that disrupt the school environment and the teaching and learning in the Rocky River City School District and are not an exhaustive list of acts of misconduct that may lead to disciplinary action. The goal of the Code of Conduct is to provide school staff, students, parents, and community members with a clear understanding of student conduct that is unacceptable and grounds for disciplinary action. A student committing an act of misconduct not listed below shall nonetheless be subject to the disciplinary authority of a building administrator or other school administrator. Each of the behaviors and/or types of misconduct described below is prohibited and may subject a student to disciplinary action. Furthermore, any criminal misconduct by a student shall be reported to law enforcement authorities. Certain criminal acts may result in permanent exclusion from school. When a student is subject to criminal proceedings and is otherwise unavailable (or fails) to report to school, the District may delay adjudication of any school disciplinary matter until the student returns or intends to return to school. This provision shall also apply when a student is withdrawn from school and later re-enrolled.

- a. Arson: causing a fire;
- b. Abusive Language or Gestures: using or threatening to use any form of communication, gestures, images, photos or other such means which are offensive, obscene, abusive, threatening, and/or vulgar;
- c. Assault (non-sexual or sexual): physical attack on another with or without a weapon;
- d. Absence (unexcused) from school;
- e. Absence (unexcused) from class;
- f. Absence (unexcused) tardy to class or school;
- g. Aggressive or threatening conduct;
- h. Audio/Video Recording (Unauthorized): recording or attempting to record without authorization from school staff any image or other record (audio or video) of a student or staff member;
- i. Battery: threatening a physical attack on another with or without a weapon;
- j. Bullying: harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship;
- k. Burglary or unauthorized or illegal entry;
- l. Cheating: cheating on any school assignment, test or other work, or attempting to do so;
- m. Criminal Mischief: damaging or defacing school property or the property of another or tampers with such property

so as to endanger person or property;

- n. Weapons/Dangerous Instruments/Look-alike Instruments—Possession and/or Use: possessing and/or concealing a weapon and any potentially dangerous instruments, tools, and/or debilitating sprays (such as guns of any kind, knives, razor blades, sharp instruments, penknives, mace, pepper spray, slingshots, or any weapon or equipment which will, is designed to, or may be readily converted to expel a projectile by action of air pressure, carbon dioxide, or mechanical means including but not limited to pellet gas, BB guns, CO2, or air guns). Look-alike instruments are also prohibited;
- o. Defiance of Authority/Insubordination: using defiant verbal or non-verbal behavior directed toward any school personnel;
- p. Demeaning conduct toward another in and around the school environment;
- q. Disruption of Educational Process or Activities: individual or group behavior that interferes with teaching, learning or other school activities; Students shall not use violence, force, noise, speech, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, to cause, attempt, or threaten to cause, the disruption or obstruction of any lawful mission, process, activity, or function of the school. Student shall not solicit or urge other students to engage in such conduct for the purpose of causing, attempting, or threatening to cause, the disruption or obstruction of any lawful mission, process, activity, or function of the school; Preventing or attempting to prevent by physical act or verbal utterance the functioning of any school, class, or activity of any lawful meeting or assembly on or off the school property; Preventing or attempting to prevent students from attending class or any school-sponsored or related activity or event; Except under the direct instruction of the building administrator or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event; Continuously making noise or acting in a manner so as to interfere with a teacher's ability to conduct a class or co-curricular activity or with a coach/adviser's ability to conduct an extracurricular activity;
- r. Disruption of the School Bus: any misconduct on a school bus; disrespectful conduct toward the operator or other school personnel on the bus; and/or vandalism to the school bus;
- s. Unauthorized Publication or Distribution of Materials: publishing or distributing materials at a time, place, or in a manner not authorized by a building administrator or other school personnel;
- t. Dress Code Violation;
- u. Driving—Unsafe: operating any vehicle on school grounds or at a school-sponsored event recklessly or without regard for the safety of persons and/or property;
- v. Drug, Chemical Abuse & Alcohol Policy Violation;
- w. Electronic Devices—Unauthorized use or possession;
- x. Explosives or Fireworks—Possession or Use: possessing, concealing, or using any article which could explode, burn, detonate, cause bodily harm or have the appearance to do so;
- y. Extortion: obtaining or attempting to obtain money, goods, or information from another person by threat or force;
- z. Failure to adhere to the standards of respect for others and school property in and around the school environment;
- aa. Failure to cooperate with a school investigation or interference with a school investigation;
- bb. False Documentation/Forgery: falsifying, misrepresenting, and/or replicating school or student-related documents or signatures;
- cc. Fighting: being involved in or instigating aggressive physical contact;
- dd. Firearms or Other Weapons: possessing, concealing or using any weapon capable of expelling or propelling one or more projectiles by the action of an explosive or combustible propellant or compressed air or spring including any unloaded or inoperative firearm, or any simulated or "look alike" firearm. Also, a knife is defined as any device capable of causing serious bodily injury that consists of a blade whether or not fastened to a handle, designed or intended for use as a cutting instrument, regardless of the length of the blade. A weapon is any device or object, which is or may be used to harm another person, including but not limited to a firearm, a knife, a club, a chain, razor, metal knuckles, noxious irritants, chemicals, or explosive or incendiary device. Because the Board believes that students, staff members, and



visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal or other school officials. Failure to report such knowledge may subject the student to disciplinary action;

- ee. Gambling: participating or instigating the participation of others in games of chance;
- ff. Hazing/Harassment/Discrimination/Bigotry/Intimidation;
- gg. Inflammatory Action: using or threatening to use written, verbal or electronic language, gestures, photos, images, or other actions to create fear, alarm, and/or disturbance;
- hh. Leaving School without Permission;
- ii. Loitering/Trespassing: being present in any school area or school bus without authorization;
- jj. Lying: students shall not lie about, fabricate, distort, or change information given to school staff or administration or any individual;
- kk. Offensive Touching or Contact: touching another person with part of one's body or with any instrument to cause harm, alarm, fear, or intimidation;
- ll. Plagiarism: use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. In addition, falsifying signatures or data or refusing to provide proper identification or giving false information to a staff member is prohibited and may subject a student to disciplinary action;
- mm. Pulling/Sounding (or Causing to be Pulled/Sounded) an Alarm without Authorization or Necessity; this infraction may relate to any school fire alarm, the Multi-Agency Radio Communication System (MARCS), and any other school safety or notification/warning system;
- nn. Reckless Endangerment: engaging in reckless conduct that creates a risk of physical or emotional harm to another person;
- oo. Robbery: taking the property of another person or entity;
- pp. Sexual Behavior: indecent propositioning, proposal, contact, touching, and/or exposure of a sexual nature or intent;
- qq. Sexual Contact: making or attempting to make contact of a sexual nature or intent with another person with or without the consent of the other person;
- rr. Technology—Unauthorized Access, Possession, Disruption, or Use: accessing or causing to be accessed a computer or other District technology system or equipment without authorization; obtaining unauthorized technologies or attempt to do so; altering, deleting, tampering, destroying, or stealing any technology, data, or electronic information or equipment;
- ss. Theft/Possession of Stolen Property: taking, exercising control over, and/or obtaining the property of another person or entity; receiving, retaining, or disposing of property of another person or entity;
- tt. Tobacco-Free Schools Policy Violation;
- uu. Vandalism: intentionally, purposely, recklessly, or negligently damaging school property or attempting to do so;
- vv. Repeated Code of Conduct Violations;
- ww. Making a fictitious bomb or other destructive threat, making any false report or inducing panic;
- xx. Failure to accept discipline or punishment;
- yy. Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another;
- zz. Violation of bus and other transportation rules; and
- aaa. Violation of classroom rules.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry



or genetic information (collectively, “Protected Classes”) that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the Rocky River City School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. In particular, sexual harassment is any activity of sexual nature that is unwanted or unwelcome including but not limited to touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, or pressure to engage in sexual activity. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. The school’s disciplinary procedures will be followed in determining the appropriate consequence for any harassment, including suspension or expulsion as appropriate. The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts: retaliating against a person who has made a report or filed a complaint alleging harassment or who has participated as a witness in a harassment investigation; and/or filing a malicious or knowingly false report or complaint of harassment. Any student who believes he or she is a victim of harassment in violation of this policy should immediately notify the superintendent/designee, who is the Title IX coordinator, or the student’s building principal or other administrator with whom the student feels comfortable. A complete copy of the district’s anti-harassment policy may be obtained by contacting the building principal.

The administration reserves the right to confiscate any items in connection with an alleged violation of the Code of Conduct or otherwise considered inappropriate for a school setting.

Aggressive behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, including any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. This also includes intimidation and harassment based on any of the legally protected characteristics such as sex, race, color, national origin, marital status, or disability, stalking, bullying/cyber-bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. Any student who believes he/she has been or is the victim of aggressive behavior should immediately report the situation to the building principal. See Board Policy 5517.01 for details.

Desks and lockers are the property of the Board (Policy 5611) and remain at all times under the control of school officials. Students are granted non-exclusive use of desks and lockers and should not expect privacy with respect to items stored in desks or lockers. Desks and lockers and the contents of all desks and lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any desk or locker, or its contents, contains evidence of a violation of a criminal statute or a school rule. Building principals or their designees may inspect a student’s vehicle parked on school premises if there is reasonable cause to believe that prohibited articles are kept there, or that school rules and regulations have been violated. If such an inspection takes place, the student or another adult will be present. An inspection of a vehicle from the exterior is not a search. This policy will not intend to limit or prevent a school official from investigating incidents and determining a basis for decisions affecting the operation of the schools, conduct of students, or services of employees.

There are situations where severe disciplinary action is required regardless of any behavior history. Out of school suspensions may also be assigned as a first time offense for serious or extreme violations of any rules listed. This decision will be made by the administration depending upon the circumstances involved.

DRESS CODE

Final decision as to acceptability of student attire rests with the school administration.

The Rocky River City School District Board of Education believes that appropriate student dress contributes to a productive learning environment. The student dress code establishes the general parameters and guidelines for student attire. The components of the dress code are necessary for the health and safety of the school environment. School administration shall administer the dress code with neutrality and consistency. Each student bears responsibility for appropriate attire at school and school events/activities. Parents and school administration also bear responsibility for the appropriate attire of students.

General Guidelines:

- 1.** Students are required to show proper attention to personal cleanliness, neatness, health, safety and suitability of clothing and appearance for school activities;
- 2.** Dress and grooming of the student shall not create a hazard to the safety or health of any person or cause a substantial disruption of the school environment;
- 3.** Clothing, jewelry or personal items with language or images that are vulgar, of a sexual nature, sexually suggestive, discriminatory, obscene, profane, libelous or threatening, that contains symbols of hate or hate speech, or that relates to or promotes illegal conduct are prohibited;
- 4.** Students shall not be permitted to wear clothing, jewelry or other personal items containing violent images or language or that creates a hostile or intimidating environment;

Gang-related apparel is prohibited.



Rocky River Early Childhood Center Child Profile

Child's Name:	Birthdate:
Name child prefers to go by:	Home Phone:
Address:	

Contact Information

Parent/Guardian Name:	Parent/Guardian Name:
Cell Number:	Cell Number:
Work Number:	Work Number:
Email Address::	Email Address::
Any Additional Contact Number:	Any Additional Contact Number:

Background Information

Other children in the family:		
Name	Age	Grade/School
Other persons living at home:		
Pets:		



Is your child enrolled in another program/day care (center or home)?	Yes	No
Name of Program:		
What activities/toys does your child like?		
Does your child have any fears?	Yes	No
What helps to comfort them?		
Any known allergies or special diets?		
Are there cultural/religious factors we should be aware of (dietary restrictions, holidays, clothing, etc.)		
Any additional information you'd like to share?		



Social/Sensory Reinforcers Assessment

SOCIAL AND SENSORY REINFORCERS Instructions: *Circle to indicate the items preferred.*

Adult attention

Being left alone

A "job" or task to complete

Attention from specific adults (list preferred adults):

Time spent with peers (list preferred peers):

Hugs

Praise

Swinging

Smiles

Public recognition

Being brushed

High five

Jumping

Being rocked

Being held

Roll up in blanket

Bubbles

Additional Reinforcers:

If they use the **iPad** at home, are there any preferred apps?

Behavior Assessment

What are your concerns in regards to your child's behavior?

Sitting for longer than ____ minutes

Interacting with peers

Staying with an activity for long periods of time

Transitioning from one activity to another

Following directions

Other:

What techniques work to help your child's behavior?

Frequent breaks

Simple directions

Picture schedules

Quiet time

Verbal prompts

Visual reminders

Physical activity

1-2-3 count

Other:



Self-Help Inventory

Please circle each task your child does on his/her own:

Dressing

Pull shirt over head
Put hat on
Button shirt or coat
Put shirt on
Put pants on
Pull pants up
Put socks on
Put shoes on
Take shoes off
Put coat on
Zip shirt or coat
Put mittens on

Chores

Set table
Throw garbage into trash
Pick up toys
Make bed
Help with dishes (wash or dry)
Feed pet

Bathing

Turn water on/off
Wash/rinse face and body
Dries self with towel
Combs hair
Brushes teeth

Feeding

Hold spoon
Scoop food
Lift spoon/fork to mouth
Hold cup
Drink from cup
Pour liquid into cup

Toileting

My child is:

Toilet trained Not toilet trained In the process of being toilet trained

My child wears:

Diapers Pull-ups Underwear

My child:

Goes to the bathroom by his/herself. Will indicate need to use the bathroom.

Needs to be reminded to use the bathroom. Needs to have diaper changed.

Needs assistance with: _____



SCHOOL ENTRANCE PHYSICAL EXAMINATION

Name: _____ Date of Birth: _____ Grade _____

Immunization Information

Please complete using the date/month/year

DTaP: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Td: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

IPV/OPV: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

HIB: 1. _____ 2. _____ 3. _____ 4. _____

Hepatitis B: 1. _____ 2. _____ 3. _____

MMR: 1. _____ 2. _____ Hepatitis A: 1. _____ 2. _____

Varicella: 1. _____ 2. _____ Other: _____

Exam Date _____ Normal _____ Abnormal findings _____

General Dental Health _____

Hearing: Right: _____ Left: _____

Vision: Acuity: Right 20/ _____ Left 20/ _____

Strabismus: Yes No Comments _____

Height: _____ Weight: _____ Lead: _____ Hematocrit: _____

Tuberculin test (most recent): Date _____ Results: Pos. _____ Neg. _____

Chronic Health Concerns: Asthma: _____ Seizure Disorder: _____ ADD/ADHD _____

Diabetes: _____ Speech therapy: _____ Ear Infections: _____

Other: _____

Was the child referred to any specialists? _____

Restrictions: _____

Medications: Name/dosage/frequency: _____

(Continued on next page)



Please complete the school's forms for medication administration if it is necessary for the child to receive prescription or over-the-counter medication in school.

Physician name (print): _____ Phone: _____

Address: _____ City/State/Zip: _____

Based on examination consistent with EPSDT/Headstart/AAP guidelines, I certify this child to be in suitable condition for enrollment in school.

Physician signature: _____ Date: _____



Rocky River
CITY SCHOOL DISTRICT
Caring • Exceptional • Competitive

