

CASSIA JOINT SCHOOL DISTRICT #151

PRESCHOOL CENTER

"Building a Foundation for Success"

237 E. 19th Street
Burley, ID 83318
Telephone (208) 878-6611
Fax (208) 878-6655

Principal: Kim Bedke

Preschool Teachers: Kim Sistrunk & Kimberly Miller

Secretary: Jeannie Lierman

Student & Parent Handbook

Revised 2016



Cassia School District Mission Statement

Cassia County Schools, in a cooperative effort with family and community, will vigorously challenge and prepare students to reach their highest potential to become productive and responsible citizens.

Belief Statements

1. Education is the joint responsibility of the individual, home, school, and community and lays the foundation for a successful and productive life.
2. If given appropriate opportunities all students can learn, achieve, and succeed.
3. Students must accept responsibility for their education.
4. Life-long learning is essential in a changing society.
5. Students learn better in a positive learning environment.
6. Each student is unique and has self-worth.
7. Every student has a right to a safe and comfortable physical environment.
8. The resources of the district are focused on the mission.

Preschool Center Mission Statement

The goal of the Preschool Center is to give students a boost in cognitive, social, communication, independent, and motor skills in order to prepare them for kindergarten in a mainstream school.

Preschool Building Information

Address:

237 E. 19th Street

Burley, ID 83318

Phone: 878-6611

Fax: 878-6655

Staff:

Principal: Kim Bedke

Office Staff: Jeannie Lierman

Teachers: Kim Sistrunk, Kimberly Miller

Para Professionals: Lowana Johnson, Brenna Fuentes, Rajene Tanner, Patrice Parish

Speech & Language: Karen Thomas, Anita Holloway, Chris Whipple, Michelle Skaggs

Occupational Therapy: Gail Martin

Registration & Screening

Our Preschool Center is designed for children who qualify with developmental delays. Registration dates for existing students can be found on the Cassia School District calendar or call the Preschool Center for details, **208-878-6611**.

Students must have proof of immunization, official birth certificate, social security, and Medicaid card (if applicable).

For students not yet qualifying, screening is conducted 3 times throughout the school year. To make an appointment for screening, please call Jeannie Lierman at Cassia Preschool Center, **208-878-6611**.

Session Hours

- **Morning session: 8:30-11:00 a.m.**
 - Please do not drop your child off earlier than **8:15** a.m.
- **Afternoon session: 12:30-3:00**
 - Please do not drop your child off earlier than **12:15** p.m.
- **Speech Only Mondays: 8:30-10:45**
 - Please do not drop you child off earlier than 8:15 a.m.

Picking up Students

Parents who pick up their children before the designated time of dismissal must come to the office to check out students on the sign-out sheet located on the office counter. When a person other than a parent picks up a child, at any time, they will need prior permission from the parents and also sign the student out and provide contact information (name, phone number, relationship to student) on the sign-out sheet at the office.

Early and Emergency Dismissal Days

Occasionally it is necessary to dismiss school early because of snowstorms or other unforeseen events. **Please plan ahead and make arrangements before such events occur.** It is best if you create a plan with your children before such events occur. **Please keep the office updated with current phone numbers.**

Transportation Change

Please notify the office in advance (**15 minutes prior to end of session**) and/or advise your child's teacher if there will be a change in your child's transportation. **It is very difficult for us to know what to do with your child if we do not have a note or a phone call and they say they are supposed to do something different. If no notification is received (written note or phone call), your child will follow his/her regular method of getting home.** The buses can drop students off only at **regular** stops. If your child needs to go to an unusual location, he/she will be dropped off at the nearest **regular** stop. The bus driver will need a note to let students off the bus at any different location.

Student Information Form

During registration you will be given an information form to complete. A record of this information is kept in the school office in case you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of a person who can be contacted in case you cannot be reached. **Please notify the school if you change addresses or telephone numbers during the year.** It is very important that our records are kept up to date.

Withdrawal of Students

If you are moving, and thus withdrawing your child from school, please call or come by the school a few days before the withdrawal date. The school needs time to complete the necessary paperwork. Your cooperation is greatly appreciated.

Parent Teacher Conferences / Progress Reports

Communication is an essential part of the educational program. It is very important for parents to keep in close contact with their child's teacher concerning his/her progress.

Conferences are scheduled on the second and fourth, nine-week grading period.

If a parent wishes to confer with their child's teacher other than at the above mentioned conferences, please notify the teacher in advance so that a convenient time for all can be established (i.e. before or after school, during teaching planning periods, etc.).

Progress Reports will be issued to students at the close of each nine-week grading period.

Parent Involvement

The Preschool Center recognizes that the education of each student is a responsibility shared by the school and the student's family. Therefore, Cassia Preschool Center encourages the regular participation by parents of all our children through regularly scheduled meetings, attendance at Parent Teacher Conference, and various other ways of communication (phone calls, notes, emails, etc.) We strive to maintain two-way communication with parents through the above mentioned means in order to partner with parents to increase student achievement.

Please keep in mind that the Cassia Preschool Center is an educational setting where mild distractions can cause a disruption to the educational process for our students. Therefore, siblings and other children are not to be in the classrooms while school is in session.

Head Lice Policy

The school will follow district policy. This policy states:

“The school principal or designee will screen students for head lice. If nits (egg cases) or lice are present, the student will be excluded from school until the student is nit- and lice-free or until a licensed physician, public health nurse, school nurse or other person authorized by the Idaho Department of Health and Welfare determines that the student is no longer contagious. If the principal or designee later suspects or determines that the student is again contagious, the student will be excluded from school until the student meets the criteria set forth above.”

See board policy #563, Exclusion for Head Lice for more information.

Medication

The school cannot administer medicine, including Tylenol without written permission from the child’s physician. Students who need to take a prescribed medication must follow the guidelines below.

1. Parents must complete one copy of the form entitled, “Physician’s Medication Order for School Administration” for each medication that the student is to receive, **PRIOR** to administration of the medication. **The form must be signed by the physician and must be renewed with each change.** It must be returned to the school to be kept on file during the term of medication. Copies of these forms may be picked up at the school office.
2. The medication must be in its original container with the student’s name, physician’s name, drug name, schedule of administration, dosage, and date clearly marked, and brought to the school office for storage.
3. Over-the-counter medication will only be dispensed if requested by a physician through the “Physician’s Medication Order for School Administration” according to the guidelines listed above.
4. The student should come to the office to receive his/her medication and take it in the presence of the office personnel.

Since preschool students are in session a short period of time, we do not anticipate the necessity of administering medication. If such an event becomes necessary, a meeting with the principal, parent, teacher, and school nurse would need to take place before medication is given.

Accidents and Illness

If your child is injured at school we will make him/her comfortable and then contact you immediately if the injury is serious. If you cannot be reached, we will attempt to contact the emergency number that you listed on the above-mentioned information form. Please keep the office advised of any changes in home, cell, or work numbers.

If your child is sick in the morning before school, please keep them home. If your child becomes seriously ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. Please remember that we cannot keep seriously ill children at school.

Fire Drills

Fire drills are conducted throughout the school year for the protection of our students. All students will participate in a quiet and orderly manner and follow directions of the staff in evacuating the building. During the drill, teachers and students are not to re-enter the building until the alarm stops and lights stop flashing as an all-

clear signal. Teachers are to be aware of the next nearest exit to be used in the case of blocked exits during fire drills. All students are accounted for after they exit the building.

Student Dress Policy

Recognizing that school is a place of business and that pride in ourselves and in the entire student body is a worthwhile objective; the students, faculty, and administration, recognize the following dress policy:

- Responsibility for dress rests primarily with the parents. They should see to it that their children are properly dressed for attendance at school. If in doubt, be conservative.
- Attire should be in good taste. Shorts are acceptable providing that they are not too short (no short-shorts). Tops should not reveal bare back or midriff.
- To prevent health or safety hazard for all students, baggy clothing or long belts will not be allowed. This will also be considered when it disrupts classroom management or student behavior.
- If, in the judgment of the teacher and/or administrator, attire is disruptive to the educational process, the student may be required to change.
- Please dress your children for the weather. If it is cold outside, please make sure they dress warmly as they will be outside for recesses.

Weapons

The Joint School District #151 has “zero tolerance” for students who possess on school grounds, or who bring to school, or onto property owned, or under the control of the school district, or to any school sponsored activities: a firearm, dirk knife, bowie knife, dagger, metal knuckles, or other deadly and/or dangerous weapon. Students in violation of this policy will be expelled for not less than one year. In addition, any student who threatens or harms any other student or school district employee with any other instrument that can be used as a weapon will be recommended for expulsion of not less than one year. Any student who possesses a facsimile of a weapon may be recommended for expulsion of not less than one year. Students expelled from any school district for any of the proceeding reasons will be denied enrollment in Cassia County Schools for a minimum of 12 months from expulsion date in whichever District action was taken. Any threat reported to the office will be taken seriously and seriously investigated at to its intent. We want a safe, comfortable school where students feel safe and secure.

Authority of School Officials

In accordance with Idaho law, the Cassia County School Board has adopted a code of Student Conduct prescribing the rules and regulations for the control, discipline, suspension and expulsion of students. These rules and regulation are intended to promote an atmosphere within the school that is conducive to learning as well as to insure the protection of the rights of students. Inherent to democratic society is the fact that rights entail responsibilities. Self-respect and respect for others are major goals of the Code. Students have the right to avail themselves of a free public education; however, students have a responsibility not to interfere with the education of other students.

Discipline is an important part of the educational process. Students should display good manners, be honest, and show integrity. We expect them to be respectful in all situations and to accept responsibility for their actions.

The objective of any corrective action should be to have the student accept the consequence as a just and inevitable result of his/her behavior. It also helps to ensure that students make responsible decisions about their behavior. This protects the rights of students, teachers, and school officials, and maintains the continuity of the educational process. Corrective actions could include loss of recess, activities, detention, in-school suspension, or expulsion and will be enforced at the discretion of the administrator or administrative designee.

Idaho law delegates specific authority and responsibility to school officials concerning the control and discipline of students. School principals have the authority to suspend students from school and/or from riding a school bus, and to recommend for expulsion those students who seriously disrupt the school environment.

Students of the Cassia County Schools are subject to the Code of Student Conduct during the time they are being transported to or from school of a school-sponsored activity, during the time they are attending school and during the time they are on school premises.

It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your children the importance of and need for good behavior and a good attitude while at school. We will not tolerate fighting, disrespect towards others, obscene language nor destruction of school property. Students who break rules continuously will be sent to the office and handled accordingly. If problems reoccur, parents will be called in order to help resolve the problem.

Cassia School District Policies

The policies for Cassia School District may be found on the district website: www.cassiaschools.org

NOTICE OF COMPLIANCE

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

In accordance with the Family Education Rights and Privacy Act of 1974, the Cassia County School District, Number 151, of Cassia hereby gives notice to all parents, legal guardians, and students eighteen years of age attending the Cassia County School District schools, that the following information is being categorized as directory information: the student's name and photograph; address; telephone listing; date and place of birth; photographic images of the student participating in regular classroom or school authorized activities; participation in officially recognized activities and sports; weight and height of members of athletic teams dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by the student.

Directory information will be published and released by the District without prior consent of the parents, legal guardians, or students 18 years of age or older, unless the parent, legal guardian, or student 18 years of age or older notifies the District by September 27th, that the above mentioned directory information should not be released without prior written consent of the parent, legal guardian, or student 18 years of age or older. Such notification should be in writing and addressed to the Special Service Office; Michele Knopp; 237 East 19th Street; Burley, Idaho 83318.
