

# DILLER-ODELL PRESCHOOL



# HANDBOOK

DILLER-ODELL PUBLIC SCHOOLS  
PO BOX 8  
315 SMITH STREET  
DILLER, NE 68342

[WWW.DILLERODELL.ORG](http://WWW.DILLERODELL.ORG)

Dear Parents/Guardians,

Diller-Odell Little Griffins Preschool will provide children with a superior developmentally appropriate learning environment that is positive and nurturing for children of all races, ethnicities, and abilities. Diller-Odell strives to teach individual needs of children so that they become successful 21<sup>st</sup> Century learners.

Our preschool program offers children a play-oriented learning environment composed of learning centers such as the Kitchen, Sand/Water Sensory Area, Art, Toys/Blocks, Ipads, Reading, Writing, Math, and Science. Children will learn to make sense of their world by being encouraged to think, question, explore, and reason. These age-appropriate learning centers will allow children to create and engage in elaborate role-play, learn various math concepts, explore how things work, and become creative while using their imaginations. Children will also gain the foundation for reading and writing in a literacy rich environment. In addition, children will become comfortable with the use of technology through computers/Ipads. Opportunities will also be provided to enhance their physical development and skills through a variety of educational strategies.

Diller-Odell Little Griffins Preschool fosters social and emotional development in children by promoting a positive self-concept in each child. Children will continue to learn and develop more social skills such as appropriately expressing and managing their feelings, solving problems, getting along with others, sharing and taking turns, and following rules and routines. Our classroom behavior management strategy is centered on behavior sticks. Children start with a green stick, which means they are having a great day. If they follow all of the rules and routines, they get to keep that green stick. If they do not follow the rules and routines after being warned their stick color will be changed to yellow. If the negative behavior continues it will then change to red and a note will be sent home to notify the parents. Each day the students get a punch on their behavior card if their stick is green at the end of the day. When the student receives 20 punches, they earn a reward or a prize from our class treasure chest. The prizes are an assortment of small toys, necklaces, stuffed animals, books, etc. So, if your child comes home with a small trinket, they have earned it!!!! Family involvement in our preschool is both welcomed and strongly encouraged. Families are children's first teachers. We look towards families as our partners in education. Diller-Odell families may contribute to our preschool by volunteering to read stories to the children during our daily time, or by serving as holiday room helpers. Parents are welcome to come and visit their child during their school day for a 30-60-minute session. Daily communication about your child's day will be sent home through the use of a daily note.

As part of our program, a meal and snack will be provided to your child during the school session. Health and nutrition are considered important educational topics to teach children in our program.

We sincerely hope that your experiences here will be very positive and rewarding. We look forward to working with you to ensure you will have a successful education experience at Diller-Odell Public School.

## **DILLER-ODELL PUBLIC SCHOOLS EDUCATIONAL MISSION AND BELIEFS**

"Striving for Successful 21<sup>st</sup> Century Learners"

### **Diller-Odell Beliefs**

- Students will show responsibility, self-control, and good citizenship, while recognizing and respecting diversity among people and ideas.
- Students will become lifelong learners, positive contributors to society, and problem solvers in an ever-changing world.
- Students will believe in their abilities, recognize their accomplishments, learn from their experiences, and continue to set new goals.
- Students will effectively exhibit cooperation and competitiveness in group settings.

### **ARRIVAL AND DEPARTURE TIMES**

The preschool day will begin at 8:10 a.m. Children may begin arriving on the school grounds at 7:45 a.m. unless the school buses arrive earlier. Each child upon arriving at school will enter through the main entrance. Mrs. Kostal or Ms. Hannah will be there to meet them and to lead them into the classroom. The school day will end at 3:30 p.m.

### **SCHOOL CLOSING INFORMATION**

If school is called off because of inclement weather, an Alert Now call will be going out. This information will also be called into the following radio/television stations: KOLN/KGIN TV, KLKN-TV, KFAB, KWBE, KNDY, and KUTT by 7:00 a.m. on the morning school is closed or by 10:30 p.m. the evening before school is closed if possible. Diller-Odell Little Griffins Preschool will follow the same opening/closing schedule as the rest of the public schools.

### **CLASSROOM VISITATION**

Adult visitors to the Diller-Odell Public School are welcome to visit the classroom. All visitors are asked to stop at the principal's office and receive a visitor's pass before visiting the classroom or make arrangements with the classroom teacher prior to the visit. Suggestions for visiting are:

- 1.) Call or email the teacher to plan a convenient time.
- 2.) After reporting to the office, please enter the classroom quietly.
- 3.) One 20-30-minute visit per semester.

## **ATTENDANCE**

One of the key factors in making each child's school experience a success is regular school attendance. However, attendance for our preschool program is not mandatory. The following procedures should be followed in case of absence or tardiness:

**Absence:**

Notification- Parents/guardians should notify the school office on the morning of the child's absence. You may also send a note with a brother or sister to be given to the teacher notifying us of your child's absence or tardiness. If a child needs to leave school for necessary appointment, please send a note with your child stating the time of dismissal or call the office and leave a message for the teacher.

## **ILLNESSES**

If a student goes home with an illness accompanied by a fever, the student shall not be allowed back in school the same day even if the student no longer has a fever. The student may return to school if they have been illness free for 24 hours.

## **ACCIDENT/INJURY**

In the case of an accident during school, the student's parent or guardian shall be notified. If the accident is of a serious enough nature to demand immediate medical treatment, the local rescue unit will be notified as well as the parent/guardian. If we cannot reach the parent/guardian, we will notify the person listed on your child's emergency contact form. **IT IS VERY IMPORTANT TO KEEP THE OFFICE INFORMED OF ANY CHANGE OF EMPLOYMENT AND WORK PHONE NUMBERS OR WORK HOURS. IT IS ALSO IMPORTANT TO KEEP US UP TO DATE WITH PEOPLE TO NOTIFY IN CASE OF AN EMERGENCY WHEN THE PARENT/GUARDIAN CANNOT BE REACHED.**

## **GENERAL SCHOOL RULES**

The Diller-Odell Public School student shall be expected to:

1. Accept the leadership and authority of all school employees.
2. Refrain from damaging, defacing, or destroying school and personal property.
3. Be kind, courteous, and honest.
4. Use acceptable language, no profanity or obscene gestures.
5. Walk; do not run, on the right side of the hallways and stairways. Be quiet in these areas.
6. Get permission before leaving the premises or playground.
7. Wear appropriate clothing for cold weather; coats, some type of ear/head covering, mittens or gloves, and boots when necessary.

## **POTTY TRAINED**

It is a requirement to be potty trained before starting Preschool at Diller-Odell.

## **LOST AND FOUND**

All articles found in the building are turned in to the office. Students missing any items should check with their classroom teacher and then the school secretary. It would be helpful if every item a child brings to school were to be labeled with the child's name. Items left at school after the school year will be donated to the Salvation Army, Goodwill, or similar organizations.

## **TOYS**

Toys may only be brought to school if used for a Show & Tell assignment. **FEDERAL LAW REQUIRES THE SCHOOL TO EXPEL ANY STUDENT WHO BRINGS A DANGEROUS WEAPON TO SCHOOL.**

## **Gifts for Students and Party Invitations**

Students will not bring gifts for other students to school unless it is a class function (Christmas Party) or if a present can be given to each student in the classroom. If a student wants to give another student a special gift, it should be done outside school time.

Party Invitations will not be allowed to be handed out in school unless all students in the class are invited.

## **GENERAL RULES FOR ALL STUDENTS RIDING TRANSPORTATION**

1. The driver is in complete control of the bus.
2. The driver may assign seats.
3. No food or candy is allowed on the bus.
4. Toys may only be brought to school or placed inside backpacks if used for a show & tell assignment.
5. No climbing over seats, standing on seats, or throwing objects outside the windows.
6. Elementary students who are to ride a different bus than their regular routes are to bring a note from their parents indicating which bus they are to ride. Students who do not regularly ride the bus, who are going to music lessons, staying over night at grandparents, etc. will be transported if it does not result in change of scheduled bus routes, and if there is room available on the bus.

If your child has been given two verbal warnings pertaining to misbehavior on the bus, a letter will be sent home notifying you that another instance of misbehavior will result in a two week suspension from the bus.

STATE LAW requires that all passengers enter a period of silence when approaching and stopping at a Railroad Crossing.

## **PLAYGROUND RULES**

Playground activity is considered part of our instructional time so that a child may learn to play games and associate with his or her fellow students . Safety and courtesy along with free expression of playtime are the prime factors of learning during these periods. Students are expected to obey the following rules:

1. Teachers on playground duty are in charge!!
2. Any child wishing to leave the playground for any reason (go after a ball, go to the office, restroom, etc.) must have the permission of the playground supervisor.
3. No tackle games allowed.
4. No throwing of rocks, gravel, or sticks on the playground.
5. No snowball throwing.
6. All equipment is to be used as it was designed.
13. No balls are allowed on the playground equipment.
15. Playground games are open - anyone can play.
16. If there are any situations that develop not covered by the rules mentioned above, the teacher on duty will handle the event so as to ensure the safety of the students.

## **SCHOOL ATTIRE AND GROOMING**

Appropriate dress and appearance is the responsibility of the student and their parent/guardian. Children should come to school neat and clean. Clothing that draws undue attention to it and interferes or disrupts the learning process should not be worn. The following are the guidelines for proper dress:

### **Shirts:**

1. Obscene pictures or remarks, alcohol/tobacco advertisements, negative statements, etc. are not allowed.
2. Tube tops are not allowed.
3. Mesh/fish net shirts must have a shirt without holes either over or under it.
4. Shirts should be at least waist length.

### **Shorts:**

1. Shorts of moderate length may be worn.
2. Shorts are not appropriate when the temperatures are below 60 degrees.

### **Shoes or Boots**

1. Appropriate footwear should be worn for playground safety (ex. tennis shoes).
2. Appropriate footwear must be worn in order to play in the snow (ex. snow boots).

**\*\*Diller-Odell Public Schools administration reserves the right to make final decisions regarding any questionable attire worn in the building**

## **SCHOOL SERVICES**

Diller-Odell Little Griffins Preschool will provide nutritionally balanced meals for participating children. Children participating in the programs will have the opportunity to be served a full meal during daily programming. All children will be offered a daily snack as well. Lunch accounts may be set up for children. Monthly or periodic deposits into your child's lunch account are recommended. Make checks payable to Diller-Odell Public Schools.

Meal Program (4 days per week)

Free Meal Eligibility: No Cost

Reduced Meal Eligibility: \$0.30(Breakfast) and \$0.40(Lunch)

Full Pay Eligibility: \$1.75(Breakfast) and \$2.75(Lunch)

If you are interested in applying for free or reduced meals, an application is available at the office.

Students may bring a sack lunch from home, but parents, relatives, and friends may not deliver or supply lunch from an outside restaurant, etc.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800)795-3272 (voice) or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer.

## **SCHOOL PICTURES**

Diller-Odell Public School contracts annually to have pictures taken of school children early in the school year. Information regarding prices, times, and dates are distributed by notes from the school.

## **SUPPLIES**

Special requests may be made by the classroom teacher.

## **INSURANCE**

Student Assurance Services, Inc. insurance is made available to all students. Your premium will need to be sent directly to Student Assurance Services, Inc. as soon as possible. If you are interested in receiving this insurance, please ask at the office for an envelope at 402-793-5570.

## **FIELD TRIPS**

Each grade is allowed at least one field trip per year. Parents will be notified by note/letter of where the trip will be and what the students will do on the trip. A permission slip will be a part of the notification note/letter and must be returned with a parent's signature before the student will be allowed to go on the trip. The number of parents going on the trip to help with the students shall be left to the discretion of the teacher.

## **FIRE, TORNADO, AND SAFETY DRILLS**

*Fire Drill Signal:* An INTERMITTENT ringing of the FIRE bell.

*Fire Drill Procedure:* All the elementary students will file out of the building following the route illustrated in each room.

*Tornado Drill Signal:* An INTERMITTENT ringing of the FIRE bell and the announcement of "THIS IS A TORNADO DRILL".

*Tornado Drill Procedure:* All the elementary students will file to their designated shelter area.

*Safety Drill Signal:* Announcement over the intercom.

*Safety Drill Procedure:* Code Red-Evacuate- exit building to designated "safe place"

*Code Red-Lockdown-* stay inside classroom away from windows and lock doors.

Code Red - Evacuate is initiated in the event of an emergency that may be a danger to all staff and/or students but is not determined to be coming from any point in the building. (ex. bomb threat) "CODE RED-EVACUATE" will be announced over the intercom. Students and staff are to exit the building quickly and take nothing but coats if weather dictates. After students are evacuated, the authorities will be



notified. Students are to proceed in an orderly fashion with staff supervision to a site designated by the administration for bus pick up and delivery home. Class teachers/sponsors should note that students are present. No staff and/or students will be allowed back on school grounds until the building has been cleared by the appropriate law enforcement agency and clearance given to return. All book bags, automobiles, P.E. equipment etc. is to be left at school until clearance is given. Time missed because of Code Red will be made up prior to senior dismissal in the spring. Any person placing a prank call will be punished to the full extent of the law.

Code Red - Lockdown is initiated in the event of an emergency that may be a danger to all staff and/or students but is determined to be coming from some point in the building. (ex. person with a weapon) "CODE RED-LOCKDOWN" will be announced over the intercom. Students and staff are to stay in their classrooms, lock the doors and windows and move away from the windows. Please stay in your room until an all clear with the verification words "all clear" included is announced over the intercom or a building administrator comes directly to your room and announces that all is clear.

### **SPEECH AND LANGUAGE**

The speech-language pathologist at the Diller-Odell School is employed by the Educational Service Unit #5 and is currently at our school two days a week. The speech-language pathologist's job is to diagnose and assist preschool and school-aged children with speech and/or language disorders. Most children are referred to by classroom teachers, and a few are referred by parents. If you have any concerns about your child's speech or language development, contact Diller-Odell School, and a conference can be set up with our speech-language pathologist.

### **SCHOOL PSYCHOLOGIST**

Diller-Odell Public Schools contracts with the Educational Service Unit #5 for a school psychologist to serve the students needs.

**NO CHILD LEFT BEHIND ACT OF 2001**

**Requirements of Law**

A copy of Public Law 107-110, No Child Left Behind Act of 2001, is on file with the Title I program in Diller-Odell Public Schools. Anyone can view this policy by setting up an appointment with the school office or Title I teacher. This Act serves as a reauthorization of the Elementary and Secondary Education Act of 1965. It redefines the federal role in K-12 education and will help close the gap between disadvantaged and minority students and their peers. It is based on four basic principles: stronger accountability for results, increased flexibility and local control, expanded options for parents, and an emphasis on teaching methods that have been proven to work.

In accordance with the "Parent's Right-To-Know" provision of the No Child Left Behind Act, the Diller-Odell Public School District will, on request, provide parents/guardians information regarding the professional qualifications of the student's classroom teachers, including the following:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The college degree of the teacher and any other graduate certification or degree held by the teacher.
- Whether the child is provided service by paraprofessionals, and, if so, their qualifications.

In addition, the Diller-Odell Public School District will provide to each student's parent/guardian:

- Information on the student's level of achievement in each of the State academic standard assessments.
- Timely notice when the student has been assigned or taught for four (4) or more consecutive weeks by a teacher who may or may not be considered "highly qualified" (e.g. substitute teachers).

### **Complaint Procedure**

Chapter 34 of the Code of Federal Regulations, Section 299.10 required each State Education Agency (SEA) such as the Nebraska Department of Education to adopt written procedures for receiving and resolving any complaint from an organization or individual that the Department of Education or any school district, agency or consortium of agencies that receives a grant is violating a federal statute or

regulation that applies to federal programs including Title I Parts A, B, C and D. When submitting a complaint, the following must be included:

- The name of the federal program.
- The recipient of the grant (i.e., Nebraska Department of Education, school district, agency consortium of agencies).
- A description of the alleged violation of statute or regulation with supporting information - facts and dates.
- The name, address and signature of the person making the complaint.

All written complaints should be directed to the school district's Federal Programs Director, Mrs. Beth Roelfs, 315 Smith Street, Diller, NE 68342.

## **SEXUAL HARASSMENT POLICY**

Diller-Odell Public School shall maintain a working environment that is free from violence and harassment, which shall include race, religion, national origin, age, disability, and gender. Violence or harassment by board members, administrators, certified and support personnel, classified personnel, vendors, and any others having business or other contact with this school is prohibited. Employees whose behavior is found to be in violation of this policy shall be subject to an investigation procedure that may result in discipline, up to and including discharge. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined appropriate by the administrator or Board of Education. Harassment may include verbal harassment or abuse, unwelcomed pressure for sexual activity, repeated unwelcomed remarks with sexual or demeaning implications, unwelcome touching, and suggesting or demanding sexual involvement by implied or explicit threats or promises or benefit concerning one's employment or education. Violence is any act that hurts, or threatens to hurt intentionally another person's physical or emotional well being. Conduct shall constitute a violation of this policy when: 1.) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education; 2.) Submission to or rejection of such conduct by a person is used as the basis for academic or employment decisions affecting that person, or such conduct has the clear purpose or effect of interfering with a person's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment. Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, or tend to alarm, annoy, abuse or demean certain protected individuals or groups. Director of guidance or chief administrator shall be the harassment

compliance officer. In the event that either compliance officer becomes a part to a harassment complaint, the other compliance officer shall be the alternate compliance officer. Complaints reported to the compliance officer shall be handled in a timely and confidential manner. Information regarding an investigation of alleged harassment shall be confidential, and those persons involved in the investigation shall not discuss information regarding the complaint outside the investigation. If found in violation of this policy shall be subject to discipline, including reprimand, probation, demotion, suspension, termination, or other sanction as determined appropriate by the Board of Education. (became policy in August 1994)

### **COMMUNICABLE DISEASE POLICY**

A student with a communicable condition will be allowed to attend school in his/her usual class setting with the written approval of the student's physician stating that the disease is not in a communicable stage. Without such written statement, a student with a communicable condition is subject to an emergency exclusion. When a child is sent home because of suspected reportable communicable disease, a report will be provided to the Board of Health without delay.

Decisions regarding the type of educational setting for these students will be based on the behavior, neurological development and physical condition of the student, and the expected type of interaction with others in that setting.

The privacy of the student and his/her family must be protected and knowledge that a person has a communicable condition should be confined to persons with a direct need to know. If it becomes necessary to inform others, these persons will be provided with information concerning necessary precautions and will be made aware of confidentiality requirements.

Students who present a high risk of disease transmission may be temporarily excluded from school by the administration after consultation with some or all of the student's physicians, parent, and /or their representatives, school nurse and medical advisor(s).

A student might be considered at high risk if he/she exhibits behaviors that may spread the disease (e.g. biting, lacks toilet training or is incontinent ) or has an open sore that cannot be concealed or hygienically covered, any of which could result in direct spreading of the condition or disease.

During the time a student is excluded from the classroom, an appropriate alternative or adjustment to the student's education will be provided. Long-term cases should be medically reviewed monthly at a minimum.

### **HEAD LICE POLICY**

Before you read the following information on head lice, please be informed that Diller-Odell Public School must send the child home as soon as head lice is discovered. The child must not return to school until he/she has been treated as well as the home and all clothing. **Therefore, we must insist that the child stay home until the condition is cleared up and NOT return to school until the following day.**

Head lice can infest ANYONE - personal hygiene is not necessarily a complete safeguard against infestation. Parents/guardians of children who are found to be infested with head lice will be notified as soon as possible upon detection, since the child will have to be removed from school immediately and treated. Children can be readmitted the day following treatment; however, they will be inspected upon return to school to assure that treatment has been administered. Parents can help in the detection of head lice by becoming aware of the signs of infestation. Head lice on the scalp, particularly behind the ears and at the nape of the neck. Intense itching is the primary sign of infestation. Adult head lice measure 1/16 to 1/8 inches in length and are usually grayish in color; head lice eggs are called nits and are attached to the base of hair shafts.

### **MEDICATIONS POLICY**

Due to the passage of the Medication Aide Act (title 172, chapter 95), which became effective July 1, 1999, students may not have any prescription and/or over-the-counter medications in their possession. Medications cannot be administered to your child at school, unless we have a signed authorization from your doctor and the parent/guardian. The Medication Authorization Form is enclosed at the end of this handbook. The medication must be brought to the Principal in the prescription bottle with the child's name, the name of the medication, dosage, route to be given and times to be given. All medication with authorization will be administered in the Principal's office. This legislation also covers over-the-counter medications such as cough drops, cough syrups, pain medications, and any other medication remedies used to promote wellness.

If you are of a responsible age, you have this option: You may request a form from the nurse or principal for your parents/guardian and doctor to sign listing the

medications that you are deemed responsible to self-administer or carry. This form must be on file in an administrative office to be in compliance with school drug policy.

Because the school is a designated drug-free zone, students with any drugs (prescription or over-the-counter) without a signed Authorization of Medication form, are subject to Diller-Odell drug policy.

## **MEDICATION**

Over the counter medication products may be used in the school health office for personal hygiene, skin care, first aid or for therapeutic purposes. These products may be used without specific consent and are provided by the school. These products will be used by the discretion of the school nurse or other trained personnel.

**\*Please refer to the Diller-Odell Elementary Student Handbook for any further rules/information. As all rules in the Elementary Handbook also apply to the Preschool Students.**