

Diller-Odell Preschool



Handbook

Diller-Odell Public Schools
PO Box 8
315 Smith Street
Diller, NE 68342

www.dillerodell.org

Dear Parents/Guardians,

Welcome to **Diller-Odell Little Griffins Preschool**! We are committed to providing children with a **superior, developmentally appropriate learning environment** that is positive, nurturing, and inclusive of children of all races, ethnicities, and abilities. Our mission is to empower the Griffin community to achieve lifelong success in the world.

Our preschool offers a **play-oriented learning environment** designed around engaging learning centers, including the Kitchen, Sand/Water Sensory Area, Art, Toys/Blocks, iPads, Reading, Writing, Math, and Science. Through these centers, children are encouraged to think, question, explore, and reason as they make sense of their world. They will:

- Engage in elaborate role-play
- Learn early math concepts
- Explore how things work through science
- Develop creativity and imagination
- Build a strong literacy foundation in a reading- and writing-rich environment
- Become comfortable using technology through computers and iPads

We also provide opportunities for **physical skill development** through a variety of activities and strategies.

Social and Emotional Growth

Our program fosters social and emotional development by helping each child build a **positive self-concept** and important social skills, including:

- Expressing and managing feelings appropriately
- Solving problems
- Cooperating and getting along with others
- Sharing and taking turns
- Following rules and routines

Behavior Management

Our classroom uses a "behavior stick" system:

- **Green Stick:** A great day—rules and routines followed!
- **Yellow Stick:** A reminder is given; behavior needs improvement.
- **Red Stick:** Continued negative behavior; a note is sent home.

Students ending the day with a **green stick** earn a punch on their behavior card. After **20 punches**, they choose a prize from our class treasure chest (small toys, necklaces, stuffed animals, books, and more). If your child comes home with a trinket, they worked hard to earn it!

Family Involvement

Families are children's **first teachers**, and we value you as partners in education. You are welcome to:

- Volunteer to read stories during our daily reading time
- Serve as a holiday room helper
- Visit your child's classroom for a 30-60-minute session

We also send home a **daily note** so you can stay informed about your child's day.

Meals & Nutrition

Each school day includes a provided meal and snack. Health and nutrition are important topics we incorporate into our program to help children develop healthy habits.

We sincerely hope your family's experience with Diller-Odell Little Griffins Preschool will be both positive and rewarding. We look forward to working together to make this a **successful and joyful learning journey** for your child.

Warm regards,

Mrs. Kostal

Diller-Odell Little Griffins Preschool

DILLER-ODELL PUBLIC SCHOOLS EDUCATIONAL MISSION AND BELIEFS

"Empowering the Griffin Community to achieve life-long success in the world."

Diller-Odell Griffin students, staff, and stakeholders will:

- * **Respect** all people, property, and diversity.
- * Demonstrate **Integrity** through individual choices and values.
- * Promote personal **responsibility** in all aspects of life.
- * Commit to a **safe** and healthy environment.
- * Succeed with **Self- Motivation** and Goal-Settings.
- * Build Skills of **Teamwork** and **Open-Mindedness**.
- * **Make Life-Long Learning** a priority.

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 her para 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, this information will be called to the following radio/television stations:

KOLN/KGIN TV, KLKN-TV, 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.

CLASSROOM VISITATION

Adult visitors to the Diller-Odell Public School are welcome to visit their child's 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. There are periods when visitations are not advisable, such as during testing programs. We discourage preschool children from visiting. School age children may visit when accompanied by an adult.
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 a 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 hallways and stairways. Be quiet in these areas.
6. Assist in keeping the grounds and facilities neat and clean.
7. Do not throw things that are not to be thrown.

8. Get permission before leaving the premises or playground.
9. Have an extra pair of soft-soled shoes for gym play.
10. Complete the assigned work.
11. Be regular and punctual in attendance.
12. **USE THE CROSSWALK!! DO NOT RUN** to or from the bus.
13. Practice appropriate table manners at lunchtime.
14. Observe good grooming practices, and are expected to dress neatly and appropriately at all times.
15. Wear appropriate clothing for cold weather; coats, some type of ear/head covering, mittens or gloves, and boots when necessary.
16. Bicycles are to be parked in the designated area in the front of the school. It is recommended that bicycles be locked and remain locked throughout the day.

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 into 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.

COMMUNICATION"

Frequently, your children will bring home notes or a weekly bulletin from school. It is important that both parents and children read these to stay informed about school events. Parental interest in these bulletins will encourage students to continue to bring them home.

****Note:** It is very important that parents of younger students notify the school of changes in their child's normal routine, such as riding or not riding the bus or going to a different sitter. When both parents are going to be out of town for a period of time, please let the school know who is in charge of your child in case of illness or emergency. This will enable us to better monitor your child's safety.

GENERAL RULES FOR ALL STUDENTS RIDING TRANSPORTATION

BUS POLICIES

Daily school bus transportation shall be provided for all students who reside outside the Odell or Diller city limits. The Superintendent will determine routes and schedules. The Superintendent will provide school transportation for school related activities upon approval.

All bus drivers must meet all State and local requirements for school bus drivers. The Board of Education may contract for the transportation of special routes or shuttling of students between educational sites.

Riding the school bus is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding on the bus.

RULES OF CONDUCT ON SCHOOL VEHICLES

1. Students must obey the bus driver promptly.
2. Students must arrive at the bus stop before the bus is scheduled to arrive. The bus driver will not wait for tardy students.
3. Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the bus stops.
4. Students are prohibited from fighting, engaging in bullying, harassment or horseplay.

5. Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
6. Students must remain seated and keep aisles and exits clear while the bus is moving.
7. Students are prohibited from throwing or passing objects on, from, or into buses.
8. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the bus.
9. Students may not eat or drink on the bus unless given permission by the driver.
10. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the bus.
11. Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the bus is in motion. Students must be absolutely quiet when the bus approaches a railroad crossing and any time the bus driver calls for quiet.
12. Students may not open bus windows without permission from the bus driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the bus windows.
13. Student must secure any item or items that could break or produce injury if tossed about the inside of the bus if the bus were involved in a accident.
14. Students must respect the rights and safety of others at all times.
15. Students must help keep the bus clean, sanitary and orderly. Students must remove all personal items and trash upon exiting the bus.
16. Students may not leave or board the bus at locations other than the assigned stops at home or school.
17. **Video cameras are being placed on buses, it may be used to review footage of instances.**
18. No pencils or pens should be used by students while on the bus.
19. Listening to music with earphones or plugs is allowed.
20. Students may use cell phones while on the bus as long as they are set on vibrate and their conversation is no louder than it would be to someone else on the bus.

BUS CONSEQUENCES

Bus drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Video footage will be recorded now on certain buses. Disciplinary consequences may include:

1. Warning letter (unless severe, then Out-Of-School Suspension along with steps 2-4.)
2. One week suspension from the bus.
3. Three week suspension from the bus.
4. Suspension from the bus for the remainder of the school year.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

Records of school bus misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

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:

When the weather reaches below 60 degrees, it is strongly recommended to wear appropriate clothing (long pants, shirts with long sleeves and etc.)

Shirts:

1. Obscene pictures or remarks, alcohol/tobacco advertisements, negative statements, etc. are not allowed.
2. Tube tops are not allowed.
3. Mesh/fishnet 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.

Shoes or Boots

1. Appropriate footwear should be worn for playground safety (e.g. tennis shoes).
2. Appropriate footwear must be worn in order to play in the snow (e.g. snow boots).
3. Students must have a separate pair of shoes designated for gym use.

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

SCHOOL SERVICES

SCHOOL MEALS

The Diller-Odell School Breakfast/Lunch Program is a non-profit entity, which serves nutritious meals every day at the lowest possible cost. At least five different food items are offered for lunch each day.

Students in kindergarten through second grade will participate in the milk program, unless indicated otherwise by parents. The price of a carton of milk is \$.40. Extra milk during milk break and lunch will be served for an additional \$.40 per carton.

Second helpings of meal items can be purchased at additional costs. Prices of meals will be as follows:

PreK-6 Breakfast	\$1.75 per meal
PreK-6 Lunch	\$2.75 per meal

If you are interested in applying for free or reduced meals, an application will be sent home with all students on the first day of school. It should be returned as soon as possible to receive lower priced meals.

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

Meal Charge Policy. If a student has no funds available to pay for a meal, the student will be provided and charged for a limited "courtesy meal" option, such as a plain sandwich.

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 AND YEARBOOKS

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.

A yearbook is compiled with pictures of students and faculty from both schools. This yearbook consists mostly of Jr./Sr. high students and activities. Class pictures of Pre-kindergarten through sixth grade students are included in the yearbook. The yearbook is available to purchase in the spring with delivery in the fall.

BOOKS, SUPPLIES, AND FEES

Textbooks will be issued to students by their teachers. The students are expected to take care of textbooks. Students shall be held responsible for all school property that they check out from school, and will be expected to reimburse the school for lost or abused items.

Parents/guardians of students in grades K-6 are asked to furnish certain consumable items that their child will need such as pencils, erasers, paper, and crayons. 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.

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 with 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 put 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.

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

Please be informed that according to Diller-Odell Public School policy, we 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.**

Per Board of Education Policy 5062:

Upon discovering the presence of live lice or louse eggs, the school will notify the student's parent(s) or guardian(s). The student will be isolated from contact with other students and their belongings, and a parent or guardian must pick the child up from school immediately.

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 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.