

Tyler County Schools



Pre-K Handbook

The purpose of the Tyler County Schools Pre-K handbook is to help parents find information quickly. The pages that follow will help you understand the policies and expectations of the Pre-K program. We welcome any suggestions you have for improving this book. Please read these pages carefully so that you are well informed about such important issues as the school's and county's attendance policy, school rules, and procedures, and other important issues.

WELCOME TO TYLER COUNTY SCHOOLS

Those of us who work and learn in Tyler County Schools are proud of our schools, our students and staff members, our community, and our long-standing tradition of success as we strive for excellence. Whether you are a student, parent, or staff member, you have an important part to play in helping Tyler County Schools continue our tradition of excellence in teaching and learning.

As a student, it is your responsibility to know and follow the rules of the school that have been written and are enforced to allow you to learn in a safe, comfortable, supportive school. You will also need to come to school on time regularly with a positive attitude about learning and always do your best.

As a parent of a Tyler County School student, we encourage you to become actively involved in your child's learning program and our schools. Frequently talk with your child about his or her learning experience. You have a key role in ensuring your child's success in school. We encourage you to review your child's folder daily, join the Booster Program, and attend special school functions scheduled throughout the year.

The members of the staff in Tyler County Schools are committed to providing the best in quality teaching and support services. This commitment is a part of the culture at our school where all children can learn, develop a love for life-long learning, and practice the habits of good citizenship.

**We are happy you are with us and wish you the best in this new school year.
By working together we will achieve great things.**

SCHOOL MISSION/GOALS/PHILOSOPHY STATEMENT

Mission Statement

It is our belief that all children can learn. It is our mission to provide a well-rounded education to all students and to give each student the opportunity to achieve his/her highest potential in an appropriate educational setting.

Goals

- To provide appropriate and effective programs and experiences for our students.
- To continually encourage and expand community involvement and support for all educational programs through effective and open communication.
- To provide and utilize school facilities, equipment, and services to best accomplish the mission.
- To provide a continuous evaluation of programs, policies, and administrative procedures to assess effectiveness.
- To secure and utilize effectively the available financial resources necessary to accomplish the mission.
- To provide positive leadership, which inspire maximum effort by students, staff, and community.

Philosophy

We in Tyler County Schools believe that our schools are child-centered learning facilities where the total education of each child is the highest priority.

- We believe in establishing high expectations by providing 21st century skills curriculum and instruction that is relevant, engaging, and rigorous to prepare students for a successful future.
- We believe a well-rounded student needs a variety of opportunities for the development of intellect, fine arts, health & wellness, psychomotor skills, and socialization.
- We believe all children can and must learn.
- We believe the school, family, and community are all crucial in the development of a student's full potential.
- We believe students learn at different rates, with different styles, with recognizable stages of development, and student accomplishments are highly valued.
- We believe oral, written, and electronic communication is important on all levels.
- We believe education fosters independence, moral character development, personal satisfaction, and enjoyment of life.

SAFE & PRODUCTIVE SCHOOLS

TYLER COUNTY POLICY: JP states that providing a safe and drug-free school is the cornerstone for achieving a world-class education. Thus, the Board of Education shall be responsible for adopting policies that will help ensure that its schools provide a safe, vibrant learning environment in which students and staff respect each other. It is essential that parents, students, school personnel, communities, and businesses work together to develop and maintain a well-disciplined learning environment and associated discipline plan. These plans shall address behavioral expectations, consequences for inappropriate behavior, and continuum of alternative educational settings for students who need to be removed from the "regular" school environment.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Federal laws are specific about what and how educational records and information may be collected, maintained, and disclosed. In summary those rights are:

1. Both parents may inspect their child's educational records unless denied by a valid court order.
2. Parents may seek to amend records for just cause upon written request.
3. Consent for disclosure of information (other than directory information) must be obtained unless records are disclosed to school officials, law enforcement or social service agencies, or officials from the state or federal departments of education.
4. Directory information may be disclosed without consent unless parents deny disclosure of directory information in writing according to Tyler County Policy JAD.
5. Complaints alleging violations of FERPA regulations may be filed with the WVDE or the USDE.

DISCRIMINATION PROHIBITED

As required by federal laws and regulations, the Tyler County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, marital status, or national origin in employment or in its educational programs and activities. Inquiries may be referred to Duane A. Dober, Title IX Coordinator, Tyler County Board of Education, Box 25, Middlebourne, WV 26149, telephone number 758-2145 or to Melinda J. Walton, Section 504 Coordinator, Tyler County Board of Education, Box 25, Middlebourne, WV 26149, telephone number 758-2145, or the Department of Education's Director of the Office for Civil Rights.

RACIAL, SEXUAL, RELIGIOUS/ETHNIC HARASSMENT OR VIOLENCE

The Tyler County Board of Education prohibits any form of harassment or violence on Board of Education property or at any school sponsored event, regardless of where such event might occur. It shall be a violation of Tyler County Board of Education policy for any student, volunteer, outside group or third party using school facilities, or employee of the Tyler County School District to harass a student, any person or an employee through conduct or communication of an inappropriate nature as defined by Tyler County Policy: GH. A copy of this policy is available at all school/work locations. Any person who believes he/she has been the victim of harassment or violence should report the alleged act(s) immediately to an appropriate school official.

EMERGENCY INFORMATION

In case of an emergency each student is required to have on file at the school office the following information:

- Parent(s) or guardian(s) name(s).
- Complete and up-to-date address.
- Home phone and parent(s) work phone.
- Emergency phone number of a friend or relative that will assume temporary care of the student if the parent cannot be reached.
- Physician's name and phone.
- Medical alert information.

CHANGE OF ADDRESS/TELEPHONE

It is very important that every student maintains an up-to-date address and telephone number record at the school office. Notify the school secretary immediately if you have a change of address or telephone number during the school year.

EMERGENCY DRILLS

Fire drills are conducted a minimum of ten times per year. Detailed escape plans are posted inside each classroom. The school has a site-based crisis management plan in place and practices drills throughout the school year.

ILLNESS OR INJURY

In case of illness or injury a member of the school staff will care for a student temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the emergency room at the hospital. The Emergency Squad

will be used when deemed necessary. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.

MEDICATION

As per WVDE Policy: 2422.8 School personnel only when provided a written prescription from a doctor can administer medication to a student. This document must specifically designate that school personnel at school can administer the medication. Medication to be administered during school hours must be labeled with the name of medication and a note that includes the following information: medication name, dosage required, time to be given, time of last dosage given. If this information is not included, the medication will not be given.

Non-prescription medication (over-the-counter medication) will not be distributed by any school personnel, UNLESS a doctor's prescription is on file with the school. I know that sounds strange, but a prescription will be needed for non-prescription medication, if school personnel are expected to distribute it. Example: aspirin, Benadryl, Tums, etc. Exceptions: topical ointments.

ATTENDANCE POLICY

WV Code 18-8-1 WV Compulsory School Attendance

WV Policy 2525 states that faithful attendance is necessary for Pre-K attendance. Parents should contact the school when a child is going to be absent. It is the **parent's responsibility to send in a written excuse stating the dates of absence and reason(s) is to be provided upon the child's return to the school.** If a child is absent due to an appointment, the physician, dentist, or other health care provider should give you an excuse to send to school. Disenrollment can occur in instances of chronic absenteeism. Parents will receive notification in such cases.

Students shall be afforded a maximum of five (5) guardian excuses per semester. All other absences from school during the semester will require written verification of medical need of absence from a doctor. Absences due to school related activities (as approved by the principal) are not to be counted when enforcing this rule.

State Board Policy 4110 and Tyler County Board Policy: JF clearly defines what is acceptable as excused and unexcused absences. State, county, and school procedures concerning attendance will be followed exactly. A copy of the Tyler County Board Policy: JF will be sent home with each student at the beginning of each year. Parents need to review this policy for changes and updates.

Pre-K-5 EXCEPTION: If a parent requests that his/her child not attend a specific school-wide activity (i.e., Halloween activities), that student may be excused from school without being counted as absent, if all conditions are met in TYLER COUNTY POLICY: JF. This information must be requested from the principal.

SCHOOL DAY

The school day will run Monday-Thursday from 7:45 a.m. until 2:30 p.m. Students are to arrive no earlier than 7:45 a.m. and no later than 8:30 a.m. Students can be picked up at 2:00 p.m. but no later than 2:30 p.m.

ARRIVING LATE/LEAVING EARLY

Students arriving after 8:30 a.m. will be considered tardy. Habitual tardiness will be cause for referral to the attendance director. Students arriving after 11:30 a.m. will be charged with one-half day absence. Students leaving prior to 11:30 a.m. will be charged with a one-half day absence. Students needing to leave school prior to dismissal at 2:30 p.m. must present a note to the principal or teacher explaining the reason. No student will be released to anyone other than the parent/guardian, unless specifically stated in the note of request and signed by the parent/guardian, or except in an emergency. Parents must sign children in when they arrive later than 8:30 a.m. and must sign them out before they can be released. Please do not make a habit of picking up your child before 2:00 p.m. Your cooperation is needed. If you need to send your child somewhere other than their regular drop off, you must send a note, only in case of emergency can we issue a bus pass over the phone. This will help with the congestion in the front office.

ABSENCE FOR LEAVES OF EDUCATIONAL VALUE

Absence for leaves of educational value will only be excused when requirements 7a-f of Tyler County Schools Policy JF have been followed. A written request for a leave of educational value MUST be presented to the principal no later than ten (10) calendar days PRIOR to the first day of leave. The request will be presented to the School Attendance Committee for consideration and action. Members of the School Attendance Committee will be responsible for listing the objectives to be accomplished during the leave and will determine how completion of those objectives will be verified upon the student's return to school.

CANCELLATION OF SCHOOL/EMERGENCY CLOSINGS

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship, which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances.

Every practical means is used to notify parents of a cancellation including School Messenger, radio, TV, and newspapers. In the unusual circumstance where school must be canceled during the school day, each student should know where to go if the parent will not be home. Please do not call principals or teachers at home. Watch or listen to the local news. All school related activities / practices are canceled if school is not in session due to cancellation.

Parents should have a plan in place so their children will know what to do in case of emergency early closing of school. It is advisable to provide a written copy of this plan to your child's teacher and keep them informed of changes.

BUS PASSES/CONDUCT

The principal, secretary, or teacher can write a bus pass for a student if written permission by parents has been submitted. The following information must be included in the parental request: parent/guardian's signature, bus number, residence location (including person's name) and date. Parental telephone requests for bus passes will be granted only upon emergency circumstances.

The West Virginia code and regulations of the West Virginia Board of Education set forth, among others, the following regulations concerning pupils who are transported on school buses.

- The bus operator is in full charge of the bus and pupils and any other passengers. Passengers must obey the operator promptly and respectfully.
- The right of the pupils to ride the bus is contingent on their good behavior and observances of these rules.
- For the safety of children, only predetermined bus stops will be used throughout the school year. The transportation director or Pre-K coordinator must approve ALL stops.
- Only those on the pick-up list are permitted to pick up children from the bus.
- If you wish to add someone to the list, you must come to the school and add the individual.

BUS SAFETY

The most dangerous part of the student's school day is time spent waiting for and on the school bus. West Virginia school bus operators are the best trained and tested in the nation. Their mission is to transport students in the safest manner possible. To accomplish this, the students must be taught to follow and obey all the rules and regulations set forth by the State and the Tyler County Board of Education. Parents and students are reminded that radios, CD players, MP3 Players, cell phones, and headsets are not allowed on school buses as well as food or drink.

Responsibilities of Parents/Guardians:

- Parents/Guardians shall provide written guidance regarding any special care a student may need while riding the bus.
- Parents/Guardians shall provide supervision at all bus stops until the bus arrives.
- Parents/Guardians must walk the student to the door and do a **hand to hand exchange**.

INVOLVEMENT

Children develop holistically and at an individual rate. As a result, children enter school with varied levels of skill and learning experiences. These variances are further impacted by the resources children have access to prior to entering school including home, family, and community supports. Families are the first and most important teacher in their children's lives. It is important that families have information and resources available to them to assist them in meeting their children's individual needs. Parents may find the following link helpful – <http://wvde.state.wv.us/oel/school-readiness.php>. Individual schools can provide additional information regarding parent involvement in the child's school.

PARENT INVOLVEMENT

Tyler County Schools consider parent volunteers as a very special resource. Parents are encouraged to help in all classrooms, programs, and extracurricular activities. Please call the office if you have time or skills you can share to make our school a better place for students to learn and grow. Pre-K parent meetings will be held throughout the year. We encourage parents to attend these meetings. (See parent involvement forms to become a volunteer.)

VISITORS

The staff and administration are proud to welcome parents and visitors into our school regularly. However, in order to maintain an orderly climate for teaching and learning to occur, we ask all parents and visitors to follow specific guidelines as described in Tyler County Board of Education Policy KK-R. All parents and visitors are asked to check into the school office through the main door to make known the purpose of their visit. Permission to visit teachers during instructional periods has to be granted by the principal. Upon completion of the visit, parents and visitors are asked to stop by the office to inform the principal he/she is leaving. Any staff member who is aware of an unauthorized parent or visitor in the school should accompany the individual to the office to be authorized.

IN ORDER TO SECURE THE BUILDING AND GUARANTEE THE SAFETY OF ALL CHILDREN AND STAFF, ALL VISITORS MUST ENTER THE SCHOOL THROUGH THE MAIN FRONT DOORS AND CHECK IN WITH THE SECRETARY AND/OR PRINCIPAL BEFORE PROCEEDING INTO THE BUILDING. VISITORS/VOLUNTEERS WILL BE ASKED TO EXCHANGE THEIR CAR KEYS FOR THE APPROPRIATE LANYARD AND BADGE. A RED LANYARD DESIGNATES VISITOR, ORANGE DESIGNATES VOLUNTEER. ALSO, ALL STUDENTS MUST BE SIGNED OUT IN THE OFFICE WHEN LEAVING SCHOOL BEFORE THE OFFICIAL SCHOOL DAY ENDS.

PARENT-TEACHER CONFERENCES

Parents are encouraged and welcome to come to the school to talk with their child's teachers; however, we ask that you telephone to arrange a mutually agreeable time for the conference to occur. Formal school wide conferences may be advertised and held once per semester, depending on the school calendar.

PERSONAL APPEARANCE

Parents are asked to take a good look at their child as he/she leaves for school. Children should dress comfortably and appropriately for the weather. Student's clothing should be appropriate and clean. All students are required to wear shoes for health reasons. Shorts may be worn in warm weather if they are of appropriate length. Halter-tops must be covered with a shirt or blouse. Fish net shirts must be worn with a shirt or blouse underneath of it. No hats are to be worn inside of the building by either boys or girls. Flip-flops and thongs are a safety and health concern. They are not to be worn. Sandals that have ankle straps are permitted. Tennis shoes (sneakers) are to be worn during physical education class. Parents of Pre-K, kindergarten, first, and second grade students, are asked to place your child's name on each clothing article (inside of the clothing), like raincoat, boots, heavy coats, etc.

HOME VISITS/CONFERENCES

The Pre-K staff is required to offer a minimum of two face-to-face contacts with parents per school year. Home visits are the recommended method for this. Progress reports are available three times per school year. It is also recommended that progress data and reports be shared with parents in person so that information regarding the child's growth and development can be shared in a meaningful way. This allows the parent to be an active participant in determining the next steps in their child's learning. Parents may contact the school or teacher to schedule a conference at any time during the school year.

GENERAL INFORMATION

Child Guidance

WV Policy 2525 requires that “all guidance, behavior management, and discipline practices are constructive and educational in nature, appropriate to each child’s age and circumstances, and in keeping with the WV Pre-K program’s policies and procedures.”

Court Orders and Custody

State law maintains that both parents have access to their child unless there are legal documents which define the restrictions. In situations involving child custody disputes or restraining orders, a copy of the court order **MUST** be in the child’s file. School personnel cannot prohibit contact with either parent without current court orders.

OUTSIDE AGENCIES RIGHT TO QUESTION STUDENTS

Parents / guardians need to be aware that outside agencies such as the State Police, Tyler County Sheriff’s Department, Department of Health and Human Resources (DHHR), and not limited to these listed few, are given legislative power to enter a public school for the purposes of questioning children. This may be with or without prior parental knowledge. School personnel may or may not be permitted to sit in on the meeting. This is the prerogative of the outside agency and/or child involved. By law, the school cannot forbid this meeting from occurring, and is not required to notify the parents of its occurrence. The outside agency is required to notify the parents if such a meeting does take place.

Child Abuse and Maltreatment

Under WV Code (49-6A-2) Pre-K personnel must report any case of suspected or actual child abuse, maltreatment, and neglect. Understand that when a report of a child abuse or neglect is made, it does not place blame. We report signs of and symptoms of suspected abuse or neglect.

HEALTH

Use the guide below to help you determine when to send your child to school:

STAY HOME	RETURN TO SCHOOL
<ul style="list-style-type: none">• Fever of 100°F or higher (prior to giving medication)• Open/Infected sores not easily covered• Vomiting• Diarrhea• Earache• Red eye(s) with discharge• Lice	<ul style="list-style-type: none">• Feeling well today• Has been well for last 24 hours without use of medication

<ul style="list-style-type: none"> • Not feeling well enough to participate in school activities 	
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SUBSTITUTE TEACHERS

Every student will periodically be taught by a substitute teacher. Students are expected to be extra courteous to substitute teachers, who in essence, are guests in our building. Any misconduct in the classroom will be dealt with immediately.

VALUABLES

Students are cautioned not to bring large amounts of money or other possessions of monetary or sentimental value to school. Students, **not the school**, are responsible for the security of personal property.

STUDENT INSURANCE

School accident and dental insurance is available to all students. School insurance plans may only be purchased at the beginning of each school year by returning the application and payment directly to the insurance provider. **Insurance applications are not to be returned to school.** Parents and guardians should give due consideration to purchasing school insurance.

STUDENT DIRECTORY INFORMATION

Consistent with federal and state regulations, Tyler County Schools shall release directory information, upon request, to various media, Armed Services recruiters, or the Mountaineer Challenge Academy.

“Directory information” includes the following information relating to a student: the student’s name, address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and/or the most recent previous educational agency or institution attended by a student.

Any parent under the age of 18 or any student 18 years of age or older may prevent the release of this information in whole or in part by contacting the school’s guidance counselor, principal, or Superintendent to request the required refusal form and return it with appropriate signature(s). Parents will have a maximum of fifteen (15) calendar days after publication of this notice to remove their child’s name from the directory.

Directory information on students who have completed at least one semester of their junior year may be released to Armed Forces recruiters. However, only a student’s name and mailing address will be made available, if requested by authorized recruiters.

Refusal forms must be completed and returned to the building principal by September 20th of each school year.

USDA DISCLOSURE

The U.S. Department of Agriculture (USDA) prohibits discrimination on the basis of race, color, national origin, sex, gender, age, or disability. To file a complaint of discrimination, write USDA Director, Office of Civil Rights, Room 326-W Whitten Building, 14th and Independence Avenue, Washington, DC 20250-1410 or call 202-720-5964. USDA is an equal opportunity provider.

FOOD SERVICE/CAFETERIA RULES

Our breakfast and hot lunch program is computer based. Each student is assigned a number. If they eat breakfast or lunch or both, the meal is recorded by a computerized record system. Extra milk may be purchased. Juice is available only to students with a doctor's excuse stating a milk allergy.

Good behavior, proper eating habits and good manners will be maintained in the lunchroom. Our cooks take pride in the meals they prepare and in turn our respect and consideration is a must. Cafeteria rules of conduct will be communicated to all students on the first day of school.

MENUS

The daily menu for our school lunch program is determined by our cooks and approved by the Food Service Director. The menu is included in the monthly newsletter and is also published in the local newspaper on Wednesdays. Every effort will be made to send home monthly menus for breakfast and lunch offerings.

The institution is an equal opportunity provider.

PARTY INVITATIONS

Invitations **cannot** be sent through the school unless there is one for **every child in your child's homeroom.**

CARE OF FACILITY

We have a beautiful facility, which belongs to you and the other citizens of Tyler County. It is each of our responsibilities to ensure that it is appreciated and cared for.

CHEMICAL TREATMENT FOR INSECTS AND PESTS

Please be advised the Tyler County Board of Education contracts out pest and insect infestation treatment to a licensed pest control contractor. Building treatments occur during the summer months and when necessary during the school year. No pesticides are ever used when children are on school grounds.

If you wish to be informed of any chemical used to treat for pest infestation and/or any treatment during the school year, please contact your child's school. A pest control management notebook is kept at each school's office for public information disclosure.

ANNUAL NOTICE – SCHOOL ASBESTOS PLAN

It is required annually to notify the public of an existing asbestos plan in force within all facilities throughout the Tyler County School System. Tyler County School functions under regulations set forth by the AHERA Act of 1988, and its mandated scrutiny by the certified inspector. A school-wide re-inspection report is written every three years after an extensive examination of the building. All schools, as well as the Board of Education offices, are in total compliance with all asbestos regulations.

Tyler County Schools Pre-K Enrollment and Attendance Guidelines

- A. All Tyler County Universal Pre-K classrooms will use the Tyler County Universal Pre-K Application provided by the school district. This form was adopted by the Tyler County Early Childhood Community Collaborative Council. The purpose of this form is for parents to initiate application, inform the county of Pre-K location preference, and obtain an appointment for screening.
- B. The Tyler County Universal Pre-K Application will be released for the upcoming school year in January of each year and the process will continue throughout the year with applications being accepted and held for the following school year.
 1. Screenings will be held in January and April of each year including vision, hearing, language, and developmental. After receipt of the Tyler County Universal Pre-K Application, families will be mailed the “Tyler County Universal Pre-K Eligibility and Enrollment Application” and a cover letter detailing items needed for enrollment and appointment time/date for the screening.
 2. All families will be asked to provide information at the screenings including the Tyler County Universal Pre-K Application (if not already submitted), birth certificate from the Department of Vital Statistics, health check form dated within the past twelve months, a copy of the driver’s license of the person completing enrollment, immunization records, and income verification (W-2, 1040, DHHR documentation, SSI documentation or pay check stubs). Concerning provision of the Department of Vital Statistics birth certificate, West Virginia State Law (§18-2-5c) says that before a child is allowed to enter school, parents or guardians of that child must show the school an official birth certificate from the state registrar of vital statistics. The certificate must be an original and not a copy. A copy will be made for the child’s permanent record folder with the original returned to the parent. **Birth Certificates from a hospital or county will not be accepted.** Only students entering school from out of state or country, or foster children will be given a 90-day grace period for obtaining these records.
 3. All applications will be stamped with the date they are received. This date will be used to place children in Pre-K on a first come, first serve basis. The collaborative team will meet to review the applications to determine eligibility and placement of children.
 4. Families are given the option on the application to choose first and second choice of placement. All efforts are made to provide families with their first choice of Pre-K placement. If the first choice is not available, the second choice will be considered.
 5. All children identified as eligible for the special education program for children with developmental delays will be placed as required by law.
 6. Contact will be made with the families prior to the end of the school year notifying each family where their child will attend and items still needed for complete enrollment (i.e. up-to-date immunization records, Department of Vital Statistics birth certificate). This will be

considered the child's final Pre-K placement unless the family promptly notifies the Pre-K coordinator at the Tyler County Board of Education.

- C. Late enrollment into the Pre-K program will consist of the application process through the central office at the Tyler County Board of Education.
- D. Although enrollment into the Tyler County Universal Pre-K Program is voluntary, once the child is enrolled attendance must follow W. Va. Code 18-8-1, et seq., which allows the Pre-K coordinator, principal, teacher, and parent/guardian to disenroll the child if they concur that requiring further attendance for that school year is not in the best interest of the child. Once a child is disenrolled, re-enrollment is not guaranteed. Children should be in school every day that they are able. The parent/guardian must call the school when the child is absent. If the classroom staff does not hear from the family at the beginning of the day, the staff will contact the family to ensure that the child is at home. Policy 2525 requires that a designated person follow-up with the family of any child who is not present or accounted for each day. Each site is responsible for maintaining contact logs.
- E. The Tyler County Early Childhood Community Collaborative Council believes that faithful attendance is important for learning and is dedicated to providing appropriate family support in cases of absenteeism. The Pre-K staff will collect classroom attendance daily. Families will provide a written excuse for the child's absence(s).
 - 1. The Staff will attempt to work with the family of a child that excessively misses school with the hope that working with those families will result in improved attendance.
 - 2. If a child has eight (8) consecutive days of unexcused absences, the classroom staff will contact the principal and family service worker (when applicable) and a warning letter may be sent to the family with approval from the principal. A parent conference should be held as a follow-up to this letter to discuss attendance and relevant factors. The principal and family service worker (when applicable) should attend.
 - 3. If all previous procedures have been completed and unexcused absences continue, after thirty (30) days of unexcused absences, it shall be considered chronic absenteeism. The Pre-K staff will contact the principal and family service worker (when applicable) to notify them that the child is considered to be a chronic absent student. At this point, the designee will contact the Pre-K coordinator at the Tyler County Board of Education and a drop letter may be sent from the Pre-K coordinator explaining to the family that the student may be exited from the Pre-K program. The child's slot will be considered a vacancy when disenrolled. Reenrollment is not guaranteed.
 - 4. All contacts are to be documented and a file maintained in the classroom.
 - 5. Parents/Guardians/Custodians will be informed in writing of the attendance policy.
- F. Attendance will be entered into WVEIS. Each school site will have a designee who is responsible for entering Pre-K absences each week for school-based sites.

Pre-K Handbook Agreement and Receipt

By signing this form, you are agreeing that you have received, read, and agree to follow all of the terms mentioned within the handbook. If you have any questions, you may contact the Pre-K coordinator at 304-758-2145. Please return this signed form on your child's first day of school.

DUE TO THE IMPORTANCE OF OUR BUS ROUTES NEEDING TO MAINTAIN A SCHEDULE, IF YOU ARE LATE TO PICK YOUR CHILD UP FROM THEIR STOP MORE THAN THREE TIMES, WE WILL NOT BE ABLE TO CONTINUE TO TRANSPORT YOUR CHILD HOME FROM SCHOOL. YOU WILL BE RESPONSIBLE FOR PICKING YOUR CHILD UP FROM SCHOOL DAILY AFTER THE THIRD LATE PICK UP.

DATE

DATE

DATE

(Child's Name)

(Parent(s)/Guardian(s) Signature and Date)