



Bridgewater-Raynham Regional School District

Preschool Program
Handbook

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Dear Families:

Welcome to the Bridgewater-Raynham Regional School District Preschool Program! We look forward to getting to know you and working together to provide a safe and positive learning experience for your child.

We are committed to creating a partnership with families that is collaborative and supportive.

We will be planning activities to include families throughout the year. Please look for notices and information from the Parent Association as well as the Bridgewater-Raynham Special Education Parents Advisory Council (BR-SEPAC).

We are excited to work with you and your child and look forward to a wonderful school year. Please feel free to contact us anytime at the Raynham Middle School, at (508) 977-0504 x 100.

Sincerely,

Carla Thomas, Director of Student Services

Dina Medeiros, Administrator of Special Education

Rich Florence, Principal

Charlene Charette, Asst. Principal

Andrea Devlin, Preschool Psychologist

Tracy Taccini, Preschool Secretary

Staff Information

Administration:

School Principal – Richard Florence
Assistant Principal - Charlene Charette
Special Education Administrator-Dina Medeiros

School Psychologist:

Andrea Devlin

School Secretaries:

Preschool- Mrs. Tracy Taccini x 100
RMS- Mrs. Judy Pacheco x 153

Classroom Teachers:

The classroom teachers are certified in either Special Education or Early Childhood. They are: Kathryn Rousseau, Patricia Bradley, Denise Lindsay, Roxanne Pitta, Danielle Chapman, and Tracy O'Brien.

Paraprofessionals - Paraprofessionals assist students with all aspects of the daily routines and activities under the supervision of the classroom teacher.

Nurses:

Mary Caswell x 167 and Gail Nunes x 155

Related Services Providers:

Occupational Therapist - This specialist provides services that develop fine motor, hand-eye and visual-perceptual skills through classroom activities that support pre-writing and pre-scissor skills.

Speech/Language Therapist - This specialist provides services which support the development of articulation, phonological awareness, vocabulary, grammar, and language use, as well as listening and comprehension.

Physical Therapist - This specialist provides assistance to students requiring gross motor services. Students may require increasing independent motor skills in the school environment, as well as consulting to the classroom teachers regarding overall motor development and motor strategies to incorporate into daily routines.

Behavioral Interventions - Behavioral services are provided to students on the autism spectrum and related disabilities. The district behaviorist provides consultation and direct services to some students who require Applied Behavior Analysis (ABA) to increase pro-social behaviors and decrease maladaptive behaviors.

Transportation/Bus Driver - Typical peers will be transported by parents. Transportation for students with a disability will be determined at the IEP Team meeting. Parents of students receiving van transportation services must call the transportation company when the student is absent or if transportation is not needed on a given day. Transportation services for students with a disability are limited to the Bridgewater and Raynham town lines. Lucini transportation services can be reached at 508-584-3181.

NAEYC Accreditation

The Bridgewater-Raynham Regional School District Preschool Program was awarded accreditation by the National Association for the Education of Young Children (NAEYC) in September 2013. Programs are annually reviewed and monitored for best practices in, curriculum, instruction and assessment, as well as facilities, personnel, and procedures according to NAEYC Standards.

Curriculum and Instruction

- The Bridgewater-Raynham Regional School District Preschool Program follows the Guidelines for Preschool Learning Experiences put forth by the Early Childhood Advisory Council and the Massachusetts Department of Elementary and Secondary Education. More information can be found here: http://www.eec.state.ma.us/docsl/research_planning/guidelines4nreschool.pdf
- Big Day For Pre-K: The preschool has implemented this comprehensive core curriculum that encompasses oral language and vocabulary, pre-reading skills, emergent writing skills, mathematics, science, social studies, fine arts, social-emotional development, physical development, parent engagement, and technology.
Telian Learning Concepts Lively Letters: Lively Letters is a researched based program that provides a strong foundation in the critical skills of pre-reading. This includes phonemic awareness, letter sound association, and the ability to decode (read) and encode (spell) words fluently.
- Handwriting Without Tears: Get Set For School: This program is designed to help develop handwriting readiness skills for Kindergarten while incorporating the following developmental areas: playing and singing, motor, social/emotional, cognitive/language, and visual perception.

Technology

The preschool program is proud to have integrated technology into the curriculum. Every classroom has its own iPad with apps that align with the curriculum. The preschool also has its own SMART Table, which is an interactive, collaborative learning center. Classrooms are also equipped with Interactive White Boards. We look forward to working with your children in order to help them become more familiar and adept with technology.

Preschool Playground

The preschool program has its own playground, designed specifically for children between the ages of three and five.

Parent Volunteers

We welcome and encourage family involvement in preschool. Since every family is different and your schedules are busy, we invite you to participate in your child's classroom in the way that works best for you and your family. Some ideas include reading a story to the class, bringing in a special activity or lesson, teaching students about your job or hobby, teaching students about your **family's** background or culture, or helping the teacher prepare classroom materials.

If you are interested, please contact Tracy Taccini at the Raynham Middle School. All volunteers must pass a Criminal Offender Record Information (CORI) check and complete a RAVE parent volunteer training.

Preschool Program: Daily Activities

Our daily/weekly schedule includes a variety of activities based on the developmental needs of children between the ages of three and five. Preschool classrooms are a safe and supportive environment where every child will grow and learn. Children develop independence, self-confidence and social and emotional competencies.

Daily Activities Include:

Circle Time/News - This is a time when classmates share information. Oral language development skills are encouraged, as well as pre-reading and pre-writing skills.

Group Language/Job Time - New concepts, language/cognitive and fine motor skills are introduced at this time. Attending skills, direction following and task completion are shaped.

Music/Movement - Children participate in music and creative movement activities at this time. Language, motor and social-emotional skill development is facilitated.

Snack - During this time, language use, social and self-help skills and concepts development are encouraged.

Center Time - A variety of experiential activity areas are provided to facilitate growth in all areas of development. Children are encouraged to make choices, interact with peers, and complete tasks.

Story Time - This activity shows children the importance we place on reading. It encourages listening/comprehension and attending skills, vocabulary and grammar development, and creative thinking skills.

Gross Motor - This activity utilizes equipment such as an obstacle course (trampoline, tunnels, balance beams, climbing cubes, etc.), parachute play, bean bag games and more to enhance large muscle development as well as self-esteem and confidence. We also have an age appropriate playground that is handicapped accessible.

Self-Help Skills - These are hand-on activities that promote skill development in areas such as bathroom/hygiene skills, coats/clothing (snaps/zippers/buttons), and opening snacks and drinks.

Special Activities Include:

Special Visitors - Guests are invited to share their specific knowledge and expertise to add enrichment to the classroom experience.

Special Family Events and Visits - Parents and family members are invited to join the children for celebrations and special events.

Preschool Program: Interest Centers

Interest centers, or learning centers, are the hallmark of our preschool classroom. Our environment is designed to create many centers within the classroom so children have many varied opportunities and materials to learn from including:

Book Center — Picture books and books to read to children are displayed and within easy reach. The area is inviting and comfortable with carpet, beanbag chair, rocking chairs, or “marshmallow” seating to make a cozy corner. We change books often to keep your child’s interest level high and to complement a classroom theme. Several centers throughout the classroom also have books available so that children have a variety of opportunities to become familiar with print.

Block Center — Children enjoy block construction. They learn what shapes stack best and eventually can build with a purpose to express their ideas or imagination. Children will be able to experience building with a wide variety of blocks throughout the year.

Housekeeping— In this corner, children can imitate the adult world in a child-size environment. They can pretend and imagine. They create and role play a variety of real life experiences: a home, a store, a hospital, etc. Props will vary to stimulate new ideas.

Play-dough Center - Children love play-dough! Cookie cutters and play-dough tools will vary with the season and our current theme. This center encourages creativity and fine motor skills.

Art Center - Paint, paper, crayons, markers, scissors, glue and more “stuff” than you can imagine will turn up at the art center to stimulate your child’s creativity and imagination. We do not give children a model to copy. We encourage children to express themselves in their own way. The process of creating is more important than the product to the child.

Science/Discovery -This center provides children with the opportunity to make observations and solve problems. It helps develop children’s natural curiosity to explore and find out about the world around them. It encourages children to listen, think, manipulate and wonder. In this corner you will find all sorts of examples of nature with magnifying glasses, scales and more. Books on the topics being explored are displayed to interest the children and expand their knowledge.

Sensory Table — This table provides a tactile, sensory experience to explore each month. Some examples include: sand, water, shave cream, etc.

Puzzles/Fine Motor Manipulatives - These materials encourage visual-perceptual skill development as well as eye-hand coordination. They also help children learn to concentrate on one thing, and to finish what they start. Some examples besides puzzles include nesting toys, sewing cards, beading activities or sorting trays with tongs.

Handwork - This center serves to develop and enhance fine motor skills, eye-hand coordination and visual-perceptual skills. Our occupational therapist often consults with the teacher to develop appropriate activities for this center. Pre-scissor and / pre-writing activities are a highlight here.

Listening - A selection of books and accompanying story tapes/CDs are in this center and can be used by the students. Tapes/CDs usually have the turn-the-page signals allowing the child to “read” and listen to a book independently. Stories change with themes and seasons.

Music/Rhythm - Cassette, CD players, and rhythm instruments are here. This center is usually used with an adult who can lead the children in songs, musical games, rhythm bands and spontaneous dancing.

Computer Center - This center offers exposure to beginning computer skills. This is a highly motivating way to reinforce skills and develop technology awareness.

Dramatic Play — This center promotes symbolic play, cooperation and language development. You might find a dollhouse, a farm, an airport, cars, school house, or any other hands-on theme related play materials

General Information

The Bridgewater-Raynham Regional School District Preschool Program is located at:
Raynham Middle School
420 Titicut Road
Raynham, MA 02767

The Bridgewater-Raynham School District offers an Integrated Preschool Program which services children between the ages of three and five who reside in the towns of Bridgewater and Raynham. Children with and without learning needs are included in all but one preschool classroom, and receive academic and social supports to meet their individual developmental needs. There is also one sub-separate preschool classroom. The Preschool Program is proud to have a comprehensive curriculum, innovative technology, and highly qualified teachers.

Arrival and Dismissal

<u>Morning session</u>	<u>Afternoon session</u>
Arrive: 8:40-8:50	Arrive: 12:25-12:35
Instruction: 8:50-11:20	Instruction 12:35-3:05
Dismissal 11:20-11:30	Dismissal 3:05-3:15

The schedules of students with intensive needs may vary from the above.

School Council

As required by the Massachusetts Education Reform Act of 1993, a School Council has been established for the George H. Mitchell Elementary School. The council membership includes the principal, three elected parent representatives, three faculty representatives and one community member. The Council meets on a regular basis to assist the principal in adapting educational goals, identifying educational needs, reviewing the school budget and formulating a school improvement plan. Council meetings are open to the public and parents are welcome to attend.

Bridgewater-Raynham Special Education Parents Advisory Council (BR-SEPAC)

The SEPAC represents about 850 children with special needs within the Bridgewater-Raynham School District, and provides education to parents and the broader community on Special Education issues and services. We work towards the understanding of respect, support, and appropriate education for all children with special needs in our community.

<http://www.brsepac.org>

Visiting

If you visit the school for any reason, please report to the school office immediately upon entering the building. Parents/guardians, volunteers, and visitors are required to sign the visitors log and will be issued a visitor pass. Monitoring visitors is a critical part of keeping our school and your children safe.

Preschool Tours

If you are interested in a tour of the Bridgewater-Raynham Preschool Program, you are welcome to arrange for a visit to see the facilities and ask any questions you may have. Please call the Raynham Middle School at (508) 977-0504 to arrange an appointment.

Observations

Classroom observations will be arranged at the discretion of the Administrator of Special Education overseeing the Preschool Program to minimize disruption to the students. Individuals wishing to observe their child's classroom will complete a Parent Observation Form and be accompanied by an administrator or designee.

Tuition

2 day program: \$630/ bi-annually (\$126/month)

3 day program: \$945/ bi-annually (\$189/month)

4 day program: \$1260/ bi-annually (\$252/month)

You may pay online by visiting www.bridge-rayn.org and logging into the parental portal, or click on "My Payments Plus" in the link section of the website. *Always indicate child's name and invoice number when submitting any payment*

If you prefer to pay by bank check or money order, they should be made payable to the Bridgewater-Raynham Regional School District and sent to:

Natercia Robicheau, c/o Business Office, 166 Mt Prospect Street, Bridgewater, MA 02324

Personal checks are not accepted. Unpaid tuition will result in dismissal from the program. Parents must sign payment contract upon enrollment.

Preschool Tuition Payments

1. The District Treasurer will prepare and distribute monthly invoices to families of students attending the Preschool Program. All invoices are required to be paid in the month *prior* to the month of enrollment, Sept- Dec.
2. As of January 2017, tuition payment of the balance from Feb-June is due.
3. As of January 2017, all preschool tuition payments will be paid bi-annually; in August and in January.
4. The District Treasurer will monitor unpaid balances and report them monthly to the Superintendent of Schools.
5. Two weeks after invoices are distributed, a reminder letter/email and invoice copy will be sent by the District Treasurer to any family for whom the District has not received payment.
6. If payment is late, the District Treasurer will send correspondence to the family requesting prompt payment.
7. Late payments must be received by the first Friday following notification. Failure to do so will result in the student being withdrawn from the program. The Administrator of Special Education will contact the family via telephone or in person to notify them of the withdrawal.
8. Should the family bring the account up to date, be allowed back into the program, and no payment is received in a subsequent month, the student will be withdrawn from the program permanently.
9. Future enrollment for additional family members, including the current student, will not be allowed until the outstanding balance is paid.
- * 10. Preferred payment is via the District website, using the "My Payments Plus" link. Other payment options are: money order, bank check, online credit card payment, or personal online bill pay.

Collection of Past Due Invoices

1. The Administrator of Special Education will call and/or meet with the family to request payment of the unpaid balance. The Administrator of Special Education will provide the family with the contact information for the District Treasurer's Office.
2. The District Treasurer will provide payment options to the family, i.e., "my payments plus", money order, bank check, online credit card payment, or personal online bill pay. All unpaid balances must be in full.
3. Failure to pay an outstanding balance will result in legal action.
4. Future enrollment for additional family members, including the current student, will not be allowed until the outstanding balance is paid.

School Attendance

When a student returns to school following an absence, he/she must bring a note from home signed by his/her parent/guardian explaining the absence. This note should be given to the teacher, who will forward it to the office. If a child is absent for more than 5 days, a note from a physician is required.

Tardiness

Any student late for school should report to the office and sign in before going to his/her classroom.

Emergency Forms

Forms are updated annually and when any changes occur to your personal information.

Arrival and Dismissal

Students in preschool are dropped off and picked up immediately outside rear of Raynham Middle School. Teachers will meet their classes as well as dismiss them outside of rear of Raynham Middle School once the child's parent or caregiver has arrived.

Parent Parking

Please Park in the rear parking lot to drop off students for preschool. For late arrivals, please check in at the main office of Raynham Middle School.

Early Dismissal

Except in cases of illness, early dismissal from school requires a note from the parent or guardian. If a child has to be dismissed early, he/she should bring the note to his/her teacher stating the time and reason. The child being dismissed will be brought to the office at the appropriate time for dismissal. Parents are asked to report to the main office to meet their child, and be sure to sign them out for the day. Please do not attempt to dismiss your child from his/her classroom. Teachers have been instructed not to release a child unless notified by the school office. No child will be dismissed except by his/her parent/guardian or person designated on the emergency form.

Emergency Forms

Emergency forms are completed upon enrollment, and students will not be released to anyone who is not listed on their emergency form. Please ensure that anyone who may be picking your child up from school is listed on the form.

Emergency Dismissal

Occasionally, due to severe weather or other emergency conditions, school may be dismissed during the day. We suggest that parents arrange plans with friends or relatives to care for their children in anticipation of such an emergency. Please ensure that these individuals' names are listed on your child's emergency form.

Lost and Found

Any lost and found items can be found in front of the Raynham Middle School.

Early Release Days

Preschool morning session will be dismissed at their regular time and the afternoon session will be cancelled.

Fire Drills

A fire drill is practiced to prepare for any emergency, which would require the evacuation of the school. These drills will be strictly supervised and may take place at any time. The classroom teacher is in charge and will lead his/her class out of the building to a designated place outside of the school.

Pictures

Individual school pictures are taken by Lifetouch in the fall and spring. Class pictures are taken in the spring. Forms are sent home in advance of the picture day.

Celebrating Birthdays at School

The Preschool Program is adhering to the District's Wellness Policy and there will be only one celebration a month at the elementary level, however, it is the classroom teacher's discretion on how he/she would like to plan this event. It is highly recommended that non-food items are sent in to celebrate a student's birthday at school as there are many allergies we need to be respectful of. We request that you contact your child's teacher before sending in any items to your child's class. Please remember-no peanuts or nuts should come into school. Also, *Chartwells* will have healthy alternative party foods available for purchase ahead of time, which will be listed on the school district's website.

Wellness Policy

In Grades Pre-K through 5 the following key concepts will be taught:

- 1) Improving Nutrition
- 2) Safe and Adequate Food Supply
- 3) Social Influences

Clothing/Change of Clothes

We suggest that you dress your child to work and play hard each day, which means clothing that is comfortable and can get dirty, including appropriate footwear such as sneakers. Each child should bring a change of clothes for the appropriate season to be kept in their classroom. If your child is toilet training, additional clothes may be needed. Please communicate with the teacher about your child's specific needs.

Diapers/Wipes

If your child requires diapers or wipes, please supply them to your child's teacher weekly.

Toileting/Diapering

The preschool staff follows toileting/diapering guidelines that are approved by the National Association for the Education of Young Children (NAEYC). See the Procedures section of this handbook for more information.

CPR/Pediatric First Aid/Behavioral Support

All preschool staff members have been trained and are currently certified in CPR, Pediatric First Aid, and CPI.

Road to Kindergarten

Information Road to Kindergarten: *Bridgewater and Raynham Kindergarten*

Programs

The Road to Kindergarten Program is supported by GMSPA and ECPO organizations to support your family with getting ready for kindergarten. The program offers numerous transition activities and builds community along the journey. The Road to Kindergarten website is a valuable resource and also lists many events in which families can participate in prior to the start of the school year, <http://sites.google.com/site/roadtokindergarten>

L.B. Merrill: *Raynham Kindergarten Programs*
Early Childhood Parents Organization (ECPO)

Preschool Information on Children with Suspected Learning Needs/Child Find

In keeping with the mission of the Bridgewater-Raynham Regional School District, and in alignment with Federal IDEA and Massachusetts General Laws, this notice is provided as part of the outreach and going liaison with obligation to identify, locate and evaluate all children with disabilities. Therefore, Preschool Screenings are completed several times per year as indicated below. In addition, if you have a child who has been receiving Early Intervention or if you believe your child may have a suspected disability by exhibiting a delay in receptive and/or expressive language; cognitive abilities; physical functioning; social, emotional, or adaptive functioning; and/or self-help skills, please contact the Preschool Psychologist at the Raynham Middle School to discuss a special education evaluation.

Registration for Typical Peers

Preschool Screenings are held three times per year in August, February, and May.

The screening process is a brief developmental assessment of skills in the cognitive, fine/gross motor, and speech and language domains. The purpose of the screening is to determine peer model eligibility in the integrated preschool program or to help identify children who may need further evaluation.

Three recommendations may be made based on the total screening score from the standardized tool used: Pass, Rescreen, or Refer. Children who pass are presumed to be developing within age appropriate expectations and are not in need of further assessment. Children who require a rescreen have marginal scores and should be rescreened in 3-6 months, depending on the child's age. If a child's score falls in the refer category, he/she should be evaluated for further assessment in one or more areas.

In order to participate in preschool screening, a child must be three years of age by the date of the screening. Parents must bring a copy of their child's birth certificate as well as two forms of proof of residency (a driver's license indicating a residence in Bridgewater or Raynham, and a copy of a mortgage or lease). Additionally, in order to join the preschool as a typical peer, the child must demonstrate appropriate behavior and attention skills, as well as be toilet trained.

School Communication

Please see the Bridgewater-Raynham Regional School District calendar posted on the website.

Standards-Based Report Card for Preschool

The preschool sends home a standards-based report card twice per year, in January and June. The standards are based on Guidelines for Preschool Learning Experiences put forth by the Early Childhood Advisory Council and the Massachusetts Department of Elementary and Secondary Education.

DEP Progress Reports

Those students on DEPs (Individualized Education Programs) will receive a progress report twice per year, in January and June, at the same time that report cards are sent home.

Parent/Teacher Conferences

Parents are invited and encouraged to attend a parent /teacher conference when they are scheduled. There are both day and evening conferences available to meet the needs of all parents.

School Calendar/Newsletter

Each month, students will receive a school calendar that depicts all the special events related to the Preschool Program in addition to any district-wide events, professional development days, etc. On the reverse side of the calendar, there will be a monthly newsletter introducing school programs, committee work, upcoming events, and friendly reminders! These two documents can also be found on our school web page.

Home/School Communication

Each teacher provides classroom information on topics such as what the students worked on in class, what centers were played at, behavior, and the therapy that he/she had that day. Teachers provide a newsletter with upcoming themes, events, activities, and important dates.

No School Communication for Inclement Weather

It is a school system policy to hold school on stormy days. The decision as to whether or not a child should attend school shall be left to parental discretion. In extremely bad weather, when it is deemed wise to have no school or when a delayed opening is appropriate, such notice shall be broadcast over radio stations WPEP (1570), WBET/WCAV (1460), WNBH/WCTK (1340), WPLM (1390), WBZ (1030), and WBMX (680) between 6:45 a.m. and 7:15 a.m. and between 11:00 a.m. and 12:00 noon. Cancellations will also be broadcast on WCVB-TV5 and WBZ-TV4 news stations.

PLEASE DO NOT look for “no school” information the night before the day in question, as a decision is not reached until roads are checked out early in the morning. Please do not call the Police or Fire Departments, as jammed lines could prevent an emergency call from reaching either department.

Guidance Services

Guidance services are provided to assist children and parents with personal, educational and adjustment problems. If you are in need of these services or seek related information, please do not hesitate to contact the Preschool Psychologist, Ms. Andrea Devlin.

Translation Services

If you require translation services to read school documents, please let us know and we will be happy to provide this service.

Procedures

Hand Washing Procedure

All students wash their hands upon arriving at school; after toileting/diapering; after handling bodily fluids; before meals and snacks; after playing in the water table; and after coming in from time spent outdoors. All adults in the classroom wash their hands upon arriving at school; after assisting a child with toileting/diapering; after handling any bodily fluids; before meals and snacks; and after handling garbage or cleaning. Hands are thoroughly and vigorously washed for 20 seconds using liquid soap and running water. Students are taught hand washing procedures in their classroom and are monitored by their teacher.

Diapering and Toileting Procedure

Diapers and wipes should be supplied by parents, with the package labeled with their child’s name. If the child requires diaper cream due to a rash; it is asked that a written note is sent in with the cream stating that the parent is given approval/permission for the cream to be applied by the nurse or classroom staff. Cloth diapers or clothing that becomes soiled will be immediately placed in a plastic bag and sent home that day for laundering. Staff checks children for signs that diapers or pull-ups are wet or soiled at least every two hours. Diapers and pull-ups are changed when wet or soiled and staff changes the student in the designated changing areas. In the changing area, staff follows the posted changing procedures. Surfaces are covered with a protective liner, changed, and wiped down after each child. Containers that contain soiled diapers and changing materials have a lid that opens and closes tightly by using a hands free device. Containers are kept closed and not accessible by children.

Classroom/School Conduct

In addition to the general school conduct code, each teacher will develop a room management plan. Room management | plans will be posted in classrooms, discussed with students and communicated to parents. Students who do not observe classroom rules are subject to appropriate consequences by the teacher. Repeated infractions will be communicated to the parents and may be brought to the attention of the administrator.

Outdoor Play Procedure

The outdoor play area is designed so that staff can supervise children by sight and sound. It is protected by a fence and has been inspected for safety by a Certified Playground Safety Inspector which is documented and available on site. The program makes adaptations so that children with disabilities can fully participate in the outdoor curriculum and activities. There must be at least two staff members with the class when going outside and staff bring a first aid kit and a walkie-talkie out with them so that they can quickly communicate with the school if needed. It is recommended that children come to school with the appropriate shoes for outdoor play.

Physical Restraint Policy

The authority, scope, purpose and construction of the use of physical restraint is promulgated by 603 CMR 46.00 in effect April 2, 2001 and updated in January of 2016.

•If a student exhibits escalating behavior, staff will utilize the following options to assist the student to regain behavioral control: a time-out or an emergency counseling session. If a student exhibits behavior that is aggressive or assaultive and staff assesses the student to be a danger to self, others or property, physical restraint/protective hold will be initiated. The school district utilizes non-violent crisis intervention through the Crisis Prevention Institute (CPI) only as a last resort. Physical restraints/protective holds will not be used as a form of discipline or punishment for non-compliance with staff requests or school rules.

A written incident form is completed for each restraint/protective hold that is implemented. Parents are notified by telephone, and a copy of the incident report is provided. Incident reports are maintained in the student’s permanent record. Selected school district staff will be trained in certified in passive restraint techniques. All school staff will be given an orientation, each year, regarding the Behavioral Management/Physical Restraint Protocol.

Student Records

The regulations insure parents' and students' right of confidentiality, inspection, amendment and destruction of student records. A student's record, consisting of the transcript and temporary record, is accessible to authorized school personnel, to parents of elementary school students, and to high school students and their parents. A student's records cannot be seen or sent to a third party without parental permission. A full copy of the Regulations is available in the office of the principal.

Please note that schools are authorized to disclose information in a student record without parental consent to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (attorney, therapist).

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Parent Rights and Responsibilities

Concerns from parent/guardian regarding academic issues should use the following chain of communication as a means of problem solving:

1. Teacher
2. School Psychologist/Guidance Counselor
3. Principal
4. Central Office: Administrator of Special Education and/or Director of Student Services
5. Superintendent

Religious Holiday Observances

Parents have the right to determine when their child shall be absent from school because of religious observance. Students will not be penalized or deprived of make-up opportunities for such absences or pressured to choose between school attendance and religious observance.

Lunch and Snack Programs

The School Lunch Program was created to provide every student with a nutritionally balanced meal during the regularly scheduled lunch periods (during the full day preschool programs). Lunch may be purchased for \$2.75. Reduced Lunch is \$.40 and Milk may be purchased for \$.50 by those students who bring their own lunch. Prices are subject to change.

Free and reduced-price lunches are available for eligible families. Contact the School Lunch Program at (508) 279-3405 for further information.

Animal and Pet Procedure

No animal shall be brought to school without prior permission of the building Principal. The District is committed to providing a high quality educational program to all students in a safe and healthy environment. School Principals, in consultation with the Health Services Providers in each building, shall utilize the Department of Public Health publication "Guidelines for Animals in Schools or on School Grounds" and review student health records to determine which animals may be allowed in the school building. The decision of the Principal shall be final. Per NAEYC policy, teachers may have **visiting** pets/animals that show documentation from a veterinarian or shelter to show they are immunized. Teaching staff supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals. Program staff makes sure that any child who is allergic to a type of animal is not exposed to that animal.

Health Regulations

Allergies

The preschool classrooms are "Nut Aware" due to children with food allergies. If your child's classroom needs to be nut free, this information will be shared by the classroom teacher, along with suggestions for nut-free snacks. If your child has moderate to severe food allergies, we suggest teaching your child to question his or her lunch or snack at school, or send food from home.

Health Services

<http://www.bridge-ravn.org/departments.cfm?subpage=436477>

Parents are responsible for keeping their child at home if they are ill or have a contagious condition. If your child has a fever, vomiting, diarrhea, constantly running nose/eyes/mouth, a severe cough, behavior different than usual (cranky, lethargic, crying), conjunctivitis, infected skin patches, severe sore throat, unusual spots or rashes, please keep your child at home. If you learn that your child has a contagious condition or head lice, please notify the school nurse who will give you information relative to when your child may return to school, and the necessary medical forms that must be completed.

Preschool Health Services

The basic purpose of the health program is to assure that each child attains the greatest benefit from the educational opportunities provided by the school and grows into a healthy adult in the future. Policies have been developed to protect the health and promote the safety of all children while in school.

- For your child's protection, please keep him/her at home if he/she shows signs of not feeling well.
- Be sure that your child understands that he should always tell his teacher if he is hurt or feels sick.
- Any student who is sick or hurt in school should report to the nurse's office. If the school nurse feels that a student should be dismissed, the parent or guardian will be called. Parents will either pick the child up at school or provide a way home.

Medication Policy

It is more desirable for medication to be administered in the home. However, any pupil who is to receive medication at school must comply with school regulations.

We require written orders from a physician detailing the name of the drug, dosage, time interval medication is to be taken. We require written permission from the parent or guardian of the pupil requesting that the school district comply with the physician.

Medication must be brought to school by the pupil's parent or guardian in a container appropriately labeled by the pharmacy with the child's name affixed to the container. Unused medication must be brought home in the same manner. A locked cabinet will be provided for the storage of medication.

Short-term medications that are to be administered for less than 10 days require the parent to sign consent Forms B or C.

Hearing and Vision Tests

Tests are conducted annually for all pupils by a screener who is trained by the Department of Public Health. If your child fails the first screening, he will then be given an individual re-test by the school nurse who will notify you if there is a failure. Extensive follow-up work is done by the school nurse to insure each child will receive the care that they need. If you need help in making arrangements to have your child seen by a physician, please call the school nurse.

Head Lice

Your child will now be in close contact with many children. We suggest that you check your child's head carefully each week. Examine several areas of the scalp, especially the nape of the neck and over the ears. Your doctor can prescribe treatment should head lice be found. Please call your school nurse so the precautionary measures may be taken at school.

Immunizations and Health Information

The following immunizations are required for preschool enrollment:

1. Hepatitis B: 3 doses
2. DTaP/DTP: > 4 doses
3. Hib series: 1-4 doses
4. MMR: 1 dose
5. Varicella Vaccine: 1
6. Polio: > 3 doses

CPR and Pediatric First Aid: All preschool teachers and paraprofessionals have current training and certification in CPR and Pediatric First Aid.

Health Education is on-going each day. School health services personnel act as resource for parents/guardians, pupils and teachers in providing counseling and materials regarding special needs of pupils as well as classroom units in health education such as nutrition, menstruation, smoking, etc.

Health Insurance: If your child is not covered by a health insurance plan, please contact the school nurse for free or low - cost insurance options.

Emergency Forms: Each year you will be required to complete an emergency form and provide information regarding your work phone numbers, neighbors' names (in case you are not at home), means of transportation, phone number, etc. Also, we request information regarding any emergency treatment your child may need for allergies, medication prescribed by a

physician or any condition your child may have requiring our special consideration. This sheet should be filled out and returned to the school promptly. Your school nurse may call you to more fully understand your child's situation. Information to his/her teachers is given in a professional, confidential manner.

1. Children will only be dismissed by person(s) listed on Emergency Form.
2. There must be two alternate numbers to call. Even if the parent is not employed outside the home, it is often necessary to call someone else in the event of dentist appointments, grocery shopping, etc.
3. It is important for the school to be informed of changes during the school year, such as employment, home address, phone numbers, etc.
4. In the event your child is injured and ambulance transportation has been arranged to your hospital, treatment cannot be instituted until parent is reached.

The school community strives to work with your family to achieve the best health outcomes for your child.

Communicable Diseases Control

Teachers and nurses are alert for contagious diseases and signs of illness. Your child may be requested to see a physician for diagnosis (to obtain a certificate to return to school) if there is some question of contagion. Our school physician will do this (with no treatment involved) at no charge.

Every absence requires either a note from the parent or the physician.

According to School Health Regulations, your child will be required to have a certificate of readmission from your family physician or school physician after he/she has been out from school with a contagious disease. These certificates may be issued by the school physician by appointment only at no charge.

Some of these contagious diseases include: Chicken Pox, Infectious Hepatitis, Impetigo, Conjunctivitis, Scarlet Fever, Ringworm, Strep Throat, Salmonella

Students absent 5 days or *less* with a non-contagious disease may be readmitted with a note from the parent/guardian. Students absent more than five days with a non-contagious disease may be readmitted with a certificate from the family physician or school physician.

School Physician: George F. Gagne, MD, 481 Bedford Street, Bridgewater (508) 697-3123

Procedures for Reporting and Responding to Bullying and Retaliation Bullying and Harassment

The Raynham Middle School Preschool is committed to providing all students with a safe learning environment that is free from bullying and cyber bullying. In accordance with Ch.71, Section 370 of Massachusetts General Laws, the Raynham Middle School Preschool seeks to implement a plan to educate, prevent, and respond to bullying. Bullying and harassment will not be tolerated. Bullying is repeated written, verbal or electronic expression, or physical act or gesture directed at a student or staff member by one or more students(s) or staff member(s).

This unwanted behavior may cause:

- Physical or emotional harm
- Damage to the victim's property
- Reasonable fear, intimidation., humiliation, ridicule or insult
- Violation of rights of the victim at school
- Disruption of the educational process for that student or the school

Cyber bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, e-mail, instant messages, text messages, and Internet postings. For further definition, see M.G.L. c71S370.

Reporting Bullying

The Raynham Middle School Preschool will respond and investigate all suspected report of bullying with the goal of preventing future incidents. Students may report suspected bullying incidents by:

- Completing a Harassment of Bullying Reporting Form and providing it to the Preschool Psychologist, Principal, or Assistant Principal.

- Report verbally in person to one of the above listed. A form will be completed at that time.
- Harassment or Bullying Reporting Forms will be given to the Assistant Principal or Principal.
- Forms may be found on the District website, www.bridge-rayn.org
- Reports may be made anonymously; however, this may limit the ability to contact the individuals making the report when necessary. Also, no disciplinary actions can be taken against a student solely on the basis of an anonymous report.

Other

- Parents may report by completing a Harassment or Bullying Reporting Form, which can be found on the District website.
- Teachers and Staff will assist in keeping students safe in school by recognizing and addressing behaviors that may be inappropriate. To assist in the prevention of bullying incidents, teachers and staff will report all suspected behaviors that may be considered bullying.

Report Response Procedure

- Person receiving the report (Principal/designee) will assess for the safety of the victim
- The Principal/designee will review the incident and proceed with next steps such as interviewing reporters or targets, witnesses and/or adults who may have been present, determining online involvement, and other appropriate measures.
- After determining the seriousness of the incident, the Principal/designee will interview the alleged aggressor.
- If determination that a criminal charge may be pursued, immediate notification will be made to the School Resource Officer.

Response Action Plan

- Disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior.
- Depending on the seriousness of the incident and the repetition of bullying behaviors, school response may include:
- Notification of parents/guardians
- Notification of the School Resource Officer
- Detention, after school, and/or suspension and expulsion
- Other interventions may include mediation and /or individual intervention for the target and the aggressor such as counseling, parent/student meeting
- Consequences will also consider progressive discipline recognizing the seriousness, age and frequency of a student's behaviors requiring disciplinary action
- A plan with the goal of restoring a sense of safety for the target and the aggressor will be developed if necessary

Parents of the target and the aggressor will be notified verbally and in writing. In accordance with the Family Educational Rights and Privacy Act and Massachusetts State Law, 603CMR23.07(4) school officials cannot share the specific disciplinary procedures against any child except your own, and actions being taken that affect another child or the content of communication with another child's parent or guardians or any contact with a child who is not your own.

Reporting form and action plan will be kept on file in the event of further incidence involving the students involved, this documentation will be considered.

Community Resources

Associates for Human Services, Inc.-Early Intervention Program
www.ahsinc.org 508-880-0202

Triumph, Inc. (Head Start Taunton/ Raynham)
100 Gordon Owen Riverway, Taunton, MA
www.triumphiac.org 508-822-5388
Parent Information Network
www.bamsi.org 508-947-8779

Self-Help, Inc. (Head Start Brockton/ Bridgewater)
www.selfhelpinc.org/headstart.html 508-587-1716

Financial and Basic Needs Assistance:

Citizens for Citizens Taunton Green, Taunton, MA 508-669-6080 (FEMA - funds available in spring to assist with gas and electric shut off)

Department of Human Services 30 Only St. Taunton, MA 508-821-1420
(FEMA -money available in spring to help with back rent/mortgage)

Salvation Army Good Neighbor Program (Low/Medium Income) 800-334-3047
www.salvation/am.org

Self-help fuel Assistance (heating fuel and non-heat related utility assistance)
Raynham or Brockton 508-588-5440

Some Fun/Some Free:

Capron Park Zoo 210 County St, Attleboro, MA 508-222-3047

Freetown Wading Pool Slabridge Rd, Assonet, MA 508-644-5522

Boyden Wildlife Refuge (free nature walks) 1298 Cohannet St, Taunton, Ma 508-821-1676

Pratt Farm on the corner of Sachem St. and East Main St, Middleboro 508-823-1344 (Open to public for hiking and picnicking)

Watson Pond Bay St, Taunton, Ma 508-884-8280 (playground, mini-trails, and pond beach)

Winslow's Petting Zoo 37 Eddy St, Norton. MA (off of 140) 508-285-6451

