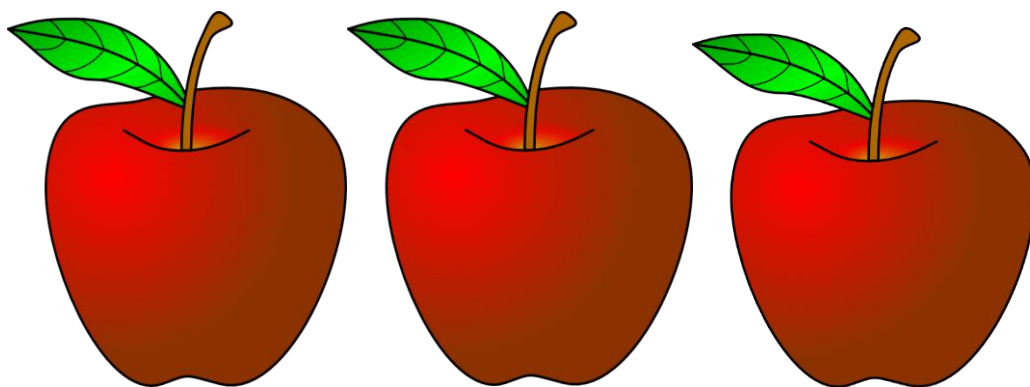


# **Leighton's Littlest Indians**

**Pre – K**

**Handbook**

**2022-2023**



**Staff Information**

**Superintendent-----Mrs. Christina Fish**  
**Pre-K-2 Principal-----Mr. Aaron Sebelin**  
**Pre – K Counts Coordinator-----TBD**  
**Pre - K Teacher-----Mrs. Susan M. Maloney**  
**Paraprofessional-----Mrs. Kim Ahner**

**District Office  
1000 Union Street  
Lehighon Pa 18235  
610-377-4490**

**Lehighon Elementary Center  
3 Indian Lane  
Lehighon Pa 18235  
610-377-7880**

## **Program Philosophy**

Our philosophy at Lehigh Area Pre – K Counts is that children are active learners. With this in mind we build our program to incorporate a variety of hands-on activities that promote growth in all areas of development including intellectual, social, emotional, and physical. We also feel it is important to provide a safe and nurturing environment that encourages each child to be independent, creative and self-assured. It is our goal to make this experience a positive one for each and every child.

## **Policies**

### **Program Hours:**

Morning Session 7:50 a.m. – 10:20 a.m.

Afternoon Session 11:45 a.m. – 2:15 p.m.

\*\*Please do not enter the area any earlier than when the doors are open to ensure the safety of all of our students.

### **Arrival and Pick up:**

Please be prompt in dropping off and picking up your child. This is necessary for our program's success.

Drop Off and Pick-Up for the Pre-K Counts program will be at the front Primary entrance of the Elementary Center.

The Teachers will be ready for the students at 7:50 a.m. for the morning session and 11:45 a.m. for the afternoon session. Accordingly, the drop off times are 7:50 a.m. for the morning session and 11:45 a.m. for the afternoon session. If you arrive with your child after this time you will need to go to the main office through the main entrance to check your child in at the school office.

Pick-up is 10:20 a.m. for the morning session and 2:15 p.m. for the afternoon session.

Parents will need to park in the designated area, the green lines on both sides of the black fence at the front of our school, in the front parking lot and walk their child to the main entrance of the building. This will ensure the safety of all students during the arrival and dismissal times of all Pre-K students.

**Only you or someone previously identified to the Pre-K Counts teachers may pick up your child. To protect your child, he/she will only be released to the person to whom prior written authorization has been given. They must also have proper identification (driver's license). Any changes in authorization must be in writing** (see authorized pick-up form). If you know at the time of drop off that your child will be picked up by an authorized individual, please try to notify us at that time, either verbally or with a written note.

**Late Fee:**

Please allow enough time to pick up your child at dismissal time. Please be advised that a late pick-up fee of \$1.00 per child/per minute is payable after the first five minutes of tardiness.

In the event of an emergency, please call the office to make staff aware that you will be late picking up your child/children from Pre-K Counts. The late fee will not apply in the event of a true emergency.

**Leighton Elementary Center Phone Number: 610-377-7880**

**Parental Custody Issues**

In cases involving child custody, it is the obligation of the custodial parent to keep all necessary court orders current. The Pre-K Counts teachers must abide by the order that is currently on file. Both natural parents have the right to access any documentation pertaining to the program unless it is specifically stated otherwise in the court order.

**School Visitors**

During the school day, all entry doors are locked. Parents/guardians and visitors to our school, who have been invited to participate in approved programs, must use the main entrance that is monitored. All parents/guardians and visitors must then report to the office. Please bring a driver's license with you so your identification can be verified. At this time an ID badge will be given to you to wear while you are in the building.

## Attendance

**It is a requirement of the Pre-K Counts Program that your child attends school on a regular basis.**

Students enrolled in Pre-K Counts Pre-K Counts Program are considered full-time and must attend 5 days per week for a minimum of 180 days. The Pre-K Counts Program follows the same calendar as the Lehigh Area School District. In the event of a half day both Pre K Counts classroom will attend on a condensed schedule.

Families will be contacted when their child is absent for 3 consecutive days to learn the nature of the absence.

When your child has 5 unexcused absences a phone call will be made and when you attain 6 unexcused absences over the course of the school year a letter will be mailed home. In this letter you will be informed that building administration will be in contact with you to schedule a meeting in regards to your child's absenteeism.

Children who have 10 or more consecutive unexcused absences or more than 10% unexcused absences over the course of the school year (more than 18 days total) and have not responded to program supports will be dismissed from the program.

### Definitions of excused and unexcused absences

#### Excused Absence:

Excused absences are defined as: those absences when a student is prevented from attending for mental, physical, or other urgent reasons. These can be further defined as illness, family emergency, death of a family member, health or dental appointments, fire, natural disaster, or other extenuating circumstances deemed as excused by the program administrators. If the child is absent for 3 consecutive days or more, a doctor's note is required.

#### Unexcused absence:

Unexcused absences are any absences that are not included in the above definition of excused absences.

### **Readmitting Absent Students:**

In the event of an absence, a parent/guardian's electronic excuse or a physician's note must be submitted within three (3) school days. If the electronic excuse is not submitted by the third day of returning to school, the absence will be considered unexcused. The excuse must include the following information:

- a.) Full name of the student
- b.) Date of absence
- c.) Reason for the absence
- d.) Signature of parent/guardian

The link to the electronic excuse can be found on the District website, under the parent's tab and excuse blanks.

After three (3) or more consecutive absences, a note from a health care provider **must** be provided. The office will accept paper physicians notes.

### **Illnesses:**

In order to ensure a safe and healthy environment, please keep your child home if he/she has had within the last 24 hours:

- A fever of 100 degrees or higher (children may not return to school until they are 24 hours fever free);
- Diarrhea;
- Cannot eat or drink without vomiting;
- A severe head cold, with continual runny nose, sore throat, earache, or persistent cough exists;
- Any suspicious skin rash, disease of the eye, or contagious disease is present or suspect; and/or,
- Untreated lice or their eggs (nits) on hair or scalp

### **Health Records:**

It is a requirement of the Pre –K Counts Program that Health records are kept on each child attending the Pre –K Counts Program, Parents/guardians should keep the staff informed of any medical conditions or changes in medical conditions in order to ensure the health, safety and welfare of their child/children.

**Emergency Information/Parent packet will need to be completely filled out and returned by September 2, 2022.**

Physical and Dental forms need to be returned by August 25, 2022. Physical and dental forms are good for one year from completion. Please consult your doctor. You will need to keep the physical and dental forms current while school is in session.

Students starting mid-year, all forms must be submitted prior to the student’s start date.

### **Immunizations:**

Pennsylvania State Law requires that each child who attends the Pre –K Counts Program have the appropriate immunizations for their age.

### **Medication:**

No medications will be given to children during the school time. Please arrange to give medication before or after school hours. An exception to this policy would be medicine required by a doctor, to be administered during school hours for a special health condition. If it is absolutely necessary that the medication be given in the school, the following requirements **MUST** be met:

- An authorization for the “Administration of Medication” must be completed and signed by the parent/guardian and the physician.
- All medication must be in the original prescription container.
- Parent/guardian’s responsibility must bring the medication to the school nurse.
- While the child is taking medication, it is the parent/guardian’s responsibility to keep track of and replace the medication. The school nurse will not notify the parents/guardians when medications run out.

**\*\*Do not send the child to school with the medication\*\***

### **Emergency closings:**

Parents/guardians will be notified by the district's ALERT-NOW calling system for early dismissals, closings, late starts, emergencies, and general information. Please make sure that provisions are made for your child in the event that one of these instances occurs.

Emergency closing will also be on the TV stations WNEP 16, WFMZ 69, BRCTV 13, WBRE and WYOU. Emergency information can also be located as a pop up on the district's website at [www.lehighton.org](http://www.lehighton.org).

2 Hour Delays –Children will have class on a condensed schedule. The a.m. session will run 10:00 a.m. to 12:00 p.m., with a drop off time of 10:00 a.m. and a pick up time of 12:00 p.m. The p.m. session will run 12:30 p.m. to 2:30 p.m., with a drop off time of 12:30 p.m. and a pick up time of 2:30 p.m.

Early Dismissal – PM ONLY – If the district has an early dismissal due to an emergency closing, the p.m. Pre-K Counts program will not have in person class. Please note that we will need to make up the class virtually, using online learning.

**\*\* If the district has a scheduled early dismissal, we will use a condensed schedule on that day. For example: before a holiday, and Act 80 day or at the end of the school year. \*\***

**The condensed schedule is as follows:**

**AM Pre-K is 7:50 a.m.-9:50 a.m.**

**PM Pre-K is 10:45 a.m. -12:45 p.m.**

**Each class is two hours in length; this gives plenty of time to get out of the way of the buses at the end of the day.**

### **Field Trips:**

Several times a year classes will be visiting local places of interest.

A permission slip will be sent home for you to sign prior to the trip.

### **Meals:**

A healthy meal will be provided free for the children daily.

- a.m. students will be served breakfast
- p.m. students will be served lunch

It is a requirement of the Pre – K Counts Program that an application for Free and Reduced Price School Meals must be filed out for each child in the program.

Please be sure to indicate any food allergies on all health forms.

**\*\*If you prefer, you may send your child to school with a healthy meal from home. In an effort to maintain nutritional health, we recommend no candy, chips, cookies, brownies, soda or other sugary drinks. Birthday treats are permissible, please discuss this with the teacher in advance.\*\***

A menu will be sent home each month from the cafeteria. Please be advised that menus are subject to change based on availability of products.



### **Clothing:**

Please label all sweaters, jackets, coats, school bags, backpacks, etc. with the child's name. Often a child will have a garment identical to someone else's in the classroom.

Dress your child in comfortable, practical clothing for painting or playing outdoors. Send your child each day dressed for outside play. Sneakers are preferable. Dress-up shoes have slick soles. Sandals, Crocs, boots, high-top sneakers, and flip-flops are dangerous and inappropriate for active play.

Children's clothing should be uncomplicated so that they can easily use the bathroom by themselves.

**\*\* Please send in an extra pair of underwear, pants, shirt and socks to be kept at school. \*\***

**\*\* Please refer to the Elementary Center Student Handbook for more information on School District dress codes\*\***

### **Backpacks:**

It is not required, but recommended, for each child to have a backpack.

If you do send your child with a backpack, please be advised that backpacks with wheels are not permitted because they are a safety hazard.

Please label the backpack.

### **Toys or Items from home:**

Children are not permitted to bring toys to school. They create a distraction and could be damaged or lost. Toys will be taken from the child and returned to the parent.

### **Classroom Rules:**

- Helping Hands
- Listening Ears
- Quiet Mouths
- Looking Eyes
- Walking Feet

Our discipline is age appropriate. It often takes the form of a gentle reminder or redirection. Choices are offered encouraging children to make appropriate decisions and to take responsibility for their actions. Time-outs are used for limited time periods. We encourage a joint effort between the family and school if the above form of discipline is not working.

**PLEASE** initial behavior charts each day, so we know it has been checked.

### **F.I.S.H. Books:**

F.I.S.H Books – Family Involvement Starts Here

What are F.I.S.H Books? It is a binder that holds everything the children and parents need to keep updated on classroom events. Another purpose of the book is to be a communication tool between home and school. Finally, it will help to build your child's organizational skills as well as teach them responsibility.

In the F.I.S.H Book you will find an informational calendar, menu and behavior chart.

### **Scholastic Reading Club Information:**

We will be sending home a variety of book club papers each month. **You are not obligated to buy any books.** If you choose to order books, please remember to put your child's name on each order form and return the order form and check/money in an envelope with your child's name clearly written on it. When writing a check, it should be written to **SCHOLASTIC Reading Club.** Totals can be combined into one check. Orders can also be submitted online. Information is on the order form sent home with each child.

### **Birthday:**

Birthdays are special to children. Every child's birthday is celebrated during our school year. If you are planning to send a treat into school to celebrate your child's birthday, **PLEASE** let us know in advance so that it does not conflict with another birthday. **Please do not send in invitations unless there is one for every child in the class.**

### **Religious Restrictions:**

If you practice a religion, which has restrictions that would prevent your child from participating in, or doing a holiday or patriotic activity, please inform us so that adaptations are made and your beliefs are not infringed upon.

### **Guest Reader Program:**

Reading is a major part of learning! Our goal is to instill a love of learning in the children. By doing that we need your help! Each family will receive an invitation during the year to be our Guest Reader; the reader can be a family member or friend. All this person would have to do is choose a children's book that they or their child enjoy and come in and read it to the class!

## **School Board Policies:**

Here is a quick link to all Lehighton Area School District policies: [www.lehighton.org/policies](http://www.lehighton.org/policies)

The following Lehighton Area School District Board Policies require annual notification as well as dissemination to students and parents. Please take the time to review all our student policies. The links are hyperlinked, and you can click on the title to open the policy. The policies that govern students are listed in the 200 Section entitled Board Policies (200 - Pupils), the policies that govern programs are listed in the 100 Section entitled Board Policies (100 - Programs), the policies that govern operations are listed in the 800 Section entitled Board Policies (800 – Operations)

[006 Meetings](#)

[100 Strategic Plan](#)

[103 Discrimination/Title IX Sexual Harassment Affecting Students](#)

[105 Curriculum Development](#)

[105.1 Curriculum Review by Parents / Guardians and Students](#)

[108 Adoption of Textbooks](#)

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<u>143</u>	<u>Standards for Persistently Dangerous Schools</u>
<u>144</u>	<u>Standards for Victims</u>
<u>146</u>	<u>Student Services</u>
<u>200</u>	<u>Enrollment in District</u>
<u>203</u>	<u>Communicable Diseases and Immunization</u>
<u>203.1</u>	<u>HIV Infection</u>
<u>204</u>	<u>Attendance</u>
<u>209</u>	<u>Health Examinations – Screenings</u>
<u>210</u>	<u>Use of Medications</u>
<u>210.1</u>	<u>Possession/Use of Asthma Inhalers</u>
<u>211</u>	<u>Student Accident Insurance</u>
<u>216</u>	<u>Student Records</u>
<u>217</u>	<u>Graduation Requirements</u>
<u>218</u>	<u>Student Discipline</u>
<u>218.1</u>	<u>Weapons</u>
<u>218.2</u>	<u>Terroristic Threats/Acts</u>
<u>220</u>	<u>Student Expression/Dissemination of Materials</u>
<u>222</u>	<u>Tobacco Use</u>
<u>226</u>	<u>Searches</u>
<u>227</u>	<u>Controlled Substances/Paraphernalia</u>
<u>233</u>	<u>Suspension and Expulsion</u>
<u>235</u>	<u>Students Rights/Surveys</u>
<u>237</u>	<u>Electronic Devices</u>
<u>246</u>	<u>Student Wellness</u>

247 Hazing

248 Unlawful Harassment

249 Bullying/Cyberbullying

250 Student Recruitment

251 Homeless Students

302 Employment of Superintendent/Assistant Superintendent

312 Evaluation of Superintendent

314.1 HIV Infection

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351 Drug and Substance Abuse

604 Budget Adoption

610 Purchases Subject to Bid/Quotation

619 District Audit

621 Local Taxpayer Bill of Rights

626 Federal Fiscal Compliance

705 Facilities and Workplace Safety

707 Use of School Facilities

716 Integrated Pest Management

800 Records Management

800.1 Records Retention / Destruction

801 Public Records

805 Emergency Preparedness

808 Food Services

810 Transportation

**810.3 School Vehicle Drivers**

**815 Acceptable Use of Technology, Electronic Resources, Network and internet**

**815.1 Use of District-Owned Technology**

**816 Use of Livestream Video on School District Property**

**819 Suicide Awareness, Prevention, and Response**

**824 Maintaining Professional Adult/Student Boundaries**

**827 Conflict of Interest**

**830 Breach of Computerized Personal Information**

**901 Public Relations Objectives**

**903 Public Participation in Meetings**

**904 Public Attendance at School Events**

**906 Public Complaints**

**916 School Volunteers**

**918 Title I Parent and Family Engagement**

## Parent/Guardian Acknowledgement

I have received, read and agree to abide by all terms listed in the Lehighton's Littlest Indian (Lehighton Pre-K Counts) Handbook for the 2022-2023 school year. I have also read and agree to abide by all terms listed in the Lehighton Elementary Center's Handbook which is located on the District website under Quick Links.

Student's Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**\*\*Please sign and return this sheet\*\***