

# Toppenish Preschool Parent Handbook 2018-2019



## **Team Work Makes the Dream Work**

### **Mission**

*Building a safe learning environment for all!  
Students - Families - Staff*

### **Vision**

We empower life-long learners to become highly successful by providing tools for building a better way of life.

### **School Rules**

*Solve problems - Always Show respect - Make good decisions*

### Toppenish Preschool Staff

Director	Anastasia Sanchez	865.8267
Secretary	Noemi Verduzco	865.8179
ECEAP Parent Advocate	Maria Elena Torres	865-8204

#### Support Staff

Coordinator/Sp. Ed.	Maggie Morelan	865.8263
School Psychologist	Carol Garcia	865-8076
Speech Pathologist	Susanna Ntilkas	865-8076

<b>Room 1</b>	<b>Lisa Sanchez</b>	<b>4-year-olds ECEAP</b>
Parapro	Sonia Aguilar	

<b>Room 2</b>	<b>Victoria Salinas</b>	<b>4-year-old</b>
Parapro	Araceli Gonzalez	

<b>Room 3</b>	<b>Lucia Gonzalez</b>	<b>4-year-old</b>
Parapro	Diana Renteria	

<b>Room 4</b>	<b>Teresa Torres</b>	<b>4-year-old</b>
Parapro	Alice Ramos	

<b>Room 6</b>	<b>Mayra Ayala</b>	<b>3-year old ECEAP</b>
Parapro	Adriana Torres	

<b>Room 7</b>	<b>Anne Marie Sanchez</b>	<b>3-yr-old</b>
Parapro	Elizabeth Valdez	

<b>Room 9</b>	<b>Guadalupe Juarez</b>	<b>4-yr-old</b>
Parapro	Elizabeth Ramos	

<b>Room 10</b>	<b>Rubi Aroyo</b>	<b>4-yr-old</b>
Parapro	Stephanie Luna	

<b>Room 11</b>	<b>Maribel Felan</b>	<b>4-yr-old</b>
Parapro	Dalia Guel	

#### Roving Parapros

Rooms 6, 7 & 9	Noemi Gomez
Rooms 1,2 & 3	TBD
Rooms 4, 10 & 11	TBD

## **TOPPENISH SCHOOL DISTRICT CUSTOMER SERVICE CREED**

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### **EI CREDO DEL SERVICIO AL CLIENTE DEL DISTRITO ESCOLAR DE TOPPENISH**

**Family and Community Members, who entrust their children to our care, are the most important people to enter this office in person, by mail, or by telephone.**

Familias y miembros de la comunidad, que confían a sus hijos a nuestro cuidado, son las personas más importantes que entran en esta oficina en persona, por correo o por teléfono.

**People coming into the school office should be greeted or acknowledged immediately with a smile and respect.**

Las personas que llegan a la oficina de la escuela debe ser saludado o reconocido de inmediato con una sonrisa y respeto.

**Family and Community Members are not dependent upon us; the contrary we are dependent upon them.**

Familias y miembros de la comunidad no dependen de nosotros, al contrario nosotros dependemos en ellos.

**This school belongs to our families and community members – they are our first priority and our benefactors. They should be treated courteously and respectfully.**

Esta escuela pertenece a nuestras familias y miembros de la comunidad - son nuestra prioridad y nuestros benefactores. Deben ser tratados con cortesía y respeto.

**Family and Community Members are not an interruption of our work; they are the purpose of it.**

Familias y miembros de la comunidad no son una interrupción en nuestro trabajo; son el propósito de la misma.

**All families will be responded to within 24 hours. Office personnel will let families know if a staff member is going to be unavailable for several days or they will refer them to someone else that may be able to help.**

Todas las familias serán respondidas dentro de las 24 horas. Personal de la Oficina permitirá a las familias saber si un miembro del personal no va a estar disponible durante varios días o que se referirá a otra persona que pueda ayudar.

**Family and Community Members are not cold statistics: they are concerned human beings with feelings and emotions like our own.**

Las familias y miembros de la comunidad no son frías estadísticas: tratan de seres humanos con sentimientos y emociones como la nuestra.

**Confidentiality will be maintained in the office. Student issues will not be discussed publicly. Treat all children, as you would want your own child to be treated.**

Se mantendrá la confidencialidad en la oficina. Problemas de los estudiantes no serán discutido públicamente. Tratar a todos los niños, como quisiera que sea tratado su propio hijo.

**Family and Community Members are persons who bring us their concerns, their needs and their ideas. Our job is to handle these concerns with understanding, fairness, enthusiasm and professional skill.**

Las familias y miembros de la comunidad son las personas que nos traen sus preocupaciones, sus necesidades y sus ideas. Nuestro trabajo consiste en manejar estos problemas con la comprensión, la equidad, el entusiasmo y habilidad profesional.

**Provide parents non-threatening ways to give their input. Establish communication early in the school year. Take time to listen. Use your professional skills - negative messages don't work. Provide information in a fair manner that not only addresses the concerns but also helps to solve them.**

Proporcionar a los padres una forma en que no se ponen en peligro de dar su opinión. Establecer una comunicación al principio del año escolar. Tome tiempo para escuchar. Utiliza tus habilidades profesionales - mensajes negativos no trabajan. Proporcionar la información de una manera justa, que no sólo aborda las preocupaciones, sino también ayuda a resolverlos.

## **The A B C's of Toppenish Preschool**

### **Arrival and Departure Procedures for Students**

Parents who drive their student to school must hold their child's hand as they walk their child to the classroom and sign in with the teacher at 7:45 or 11:45. Please do not leave small children in the car when walking your child to the classroom.

Please be sure that the only items your child brings to school each day include:

- Backpack (regular size)
- Bus tag

- Notes for communicating with teachers
- Extra clothing, if needed
- Special projects requested by the teacher

Please keep ALL other items at home

- Food
- Toys
- Electronic gadgets
- Make-up, nail polish, perfume/cologne, etc.
- Medicine

After school, parents must park their car in a designated area and pick up child from their classroom at 10:45 or 2:45.

**Children walking into and out of the school building from the parking lot must hold the hand of an adult/family member.** This is a safety practice! Children walking alone in the parking lot cannot be seen by the drivers of incoming and outgoing cars.

**Students will only be released to authorized adults/family members who are at least 14 yrs. old.** Staff is required to ask for identification for adults new to picking up students.

### **Assessments**

Teachers will observe children daily and note their progress toward meeting standards using the Preschool Assessment.

The results of these progress monitoring assessments will be discussed during collaboration and used to plan lessons.

All assessments and data graphs will be shared with families during conferences.

### **Attendance**

It is the policy of the Toppenish Preschool that students can only attend one preschool program. If students attend another preschool program parents/guardians will have to decide what preschool program, they will place their child in. It is also the district policy that only Toppenish School District students can attend the Toppenish Preschool. Anyone that knowingly falsifies their attendance in the Toppenish School District will have their child withdrawn from the preschool program. It is important that your child attend school everyday and on time. Regular attendance is important to your child's success in preschool. **Please**

**call 865.8179 if your child will not attend class. If your child is late, he/she may not get their meal.** The staff contacts families when a child is absent, or if tardiness or absences are affecting a child's performance. If your child's attendance continues to be chronic your child will be withdrawn from preschool. If your child is absent for 3 days, please bring a note from your doctor. If you plan to take your child out of school for any reason, please call the secretary and give her the dates and the reason for the absence. If your child is more than 15 minutes late (8:00 am or 12:00 pm), please stop at the office for a Tardy Slip.

**Please remember that the preschool is a privilege. The Preschool maintains a waiting list and if your child has poor attendance it may be decided that your child is not ready to take full advantage of a preschool experience. If your child has a routine of poor attendance a conference/home visit will be scheduled with your child's teacher. An opportunity will be available to improve attendance; if attendance does not improve your child will be withdrawn from the program. Please see district policy below.**

#### **Excused and Unexcused Absences**

Students are expected to attend all assigned classes each day. Schools will keep a record of absence and tardiness.

#### **Excused Absences**

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. The following principles will govern the development and administration of attendance procedures within the district:

A. The following are valid excuses for absences:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry); If students are absent three days they must submit a note from the doctor.
3. Family emergency, including but not limited to a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

A. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.

B. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

### **Unexcused Absences**

A. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.

B. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.

C. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after two unexcused absences within any month during the current school year. The notification will include the potential consequences of additional unexcused absences.

D. A conference with the parent or guardian will be held after three unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student's absences.

E. Not later than the student's fourth unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board RCW 28A.225.010.

F. If such action is not successful, the Toppenish Preschool will withdraw the student from school.

G. All suspensions and/or expulsions will be reported in writing to the superintendent within 24 hours after imposition.

The superintendent will enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents and students annually.

Please post attached poster in your home to help you decide when to keep your child home due to illness.

### **Birthday/Holiday Policy**

The two holidays celebrated at school will be Halloween and Valentine's Day. However, the celebration will be limited to a 25-minute period. Please let the teacher know if you prefer to not have your child participate, an alternative will be available.

Parents wishing to celebrate their child's birthday at school will also be limited to a 25-minute period and encouraged to bring healthy snacks. No home made items may be shared at school; **all treats must be store bought**. All parties must be scheduled with your child's teacher before the party day. This will help the teacher make adjustments to the daily schedule.

### **Bus Routines**

Safety of all children is our first priority. **All children riding the bus must have a tag every day**. It is the teacher's responsibility to ensure that the information on the tag is accurate and that the child is delivered to the proper bus/adult. **It is the parent's responsibility to make sure their child has the tag (on backpack) when coming to school every day.**

1. **After three missing bus tags the parent or guardian will meet with the principal and teacher to develop a plan.**
2. **After four missing bus tags the child will not be allowed on the school bus and will be sent to the office and the parent will be called.**
3. **After five missing bus tags the student will not be allowed to get on the school bus when coming to school without a bus tag.**

Parents need to give at least 48 hours prior notice of temporary changes in transportation. Changes in bussing will take effect after 48 hours.

**Families choosing to transport their child to and from school must pick up their child from school on time at 10:45 for AM session and 2:45 for PM session. Chronic tardiness will result in a meeting with the principal.**

### **Child Care Providers**

**Parents are required to provide current contact information for their child care providers.** You will be asked to fill out a child care provider information form which will be kept in your child's file. Please inform the Preschool Secretary when there is a change of child care provider. Please allow 48 hours for change in bus schedule if applicable. If the child care provider will be picking up a preschooler, they must be authorized on the enrollment form.

### **Child Protective Services**



School district personnel are mandated to report any concerns regarding abuse or neglect to the Child Protective Services. Should a staff member become concerned that a child may be a victim of abuse or neglect, he/she will refer the student immediately to the Preschool Director.

### **Communication Between Families and the Preschool**

One of our goals is to maintain accurate and timely communication with our families. We want our families to be informed of all the opportunities and activities that we have scheduled for families and the preschoolers. **Please inform Secretary with any contact information changes.** These are the methods we will use to keep parents informed of all aspects of the Toppenish Preschool program:

- Monthly Newsletters both building and classroom
- Notes Stapled to Bus Tags
- Fliers & Notes in Backpacks
- Telephone Calls
- Mail
- Email
- Text

### **Confidentiality**

Our staff are expected to practice professionalism at all times. Confidentiality pertaining to student, staff and/or parent issues is to be maintained at all times and in all settings. Information about preschool children will not be shared with anyone except the parents or guardian. If a parent/guardian wants other family members to receive information about their child, they must give the office clerk written permission for each person.

### **Curriculum**

Toppenish Preschool Cooperative programs use curriculum that prepares students to be successful in the Toppenish kindergarten classrooms. The programs use a combination of Creative Curriculum to create stimulating learning environments in the areas of physical, social/emotional, cognitive and language development, GLAD and Imagine It! and David Matteson to teach literacy skills in reading and writing and First Steps Math and Eureka Math. Our staff collaborates with the

kindergarten teachers to align the classroom routines and behavioral expectations so the preschoolers have the school skills they need to be successful learners.

### **Discipline/Management of Behavior / Positive Behavior Intervention Support (PBIS)**

Toppenish Preschool is a PBIS school. *What is PBIS at our school?*

We have adopted a unified set of classroom rules. Similar to the Code of Student Conduct, these rules define our expectations for behavior in our school. You will see these rules posted throughout the school and your child will be learning them during his or her first days at school. Our unified classroom rules, found in every classroom and non-classroom setting in the school, are as follows:

**Rule #1: Solve Problems**

**Rule #2: Always Show Respect**

**Rule #3: Make Good Decisions**

Qué es PBIS en nuestra escuela?

Hemos adoptado un conjunto unificado de reglas de la clase. Al igual que en el Código de Conducta del Estudiante, estas reglas definen nuestras expectativas para el comportamiento en nuestra escuela. Verá estas reglas publicadas en toda la escuela y su hijo se les enseñarán durante sus primeros días en la escuela y durante todo el año. Nuestras reglas de la clase unificada, que se encuentran en todas las aulas y el entorno fuera del aula en la escuela, son los siguientes:

**Regla # 1: Solución de Problemas**

**Regla # 2: Mostrar Siempre Respeto**

**Regla # 3: Tomar Buenas Decisiones**

Our teachers will make every effort to handle behavior issues in a positive manner in their classroom. Our responsibility is to teach our preschool children how to be successful kindergarten students, not punish them for not complying. Routines, procedures and expectations will be taught thoroughly at the beginning of the year and reviewed daily. **Positive reinforcement** is our main process for correcting behavior. In the event that consequences are necessary, they must be developmentally appropriate and re-teach the desired behavior. Parents will be

notified and involved in behavior plans, as well as regularly notified of progress. Parents will be called when their child is unable to control their behavior or is upset for more than 30 minutes.

## **Student Conduct Expectations and Reasonable Sanctions**

### **Student Conduct Expectations**

As authorized by chapter 28A.600 RCW, the following procedure sets forth rights and conduct expectations for students, along with the sanctions that may be imposed for violations of such expectations. At all times, this procedure will be read consistent with federal statutes and regulations, state statutes, common law, and rules promulgated by the Washington Office of the Superintendent of Public Instruction.

### **Disruptive Conduct**

A student will not intentionally cause substantial and/or material disruption of any school operations. The following illustrate the kinds of offenses that are prohibited:

- Cheating or disclosure of exams;
- Disobedience of reasonable requests, instruction, and directives of school personnel;
- Refusal to leave an area when instructed to do so by school personnel;
- Refusing a reasonable request to identify oneself to district personnel (including law enforcement officers) while under the supervision of the school; and
- Refusal to cease prohibited behavior;
- Disruptive and/or dangerous use of motor vehicles or conduct on a school bus that endangers students;
- Inappropriate dress or appearance as determined by school building;
- Trespassing on school property or school transportation at a time or place the student's presence is not permitted;
- Occupying a school building or school grounds in order to deprive others of its use;
- Use or possession of tobacco;
- Using any object in a dangerous manner;
- Intentionally defacing or destroying the property of another person or school district.

### **Exceptional Misconduct**

Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term or long-term suspension. *This includes types of misconduct that qualify as exceptional misconduct approved by board following recommendation by superintendent and representative ad hoc citizens committee.* Exceptional misconduct includes the following:

- Arson; Defined as the willful and malicious burning or charring of property.
- Assault, if the assault involves injury to another, bodily fluids, or a weapon
- Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff;
- Cumulative violations;
- Causing intentional, substantial costing (greater than or equal to \$250) damage or destruction to school property or the property of another on school grounds or at school activities;
- Dangerous use of motor vehicles on school grounds, at school activities, or endangering students on a school bus;
- Disruption of the school program by bomb scares, false fire alarms, firecrackers, offensive odor producing chemicals, etc.;

- Extortion; Defined as the crime of obtaining money or property by threat to a victim's property or loved ones, intimidation, or false claim of a right.
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Harassment/intimidation/bullying of others;
- Knowingly possessing stolen property;
- Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed;
- Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
- Sexual misconduct on school grounds, at school activities, or on school provided transportation;
- Theft on school grounds, at school activities, on school provided transportation, or of school property at any time;
- Threats of violence to other students or staff;
- Use or possession of dangerous weapons, including firearms, air guns, look alike guns, knives, nun-chu-ka sticks, throwing stars, stun guns, explosives and other weapons prohibited by state law and Policy 3241.

#### **Explanation of Terms:**

**The misconduct below do not prohibit administrators from considering approved alternatives to out-of-school suspension or expulsion, including in-school suspension.** The offense does not prohibit a school administrator from exceeding the typical sanctions up to and including expulsion, if sufficient aggravating factors warrant such corrective action or if the threat of danger or substantial disruption supports an emergency expulsion under WAC 392-400-295. This is at the discretion of building administrators.

#### **Assault:**

For purposes of school discipline, "assault" means actual or attempted hitting, striking or other wrongful physical contact inflicted on another either directly or indirectly through an object. For verbal threats, see Harassment, Intimidation, and Bullying.

#### **Fighting or fighting involvement:**

Includes instigating, promoting (including promotion by presence as a spectator), and escalating a fight, as well as the failure to disperse at the scene of a fight.

#### **Reasonable self-defense:**

It is expected that a student must always first retreat from any threat of harm and/or contact an adult staff member for assistance before engaging in any type of physical response to an assault. However, an administrator may decide not to subject a student to discipline if, following a reasonable investigation, the administrator determines that all of the following are true:

- A student who is being assaulted or witnessed another student being assaulted acts only in a manner that is defensive and protective of himself/herself or others;
- The student is acting in a manner that a building administrator determines is reasonable and necessary in light of the circumstances; and
- The student did not instigate, provoke, or promote the violence by his or her words or conduct immediately prior to the assault.

A reasonable physical response to an assault may include holding the assailant's hands or arms to prevent the assault, or pulling two fighting students apart and holding them until adult staff can arrive and intervene.

#### **Defacing or destruction of school property:**

For school discipline purposes, is defined as the unauthorized, intentional damage to district property or the property of others.

Note: Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, participation in promotion ceremony and transcripts of a pupil responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil's parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

When the pupil and parent or guardians are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

**Defiance of school authority:**

Refusal to obey reasonable requests, instructions, and directives of any school personnel, including volunteers or contractors working for the school. Defiance includes dress or appearance in violation of Policy 3224 that the student either refuses to correct at the directive of a school administrator, or that is a persistent and repeated violation of Policy 3224. Defiance of school authority can also include intentional disruptive behavior.

**Gang Conduct:**

For school discipline purposes includes:

- The creation, display, or communication of gestures, language, imagery, or symbols as defined below commonly associated with gang culture
- The promotion of gang culture and/or gang violence, and/or
- The solicitation or recruitment of gang members.

Gang imagery and symbols include, but are not limited to:

- Apparel (including, but not limited to, shoelaces, bandanas, belts, or hats) which by virtue of color, arrangement, trademark, symbol, or any other attributes indicate or imply gang membership or affiliation
- Displays of gang affiliation on personal belongings including clothing, school assignments, notebooks, body, etc.

**Theft or stealing:**

Possession of another person's or district property, regardless of value, without the person's permission with the intent to deprive the owner of such property. As part of the sanction, restitution will usually be required.

Note: Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil's parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

When the pupil and parent or guardians are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

#### **WEAPONS:**

This section addresses the possession or use of actual weapons in violation of district policy 4210, including firearms, dangerous weapons, and other items listed within that policy. This includes when a student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. Objects and conduct that fall outside of Policy 4210 should be addressed under other sections, as appropriate.

Any student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility shall be expelled from school for not less than one year (12 months) under RCW 28A.600.420, with notification to parents and law enforcement. The district superintendent or the superintendent's designee is authorized to modify the expulsion of a student on a case-by-case basis.

The school district may also suspend or expel a student for up to one year if the student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm.

Expulsion may result based upon the administrator's judgment of the seriousness of the act or circumstances surrounding the act, and/or the previous record of the student.

#### **DRUGS/ALCOHOL AND OTHER PROHIBITED CHEMICAL SUBSTANCES:**

To ensure the safety, health and well-being of all students, the board is committed to the development of a program which emphasizes drug and alcohol abuse prevention, intervention, aftercare support and necessary corrective actions. The possession, consumption, use, storage, or distribution of drugs (including marijuana/cannabis), alcohol, and other similar chemical substances on school grounds, at school activities, or on district-provided transportation is prohibited. For purposes of student conduct expectations (Board Policy 3240P) :

- This section applies to any controlled substance, medication, stimulant, depressant, or mood altering compound, including simulated compounds intended to produce intoxication or euphoria, whether or not such compounds have been designated a controlled substance by state or federal law;
- This section applies to marijuana or substances containing marijuana;
- 
- his section applies to legally-prescribed drugs which a student is nevertheless not lawfully authorized to possess on school grounds, at school activities, or on district-provided transportation;
- This section applies to students who enter school grounds, school activities, or district-provided transportation following the unlawful use or consumption of drugs, alcohol, and other similar chemical substances, including students who appear to be under the influence of such substances; and
- his section applies equally to the possession or use of paraphernalia or other items used to possess, consume, store, or distribute drugs, alcohol, and/or other illegal chemical substances, including marijuana or substances containing marijuana.

Consequences:

Administration will have the discretion to assign consequences for all offenses based on mitigating and aggravating factors.

#### **Removal of Student during the School Day**

Schools must exercise a high order of responsibility for the care of students while in school. The removal of a student during the school day may be authorized in accordance with the following procedures:

Any person requesting to make contact with or remove a student from school grounds, must be listed on the student's emergency contact information. Proper identification must be verified by school personnel using picture identification.

Law enforcement officers may remove a student from school without a warrant provided that the law enforcement officer signs a statement that he/she is removing the student from the school.

Residential parents/guardians should be contacted as soon as possible when a student is taken into custody.

Any other agencies must have a written administrative or court order directing the school district to give custody to them. Proper identification is required before the student will be released;

Prior written authorization from the residential parent or guardian is required before releasing a student into someone else's custody unless an emergency situation justifies a waiver;

Prior to sending a student to his/her home for illness, discipline or a corrective action, the building administration will attempt to reach the student's parent, guardian or emergency contact to inform him/her of the school's action and to request that he/she come to the school for the child. If the building administration cannot reach the parent, guardian or the emergency contact, the student will remain at school until the close of the school day.

#### **Students and Telecommunication Devices**

Students in possession of telecommunications devices while on school property or while attending school-sponsored or school-related activities will observe the following conditions:

- A. Telecommunication devices will be turned off during regular school day;
- B. Students will not use telecommunication devices in a manner that poses a threat to academic, integrity, disrupts the learning environment or violates the privacy rights of others;
- C. Students will not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the district;
- D. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which will only be returned to the student's parent or legal guardian;
- E. By bringing a cell phone or other electronic devices to school or school -sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement;
- F. Students are responsible for devices they bring to school. The district will not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events;
- G. Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices; and
- H. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion.

#### **Dress Code**

The Toppenish School District wants to provide a safe and non-disruptive setting for its students, so all children can learn. We want students to be dressed appropriately for the weather and their activities of the day. Please make sure that your child is dressed comfortably. The following outlines the Preschool policy:

El Distrito Escolar de Toppenish quiere proporcionar un entorno seguro y no perjudicial, para sus estudiantes, por lo que todos los niños pueden aprender. Queremos que los estudiantes se vestan apropiadamente para el clima y sus actividades del día. A continuación se detalla la política de la Escuela Preescolar:

- No strapless shoes such as flip flops, sandals or crocs
- No se permiten zapatos sin tirantes, como chanclas, sandalias o crocs
- No clothing that compromises modesty shall be worn at school or at school related functions; this would include, but not be limited to, anything that allows bare midriff or underwear to be exposed, such as crop tops and thin strap tank tops. Shorts and skirts must be at least fingertip length
- . Ropa que representa cualquier tipo de violencia, promoción o publicidad de la utilización de alcohol, drogas o productos del tabaco, es representativo de afiliación de pandillas o mostrar símbolos obscenos, signos, lemas o palabras que pudieran ser indicativos o de la interpretación cuestionable es prohibido
- No baggy or oversized clothing, clothing may not be more than one size too large,
- No es permitido ropa de gran tamaño, la ropa no puede haber más de un tamaño demasiado grande,
- Hats or hoods are not to be worn in the building
- Sombreros o capuchas no se pueden usar en la escuela
- Any other clothing, which may be considered disruptive by the building principal will not be allowed
- Cualquier otra prenda de vestir, que puede ser considerado perjudicial por el director no se le permitirá
- Clothing or jewelry, which may be dangerous in class, on the playground, or may cause danger to the student, will not be allowed
- Prendas de vestir o joyas, que pueden ser peligrosos en la clase, en el patio, o pueden causar peligro para el estudiante, no se permitirá
- **Students who wear prohibited clothing will be asked to make changes in their clothing or will be sent home to change into more appropriate attire.**
- **Los estudiantes que se visten en ropa prohibida se le pedirá hacer cambios en su ropa o serán enviados a casa para ponerse una vestimenta más apropiada.**

### Early Childhood Education Assistance Program (ECEAP)

Toppenish Preschool has one classroom of ECEAP students. Students that qualify to attend the ECEAP program have some different registration requirements. This program serves student from low income and income needs to be verified. Student



that are enrolled in ECEAP do not have to bring in supplies. The only thing they are required to bring is a backpack. If you have any questions about this program please speak to, the center director, Anastasia Sanchez or Noemi Verduzco our school secretary.

### **Family Involvement Expectations**

We acknowledge that parents are their child's first teacher. We believe that working together we can achieve our goals for preschool students. These are the expectations for parent involvement in the Toppenish Preschool:

- Volunteer in the classroom at least twice a month or help teachers with projects at home (prepare materials, etc.)
- Participate in Family Night activities
- Read to your child for 20 minutes every day
- Read the monthly Preschool Newsletter to your child
- Participate in three home/family visits with your child's teacher

In order to volunteer on a regular basis in our classrooms and school, a WATCH background check must be completed. When clearance has been completed, the adult can volunteer in the school under the supervision of a certified teacher. There is no cost to the adult for this clearance. **The WATCH procedure needs to be completed one week prior to the scheduled event.**

### **Family Nights**

Toppenish Preschool will host an Open House on Thursday, September 6<sup>th</sup> at 5:30p.m

2018/2019 Family Night schedule:

October 4th:	Math Activities
December 4th:	Art Activities
March 7th:	Dr. Seuss Reading Night

Parents are encouraged to attend and bring their families. The Family Nights are offered to help parents understand how to support their child's learning at home.

### **First Day Procedures**

All students will be transported to the preschool by the parent the first day of attendance. This is required for any "first day" during the school year.

Please bring the following to the classroom on the first day of attendance:

- School Supplies (see attached list)
- One Change of Clothes (please write first & last name on the clothes)

### **Saying Goodbye to Your Child**

- Your child may not want you to leave him/her in the classroom on the first day. Please assure your child that they will be OK and will have fun. Do not worry if your child begins to cry. They usually stop crying very soon after their parent leaves. You may want to talk with your child about what happens before the first day so they know you will not be with them the entire time.

### **Health Information**

It is very important that the school knows of any special medical condition that a child may have. Children who require medication or who have conditions such as asthma, diabetes, or allergies to food or insects are required to fill out a Health Care Plan form that is signed by the child's doctor. Teachers are given specific health information on each student in their classroom. This information is put in a binder and is reviewed by substitute teachers so they are aware of each child's special needs.

Parents will receive a call from the Preschool Nurse if their child appears to be ill. The nurse will call parents if the child:

- has a fever of 100 degrees or above
- is acting lethargic
- has a rash
- has head lice (Periodic head checks will be conducted in all classrooms. Children with head lice will be sent home and may not return to school until they are adequately treated.)
- complains of a head ache, stomach ache or other types of illnesses
- has an inflamed ear
- has pink eye
- has diarrhea or has vomited
- has a constant runny nose

Children who are ill at school are required to go home. Please post the "**Keep Me Home If...**" poster and refer to it when you think your child is sick.

### **Home/Family Visits**

**Home visits must be conducted prior to a new student beginning in a classroom.** Teachers will perform 3 home visits/conferences for each student assigned in their classroom. The focus of the first visit is to orient the family to the preschool program. The purpose of the second and third visit is to share student data with the family in order to note progress and involve the family in furthering

the student's established goals. Staff will wear name badges and call prior to the visit to ensure the parent is waiting and is aware of the visit.

The first home visit will be in the student's home. The second/third home visit/conference may be held at the home or the preschool by parent choice.

### **Meal Times**

Meal times are teaching times. Staff works to increase students' oral language skills through open conversations and modeling appropriate table manners and etiquette during this time.

- Preschool meals are served family style. Students will pour their own beverages to a half glass full and spoon their own food onto their plates.
- Children will be encouraged to try new foods but never forced to try any food or finish their meal.
- Children will wash their hands before and after the meal.

### **NONDISCRIMINATION AND SEXUAL HARASSMENT COMPLAINT PROCEDURES**

#### **DISCRIMINATION**

Toppenish School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

#### **Title IX Coordinator**

Brett Stauffer, Athletic Director  
Telephone Number: 509.865.8034  
Email:  
bstauffer@toppenish.wednet.edu

#### **Section 504/ADA Coordinator**

Sandra Birley, Special Education and 504  
Director  
Telephone Number: 509.865.8148  
Email: sbirley@toppenish.wednet.edu

#### **Civil Rights Compliance Coordinator**

Jeanette Ozuna, Assistant Superintendent  
Telephone Number: 509.865.4455  
Email: ozunajl@toppenish.wednet.edu

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here:

[http://www.toppenish.wednet.edu/pages/Toppenish\\_School\\_District/1075523253814383010/Nondiscrimination](http://www.toppenish.wednet.edu/pages/Toppenish_School_District/1075523253814383010/Nondiscrimination)

## **SEXUAL HARASSMENT**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

**Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

**Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here:

[http://www.toppenish.wednet.edu/pages/Toppenish\\_School\\_District/1075523253814383010/Nondiscrimination](http://www.toppenish.wednet.edu/pages/Toppenish_School_District/1075523253814383010/Nondiscrimination)

## **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

### **Complaint to the School District**

#### ***Step 1. Write Our Your Complaint***

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

#### ***Step 2: School District Investigates Your Complaint***

Once the district receives your written complaint, the coordinator will give you a copy of the

complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

### ***Step 3: School District Responds to Your Complaint***

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

### **Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

### **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

### **Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

## **PROCEDIMIENTOS DE QUEJAS NO DISCRIMINACION Y ACOSO SEXUAL**

## **Discriminación**

El distrito escolar de Toppenish no discrimina en los programas o actividades, sobre la base de sexo, raza, credo, religión, color, origen nacional, edad, condición militar o veterano, orientación sexual, género, identidad de género, expresión de la incapacidad, o el uso de un perro entrenado como guía o animal de servicio y proporciona la igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. Los siguiente empleados han sido designados para manejar las preguntas y quejas de presunta discriminación:

### **Coordinador/a del Título IX**

Brett Stauffer, Director Atlético  
Número Telefónico: 509.865.8034  
Email: [bstaufer@toppenish.wednet.edu](mailto:bstaufer@toppenish.wednet.edu)

### **Coordinador/a de la Sección 504/ADA**

Sandra Birley, Directora de Educación Especial y 504  
Número Telefónico: 509.865.8148  
Email: [sbirley@toppenish.wednet.edu](mailto:sbirley@toppenish.wednet.edu)

### **Coordinadora de Cumplimiento de Derechos Civiles**

Jeanette Ozuna, Asistente Superintendente  
Número Telefónico: 509.865.4455  
Email: [ozunajl@toppenish.wednet.edu](mailto:ozunajl@toppenish.wednet.edu)

**Usted puede reportar la discriminación y acoso discriminatorio a cualquier miembro del personal de la escuela o al coordinador/a de derechos civiles del distrito, nombrados arriba. Usted también tiene el derecho de presentar una queja (véa abajo).** Para obtener una copia de la poliza del procedimiento no discriminación del distrito póngase en contacto con su escuela o la oficina del distrito o verlo en linea aquí:

[http://www.toppenish.wednet.edu/pages/Toppenish\\_School\\_District/1075523253814383010/Nondiscrimination](http://www.toppenish.wednet.edu/pages/Toppenish_School_District/1075523253814383010/Nondiscrimination)

## **ACOSO SEXUAL**

Los estudiantes y el personal están protegidos contra el acoso sexual por parte de alguien en cualquier programa o actividad escolar, incluyendo en el terreno escolar, en el autobús escolar, o fuera del terreno escolar durante una actividad patrocinada por la escuela.

**El acoso sexual es un comportamiento reproable o comunicación que sea de contexto sexual cuando:**

Un estudiante o empleado es llevado a creer que él o ella debe ser victima de conducta sexual indeseado o comunicaciones a fin de obtener algo a cambio, como un grado, una promoción, un lugar en un equipo deportivo, o cualquier programa de educación o empleo de decisión, o

- La conducta interfiere sustancialmente con el rendimiento educativo del estudiante, o crea un clima intimidatorio u hostil entorno laboral o educativo.

### **Ejemplos de Acoso Sexual:**

- Presionar a una persona de favores sexuales
- Toques indeseables de un carácter sexual
- Escritura de una carácter sexual
- Distribuir textos sexualmente explícitos, e-mails, o imágenes.
- Hacer chistes sexuales, rumores o comentarios insinuantes

- Violencia física, incluyendo la violación y la agresión sexual

**Usted puede reportar el acoso sexual** A cualquier miembro del personal de la escuela o al oficial del título IX del distrito indicado arriba. Usted también tiene el derecho de presentar una queja (véa abajo). Para obtener una copia de la poliza de acoso sexual del distrito y procedimientos, póngase en contacto con su oficina de distrito o escuela, o verla en línea aquí:

[http://www.toppenish.wednet.edu/pages/Toppenish\\_School\\_District/1075523253814383010/Non\\_discrimination](http://www.toppenish.wednet.edu/pages/Toppenish_School_District/1075523253814383010/Non_discrimination)

### **OPCIONES DE QUEJAS: DISCRIMINACION Y ACOSO SEXUAL**

Si usted cree que usted o su hijo/a han experimentado discriminación ilegal, acoso discriminatorio, o acoso sexual en la escuela, usted tiene el derecho de presentar una queja. Antes de presentar una queja, puede compartir sus preocupaciones con el director/a del niño o con el coordinador/a de la sección 504, Oficial del Título IX, o coordinador/a de derechos civiles, que se nombraron arriba. Esto es a menudo la manera más rápida de girar sus preocupaciones.

#### **Quejarse con el distrito escolar**

##### ***Paso 1. Escriba su Queja***

En la mayoría de los casos, las quejas deben ser presentadas en el plazo de un año a partir de la fecha del incidente o la conducta que es objeto de la reclamación. Una queja debe ser por escrito. Asegúrese de describir la conducta o incidente, explique por qué usted cree que la discriminación, el acoso, la discriminación o el acoso sexual ha tenido lugar, y describir las acciones que usted cree que el distrito debe tomar para solucionar el problema. Envíe su queja por escrito por correo, fax, correo electrónico o a la entrega en mano al superintendente del distrito o coordinador de cumplimiento de los derechos civiles.

##### ***Paso 2: El distrito escolar investiga su queja***

Una vez que el distrito recibe su queja por escrito, el coordinador le dará una copia del procedimiento de queja y asegurarse una rápida y profunda investigación se lleva a cabo. El superintendente o su representante le responderá por escrito en el plazo de 30 días calendario, salvo que convengan en un período de tiempo diferente. Si su queja se refiere a circunstancias excepcionales que exigen una investigación más extensa, el distrito le notificará por escrito para explicar por qué el personal necesita un tiempo de extensión y la nueva fecha para su respuesta por escrito.

##### ***Paso 3: El distrito escolar responde a su queja***

En su respuesta escrita, el distrito se incluirá un resumen de los resultados de la investigación, la determinación de si o no el distrito no cumplen con las leyes de los derechos civiles, la notificación que usted puede apelar esta decisión, y las medidas necesarias a fin de que el distrito en el cumplimiento de las leyes de derechos civiles. Las medidas correctivas se pondrán en práctica dentro de los 30 días calendario después de esta respuesta por escrito, a menos que usted está de acuerdo en un período de tiempo diferente..

#### ***Apelación al distrito escolar***

Si usted está en desacuerdo con la decisión del distrito escolar, usted puede apelar a la junta del distrito escolar de directores. Usted debe presentar un aviso de apelación por escrito al secretario

de la junta escolar dentro de los 10 días calendario después de haber recibido el distrito escolar es la respuesta a su queja. La junta escolar programará una audiencia dentro de 20 días después de haber recibido su apelación, a menos que usted esté de acuerdo en una línea de tiempo diferente. La junta escolar le enviará una decisión por escrito dentro de los 30 días calendario después de que el distrito recibió su aviso de apelación. La decisión de la junta escolar incluirá información sobre cómo presentar una queja con la Oficina del Superintendente de Instrucción Pública (OSPI).

### **Queja a OSPI**

Si usted no está de acuerdo con la decisión de apelación del distrito escolar, la ley estatal establece la opción de presentar una denuncia formal ante la Oficina del Superintendente de Instrucción Pública (OSPI). Esta es proceso de una reclamación independiente que puede llevarse a cabo si una de estas dos condiciones se ha producido: (1) ha completado la queja del distrito y el proceso de apelación, o (2) El distrito no ha seguido el proceso de reclamación y apelación correctamente..

Usted tiene 20 días para presentar una queja a OSPI desde el día en que usted recibió la decisión sobre su apelación. Usted puede enviar su queja por escrito a la Oficina de Equidad y Derechos Civiles de OSPI::

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Enviar o Dejar Personalmente:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

Para mas información, visite [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), o contacte la oficina Equidad y Derechos Civiles de OSPI al 360-725-6162/TTY: 360-664-3631 o por e-mail al [equity@k12.wa.us](mailto:equity@k12.wa.us).

### **Otras opciones de quejas Discriminación**

*Oficina de Derechos Civiles del Departamento de Educación de los EEUU.*

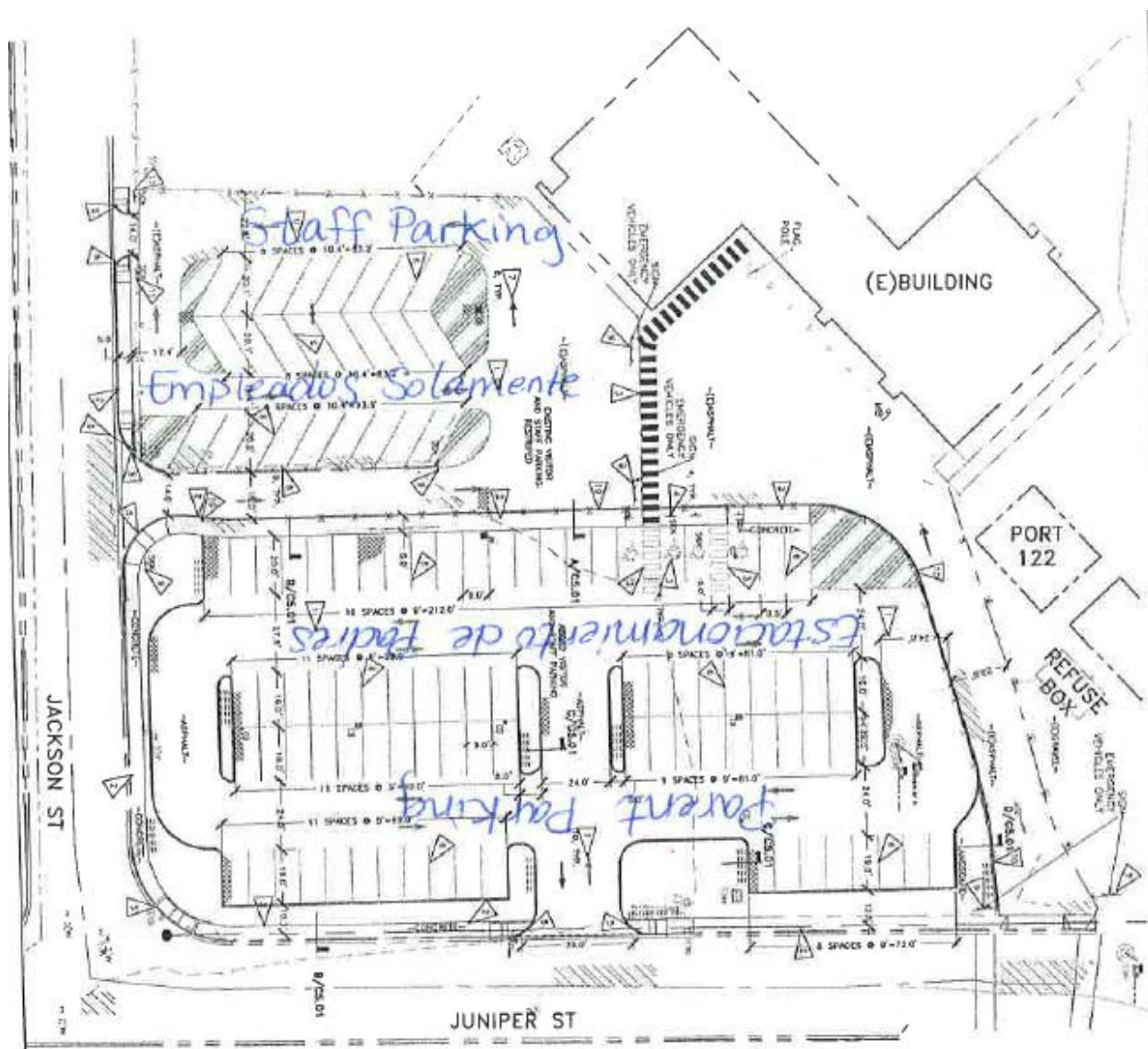
206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

*Comisión de los Derechos Humanos del Estado de Washington*

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)



In order to make our parking lot safer for students and families we have designated the large parking lot for **parents only**, during drop off and pick up times. All preschool staff will park in the small parking lot beside the gym. **Families please do not park in the staff parking lot because this is also where the school buses will be dropping off students. Please see map below**



### **Preschool Parent Meeting (PPM)**

The Preschool Parent meeting (WPM) meets on a regular basis to provide input on the preschool programs, parent education and fundraise to support school activities.

### **Toileting Policy**

Toppenish Preschool Cooperative requires that students be toilet trained before they can enroll in the preschool. Pull-up diapers are not permitted.

### **Visitors**

All parents and visitors to the preschool campus **MUST CHECK** in to the office upon arrival.

<b>Daily Schedule</b>
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Students will participate in the following activities during their session:

- Language Arts including Writing and hand writing
- Science, Technology, Engineering, and Math (STEM)
- Learning Centers (Language Arts, Math, Science, Fine Arts!)
- Recess
- Breakfast/Lunch (8:30/11:30)

<h2>Supply List</h2>
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Please bring items to the OPEN HOUSE on September 7th

Required Supplies:

- Change of clothing (shirt, pants, under wear and socks)
- 1 backpack (regular size, no mini backpacks and no backpacks with wheels)
- 3 boxes of 5 oz. paper cups
- 1 box of Kleenex
- 1 box of crayons (24 count)
- 2 boxes of dry erase markers (thin markers)
- 2 boxes of Clorox Wipes
- 2 boxes Magic erasers (Mr. Clean, store brand)
- 1 box of makers
- 6 glue sticks
- 1 package of white copy paper
- 1 small bottle (1.25 oz.) of Elmer's glue
- Two, 2 pocket folders for homework
- 1 box of color pencils (12 count)
- Play Dough (brand name please)
- 2 pkg. baby wipes
- 2 boxes gallon Ziplock bags
- 1 box quart Ziplock bags

## **Lista de Útiles Del Prescolar De Toppenish 2017-18**

Favor de traer los útiles a la CASA ABIERTA el 7 de septiembre de 5:30-6:30 PM.

### Útiles Requeridos:

- Cambio de ropa (camisa, pantalones, ropa interior y calcetines)
- 1 mochila (tamaño regular, favor de no comprar mochilas pequeñas o con llantas)
- 3 cajas de vasitos de papel de 5 oz.
- 1 caja de Kleenex
- 1 caja de 24 crayolas
- 2 cajas de marcadores EXPO para pizarrón blanco (marcadores delgados)
- 2 encases e toallitas Clorox
- 2 cajas de borradores "Magic Erasers"
- 1 caja de marcadores
- 6 tubitos de pegamento
- 1 paquete de papel blanco
- 1 botella de pegamento Elmer's de 1.25 oz
- 2 carpetas de doble bolsillo
- 1 caja de 12 lápices de colores
- 1 caja de lápices regulares
- 1 paquete de plastilina de marca "Playdough"
- 2 paquetes de toallitas de bebe
- 2 cajas de bolsas Ziploc (1 galón)
- 1 caja de bolsas Ziploc (1 cuarto de galón)

