

# Franklin Phonetic Primary Preschool

Sunny slope

9317 N. 2nd Street

Phoenix, AZ 85020

Phone Number: (602) 870-6674

Prescott Valley

6116 E Highway 69

Prescott Valley, AZ 86314

Phone Number: (928) 775-6747

## Instructional Days & Times

We are open Monday – Friday

8:30-2:30 PM

(Breakfast served 7:45-8:15, Lunch served 11:00-11:30, Snack served 2:15-2:30)

### **State Licensing**

Franklin phonetic preschool is licensed and regulated by the Arizona Department of Health Services. All records related to licensing reviews will be public record. Records may be reviewed for any license program at the Arizona Department of Health Services, office of child care licensure, 150 North 18th Avenue, Phoenix, Arizona 85007, phone number 602-364-2539 or are available to view at the site.

The Franklin Phonetic Preschool does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. No child will be denied enrollment in or access to the Preschool Programs solely on these bases. All protections that students with disabilities and their parents are entitled to under the provisions of Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-12136) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), including reasonable accommodations, will be provided to eligible students in the AESD Preschool Programs. For students with disabilities who are placed in special education programs, this means that, except for reasonable accommodations, special education services listed in a student's IEP, including all specially designed instruction, will not be provided to those students during the AESD Preschool Programs.

The ADA/504 Coordinator may be contacted to make an informal complaint of discrimination.

ADA/504 Coordinator Cindy Franklin

Director of Exceptional Student Services

(602) 870-6674

nilknaf@cableone.net

## **Parent Roles and Responsibilities**

### **Family Engagement**

You will read throughout this handbook that parent involvement is necessary to assure the success of your child. We need you. Plan to be an active volunteer. There are a variety of ways you can support your child. Ask your teacher how you can help. Communication between parents and preschool staff is vital. Parents should watch for newsletters, calendars, progress reports, and communication that may come home in the child's backpack.

### **Parent Participation**

The Parent roles and responsibilities are intentionally set up to help families be partners in their child's education.

### **Accessing Community Services Resources**

The program will work with all participating parents to identify and continually access, either directly or through referrals, services and resources that are responsive to each family's needs, interest and goals.

- The services and resources include:
  - Emergency or crisis assistance in areas such as food, housing, and clothing
  - Education and other appropriate interventions including opportunities for parents to participate in counseling programs or to receive information on Mental health issues that place families at risk.
- The Franklin Phonetic Primary Preschool will:
  - Provide each family a Resource Directory of listing services.
  - If there are identified need we will help refer the family to the appropriate agency.

### **Inclusion Policy**

At Franklin Phonetic Primary Preschool, we actively promote inclusive practice in order to best meet the needs of the children, families and staff in our program. All children are welcome to attend Franklin Phonetic Primary Preschool regardless of ability, need, background, culture, religion, gender or economic circumstances. Through inclusive practice, we aim to reflect our wider community and promote positive attitudes to both the similarities and differences in each other. In order to achieve this, we actively engage with children, parents and other organizations as appropriate.

### **Visiting / Volunteering**

Our doors are open to drop in visits, however, visitors are asked to call ahead if they wish to spend any time talking with the instructor or assistants. Parents and family members are welcome to volunteer in the Franklin Phonetic Primary Preschool classroom as long as they carry a fingerprint clearance card. Please understand that children need some time to adjust to the classroom routine. The Preschool staff encourages parents to wait a month before visiting or volunteering in the classroom.

**When you are in the classroom as a volunteer, the following policies/procedures must be adhered to:**

- All volunteers are required to sign in/out through the front office
- Volunteers are expected to carry a fingerprint clearance card.
- Volunteers must maintain confidentiality regarding students and families. We ask that you not discuss or share information about individual students or their families while volunteering in the classroom.
- We use positive discipline techniques in our classrooms. Ask your teacher to explain this policy. (Please read the complete policy statement in the discipline section of this Parent Handbook.)
- Our dress code requires that you dress neatly. We must always look clean and modest, and dress comfortably to work and play with children.
- We always have an eye for safety and never leave children unattended.
- Watch for anything that could be a danger to children.
- Please plan ahead to schedule your classroom volunteer time so the teacher can organize an activity for your supervision.

**Volunteers in the classroom may be asked to:**

- Follow the directions of the Franklin Phonetic Primary Preschool staff
- Work with children
- Help children glue, paint, cut, etc.
- Prepare activities (mix paint, etc.)
- Help prepare or clean-up after snack
- Read to a child or group of children
- Participate in songs, finger-plays, etc.

## CAMPUS SAFETY AND SECURITY

### VISITORS TO THE CAMPUS

The safety of children is a priority. Franklin Phonetic Primary Schools welcome and encourage parents and other community members to visit the school at any time. **ALL VISITORS, INCLUDING PARENTS, MUST CHECK IN AT THE SCHOOL OFFICE BEFORE ENTERING THE SCHOOL.**

- ◆ NO TRESPASSING signs are installed at each campus to discourage individuals from wandering around the campus. No person shall visit a classroom or other school activity without the approval of the principal. Failure to comply with this requirement is in violation of the law. Administrators have discretion to prohibit any items that may jeopardize the safety and security of students. Visitors will be issued an identification badge.
- ◆ All Franklin Phonetic Primary Preschool staff are issued ID badges and should wear them at all times while on campus.
- ◆ For those who wish to visit a classroom during the school day, it is preferred that the teacher and the principal be contacted in advance to arrange a day and time for such visit to avoid any conflicts with the school schedule. In visiting a classroom, parents must realize that the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.
- ◆ Anyone who is not a student or staff member of the District may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, is against District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.
- ◆ Students who are not enrolled in school or are on suspension may not participate in classroom activities, field trips, and after school activities.
- ◆ Skateboards, bikes, scooters, etc. are not to be ridden on district property at any time.

### SCHOOL VOLUNTEERS

To ensure the safety of our students, each individual who wishes to volunteer at a school must first complete a volunteer application form. This form is maintained at the school site in a confidential file for the duration of the individual's volunteer efforts at the school. School volunteers always work under the supervision of the professional staff at each school and only with those staff who have requested the services of the volunteer. The district is responsible for the education, safety and well being of each student. Understandably for these reasons, the teacher and/or principal may dismiss any volunteer whose actions are not in the best interest of the school or students. 6 Meeting and Exceeding the Needs of our Community

### DRUG-FREE SCHOOL ZONE

Each campus and the surrounding 300 feet are covered under the Drug Free School Zone Act. The Act is part of Arizona Revised Statute 13R3411. The Legislature has revised this law to ensure that criminal gang activity and drugs in our community will not be tolerated. People prosecuted for drug crimes committed around our schools will face stronger penalties and will be ineligible for parole. The non-medical use, possession, distribution, or sale of drugs on school

property or at school events is prohibited. Non-medical is defined as “a purpose other than the prevention, treatment, or cure of an illness or disabling condition.” Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with provisions of the law. Students attending school in the District who are violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations (POLICY JICH). For purposes of this policy, “drugs” shall include, but not be limited to:

- ◆ All dangerous controlled substances prohibited by law;
- ◆ All alcoholic beverages;
- ◆ Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board Policy;
- ◆ Hallucinogenic substances;
- ◆ Inhalants. Any student who violates the above may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution pursuant to A.R.S. 13R3411.

### **PUBLIC CONDUCT ON SCHOOL PROPERTY**

Conduct Expected of All Persons On or Using District Property (POLICY KFA)

No person on or using school property for any purpose shall engage in:

- ◆ Conduct intended to obstruct, disrupt, or interfere with teaching;
- ◆ Physical abuse, verbal abuse, or threat of harm to any person or property;
- ◆ Damage or threat of damage to District property;
- ◆ Forceful or unauthorized entry to, or occupation of District facilities, including both buildings and grounds;
- ◆ Carrying or possessing a weapon on school grounds, except peace officers;
- ◆ Unlawful use, possession, distribution, or sale of tobacco, alcohol, drugs, or other illegal contraband; ◆ Conduct or speech that violates commonly acceptable standards in the District;
- ◆ Failing to comply with lawful directions of District officials, security officers, or other law enforcement officers;
- ◆ Deliberate violations of District rules and regulations;
- ◆ Any conduct constituting an infraction of any federal, state, or city law or policy or regulation of the Board;
- ◆ Smoking on school property;
- ◆ Visiting a classroom or other school activity without the approval of the principal;
- ◆ Drinking of alcohol and gambling are prohibited;

Persons who engage in disorderly conduct may be subject to removal from the facility. Use of facilities shall be granted only for legitimate purposes and with appropriate approval by school officials. 7 Meeting and Exceeding the Needs of our Community A.R.S. 13R2911: Interference with or disruption of an educational institution by threatening physical injury to employee or student, or cause damage to property is a class 6 felony. Interference with or disruption of an

educational institution knowingly refusing to obey a lawful order given is a class 1 misdemeanor. A.R.S. 15R507: A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor.

### **PARENT LIABILITY**

Under Arizona law, parents are liable for damage done to school property by their children. A student who cuts, defaces, or otherwise damages any school property may be suspended or expelled from school. The student's parents will be charged with the cost of such damage (POLICY JQ). The district expects and budgets for replacement or repair of items and fixtures necessitated by normal wear and tear. We believe that parents and taxpayers should not be required to underwrite premature replacement or repair caused by negligence or malicious vandalism. Our policy on parent responsibility for such costs is, therefore, strictly and fairly enforced.

### **GRAFFITI IS A CRIME**

According to the Maricopa County Attorney, anyone defacing or damaging public or private property is breaking the criminal law and will be prosecuted for violating A.R.S. 13R1602. Criminal damage includes marking a message, slogan, sign, or symbol on any public or private surface without the owner's permission. Upon conviction, the first offense requires suspension of a juvenile's driver's license until the age of 18. In addition to criminal penalties, parents of minors who commit graffiti crimes may be liable for up to \$10,000 in civil penalties. District consequences for destruction of property/graffiti range from parent conferences to long-term suspension and or recommendation for expulsion.

### **STUDENT BELONGINGS**

Books, purses, notebooks, jackets, and all personal belongings should be permanently marked with student's name. Students are not to bring expensive items such as jewelry, cell phones, cameras, CD Players, etc. to school. Students are strongly encouraged not to bring personal belongings to school to avoid theft, loss, or damage. Students are also discouraged from wearing jewelry that might pose a safety issue. These items are not the school's responsibility. The use of book bags by students is discouraged due to security and safety. Each campus may have specific guidelines for the use of book bags.

### **SUPPLIES AND FEES**

Franklin Phonetic Primary School District maintains a policy of providing free books and workbooks for students. Parents are responsible for all books and school property assigned to students and will be charged if items are lost, stolen, or damaged.

## **PEST MANAGEMENT IN PUBLIC**

Governing Board Policy (per A.R.S. 15R152) ensures that students, employees, and parents receive adequate notice prior to the application of any pesticide. The amount, type, and method of pesticide applications will remain unchanged. The site administrator shall be the contact person providing information regarding pesticide application, including, but not limited to, giving oral and written notification. During the regular school session: Students and school employees shall be provided oral notification of pesticide application 48 hours prior to the application of such pesticides. Schools will also provide written notification through newsletters, school menus, etc. Areas to receive pesticide application will be posted with a notice 48 hours prior to the application. The notice will remain in place for 48 hours following the application.

### **Discipline Policy**

All learning opportunities for young children should be positive and helpful in teaching acceptable behavior and self control. Our discipline plan is very basic – respect yourself and the rights of others. If we are having any specific behavior problems, you will be notified. If these problems are consistent it may be necessary for your child to be withdrawn from the FRANKLIN PHONETIC PRIMARY Preschool programs.

Teachers and staff follow the Child Day Care Regulation (R 9656510), which requires:

- Explaining rules to children and alternatives to unacceptable behavior.
- No physical punishment. No emotional or mental stress which would prove frightening to a child
- Isolation (timeout) with supervision not to exceed three (3) minutes.
- Food cannot be withheld as a means of punishment.

Children are more successful when disciplinary methods are consistent at home and at school. All disciplinary practices will be handled with regard to the developmental age of the child. Six steps will be taken for effective guidance. We recommend these steps to you as well.

1. Approach calmly. Your body language says a lot about your intentions and feelings. Stay neutral in order to respect all points of view in a conflict.
2. Acknowledge feelings. Make simple statements such as “I can see you are feeling sad/angry/upset.” This helps the child let go of feelings and prepares him/her to think clearly about solutions.
3. Gather information. Listen to all points of view, both for your own information and so children can learn what others believe they need. The details revealed about a conflict are very important in finding a solution.

Listen Carefully

4. Restate the problem. Use as much of the children s language as possible and rephrase child language that may be hurtful.
5. Ask for ideas, possible solutions, and choose one together. Respect the child s ideas, even if some are unrealistic. Explore how they might work.
6. Be prepared to give follow-up support, and acknowledge efforts and future successes.

(As developed by the High/Scope Educational Research Foundation)

Parents will be notified daily if their child needs guidance or discipline. The course of action described below is a sample of a classroom behavior management plan, however if the child displays extreme behavior that puts those around him/her in danger, we will accelerate this process. Examples of “extreme behavior” include but are not limited to; **throwing objects, physical attacks, abusive language, threatening, bullying, biting, spitting on others, and leaving school grounds unsupervised**

- Verbal Warning – for unacceptable behavior
- Time-out with a warning of future consequences if behavior is repeated
- Time-out not to exceed three (3) minutes
- Suspension for 1-2 days
- Removal from all Community Education Programs. No refunds will be given for suspensions Registration

### **Classroom Information**

#### **Arrival / Dismissal**

In accordance with state licensing regulations, our programs will require the signature of the parent/guardian each time the child enters or leaves the site. All entries in the Sign-in/Sign-out record must be legible and in ink. Signatures must be **Full Legal Signature** of the person completing the entry. We require authorized persons other than a parent/guardian to provide picture identification as well as signature. Written request is required to release your child to anyone not on your authorized list. If older sibling will be walking your child to or from class, we require a written statement from the parent/ guardian. If there are custody issues, we require a copy of the legal document to be on file. If children want to eat breakfast they are allowed to be on campus in the preschool building no earlier than 7:45am, gates will open promptly at 7:45am. Dismissal is at 2:30pm, gates will remain locked until this time. Do not go through the office for pick prior to 2:30pm.

#### **CHILD CUSTODY**

In Most Cases, when parents are divorced, both mother and father continue to have equal rights to their children. If you have a court order that limits the rights of one of the parent in matters such as custody or visitation, please furnish a current copy to the office. **EQUAL RIGHTS MUST BE PROVIDED** to both parents unless a court order stating otherwise is on file in the school office.



## **Attendance/Withdrawal**

Attendance is a vital piece to your child's success. Please arrive on time for arrival and pick-up. And when scheduling any types of appointments please make them before and after school hours. If appointments are inside instructional time please notify teacher as soon as possible. Excessive absences may cause Franklin Phonetic Primary Preschool to withdraw your child from our program. Withdrawal may occur upon written request of parent or guardian. We ask for a two week written notice for withdrawal from the Franklin Phonetic Primary Preschool Development Grant program to be provided to the teacher. Withdrawal also may occur due to consecutive non-attendance of 10 days with no communication from parent/guardian and or excessive late pick up. A child who has been withdrawn from the program at the parent's request may also re-enroll as a new student, subject to openings in the program. Any such situation will be considered a new enrollment and new registration paperwork must be completed.

## **Parent/Teacher Conferences**

There will be opportunities for parent/teacher conferences. The conferences may include a discussion of your child's progress and parental observations. Conferences will be held periodically throughout the year and upon need or request by the parent.

## **Staffing**

The Franklin Phonetic Primary Preschool Community Education Preschool Programs follow The Arizona State Department of Health Care Services (DHS) Child Care Licensing staff to children ratios. Franklin Phonetic Primary Preschool staff to children ratio for 3 year old children is 1 to 13, for 4 year old children 1 to 15, 5 year old children not school age 1 to 20 and Franklin Phonetic Primary school age children is 1 to 20. Staff-to-children ratio is based on the age of the youngest child in a group. There is one program teacher and two teacher assistant providing instruction in the Franklin Phonetic Primary Preschool environment. All Preschool staff has been fingerprinted and is employees of the Franklin Phonetic Primary School. It's the team that makes the difference.

## **Transportation**

Franklin Phonetic Primary School District does not provide transportation for Franklin Phonetic Primary Preschool.

## **Backpacks**

We encourage our preschool students to bring an empty backpack to class each day. If they forget or don't have a backpack their papers and crafts will be in their cubbies.

## **Field Trips**

Field trips are a wonderful opportunity for your child to experience the community in which they live. Transportation will be provided through the Franklin Phonetic Primary School District. Field trip permission slips will be available prior to each trip. For the safety and security of your child, the following guidelines will be strictly adhered to: Your child must be signed up 24 hours before departure time to allow staff to adhere to DHS licensing requirements to properly prepare the students to leave the campus on the field trip. No exceptions will be made. Each child will need a new permission slip filled out prior to each field trip departure or they will not be allowed to attend. If you choose to not have your child

participate on a field trip you will need to make other arrangements for him/her during that time as we do not have staff members stay behind. Any child who loses the privilege to attend a field trip cannot attend the program during that time. The adult/child ratios will vary with location and circumstances. Adults will exhibit professional behavior (no weapons, smoking, profanity and usage of drugs or alcohol allowed) and dress appropriately when on field trips. All children should wear closed toe shoes, such as gym-type shoes. Sandals and clogs must be closed toe and have a heel strap to prevent accidents and injuries while actively engaged in play or field trips. **Flip-flops or other open shoes are not appropriate footwear for this program.**

### **Rest Time**

Children in our program are required to rest each day, from 12-2:15pm. Franklin Phonetic Primary Preschool will provide a blanket, sheet and rest cot for your child to nap on. Franklin Phonetic Primary Preschool will wash and sanitize our nap materials weekly.

### **Toys to School**

Children are **NOT** allowed to bring toys to school. However, teachers may have a specific day for show and tell. At that time, it will be appropriate to bring something from home. It may be permissible with your instructor to bring books and music that can easily be shared during group time throughout the week. Toys that arrive unannounced will be set aside and returned to the child at dismissal time. Please help your child by not allowing him/her to bring toys from home to the classroom. Make that a rule, beginning with your child's first day of school. THANK YOU.

### **CLOTHING/TOILET TRAINED**

All students, except students with disability –related accommodation, entering preschool must be completely toilet trained. Students with disabilities requiring a reasonable accommodation should contact ADA/504 Coordinator.

NOTE: In case of an accident, please provide a complete outfit that will remain at school. (Example: shirt, pants/shorts, underwear, socks, etc.) Mark all items with your child's name and place items in a plastic bag with your child's name on it.

All students who attend the Franklin Phonetic schools are expected to dress in the proper standard school attire. It is the parent's responsibility to ensure compliance with the dress code. All students who attend the Franklin Phonetic schools must dress in accordance with the dress code. All students will wear the standard school clothing. The clothing may not be altered in a manner that includes, but is not limited to, slits and shredded hems.

The standard school clothing shall be:

- ◆ For boys and girls
- ◆ No offensive or inappropriate text or logos on clothing.
- ◆ No strapless shirts or undergarments showing.
- ◆ No short shorts or short skirts or short skirts with slits are allowed.
- ◆ No Hats of any type allowed.

## Holiday Celebrations

We will encourage parents and community members to tell us how they celebrate special occasions as a family or community, so that we can incorporate those traditions into our classroom learning experiences. All year long we celebrate milestones, points of learning, children and families, and wonders of the world.

## Breakfast /Lunch/Snacks

The Preschool program is committed to providing children with nutritious food that promotes healthy growth and development. Children are given a Breakfast, Lunch and snack each day.

A monthly menu is available to parents at their request or found on the parent boards in your child's classroom.

Parents can participate in "Holiday Events" by bringing special treats to school. Parents are asked to send only prepackaged food items and food needs to be store bought items only. Child Care regulations prohibit the distribution of home cooked food from unlicensed kitchens to children in our classroom. Parents are to ask the teacher for suggestions. We strongly encourage foods that are high in nutrients and low in fat and sugar to support best practices that meet the nutritional needs of the developing child.

Refer to the following guide as examples of foods that are low in fat and sugar.

<u>Recommended Foods</u>	<u>Foods NOT Recommended</u>
Fresh fruit and vegetable sticks	Candy
Whole –wheat cracker/pretzels	Gum
Low fat yogurt with fresh fruit	Marshmallows
Graham Crackers/popcorn	Potato chips
Bran and fruit muffins	Doughnuts
Pizza	Soda Pop
Quesadillas	Cakes
Baked chips and Salsa	Pastries
Raisins	Cookies
Fruit Kabobs	Cupcakes
100% fruit juice or popsicles	Fruit punch or flavored drinks
Quick breads/ Pumpkin, Zucchini, banana	Nuts/foods with nuts in them

## Health and Safety

### Health

All children will be monitored carefully to assure that immunizations are complete and current. We appreciate your cooperation. Your child's health is a prerequisite to learning ability. Children need adequate rest and nourishment before school each day.

### Communicable Disease

The control of communicable diseases during the school year is a difficult problem and a serious responsibility. The first responsibility must fall upon the home because parents know the normal appearance of their children and should be the first to detect the signs of illness. (The symptoms of a cold are the symptoms of many communicable diseases.) The following rules will help control communicable diseases and illness in the school community. Please keep it as a convenient reference.

- **Do not send a child to school if there are signs of illness.**
- Do not send a sick child to school for the teacher to decide if the child should be in school. If in doubt, parents should call their physician.
- Some signs and symptoms of acute illness are:
  - Runny nose
  - Headache
  - Sneezing/ Coughing
  - Diarrhea
  - Rash
  - Restlessness at night
  - Nausea/ Vomiting
  - Swelling of face and neck
  - Earache
  - Flushed face or paleness
  - Fever
  - Red crusted watery eyes
- If a child comes to school ill or becomes ill while at school, parents will be notified by telephone. Parents will then need to make immediate arrangements to pick up the sick child. The child will remain in isolated with adult supervision in the classroom until the parent/ guardian arrives.

**KEEP THE CHILD HOME UNTIL THE CHILD'S TEMPERATURE HAS BEEN NORMAL FOR 24 HOURS WITHOUT THE USE OF TYLENOL (Normal temperature is 98.6 F).** Take the temperature at 4:00 p.m. each day. If the temperature is above normal, keep the child home the next day and take the temperature again at 4:00 p.m. Continue this process until the temperature is **NORMAL FOR 24 HOURS**, then the child may return to school. Early morning temperatures usually register low. The afternoon temperature is a more accurate one to use to decide whether a child may come to school. If a child shows any sign of the above symptoms, the child should be kept home until the parent has checked with the family's doctor. If every parent follows this procedure, it will do much to improve and provide a healthy environment for our students.

- Call your teacher to report any illness. Call as early as possible.
- Fill out Emergency Cards on each child. These are included as part of the registration packet.

## KEEP CHILD'S EMERGENCY CARD UP TO DATE

It must include:

- Current home address and local telephone number or local number of closest relative or neighbor who can contact the parent/guardian. The primary emergency contact must have a local telephone number. A long distance cell phone number is not permissible as a primary contact. Classroom and program cell phones cannot make long distance calls.
- Full address of employment and phone number for parents/guardians. i.e. 9317 N 2<sup>nd</sup> St Phoenix, Az. 85020.
- Name of person who is responsible for the child in the event that a parent cannot be immediately located in case of an emergency.
- Health status/medications/allergies/dietary restrictions

### **Medication**

If your child has allergies they need to be listed on the enrollment form and discussed with the program teacher. We will make every effort to accommodate your child's special needs. It is extremely helpful when you can administer medication before or after school hours. We do not administer any medication of any type. If your child needs prescribed medication make sure he/she receives it prior to attending school. At no time should a child carry any medication (cough drops, Chap Stick, sun screen, lotion etc.) on them, in their lunch box or backpack.

### **Emergency Illness/Accident Procedures**

Emergency first aid may be given by the school teacher. Please see the Emergency Injury/Illness Procedures posted in the classroom. The following are specific directions for contacting parents/guardians after an accident involving illness or injury of their child. (DHS R9a5a514)

(Do not move the child/adult . . . call 911)

- Call the parent/guardian immediately (within 30 minutes)
- Complete a written report using the accident/incident report form as soon as possible, the same day of the incident.
- Give the parent/guardian a copy of the report within 24 hours of incident.

(Needs advanced medical treatment within 2 hours)

- Follow the same procedures as described above.

(No symptoms after 3-5 minutes. Return to play.)

- Write an Ouch Report as soon as possible.
- Give the Ouch Report to the parent/guardian or designated adult the day of the incident at time of pick up.

### **Sun Safety**

The Franklin Phonetic Primary Preschool programs encourage children to wear sun protective clothing while outdoors. Light colored, loose fitting, lightweight cotton clothing is best for sun protection. Children should wear sunscreen and lip balm containing sunscreen each day. The parent should administer sunscreen and lip balm before the child arrives. Sunscreen is considered a medication and cannot be administered by the preschool staff.

### **Safety Procedures**

Parents are asked to please inform the Franklin Phonetic Primary Preschool staff of accidents that occur when the children are away from school so we may be sensitive to their condition as well as assist in maintaining their overall safety. Preschool participates in lockdown procedures and fire drills throughout the school year.

### **Responsibilities to Protect Children**

The Franklin Phonetic Primary Preschool staff is required by Arizona Law (HBa2293) to report any suspected neglect to the Child Protective Services Agency Hot Line at (888) 767a2445 or 911. While normal bruises and scrapes and/or mood swings will not alarm the trained staff, they may ask from time to time for clarification on how an injury may have occurred or why a child's behavior has changed. This procedure is Franklin Phonetic Primary Preschool's way of assuring children's needs is being met by caring and supportive adults. All inquiries will be made in a sensitive and confidential manner. These inquiries usually give parents and staff an opportunity to work as a team to provide a safe and healthy environment for children.

### **Campus Access**

All parents of registered students have access to areas on the facility premises where their child is receiving services. Parents will be required to follow Franklin Phonetic School procedures regarding admission to facilities during school hours.

## USE OF TECHNOLOGY RESOURCES USER AGREEMENT

When a parent initials the registration form by “I grant permission for my child to participate in Internet activities.” the student may be permitted use of electronic information services (EIS) resources and is responsible for the terms and conditions listed below. TERMS AND CONDITIONS Acceptable Use: Each student must:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of Franklin Phonetic Primary School.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Immediately inform their teacher if inappropriate information is mistakenly accessed.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employees.
  - Not use the EIS in any way that would disrupt the use of the EIS by others.
  - Not use the EIS for commercial or financial gain, political lobbying, or fraud.
- Follow the School policies and code of conduct.
- Keep passwords private.
- Not attempt to harm, modify, add, or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action up to and including expulsion for students.
  - Publish information/student work only on FRANKLIN PHONETIC PRIMARY servers or school approved web hosting vendors. Users placing information on the Internet using the schools EIS are publishing information on behalf of the Franklin Phonetic School.
- Be responsible for the appropriate storage and backup of their data.
- Only download plug-ins for the purpose of enhancing the visual appeal of educational websites (i.e., Shockwave, RealPlayer, QuickTime, Flash, etc.).
- Use of EIS for information collection purposes (online surveys, email, etc.) must follow existing district policies and have appropriate administrative approval.

### Unacceptable Uses:

- Students may not connect or install any computer hardware, hardware components, or software, which is their own personal property to and/or in the District s EIS without the prior approval of the Franklin Phonetic School Information Technology Department.
- Users shall not post information that could cause damage or pose a danger of disruption to the operations of the EIS or the District.

- Students shall not access the network for any non-educational purposes.
- Students will not gain or attempt to gain unauthorized access to the files of others, or vandalize the data or files of another user.
  - Students will not download and use games, files, documents, music, or software for non-educational purposes. (i.e., Shockwave games/animations, audio and other visual files.) 21 Meeting and Exceeding the Needs of our Community
- Students shall not attempt to gain unauthorized access to district systems or data, destroy software, or interfere with system operation or security.
- Students shall not use the network in a way that would disrupt the use of the network by others.
- Students will not possess any data, which may be considered a violation of these regulations, in paper, magnetic (disk), or any other form.
- Students will not display name, photo or personal information to personally identify an individual without receiving written permission.
- Students will not reveal full name, address, phone number, or personal email without permission from an adult.
- Students shall not plagiarize works that are found on the Internet or any other electronic resource.
- Students will not harass, insult, attack others, or use obscene language in written communications.
- Students will not post anonymous messages.
- Students may not use free web based email, messaging, video conferencing, or chat services without written permission from Franklin Phonetic School Technology Department.
- Students may not use district email to send chain mail messages, which request that the email be forwarded to a number or group of people.
- Students shall not bypass firewalls or Internet filtering programs to access websites. If the student questions the Schools block on a specific site, they will follow Franklin Phonetic School procedures and send the web address and the reason they wish to have the site unblocked.

Personal responsibility:

- I will report any misuse of the EIS to the administration or system administrator, as is appropriate.
- I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without Franklin Phonetic School authorization.

Network etiquette:

I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- Be polite and use appropriate language. I will not send, or encourage others to send, abusive messages.
- Respect privacy. I will not reveal any home addresses, or personal phone numbers, or personally identifiable information.
- Avoid disruptions. I will not use the EIS in any way that would disrupt the use of the systems by others.
- Observe the following considerations:



- o Be brief.
- o Strive to use correct spelling/grammar and make messages easy to understand.
- o Use short and descriptive titles for articles.
- o Post only to known groups or persons.

SERVICES: The Franklin Phonetic Primary School specifically denies any responsibility for the accuracy of information. While Franklin Phonetic Primary School will make an effort to ensure access to proper materials, the student has the ultimate responsibility for how the EIS is used and bears the risk of reliance on the information obtained.