

# Niles City Schools Preschool



Niles Mini Dragons Preschool

## Parent Handbook 2024-2025

Mrs. Antoinette D'Urso, Director of Preschool  
Mrs. Amanda L. Tricomi, Principal of NPS  
960 Frederick Street  
Niles, Ohio 44446  
(330)-989-5091  
Fax (330)-989-5092

[www.nilescityschools.org](http://www.nilescityschools.org)

**A great environment filled with learning, sharing, and growing.  
Partners in raising successful children.**

\*This handbook is subject to change in accordance with the *Ohio Administrative Code/preschool*.

### Mission/Vision Statement and Goals:

**Mission Statement**--The mission of the Niles City School District (NCSD) is to instruct a defined curriculum in a safe, educational environment. The district will ensure the opportunity for all students to become responsible learners, critical thinkers, and problem solvers as productive members of a democratic society.

**Vision Statement**--To maintain a positive, cohesive school community which encompasses the board, administration, staff members, students, parents or guardians, and all school volunteers. To establish and sustain a collaborative relationship with the community. To unify instruction within the Niles City Schools through the continuous development and use of curriculum guides in the best educational environment. To continually prepare students and staff for technological advancements.

**Goals:** NCSD believes that all young children are born ready to learn. The learning process begins with language and literacy development. It also encompasses the strands of speaking and listening as well as reading and writing.

### Positive Behavior Intervention Supports:

The NCSD believes in Positive Behavior Interventions & Supports, also referred to as PBIS. PBIS is an evidence-based framework used to improve behavior by creating a positive learning environments for staff, students, and families. Through the explicit teaching of positive behaviors and the support of those behaviors, the needs of ALL students are met. The behavior expectations for early childhood staff and learners are:

- Be Respectful
- Be Responsible
- Be Safe

With these three tenets in mind, we are encouraging and developing a Niles Red Dragon school community to ensure a culture of positive encouragement for all students, staff, and families.

See pages 16 and 17 for more information on PBIS in the building.

**“Niles Dragons are respectful, responsible, and safe.”**



### Developmentally Appropriate Activities/Curriculum:

Our curriculum, *Creative Curriculum*, focuses on the development of the “whole child.” Students will be engaged in literacy rich activities daily while being immersed in a caring environment. The classroom teacher will continuously model/promote positive interpersonal social skills between teachers, students, and peers. Children will learn through listening, dramatic play, peer interaction, observing appropriate modeling techniques, and the use of learning manipulatives.

### Early Learning Assessment and Ages & Stages Questionnaire/Progress:

At the preschool level, both formal and informal assessments are conducted. One assessment includes the **Early Learning Assessment (ELA)**. This particular assessment is administered **three times a year (fall, winter, and spring)** and is designed to support teachers in identifying where students are in their readiness for Kindergarten.

The **Ages & Stages Questionnaire** is a social-emotional screening measure completed by parents/guardians.

The Ohio Department of Education Early Learning & Development Standards establishes a framework or instruction to meet the needs of all students. These standards are taught to support the development and well-being of students to support learning.

Our preschool teachers have a full understanding of child development. They provide quality instruction throughout their day with established routines in an appropriate learning environment.

For more information:

[http://education.ohio.gov/Topics/Early-Learning/Early-Learning-Content-Standards/Birth-Through-Pre\\_K-Learning-and-Development-Stand](http://education.ohio.gov/Topics/Early-Learning/Early-Learning-Content-Standards/Birth-Through-Pre_K-Learning-and-Development-Stand) (new ones to be released in the Spring of 2022)

### Procedures:

#### Admission, Withdrawal and Student Records:

Preschool students are enrolled and withdrawn, and records kept according to the District’s Policy. Registration must be complete before the start of school.

#### Court Orders and changes of address:

Parents/guardians must report changes in name, address, phone number, or custody court orders to the school office as soon as the change occurs. This ensures your child’s safety and security while at school.

Preschool Schedule:	2 Hour Delay Schedule: NO BREAKFAST
8:45 am           Arrival	10:30 am        Arrival
9:00 am           Breakfast	10:45 am        Start of school day
11:00-11:30    Preschool Lunch	11:10 am-11:40   Preschool Lunch
1:30 pm           Dismissal	1:30 pm           Dismissal

### Attendance:

In order for your child to get the full benefit of preschool, punctual daily attendance is necessary. If your child is going to be absent, please notify the teacher and provide a reason for absence at 330-989-5091. Daily attendance will be taken and documented on the *Report of Progress*.

Families are asked to send in a writing note to explain absence.

### Arrival and Dismissal:

**Buses** will enter through Frederick Street and follow the loop on the right side of the building.

**Car riders** will enter the school grounds through Bowman Street, proceed to the right and turn left into the car loop in front of the building. Bowman Street can be accessed through West Street or George Street. **Please avoid entering through Washington Avenue if arriving on school grounds prior to 8:40.**

**Please park in the visitor parking lot.**

### Arrival of Car Riders

- **Walk through the playground fence and line up at first building entrance by 8:45. Doors will open at 8:45. You will hand your child off to a staff member at the door.**

### Dismissal of Car Riders

- **Line up against building at the same entrance no earlier than 1:10. (Please do not enter the playground gate until all classes have exited the playground.) Have your laminated name pass with you when picking up your child. Children will not be released to anyone without a name pass. Only those authorized people on emergency medical forms are permitted to have the name pass and pick up your child. Please remain in a line and your child will be handed to you at the door. Doors will open at 1:20.**

### Resting Period:

Preschool children attending a program longer than 5 hours will be offered a rest time, which is flexible according to student need and shall not exceed one and one-half hours. Each child will have their own individual mat for exclusive use. **Our program does not exceed 5 hours, and therefore does not require a rest period.**

### Progress Reports and Assessment Sharing

Progress reports will be sent home quarterly and aligned to the dates that K-2 receives report cards. Progress reports will align to the preschool standards and Creative Curriculum. Preschool will not have interim reports. Information on the Early Learning Assessment will be shared during conferences and at the end of the year.

### Birthdays

Invitations- In order to ensure that no child is left out, students must distribute party invitations to the **whole** class, or all boys, or all girls. As far as food treats- Please notify the classroom teacher ahead of time if you intend to send in a birthday treat to the class. Due to the food allergy concerns, pre-wrapped and/or **store-bought** treats are only permitted. Families will be notified of any food allergies to avoid bringing in. In the event of a health concern, restrictions on bringing in class snacks and birthday treats may be set in place.

### Classroom Parties

There are three Home & School sponsored parties each year. They are held near Halloween, winter holiday, and Valentine's Day. The parties usually last 30 minutes in duration and are conducted with the support of the Home and School Association.

\*Halloween parades will occur outdoors for family viewing, weather permitting.

### Communication:

Any concerns and/or suggestions pertaining to the preschool program, please feel free to share with your child's teacher. If further communication is needed families are encouraged to reach out to the call the PK-2 principal, Amanda Tricomi:

- 330-989-5091 ext. 1001

Additionally, the NCS Preschool Coordinator, Antoinette D'Urso, can be reached at 330-989-5095 ext. 4011.

### Unlimited Access

**As per Administrative Code 3301-37-07 (9 E)** Any parent of a child enrolled in the program shall be permitted **unlimited access** to the school during its hours of operation to contact their child, evaluate the care provided by the program, the premises, or for other purposes approved by the director. Upon entering, the premises parents shall report to the school office.

### Family Engagement in Preschools:

There will be multiple school sponsored events for preschool families to be involved in such as: orientation, open house/meet the teacher, parent meetings, conferences, newsletters, and classroom visits. Families are encouraged to communicate with staff about any and all parts of the preschool program, either verbally and/or in writing.

## Conferences

Conferences are held twice a year. Parents/guardians are encouraged to attend both Fall and Winter conferences. Additional conferences may be scheduled at the request of the family or the preschool teacher. The preschool teacher will make every effort to schedule conferences at convenient times for families.

Below please find scheduled dates for the 24/25 school year which will be held from **4:15 PM-9:15 PM**:

- October 10, 2024
- February 13, 2025

## Safety:

Student safety and security is of the utmost importance. NCS preschool students will always remain under adult supervision. Staff members are aware of all emergency procedures and/or evaluation measures during fire, tornado, and safety drills. First Aid Kits and telephone numbers are housed in every classroom.

## Various Measures Taken:

- All teachers and teacher's aides attend approved courses to maintain their certification in First Aid, CPR, Communicable Disease Recognition & Management, and Child Abuse Recognition & Management.
- School staff is mandated by law to report suspected neglect or abuse.
- Emergency evacuation routes are posted and practiced.
- Preschool is closed if the NCSD is closed.
  - In cases of inclement weather, parents will be notified via district synervoice messages. Also, families are encouraged to watch local TV/radio stations.
- The use of spray aerosols is not permitted. Only spray pumps with approved solutions may be used.

## Health and Developmental Screenings

Our preschool facilitates and supports the healthy development of our students. **Health Screening:**

- includes: **vision, hearing**, dental, height, and weight

**Developmental Screening:** includes: speech-language, cognitive, gross & fine motor, social & emotional development

## **CHILD MEDICAL STATEMENT FORM:**

<https://education.ohio.gov/getattachment/Topics/Early-Learning/Preschool-Licensing/Licensing-Child-Medical-Statement.pdf.aspx>

- A **medical statement** must be completed and is **due within the first 30 days of school**.
  - Must be completed yearly
  - **Failure to return this medical statement may result in excluding the child from the program.**

## Allergies:

1. Any allergies will need to be listed on both forms listed below if medication is necessary.
  - a. ***CHILD MEDICAL/PHYSICAL CARE PLAN FOR CHILD CARE FORM:***  
<https://www.odjfs.state.oh.us/forms/file.asp?id=184&type=application/pdf>
  - b. ***PRESCHOOL AND SCHOOL AGE CHILD CARE MEDICATION FORM:***  
[https://www.google.com/url?client=internal-element-cse&cx=004090422369657135499:hp0hfptjhpg&q=https://education.ohio.gov/getattachment/Topics/Early-Learning/School-Age-Child-Care-Licensing/Medication-form.pdf.aspx%3Flang%3Den-US&sa=U&ved=2ahUKEwjS9\\_f128X0AhUjkokEHZDjCAsQFnoECAUQAQ&usg=A0vVaw0\\_1X\\_4ehcEZexpsvah0Pnj](https://www.google.com/url?client=internal-element-cse&cx=004090422369657135499:hp0hfptjhpg&q=https://education.ohio.gov/getattachment/Topics/Early-Learning/School-Age-Child-Care-Licensing/Medication-form.pdf.aspx%3Flang%3Den-US&sa=U&ved=2ahUKEwjS9_f128X0AhUjkokEHZDjCAsQFnoECAUQAQ&usg=A0vVaw0_1X_4ehcEZexpsvah0Pnj)
2. The ***EMERGENCY MEDICAL AUTHORIZATION FORM:*** must be completed and kept on file in the classroom with your child's teacher.  
<https://education.ohio.gov/getattachment/Topics/Early-Learning/School-Age-Child-Care-Licensing/Emergency-Med-Auth-form-v2-1-SK-edits.pdf.aspx?lang=en-US>
3. In emergency situations, the staff will follow the Dental First Aid Plan which is posted in every classroom.
4. Any student changes must be given to the teacher to ensure we have correct information, in the event of an emergency.

<h3>Management of Communicable Disease: 3301-37-11</h3>
---

The NCSA preschool program's methods of **Management of Communicable Disease** shall apply to all persons on the premises and according to the **Ohio Code 3301-37-11** are as follows:

(A) A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he enters a group. A "person trained to recognize the common signs of communicable disease" means any person trained in prevention, recognition, and management of communicable diseases as required by paragraph (D) of rule [3301-37-07](#) of the Administrative Code.

(B) The following precautions shall be taken for children **suspected** of having a **communicable disease**:

(1) The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.

(2) A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent or guardian:

(a) Diarrhea (three or more abnormally loose stools within a twenty-four-hour period);

(b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;

(c) Difficult or rapid breathing;

(d) Yellowish skin or eyes;

(e) Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain;

(f) Temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;

(g) Untreated infected skin patch(es);

(h) Unusually dark urine and/or gray or white stool;

(i) Stiff neck with an elevated temperature;

(j) Evidence of untreated lice, scabies, or other parasitic infestation;

(k) Sore throat or difficulty swallowing; or

(l) Vomiting more than one time or when accompanied by any other sign or symptom of illness.

(3) A child with any of the following signs or symptoms of illness shall be immediately **isolated** from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (B)(2) of this rule as well as the following:

(a) Unusual spots or rashes; or

(b) Elevated temperature.;



(4) Programs shall follow the Ohio department of health's posted "communicable disease chart" for appropriate management of suspected illnesses.

(5) A child **isolated** due to **suspected communicable disease** shall be:

**Classroom Procedure:** Students will remain in the classroom and sit outside of the class restroom (either on a chair or their cot) while waiting for their parents to pick them up. Parents will be notified via phone call/Classtag (whichever receives the quickest response)

Any child isolated due to suspected communicable disease shall be:

1. Cared for in the classroom or portion of a room not being used in the preschool program.
2. Within sight and hearing of an adult at all times.
  - a. **No child shall ever be left alone or unsupervised.**
3. Made comfortable and provided with a mat. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the mat shall be disinfected with an appropriate germicidal agent or if soiled with blood, feces, vomit, or other body fluids, the mat shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
4. Observed carefully for worsening condition
5. Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

(C) Each program shall have a **written policy** concerning the management of communicable disease. The policy shall include, at a minimum:

(1) The program's means of training all preschool staff in signs and symptoms of illness and in hand-washing and disinfection procedures;

(2) Procedures for isolating and discharging an ill child and policy for readmitting such child;

(3) Procedures for notifying the parent or guardian immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease; and

(4) Procedures regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule.

(5) Procedures for notifying all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice.

Our preschool program follows the Preschool Licensing Rules, The Ohio Department of Health Communicable **Disease Chart**, which is posted within the classroom, and the Board of Education policies. All preschool staff attend **Communicable Disease** training every **three years**. This training addresses signs and symptoms of illness, hand washing, and disinfection procedures. To prevent the spread of communicable disease and other illnesses, all children and staff wash their hands upon entering the classroom and at other appropriate times during the school day.

Parents are asked to notify the school nurse if their child has contracted a communicable disease. For example: head lice, scabies, strep throat, chicken pox, and scarlet fever. Any student positive for lice or nits will need to be rechecked by a NCSD nurse for re-admittance to school.

Teachers are required to notify the school nurse and principal of any student suspected of having a communicable disease. The school nurse will immediately notify parent/guardian of the child's condition when a child has been observed with signs and symptoms of illness, which include:

Sick children should be kept home to avoid infecting other children. Children cannot return to school until they are well and no longer contagious to the other children. In the case of a very contagious disease, a doctor's statement may be required.

- For instance, students must be free of vomiting, diarrhea, and or fever for 24 hours before being permitted to return to school.

Parents in the classroom will be notified of a present communicable disease via the teacher's Classtag app.

### [Food and Medication \(DO WE ADD FREE BREAKFAST/LUNCH\)](https://education.ohio.gov/Topics/Student-Supports/Food-and-Nutrition/Resources-and-Tools-for-Food-and-Nutrition/Community-Eligibility-Option)

<https://education.ohio.gov/Topics/Student-Supports/Food-and-Nutrition/Resources-and-Tools-for-Food-and-Nutrition/Community-Eligibility-Option>

We are proud to serve breakfast and lunch free of charge to families. NCSD meals meet the USDA Nutritional Standards. We encourage families to take advantage of this service.

Again, please make your child's teachers aware of food allergies and/or food concerns. Food allergies are monitored very carefully through nursing and food service. If there is an allergy or other medical condition requiring a special diet, please have your pediatrician complete the **CHILD MEDICAL/PHYSICAL CARE PLAN** form. If you do wish to pack a lunch, it must meet 1/3<sup>rd</sup> of the daily nutritional requirements or we must substitute what is missing.

Please consult your child's teachers before sending any food as food allergies of all children must be monitored and respected.

### Inspection Reports:

Families may request a copy of the Ohio Department of Education Preschool Inspection Reports.

**A copy will be displayed in the classroom with the program license.**

### Procedures for Emergency Dismissal:

Establish emergency dismissal procedures for any type of removal/remain in place situation to include: fire drills, rapid dismissals, tornado drills, school safety drills and/or any type of threat. Staff will maintain records of these drills. Students will be supervised at all times to ensure student safety.

1. The staff will follow the posted fire/tornado drill emergency exits maps which are visible in the classroom
  - a. evacuation routes are posted and practiced
2. The staff will remove students who are not ambulatory.
3. The staff will have the emergency contact phone numbers with them in the event students need to be dismissed for the day.

### **Behavior Management/Discipline Code: 3301-37-10**

It is the goal of the NSCD Preschool Program to follow the building Positive Behavior Intervention Supports Plan (PBIS) which encourages positive behavior through relationships with children and their families. To reinforce positive behavior, staff members make use of appropriate guidance and modeling techniques, including redirection, separation from the situation, teaching and/or reteaching the desired appropriate behavior. In some cases, the student may need to be redirected to a quiet area for reflection; as a means to self-regulate emotions.

Any other discipline or management procedure other than those described in the paragraph above will be discussed with the child's parent or guardian.

The outcome of the meeting may require an Individualized Behavior Plan, if necessary. Parents/guardians will receive a copy of the plan which will contain developmentally appropriate strategies/interventions to help the students become successful in school.

Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.

The NSCD preschool program's actual methods of **Behavior Management/Discipline** shall apply to all persons on the premises and according to the **Ohio Code 3301-37-10** the following IS **NOT** PERMITTED:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
5. No child shall be subjected to profane language, threats, and derogatory remarks about the child or the child's family or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
7. Techniques of discipline shall not humiliate shame or frighten a child.
8. Discipline shall not include withholding food, rest or toilet use.
9. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
11. A staff member who suspects that a child has been abused or neglected is to immediately notify the public children services agency and a serious incident report is to be completed and submitted to the department in accordance with section [2151.421](#) of the Revised Code.
12. (E) The parent of a child enrolled in a center shall receive the center's written discipline policy. The center is to communicate and consult with the parent prior to implementing a specific behavior management plan. This plan will be consistent with this rule and in writing and signed by the parent.
13. (F) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

Expulsion is the exclusion of a student from all school attendance and school related activities. Expulsion is determined by the Superintendent of NCS.

The parent of the student enrolled shall receive the written discipline policy.

### Medication Policy

**3301-37-07** (d) Prior to administering a prescription or nonprescription medication, food supplement, or medical food, the program shall ensure that:

- (i) The written instructions of a licensed physician or licensed dentist as appropriate are on file.

(ii) Each time medication, medical food, or a food supplement is administered, a written record or log including dosage, date, and time shall be made. That record or log shall be kept on file for one year.

(iii) Only employees who are health professionals or who have completed a drug administration training may administer medication pursuant to section [3313.713](#) of the Revised Code.

(iv) Medication shall be stored in a designated locked storage place, except drugs requiring refrigeration shall be kept in a refrigerator not accessible to children. Emergency medication may be kept in an unlocked storage place as long as it is out of reach of children.

(v) Parent permission is needed for the application of topical products and lotions and is to be applied according to the manufacturer's instructions.

When possible, all medications should be given by the parent/guardian at home. If this is not possible, it will only be administered in school in accordance with the following regulations:

ALL MEDICATION MUST BE BROUGHT TO SCHOOL BY A PARENT/GUARDIAN and given to classroom teachers.

STUDENTS ARE NOT PERMITTED TO BRINGING ANY MEDICATION TO SCHOOL ON THE BUS.

Families are encouraged to ask the pharmacy to split dosage for this reason.

- The medication must be received in the original container in which it was dispensed by the pharmacist.
- All medication must be labeled with the student's name, the dosage and time to be given, and the name of the medication.

Classroom teachers or the school nurse are the only employees permitted to administer prescription medication to students

### [Dress Code Requirements:](#)

Preschool students will work and play every day! Please dress them in play clothes and sturdy shoes.

Please send an extra set of clothing for the exclusive use of your child. In the event this set is used, parents must send in another set.

Outdoor play is almost always a part of your preschooler's day. The children go out for brief walks and for gross motor play. Please dress your child for the weather. During cold weather your child should have hats, mittens, boots and a warm coat. When boots are worn, please send a pair of shoes for indoor wear.

## TRANSPORTATION/Field Trips

1. Please help the drivers stay on schedule by having your child ready when the bus arrives. You may need to help your child get on the bus. If no one is in sight, or if your child isn't ready, the bus cannot wait, nor can it come back. You will need to transport your child to school that day.
2. After school, when the child is returned home, an adult must be there at least 10 minutes before the regular drop-off time. Time schedules may vary on the preschool routes. An adult must get the child off the bus.
3. If you move or your arrangements change permanently, please provide at least one week's notice to make route changes. If you have temporary changes, you will need to provide your own transportation during that time.
4. No food or eating is permitted on the bus.
5. Please talk with your child about good bus manners:
  - a. Stay in your seat
  - b. Be nice to others on the bus
  - c. Use a quiet voice on the bus
  - d. Listen to what the driver tells you
  - e. Keep feet away from aisle
6. Be completely quiet at railroad crossings to help the driver listen for trains
7. Be sure your child's book bag contains only items for school.
  - a. Again, no medication is to be transported to school via bus through a child's bookbag
8. Any message for the teachers should be put in writing and sent in your child's book bag.

### **Field Trips:3301-37-07 (8)**

When field trips occur you will be given a field trip permission form that will include the designation, date, departure, and return time.

Forms must be signed and returned for students to participate in the experience. .

### ***FIELD TRIP/SWIMMING PERMISSION FORM:***

<https://www.google.com/url?client=internal-element-cse&cx=004090422369657135499:hp0hfptjhpg&q=https://education.ohio.gov/getattachment/Topics/Early-Learning/Preschool-Licensing/Licensing-Field-Trip-and-Swimming-Permission-Form.pdf.aspx&sa=U&ved=2ahUKEwik0tbg5sX0AhVujYkEHXRPA4QFnoECAIQAg&usq=A0vVaw2KrosmHU7m71mPPru3ruZo>

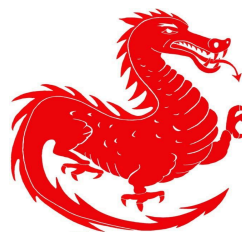
### Acknowledgements:

The Niles City School District website at [www.nilescityschools.com](http://www.nilescityschools.com) has information about the District, as well as policies and procedures which govern its programs. All families are invited to access this information.

Join Facebook: [Niles City School District](#) for additional information.

### District Contact Information

NCS Board Office	330-989-5095
Niles Bus Garage	330-652-5764
Niles Intermediate School	330-989-5093
Niles Primary School	330-989-5091
District Website	<a href="http://www.nilescityschools.org">www.nilescityschools.org</a>



## Positive Behavioral Interventions and Supports

### Supports: A PBIS Guide



#### Niles Primary School

960 Frederick St.

Niles, Ohio 44446

Phone: 330-989-5091

Fax: 330-989-5092

[www.nilescityschools.org/nilesprimaryschool](http://www.nilescityschools.org/nilesprimaryschool)

#### OUR MISSION

*"To provide a positive, safe, and respectful environment in which all students have the opportunity to become productive members of society."*

#### WHAT IS PBIS?

Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting the needs of ALL students. This school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn.

The foundation of PBIS at Niles Primary

School is the three building-wide expectations:

- 👉 Be Respectful
- 👉 Be Responsible
- 👉 Be Safe

In addition to our expectations,

PBIS has two other components:

#### ~BEHAVIOR MATRIX~

The **behavior matrix** is a detailed description of expected behavior in each setting of the school. For example, in the cafeteria it is respectful to say "please" and "thank you". It is responsible to clean your space. The matrix will be posted in classrooms, around school and sent home.

#### ~DIRECT TEACHING EXPECTATIONS~

Throughout the school year, students will be taught how to behave according to the tree expectations. Teachers will help students learn what the expectations "look" and "sound" like in every setting during the school day. These lessons will be re-taught and reinforced throughout the school year and become a regular part of our instructional program.

#### WHY PBIS?

Through PBIS, we can set the tone for our students' day, and assist throughout the day with achieving positive behavior goals. We can aid our students in preparing for school as well as allowing them to unwind at the end of the day. We are encouraging and developing **Niles Red Dragons** amongst our students and staff.

#### PARENTS/GUARDIANS and PBIS

To be successful, our behavior program needs to be a partnership between home and school. Throughout the school year the PBIS team will send updates and information about PBIS. We invite your comments, concerns, and ideas to make PBIS work at our school.

Please support PBIS at Niles Primary School by:

- 👉 Reviewing behavior expectations with your child
- 👉 Use the three expectations at home
- 👉 Providing positive reinforcement (rewarding good choices with compliments or quality time) at home
- 👉 Sharing comments with or asking questions of PBIS team members
- 👉 Joining our Home & School group to learn more about NPS

**Together, we can  
achieve more!**





**I Am A Niles Red Dragon!**

# PBIS Behavior Matrix

## SCHOOL SETTINGS

<p><b>I will...</b></p>	<p><b>In the Arrival</b></p> <ul style="list-style-type: none"> <li>-Use a Level 0 voice</li> <li>-Listen to adults</li> </ul>	<p><b>In the Attendance</b></p> <ul style="list-style-type: none"> <li>-Use the posted voice level</li> <li>-Listen to adults</li> <li>-Say "please" and "thank you"</li> </ul>	<p><b>In the History</b></p> <ul style="list-style-type: none"> <li>-Use a level 0 voice</li> </ul>	<p><b>In the Bathroom</b></p> <ul style="list-style-type: none"> <li>-Use a Level 0 voice</li> <li>-Respect others' privacy</li> <li>-Wait my turn</li> </ul>	<p><b>In the Classroom</b></p> <ul style="list-style-type: none"> <li>-Listen to my teacher or peers</li> <li>-Be kind</li> </ul>	<p><b>On the Bus</b></p> <ul style="list-style-type: none"> <li>-Use a Level 0 or 1 voice</li> <li>-Listen to bus driver</li> <li>-Use kind words</li> </ul>	<p><b>On the Playground</b></p> <ul style="list-style-type: none"> <li>-Use a level 2 voice</li> <li>-Listen to adults</li> <li>-Use kind words</li> <li>-Include anyone who wants to play</li> </ul>	<p><b>At Assemblies &amp; Special Events</b></p> <ul style="list-style-type: none"> <li>-Use a level 0 voice</li> <li>-Listen to the speaker</li> <li>-Listen to the teacher and other adults</li> </ul>	<p><b>During Dismissal</b></p> <ul style="list-style-type: none"> <li>-Use the posted voice level</li> <li>-Listen to adults</li> </ul>	<p><b>During Safety Drills</b></p> <ul style="list-style-type: none"> <li>-Use Level 0 voice</li> <li>-Listen to all adults</li> </ul>	<p><b>When I Feel Upset/ Frustrated</b></p> <ul style="list-style-type: none"> <li>-Communicate my feelings and thoughts</li> <li>-Listen to adults trying to help</li> </ul>	<p><b>When there is a Situation</b></p> <ul style="list-style-type: none"> <li>-Listen to the adult in charge</li> <li>-Be kind</li> </ul>
<p><b>I will be RESPONSIBLE</b></p>	<ul style="list-style-type: none"> <li>-Go directly to cafeteria or classroom</li> <li>-Walk on the right side of the hallway</li> </ul>	<ul style="list-style-type: none"> <li>-Clean up after myself</li> <li>-Only touch and eat my food</li> <li>-Use good manners</li> </ul>	<ul style="list-style-type: none"> <li>-Go right where I need to go</li> <li>-Walk on the right side of the hall</li> </ul>	<ul style="list-style-type: none"> <li>-Use toilets, sink, soap, and towels correctly</li> <li>-Go back to class right away</li> </ul>	<ul style="list-style-type: none"> <li>-Take care of all materials</li> <li>-Do my best</li> <li>-Ask for help</li> </ul>	<ul style="list-style-type: none"> <li>-Stay in my own space</li> <li>-Keep my belongings in my bookbag</li> </ul>	<ul style="list-style-type: none"> <li>-Use playground toys correctly</li> <li>-Clean up all toys and belongings before leaving</li> </ul>	<ul style="list-style-type: none"> <li>-Listen for directions</li> <li>-Clap and respond when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>-Go straight to the dismissal area</li> <li>-Walk on the right side of the hall</li> <li>-Listen for my name</li> <li>-Keep all belongings in my bookbag</li> </ul>	<ul style="list-style-type: none"> <li>-Walk quickly</li> <li>-Have a calm body and stay in your personal space</li> <li>-Stay with your class</li> </ul>	<ul style="list-style-type: none"> <li>-Identify what I am feeling and thinking</li> <li>-Have a calm body and stay in your personal space</li> </ul>	<ul style="list-style-type: none"> <li>-Take care of all materials</li> <li>-Do my best</li> <li>-Ask for help</li> </ul>
<p><b>I will be SAFE</b></p>	<ul style="list-style-type: none"> <li>-Walk</li> <li>-Keep my hands and feet to my side</li> </ul>	<ul style="list-style-type: none"> <li>-Sit to eat</li> <li>-Walk to throw away trash and clear tray</li> <li>-Report any spills</li> </ul>	<ul style="list-style-type: none"> <li>-Walk</li> <li>-Keep my hands and feet to myself</li> </ul>	<ul style="list-style-type: none"> <li>-Report any messes to the teacher</li> <li>-Not play or mess around</li> </ul>	<ul style="list-style-type: none"> <li>-Use self-control</li> <li>-Keep my hands and feet to myself</li> </ul>	<ul style="list-style-type: none"> <li>-Sit with my back to the back; seat to the seat; feet to the floor</li> <li>-Keep my hands and feet to myself</li> </ul>	<ul style="list-style-type: none"> <li>-Keep my hands and feet to myself</li> <li>-Use the playground and equipment correctly</li> </ul>	<ul style="list-style-type: none"> <li>-Sit correctly</li> <li>-Keep my hands and feet to myself</li> </ul>	<ul style="list-style-type: none"> <li>-Walk</li> <li>-Keep my hands and feet to myself</li> <li>-Sit</li> </ul>	<ul style="list-style-type: none"> <li>-Use self-control</li> <li>-Keep my hands and feet to myself</li> </ul>	<ul style="list-style-type: none"> <li>-Use coping strategies</li> <li>-Keep my hands and feet to myself</li> </ul>	<ul style="list-style-type: none"> <li>-Use self-control</li> <li>-Keep my hands and feet to myself</li> </ul>

## EXPECTATIONS

REMEMBER:

**A Niles Red Dragon is Respectful, Responsible, and Safe!**

**Niles City School District-Niles Primary School  
960 Frederick St.  
Niles, Ohio 44446 330-989-5091**

**Parents Right to Know**

Dear Parent/Guardian of Niles City Schools:

September 2024

You have the right to know about the teaching qualifications of your child’s classroom teacher in a school receiving Title I funds. The federal Every Student Succeeds Act (ESSA) requires that any school district receiving Title I funds must notify parents of each student attending any school receiving Title I funds that they may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including at a minimum, the following:

- I. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- II. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- III. Whether the teacher is teaching in the field of discipline of the certification of the teacher;
- IV. Whether your child is provided services by paraprofessionals and, if so, their qualifications.

You may ask for the information by returning this letter to the address listed above or you may email your request to [amanda.tricomi@nilesmckinley.org](mailto:amanda.tricomi@nilesmckinley.org).

Be sure to give the following information with your request:

Student Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Teacher’s Name: \_\_\_\_\_

Educationally,

Antoinette D’Urso, Director of Teaching and Learning

**Niles City School Focus Plan  
2023-2026 ( 3 years)**

*NCS D dedicated staff will implement strategies that target areas of student growth academically while fostering social and emotional wellness.*

**2023-2026 BUILDING GOAL**

Over the next three years, increase attendance by 5% and decrease chronic absenteeism by 10%.  
K-2 Chronic Absenteeism Data in the 2021-22 SY:  
% of students chronically absent: 54% in kindergarten, 52% in first grade, 43% in second grade

**Niles Primary School Focus**

**Strategies: PreK-2**

1. Implement evidence based practices/curriculum to promote student learning which are aligned to state standards in both reading (SOR) & math.
2. Strategies, materials and/or pacing is differentiated based on student needs and/or learning styles.
3. Monitor attendance with the Attendance Intervention Team. Implement attendance flowchart.
4. Continue to implement and monitor behavioral referrals from PBIS building-wide data.
5. Incorporate PBIS lessons into weekly instruction to promote social-emotional well-being and a positive school climate.
6. Increase communication and family engagement opportunities.

**Niles Mini Dragons Preschool:**

- Add additional classroom and align with Step Up to Quality
- Continue to increase family engagement opportunities

**R  
E  
A  
D  
I  
N  
G**

- Implement Wonders, a new language arts curriculum.
- TBTs will revise curriculum maps as needed to align with Wonders curriculum.
- Provide tier II and tier III instruction to meet the needs of diverse learners and as part of our MTSS process.
- DIBELS assessing with benchmarking and progress monitoring built into testing schedule

- Implementation of "Math Dragons" as our new special
- Focus on fact fluency K-2
- incorporate progress monitoring
- Focus on evidence based strategies in mathematical practices: Tier II & III
- TBT will monitor the math mapping & make revisions as necessary
- Incorporate IXL for individualized technology support in math

**M  
A  
T  
H**

**Adult implementation (Cause - What teachers and administrators are doing to support instruction)**

1. implement purposeful instructional practices learned from professional development aligned to the science of reading.
2. Use the Teacher-Based Teams to monitor student progress and plan instruction.
3. Administrators will monitor instructional practices & behavior expectations through walkthrough data.
4. Continue gifted and new curriculum training for classroom teachers.

**Student Indicator (Effect - student learning - mastery of the taught standards)**

1. All students will participate in purposeful instructional strategies, classroom assessments as well as PM/benchmarking, and standardized testing.
2. All students will be administered a universal screening measure based on grade level/content area.

## Niles City School District Testing Schedule 24-25 SY

### FALL 2024

#### KRA: Kindergarten Readiness Assessment

- Administer within the first 20 days of instruction
- Start date: August 21 -completion date: September 20, 2024
- KReady system remains open till -Friday, November 1, 2024

**Staff Professional Day-October 18, 2024**

#### Grade 3 ELA Test:

**Intermediate: October 21-25, 2024**

- (5) consecutive school days, including makeups

#### High School End of Course Tests:

**Niles High School: December 3-January 7, 2025**

- (15) consecutive school days, including makeups

#### mCLASS DIBELS-Next Benchmarks: (Grades K-3)

**BOY-**completed by **September 30, 2024** (TGRG Screening Measure)

**MOY-** December 16-December 19, 2024

**EOY-** April 28-May 2, 2025

\*grades 4-6 TBD (within first 30

days)

### SPRING 2025

**Break: April 18-April 25 2025**

**Classes Resume: April 28, 2025**

**ACT Testing:** February 25, 2025

**(OELPA) Ohio English Language Proficiency Assessment:** February 3 -March 28, 2025

**(AASCD) Alternate Assessment for Students with the most Significant Cognitive Disabilities:**

February 24-April 18, 2025

**English Language Arts:**

**District:** **March 25 -April 14, 2025**

**Mathematics, Science, & Social Studies:**

**District: Mathematics, Social Studies & Science:** **April 14-May 9, 2025**

- (15) consecutive school days, including makeups, within each test window

**Board Policy:** <http://go.boarddocs.com/oh/niles/Board.nsf/goto?open&id=AWEMK75AB56>

Antoinette D'Urso-Director of Teaching and Learning (330)-989-5095

**MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT**

**\*Ohio Students Experiencing Homelessness\***

**Various types of homelessness identifications:**

1. In a shelter, hotel/motel, vehicle, or campground
2. On the streets
3. In an abandoned building, trailer, or other inadequate accommodations
4. Doubled-up with friends/family because you cannot find or afford housing

**Students experiencing homelessness have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.**

**Your children have the right to:**

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to other children and youths.
- Continue in the school they attended before you became homeless or the school last attended. If a school sends your child to a school other than the one requested, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless.
- Receive transportation services comparable to services offered to other students.
- Attend a school and participate in school programs with children who are not homeless.
- Enroll in a school without giving a permanent address. Districts cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.

Antoinette D’Urso Homeless Liaison	(330) 989-5095 ext: 4011
Raffeala Infante (LSW) (Prek-5)	NIS (330) 989 5093 ext:3109 NPS(330) 989-5091 ext: 1100
Amanda Mancino (LSW) (6-12)	NMHS (330) 652-9968 ext:5086 NMS (330) 652-5656 ext: 2116
Julie Green	Transportation Supervisor 330-652-5764