

# StormHawks



## Preschool

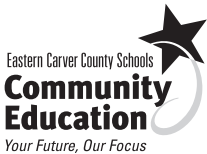
Eastern Carver County Schools  
Community Education Preschool  
is now **StormHawks** Preschool.

Welcome future Chaska Hawks  
and Chanhassen Storm!

We are excited to join you on your  
journey of exceptional, personalized learning.

Our preschools provide a nurturing  
and stimulating learning environment.

We are committed to creating an environment  
which will prepare children for kindergarten  
in district schools.



# 2018-2019 Handbook

## Full Day Preschool

### StormHawks Preschool

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### StormHawks Preschool Teacher Contacts

Teacher \_\_\_\_\_

E-mail \_\_\_\_\_

Phone \_\_\_\_\_

# Welcome to StormHawks Preschool!

We are glad that you have chosen the Full Day Preschool program in Eastern Carver County Schools. Full Day Preschool is available for children who are age 3 years (as of September 1st for any school year children and January 1st for any summer children) through 5 years. All children must be fully toilet trained in order to attend, please see the medical information and policies section for more information regarding toileting. This family handbook outlines the Full Day preschool program, policies, and procedures. Please know that Full Day Preschool reserves the right to amend its policies and procedures at any time. Program staff will update the family handbook in a timely manner in the case of any policy and/or procedure changes.

## Expectations of Staff, Families, and Children

### Staff

- provide a positive environment for children
- accept and support each child as a unique individual
- be a positive role model
- communicate effectively with children, families, and other staff
- participate in activities with children

### Families

- read program handbook, billing information, and information posted at site
- share information about your child's needs with program staff
- follow the policies/procedures established by the program and keep financial account current
- keep account and child information up-to-date
- inform site staff when your child will not be in attendance
- inform site staff if someone else will be picking up

### Children

- follow Full Day Preschool rules
- respect Full Day Preschool staff
- respect other students
- respect property of Full Day Preschool and other students
- be responsible for actions

### Full Day Preschool provides...

- recreational and enriching activities including art, science, technology, engineering, music, cooking, drama, indoor/outdoor play, field trips, and special events
- opportunities for growth and social skill development
- a child-centered, developmentally appropriate learning environment
- group and individual activities
- parent and family support in partnership with the elementary schools
- a welcoming, fun environment where children feel good about attending

## Calendar

The Full Day Preschool program follows the District 112 school calendar. Families will receive the calendar as part of the welcome packet before the start of each session.

**School year program** begins on Tuesday, September 4, 2018 and concludes on Friday, May 31, 2019.

Hours	Monday - Friday	6:30 am - 6:00 pm
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**Optional days** are offered on most school release days from 6:30 am - 6:00 pm. Registration for optional days will be available online 3 weeks prior to each set of non-school days. Dependent on buildings and enrollment, Full Day Preschool may only be offered at one site during optional days. Registration will close online 5 business days prior to the start of each set of days. Any late requests will be sent directly to the site for approval on a space available basis. Full Day Preschool cannot guarantee space for optional days after the registration deadline. Cancellation of accepted optional days will be refunded, with a \$5 per child processing fee, up to 5 business days, prior to the start of each set of non-school days. Any cancellation requests after the deadline will not be refunded. You may use any available vacation/sick day credits you have on these days.

**Summer program** begins in June (exact date TBD) and concludes one week prior to the start of the next school year. The summer preschool location(s) are determined based on the district's summer construction schedule. Program staff will inform families of the summer location(s) before making summer registration available.

Hours	Monday - Friday	6:30 am - 6:00 pm
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**Holidays** Full Day Preschool is closed on major holidays. Tuition fees are not assessed when preschool is closed in observance of a nationally recognized holiday.

## Enrollment and Registration

Registration is available online at [district112.ce.eleyo.com](http://district112.ce.eleyo.com). In order for registration to be processed, we require the following:

- Completed online account/contract including emergency contact information ( must be local and able to pick up the child within one hour), authorized pick-ups, allergies, medications, and any special needs
- \$100 non-refundable registration fee (\$50 is applied to the first month's tuition)
- A valid and frequently checked e-mail address

Please allow two weeks for the processing of registration.

Full Day Preschool reserves the right to delay enrollment due to the following conditions:

- the need to adjust staffing ratios
- the need to obtain additional information about the student
- non-payment of previous Preschool or other Community Education charges

In the case of delayed enrollment families will be notified in advance with a program start date.

## Schedule Options

Families may register for a two, three, four, or five days per week schedule.

Families may request permanent contract changes via their online account or by filling out a contract change form available by request from preschool staff. Please allow two weeks for the processing of any requested contract changes. All contract changes incur a \$10 per child fee.

***Vacation/Sick credit*** is available to families. The amount of credit you will receive is dependent upon the number of days your child is registered for. More information regarding vacation/sick credit can be found in the Financial Policies section of the handbook.

***Drop-in days*** may be added at the "Drop-In" rate and will be invoiced the following billing cycle. Complete requests online. We advise preschool families to check with the preschool Supervisor if space is available before entering an online request. Full Day Preschool cannot guarantee that drop-in space will be available.

## Program Withdrawal

In the event that the use of the Full Day Preschool program is no longer needed families are required to submit a two week written notice or submit a contract withdrawal online, in order to withdraw from the program.

## Program Dismissal

Full Day Preschool program staff reserves the right to terminate or deny a contract for child care services due to:

- non payment of Full Day Preschool charges
- parent/guardian's inability to follow program policies and procedures
- child's inability to demonstrate consistent toileting success
- Challenging behaviors that impact the programming of all children to enjoy the activities planned and behavior interventions have been unsuccessful

## Updating Information

Parents/Guardians are responsible for keeping all enrollment information up to date. For safety and emergency purposes, it is extremely important that families update their account information with any contact information (phone numbers, address, etc.), medical information, emergency contact information, authorized pick-up changes that occur. Please contact clerical support or the early childhood specialist if you would like assistance.

## Request to Exclude

The Request to Exclude Student Directory Information can be found online at [www.district112.org](http://www.district112.org). This form must be completed and turned in to opt out of pictures, class photos, year-books, name lists, etc.

## Financial Policies

### **Program Fees**

Full Day Preschool program charges are generated from the contract submitted online. Invoices are generated one time per month and sent to families via email. If you do not have computer access please contact the Community Education Office 952-556-6401 to make billing arrangements.

Payment is due the 15th of each month. All preschool accounts must be current prior to the start of a new session.

It is the parents'/guardians' responsibility to frequently access and manage their online account at [www.ce4all.org](http://www.ce4all.org)

Payment is due the 15th of every month and can be made by:

- **Credit/Debit card automatic payment:** At the time of registration families will be given the option to set up automatic payment using a credit/debit card. Automatic payment will be charged on the 15th of each month. Families can add auto pay to their account at anytime through the year.
- **Online payment using a credit/debit card:** A credit/debit card payment can be made online at any time
- **Check or Money order - made payable to Community Education, by mail or dropped off at:**  
Community Education - Full Day Preschool  
110600 Village Road Chaska, MN 55318

Cash payments must be made at the Community Ed Office during open hours. Monday - Friday 7:30 am - 4:00 pm

### **Late Payment Fee**

A \$25 late payment fee will be assessed to accounts that have a balance of any dollar amount after the 15th of each month. If you are unable to make your payment by the due date, contact the Early Childhood Specialist to discuss payment plan options. If payment or payment plan arrangements are not made by the final working day of the month Full Day Preschool reserves the right to terminate child care services.

**Returned Checks** Parents/guardians will be notified in writing if a check has been returned due to insufficient funds. The exact amount of payment along with the appropriate bank fee must be re-submitted by cash, money order, or check within 10 days of the notice or child care will be terminated. Upon payment child care services may be reinstated.

**Vacation/Sick Credit** is available to families. Families registered for a  
5 day a week schedule have access to 5 days of vacation/sick credit  
4 day a week schedule have access to 4 days of vacation/sick credit  
3 day a week schedule have access to 3 days of vacation/sick credit  
2 day a week schedule have access to 2 days of vacation/sick credit

In order to use a vacation/sick day credit, the child must be absent from preschool for the entire day. It is the parent/guardians responsibility to complete the vacation/sick credit form, available online, in order to receive a credit for the day(s) missed. Requests for vacation/sick credit are due to the site supervisor with 2 weeks of return to the classroom. Once the allotted days have been used, payment is required for any additional absences. Any unused vacation/sick days are forfeited at the end of each session.

**Contract Change Fees**, in the amount of \$10, will be charged for each contract change submitted. Contract change requests can be submitted online. Please allow 2 weeks for the processing of contract changes.

**Dependent Care Reimbursement** forms may be faxed to 952-556-7209 or emailed to [mortensenr@district112.org](mailto:mortensenr@district112.org). Please allow 48 hours for the Community Education office to verify, sign, and return reimbursement forms.

## Attendance Policies & Procedures

### **Sign In and Sign Out**

Sign-in/out information assists the program in accurately tracking attendance and documenting individuals that have had access to children and the building. Children must be signed in and out daily by an “authorized pick-up”.

No person will be allowed to sign a child out who:

- has not been named as an authorized pick-up
- cannot verify identity with proper photo ID
- is under the influence of alcohol or drugs
- is under the age of 16

**Secured Entrances** To enhance the security of the Full Day Preschool programs and align with the district security measures, Full Day Preschool has implemented a new security procedure. Equipment has been installed at each elementary building to allow for the Full Day Preschool entrance to be locked during program hours. Full Day Preschool entrances are equipped with a doorbell and camera. In order to gain access to the building parents/guardians will ring the doorbell, upon visual identification staff will remotely unlock the door, and the parent/guardian may enter the building. In the case that someone new or unfamiliar to staff is picking up or dropping off a child staff will ask for photo identification before allowing the person to enter the building.

**Absences** If your child will be absent from preschool contact the site via phone or email to inform staff of your child’s absence. When calling or emailing please indicate the following information: your name, child’s name, date of absence, phone number where you can be reached.

**Authorized Pick-Ups** Full Day Preschool staff will not release children to anyone who is not listed as an “authorized pick-up”. Parents/guardians must add individuals as authorized pick-ups via their online account. All individuals who are listed as authorized pick-ups should be prepared to show a picture ID until the individual becomes familiar to staff, this includes a child’s parents/guardians. If an individual, who is not listed as authorized, is picking your child up please call or email to inform staff of the change.

**Late Pick-Up** Full Day Preschool closes at 6:00 pm daily and all children are required to be picked-up by 6:00 pm. In the case that a late pick up occurs staff will follow these steps:

1. after 6:00 pm staff will attempt to contact the parent/guardian
2. after 6:15 pm, if a parent/guardian has not been reached, staff will contact the child’s emergency contact(s) to pick up the child
3. after 6:45 pm, if a parent/guardian or emergency contact has not been reached, staff will contact the local police

After 6:00 pm a fee of \$5 for the first 5 minutes and \$1 for every minute thereafter, per family is assessed until the child is picked up and exits the classroom. The ipad check out system and staff observation will validate the time of child pick up and classroom exit. You will be assessed a late pickup fee.

The late pick-up fee will be charged whether or not a parent/guardian has called the site to inform them of the tardiness. A family may be dismissed from the preschool program if late pick-ups become an ongoing issue. Please make the necessary arrangements to ensure that your child is picked up by 6:00 pm.

## Family Communication

Communication between home and preschool is important to the success of children in our program. Please feel free to share any information that may affect your child's time in Full Day Preschool with staff at any time. If you need to share important confidential information about your child please call, email, or set-up a meeting with the Preschool Site Supervisor.

If any concerns about the Full Day Preschool program or staff arise please set up a time to discuss the issue with the Preschool Site Supervisor and/or Early Childhood Specialist.

**Family Area** Each Full Day Preschool site has a designated family area, in which parents/guardians can find important dates, registration information, curriculum information, special reminders, monthly newsletters/calendars, Community Education materials, District 112 materials, etc. Please check the family area on a daily basis as this information can change frequently. Program staff may also occasionally email or call families with important updates/information.

**Custody of Children** Full Day Preschool is obligated to release children to either parent unless otherwise informed by a court order. Families are responsible for making copies of court orders available to preschool staff. Program staff will follow the custody arrangements outlined in the court order provided.

**Child Protection** All staff who work with children are required by Minnesota State Law to report any and all suspected physical, emotional, and sexual abuse or neglect of children to the appropriate authorities.

## Emergency Closing and Preparation

Closing notifications will be available through our automatic district notification system, on our Facebook page, district website and through all major Twin Cities tv stations. Notifications will be listed under "Eastern Carver County Schools". Please make arrangements and decisions about who will pick up your child, prior to the start of the winter weather season.

**Late Start:** Full Day preschool will open at 8:30 a.m.

**Early Dismissal:** Full Day preschool will close early. Please make arrangements to pick up your child as soon as possible. Please watch for an email notification from your child's teacher/EC Specialist about closure time.

**School Closing:** Full Day Preschool will be closed

**Emergency Preparation** Fire drills, tornado drills, and lockdown drills will be performed regularly to ensure that staff and children are aware of the procedures in case of an emergency.



### Cold Weather Policy

During the cold weather months Full Day Preschool will follow the district outdoor weather policy regarding outdoor play. Full Day Preschool will remain inside if the temperature is 0 degrees fahrenheit or lower. That includes an actual temperature of 5 degrees or the actual temperature factoring in the wind chill reaching 5 degrees fahrenheit.



### Warm Weather Policy

During the warm weather months, decisions regarding outdoor play and field trip attendance will be made based on the heat index, cloud covering, and wind speeds. The National Weather Service defines the heat index as the combination of air temperature and relative humidity to measure the "actual feel" temperature. Full Day Preschool program staff will use the National Weather Service's Heat Index Chart as a guide for decisions regarding outdoor play and field trip attendance.

## Medical Information and Policies

**Allergies/Chronic Health Conditions** Parents/guardians are responsible for reporting all allergies and chronic health conditions at the time of enrollment. Please inform the supervisor of all medical conditions and any additional information needed regarding the treatment of medical conditions should they happen to occur while your child is at preschool.

**Medication** A completed Medication Authorization Form needs to be signed by the child's doctor and parent/guardian and on file with the Full Day Preschool program in order for staff to administer any prescription or over the counter medications. All medications must be provided to preschool staff in the original packaging. Staff will administer medication in its original form and according to prescription and/or packaging guidelines. Full Day Preschool staff is unable to cut, crush, or alter medication in any way. Parents/guardians should give the first dose of any medication in order to observe the child's reaction. Epi Pens and inhalers will be made available to children at all times with staff supervision.

**Illness** Full Day Preschool is committed to providing a safe and healthy environment for all children. Children should be kept at home if they show any of the following symptoms:

A fever of 100 degrees Fahrenheit or higher before fever reducing medication. The child must be fever free without fever reducing medication for 24 hours before returning to preschool.

- vomiting or diarrhea within the last 24 hours
- undiagnosed rash or a rash attributed to a condition or illness
- a bacterial infection such as strep throat, ear infection, or impetigo and has not completed 24 hours of antibiotics
- uncontrolled cough
- any contagious condition such as lice, scabies, chicken pox, ringworm, hand foot and mouth disease, influenza, impetigo, pink eye, pinworm, strep throat (please provide a doctor's note stating when the child may return to preschool after being diagnosed with any contagious disease)
- any child who is unable to participate in program with reasonable comfort or who requires more care than staff can provide without compromising the health and safety of other children

If a child becomes ill at preschool, staff will take efforts to make the child as comfortable as possible and notify the parents/guardians to pick up the child. In the event that staff cannot reach the child's parents/guardians, the emergency contact(s), (please list a person who can come within the hour to pick up your child) will be asked to pick up the child.

**Communicable Diseases** also known as infectious or transmittable diseases should be reported to Full Day Preschool staff within 24 hours of diagnosis. If a case has been reported or staff suspects the possibility of exposure to a contagious disease, based on the recommendation of the Family Learning Center nurse, a form letter will be sent home to families and posted in the Family Area.

**Toileting** Upon entering the Full Day Preschool program children must be 100% toilet trained. 100% toilet trained means that the child has the ability to recognize and vocalize the urge to go to the bathroom, as well as take care of all toileting, dressing, and self-help skills independently. If toileting accidents occur on a frequent basis, Full Day Preschool reserves the right to dismiss a child from the program; the child may re-enter the program on a space available basis once the child is completely toilet trained.

**First Aid and Emergency Procedures** All Full Day Preschool staff are certified in First Aid and CPR. In the case of any injury, basic first aid will be administered. Any time first aid is administered parents/guardians will receive written notice via an Accident Report. If serious injury occurs that requires advanced medical attention, 911 will be called immediately. Children will be taken to the nearest hospital if deemed necessary by Emergency Medical Technicians and parents will be notified as soon as possible. Expenses incurred will be the responsibility of the family.

**School Nurses** Full Day Preschool have access to a school nurse, between the hours of 8:00 a.m. and 4 p.m. If the school nurse is unavailable, the Full Day Preschool staff will care of the ill or injured child, using first aid training.

**Inclusion and Access** Full Day Preschool welcomes individuals of all abilities. Please notify program staff at the time of enrollment of any special needs your child may have. The program will provide reasonable accommodations to make integration successful. Please note that the program start date may be dependent upon the implementation of the needed accommodations.

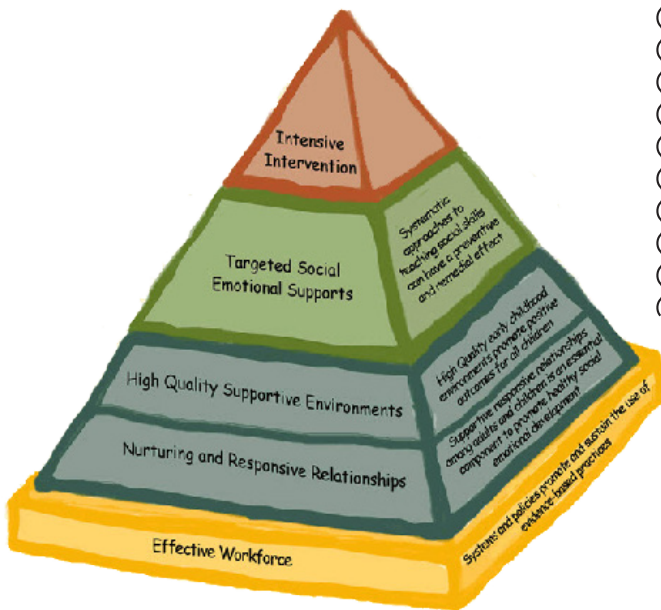
## Curriculum and Assessment

**The Pyramid Model** provides strategies to support children in their social/emotional development. We embed strategies into our everyday routines, which support the success of each child while in our care.

**Creative Curriculum for Preschoolers** provides the foundation for learning across developmental domains. Each classroom plans activities and events that support the interests and needs of the children.

**Empower**, on-line assessment, allows for the on-going assessment across developmental domains, which are shared at parent/teacher conferences. Preschool conferences are offered twice (late fall and spring) per school year. Conferences provide time to sit down with your child's teacher(s) to review your child's development, set goals, discuss the transition to kindergarten, etc. Conference schedules and sign-up will be posted at site a few weeks prior to conference dates.

**Engagement Model** strategies allow for Full Day Preschool Staff to support the positive and productive engagement of every child in the classroom. Our community of learners is strengthened through teaching routines within routines, zone defense for student support, and support for teaching teams.



## Preschool Experience

**Field Trips** are scheduled twice during the school year and multiple trips are scheduled during the summer program. Field trip costs are included within the daily/weekly preschool tuition. Information regarding field trips will be emailed out to families and posted at site during the month they are scheduled.

**Supervision** All staff work together to monitor children and spread out throughout the program area(s) to ensure that all children are being supervised. The on-site cell phone will travel with staff to each program area in case staff need to get immediate hold of parents/guardians, school secretaries, program specialists, etc. should an emergency occur.

**Staff-to-Child Ratios** Full Day Preschool follows the Minnesota Department of Human Services licensing guidelines for staff-to-child ratios. For children ages 3 years to 5 years Full Day Preschool hires and schedules 1 staff member per every 10 children. Staff-to-child ratios are adjusted for field trips and other activities based upon the need of additional supervision.

**Toys and Personal Belongings** Full Day Preschool classrooms have a wide variety of developmentally appropriate games, toys, books, and equipment available to children for learning and recreation. Children are encouraged to keep personal items at home. The preschool program is not responsible for any personal items that become lost or broken. Personal belongings including clothing, lunch boxes, backpacks, etc. brought to Full Day Preschool should be clearly labeled with the child's full name.

**Appropriate Dress** Children should wear comfortable clothing that allows for participation in all activities. Tennis shoes are required to play in the gym and preferred for warm weather outdoor play. Outdoor play is a part of every day, every season. Please plan accordingly with appropriate clothing, outdoor gear, and footwear for each season.



**Meals and Snacks** Breakfast and an afternoon snack are provided daily and included in the daily/weekly tuition. Full Day Preschool families have the option of providing a bagged lunch including beverage (unless a milk is purchased via a district lunch account), utensils for eating or purchasing a school lunch via a district lunch account on a daily basis. The full day staff do not have access to a microwave or refrigeration for children's lunches. The preschool program works with the District 112 Nutrition Department to accommodate many special dietary needs. You may access information about Nutritional Services at: [www.district112.org/district-information/departments/nutrition-services](http://www.district112.org/district-information/departments/nutrition-services). The cost of lunch is located at this webpage. Please plan to work with your Full Day Preschool Site Supervisor with regard to payment for milk and lunch.

**Birthday Treats** Birthdays are special days and staff are happy to help your child celebrate. Parents/guardians may bring in wrapped, commercially purchased healthy treats to share. Treats must be nut and peanut free. You are encouraged to bring a non food item, such as a classroom book, new markers, stickers, a classroom game- rather than food to celebrate your child's special day.

On **Optional Days**, a cold breakfast and snack are provided. A bagged lunch including a beverage must be provided by parents/guardians on optional days unless otherwise noted.

During the **Summer Program**, a variety of cold breakfast items and snack are provided daily. A daily bagged lunch including a beverage must be provided by parents/guardians unless otherwise noted.

**Outdoor Play** Full Day Preschool students will go outdoors, when the combined wind chill and temperature or either the wind chill or temperature are above 5 degrees Fahrenheit. Please provide the appropriate cold weather gear for your child. This includes: winter boots, sweatshirts, weather appropriate jacket(s), snow pants, shoes AND socks that your child can run in. Label your child's items. Children do not stay indoors, if they have a cold or cough, we play outdoors every day, weather permitting.

**Sunscreen (Summer Only)** In order to promote good health, safety, and to protect students from harmful sun exposure Full Day Preschool encourages the regular use of sunscreen on students during all outside events and activities. Full Day Preschool follows these guidelines regarding the application of sunscreen:

- It is the responsibility of parents/guardians to apply sunscreen to their child before the preschool day begins.
- Sunscreen will be applied at least once before participating in outside activities and re-apply if outside for more than four hours.
- Please provide sunscreen that is safe for your child in the original container, labeled with your child's first and last name.

Students and staff are also encouraged to use the following sun protection measures:

- Wear hats that protect their face, neck, and ears
- Wear sunglasses covering as much eye area as possible



## Behavior Guidance

Full Day Preschool is committed to providing a positive and safe environment for all children. Staff work to establish clear and consistent limits and expectations for appropriate behavior. Program staff encourage and teach children to understand behavior and related consequences. Staff help children develop safe and appropriate ways of expressing their feelings and interacting with staff and other children through strategies offered by the Pyramid Model.

### Behavior Guidance Plan

In the case that inappropriate behavior occurs the following actions will be taken:

1. **Warning** Staff will give the child a verbal/visual reminder of the rule and or appropriate behavior. Behavior that threatens the safety of others will result in a separation from the group or area without a warning
2. **Redirection** If the inappropriate behavior continues to be displayed the child will be directed by a staff member to a new activity or program area
3. **Cooperative Behavior Modification** When calm, the child will be invited to talk with a staff member about what happened and what alternative actions the child could have used. The child will return to the activity after concluding the debriefing of the undesired behavior.
4. **Parent Notification** Parents/Guardians will be informed of the incident by phone, email or with a written Incident Report when the child is picked up

If the behavior is not resolved with steps 1-4 of the Behavior Guidance Plan parents/guardians may be contacted and asked to pick up their child

Continued incidents may require a conference with the family to create a plan of action to resolve the behavior concerns

Termination of child care may occur if a child exhibits challenging behaviors and the interventions for behavior modification have not been successful. The dismissal will be given to parents/guardian in writing with a one-week notice.

Physical contact by staff is avoided unless a child is threatening the safety and well being of themselves and/or others. A staff member trained and certified by the Crisis Prevention Institute (CPI) may need to restrain a child until they are calm enough to control their actions.

## Bullying Policy

A safe and civil environment is needed for participants to learn, grow, explore and develop healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with participants ability to learn and staffs' ability to educate participants in a safe environment. The Full Day Preschool staff cannot monitor the activities of participants at all times and eliminate all incidents of bullying between participants.

However, when such conduct affects the programming and environment of the Full Day Preschool program and the rights and welfare of its participants, it is the Full Day Preschool programs intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar behavior.

## Volunteers and Community Partners

StormHawks Preschool may occasionally accept the assistance of parent and/or community volunteers. Volunteers are supervised by a staff member at all times and per District policy never left unattended with children.

StormHawks Preschool may partner with other community organizations for special events, support, education, or activities. Parents/Guardians will be informed in advance of any interaction with individuals from community organizations.

## District Policies

StormHawks Preschool follows District 112 policies regarding:

- Data Privacy
- Harassment
- Drugs and Alcohol
- Weapons
- Discipline
- Transportation
- Students Rights and Responsibilities

More information regarding these policies can be found on the District 112 website [www.district112.org](http://www.district112.org) or by request in Community Education Office.