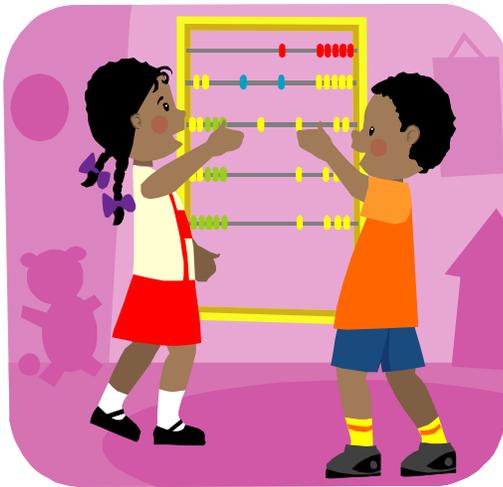


Trotwood-Madison Early Learning Center  
4400 North Union Road  
Trotwood, Ohio 45426  
(937) 854-4511

Preschool Student Handbook  
2017-18



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

# Table of Contents

---

<b>DISTRICT INFORMATION.....</b>	<b>3</b>
Board of Education Members & Central Office Administrators	
Mission Statement/Beliefs/Guiding Principles	
Be Firm But Fair	
Principal's Welcome	
<b>SECTION I-GENERAL INFORMATION.....</b>	<b>7</b>
School Hours	
Equal Education Opportunity	
Sexual Harassment	
Licensure	
Programs	
Enrollment & Withdrawal Information	
Medical Information	
Management of Communicable Disease	
Student Safety & Stay Safe, Speak UP! Hotline	
Students with Special Needs: Disabilities/Homeless	
Protection and Privacy of Records	
School Cancellation	
Lost and Found	
Parent Roster	
Nutrition	
Dress Code	
<b>SECTION II-ACADEMICS.....</b>	<b>25</b>
Philosophy & Goals	
Curriculum	
Parent Participation	
Field Trips	
<b>SECTION III-ATTENDANCE .....</b>	<b>29</b>
Attendance & Dismissal	
<b>SECTION IV-STUDENT CONDUCT.....</b>	<b>32</b>
Preschool Discipline Policy	
Transportation & Videotapes on School Buses	
Search & Seizure	

*This student handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that parents and students are responsible for knowing. Become familiar with the following information and keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects.*

<b>NOTE:</b>	<p>This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies (Brd. Pol.) and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in June, 2017. If you have questions or would like more information about a specific issue or document, contact the School Principal, Director of Staff and Student Services, or access the document on the District’s website: <a href="http://www.trotwood.k12.oh.us">www.trotwood.k12.oh.us</a> by clicking on Departments, School Board, Trotwood-Madison School Board Policy, and finding the specific policy or Administrative Guideline in the Table of Contents.</p> <p>This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board’s policies and the School’s rules as of June, 2017. If any of the policies or Administrative Guidelines referenced herein are revised, the language in the most current policy or Administrative Guideline prevails. Copies of current Board policies and Administrative Guidelines are available from the building principal and on the District’s web site.</p>
--------------	---



## **Trotwood-Madison City Schools Board of Education**

**Adrienne Heard**

**Deborah Daniel**

**Elizabeth Engelhardt**

**Vanessa Jeter-Freeman**

**Denise Moore**

## **Central Office Administrators**

**Superintendent of Schools**

**Kevin Bell**

**Ext. 1100**

**Director of Human Resources**

**Mary Martin**

**Ext. 1123**

**Director of Curriculum and Instruction**

**Lisa Minor**

**Ext. 1165**

**Director of Operations & Community Relations**

**Marlon Howard**

**Ext. 1146**

**Director of Pupil Services**

**Tyrone E. Nadir**

**Ext. 1119**

**Treasurer/CFO**

**Janice Allen**

**Ext. 1131**

## **MISSION STATEMENT**

**(Brd. Pol. #2105)**

**The mission of Trotwood-Madison City Schools is to graduate all students prepared to excel in a global society with a commitment to lifelong learning by guaranteeing a challenging curriculum facilitated by an innovative and dedicated staff, community participation, and state-of-the-art resources in a stimulating atmosphere.**

**The Mission of Trotwood-Madison Preschool is to create a safe early learning setting that allows all children to learn through hands-on interactive instruction, exploration, and play. Students with differing abilities are embraced and planned for in creating learning opportunities. We believe that the family of our students are the first “teachers” in their lives and want to form a partnership to best meet the needs of all of our students. We feel supporting the school and family partnership is critical to ensuring student success.**

## **BELIEFS**

- **We believe that learning is a life long process.**
- **We believe that each individual is unique.**
- **We believe that all people are capable of achieving success.**
- **We believe that there is strength in diversity.**
- **We believe that all people have value.**
- **We believe that involvement is essential for a community to be successful.**

## **GUIDING PRINCIPLES**

- **Our work will be aligned with our common mission, vision, values, and goals.**
- **We will assure achievement for all students using a system of prevention and intervention.**
- **We will not work in isolation, but rather in collaborative teams focused on teaching and learning.**
- **We will use data to guide decision making and continuous improvement.**
- **We will gain active engagement from family and community.**
- **We will build sustainable leadership capacity.**
- **We will communicate to students they are important, they are valued, and we will not let them fail.**

**“Be Firm But Fair” and always remember the environment we create will determine how a child lives.**

**If a child. . . . .**

- lives with criticism, he learns to condemn**
- lives with hostility, he learns to fight**
- lives with fear, he learns to be apprehensive**
- lives with jealousy, he learns to feel guilty**
- lives with tolerance, he learns to be patient**
- lives with encouragement, he learns to be confident**
- lives with praise, he learns to be appreciative**
- lives with acceptance, he learns to love**
- lives with approval, he learns to like himself**
- lives with recognition, he learns it is good to have a goal**
- lives with honesty, he learns what truth is**
- lives with fairness, he learns justice**
- lives with security, he learns to have faith in himself and those around him**
- lives with friendliness, he learns the world is a nice place in which to live**

**by Dorothy Law Nolte**



## Principal's Welcome



**Dear Early Learning Center Families,**

**Welcome to the 2017-2018 school year! We look forward to an outstanding school year educating our students. Our staff is committed to providing a safe and nurturing environment that will enhance academic achievement. In order to do this, a strong partnership between the school, community and families must be established. By working together, we can provide the best possible learning experience for our students.**

**Parents are welcome to visit their child's classroom throughout the school year. If you decide to visit, you will need to schedule an appointment with the building principal or assistant principal. One of the administrators will accompany you to visit the classroom for a 15 minute classroom observation. The district policy was established as a part of our district's security plan. We take safety of our students very serious.**

**Thank you for selecting Trotwood-Madison Early Learning Center. We look forward to an awesome year of achievement!**

**Sincerely,**

**Nicole Davis, Principal  
Trotwood-Madison Early Learning Center**

**Tina Kretzer, Assistant Principal  
Trotwood-Madison Early Learning Center**

**SECTION I-**  
**GENERAL**  
**INFORMATION**



**School Hours**  
(Brd. Pol. #8220)

The starting/ending times for Preschool students are:

9:00 AM to 11:30 morning classes  
12:30 PM to 3:00 afternoon classes

The starting/ending times for ELC grades K-1 students are:

9:00 AM-starting time  
3:00 PM-dismissal time

The starting/ending times for Madison Park grades 2-3 students are:

9:10 AM-starting time  
3:10 PM-dismissal time

The starting/ending times for Westbrooke Village grades 4-5 students are:

9:20 AM-starting time  
3:20 PM-dismissal time

The starting/ending times for Middle School grades 6-8 students are:

7:15 AM-starting time  
1:45 PM-dismissal time

The starting/ending times for High School grades 9-12 students are:

8:00 AM-starting time  
2:30 PM-dismissal time



**Equal Education Opportunity**  
(Brd. Pol. #2260)

This District provides an equal educational opportunity for all students. Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer: Tyrone E. Nadir, Director of Pupil Services, (937) 854-3050 Ext. 1119.

Complaints will be investigated in accordance with the procedures described in the Administrative Guidelines. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

**Sexual Harassment**  
(Brd. Pol. #3362)

The Trotwood-Madison City School District will not tolerate the sexual harassment or intimidation by any staff member, student, visitor, school policy, or practice. Each school has an appointed sexual harassment officer to assist in the enforcement of this policy.

**Licensure**  
(ORC. 3301.53)

Our facility is licensed to operate legally by the Department of Education. This license is posted in classrooms and the main office and is available for review.

Complaints may be reported to the Office of Early Learning and School Readiness at 1-877-644-6338.

**Programs**  
(Brd. Pol. #2280)

Trotwood-Madison Preschool offers a full continuum of services including preschool for typically developing students, center-based preschool special education, as well as itinerant services to students. This includes partnering with local daycare providers to increase the readiness of all students entering kindergarten.

Preschool services are for children who are at least 4, but not older than 5, who have not been enrolled in a kindergarten program.

**Enrollment and Withdrawal Information**  
(Brd. Pol. #2280, 5111, 5112, 5113, 5114, 5120, 5130)

***Who is eligible to enroll?***

- Ohio law requires students to enroll in the school district in which their custodial parent or legal guardian resides.
- Homeless students meeting Federal guidelines may enroll under guidance of the District Liaison for Homeless Children.
- A student who has a duly executed grandparent power of attorney or caretaker authorization.
- Foreign exchange students from recognized and approved student programs.

***Who is not eligible to enroll?***

- A student who is currently serving a suspension or expulsion at another District.
- A student whose parent/guardian does not reside in the school district.

***What documents are needed to enroll?***

- Initially, contact preschool about available openings
- If space is available, complete the preschool enrollment form.
- Once the application has been approved, registration will be completed using the following documents:
  - Picture ID for parent/guardian
  - Birth certificate
  - Updated shot record
  - Proof of residency (home purchase agreement, appropriate lease agreement, current DP&L or Vectren bill)
  - Proof of custody (if applicable)
  - A copy of the letter of approval
- Current physical examination by a licensed physician
- Fees are based on a sliding scale based on your income, therefore income verification is required.

***Why is proof of custody required?***

- Court-determined custody establishes residency.
- The school is required by law to honor all legal custody agreements.
- School personnel have no legal means of prohibiting an estranged parent from seeing or picking up a child unless custody information has been provided to the school.

***What do I do if my address or telephone number changes after my child has enrolled?***

- Parents are **REQUIRED** to immediately notify the School of any changes.
- In the event we are unable to make contact with designated emergency contact persons, Trotwood Police may be contacted for assistance.

***How are classroom schedules/assignments made?***

- The Principal will assign each student to the appropriate classroom or program.

***What is the procedure for withdrawing from school?***

- Parent/guardian notifies the school office of intent to withdraw.
- Picture ID for parent/guardian
- All bills and fees must be paid.
- If a bill is outstanding, the parent or guardian will be sent a reminder
- After three (3) consecutive months, the child will be removed from the program and automatically lose their preschool placement.

## **Medical Information**

(Brd. Pol. #5310, 5320, 5330, 5341, 8450)

### ***What is an Emergency Medical Authorization and why is it required?***

- The form that tells the school what you want done for your child should he/she become injured or a medical emergency occurs.
- The form is required by Ohio law to be completed annually.
- The form must be on file with the school by September 4 or the student cannot continue to attend school.
- It is provided at the time of enrollment and at the beginning of each year (form 5341F1-see sample in Addendum 4).
- Students will not be allowed to participate in any activity off school grounds without an Emergency Medical Authorization on file.

### ***What are the immunization requirements?***

- Preschool students must be current on poliomyelitis, varicella (chicken pox), diphtheria, pertussis, tetanus (DPT), measles, mumps, rubella (MMR), HIB, and hepatitis B immunizations.
- In addition, students who attend kindergarten must have two doses of varicella (chicken pox).
- If the student does not have the necessary immunizations or an authorized exemption, they may be excluded from school until they have been completed.

### ***Can my child take prescription medication at school?***

- Yes, under strict guidelines.
- Forms #5330-F1 (see samples in Addendum 1) must be completed by the parent and the physician/licensed health care professional authorized to prescribe drugs, annually prior to administration or with medication changes.
- Medication must be delivered to the school office by the parent/guardian in the original container properly labeled. Students may not transport medication on the school bus.
- Medication will be secured in the office unless the physician has indicated it is for an emergency allergic reaction or is an asthma inhaler (Form #5330-F3).
- Each administration of medication will be logged by the person administering the medication.
- Parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- Remaining medication must be picked up when discontinued or at the end of the year. Unclaimed medicine will be destroyed by school personnel.

### ***Can my child take nonprescription medication at school?***

- Yes, under strict guidelines.
- Form #5330-F1a must be completed by the physician/licensed health care professional authorized to prescribe drugs and parent/guardian.
- Medication will be secured in the office.
- Medication may not be shared or distributed to other students.

***How does the school control the spread of communicable disease?***

- A student may be removed or isolated if he/she has been ill or exposed to a communicable disease.
- Upon return to school, the student must check in at the clinic prior to being admitted to the classroom.
- When appropriate, the Montgomery County Public Health Department may advise the school on proper measures to control the spread of communicable diseases.
- Students are expected to take precautions to follow universal procedures in order to reduce risks and minimize and/or prevent the potential for accidental infection.

***What happens if my child becomes ill or injured while at school?***

- If a child becomes ill at school, he/she will report to the office. The parent will be called if necessary.
- A child with a temperature of 100, vomiting, or showing other signs of illness will be sent home.
- First aid supplies are located in the clinic and in each classroom with easy access to all staff members, but out of the reach of children.
- Staff members are trained in first aid and CPR by persons certified to meet State childcare guidelines.
- If medical attention is required, the Emergency Medical Authorization instructions will be followed.
- Student records, including medical records are located in the student files in the school office.
- Emergency numbers are posted by all phones.
- A dental first-aid chart and emergency instructions are located by the phones in each classroom and clinic.
- The child should remain at home until he/she is temperature free for 24 hours without use of Tylenol, aspirin, etc.
- Upon return to school, the student must check in at the clinic prior to being admitted to the classroom.



**MANAGEMENT OF COMMUNICABLE DISEASE**  
(Brd. Pol. #2280)

- 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 will be taken for children suspected of having a communicable disease:**
- 1) The program immediately notifies 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 is immediately isolated and discharged to his parent or guardian:**
    - a) Diarrhea (more than one abnormally loose stool 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) Conjunctivitis;**
    - f) Temperature of one hundred 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 grey or white stool;**
    - i) Stiff neck; or**
    - j) Evidence of lice, scabies or other parasitic infestation.**
  - 3) A child with any of the following signs or symptoms of illness is immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day will be determined by the Principal. The child, while isolated at the program, will be carefully watched for symptoms listed in paragraph (B)(2) of this Rule as well as the following:**
    - a) Unusual spots or rashes;**
    - b) Sore throat or difficulty in swallowing;**
    - c) Elevated temperature; or**
    - d) Vomiting.**
  - 4) Programs will follow the Department of Health “child day care communicable disease chart” for appropriate management of suspected illnesses.**
  - 5) A child isolated due to suspected communicable disease will be:**
    - a) Cared for in a room or portion of a room not being used in the preschool program;**

- b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;**
- c) Made comfortable and provided with a cot. All linens and blankets used by the ill child will be laundered before being used by another child. After use, the cots will be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomitus or other body fluids, the cots will be cleaned with soap and water and then disinfected with an appropriate germicidal agent;**
- d) Observed carefully for worsening condition; and**
- e) Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.**

## **Student Safety**

(Brd. Pol. #5340, 7440, 8400, 9150)

Student safety is the responsibility of both students and staff. We have installed cameras and video equipment to monitor our buildings, buses, and grounds. The purpose of this equipment is to assist the school in providing a safe and secure environment for its students, staff and general public. The school reserves the right to use tapes in disciplinary occurrences. Observation of video from cameras shall be done only by those who are authorized to view student records and in accordance with Board policy.

The preschool program's health and safety procedures ensure that the health and safety of all children is safeguarded by an organized program of school health services and policies designated to identify child health problems and safeguard children while in attendance at school.

*What policies have been put into place to ensure preschool health and safety?*

- Child/staff ratios and maximum group sizes are maintained.
- No child is ever left alone or unsupervised.
- A phone shall be available in the office and classrooms while the program is in session.
- Emergency procedures, including fire drills, and tornado drills and emergency contact information are posted by the phone.
- All preschool staff are trained to recognize signs and symptoms of illness, and in hand washing and disinfection procedures.
- The program follows the child day care communicable disease chart that is posted in the clinic and each classroom to serve as guidance for staff.
- Parents shall be notified of an accident or injury using an incident/injury report. The program maintains a log of injury reports.

*How does the school prepare for disasters?*

- Fire drills are held monthly in each building.
- Tornado drills are held monthly during tornado seasons.
- Crises drills are held periodically.
- All staff members are familiar with emergency procedures such as fire/tornado drills and accident reporting procedures.

*What measures are in place to ensure the safety of my child?*

- Visitors may only enter and exit the building through the main entrance as all other doors are kept locked.
- All visitors/parents must stop in the office for a pass and sign in and out.
- Parents must obtain a pass in order to accompany their child to the classroom.
- Students may not bring visitors to school without prior written permission from the Principal.
- Parents must be escorted to and from classrooms by school personnel.

- **Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are “hanging around” the building after hours.**
- **Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.**
- **Adult staff members are used to enforce safety rules before and after school.**
- **Students are not allowed to open the door for anyone.**

## Stay Safe, Speak UP!

### *What is this hot line and how does it work?*

- This program is designed so that students, parents, staff, and community can report situations which contain threats and/or illegal activity that could harm children in our school.
- The program allows communication on issues that would have previously gone unreported, resulting in the reduction of wrongdoing and school abuse.
- Our school has contracted with a company called PublicSchoolWORKS to provide this service.
- Any facts, remarks, or actions that could jeopardize the safety of our children, staff, or school should be reported.
- Examples might include:
  - Abuse (Physical or Mental)
  - Alcohol/Drugs/Tobacco
  - Bullying/Harassment/Intimidation
  - Discrimination
  - Hacking/Cyber Crime
  - Health Concerns
  - Suspicious Behavior
  - Violence (Teen Dating Violence/Fighting)
  - Theft
  - Threats (Bomb, Physical, Other)
  - Talk of Suicide/Self Abuse
  - Vandalism
  - Weapons/Dangerous Items
- Options for reporting these issues are:
  - Call 1-866-listen2me (1-866-547-8362). When you call this number you have the option to either talk with a live attendant or leave a message on an answering machine.
  - Go to our district website (<http://www.trotwood.k12.oh.us>) and click on the button: 
- After you finish your call, the district will receive a confidential report from PublicSchoolWORKS. Your issue will then be investigated by our district and appropriate action will be taken.
- To ensure your information is sufficient, please give names, times, and event details which you feel we should know. Please try to provide as much information about the situation as possible.
- Remember, this service is for the safety of everyone.

## Students With Special Needs

(Brd. Pol. #2260.01, 2460, 5111.01)

### Students with Disabilities

*What is the definition of a disability and how is it determined?*

- Based on the American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act, a person with a disability is anyone who:
  - has a mental or physical impairment that substantially limits one or more major life activity;
  - has a record of such an impairment; or
  - is regarded as having such an impairment.

*What is the District's responsibility?*

- To find students who have a disability.
- To review and assess the student to determine if they are eligible for services.
- To provide access to appropriate educational accommodations if the child is determined to be eligible.
- Parent involvement in this procedure is important and required by Federal (IDEIA, A.D.A. Section 504) and State law.

Contact Eddie Sample at (937) 854-3050 Ext. 1119 to inquire about evaluation procedures, programs, and services.

### Preschool Students With Disabilities (Brd. Pol. #2280)

*What if my student has a preschool disability?*

- To be eligible for services as a preschool student with a disability, the child must be at least 3 years old, but not of compulsory school age and;
- Must exhibit a documented deficit in one or more of the following areas: cognitive, communication skills, motor functioning, social/emotional, behavioral functioning, adaptive behavior, visual ability, or hearing ability.
- There are no fees for services to children with special needs.

*How will you determine if my student has a disability?*

- Screenings are held regularly to process referrals for children whose parents are concerned about their development.
- Based on screening information, the student may begin a formal 60-day assessment period consisting of: a structured interview and observation, standardized norm referenced assessments, criterion-referenced/curriculum based assessment, and a physical examination.
- At the conclusion of the assessment, a formal meeting will be held with the parent to review the results.
- A determination of eligibility will be made at that time.

## **Homeless Students** (Brd. Pol. 5511)

*What can I expect if I am a homeless student?*

**Under the homeless child and youth law a student will:**

- **Be provided with a free and appropriate public education in the same manner as other students served by the District.**
- **Be eligible to receive transportation services.**
- **Be allowed to receive additional educational services if eligible.**
- **Receive meals under school nutrition programs.**
- **Not be denied enrollment based on lack of proof of residency.**

**Contact the Liaison for Homeless Students, Tyrone E. Nadir, at (937) 854-3050 Ext. 1119 for additional information.**

**Protection and Privacy of Student Records**  
(Brd. Pol. #2416, 8310, 8315, 8330, 8350)

The School District maintains many student records including both directory information and confidential information. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

There will be occasions during this school year when your student and/or their class may have photographs and/or videos taken of them during various activities. Although these reproductions may be viewed on the web site via internet access, the student's name will not be used, nor will Trotwood-Madison City Schools authorize the release of photographs/ videos for commercial gain.

If you **do not want** to grant permission for these reproductions to be used, written notification must be provided to the school.

***What is included in directory information?***

- The student's name, address, and telephone number.
- The student's date and place of birth.
- The student's major field of study.
- The student's participation in officially-recognized activities and sports.
- The student's height and weight, if a member of an athletic team.
- The student's dates of attendance, graduation, or awards received.

***Who can be provided directory information?***

- Directory information can be provided upon request to any individual other than a for-profit organization.
- The Board will provide access or release directory information to Armed Forces recruiters.
- Parents may refuse to allow disclosure of this information upon completion of the form provided to your student at the beginning of the school year.
- Instructions on how to prohibit release may also be found in the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice located in the Staff and Student Services Office.

***What about the other records of my student?***

- All other records are confidential and access is protected by law.
- Students and parents have the right to review and receive copies of all educational records upon request.
- Costs for copies of records may be charged to the parent.

- Records will be made available within 24-36 hours.
- Parents and adult students can amend a student record when they believe that any of the information is inaccurate, misleading, or violates the student's privacy.

Contact Tyrone E. Nadir, Director of Pupil Services, in writing to request, review, or amend a record. An appointment with the appropriate person will be provided.

Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)



## School Cancellation

*How will I know when school is cancelled?*

- Information will be released to local radio and TV stations. Our District will be listed as Trotwood-Madison City Schools.
- Notification will also be provided by the district's automated telephone messaging system.

## Lost and Found

*What do I do if my student loses something?*

- A lost and found area is located in each building. Students should check there for missing items.
- The School cannot be responsible for lost items.
- Please write your child's name inside his/her possessions.
- Unclaimed items will be donated to charity at the close of the quarter.

## Parent Roster

*How will I know the parents of the other preschool students?*

- A roster for each group of children in the program shall be prepared annually.
- The roster will contain the child's name, the name and telephone number of the child's parent and be available upon request.
- The roster will not include the name or telephone number of any parent who requests not to be included.
- The roster will also not be made available to anyone other than a parent.

## Nutrition

*What are the basic guidelines associated with the meal program?*

- Children are served a meal that meets the USDA requirements daily at preschool:
  - AM preschool students get breakfast
  - PM preschool students get lunch
- Children are provided foods that offer sources of vitamin A, C, and D. These foods include a milk and a bread/bread alternative option.
- Weekly breakfast and lunch menus are available in the office.
- The preschool personnel may administer a special diet after written instructions signed by a licensed physician are secured.

**Dress Code**  
(Brd. Pol. #5511)

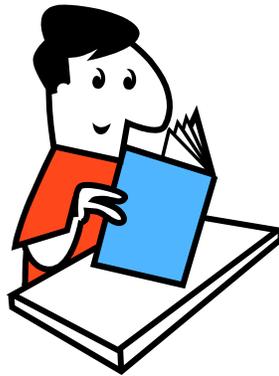
***What is the dress code for the school?***

- Student's uniforms should be clean and in good repair.
- Uniforms should fit the student.
- Key chains, large costume jewelry, caps, sunglasses, pagers/beepers, cell phones, etc. are not allowed to be displayed on the uniform.
- The building administrator always has the authority to regulate student dress.
- Students will wear an appropriate uniform while on school grounds for class and all school functions unless otherwise notified.
- The uniform follows the listed guidelines:
  - ***PANTS: Black uniform trouser, shorts, skirt (mid thigh), skort (knee length), and jumper (no design, no leggings, no jeans, no denim material).***
  - ***TOPS: Plain red shirt/blouse with collar. White, red, or black turtleneck or T-shirt (no design or graphics) may be worn under the uniform shirt/blouse.***
  - ***SWEATERS: Plain black, red, or white cardigan or sweater vest-must be of sweater material with no logo other than the School and/or the District.***
  - ***SWEATSHIRTS: Plain red, white, or black, or those with the School and/or District logo (no hoodies).***
  - ***SHOES: Must be hard sole, flat, and completely enclosing the foot...no flip flops or sandals.***
  - ***HATS/CAPS: No head covering.***



# **SECTION II-**

# **ACADEMICS**



## **SECTION II-ACADEMICS**

### **Philosophy** (Brd. Pol. #2280)

The Trotwood-Madison Preschool is committed to supporting children's need for hands-on, meaningful activities and we are advocates for the importance of play. Through play, children learn the rules of socialization; they work out emotional problems and develop imagination. In play, children learn how to share, to collaborate, and how other people feel; they formulate, test and revise theories about the world around them. We foster this desire to explore and learn more about the world around them.

Each child is valued and respected as a person. We are dedicated to assisting children to become responsible for actions taken, to be problem-solvers, and develop a life-long love of learning. Our staff of caring teachers, who are trained in early childhood education, are committed to helping each child reach their full potential in the emotional, social, physical, creative, intellectual and cognitive domains.

We believe that a strong, collaborative working relationship between the school and family benefits all students. We are committed to working together to help all of our students see success.

### **Goals** (Brd. Pol. #2280)

- To develop a positive self-esteem.
- To develop awareness of, and sensitivity to, others
- To develop social skills
- To develop verbal skills for interacting with peers and adults
- To develop perseverance and problem-solving skills
- To listen and follow directions
- To develop a sense of wonder and curiosity
- To develop an awareness of health and safety practice
- To develop interest in creative arts (music, body movement, crafts, dramatic play).

## **The Program Curriculum will . . . .**

- **Implement Ohio's early learning content standards.**
- **Be based on sound child development principles, accepted standards, and best practices in the field.**
- **Establish and maintain an environment for children to learn through active exploration and interaction with adults, other children, and materials.**
- **Provide learning activities and materials that are concrete, real, and relevant to the lives of young children.**
- **Offer children the choice of participating in child initiated, teacher directed, or small group activities.**
- **Provide an integrated day mixed with all subject areas.**
- **Help develop social and emotional skills children need to succeed in life.**

## **The Curriculum Interest Areas are . . . .**

- **Early Math (blocks)**
- **Self Help (discovery)**
- **Nature and Science (sand and water, outdoors)**
- **Social/Emotional Development**
- **Language and Literacy (computers)**
- **Music and Movement**
- **Dramatic Play**
- **Large and Fine Motor Skills**
- **Art**

## **Parent Participation**

**(Brd. Pol. #2280)**

**How will I be able to keep up with my student's academic progress?**

- **Following the safety guidelines, parents/guardians of a student enrolled in a preschool class, shall have unlimited access to the classroom during its hours of operation to contact their child and evaluate the care provided by the program.**
- **Parents who need assistance related to the program should contact the building principal at (937) 854-4511.**
- **Parents are invited to attend parent meetings and conferences as an opportunity to participate in the program.**
- **Parents are encouraged to meet with their student's teacher personally to discuss their needs and progress.**
- **Parents will receive monthly newsletters from their student's teacher.**
- **Parent/teacher conferences are held at least two times per year.**
- **Documentation of conferences will be retained in your child's file.**
- **Every effort will be made to accommodate a variety of parent schedules. In the event a conference in person is not possible, a telephone conference will be held.**

## **Field Trips**

**(Brd. Pol. #2340)**

***What are field trips and what are the requirements for participation?***

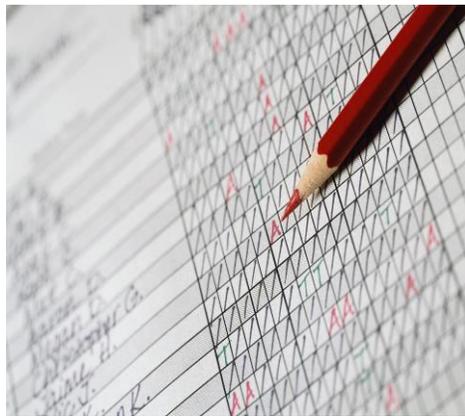
- **Field trips are academic activities that are held off school grounds.**
- **Prior to any field trip, a note is sent home with each student describing the trip and explaining any fees involved.**
- **No minor student may participate without parental consent and a current emergency medical form on file.**
- **Students who violate school rules may lose the privilege to go on field trips.**

***What are the rules that apply to field trips?***

- **The Student Code of Conduct applies to all field trips.**
- **Attendance rules apply to all field trips.**
- **Medications approved for administration at school will be administered while on field trips.**
- **Alternative assignments will be provided for any student whose parent does not give permission for the student to attend.**

# **SECTION III-**

# **ATTENDANCE**



**Attendance**  
(Brd. Pol. #5200)

***What are the attendance requirements?***

- Ohio Revised Code (ORC) indicates that it is the responsibility of the parents to assure the regular daily school attendance of their student(s) unless absence is the result of one of the following:
  - Personal illness (a written physician's statement verifying the illness may be required).
  - Illness in the family necessitating the presence of the student.
  - Necessary work at home due to absence or incapacity of parent(s)/guardian(s).
  - Death in the family.
  - Quarantine of the family home.
  - Observation or celebration of a bona fide religious holiday.
  - Out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District approved enrichment or extra-curricular activity. Any classroom assignments missed due to this absence must be completed by the student.
  - Such good cause as may be acceptable to the Superintendent.
- Unexcused absence from school (truancy) is not acceptable.
- ***A parent note does not automatically excuse an absence or tardy from a truancy referral.***

***What should I do if my student has a legitimate absence?***

- Call the school to report the child's absence.
- When a student returns to school after absence, he/she must bring a note from his/her parent or guardian stating the reason for each absence. The note must include a working number to contact the parent.

**Dismissal**  
(Brd. Pol. #5230)

***What is the procedure if I need to pick my student up from school early?***

- No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School office personally to request the release.
- No student will be released to a person other than a custodial parent/guardian without written authorization signed by the custodial parent/guardian.
- A driver's license or other picture identification will be required.

***What will happen if I do not pick my student up at dismissal time?***

- Our utmost concern is for the safety of our students.
- If a student is dropped off at school prior to the first bell, not picked up after any school event (*within ½ hour*), or the parent is not present at the bus stop when the bus arrives, any one of the following may occur:
  - A charge of \$25.00 per hour or any part of the hour will be imposed.
  - Children’s Services Board and/or Trotwood Police will be contacted.
  - The child will be transported to the Trotwood Police Department.
- Any change in routine dismissal procedure requires written permission from the student’s parent or guardian. (This includes students walking or riding a different school bus.)
- Changes will be allowed for emergencies only and must be approved by the Building Principal.



# SECTION IV-

# STUDENT

# CONDUCT



*This policy applies to all conduct which occurs at schools, buildings, grounds and vehicles owned or controlled by the Board and at all interscholastic competitions, extra-curricular events, going to and from school, and all other programs and activities sponsored by Trotwood-Madison City Schools or in which Trotwood-Madison is a participant. This policy also applies to conduct regardless of where it occurs if the conduct is directed toward a School District official or School employee.*

*The chief goal in discipline is to develop self-discipline in each student so that the student might control his/her own conduct both in and out of school and later as an adult. Ultimately, it is the Principal's responsibility to maintain order. The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm, and consistent for all students in the School. Because it is not possible to list every misbehavior that occurs, those not listed in this section, will be responded to as necessary by staff.*

**TROTWOOD-MADISON CITY SCHOOLS**  
**PRESCHOOL DISCIPLINE POLICY**  
(BRD. POL. #2280.05)

At Trotwood-Madison City Schools, we strive to provide our preschool students with a structured environment that allows them to explore their educational and social worlds in a way that is not only safe, but also provides them with the building blocks necessary for academic success. We also make every effort to give our students opportunities to experience success in order to foster the growth of positive self-esteem and self-image.

The Early Learning Center preschool staff members are responsible for managing the behaviors and discipline of their respective classrooms. Behavior management is always constructive and developmentally appropriate for our beginning learners. Measures utilized by our preschool staff include redirection, brief separation from the problem situation, and talking with the child. The use of separation shall be brief in duration and appropriate for the child's age and developmental ability. The child will always be within the sight and hearing of a staff member in a safe, lighted, well-ventilated area. Our staff has also been trained to use positive reinforcement and praise when a student exhibits appropriate behaviors.

The staff at The Early Learning Center will never utilize spanking, shaking, pinching, or any other related methods of punishment when working with our students. The students will never be subject to confinement in an enclosed area (such as a closet or box) or locked room of any kind as a method of punishment. Physical restraint will be limited to holding a child in a protective hug for a short period of time so the child may regain control. Physical restraint of any other kind is unacceptable and will not be tolerated from our staff members. Because of our belief in a positive regard for our students, the children attending our school shall not be subject to disciplinary techniques whose purposes are to humiliate, threaten, shame, or frighten them. Coarse language, derogatory remarks, and other forms of verbal abuse shall never be used in the disciplinary practices of The Early Learning Center. Discipline shall not be imposed on our students for a failure to eat or sleep, or for toileting accidents. In the same vein, the disciplinary techniques used shall not include withholding food, rest, or toilet use.

The responsibility of discipline and behavior management in The Early Learning Center lies with the staff of The Early Learning Center and shall not be delegated to anyone who is not a staff member. While attending any program in Trotwood-Madison City Schools, the students will be protected from abuse and neglect both physical and emotional.

We at Trotwood-Madison Early Learning Center thrive to provide our students with structure and safety so they can enjoy the best possible learning experience. We do this out of a genuine love of children as well as through an understanding of how crucial these early years are for the futures of our students.

**Transportation**  
(Brd. Pol. #5610.04, 7440)

Many of our students ride a school bus daily. It is important that all students understand the rules of the school bus.

1. Be prompt at the bus stop.
  2. Do not litter.
  3. Do not chew gum, eat, or drink while on the bus.
  4. Maintain complete silence while the bus is proceeding across any railroad crossing.
  5. Enter and exit the bus promptly at the assigned stop and move a safe distance away from the bus.
  6. Keep all body parts inside the bus at all times.
  7. Stand off of the road at the bus stop.
  8. Do not enter the bus unless the driver is on the bus.
  9. Ride only assigned bus.
  10. Do not throw any objects inside of the bus or out of the window.
  11. Take your seat promptly and do not walk or stand in the aisle while the bus is moving.
  12. Never open emergency doors unless directed to do so by the driver.
- 
- All preschool children are eligible to receive transportation to and from school. Parents may choose to transport their child.
  - All preschool children are to be brought to the bus by a parent or caregiver.
  - Should there be no one at the residence to receive the child; the student shall be brought back to the school after notifying the office. Parents will be charged according to the district's policy (see page 31)
  - If a permanent change in transportation is needed, notice must be received by the transportation office at least one week prior to the change.

## Videotapes on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior. Observation of video from cameras shall be done only by school personnel in accordance with Board Policy.



**Search and Seizure**  
(Brd Pol. #5771, 7440)

***Under what circumstances are School authorities authorized to search a student?***

- School authorities may search the person or property of a student whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules.
- Property includes, but is not limited to vehicles, purses, knapsacks, gym bags, etc.
- Search does not require the student's consent.
- Student lockers and desks are the property of the District and may be searched at any time.
- Random canine searches of any property may be conducted at any time.
- Video cameras may be used in public areas and on school buses. Observation of video from cameras shall be done only by those who are authorized to view student records and in accordance with Board Policy.
- Anything that is found in the course of a search, that could be used as evidence of a violation of School rules or the law may be taken, held, or turned over to the police.
- The School reserves the right not to return items which have been confiscated.

***Outside of District personnel, who may interrogate a student and under what circumstances can the interrogation take place?***

- The School recognizes its responsibility to cooperate with law enforcement and public child welfare agencies.
- Investigation by law enforcement and public child welfare agencies can take place at School in emergency situations or if the violation being investigated occurred on School property.
- Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.
- Before students are questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and the administrator (or a designated guidance counselor) will remain in the room during questioning.
- If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.
- If the law enforcement agency removes a student from school, the building administrator will notify a parent.

# **BULLYING AND AGGRESSIVE BEHAVIOR**



## **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

(Brd. Pol #5517)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while in route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

**Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal**

**digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).**

**Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.**

**Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.**

**All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.**

**If the investigation finds an instance of harassment, intimidation, and/or bullying/ cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.**

**Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.**

**Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly**

prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5515.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

## **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher or school administrator. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the

**school staff member and/or administrator to the building principal for review, investigation, and appropriate action.**

**Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.**

**When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.**

#### **Privacy/Confidentiality**

**The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.**

#### **Reporting Requirement**

**At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.**

**Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.**

#### **Immunity**

**A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not**

apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

#### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

#### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students to the extent that State or Federal funds are appropriated for these purposes . Time spent

**by school staff in these training programs shall apply toward mandated continuing education requirements.**

**In accordance with Board 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.**

**The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.**