Welcome to Hebron Preschool. Education is a joint venture between parents, teachers, and administrators. The key to a successful educational experience is the cooperation and communication between all these stakeholders. The purpose of this handbook is to communicate important school procedures and expectations. We have tried to anticipate what students and parents will need to know to make this school year successful. We urge you to read this handbook and keep in mind that it is not an all-inclusive list of rules, but rather an outline of expectations and procedures, which contribute to the operation of our school. For more detailed policies and procedures stop by the school office or visit the School Board Website. If you have any questions, please see your child’s classroom teacher and the building principal. It is important that everyone involved thoroughly understand the organization, regulations, and activities of the Hebron Preschool. Failure to know the contents will not excuse a student from following the adopted student policies. We hope that you are entering school to become better equipped to earn your future livelihood and to enjoy life. We wish that your school year be beneficial and productive.
WELCOME

PURPOSE
To provide a quality preschool program for every child.

SCHOOL'S MISSION STATEMENT
"Providing opportunities for student improvement and success"

SCHOOL’S PHILOSOPHY
The philosophy of Hebron School is to provide individuals with opportunities to improve themselves to the limits of their capacity in all phases of human endeavor, which will make them desire to become a worthy member of our democratic society.

SCHOOL’S GOALS
The School's instructional goals are established by the Board of Education upon the advice of students, parents, instructors and administration. These goals are communicated through this handbook, beginning with school student classroom meetings, instructor staff sessions, and school board meetings.

The goals of education at Hebron Public School are to help students to complete the following:

1. To learn to be a good citizen and practice democratic ideas and ideals.
2. To develop communication skills to best meet the social demands of society, forming satisfying and responsible relationships with other people.
3. To develop good character, self-respect, and a feeling of self-worth.
4. To gain information needed to make job selections and develop skills to become productive individuals.
5. To develop a desire for learning as a Hebron Public student as well as a student of the future.
6. To practice and understand the ideas of health and safety.
7. To develop cultural interests and worthy use of leisure time.
8. To develop physical, mental, and emotional health.
9. To develop positive morals and values.

The Hebron Public School District does not discriminate in the education program and activities or employment on the basis of race, sex, age, religion, disability, or national origin.
PRE-KINDERGARTEN DEVELOPMENTAL GOALS
Social/emotional: feeling good about themselves and learning how to relate to others.
Physical: exercises through play and planned activities that develop both fine and gross (large) motor skills.
Cognitive: help children realize their intellectual potential through use of language, creative imagination, and stimulating experiences.

POLICIES

SCHOOL DAY
School is in session from 8:20am - 3:20pm. Students are asked not to be in school prior to 8:00am each morning and will be sent to the Before School Program (if available) or their first period classroom at that time. For our students’ safety, the doors to the school, with the exception of the east doors, will be locked during school hours.

MEAL TICKETS
Lunch: Students: PreK-6-$2.50, Students: 7-12-$3.00, Employees: $3.50, Patrons: $5.00
Breakfast: Students: PreK-12-$2.00, Employees: $2.60 and Patrons: $3.00.
Free and reduced meal applications are available at registration or by contacting the superintendent.

HEBRON PRE-KINDERGARTEN DAILY SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am-8:30am</td>
<td>Breakfast</td>
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<tr>
<td></td>
<td>Arrival: Check –in/sign-in/name writing</td>
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<td></td>
<td>Bulletin Board</td>
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<td></td>
<td>Attendance</td>
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<tr>
<td>8:30am-8:45am</td>
<td>Group Meeting/Music and Movement/Welcome</td>
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<tr>
<td>8:45am-9:15am</td>
<td>Small Group Work</td>
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<tr>
<td>9:15am-10:15am</td>
<td>Work in Interest Areas</td>
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<tr>
<td>10:15am-10:30am</td>
<td>Clean Up</td>
</tr>
<tr>
<td>10:30am-10:45am</td>
<td>Group Meeting/Music and Movement</td>
</tr>
<tr>
<td>10:50-11:20am</td>
<td>Lunch</td>
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<tr>
<td>11:30am – 12:15pm</td>
<td>Read Aloud/Journal Writing/Read to Self</td>
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<tr>
<td>12:20-12:45</td>
<td>Outdoors or Gym Time</td>
</tr>
<tr>
<td>12:50-1:40</td>
<td>Rest Time</td>
</tr>
<tr>
<td>1:45-3:15</td>
<td>Math, Science, Social Studies</td>
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</table>
ADMINISTRATION OF A PHYSICAL RESTRAINT

In accordance with Hebron Public School District policy, the following are procedures in properly utilizing physical restraints or seclusion within an educational setting. It is the intent of the District to promote a safe and productive educational environment and workplace for our students and staff.

Definitions

a. “Physical restraint” shall mean the use of physical intervention immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. This definition excludes physical prompts and physically escorting a student so long as the physical prompt/escort does not render a student immobile.

b. “Dangerous behavior” shall mean behavior which may immediately result, or has resulted in harm to self or others (OR Behavior that has or may immediately result in extensive damage to property). OR CRDC is violent, disturbed, or depressed behavior which may immediately result, or has resulted, in harm to that person or other persons (or behavior that has or may immediately result in extensive or extreme damage to property).

c. “Seclusion” is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming or as a part of an approved plan such as an IEP, 504, or BIP.

Training - Trained school personnel shall receive approved physical intervention training to administer physical restraints. These training requirements shall not preclude a teacher or school employee from using reasonable force to protect students, other persons, or themselves from assault.

When to Use - Physical restraint may be used when student is endangering self or others. When administering a physical restraint, personnel shall use the safest methods available, appropriate to the situation, and shall discontinue the restraint as soon as possible. Physical restraints should not be used as a means of punishment or discipline. No restraint shall be administered in such a way that a student is prevented from breathing or speaking. (Therefore, floor and prone restraints are prohibited.)

Witness - If possible, the use of the physical restraints shall be witnessed by at least one adult who does not participate in the physical restraint.

Safety Check - During administration of a restraint, school personnel shall continuously monitor the physical status of the student. (If at any time during the physical restraint the student demonstrates physical distress, the student will be released from the restraint immediately, and staff will seek medical assistance and complete an emergency/incident report.)

Duration – A restraint shall be immediately released upon determination by the school personnel administering the restraint that the student is no longer at risk of causing physical harm to self or others.
Reporting

a. The use of physical restraint by staff, shall be reported as soon as possible to the building principal or administrative designee both verbally and in writing. The written report will be submitted via PowerSchool within 24 hours.
b. The principal of the school shall maintain an on-going record of all reported instances of physical restraint. A record of seclusion will be maintained and reported to the parents.
c. The principal or administrative designee shall inform the student’s parents or guardians of the use physical restraint with their child, when practical, on the same day that restraint or extended seclusion was used. If attempts to contact parent/guardian are unsuccessful, the principal or administrative designee shall document a description of notification attempts.
d. The principal or administrative designee shall provide the Office of the Superintendent or designee with a copy of the written report of a physical restraint when such restraint has resulted in a serious injury to a student or staff member.

Follow up – (At an appropriate time) after the restraint release, the principal or staff designee shall implement follow-up procedures including: review the restraint with the student to address the behavior that precipitated the restraint, review the incident with school personnel who administered the restraint to discuss if procedures were followed, consider whether any follow-up is appropriate for the students who witnessed the incident and notify parent/guardian of student who was restrained to inform them of the use of physical restraint with their child.

Compliant Procedures – A parent/guardian who has concerns regarding a specific use of restraint may follow the complaint procedures set forth in district policy.

BEHAVIOR MANAGEMENT
We will guide students by the following principles in a manner appropriate to the child’s age, development, maturity and situation.

- Each child is a precious, important person and needs to feel good about him or herself.
- All children need opportunities to learn that there are consequences for their actions.
- Children need limits and rules, which are consistently enforced.
- It is most effective to positively redirect a child’s inappropriate behavior.
- Children need opportunities to make appropriate choices.
- Shaming a child is not conductive to good overall mental health.

Based on these principles the following procedures will be used:

- Positive behavior will be reinforced in order to discourage inappropriate behavior.
• Physical punishment will not be used under any circumstances.
• A “Think Break”, removal from a situation, and loss of privilege are the methods used for disciplinary purposes as the situation deems appropriate.
• Students must be able to adapt to regular acceptable classroom behavior within the first month of school.

DEVELOPMENTAL CHECKLIST
Each child enrolled in the preschool program may be screened by Custer Health. Morton-Sioux Special Education will come in to do additional screenings when requested.

PARENT INVOLVEMENT
Communication is very important to understanding what is happening in your child’s world. The following has been planned to ensure good communication:
• Periodic newsletters and notes discussing school happenings and future events will be sent home.
• Important notes will be sent via paper copy.
• Parent-teacher conferences will follow the K-12 conference schedule. You will receive a note before each conference date.
• Parents may request a daily report.
Please check backpacks and backpack folders after your child arrives home from school.

VOLUNTEERS
Let the preschool teachers know if you are willing to help out for specific parties or field trips. Also let us know if you have a special gift or talent that you would like to share with the class.

VISITORS AT HEBRON PUBLIC SCHOOL
Adult visitors in the elementary are welcome to visit anytime and are asked to prearrange the visit with the classroom teacher. Young children are not to be brought along for the visit. Students that bring out-of-town visitors (school-age visitor) are welcome to visit for a half day, which has been prearranged, with classroom teacher and principal. Visitors are to check in at the main office.

BIRTHDAY PARTY INVITATIONS
Students may bring birthday treats if they so desire to share with their classmates. We would ask parents to refrain from sending invitations to school with their child for distribution, unless all of
the girls or boys in your child’s class are receiving invitations. This will alleviate hurt feelings of those children not receiving invitations.

**PRE-KINDERGARTEN SESSIONS**
Children must be three years old by July 31 to attend the Pre-Kindergarten sessions.

**TUITION**
Tuition is due on or before the 1\textsuperscript{st} of every month. If payment days fall on the weekend, payment is due the Friday before the weekend. You can pay online using your checking account. Come by the office for details. You can also pay by check payable to Hebron Public School. If payment has not been made your child will be dismissed from the program. Refunds will not be made for absences.

Students going five days per week (all day): $140.00 per month.

Students going five half days (leave at noon) per week: $70.00 per month.

**POTTY TRAINING**
We do require that your child be potty trained prior to coming to prekindergarten unless there is a medical reason or on an Individualized Education Plan. If this is the case, we require a Doctor’s letter explaining the condition. If that is the case, we request pull-ups be worn for sanitary purposes.

**PERSONAL TOYS**
Unless we are doing a special activity and children are asked to bring toys we request that all toys be left at home. If your child has an emotional attachment to something, it may be brought if you visit with us first. However, it will need to remain in the coat area and not in the main part of the classroom.

**SUPERVISION**
An adult will always be present to help children, give emotional comfort, encourage children to do their best, model techniques and social skills, and to answer questions. Hebron Public School prekindergarten employees submit to a yearly background check to ensure the safety of your children. We do not employ anyone who has been convicted of a crime against children.

**REPORTING TO HUMAN SERVICES BOARD (FGCCA)**
Any teacher, administrator, counselor, or teacher’s aide who has knowledge or reasonable cause to suspect a child is abused or neglected is obliged under Century Codes NDCC 50.25.1-03 to report their suspicion to the Human Services Board or be penalized under Century Code NDCC 50-25.1-13. Any suspected child abuse will be reported and they will investigate. Parents or guardians may report a complaint, suspected licensing violation, and suspected child abuse or neglect to Morton County Social Services at (701)667-3395.

**PARENT TEACHER CONFERENCES**
It is the intention of this school to keep each parent informed as to the progress of their children. This will be done through scheduled Parent-Teacher Conferences in the mid-term of the first and
third nine weeks as well as through report cards. Additional conferences may be arranged by request of the parent, teacher, and/or principal when a student is having difficulty in school or are failing to the work required of them. In the elementary, individual conferences are scheduled with the classroom. Music and Physical Education teachers will be available for conferences in the gymnasium/classrooms with the other high school instructors.

TRANSPORTATION
Bussing is available. Prekindergarten students are allowed to ride the school bus to school or be dropped off by parents. Parents are required to pick up their children promptly at 3:20 p.m. each day. All vehicles used to transport children will be in safe operating condition and have adequate insurance. Vehicles transporting children will be driven by a licensed driver. No child will be left unattended in any school vehicle. All children will be instructed on safe bus conduct before riding a school bus.

SCHOOL BUS SAFETY AND YOUR CHILD
Dear Parents:

All students in our school system who ride a bus to and from school are subject to regulations until they get off at the school or bus stop near their home. Any misbehavior, which distracts the driver, is a VERY SERIOUS HAZARD to the safe operations of the vehicle, and as such, jeopardizes the safety of all passengers.

Every school bus and driver has been supplied with a School Bus Incident Reporting System which reflects the rules of student conduct. Students will be cited for the following activities:

- Failure to remain seated
- Use of tobacco
- Refusing to obey driver
- Throwing objects out of the bus
- Fighting
- Throwing objects on bus
- Profanity
- Hanging out of window
- Lighting matches
- Spitting
- Bothering others
- Vandalism
- Other offenses
- Lack of adequate cold weather gear

If your child is reported for any of the above activities, the Bus Supervisor will take the following disciplinary action:

First Offense--A warning to the student with a report to the parents. It is hoped that the parents will help to prevent a second offense.

Second Offense--Suspension of riding privilege for one week- a report to the parents.

Third Offense--Automatic suspension of riding privilege for the remainder of the school year - a report to the parents.

We hope that in sending you this letter of the system now in effect, that you will see it as a reflection of our ever-present interest in the personal safety and well-being of your children, and an opportunity to review school bus conduct with your children, so that they know that you know what is expected of them.

Sincerely,

Myron Schaff
Superintendent
SCHOOL BUS AND VAN RULES

A. Prior to leaving (on the road and at school)
   1. Be on time at the designated school bus stops--keeping the bus on schedule.
   2. Always stay off the road while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
   3. Wait until the bus comes to a complete stop before attempting to enter the bus.
   4. Be careful in approaching bus stops.
   5. Bus riders should not be permitted to move toward the bus at the school-loading zone until the buses have been brought to a complete stop.
   6. During winter months, caps, boot, and gloves must accompany students.

B. While on the bus
   1. Always keep hands and head inside the bus after entering and until leaving the bus.
   2. Always assist in keeping the bus safe and sanitary.
   3. Remember the loud talking, laughing and unnecessary confusion diverts the driver's attention and may result in an accident.
   4. Bus riders should never tamper with the bus or any of its equipment.
   5. Leave no books, lunches, or other articles on the bus.
   6. Keep books, packages, coats, and all other objects out of the aisle.
   7. Help look after the safety and comfort of small children.
   8. Do not throw anything out of the bus windows.
   9. Bus riders are not permitted to leave their seats while the bus is in motion.
   10. Playing rough or harassing others is not permitted on or around the bus.
   11. Bus riders are expected to be courteous to fellow pupils, bus drivers, patrol officers, or driver assistants.
   12. It is necessary to be quiet when approaching a railroad-crossing stop.

C. After leaving the bus
   1. Cross the road when necessary after getting off the bus at least 10 feet in front of the bus. Students need to look both ways to make sure that no traffic is approaching from either direction.
   3. Be alert to danger signals from the driver.
   4. The driver will not discharge riders at other places than the regular bus stop, at the home, or at school unless given proper authorization from the parents or school officials.

D. Extra-Curricular Trips
   1. The above rules and regulations would apply to any trip under school supervision.
   2. Pupils shall respect the wishes of a competent chaperone appointed by the school.
   3. On all activity trips, during winter months, caps, boot, and gloves must accompany students.
F. Inappropriate Behavior
   1. All inappropriate behavior, insubordination, or other violation of school bus policies will be reported to the administration.
   2. The administration will meet with the students; complete a school bus incident report, which will be given to parents and bus driver.

G. School Transportation other than buses
   1. All student passengers are always to wear seat belts

ANIMALS IN THE CLASSROOM OR ON SCHOOL PROPERTY
Animals are not allowed in the Hebron Public School building without prior approval of the teacher and the administrator. Refer to School Board policies ACBC and ACBC-AR.

WEATHER CLOSINGS
In the event of hazardous weather conditions occurring in the morning before school starts and before the bus leaves for their pickup run, announcements regarding school closings will be made using Hebron School’s voice messaging system and radio station KFYR (550 AM) and KFYR television in Bismarck. Please keep your radios and televisions turned to these stations whenever the weather conditions cause any doubt as to whether or not school bus operation might be suspended. The school also asks, that you keep tuned to radio station KFYR (550 AM) whenever stormy weather develops during the day, as all of our school announcements will be made over those two stations.

Should hazardous conditions arise during the school day, or exist at the time the school busses normally depart for their return trip in the afternoon (3:15), busses will be held here in Hebron. Announcements will be made using Hebron School’s voice messaging system and radio station KFYR (550 AM) and the school administration with the help of the staff and the people of Hebron will assume the responsibility of caring for all students who live out of town.

   1. During the winter season, all parents are urged to see that their children are warmly dressed when they board the school bus. There is always the possibility that the bus could be stalled for a period of time, and in this event, warm coats, caps, gloves, and overshoes could avert serious consequences.
   2. Each day that the school bus leaves for their return trip under unfavorable conditions, the superintendent keeps track of each vehicle using the two-way radio system or by calling the different homes along the route to determine whether or not the children have been brought home. By this means, the approximate location of each bus can be established at any given time. Then too, drivers have been directed to call the main office, whenever possible to notify the school of any difficulties that would cause a change in the time schedule. Parents could help the school in this matter by calling the superintendent's office whenever their children have not arrived home within a reasonable period of time beyond the usual time of arrival.
4. On each school day morning, when the weather is threatening, the superintendent decides whether the school buses are to be sent out on their routes. The decision is not an easy one and is made only after taking several things into consideration—existing weather conditions, weather forecasts, consultations with bus drivers and local weather reports from parents living in different parts of our school district. The final decision must be made before the buses leave (shortly after 7:00am) and in the event the bus operations are suspended, the general announcement is then called into Hebron School’s voice messaging system and radio station KFYR (550 AM) and KFYR Television. The final decision is made with the knowledge that the weather conditions, even within the boundaries of our own school district, could be more severe in one area than in another. For this reason, parents are urged to use their own discretion and to keep their children home whenever they consider the conditions too hazardous to place their children on the bus.

5. In the event that a loaded school bus is stalled on cold or stormy weather; the school believes that STUDENTS SHOULD BE KEPT ON THE BUS. We have not made this hard and fast policy, because some discretion must be left to the bus drivers, and the distance from the stalled bus to shelter should also be considered. Under most conditions, however, we feel strongly that passengers should remain in the bus and await rescue.

6. WHEN BUSES ARE EXCUSED EARLY BECAUSE OF WEATHER CONDITIONS, NORMALLY, REGULARLY SCHEDULED CLASSES WILL BE CONTINUED until 3:20pm.

7. WHEN BUSES LEAVE EARLY AND/OR SCHOOL IS DISMISSED EARLY, ALL SCHEDULED PRACTICES, MEETINGS, ETC., SCHEDULED FOR THAT EVENING WILL NOT BE HELD BECAUSE OF WEATHER CONDITIONS.

FIRE AND TORNADO DRILLS
Teachers will inform students regarding the manner and place of exit in case of a fire or tornado drill. An announcement will be made over the intercom in the event of a tornado. An alarm will also sound in the event of a fire drill. When the alarm is given, all persons walk quietly to a specified area. Students do not stop for books or coats. In the prekindergarten classroom, we remember to talk about how this is ‘practice’ so we know what to do as some children tend to get frightened.

PICKING UP STUDENTS EARLY FROM SCHOOL
), unless the school is notified in advance that someone else will be picking up their children. Parents need to use the east doors of the school, for the other doors are locked during the school day.

GUIDELINES FOR SENDING STUDENTS TO SCHOOL
Parents are often concerned about their children missing school and may send a child back to school prematurely after an illness. This exposes other children and staff members to disease and the possibility for their own child to relapse or contact another illness that may "be going around" due to their already stressed immune system. Please refer to the following guidelines when considering whether to keep a child at home and when to return a child to school.
Keep a child home if he/she:

- has a fever of 100 degrees or higher*
- is nauseous and/or vomiting and/or has diarrhea
- has vomited during the night
- has been exposed to a contagious disease and is exhibiting signs/symptoms of the disease

*Refers to a temperature of 100 degrees or more without the use of Tylenol or Advil or other fever reducing medications.

COMMUNICABLE CONTAGIOUS/INFECTIONOUS DISEASES*

When any symptom of a communicable disease appears, please keep your child at home and contact the school. Any students having any symptoms of infectious disease shall be sent home from school and may not be readmitted until doctor’s written approval. This is to prevent the possibility of exposing other students and staff members unnecessarily. These diseases may include but are not limited to the following: Impetigo, Pink Eye (Conjunctivitis), Ring Worm, Scabies, and Strep Throat.

A child with **strep throat** must be on an antibiotic for 24 hours and feeling well before returning to school.

A child with **conjunctivitis (pink eye)** must be on treatment for 24 hours before they return to school.

A child with **chicken pox** may only return to school when all lesions have crusted over.

A child with **impetigo** may only return to school with a doctor’s note and 24 hours after treatment has been started.

A child with **ringworm** may return to class when the treatment has been started.

A child with **scabies** may return the day after the treatment has been started.

A child with **head lice will be allowed to stay in school. Parents will be notified and are required to provide appropriate treatment. The student will be re-checked in ten (10) days to confirm treatment was effective. Refer to school board policy FCAC for more information.**

A child with **mononucleosis** may return to school with a doctor’s note. A recommended time is 7 days at home and then 7 days of ½ day attendance at school.

A child with **influenza** may return to school as per doctor’s orders.

*These are recommendations given by North Dakota Public Health Department, Custer District Health & local health providers.

**MEDICATIONS**

Absolutely no medication will be administered to any child unless written permission and instructions from the parent are obtained.
CLOTHING
Play clothes are best for preschool. Comfortable, sturdy, washable clothing permits children the necessary freedom to participate in all activities without undue concern for spills or rips.

Keeping buckles and complicated openings to a minimum will allow success in self-care. Tennis shoes are recommended.

*Please send proper outdoor attire for both outside play and field trips. We do go out for recess all year unless it is raining or below 0 degrees.

ILLNESS AND INJURY OF STUDENT AT SCHOOL
1. The student will be cared for temporarily by staff and parent will be notified.
2. Staff will render simple first aid only.
3. If emergency medical attention is necessary, your family will be called by the school if your child will be taken to the clinic or the emergency room at the hospital.
4. No medications will be dispensed without doctor orders or parental permission.
5. At the beginning of each school term, a request form for authorization of emergency attention indicating doctor and clinic preferred will be completed by each patron.
6. Each family will be responsible for the total amount of medical expense incurred as a result of accidents or injuries at school or during curricular activities.

PLAYGROUND PROCEDURES
Our playground is designated for fun outdoor activities with rules being followed and enforced for the safety of all students.

1. Stay within the boundaries of the playground and off the streets.
2. There is an outside shed containing school playground equipment. The student who takes it out should return equipment to the shed. If students bring their own toys, they are responsible for loss, theft, or damage.
3. Slides are meant for sliding down only; no walking up, hanging over the side, or sliding down headfirst is permitted. Rocks should not be put on the slides.
4. Only touch football is allowed and is to be played in the open area to the east.
5. Basketball (which is played with 2 teams with 5 or less on each team) is to be played on the asphalt area.
6. Students should keep their whole body on the merry-go-rounds with only 3 standing on at a time. Wait until the motion is stopped before getting off.
7. There should be no standing up, parachuting, swing tag (spider), or linking legs while playing on the swings. Two students are allowed on the tire swing with feet inside the tire.
8. Climbing is allowed on the “big toy” only, (not on trees, swing poles, basketball standards, or slide support poles).
9. Students will only sit on “The Wave”.
10. Students will leave rocks, sticks, snowballs, and other dangerous objects alone.
11. **Games not allowed** include: Red Rover, Bricks, King of the Hill, Horse with jump ropes, and firearms toys or any "renamed" versions of these games.

12. **Dress code** for outside: If the playground is wet or snowy, students must wear overshoes or boots, and follow symbols on the doorway. Hats, headbands, gloves, or mittens, are required during cold weather and if it is bitterly cold outside, hats that cover the entire head are needed. Keep buttoned up until inside the building.

13. Students are to stop what they are doing and **line up quickly** when the bell rings, with hands and feet to themselves.

14. Students should immediately report **injuries** to the teacher or aide on duty. The homeroom teacher will inform parents, if necessary.

15. Ask teacher or aide on duty for **permission to go inside**

16. There is **no seniority** on the playground-- first come, first serve.

17. Everyone is expected to go outside unless he/she is **ill**, has **makeup work**, or has been detained by a teacher or the principal for **disciplinary reasons**. Otherwise, students must have a written excuse from parents stating the exact reason why the student must be kept inside. Notes are valid for one day only.

18. Students will show **pride** in their school by keeping the building and grounds free of litter.

**SCHOOL DRESS**

We take pride in the appearance of ourselves as students. Student dress reflects on the overall quality of Hebron Public School. Students are to dress appropriately while in attendance at regular classes and school-sponsored activities. Any manner of dress, which disturbs student/community values, or the educational process, will not be permitted. Articles of clothing with writing and/or pictures on them are prohibited if such material is suggestive, obscene, or advertise and/or promote the use of alcohol, tobacco products, or other harmful substances. Students are not to wear head coverings (including, but not limited to hats, hoodies, bandanas…) or sunglasses in school (exceptions will be allowed during approved spirit week activities). Students are expected to wear shirts and shoes at all times in the school building. Pocket chains are not allowed. Bare-midriff clothing, see-through clothing, and sexually suggestive apparel are not appropriate for either boys or girls during school hours. Undergarments (including boxer shorts, bra straps, etc.) must not be visible to anyone. This dress code applies to all P.E. classes as well. Any student who wears clothing, which in the classroom teacher's opinion, causes disruption or violates school dress will be asked to correct the problem and will be reported to the principal for the first offense. Any further violations will be subject to the Suspension and Detention Policy. Outer coats are not to be worn in the classroom or lunchroom. Individual classroom rules may apply.

**AQUATIC ACTIVITIES**

The only type of aquatic activities the children participate in is using the water table in the classroom.
Hebron Public School

Pre-Kindergarten Supply List

Please provide the following supplies and bring to the first pre-k session your child attends:

- ✔ School Bag/Backpack (big enough to fit boots, snow pants, folder, etc.)
- ✔ 1 24pk of Crayola crayons
- ✔ 1 Folder
- ✔ 1 Black composition notebook
- ✔ 2 bottles liquid school glue
- ✔ 1 10pk of Crayola classic markers
- ✔ 6 glue sticks
- ✔ 1 blunt-tip scissor (Fiskars)
- ✔ Plastic Pencil Box
- ✔ 1 boxes of Kleenex
- ✔ 2 containers of Clorox wipes
- ✔ 1 container of yellow playdough
- ✔ 1 extra pair of clothing (pants, shirt, socks, and underwear) in a Ziplock bag labeled with your child’s name.
- ✔ 1 pair of athletic shoes (Please label with your child’s name)
- ✔ Water bottle
- ✔ Family picture (can be printed)
- ✔ 1 pillow and blanket (full day students)
- ✔ Dress your child for the weather. Please send proper outdoor attire for outdoor play. We will be going outside as part of our day, weather permitting. Morning can be chilly so please send a jacket. During the winter season, send winter coat, snow pants, snow boots, hats, mittens, etc.

Snack: Please provide a daily snack if your child attends full day preschool. We are a peanut and tree nut free classroom (almonds, cashews, pecans, etc.).

Absences: Please call the school office in the morning if your child will be absent. The elementary office phone number is 701-878-4442.
This handbook has been made for your information. Please feel free to contact me at the school if you have any further questions. Thanks!

I look forward to a great year full of fun and learning!

Pre-Kindergarten Teacher

Kelsie Tyrrell

Handbook Acknowledgement:

I have read the Pre-Kindergarten Handbook for the 2019-2020 school year and acknowledge that I understand what is expected of me as a parent of a Pre-Kindergartener at Hebron Public School.

Parent Signature ________________________Date __________