



PERRY COUNTY PRESCHOOL AND CHILDCARE PROGRAMS



Parent and Student Handbook 2023-2024

MUSKINGUM VALLEY ESC GOVERNING BOARD

Keeping with the tradition of maintaining local control of public schools, Muskingum Valley ESC operates under the oversight of a locally elected Governing Board. The daily operations of Muskingum Valley ESC are conducted through the superintendent, treasurer and other administrators.

Current Board Members

Ed Penrod, President
Brian Hill, Vice President
Robert Doughty
Larry Good
Barb Hansen
Michael Smith
Sharon Slowter



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Purpose

The purpose of the Parent and Student Handbook is to give parents and students an understanding of the general rules and guidelines for the childcare program. It is important to read through the document thoroughly and ask questions concerning items that are not clear. **All parents or guardians are expected to sign and return the Handbook Agreement form that will be provided upon enrollment.**

Contacts

The Muskingum Valley Preschool-Perry County Program serves students ages 3-5 in the New Lexington, Northern Local, and Southern Local School Districts. We have 16 classrooms in the following locations:

Junction City Elementary
307 W. Poplar Street
Junction City, OH 43748
(P) 740-343-0680

New Lexington Elementary
2550 Panther Drive
New Lexington, OH 43731
(P) 740-343-0680

Millcreek Elementary
10397 State Route 155
Corning, OH 43730
(P) 740-721-0520

Sheridan Middle School
8660 Sheridan Drive
Thornville, OH 43076
(P) 740-743-6680

Somerset Elementary
100 High Street
Somerset, OH 43783
(P) 740-743-6686

Thornville Elementary School
70 E. Columbus Street
Thornville, OH 43076
(P) 740-246-6636

Panther Cub Academy Childcare
1605 Airport Rd.
New Lexington, OH 43764

The preschool office is located at:

Muskingum Valley ESC- New Lexington Office
1605 Airport Road
New Lexington, OH 43764
(P) 740-343-0680
(F) 740-343-0683

Lisa Gormley, Early Childhood Coordinator/Supervisor
lisa.gormley@mvesc.org
(P) 740-343-0680 ext.

Mission Statement

Muskingum Valley Preschool-Perry County Programs connect with children and families to create high quality, affordable programs, to contribute to kindergarten readiness for all students.

Vision Statement

Our vision is that all our communities' most precious assets—our children—will have access to high quality early childhood programs and to develop a life-long love of learning.

Program Philosophy

We believe that children learn best through play and hands on experiences that encourage self-discovery, confidence, and independence. There is a balance of adult directed and child selected activities. Opportunities are planned to be respectful of each child's age, abilities, and family background. Our program offers health and educational services to all children. Specialized services will be offered to children with specialized needs.

Our goal is to provide programs that promote physical well-being and encourage the social, emotional, intellectual, language and aesthetic development of young children. This is based on Ohio's Early Learning and Development Standards.

Each preschool classroom teacher has obtained a degree in education and is knowledgeable about the development of young children. All staff members participate in on-going professional development opportunities to increase their knowledge of early childhood practices, health-related topics and state mandated in-services in order to create a safe and nurturing environment. Our team consists of parents, teachers, therapists, and community agencies who work toward a common goal of providing services for children. We encourage family involvement in each classroom as we strive to be partners in education. We believe in a strong partnership between home and school. We provide early childhood services because research confirms the value of children having a firm foundation and its impact on future learning.

Code of Ethics

General Statement

We are committed to supporting each child's optimum social, emotional, intellectual, and physical development within a safe, healthy, and enriched environment. We will respect the racial, ethnic, religious, cultural, and social-economic differences of all children, parents, and others with whom we work. We will maintain confidentiality in our dealings with children, parents, and colleagues. We will avoid misrepresentation of our professional skills, qualifications, and affiliations. We have the right and obligation to share in the maintenance of the ethics of our profession.

Families

We will respect families' rights to make decisions for their children and will uphold their beliefs and practices whenever possible. We will be aware that not only the family, but also other people and experiences influence the development and attitudes of the children in our care. When conflicts arise between parent and early childhood educators concerning generally accepted professional and/or developmental practices, we will make every attempt to clarify the issues for the parent through education and communication.

Children

We will uphold the principle that the early childhood educator's primary professional responsibility is to the child. Even though working with children may satisfy our own emotional needs, the child's total development will remain our primary concern. Because we believe that everyone has the right to feel that he/she is a worthwhile human being, we will treat each child with respect and dignity. We will not mentally, physically, or emotionally abuse the child in any way. We believe in positive, productive discipline and guidance as the means for dealing with inappropriate behavior.

Colleagues

We uphold the right of every early childhood educator to participate in an evaluation process which compares current job performance to job expectations, and the right to written grievance procedures. We are committed to seeking and providing opportunities for personal and professional growth. We support cooperation among all early childhood professionals.

(As adopted by the Ohio Association for the Education of Young Children)

Curriculum & Assessments

Muskingum Valley Preschool-Perry County Programs are licensed and monitored by the State Department of Education, Office of Early Learning and School Readiness (ELSR). Each preschool site participates in Ohio's Quality Rating and Improvement System (Step Up to Quality). Step Up to Quality program standards are based on national research identifying standards which lead to improved outcomes for children.

Curriculum

We are required to provide a developmentally appropriate, comprehensive curriculum that aligns with Ohio's Early Learning and Development standards—our program has adopted the DIG: Develop, Inspire, Grow curriculum. Panther Cub Academy and preschool classrooms at Southern Local use Frog Street Curriculum.

Screening and Assessment

We provide a look at your child's progress through many means. We are required by the Ohio Department of Education (ODE) to conduct developmental screenings on each child upon entry to preschool. Students will be screened using the Brigance Early Childhood Screen for ages 3-5 years. Classroom teachers will use the results to determine areas of strength and areas of need for each child. Screenings typically take place at the beginning of each school year or upon entry into the program. Student progress is also monitored and measured throughout the school year using a variety of methods. One of those methods is Ohio's Early Learning Assessment (ELA), which is required by ODE. This assessment is designed to be ongoing and to take place in a child's natural classroom environment. Students are observed throughout their day and evidence is documented and scored based on criteria set by the ELA. The data is used to aid teachers in determining where children are in their readiness for kindergarten. Information is confidentially reported to ODE two times each school year. Our program will also use a curriculum-based assessment that aligns with the ELA and the Early Learning and Development Standards to ensure each child is making progress toward kindergarten readiness. We provide on-going progress monitoring through progress reports. We will share your child's progress with you three times each school year: fall, winter, and spring.

Learning Centers

In order to give children in an early childhood program broad experiences and the opportunity to make choices about their activities, learning centers are developed and maintained in each classroom. Some examples of learning centers include dramatic play area, block area, library/literacy area, math area, science area, and art area. Each area contains materials that may be changed based on the learning taking place. Some areas include materials that allow free exploration and/or play so that each child designs his or her own learning. Materials are rotated frequently so that children have new opportunities and experiences.

PLAY IS THE WORK OF YOUNG CHILDREN-----THEY LEARN THROUGH PLAY

Dress/Snacks/Lunch/Rest Time

Dress

Children should be dressed for play and appropriately for the weather. A change of appropriate-fitting clothing must be provided by the parent, to be left at the school. This includes a top, bottoms, underpants, and socks. Items are kept in a zip lock bag and clearly labeled with the child's name. Please keep in mind changes in weather. Teachers may request warmer or cooler items depending on the season. Infants, toddlers, and preschoolers with special needs may also require toileting supplies. **It is the responsibility of the parent/guardian to supply diapers, wipes, and any other necessary toileting supplies needed. Students may be sent home from school and not permitted to return until parent(s)/guardian(s) provide extra clothes and/or diapers and wipes, as needed.** All other items such as book bags, lunch boxes, etc. must be labeled with the child's name. Any items not labeled will be labeled by the teacher/educational assistant. We will not be responsible for lost or damaged clothing. Donations of spare clothing sizes 3-6, particularly pants and underwear, would be greatly appreciated.

Breakfast/Lunch, and Snacks

Breakfast, lunch and snacks are served daily at each preschool site. Daily snack menus will be displayed in each classroom and school lunch menus will be sent home and be displayed in each classroom. Free and Reduced Lunch Forms are available at each school office, if applicable. Some districts offer free lunches to all students. Children are encouraged to try new foods and will occasionally participate in the preparation of their own snack. **Please note that if your child arrives after 9:30 AM, they will be required to have a packed lunch as the lunch count has already been taken and reported to the cafeteria for that day's meal. Also, breakfast will not be served after 9:30 AM.**

Ohio's Preschool Licensing requirements state that every lunch must include a minimum of one food from each of the four basic food groups, and at least one third of a child's recommended daily dietary allowance. The following information specifies the four basic food groups necessary to meet the nutritional requirements.

Food Group
1 Meat/Meat Alternative
1 Vegetable
1 Fruit
Grain
Milk

When you pack your child's lunch, please include foods from the four food groups and amounts based on the chart above. **Please do not send soda pop or candy in your child's lunch.**

Infant food and/or formula provided by parents must be labeled with the child's name and date prepared. If breast milk is provided by the parent or guardian, it shall be labeled with the child's name, date expressed, date of receipt, and shall be immediately refrigerated. Formula provided by the parent shall be labeled with the child's name, the date of receipt, and immediately refrigerated. Breast milk or formula shall not be stored for more than twenty-four hours. The unused portion of formula, breast milk, or food remaining in the container from which the infant has been directly fed shall not be reheated or served a second time and shall be discarded.

Rest

Ohio's Preschool Licensing requires a quiet period after lunch in the early afternoon. Individual cribs/cots/rest mats will be provided. While we do not require a child to sleep, all must rest for a period before they are to continue with other activities. Your teacher may request a small blanket and/or small pillow be brought from home for this time. This will be communicated to you by the classroom staff.

Parent Involvement: Ways you can help

Parents are the first and most important teachers in their child's lives. Parents have the right and responsibility to be involved in their children's care and education. Our staff works in partnership with families to encourage participation in their child's education by providing varied opportunities for involvement which will meet the needs for all families.

We **welcome** and **need** your help in the following areas:

- a) Conferences—communication between parents and teachers is vital for your child's success. Program parent-teacher conferences are held twice a year. Your child's progress will be discussed and any questions you have will be answered. If you wish to meet with the teacher any other time during the school year, please feel free to make arrangements with the classroom teacher.
- b) Parent meetings and family gatherings—these are planned periodically throughout the school year. Some events involve the whole family while other events provide a speaker for parents with childcare provided for the children.

Volunteering

*Note—no volunteer will ever be left alone with children without a staff member present.

Volunteers can:

- a) Help in the classroom: at different centers, help with book bags and coats, help with the restroom, playground, set up snacks, set up activities, participate in songs and activities, help with lunch time and clean up (this may require a background check and must be approved by the building principal and/or program director).
- b) Make things at home—snacks, classroom materials, etc.
- c) Phone tree—call a small number of parents to share information or to remind of special events, etc.

Admission/Enrollment/Withdrawal

Muskingum Valley Educational Service Center does not discriminate in enrolling children based upon race, color, religion, sex, national origin, or handicap. However, in order to maintain preschool staff/child ratio at all times, enrollment at a childcare or preschool center may be closed after reaching maximum capacity. All remaining un-enrolled student names will go on a waiting list to be placed as space becomes available. (Admission to Panther Cub Academy childcare will be limited to New Lexington district employees and MVESC employees working in New Lexington schools. Children must be between the ages of 6 weeks and 36 months to be eligible to attend.)

Our goal is to serve children prior to their Kindergarten year

Preschool Program Enrollment Process

Children will be enrolled in the preschool program on a priority basis based on the criteria below.

1st Priority:	4-year-olds in district (Age 4 by October 1 st of the current school year.)
2nd Priority:	4-year-olds who live out of district and whose <u>parents</u> are employed by the district
3rd Priority:	3-year-olds (3 by August 1 st of the current school year) whose parents are employed by the district
4th Priority:	3-year-olds (3 by August 1 st of the current school year) in district
5th Priority:	4-year-olds who live out of district (older siblings who are open enrolled in K-12 considered first)
6th Priority:	5-year-olds who live in district if spots are available. **The number of 5-year-olds will be limited in each district.
7th Priority:	3-year-olds who live out of district (if spots are available)

A monthly tuition rate will be based on a sliding fee scale, please see the tuition section of the handbook for detailed information.

Muskingum Valley Preschool-Perry County Programs will provide services to preschool children with disabilities in the least restrictive environment. A preschool classroom is available free of charge to those children who are eligible for an Individual Education Program (IEP). The services available are reflective of the qualifying condition. **If you have concerns with your child's development, please contact the preschool office at 740.343.0680 to make a referral.**

Admission

In order to be considered for admission, you must complete an enrollment packet and provide all required documentation (proof of income, birth certificate, immunization record, and if applicable, custody paperwork). All forms must be complete to ensure your child is admitted to the preschool program.

Withdrawal

Should a parent decide to withdraw their child from a preschool program, it is necessary for the early childhood supervisor or the preschool teacher to be notified prior to withdrawal. The child's cumulative record may be the property of the parent, if requested. A child is considered withdrawn from the program after six consecutive missed days. You must notify the teacher if your child is going to be absent or out for a number of days.

If one parent has legal custody of the child, it is imperative that we be made aware of the arrangements. It is the parent's responsibility to inform the preschool staff if there are custody agreements, guardianship agreements, or court orders which will affect your child's enrollment in our preschool. You are required to provide a copy of the pertinent documents for our files.

Full-Time Attendance Policy

Muskingum Valley Preschool-Perry County Programs serve a limited number of children. Once spots are filled based on the enrollment policy, children who did not receive a spot are placed on a waiting list. When you choose to accept a spot in one of our classrooms, you agree to attend on a full-time basis. Each child will attend at least two full days each week. If at any time, a child begins attending less than full-time, he/she may be replaced by a child who is on /or will be on the waiting list for that class.

Tuition Policy

Muskingum Valley Preschool-Perry County Programs uses a sliding scale based on family size and income to determine individual family cost. The fee schedule will be reviewed annually. Income is verified by the previous year's federal income tax return, as required by the State Department of Education. If a family's income is at or below 200% of the federal poverty level, grant funds can be used to offset tuition costs. If you do not file a federal income tax form, you will be asked to provide documentation on how you meet basic living costs. Remaining costs of the preschool program are covered by the local school districts (New Lexington, Northern, and Southern) and tuition dollars.

NOTE: All school districts are required to offer a program for children, ages 3-5, with identified special needs, at no cost. Therefore, if a child with an IEP receives center-based preschool services, no tuition is charged. In some cases, a student may attend a center-based program as a typically developing child but have an IEP that requires services outside of class. That child would not pay tuition.

How to Pay

Tuition is divided into 9 equal payments and is due the first day of the month. *The first payment is due September 1st and the last payment is due May 1st.* Please make check or money order payable to *Muskingum Valley ESC*. No cash please. You will receive one payment book per school calendar year. If lost, a replacement book may be purchased. **All payments are to be in check or money order form and sent to: MVEESC Preschool-Perry County Programs, 1605 Airport Rd., New Lexington, OH 437464.** You may call 740-343-0680 to make a payment using a credit card.

Your tuition is paying for a spot in a preschool classroom. Therefore, you are responsible for the full amount each month, **regardless of the total number of days attended.** Calamity days and holidays have been taken into consideration when setting tuition costs.

Important: Tuition reminder letters will be sent out by the 15th of each month to those families who have outstanding balances. If you do not respond to that reminder by the end of the month, your child may be withdrawn from the classroom and your child's space may be given to the next child on the waiting list.

- There is up to a \$25.00 service charge for returned checks due to non-sufficient funds.

- **There will be no reimbursement for days missed or withdrawing your child before the month ends.**

NOTE: Families not qualifying for free tuition that begin to have financial hardships or extenuating circumstances may request a tuition waiver. The form is available upon request from the preschool office. The waiver form must be accompanied with documentation to verify your circumstance. The Muskingum Valley ESC Preschool Administrator must approve all fee waivers or reductions.

Monthly Tuition Payment Schedules

Northern Local

New Lexington

%	Category	Monthly Rate	Yearly Rate	%	Category	Monthly Rate	Yearly Rate
300	X	\$154.00	\$1386.00	300	X	\$230.00	\$2070.00
275	IX	\$138.00	\$1242.00	275	IX	\$230.00	\$2070.00
250	VIII	\$119.00	\$1071.00	250	VIII	\$230.00	\$2070.00
225	VII	\$100.00	\$900.00	225	VII	\$230.00	\$2070.00
200	VI	\$86.00	\$774.00	200	VI	FREE	FREE
185	V	\$68.00	\$612.00	185	V	FREE	FREE
175	IV	\$53.00	\$477.00	175	IV	FREE	FREE
150	III	\$34.00	\$306.00	150	III	FREE	FREE
125	II	FREE	FREE	125	II	FREE	FREE
100	I	FREE	FREE	100	I	FREE	FREE

*Tuition is listed for 4-day, \$100 deducted with voucher for 2-day

****Southern Local and Panther Cub Academy– No Tuition (scale not provided)**

Student Records and Required Forms

In order for home and school to work together effectively to educate your child, there are certain responsibilities that parents have. Some are required by the state, some are strongly suggested by us, and all are necessary!

All personal record forms and permission forms must be turned in before the child can begin class. These forms need to be filled out by the parent or legal guardian:

1. Custody Papers (if applicable)
2. Applicable Permission Forms for:
 - Permission to assess
 - Transportation
 - Field Trips
 - Photographing, Videotaping, Social Media
 - Roster (class list availability by request)
 - Health Screenings
 - Sharing child’s information with appropriate agencies.
3. Emergency Medical Authorization-MUST BE ON FILE FIRST DAY OF SCHOOL
4. Birth Certificate- MUST BE ON FILE FIRST DAY OF SCHOOL

5. Shot (immunization) Records-MUST BE ON FILE FIRST DAY OF SCHOOL
6. Health Record Form-MUST BE ON FILE WITHIN FIRST 30 DAYS OF ATTENDANCE**

7. Dental Record Form-MUST BE ON FILE WITHIN FIRST 45 DAYS OF ATTENDANCE

****Health Record Form** – this form must be signed, dated by the physician, and turned into the school within the first 30 days of attendance. If this form is not turned in by this date, the child will be excluded from class until the form is turned in to the preschool teacher or the preschool office. A medical record can stay effective for 13 months from the date of the exam.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose

directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

PPRA

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 1. Political affiliations;
 2. Mental and psychological problems potentially embarrassing to the student and his/her family;
 3. Sex behavior and attitudes;
 4. Illegal, anti-social, self-incriminating and demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

TITLE IX

The Board of the Muskingum Valley Educational Service Center does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. Muskingum Valley ESC's Title IX Coordinator is:

Adam Copeland, Director of Operations
205 North 7th Street
Zanesville, Ohio 43701
adam.copeland@mvesc.org
740-452-4518, extension 1151

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information set forth above. It is a violation of Muskingum Valley ESC's policy to file a false Formal Complaint, make a false statement, or submit false

information. The Muskingum Valley ESC Policy, Nondiscrimination on the Basis of Sex in Education Programs or Activities is located in the appendix section of the Muskingum Valley ESC employee handbook.

Student Record Confidentiality

Individual files are kept for each student at the school site. Access to files is limited to appropriate program staff and Ohio Department of Education staff for licensing and grant audits. Parents may review or request copies of all information in their child's file at any time. Student files are forwarded to the school building and teacher when the child transitions to another preschool classroom or to kindergarten.

Documentation of screenings and assessments are kept in each student's file. Results are shared with parents during conferences or at other times throughout the year as appropriate. Screenings and assessments are used for planning lessons and individualizing activities to best meet each student's needs.

Parental permission is obtained prior to releasing records, including screening and assessment results, to persons outside of the agency.

Safety Policy

1. Parents are responsible for making staff aware of their child's arrival and departure. A change of transportation arrangements will not be allowed unless written permission is given by the parent.
2. When an accident or injury occurs which requires emergency transportation of a child for medical treatment, parents will be notified as soon as possible. An incident report will be completed with a copy given to the parent and a copy kept on file at the preschool.
3. If a minor injury occurs to a child, the staff will inform the parent with a written note.
4. No child will be left alone or unsupervised.
5. The staff is required by Ohio law to report to Perry County Children Services real or suspected child abuse and/or neglect. Please inform the teachers of accidents and/or minor injuries that occur while the child was not in school. If suspicious marks or comments are observed, the staff member is required to report these observations. The parent/guardian will not be contacted by the staff member. Please keep the teachers informed.
6. Fire and tornado procedures are posted in each room by the door. Fire drills are conducted monthly throughout the year. Tornado drills are practiced twice per year.
7. Please call the school before class if your child will be absent from school that day. If the school is not contacted regarding a student absence, a staff member is required to notify parents within two hours of the start time that their child is not in school.

8. To keep our students and staff safe, there is to be no animals brought onto the school premises including the playground area. Animals used for medical purposes are permitted.

Search and Seizure

Schools recognize that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The School acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks cubbies and lockers, for that purpose. Such spaces remain the property of the School and, in accordance with law, may be the subject of random search, where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The School directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

The building principal/preschool supervisor shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

Internet Safety

It is the intention of the Muskingum Valley Educational Service Center's Board of Education to protect both the students and the MVESC computer systems. Students using school computers, the computer network, and other electronic messaging systems must follow approved guidelines of behavior. The purpose of this guideline is to identify the limitations on privacy and the general restrictions applying to the use of computers and electronic messaging systems of the Muskingum Valley ESC.

Access to the Muskingum Valley ESC's Network is provided as a privilege. In order to continue enjoying access to the Network, student must take responsibility for appropriate and lawful use of this privilege. Students are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other school setting. While the Muskingum Valley ESC may make reasonable efforts to supervise student use of Network access, the ultimate responsibility for exercising and promoting responsible use of this access is that of the student.

This shall constitute the Muskingum Valley ESC's Computer Network and Internet Acceptable Use for Students ("Guideline"), and applies to all students who use or otherwise access the Network. A copy of this guideline shall be provided to students. As used in this guideline, "network" refers to interconnected computer systems, computer equipment, computer programs, the Internet, electronic mail, IP- or Internet-based telephone systems, and related communication technologies.

Each student is responsible for reading and abiding by this guideline. If you have any questions about the provisions of this guideline, you should contact your teacher or the Director of Technology Services. Any use of your account that violates this guideline may result in your access being withdrawn and/or additional disciplinary action in accordance with MVESC disciplinary policies.

Homeless Students

Children who meet the Federal definition of "homeless" will be provided a free appropriate public education in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include those who meet any of the following criteria:

- A. share the housing of other persons due to loss of housing, economic hardship, or similar reason
- B. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations
- C. live in emergency or transitional shelters
- D. are abandoned in hospitals
- E. are awaiting for foster care placement
- F. have a primary night time residence that is a public or private place not designed for or ordinary used as a regular sleeping accommodation for human beings, or
- G. live in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting

Additionally, pursuant to Federal and State law, migratory children who are living in circumstances described in A-G above are also considered homeless.

Homeless preschool-aged children and their families shall be provided equal access to the educational services for which they are eligible, including preschool programs administered by the School District.

The District shall remove barriers to the enrollment and retention of homeless students in schools in the District. Homeless students shall be enrolled immediately, even if they do not have the necessary enrollment documentation such as immunization and health records, proof of residency or guardianship, birth certificate, school records, and other documentation.

Homeless students will be provided services comparable to other students in the District including:

- A. transportation services;
- B. educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- C. programs in vocational and technical education;
- D. programs for gifted and talented students; and
- E. school nutrition programs;
- F. before- and after-school programs.

Homeless students have the right to remain in their school of origin or the local attendance area school, according to the child's best interest. The school of origin is the school that the student attended when permanently housed or last enrolled. The local attendance area school is any public school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.

Homeless students have the right to dispute their school assignment, if their assignment is other than their school of origin. In determining the best interest of the student, the District shall, to the extent feasible, keep the student in the school of origin, except when doing so is contrary to the wishes of the homeless student's parent or guardian or the unaccompanied youth. If the student is sent to a school other than the school of origin or a school requested by the parent or guardian, a written explanation, including a statement regarding the right to appeal, will be provided to the homeless student's parent or guardian or the unaccompanied youth.

The Board of Education requires that these rights and the dispute process be communicated to the parent or guardian of the homeless student or unaccompanied youth.

In addition to notifying the parent or guardian of the homeless student or unaccompanied youth of the rights described above, the District shall post public notice of educational rights of children and youth experiencing homelessness in each school.

At the request of the parent or guardian, or in the case of an unaccompanied youth, the local homeless liaison, transportation shall be provided for a homeless student to and from the school of origin as follows:

- A. If the homeless student continues to live in the School District in which the school of origin is located, transportation will be provided in accordance with District policy/administrative guidelines.
- B. If the homeless student moves to an area served by another district, though continuing his/her education at the school of origin, the district of origin and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin. If the districts cannot agree upon such a method, the responsibility and costs must be shared equally.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with

the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths.

The homeless liaison will assist, to the extent feasible, the homeless students and their parent(s) or guardian(s) or unaccompanied homeless students in their efforts to provide documentation to meet State and local requirements for entry into school.

All records for homeless students shall be maintained so that they are available in a timely fashion and can be transferred promptly as necessary.

No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

Field Trip Policy

Whenever students will be transported away from the school environment via a school bus, a permission form will be sent home with each student. No child will be permitted to go on a field trip without a signed permission form from the parent/guardian. Details regarding each field trip will be sent home along with the permission form. The Muskingum Valley Preschool-Perry County Programs has additional policies regarding field trips:

1. All students who are enrolled in a Muskingum Valley Preschool-Perry County Program must ride the school bus to the field trip destination. Depending on space, parents/guardians are able to ride the bus along with the child. However, siblings are not permitted to ride the school bus.
2. Students are permitted to ride home from a field trip with a parent/guardian, grandparent or chaperone of the student with a signed permission from the parent/legal guardian. Students are **not** permitted to ride home with another student's family unless they fall within the guidelines listed above.
3. Before a student departs from the field trip, they must be signed out through the classroom teacher.
4. There is a NO SMOKING policy on field trips. While each school environment is a smoke free area, this also applies for any field trips. This is for the safety and security of the students. This applies for the bus ride to/from the field trip locations as well as the field trip destinations.

Each student will be supplied with a name tag to wear that identifies their first name, school's name, school's address, and telephone number. It is strongly suggested and sometimes mandatory that a chaperone accompany each student on a field trip. This is to keep your child's safety top priority.

There are times preschool will hold preschool-sponsored family days on days when school is not in session. Parents will be responsible for transporting and chaperoning their children during those events.

Bus Information and Safety

Transportation

Transportation is available for children residing within the district or you may transport yourself. Preschool aged students will follow the elementary bus routes within each school district. If you have any busing questions or concerns, you may contact the bus garage within your local district.

Parents must accompany children to the bus and meet them upon return. **Transportation may be denied if parents or caregivers do not fulfill this responsibility.** Toys should not be sent on the school bus unless they can be placed inside the child's book bag.

Each student who is riding the bus to/from school is required to have a bus tag on their back packs. This is to identify them as a preschooler and will have their appropriate bus numbers on them. Their physical home address will not be identified on their bus tags.

Bus Rules

At the beginning of the school year or upon entrance, each family will receive a copy of the local school district's bus rules. It is important that you read the rules and review them with your child. After you have reviewed the bus rules with your child, please sign and date the attached slip and return to school. Bus transportation is a privilege not a right! Preschool aged students are expected to follow the same rules as elementary aged students.

Discipline/Management Policy

Behavior

The Muskingum Valley Educational Service Center policy on the discipline of children aligns with the program's goals and standards to encourage children to develop socially, emotionally, physically and intellectually.

Positive social development is encouraged through appropriate environment, daily programs, activities and experiences, supportive interactions and partnerships with families. The program further supports this development by using the many behavioral events that occur throughout the day as opportunities to teach, praise and reward positive behaviors.

We recognize that most preschool students do not have difficulty with controlling their behavior. However, if a child demonstrates difficulties in this area, our primary strategy is to continue working with students to redirect them back to task and keep them working on their educational activities. At times, however, due to the frequency, intensity or duration of their challenging behavior, it is necessary to intervene physically with the child. Interventions that may be used include:

Graduated manual guidance (GMG) means the use of brief, physical contact to assist a student in completing a task/response. GMG is a teaching technique using, for example, hand-over-hand physical prompts or arm and wrist support to teach children how to engage in a desired activity. Other examples include:

- physically assisting children to use utensils during meals and snacks;

- physically assisting children to restore the environment they have disrupted (e.g., pick up toys that have been thrown).

Physical Escort is a form of GMG that involves the temporary touching or holding of the hand, wrist, arm, shoulder, waist, hip or back for the purpose of encouraging a student to move to a safe location. Other examples include:

- holding a child's hand to encourage walking instead of running;
- assisting children who drop to the floor to a standing position, and providing support to move from one place to another (It may be necessary to carry children who refuse to walk. It is preferable for two staff members to assist in escorting children rather than carrying them.);
- physically guiding children to return to their chairs during instruction or meals.

Additional Forms of Appropriate Physical Contact would be reserved for the following or similar purposes:

- to calm or comfort a student;
- to break up a fight between students;
- to knock a weapon away from a student's possession;
- to prevent an impulsive behavior that threatens the student's immediate safety or the safety of others.

A common classroom scenario might involve sitting directly behind the chair of a student while assisting them in completing an assignment. If they were to become agitated or upset, gently hugging or holding the hands would be used to help calm and comfort the student.

Time out is used as a reductive technique where the student is temporarily removed from the reinforcing aspect of the classroom experience. It is reserved for instances of inappropriate behaviors toward self, staff or other students, at which time that student would be escorted to a padded corner designated for that purpose for a brief, two-minute period. In certain circumstances, time out also may occur in a chair that is turned to remove them from the reinforcing aspect of the activity. If the time out occurs outside of the classroom, the use of a chair may be necessary, but if possible, the student should be moved to a location where a corner mat is available to implement time out.

Time-out blocking (TOB) is to be used initially if a child is resistant to staying in the time-out corner. The adult will face away from the child but will back closely to them with arms pointed down and back. This allows the adult to remain in proximity of the student, limit the amount of reinforcing contact, but still provide a clear boundary for the student to remain within.

Any other uses of time out or use of other restrictive behavioral interventions will require written plans with parental approval and training of staff to assure proper implementation.

Physical Restraint is reserved for instances when the student's behavior poses an immediate risk of physical harm to the student or others, and no other safe or effective

intervention is available. Examples of behavior that would require physical restraint may include:

- students who are aggressively attacking other students or staff;
- students who are emotionally distraught (i.e., having a meltdown) who throw themselves recklessly from chairs, steps, tables or thrash on the floor;
- students engaging in self-injurious behavior (SIB).

In these circumstances, staff members are provided training in how to safely and efficiently engage small children from behind in a seated basket hold. The children's arms are to be crossed across their upper chests, and they are to be held loosely by the wrists from behind. A second adult may be used to help secure the students' feet if necessary. This may occur seated on the floor or in two chairs if possible. De-escalation and calming procedures are used to minimize the restraint period, but students are not released until they demonstrate ready behaviors (e.g., relaxed muscle tone, calm breathing and acknowledgement of readiness to return to normal activity).

PRONE (FACE DOWN) RESTRAINT IS STRICTLY PROHIBITED. CARE IS TAKEN ALWAYS TO ENSURE THE STUDENT'S ABILITY TO BREATHE IS NOT COMPROMISED.

Incidents of physical restraint will be reported to the office as soon as the student is safely maintained and the teacher can make the appropriate phone calls to notify a parent or legal guardian. The phone report should be thorough but kept brief to maintain the integrity of the classroom. A detailed, written report shall be made available to parents within 24 hours, and a copy will be maintained in the classroom (Prior Written Notice – PR01).

All discipline policies are in accordance with Ohio Administrative Code 3301-32-09.

Throughout the year, anyone involved in a student's education or on the student's IEP team may ask to call a meeting to discuss recent behaviors, behavior plan, changes taking place at home or school, etc. It is imperative that both home and school work together toward both academic and behavioral issues to help the student succeed. All students will have the option of using a "safe zone" when necessary. The "safe zone" is an area within the classroom where a student can relocate to practice previously taught calming strategies.

Zero Tolerance, Removal, Suspension, Expulsion

The Governing Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this Educational Service Center, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent

handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973.

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Center official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

- 1) "Emergency removal" shall be the exclusion of a student who poses a continuing danger to Center property or persons in the Center or whose behavior presents an on-going threat of disrupting the educational process provided by the Center. (See Policy 5610.03 "Emergency Removal")
- 2) "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the Center's instructional program for a period not to exceed ten (10) school days. Suspension shall not extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year.
 - a) The Superintendent may instead require a student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The student shall be required to begin such community service program or alternative consequence during the first full week day of summer break.
 - b) In the event, the student fails to complete the required community service or the assigned alternative consequence, the Superintendent may determine the next course of action. Such course of action, however, shall not include requiring the student to serve the remaining time of the suspension at the beginning of the following year.
 - c) The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Policy [5611](#) - Due Process Rights.
 - d) A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension provided the student completes all required assignments missed.
- 3) "Expulsion" shall be the exclusion of a student from the schools of this Center for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy [5611](#) "Due Process Rights".

A) Firearm or Knife

- i) Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the Center.
- ii) A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.
- iii) A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.
- iv) The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:
 - (1) Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);
 - (2) The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student's intent and awareness regarding possession of the firearm or knife; and/or
 - (3) The academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

b) Violent Conduct

- i) If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:
 - (1) would be a criminal offense if committed by an adult; and
 - (2) results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6)
- ii) The Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.
- iii) The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:
 - (1) Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability); or
 - (2) other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.
- iv) If at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all the remaining period to the following school year.

c) Bomb Threats

- i) If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.
- ii) The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:
 - (1) for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs; or
 - (2) other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the

imposition of any prior discipline imposed for behavioral problems.

iii) If at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all the remaining period to the following school year.

4) "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. (See Policy 5610.01)

If a student is expelled for more than twenty (20) school days or for any period that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

If the Superintendent determines that a student's behavior on a school vehicle violates school rules, s/he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process and the Student Code of Conduct/Student Discipline Code.

The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school which may include alternative educational options.

The Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion must be imposed for the same duration it would have been had the student remained enrolled.

The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio center or an out-of-state center, if the student's expulsion period set by the other center has not expired. The expelled student shall first be offered an opportunity for a hearing. This provision also applies to a student who is the subject of a power of attorney designating the child's grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child's grandparent and is seeking admittance into the schools of this Center in accordance with Policy 5111.

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio center, if the student's suspension period set by the other center has not expired. The suspended student shall first be offered an opportunity for a hearing before the Board.

In addition to following the requirements and procedures set forth for all students in Policy [5610](#), the Governing Board shall also abide by State and Federal laws and regulations when disciplining students with disabilities through removal by suspension and/or expulsion.

According to Preschool Licensing Rules (ORC Section 3301-37-10)

1. There shall be no cruel, harsh, corporal punishment or any unusual punishment such as, but not limited to, punching, pinching, shaking, spanking or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, box or similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about either the child or the child's family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
7. Discipline shall not include withholding food, rest or toilet use.
8. Techniques of discipline shall not humiliate, shame or frighten a child; and
9. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability. The child shall be within sight and hearing of a staff member in a safe, lighted and well-ventilated space. This may include sitting in a chair away from the group to allow for "think-time".

Emergency and Medical Policies and Procedures

Each preschool student must have an Emergency Medical Form or Health Record Form. The Emergency Medical Form is required for the first day of school - no exceptions. Children will be excluded from class until the Emergency Medical Form is on file with the teacher. This information must be updated as soon as any changes occur, because if an emergency should arise, current phone numbers, etc. are critical.

Parents are responsible for informing the school of the child's medical problems, such as allergies, etc. The school needs to know what to do if such a medical problem should occur (special medication to take, or special procedures to follow). The teachers will develop a list of medical alerts to share with appropriate personnel.

All emergencies or major accidents shall be called to the attention of the person in charge (teachers or building supervisor). As needed, said person will call 911, and notify the parent.

Administering Medication

Muskingum Valley Preschool-Perry County Programs encourages parents to give their child any needed medication at home. However, if it is absolutely necessary to give medication during the school day, the following guidelines must be followed:

- a) The form (Request to Administer Medication) must be completed and on file at school before any medicine will be given. Records are kept confidential.
- b) When the parent delivers the medication to the appropriate school personnel, the quantity of medication received must be verified by count or other methods and the date verified. Medication must be in the original container.
- c) A complete record of dispensing of medication will be kept on file, including who gave medication, the dosage, and what time.
- d) The physician will be called in case of confusion or questions. The medication will be given only after all questions are resolved.

Please note: the school staff will not place topical medicine, such as Benadryl, sunscreen, etc. on students without written permission from a parent/guardian or physician.

A physical exam is mandatory prior to the date of enrollment (no less than 30 days from the first day of school or enrollment). It needs to be updated each year of enrollment—1 year from the date of the previous physical exam. Required “blood work” (i.e., Lead, Hematocrit, etc.) are only required on the initial physical form.

Please review the form carefully to be sure that your doctor has completed all the required sections and signs the form.

The Perry County Health Department will assist with immunizations. Please call 740.342.5179 for more information.

Immunizations for Child Care, Head Start and Preschool Attendance

Please follow the following link to the ACIP Easy-to-read Immunization Schedule for Infants and Children ^{1,2}

<http://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf>

Ohio Revised Code 5104.014, Division B:

Each child's³ caretaker parent shall provide to the center, home, or in-home aide a medical statement, as described in division (D) of this section, indicating that the child has been immunized against or is in the process⁴ of being immunized against all of the following diseases:

Ohio Revised Code 5104.014, Division C:

A child is not required to be immunized against a disease specified in Division (B) of this section if any of the following is the case:

1. Immunizations against a disease is medically contraindicated for the child;
2. The child's parent or guardian has declined to have the child immunized against the disease for reasons of conscience, including religious convictions;
3. Immunization against the disease is not medically appropriate for the child's age.

In the case of influenza, a child is not required to be immunized against the disease if the seasonal vaccine is not available.

Ohio Revised Code 5104.014, Division D:

The medical statement shall include all of the following information:

1. The dates that a child received immunizations against each of the diseases specified in division (B) of this section;
2. Whether a child is subject to any of the exceptions specified in division (C) of this section.
3. The medical statement shall include a component where a parent or guardian may indicate that the parent or guardian has declined to have the child immunized.

Follow the link below to the Ohio Department of Jobs and Family Services' Child Medical Statement:

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01305>

1) Chicken pox;	6) Influenza;	11) Poliomyelitis;
2) Diphtheria;	7) Measles;	12) Rotavirus;
3) Haemophilus influenzae type b;	8) Mumps;	13) Rubella;
4) Hepatitis A	9) Pertussis;	14) Tetanus.
5) Hepatitis B;	10) Pneumococcal disease;	

¹ Vaccine doses are considered **valid** if administered according to the most recent version of the *Recommended Immunization Schedules for Persons Aged 0 Through 18 Years or the Catch-up Immunization Schedule for Persons Aged 4 Months 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices.

² Vaccine doses administered **≤ 4 days** before the minimum interval or age are **valid** (grace period). Doses administered **≥ 5 days earlier** than the minimum interval or age are not valid doses and should be repeated as age-appropriate. **If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.**

³ **“Child” includes both of the following:** 1) An infant, toddler, or preschool age child; and 2) a school-age child who is not enrolled in a public or nonpublic school but is enrolled in a child day-care center, type A family day-care home, or licensed type B family day-care home or receives child care from a certified in-home aide.

⁴ **“In the process of being immunized”** means having received at least the first dose of an immunization sequence and complying with the immunization intervals or catch-up schedule prescribed by the director of health (in accordance with the ACIP catch-up schedule).

Per Preschool Rules Section 3301-37-11 Ohio Administrative Code, the following precautions shall be taken for children suspected of having a communicable disease:

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

(2) A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian. **Children must be symptom free for twenty-four hours before returning to classroom:**

- (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; or
- (i) Stiff neck; or
- (j) Evidence of lice (must be nit free to return), scabies, or other parasitic infestation.

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

- (a) Unusual spots or rashes;
- (b) Sore throat or difficulty in swallowing;
- (c) Elevated temperature; or
- (d) Vomiting.

(4) Programs shall follow the Ohio Department of Health "child day care communicable disease chart" (www.odjfs.state.oh.us/forms) for appropriate management of suspected illnesses.

(5) A child isolated due to suspected communicable disease shall 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 shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with

- blood, feces, vomit, vomitus or other body fluids, the cots shall 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.

Early Periodic Screening, Diagnosis, and Treatment

The child health portion of Medicaid-Early Periodic Screening, Diagnosis, and Treatment (EPSDT) Program-aims to improve the health of low-income children in every state. Required in every state, EPSDT finances appropriate and necessary pediatric services.

Since one in three U.S. children under age six are eligible for Medicaid, EPSDT offers a way to ensure that young children receive appropriate physical, mental, and developmental health services.

The elements of the program include:

Early	Identify problems early, starting at birth
Periodic	Check children’s health at periodic, age-appropriate intervals
Screening	Provide physical, mental, developmental, hearing, vision, and other screening tests to detect potential problems
Diagnosis	Perform diagnostic tests to follow up when a risk is identified
Treatment	Treat any problems that are found

For more information about the EPSDT Program, please visit:



<https://mchb.hrsa.gov/>

Our programs operate in accordance with State of Ohio Department of Education Licensing Rules. Our programs are inspected yearly by a member of the State Licensing Agency and an inspection report is sent to our agency (Muskingum Valley ESC). We post this report with our state license at each site.

You, parent/guardian, may request a copy of our inspection report by placing your request in writing to the director of the program.

You have the right to file a complaint and you can do so by calling (614) 466-0640.

