

Coshocton City Schools Preschool Family Handbook 2024-2025



Coshocton Elementary School
740-622-5514



A Step Up To Quality review of the Coshocton City Schools Preschool Program was completed on June 8, 2023. It was determined that the program continues to meet the requirements for a 5-Star Rating, which is the highest rating available through the Step Up To Quality process. This rating is proof of our commitment towards providing a high-quality early learning and developmental program to families and others in our community.

IMPORTANT PROGRAM INFORMATION

The Coshocton City Preschool Program will provide instruction four days a week, Tuesday - Friday in two half-day classrooms. Students will be divided into groups, each with one homeroom teacher. **Group A** will attend the AM session and **Group B** will attend the PM session on each of the four days. Your child will be placed in **Group A** or **Group B** and will attend according to the chart below:

Monday	No Students	
Tuesday - Friday	Group A	AM Session
Tuesday - Friday	Group B	PM Session

Coshocton City School District

Board of Education

President Mrs. Susan Mann

Vice-President Mr. David Shutt

Board Members Mr. Sam Bennett
 Dr. Jere Butcher
 Ms. Stacey Ganz

Superintendent of Schools Mark Kowalski

Director of Curriculum & Learning Matt Nicholas

Treasurer Terri Eyerman

Assistant Principal/Preschool Director Katie Miller

School Psychologists Tiffani Brewster
 Jeremiah Brown

School Nurse Laura Roberts

Guidance Counselor Megan Haywood

Director of Special Services Todd Johnson

Board of Education Meetings

The Coshocton City Board of Education meets the third Thursday of each month at 6:30 p.m., in the Library.

School/Phone

Administrators

Coshocton Elementary
740-622-5514

Tony Meiser - Principal
Trista Claxon - Assistant Principal
Katie Miller - Assistant Principal
Preschool Director

Coshocton High School
740-622-9433

Scott Loomis - Principal (7-12)
Kayley Andrews - Assistant Principal
James Herman - Assistant Principal

Mission Statement

Coshocton City Preschool in partnership with families and community will provide intentional, positive, and child-directed learning opportunities where students learn and teachers teach early success and school readiness.

Statement of Philosophy

We believe that every individual possesses the capacity and will to learn. We recognize that every learner has different abilities, needs and interests, which affect his/her degree of learning and realize that this necessitates a varied curriculum and stimulating learning environment.

Our program will facilitate each child's appropriate transition from home-based to a center-based program and then from a center-based program to kindergarten.

The preschool combines the learning that children bring from home with the newness of classroom learning and group interaction. As the children learn from and with others, they acquire the skills and satisfaction of participating in purposeful, age-appropriate activities.

Program Plan

The activities presented in the preschool program are age-appropriate learning experiences intended to facilitate the goals of the preschool for each individual child. We provide a variety of group and individual activities, some active, some quiet, many allowing for creativity and self-expression. Organized activities and free planning are presented according to a prepared schedule of activities that provides structure and predictability, but yet is flexible enough to allow for spontaneity and nurturing of individual needs.

The preschool environment is designed to enhance the development of self-confidence, self-expression, curiosity, enthusiasm, and the ability to interact effectively with other children and with adults. The environment is designed specifically for achievement of independence and the development of cooperative abilities.

The program is designed with the following assumptions:

1. A child's strengths and weaknesses are inherent in his/her learning: therefore, the instructional methods used must include a multi-modal approach;
2. A child's functional skills in the language, behavioral, motor, and social domains encourage and enhance independence in his/her present and future environments;
3. A child's family acts as a reinforcing agent in the child's home environment;
4. A child's program will include resource availability for parent information and parent support groups for the exchange of ideas;
5. A well-planned, structured program, which allows for individual creativity provides children with security and independence appropriate to their environment.

Parent Plan

The input and participation of parents can help to ensure your child's progress in and enjoyment of the program. We welcome visits to the

classroom, borrowing of available materials and resources, and participation in informal in-services about child development and child management.

Parenting is an important form of teaching that the preschool experience only supplements. The in-services will not only provide new information to help you teach your child, but will also help you realize that you already know a great deal about child development and child management.

We will be providing regular information to parents about what is happening in preschool. Information available to parents will include items such as the following:

- ✓ Field trip information
- ✓ Newsletters
- ✓ At least two conferences each year- as per school district schedule
- ✓ Annual review of your child's I.E.P.
- ✓ Informal talks about your child's progress as you stop in to pick up or deliver your child
- ✓ News articles of interests
- ✓ Opportunities for parent meetings and workshops
- ✓ Information about community events and in-services of interest to parents
- ✓ Monthly snack calendar
- ✓ School notes

Many parents like to know who their children's playmates and friends are. We are required to make available to parents a roster of those children attending our preschool. We offer a permission statement to be signed and returned if you wish your child's name to be included on the roster. Upon request, any preschool child's parent(s) may have a copy of the roster.

Parents are welcome to visit the preschool classroom at any time that their child is in attendance. **BUILDING PROCEDURE REQUIRES THAT THE PARENT CHECK IN WITH THE OFFICE FIRST.** For the safety of the children, it is necessary to know who is in the building.



Program Goals

Based on our belief that all children can benefit from opportunities to learn and explore, our goal is to provide an environment that encourages exploration and optimizes the child's experiences of success. We believe that the development of a positive self-image can be enhanced when children learn that they can change the environment through their own actions. By far, the most important goals of our preschool are to help our students develop their physical, social, emotional and intellectual potential. Recognizing the uniqueness and human dignity of each child and working creatively with his/her special differences necessitates the development of individualized educational programs for many of our children.

As children move through their school years, they will be asked to learn in a community situation, sharing time, space, and materials with other persons. Our goal is to foster cooperation and social competence in these situations. Self-help skills are very important to self-esteem and our goal is to promote these skills in all areas of our school day. As children are able to learn and understand academic readiness skills, we will serve that important intellectual goal of teaching pre-mathematics and pre-reading concepts.

Behavior Management/ Discipline

- A) Preschool staff members in charge of a child or a group of children shall be responsible for their discipline.
- B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline

used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.

- C) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
- 1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
 - 2) No discipline shall be delegated to any other child.
 - 3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
 - 4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
 - 5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
 - 6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
 - 7) Techniques of discipline shall not humiliate, shame, or frighten a child.
 - 8) Discipline shall not include withholding food, rest, or toilet use.
 - 9) Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
 - 10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- D) The parent of a child enrolled in a center shall receive the center's written discipline policy.
- E) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

The Importance of Play in the Preschool Program

A basic premise of the program's curriculum is that play is an important element in the classroom. Play is the young child's major means for exploring the world and, through play children develop not only physically but socially, emotionally, and intellectually as well. Play is beneficial to young children because it provides opportunities for problem solving, learning how to persist at a task, using new vocabulary, and practicing such socio-emotional skills as roll taking, responding to aggressions, resolving conflicts, exercising leadership, and being cooperative.

Children need to be given the chance to play daily, alone, and with other children. Materials such as blocks, sand, water, dolls, dress-up clothes, toy vehicles, miniature people, and animals help stimulate children's play. Adult encouragement and involvement is a critical ingredient for enriching play situations. The teacher in the preschool environment needs to be sensitive to the child's play interests and to expand and build on them.

Research suggests the fun that children associate with play is a strong motivation for every kind of learning and strengthens their resistance to television addiction. A number of researchers have stated that play is an important contributor both to children's language acquisition and to their literacy development.

Please Note:

The curriculum for the Coshocton City Schools Preschool is based on the Early Learning and Development Standards put forth by the Ohio Department of Education. All activities and assessments are relative to these content standards.

These can be accessed at:

<http://education.ohio.gov/Topics/Early-Learning/Early-Learning-Content-Standards>.



Classroom Rules and Consequences

These methods of discipline used in the preschool class have been adapted from LEAP Preschool. (Western Psychiatric Institute and Clinic)

1. Reinforcing Good Behavior

-“Good sitting, _____.” “I noticed that you _____.”

2. Preventing and Redirecting

-Block the child physically, take the child's hand, and direct them to the proper area.

3. Reinforcing Other Children While Ignoring Child's Inappropriate Behavior

-Block an area off so that the child is not distracted.

Behavior

Consequence

Leaving designated area

Take the child's hand, do not say anything and gently walk back to area. Continue as necessary. Reinforce child when choosing the proper area independently. If you are aware this may happen, try to prevent the misbehavior by physically blocking the area without verbalizing.

Grabbing a toy

Remove and return to first child saying, “We share in the classroom. After (child) plays awhile, he/she will share with you” be sure each child gets a turn after a few minutes. Reinforce both children for sharing.

Throwing a toy	Walk child over to toy without saying anything. Child picks up toy and replaces on shelf with or without prompts. Say, "We play nicely in the classroom." Reinforce appropriate play.
Deliberately breaking toys	ONLY if you see the incident place the child in a chair pulled away from activity saying, "We play nicely with the toys." Wait one minute then say, "You may get up now and remember to play nicely." Reinforce appropriate play.
Verbal or physical misconduct	Ignore child and reinforce all other children who are behaving appropriately. Reinforce child when inappropriate behavior ceases.
Inappropriate use of materials	Remove materials without saying anything. Wait one minute, return with verbal direction.
Hitting another child or showing another type of aggression	Child will be removed from the activity and seated away from the other children. "You broke our rule. When you are sitting quietly, you may get up." Once the child is still and quiet, take their hand saying, "You may get up now."

Not following directions or rules

Stop the behavior by saying, "Remember the rule is _____.
Reinforce the child for appropriate behavior by stating the rule as a reinforcer and/or use a preventative direction so that misbehavior does not occur again. If infraction does occur again, get a chair and place child gently on it saying, "The rule is _____. You may get up when you are told." Wait one minute, staying by the child. Then say, "You may play now. Remember we _____.
Again, use positive reinforcement for reinforcement for appropriate behavior and preventative directions.

- ❖ Generally, we will always be consistent and follow through on what we have said. Some consequences may be different due to specific needs of the children.

Enrollment Procedures

To fulfill enrollment requirements, the following criteria must be completed before entering the program:

1. Early Childhood Education (ECE) - Entitlement program for 4-year-old children:
 - a. At least four years of age as of October 1
 - b. Proof of income - less than 200% of Federal Poverty Guidelines
 - c. Medical report from licensed physician stating child is in suitable condition for enrollment.
 - d. Completed Emergency Medical Form listing two responsible persons to contact, other than parents, names of persons whom

the child may be released, and parent authorization for transport.

- e. Immunization records as required by Ohio Revised Code
- f. Birth certificate
- g. Health questionnaire
- h. Proof of custody, if applicable
- i. Potty trained

2. Typical preschool child

- a. At least four years of age as of October 1
- b. Medical report from licensed physician stating child is in suitable condition for enrollment.
- c. Completed Emergency Medical Form listing two responsible persons to contact, other than parents, names of persons whom the child may be released, and parent authorization for transport.
- d. Immunization records as required by Ohio Revised Code
- e. Birth certificate
- f. Health questionnaire
- g. Proof of custody, if applicable
- h. Potty trained

3. Preschool child with a disability

- a. At least three years of age (enrollment as of third birthday)
- b. Proof of income
- c. Documented deficit in one or more areas of development as prescribed by Ohio Revised Code
- d. Evaluation Team Report (ETR) including information from:
 - i. Structured interview with parent(s)
 - ii. Structured observations
 - iii. Criterion and/or NRT (Norm Referenced Test)
- e. Enrollment information as included in item c - i above

OPEN ENROLLMENT POLICY AND APPLICATION

Inter-district open enrollment is open to all adjacent students at all grade levels, including preschool special education students. Application procedures can be obtained from the Superintendent's Office, 1207 Cambridge Road.

Students applying for inter-district open enrollment must comply with all provisions of the open enrollment policy adopted by Coshocton City Board of Education. For a complete description of our Open Enrollment policy, click on the following link to view the district's policy.

<https://www.coshoctoncityschools.com/documents/enrollment/open-enrollment/149751>

HOMELESS STUDENTS (McKinney Vento)

Children who are identified as meeting the federal definition of "homeless" will be provided with a free appropriate public education (FAPE) 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. The district shall regularly review and revise its policies, including school discipline policies that impact homeless students or those who may be a member of any of the protected classes (Policy 2260).

Staff

Director

The Preschool Director's hours are from 8:00a.m. - 4:00 pm. On days Coshocton City Schools are scheduled to be in session. In the event that the Director is absent, the Preschool Director designee will be a preschool teacher.

Teacher & Itinerant Intervention Specialist

The preschool teacher and itinerant are present from 8:10 am. - 3:30 pm., daily, in accordance with the Master Agreement with the Coshocton City Schools Board of Education. On days when children are not in attendance, the teacher is available at these hours for consultation, conferences, assessment, observation, home visits, and planning.

Drop-off and Pick-up Procedure

In order to keep our starting and dismissal times as orderly as possible, all children should enter by the designated drop off area for Coshocton Elementary School. Students will be allowed to enter the building at 8:30 am, and must remain in their parent's/an adult's supervision until 8:30 am.

Prior to 8:30am students must remain with parents or another adult. **PARENTS OR OTHER ADULTS SHOULD COME ONLY AS FAR AS THE DOORWAY.** When the children enter the school, they will take responsibility for all personal items and all self-help jobs. This includes unfastening their own coats and taking off hats, mittens, etc. Please be assured that the children are very capable of doing this. They will learn where their cubbies are and how to take care of personal needs. The preschool staff is always willing to assist them. If you need to speak with a member of the preschool team, they are willing to come to the door or out into the hallway to speak with you.

AT DISMISSAL TIME, PARENTS OR OTHER ADULTS SHOULD WAIT AT THE GATE AT THE END OF THE PLAYGROUND OR DESIGNATED PICK-UP AREA. IF SOMEONE OTHER THAN A PARENT IS PICKING UP A CHILD, PARENTS MUST GIVE PRIOR AUTHORIZATION FOR THIS INDIVIDUAL TO DO SO. ADDITIONALLY, A PICTURE FORM OR IDENTIFICATION MUST BE PRESENTED AT PICK UP. You are also welcome to observe should the children be on the playground.

After the children have been dismissed, parents are welcome to come into the room for discussions or short meeting with the teachers. The staff welcomes these daily exchanges of information. They are helpful in keeping up with how the children are doing at home as well as at school.

This procedure has been planned because children need to know the beginning and the ending to their day at school. The teachers are very sensitive to the limitation of three, four and five year olds as far as self-help skills. They are also aware of the feelings parents have when their children begin to grow more independent. They firmly believe that the self-esteem, the "look what I can do" attitude, that comes from this kind of self-reliance is a precious gift to give to young children. They work at it gradually, but they must work at it constantly. They hope these procedures, outlined above will help the children to meet the goal.

Days of Operation

The preschool classes meet on Tuesday, Wednesday, Thursday, and Friday of each week that Coshocton City Schools are in session. Holidays, in-service days, and conference days are the same as the adopted school calendar. The day starts at 8:30 am. and ends at 3:15 pm. The daily schedule is as follows:

Daily Schedule

<u>AM Session</u>	
8:30 - 8:45	Arrive/Well Check
8:45 - 9:00	Breakfast
9:00-10:15	Wash Hands/Circle Time/Music & Movement
10:15 - 10:30	Recess
10:30-11:30	Free Play/Learning Activities
11:35	Gym
11:45	Pack-Up/Dismissal
<u>PM Session</u>	
12:00 - 12:15	Arrive/Well Check/Gross Motor in Gym
12:15 - 12:30	Restrooms/Wash for Lunch
12:30-1:00	Lunch
1:05-1:25	Recess
1:25-3:00	Circle Time/Learning Activities/Free Play
3:00-3:15	Music & Movement/Pack-Up/Dismissal

AGE GROUP	STAFF MEMBER/CHILD RATIO
3 years	1:12
4 year olds and 5 year olds not in kindergarten or school	1:14

Age Groups/Staff Member to Child Ratios

Health and Safety Procedure

Please do not send your child to school with:

- ❖ Diarrhea
- ❖ Conjunctivitis
- ❖ Vomiting
- ❖ Untreated infected skin patches
- ❖ Sore throat or difficulty in swallowing
- ❖ Severe coughing
- ❖ Difficulty or rapid breathing
- ❖ Elevated temperature
- ❖ Stiff neck

A communicable disease is recognized when any of the following conditions are present:

- ❖ Fever of over 100 degrees (auxiliary)
- ❖ Skin rash
- ❖ Diarrhea and/or vomiting
- ❖ Evidence of lice
- ❖ Persistent cough and/or extreme nasal discharge
- ❖ Unusual lethargy and listless behavior

When any of these symptoms occur, the child will be isolated from the other children and made as comfortable as possible. An adult will be within sight or hearing of a child at all times. The parents or emergency contact person will be notified so that the child can be discharged to their care as promptly as possible. The same provision of comfort and notification procedure is used for injured children.

Children must be free of fever for at least 24 hours before returning to preschool. Please contact the school if your child has a contagious illness so that the other parents may be alerted.

Emergency Drills

Fire drills and tornado drills will be conducted along with the other classes located in the building. These are necessary to insure safety preparedness and are scheduled consistent with Ohio Revised Code.

Clothing

Children should be dressed in comfortable, easily manageable play clothes. Shoes should be comfortable and safe for climbing, running and jumping. (Please, no flip flops, jellies, or sandals that may easily slip off feet).

Please be sure that your child is dressed appropriately for the weather. Little bodies lose heat rapidly. Children who are too warm or too cold are very uncomfortable and have difficulty concentrating.

Miscellaneous Information

Please provide the following for your child:

1. A complete change of clothing, which is well marked.
2. Diapers and wipes, if needed.
3. A box of Kleenex.
4. A backpack.

Bus Procedure

For children who require special transportation, there will usually be a bus assistant on each bus to help the preschool children on their way to and from school. This assistant will meet the child at the door of the bus and will help the child up and down the bus steps. By law, the assistant cannot leave the bus to escort the children. **THE CHILD WILL NEED TO BE BROUGHT TO THE DOOR BY A RESPONSIBLE ADULT.** Please be sure to keep the child beside the adult who is putting the child on the bus. Little children sometimes forget to watch for cars when they become excited or interested in some other activity. Some students may be picked up and dropped off at designated bus stops.

Children are expected to observe safe bus rules. They will need to sit back on the seat, facing forward. They are under the direction and supervision of the bus assistant while they are getting on and off the bus and riding to and from school.

Field Trips

Field trips can be an important part of the young child's development of a knowledge and experimental base for future learning.

Parents will be asked to sign permission slips when children take field trips. The parent's signature acknowledges that they are aware that the child will be away from school and are aware of the nature and purpose of the trip. Parents are encouraged to chaperone any and all field trips.

The parent has the right to deny participation. Only students whose parents have signed permission slips will be permitted to participate in such activities.

Snow Days

If the school district calls off school, your child should **not** report for class. In the event of a two hour delay, am sessions are canceled. On days where there is a two hour early dismissal, all pm sessions are canceled. For

announcements of school closings, please listen to the local radio station, WTNS, 1560 AM.

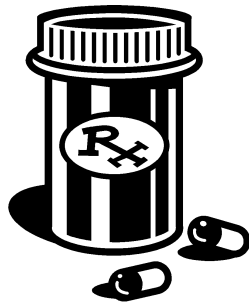
If you feel road conditions are hazardous and you are not going to send your preschool child, you must notify the school at 740-622-5514 that they will not be attending.

Absences

Please remember that each day away from school is a day of learning that cannot be recovered. When your child returns from an absence, you must send a note giving the date of absence and why the child was absent. The note must be signed by a parent or guardian.

Note

A copy of the complete STUDENT/PARENT HANDBOOK is available upon request. Preschool procedures are influenced by these rules because the classroom is housed in an elementary building



Administration of Medication

All medication, which must be administered at school, requires a special form to be completed. Forms are available from the preschool teacher.

The following is the procedure adopted by the Coshocton City Board of Education concerning the administration of medication:

THE GENERAL POLICY OF THE COSHOCTON CITY SCHOOLS IS THAT NO MEDICATION IS TO BE ADMINISTERED TO STUDENTS BY SCHOOL EMPLOYEES. UNLESS THEY ARE THE SCHOOL NURSE AND/OR HAVE BEEN AUTHORIZED TO DO SO, AND STUDENTS ARE NOT TO BE IN POSSESSION OF MEDICATION IN SCHOOL. The management of medication in specific situations will need to be arranged cooperatively by the parent, the child's physician, the building principal, school nurse, teacher, student, secretary, aides, and bus driver.

In those specific situations where a student regularly needs a doctor's prescribed medication at school, THE PARENTS MUST PRESENT TO THE SCHOOL, A COMPLETED REQUEST FORM FROM THE CHILD'S DOCTOR BEFORE THE PRESCRIPTION MEDICATION CAN BE ADMINISTERED BY SCHOOL PERSONNEL. THE MEDICATION MUST BE RECEIVED IN THE ORIGINAL CONTAINER, AND THE MEDICATION WILL BE STORED BY THE SCHOOL PERSONNEL IN A LOCKED AREA.

If medication is prescribed and the parent(s) do not provide the school with the necessary medication, the student will be excluded from school until compliance is met.

SCHOOL PERSONNEL ARE NOT AUTHORIZED TO ADMINISTER PRESCRIPTION MEDICATION WITHOUT APPROPRIATE WRITTEN PERMISSION FROM THE ATTENDING PHYSICIAN AND PARENT OR GUARDIAN.

BEE STING KITS — IT IS THE PARENTS RESPONSIBILITY TO PROVIDE THE NECESSARY KITS FOR THE PROTECTION OF THEIR CHILD(REN).

STUDENTS SHALL NOT BE PERMITTED TO TAKE MEDICATION SUCH AS ASPIRIN, TYLENOL, COUGH SYRUP, ETC. WHILE AT SCHOOL. THE DISPERSING OF NON-PRESCRIPTION MEDICATION IS THE RESPONSIBILITY OF THE PARENT(S) OR GUARDIAN.

School Records

All cumulative school records are confidential. They are kept in the school office and have limited access by school personnel. They may be inspected by parent(s) upon request.

A parent's request for their child's records must be in writing and access will be granted within 45 days of the request. Parents have the right to receive copies of their child's record. The school will charge the actual cost of duplicating the records. A divorce may change the rights of a natural parent to access their child's records.

A non-residential parent may request and receive a progress report, the permanent record, and the opportunity to hold a teacher conference. **ONLY THE RESIDENTIAL PARENT HAS THE RIGHT TO MAKE DECISIONS.** Stepparents do not have the right to records, reports, or conferences unless permission has been given, in writing, by the residential parent, regarding the education of his/her child.

Code of Student Conduct

Coshocton City Schools' Position on Discipline

The staff of the Coshocton City Schools has taken a firm, yet fair position on discipline in our schools. We believe the rights of all students must be observed and guaranteed; thus, any behavior that would negate such rights cannot and will not be tolerated. Those who complain about students being punished ignore the rights of students who wish to be educated. We do not and will not jeopardize their zeal for learning. We refuse to dilute the education opportunities of our student body by catering to the wishes of a few disruptive individuals.

We are convinced that discipline- the courage to do what is right even when it is inconvenient- is the center of achievement. We are of the firm conviction that unless order is maintained, no matter how modern or innovative the teaching techniques may be, learning cannot take place. For this reason, we must and do insist upon a high degree of discipline.

We are likewise convinced that society asks of men and women more than sheer intellectual ability- it demands high moral standards, a competitive spirit, and self-discipline- all those qualities that in more old-fashioned terms we might simply call "character."



School Bus Discipline Code

1. While the Ohio Revised Code requires the school district to furnish transportation, it does not relieve parents or students from the responsibility of supervision until such time as the student boards the school bus in the morning and after the student leaves the school bus at the end of the school day.
2. In view of the fact that a school bus is an extension of the classroom, the Board of Education shall require students to conduct themselves in the school bus in a manner consistent with established standards for classroom behavior.
3. Once a student boards the school bus, safety becomes the responsibility of the school district. Such responsibility shall end when the student is delivered to the regular school bus stop at the close of the school day, and the student reaches the resident side of the street.
4. Minor discipline problems are to be handled by school bus drivers. In cases when a student continues to conduct himself/herself properly on a school bus, such instances are to be brought to the attention of the building principal.
5. If a student has frequently or seriously violated the bus regulation, the school bus driver should file a School Bus Discipline Report with the principal. A copy of the report is sent to the parent, the bus driver, and the transportation coordinator. A copy is retained at the principal's office.
 - a. Warning - students are reminded of bus rules unless deemed to be severe enough to require a consequence

- b. First offense results in loss of riding privileges for 1 day.
- c. Second offense results in loss of riding privileges for 3 days.
- d. Third offense results in loss of riding privileges for 5 days.
- e. Fourth offense results in a conference with the principal, parents, and bus coordinator as available and a 10 day bus suspension unless offenses warrant suspension from the bus for the remainder of the year.
- f. Severe clause/Major Misconduct may result in consequences at the principal's discretion. The corrective action will depend upon the infraction, if it is a repeat offense, and/or student's response.

If a student is removed from the bus during a period of time in which a field trip occurs, that student will not be allowed to ride the bus to the trip location.

- 6. When a student loses bus privileges, it is the parent's responsibility to get their child(ren) to and from school safely. When transportation is being suspended, notice is given to the parents or guardian. Due process rights are afforded to each student and their parents or guardian.
- 7. If a student misses the bus in the morning, it is the parent's responsibility to bring him/her to school. If the student misses the bus for the afternoon route, parents will be contacted to come pick up their child(ren).
- 8. In extreme emergencies and with the approval of the transportation coordinator, students may ride buses. Incidental requests must be sent to the transportation coordinator's office ten days prior to the occurrence. The advance notification is to determine seating availability. Request forms are available in the principal's office of each building.

Lice Procedure

With the detection of head lice or nits, students must be kept home one school day and medication applied to head and scalp, as per Ohio Department of Health.

Guidelines- the following procedure is recommended:

1. Use a prescription or over-the counter lice shampoo. Follow the directions and **DO NOT OVERTREAT**.
2. Have your child put on clean clothing after treatment.
3. Pull off all nits from the hair. This is time consuming but **there is no product that kills all the eggs**.
4. Vacuum all carpets, upholstery and mattresses thoroughly. Use of insecticide or fumigation is not necessary.
5. Wash bedding, clothes, hats, combs, brushes, etc.
6. Dry-clean or seal for two weeks in plastic bags those items unable to wash; example, pillows, stuffed animals, etc.
7. Family members should also be checked and treated if necessary. This is also true for close friends. If they are notified and are infested, your child may become re-infested. **TREATMENT DOES NOT PREVENT RE-INFESTATION**.
8. **A RE-ADMISSION SLIP WILL BE REQUIRED BEFORE YOUR CHILD RETURNS TO THE CLASSROOM UNLESS THEY HAVE BEEN CLEARED BY THE SCHOOL NURSE**. During the check for re-admission, your child will be checked to be sure he/she is free of live lice. The type of treatment used and the follow-up procedure will be reviewed.
9. Our attendance procedure permits **ONE DAY** excused for treatment and removal of nits. **ANY SUBSEQUENT DAYS ARE UNEXCUSED** until the school nurse or designee has issued a re-admission slip.

Appendix A

Preschool Program Licensing Rules

Policies and Procedures

Title IX Policy Information

Behavior Management / Discipline

Management of Communicable Disease

3301-37-07 Policies and Procedures

- (A) The program shall be guided by written policies of the board which are consistent with applicable statutory requirements contained in the Revised Code and rules adopted by the state board of education.
- (B) Policies shall be in accordance with policies and procedures established by the governing body or board of education and approved by said governing body.
- (C) Each school district or eligible nonpublic school that operates a program shall assign responsibilities for implementing policies and procedures.
- (D) Policies shall be appropriate for children enrolled in the program shall at a minimum include, but not be limited to preschool policies described in this rule.
 - (1) Staff which at a minimum meets the requirements of rule **3301-37-04** of the Administrative Code; and
 - (a) Address staff awareness of each enrolled child's cumulative and health records required in rule **3301-37-08** of the Administrative Code;
 - (b) Include procedures for checking references of potential employees.
 - (2) Cumulative records which at a minimum meets the requirements of rule **3301-37-08** of the Administrative Code;
 - (3) Developmentally appropriate program planning which at a minimum meets the requirements of rule **3301-37-03** of the Administrative Code; and
 - (a) Addresses developmentally appropriate materials and equipment;
 - (b) Addresses selection and use of developmentally appropriate materials, equipment, and resources that meet the intellectual, physical, social, and emotional needs of the preschool child.
 - (4) Health and safety procedures, which at a minimum meets the requirements of rules **3301-37-11** and **3301-37-12** of the Administrative Code; and provides for the following:
 - (a) Ensuring that the health and safety of the children are safeguarded by an organized program of school health services designed to identify child health problems and to coordinate school and community health resources for children, as evidenced by but not limited to:
 - (i) Requiring immunization records and compliance with emergency medical authorization requirements in accordance with rules adopted by the state board of education under section **3301.53** of the Revised Code;

Programs funded through the department of education shall include requirements for health and developmental screening as described in the early learning program standards (2009, education.ohio.gov).

- (ii) Providing and posting procedures for emergency situations, including fire drills, rapid dismissals, and tornado drills in accordance with section **3737.73** of the Revised Code, and keeping records of such drills or dismissals;
 - (iii) Posting medical and dental emergency procedures in each preschool room and by each telephone and making such available to school personnel, children, and parents.
 - (iv) Posting emergency numbers by each telephone;
 - (v) Supervising grounds, play areas, and other facilities when scheduled for use by children; and
 - (vi) Procedures for providing written notification to parents when a child is injured and maintaining a log of injury reports.
- (b) Providing first-aid facilities and materials.
- (c) When administering a medication, food supplement, modified diet, or fluoride supplement, the program shall:
- (i) Prior to administration:

Secure the written instructions of a licensed physician or licensed dentist as appropriate for the administration of any medication, food supplement, modified diet, or fluoride supplement; and
 - (ii) Each time medication is administered, a written record or log including dosage, date, and time shall be made. That record or log shall be kept on file for one year.
 - (iii) Only employees who are health professionals or who have completed a drug administration training may administer medication pursuant to section **3313.713** of the Revised Code.
 - (iv) Medication shall be stored in a designated locked storage place, except drugs requiring refrigeration shall be kept in a refrigerator not accessible to children.
- (d) All preschool staff members shall wash their hands with soap and running water after each diaper change, or after assisting a child with toileting; after cleaning; after toileting; before preparing or eating food; before feeding any

child; and when hands have been in contact with nasal or mucous secretions. Disposable towels or an air hand dryer shall be available at all times.

- (e) Preschool program with swimming and water play activities in bodies of water two or more feet in depth, shall:
 - (i) Have written permission from the parent or guardian of a child before the child shall be permitted to swim or otherwise participate in water play activities. The written permission shall be signed and dated, and shall include the following:
 - (a) The child's name;
 - (b) A statement indicating whether or not the child is a swimmer; and
 - (c) That the parent or guardian grants permission for the child to participate in water activities.
 - (ii) The program shall provide enough preschool staff members to meet the requirements of rule **3301-37-04** of the Administrative Code at all times during swimming and water play activities.
- (f) Swimming activities at sites other than the preschool program location, shall:
 - (i) Have preschool staff members shall always accompany and supervise children at swimming sites, including, but not limited to, public or private swimming pools, lakes, or rivers.
 - (ii) Swimming sites removed from the program shall be approved and supervised by local authorities.
 - (iii) Activities in bodies of water two or more feet in depth shall be supervised by persons who are currently certified as lifeguards or water safety instructors by the "American red cross" or an equivalent water safety program.
 - (iv) The program shall provide enough preschool staff members to meet the requirements of rule **3301-37-04** of the Administrative Code at all times during swimming and water play activities.
- (5) Admission and attendance which at a minimum meets the requirements of:
 - (a) Supervising each child's admission, placement, and withdrawal according to established procedures.
 - (b) Preparing at least once annually for each group of children in the program a roster or the name and telephone number of the child and of the child's parent and, on request, furnishing the roster for each parent.

- (c) Preparing a similar roster of all children in the program and, on request, make it available to each parent with a child in the program.
 - (i) Securing from each parent a signed statement indicating whether such individual desires to be included in rosters prepared in accordance with this paragraph.
 - (ii) Ensuring that a roster is not furnished to any person other than a parent.
- (6) Behavior management/discipline which at a minimum meets the requirements of rule **3301-37-10** of the Administrative Code.
- (7) Management of communicable diseases which at a minimum meets the requirements of rule **3301-37-11** of the Administrative Code; and
 - (a) In each building in which a program is operated there shall be readily available at all times at least one preschool staff member who has completed a course approved by the state department of health (www.odh.ohio.gov):
 - (i) First aid; and
 - (ii) Prevention, recognition, and management of communicable diseases.

3301-37-10 Behavior Management/Discipline

- (A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- (B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and positive reinforcement for appropriate behavior.
- (C) Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises.
- (D) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 - (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, a box, or a similar cubicle.
 - (5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
 - (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
 - (7) Techniques of discipline shall not humiliate, shame, or frighten a child.
 - (8) Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.
 - (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.

- (10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- (E) The parent of a child enrolled in a center shall receive the center's written discipline policy.
- (F) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

3301-37-11 Management of Communicable Disease

- (A) A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he enters a group. A "person trained to recognize the common signs of communicable disease" means any person trained in prevention, recognition, and management of communicable diseases as required by paragraph (D) of rule 3301-37-07 of the Administrative Code.
- (B) The following precautions shall be taken for children suspected of having a communicable disease:
 - (1) The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
 - (2) A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
 - (a) Diarrhea (more than one abnormally loose stool within a twenty-four-hour period);
 - (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - (c) Difficult or rapid breathing;
 - (d) Yellowish skin or eyes;
 - (e) Conjunctivitis;
 - (f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
 - (g) Untreated infected skin patch(es);
 - (h) Unusually dark urine and/or gray or white stool; or
 - (i) Stiff neck; or

- (j) Evidence of lice, scabies, or other parasitic infestation.
- (3) A child with any of the following signs or symptoms of illness shall be immediately isolated from the 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 “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, 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.
- (C) Each program shall have a written policy concerning the management of communicable disease. The policy shall include, at a minimum:
 - (1) The program’s means of training all preschool staff in signs and symptoms of illness and in hand-washing and disinfection procedures;
 - (2) Procedures for isolating and discharging an ill child and policy for readmitting such child;

- (3) Procedures for notifying the parent or guardian immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease; and
- (4) Procedures regarding the care of a mildly ill child. “Mildly ill child” means a child who is experiencing minor common cold symptoms, but who is not exhibiting any symptoms specified in paragraph (B) of this rule or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule.
- (5) Procedures for notifying all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice.

TITLE IX POLICY INFORMATION:

NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

Introduction

The Board of Education of the Coshocton City School District (hereinafter referred to as “the Board” or “the District”) does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, 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. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, third-party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the District’s education programs and activities.

Coverage

This policy applies to Sexual Harassment that occurs within the District’s education programs and activities and that is committed by a member of the School District community or a Third Party.

This policy does not apply to Sexual Harassment that occurs off school grounds, in a private setting, and outside the scope of the District’s education programs and activities; such Sexual Misconduct/Sexual Activity may be prohibited by the Student Code of Conduct if committed by a

student, or by Board policies and administrative guidelines, applicable State and/or Federal laws and/or Employee/Administrator Handbook(s) if committed by a Board employee.

Report of Sexual Discrimination/Harassment

Any person may report sex discrimination, including Sexual Harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or Sexual Harassment), in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator's(s') contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Reports may be made at any time (including during non-business hours), by using the telephone number(s) or electronic mail address(es), or by mail to the office address(es), listed for the Title IX Coordinator(s). Anonymous reports may be submitted using the online reporting form posted at www.coshoctoncityschools.com.

Students, Board members, and Board employees are required, and other members of the School District community, and Third Parties are encouraged, to report allegations of sex discrimination or Sexual Harassment promptly to the/a Title IX Coordinator or to any Board employee, who will in turn notify the/a Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

Title IX Coordinator(s)

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Trista Claxon
Assistant Elementary Principal / Title IX Co-Coordinator
(740) 622-5514
1203 Cambridge Rd.
Coshocton OH 43812
trista.claxon@coshoctoncityschools.com

For the complete Policy please go to
<http://go.boarddocs.com/oh/coshc/Board.nsf/goto?open&id=BSVLWJ5738FB>

Appendix B

Parent Complaint Information

**Parent Complaint Information
Coshocton City School District
Preschool Program**

Date: _____

Parent Name: _____ Parent Phone: _____

Parent Address: _____

Student's Name: _____

Student's Address: _____

Time of incident(s): _____ Date of incident(s): _____

Explain incident(s):

What staff member(s) are aware of the problem and what was done?

Signature: _____

Date: _____

Return form to Preschool Director