

**2024-2025 EAST CLINTON LOCAL SCHOOL DISTRICT
PRESCHOOL HANDBOOK
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Dear Parents,

Welcome to the East Clinton Preschool Program. We look forward to working with you and your child as he/she continues developing many new skills that will be beneficial in all facets of life.

This handbook has been developed to provide you information you will need regarding the daily operation of the preschool program. Please read this handbook carefully and contact your child's preschool teacher or building principal if you have questions or concerns.

We hope that your child has an outstanding year in our preschool. The entire East Clinton Preschool staff stands ready to work with you toward this goal.

Sincerely,

Suzanne Arthur/Matt Willian
Principals
New Vienna Elementary/Sabina Elementary
East Clinton Local Schools

PARENT ASSURANCES

The East Clinton Preschool Program is responsive to the individual abilities and interests of children. Differing levels of ability and development are expected, accepted, and used to design appropriate learning activities.

You may be assured that every effort will be made to serve your child by providing enriching experiences to enhance cognitive development. Additionally, the preschool program emphasizes and promotes parent/teacher partnerships in childcare and education. We recognize that preschool education can have a positive effect on a child's life both at home and at school. Our program also realizes that each child develops at his/her own rate and that each child is an individual.

The school does not discriminate in the acceptance of children upon the basis of race, color, religion, gender, national origin, or disability. The application process is available upon request from the East Clinton Local Schools registration office. Please call 584-7005 to complete this process.

The Ohio Department of Education issues each Preschool Center a license which is posted in each classroom. The laws and rules governing the Preschool Program are available at the school. The center's licensing record includes compliance reports and evaluations from the Health, Building, and Fire Departments that inspected the center. These are available upon request at the school office.

A roster of names and telephone numbers of parents/guardians of children attending the center is given to each parent/guardian with permission. Preschool staff members have access to each child's cumulative and health records in our school office.

East Clinton Local Schools Preschool Philosophy

Knowing that each child is unique, with an individual pattern of growth and development, the Preschool curriculum, materials and staff are responsive to the individual abilities and interest of children. Differing levels of ability and development are expected, accepted, and used to design appropriate learning activities. The Preschool program is designed to meet the developmental needs of young children (3-5 years of age). It provides experiences that enrich and enhance each child's creative, language, social, emotional, daily living, physical (motor and health) and cognitive development skills. **Children must be 3 on or before August 1 to enroll in the East Clinton Preschool program. Children that are 5 on or before August 1 will be enrolled in Kindergarten.**

Within the daily schedule, each child has opportunities to create, to explore the environment, to learn problem solving and personal interaction skills, and to grasp concepts through supervised play and activities both structured and unstructured.

Children develop a positive self-concept through a balance of teacher and self-directed activities. Opportunities for individual work through play as well as group activities are provided.

Staff members serve as positive role models and provide care that is supportive, nurturing, warm and responsive to each child's individual needs.

Related services are provided by specialists within or removed from the classroom as appropriate to the needs of the children. Parents are respected as the primary and most important provider of care and nurturing. Preschool emphasizes and promotes parent/teacher partnerships in childcare and education.

PROGRAM DESCRIPTION

The East Clinton Preschool offers a preschool program that meets the specific needs of preschoolers with disabilities as well as for all preschoolers. The Creative Curriculum program is used to meet the state guidelines for pre-academic readiness in reading and math. The Handwriting Without Tears program is used to help children grasp the basics in beginning writing skills. Each classroom has various learning centers and enriching materials.

Eligibility requirements for children with developmental needs are listed in The Rules for the Education of Preschool Children with Handicaps Served by Public Schools and County Boards of Developmental Disabilities.

East Clinton Preschool Program Goals

Goal 1:

School staff will continue to learn about and implement best practice principles regarding preschool early intervention through a variety of ongoing professional development opportunities.

- All school staff will attend college courses, seminars, and /or workshops regarding the Ohio Early Learning Content Standards and Preschool Early Intervention (special education), including state and /or local Early Childhood Conferences.
- Teachers will have opportunities to meet with other local Early Childhood Preschool Intervention specialists to problem solve and to share skills, knowledge, and ideas with each other.
- The Speech & Language Pathologists (SLPs) will engage in opportunities with other SLPs throughout the county to meet, problem solve, and share ideas in order to increase quality of service to the children.

Goal 2:

Increased communication will be fostered between preschool staff and families of our students.

- Teachers will initiate personal contact with families at least monthly via home visits and /or phone calls to establish and maintain open communication.
- Information regarding curriculum and classroom activities will be sent home monthly via the website, newsletters, and/or calendars.
- Parents of non-verbal students will be regularly informed about their child's school day using communication notebooks.
- Parents will be encouraged to participate in their children's conferences, IEP/MFE meetings, field trips, programs, special school activities, and informative workshops which may be applicable to their child's specific needs.
- The preschool staff will provide information and foster active parent involvement in their children's education in a variety of settings. An overview of the curriculum will be provided during the annual Open House Night. Various opportunities for involvement will occur throughout the year.

Goal 3:

School staff will increase communication among teachers and aides in order to provide better instruction for our students.

- Teachers will meet monthly to discuss curriculum and assessments, and to allow for collaborative planning.
- Teachers will meet with aides monthly to discuss student progress, lesson plans, observations of students, and reflections of student learning.
- A parent representative will continue to serve on our Preschool Leadership Team for Ohio Early Learning Guidelines.

REFERRAL PROCESS FOR SPECIAL EDUCATION

If a disability is suspected, teachers will contact the Multi-Tiered System of Support team (MTSS) for their designated building. Teachers will also contact the parents of the child to inform them that there are concerns with the current progress of the child. Once referred to the MTSS team (consisting of intervention specialists, district administrators, school psychologist, speech and language therapist, and any other necessary team members) an intervention plan will be developed to target the child's deficit areas and what interventions will be used to support. Interventions will be tracked by staff and reviewed by the MTSS team at least quarterly.

As the MTSS team continues the review process the following steps will be taken:

If improvement has been made, the interventions may continue. If improvement is not as quick or great as expected, the team may make suggestions for additional interventions or different interventions. These suggestions or changes will be tracked with an updated intervention plan.

If a variety of interventions do not yield the desired outcome, the parents will be asked to come for a meeting where the district will share information about special education services and a referral for services may be completed upon agreement by the team.

If a referral for testing is made, the school psychologist and other relevant personnel (speech therapist, occupational therapist, physical therapist, audiologist, school nurse, teacher, special education director, etc.) will conduct assessments to determine a student's eligibility for special education services. Assessments must be completed within 60 days of obtaining a parent's written consent.

A team, including parents, will meet to consider the assessment results, and to determine eligibility for special education services.

PRESCHOOL PARENT INVOLVEMENT AND PARTICIPATION

Parents and teachers work together to determine what forms of learning experiences they desire for their children in Preschool. **A good Preschool Program requires people to work cooperatively to share their talents, knowledge, and energy for the children to receive the greatest benefit.** More parental involvement produces a better program.

There are three special areas in which the parent may contribute vital knowledge to benefit the overall preschool program:

1. The parent is the most informed expert regarding their child. No one else knows as much about the child. In order for Preschool to help a child as much as possible this knowledge must be shared with the preschool teacher.

2. The parent knows the ways in which he/she wants the child to grow and learn. Young children are learning constantly whether they are at Preschool or at home. The cooperative effort of the staff, volunteers, and parents provides the optimum situation for the child to grow and learn effectively.
3. The parent is an active member of the local community. As an active participant, the parent may know of community concerns or problems which need to be addressed. This additional knowledge is of benefit to the children and their families.

Parents are welcome to contact or visit the Preschool site at any time to discuss ideas and/or concerns. Except in emergencies, please contact the Preschool Teacher to plan your visit. All visitors are required to sign in at the school office prior to visiting the classroom. Visits and participation are subject to change due to the Covid-19 mandates.

Parents are informed and encouraged to attend various preschool functions such as parent meetings, parent training sessions, special meetings, field trips, and other opportunities provided within the classroom or in cooperation with the Preschool. Also, parent volunteer opportunities are encouraged. Due to the Covid-19 mandates, there could be changes to this policy.

Parent/teacher conferences (either at school or a home visit) are also scheduled throughout the school year to address any concerns or update the child's progress. Either the school secretary or the preschool teacher can make appointments with the parent(s). The teacher will share information with parents regarding the progress of their child.

HOURS OF OPERATION

Program hours are Monday through Thursday: AM session 8:45– 11:30 and PM session 12:45-3:30. The school doors open at 8:40 for students in Pre-school through fifth grade. We cannot accept responsibility for your pre-school child before 8:40 A.M. or after 3:35 P.M.

Please refer to the Preschool Calendar at the back of this handbook for scheduled days off.

The Preschool classroom hours, on the Monday through Thursday schedule, exceed the required minimum of 360 hours per year. However, if K-5 students are in session for additional dates that must be made up due to any cancellations, the Preschool students will also be in session.

TRANSPORTATION

Transportation will be offered for all children who have disabilities. It is the responsibility of the public school system in which the preschooler lives. The East Clinton Local School system will accept this responsibility for preschoolers with disabilities enrolled at East Clinton Preschool when this is practical.

Parents are requested to call our **Transportation Department (937-584-2786)** by 7:15 A.M. on any day their child will not be riding the bus to East Clinton Preschool.

Transportation will be suspended for any child who misses three consecutive school days when no communication has been received from the parent. Transportation will be resumed upon communication from the parent that their child will be returning to school.

Children will be transported to the preschool setting under two conditions; 1) the student has an IEP that requires transportation be provided and/or 2) the preschool student has siblings that already ride the bus or are picked up at a sitter's residence with other students attending Sabina or New Vienna Elementary and are on an assigned bus route. Parents who are transporting their own child should park in the designated areas at the elementary buildings and walk their child to their classroom. Please drive and walk with caution.

If students are to be released to someone other than a parent, a note signed by the parent or guardian must be presented to the teacher who will then notify the office.

If no one is home when a child is transported at the end of the school day, the child will be returned to school. After a reasonable number of attempts to contact parents with no response, the sheriff's office will be called. This is for the safety of the child.

Should there be a conflict of interest between parents and/or guardians, the school will follow its policy of returning the child to his or her residence at the conclusion of the school day unless or until otherwise directed by the court.

Toys, food, and drinks are not permitted on the bus. Please keep these items at home.

FIELD TRIP INFORMATION

The following requirements shall be met whenever children are transported or escorted away from the East Clinton Preschool for field trips or special outings and are under the supervision of a Preschool staff member.

1. Each child will have an identification tag attached to his/her clothing which includes the preschool center's name, address and telephone number.
2. There will be field trips that require a packed lunch and drink provided from home. You will be informed of those trips in advance.
3. A first aid kit and person trained in first aid will be available.
4. An Emergency Authorization Form shall be available on the field trip or special outing for each child on the trip.
5. The health record shall be available for any child who has allergies, disabling conditions, or health conditions such that special procedures or precautions may be indicated during the field trip or special outing.

6. Preschool teachers, assisted by their aides, are responsible for supervision. No child will ever be left alone or unsupervised.
7. Child/staff ratio requirements shall always be met when children are transported or escorted for routine trips, field trips, or special outings.
8. At times, there may be a limit for the number of parents accompanying the class trips.
9. Only preschool students, staff, and chaperones are permitted to ride the bus during field trips. **No siblings will be permitted to ride the bus due to insurance and liability concerns.** All chaperones are required to have a background check completed prior to attending the field trip and complete an emergency information form when riding the bus. This form is available from your child's teacher.
10. Each vehicle that is owned, leased, or hired by East Clinton Local Schools that transports children shall be licensed by the State of Ohio.
11. Permission slips must be signed by a parent/guardian and returned to school prior to the trip. Students will not be permitted to participate in the activity without written consent. Please return these forms in a timely manner. All field trip fees, when required, are to be paid in advance.

PRESCHOOL SUPPLY LIST

Your child will need the following items to attend preschool this school year.

1. Backpack or school bag large enough for school materials
2. Complete change of clothing including shoes
3. Disposable diapers (if your child is not toilet trained)
4. Pull-ups with detachable sides if they are potty training.
5. Wet Wipes

Extra supplies that you can donate will be most helpful:

- Paper Towels
- Ziploc Bags (sandwich, quart & 1 gallon)
- Tissues

INSTRUCTIONAL FEES

The following fees have been developed to defray expenses of workbooks and other instructional supplies used by students. Checks should be made payable to East Clinton Board of Education.

\$125.00/ monthly – August through April – (Due by the 15th of each month). A deposit of \$125.00 is required at the time of enrollment. The deposit will be applied to the last month of attendance. Payments for more than one month or the entire school year will also be accepted. Failure to pay will result in student dismissal from the program. Students wanting to stay another year in Pre-school must have their fees paid by June 30th to be considered for the following school year.

SNACKS

Students will have snack time each day. These snacks will be provided through our food services due to the regulations and guidelines we must follow for preschool programs. We may also have special snacks due to special events such as parties, birthdays or along with literature. Any dietary restrictions must be presented with a physician's statement identifying the food(s) to be avoided due to a health concern or diagnosis.

HELPFUL HINTS

If this is your child's first preschool experience, help them by establishing a morning schedule before the school year. We engage in a lot of play and sensory activities. As a result, durable clothes and shoes are preferred to dress clothes. We have many toys at school so unless requested specifically for learning purposes, please have your child leave his/her personal toys at home.

PRESCHOOL ATTENDANCE PLAN

Good attendance is one of the most important factors in your child's education. Many attitudes and work ethics are molded at this young age. **As a partnership, we must do our best to teach our children that being on time is necessary and a valuable lifelong trait.**

If your child will be absent from A.M. preschool, please contact the school office between 8:00 and 10:00 A.M. If the school does not hear from you by 10:00, we will attempt to contact you by phone. For P.M. preschool, please contact the school office between 12:00 and 2:00 PM. If the school does not hear from you by 2:00 PM, we will attempt to contact you by phone.

INCLEMENT WEATHER PLAN

During inclement weather you will receive a One-Call Now notification to the phone number you have provided during the registration process. **If or when your phone number changes, please be sure to provide the school with updated information.** You will also find delays or cancellations to our daily schedule on the Cincinnati area television stations. The preschool class will follow the same operating schedule as the entire East Clinton Local School District.

Should weather conditions require that children be sent home early, the school will contact parents directly by telephone per the emergency number listed on the Emergency Medical Form. **It is important that parents keep this information current.**

If there is a 2-hour delay in the morning, AM Preschool will not have school.

CLOTHING/DIAPERING

Children should be dressed appropriately for having fun and learning. We bake, paint, make mud pies, and other messy activities. Do not worry if they get a little dirty from time to time. It is all a part of learning and experiencing new things. We also play outdoors (weather permitting) so please no sandals, jellies, flip flops, or dress shoes, as slick soled shoes can be dangerous on the blacktop. Please label all boots, sweaters, coats, backpacks, hats and mittens with your child's name.

Parents must provide diapers and supplies for all children who are not potty trained. A diapering policy will be posted in the classroom. Extra clothing is requested for all children in case of accidents. Please send one set of extra clothes at the beginning of the school year. They will be returned to you at the end of the school year.

REPORTING CHILD ABUSE/NEGLECT

The staff of the East Clinton Preschool Program is required by law to report all suspected cases of abuse or neglect to the proper agency. If your child has unusual bruises or any marks out of the ordinary, please call us. This will lessen any confusion as to the origin of the bruising or out of the ordinary marks.

A report may be made by telephone, in writing, or in person to Children Services or local law enforcement agencies. The information given with the report is to include:

1. The name and address of the child suspected of being abused or neglected
2. The age of the child and the nature and extent of the child's injuries, abuse, or neglect (including any evidence of previous abuse or neglect, if known)
3. The reason for suspected abuse

PRESCHOOL SAFETY OF CHILDREN

1. No child shall ever be left alone or unsupervised.
2. Smoking is not permitted on school property. School property shall include, but not be limited to play areas, classrooms, and all other areas designated as student areas.
3. Monthly fire and tornado drills will take place and a record of these drills will be on file at the school. This information is available upon request. A Fire Emergency and Weather Alert Plan is posted in all areas of the school. (This includes evacuation routines.)

4. At least one person trained in first aid and common childhood illness shall be with the child in the preschool room and while on field trips or outings. The preschool staff shall complete an Incident Report when an accident or injury occurs.
5. A working telephone is located in every preschool classroom.
6. All parents/guardians are required to leave a telephone number where they may be reached at all times.
7. No toys or pets are to be brought to school unless a special day is designated by the preschool teacher. The district's policy regarding weapons prohibits carrying and/or use of any weapons including toy weapons. Please do not allow your child to bring any toy weapons to school.
8. Minor injuries, scrapes and scratches will be cleaned and bandaged if appropriate. Those injuries that appear to be more serious will be brought to the attention of the parent. If the parent cannot be contacted, directions as indicated on the emergency medical form will be followed.

PRESCHOOL DISCIPLINE POLICY

The East Clinton Preschool staff and volunteers who work with the preschool children will use positive reinforcement in helping children develop acceptable behavior. **There shall be no form of physical punishment.** Staff and volunteers will:

1. Set positive limits and communicate limits clearly to children and adults.
2. Assist children in making smooth transition between activities.
3. Schedule activities in ways which are comfortable and consider the total needs of the children.
4. Encourage the development of social skills by providing a favorable environment for mutual respect, sharing, and cooperation.
5. Encourage children to recognize, accept, and respect the feelings and rights of others by providing help and support when needed.
6. Respect the child as an individual and consider his/her feelings and thoughts.
7. Work with children to help them resolve their problems, not solve the problems for them.
8. Anticipate potential problem areas and take action to avoid them.
9. Always be within sight and hearing of every child. A child may be removed to a quiet spot with an adult when necessary.

10. Hold a child to quiet him/her so he/she will not harm themselves or others. The adult will then talk softly to the child and help the child work through the problem.
11. Encourage children to express their feelings and provide assistance and/or support as needed.

MANAGEMENT OF COMMUNICABLE DISEASE PLAN

An approved, qualified instructor will train staff members to recognize the common signs and symptoms of communicable diseases, as well as hand washing and disinfecting procedures.

The parent or guardian will be notified immediately when the staff has observed a child with signs and/or symptoms of illness. A child showing any sign and/or symptoms of the following will be isolated, watched carefully for symptoms and discharged to his/her parent/guardian immediately.

The child may not return to school until he/she is free of symptoms for a 24-hour period of time or unless a physician statement is provided that he/she may return prior to the 24-hour period.

1. Diarrhea- more than one abnormally loose stool within a 24-hour period
2. Severe Coughing – causing the child to get red or blue in the face, or the child is making a high pitched croupy or whooping sound
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Conjunctivitis or tearing, redness of eyelid lining, irritation followed by swelling and discharge
6. Temperature of 100 degrees or more taken by temporal scanner method
7. Untreated, infected skin patches
8. Any suspicious rashes
9. Unusually dark, tea-colored urine and/or white stool
10. Stiff neck and headache
11. Sore throat or trouble swallowing
12. Vomiting

A physician's re-admission statement is required for re-admittance to school for any of the following diagnosed conditions:

1. Scarlet Fever
2. Evidence of scabies or parasitic infection
3. Meningitis
4. Whooping Cough
5. Hepatitis
6. Mononucleosis
7. Ringworm
8. Strep Throat
9. Impetigo

10. Surgery
11. Pink Eye
12. Any suspicious rashes
13. Evidence of lice or nits (or parents may bring child to school to be checked)
14. Wound management
15. Any emergency room or urgent care visits
16. Any hospital stay
17. Positive testing of Covid-19.

A child isolated due to suspected communicable disease shall be:

1. Cared for in a room or portion of a room not being used in the preschool program
2. Within sight and hearing of an adult
3. Made comfortable and provided with a cot, which will later be disinfected
4. Observed for worsening condition
5. Discharged to parent/guardian as soon as possible

A “mildly ill child”, one who is experiencing mild cold symptoms or does not feel well enough to participate in all school activities, may be cared for within the child’s group. This child will be observed carefully for signs of worsening condition.

A description of each child’s illness will be kept on file and sent home to the parent/guardian.

Preschool staff shall follow the Ohio Department of Health Preschool “Communicable Disease Chart” for appropriate management of suspected illnesses. This chart will be posted on a bulletin board in classrooms.

Parents shall be notified in writing when a child has been exposed to any communicable disease.

When a staff person has symptoms of communicable disease, or has been diagnosed with communicable disease, another staff person will be made available to take the place of the ill person.

PEDICULOSIS (HEAD LICE) POLICY

Head lice is a universal problem and is particularly prevalent among elementary school-age children. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts.

Communication from the school to parents directly, and through parent and classroom education to the students will help increase the awareness for both parents and child. Parents need to continually observe their child for this potential problem and treat adequately and appropriately as necessary.

If a child in the District is found to have lice, the child’s parent will be contacted to pick him/her up immediately and have them treated. After treatment and upon returning to school, the child will be examined by the school health staff or principal. The District practices a policy of no nits as a criteria for return to school. Board transportation of the child will be suspended until the child is cleared to return to school.

MEDICATION

All medications administered at school **MUST** have doctor's orders and have the child's full name and the name of the medication on the label. Medications including fluoride, food supplements or a modified diet, if administered at school, will be kept in a locked box and administered by a person trained in delegated nursing. Please let us know when your child's medication has changed or a new medicine has been administered.

BEHAVIOR MANAGEMENT POLICY

A preschool staff member in charge of a child or a group of children shall be responsible for discipline. East Clinton Preschool'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, 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 a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about him/herself or his/her 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. The child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
10. The preschool shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the program.

Prevention

Many behavioral challenges can be avoided when adults are proactive in working with children. Staff and volunteers will strive to make each child's environment one in which they can succeed. Staff members are encouraged to make the following part of their classrooms:

1. Routines- staff will develop a daily schedule so that children can develop a sense of security and become comfortable in their environment.
2. Expectations- staff will discuss (and develop as appropriate) with the students, positive rules for the classroom to help children have knowledge about what is expected of them and take ownership of the rules. Staff members are encouraged to review expectations on a regular basis.

3. Room arrangement- staff members will take into consideration a child's need for a quiet space to be alone when arranging their rooms.
4. Communication – staff and volunteers will strive to use positive communication with children. Adults will encourage children in the classroom in doing the same. Staff and volunteers will not curse or scream at children or each other. Staff members are always to model correct behavior for children. The use of eye contact will be encouraged except when culturally inappropriate.
5. Transitions – staff members will strive to assist children in moving to the next activity with as little anxiety as possible. Transition activities should be thought out and planned as much as any other activity in the classroom.
6. Emotional outlets – children will have available to them a variety of emotional outlets, including but not limited to, gross motor play, quiet time, art activities, and social times.

When Problems Occur

While staff and volunteers make every effort to prevent problems, behavioral challenges do occur in the classroom. Staff and volunteers will use a system of progressive limit setting and psychosocial interventions to help children regain control of their behavior. No intervention is successful with every child and if an intervention does not consistently appear to work, another intervention will need to be utilized.

1. Rewarding positive behavior – staff and volunteers will attempt to stop negative behavior by rewarding positive behavior with such things as verbal praise, attention, or stickers. Rewarding positive behavior is designed to help children recognize their own positive behaviors. It is designed to be given intermittently so that the child comes to recognize internal motivations for positive behavior and continue the positive behavior without the help of external reinforcement.
2. Problem solving – staff and volunteers will help to facilitate problem solving between children who are having difficulty interacting (social scripting is a proven technique to utilize that has shown long term benefits).
3. Modeling – staff and volunteers will model appropriate behavior and reinforce individual children when involved in situations in which the children choose appropriate behavior.
4. Natural and logical consequences – whenever possible, staff and volunteers will offer the child a natural and logical consequence for the behavior (i.e., picking up toys after throwing them down, etc.).
5. Therapeutic ignoring – staff and volunteers will use ignoring so as not to reinforce negative behavior unless the child has become unsafe. Staff and volunteers will communicate this practice to the other adults in the room as necessary.
6. Activity replacement – when an activity is deemed inappropriate for a particular child, that child will be provided with an alternate activity. Re-directing a child to another activity often replaces a negative situation with a more positive one for the child. In some situations, this may also mean controlling an activity that presents a danger for the child (i.e., not allowing a child outside after he or she has run away).
7. Separation from group – protecting the safety of children and staff is very important. If, despite using methods to positively guide children's behavior, a child's behavior threatens the safety and well-being of others, is disruptive to the group, or if the child is particularly out of control, separation may be necessary to assist the child in regaining self-control. Separation will occur under the supervision of an adult staff member. Separation can be structured so that the child rejoins the group when he or

she is ready, or after a specified period. Length of separation should be developmentally appropriate. During separation, staff and volunteers are encouraged to remove attention from the child. When the child rejoins the group, the adult supervising the separation will discuss with the child the reason for the separation and alternative actions the child could take next time he or she is in the same situation to avoid need for separation. Staff will document all separations from the group.

8. Staff members should be aware of children receiving frequent separations, inform the parent, and brainstorm solutions to the issue leading to separation.

Crisis Intervention:

Children who are out of control and in danger of harming themselves or others may need to be therapeutically held. Physical intervention is only to be used as a last resort, after all other methods of control have been attempted, and only when there is a clear and present danger to the child or others. Staff members utilizing therapeutic holds must receive training and demonstrate competencies regarding crisis intervention prior to using any therapeutic hold. Therapeutic holds are never to be used for noncompliance or other behaviors other than with children who are in danger of harming themselves or someone else. Staff is encouraged to explain to the other children in the room as well as other adults what is happening during a crisis intervention. Any therapeutic hold must be documented and reported to the child's parent.

Note: This policy may be superseded by a Behavioral Intervention Plan (BIP), which an intervention team (including parents, staff, mental health consultants, speech and language therapists, school psychologists, or others familiar with the needs of the student.) The focus of the BIP is designed to address an individual child's behavioral concerns. An IEP developed for a child identified as having a disability may also address behaviors.

ENROLLMENT FORMS

A thorough knowledge of each child is necessary if each child is to get maximum benefit from the preschool program. Additionally, the health and safety of each child is a paramount concern, therefore it is necessary that the following forms be completed.

Forms That Must Be Completed Prior to the First Day of Enrollment

- Application Form (accompanied by a copy of the birth certificate for first year students)
- Dental Form
- Medical Evaluation (physical) Form
- Immunization Record
- Receipt of Handbook /Student Participation Form
- Social History Form
- Transportation/Early Dismissal Contact Form
- Therapy Listing Form

Use of Computers and the Internet:

Use of East Clinton Local School District computer resources as defined in the Acceptable Use Policy shall be in accordance with and governed by the Acceptable Use Policy which is available on the East Clinton Web site (www.eastclinton.org) and in printed form from the media center.

Technology Vision and Mission

The East Clinton Local School District believes technology is a resource that enhances the teaching and learning experience, helping build champions in the classroom and ambassadors in the community. Access to technology is critical to allow students, teachers, and staff to have access to the information and tools they need to excel. Secure, safe, reliable access to technology is the goal for every student. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build upon college and career readiness skills.. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. The additional use of technology does not diminish the vital role of the teacher. Technology transforms the teacher from the sole purveyor of knowledge to a facilitator of learning.

7540.03 STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilized online educational services to enhance the instruction delivered to its students. The District's Internet system does not service as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech").

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Board may not be able to technologically limit access, through its Education Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children’s Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children’s Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or designee may temporarily or permanently unblock access to websites or online educational services containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. Safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. The dangers inherent with the online disclosure of personally identifiable information
- C. The consequences of unauthorized access (e.g., “hacking”, “harvesting”, “digital piracy”, etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. Unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in

chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board’s computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education

Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and designees as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Education Technology.

**East Clinton 2024-2025 School Calendar
Preschool Only**

August 21	Professional Development	Elem. Open House 5:00-7:00 pm
August 22	Professional Development	HS/MS Open House 5:00-7:00 pm
August 23	Professional Development	
September 2	NO SCHOOL-Labor Day	
September 3	First Day for Preschool Students, Begin 1st Quarter	
September 6	NO SCHOOL	
September 13	NO SCHOOL	
September 20	NO SCHOOL	
September 27	NO SCHOOL	
October 4	NO SCHOOL	
October 10	Parent Teacher Conferences (PM)	
October 11	NO SCHOOL	
October 17	Parent Teacher Conferences (PM)	
October 18	NO SCHOOL – Profess. Develop.-End of 1 st Quarter (Waiver Day)	
October 21	Begin 2nd Quarter	
October 25	NO SCHOOL	
November 1	NO SCHOOL	
November 8	NO SCHOOL	
November 15	NO SCHOOL	
November 22	NO SCHOOL	
November 27	NO SCHOOL – Compensatory Day	
November 28	NO SCHOOL – Thanksgiving	
November 29	NO SCHOOL - Thanksgiving Break	
December 2	School Reconvenes	
December 6	NO SCHOOL	
December 13	NO SCHOOL	
December 20	NO SCHOOL-End of 2 nd Quarter	
December 23-Jan. 3	NO SCHOOL - Holiday Break	
January 6	NO SCHOOL – Professional Development	
January 7	School Reconvenes – Begin 3rd Quarter	
January 10	NO SCHOOL	
January 17	NO SCHOOL	
January 20	NO SCHOOL – Martin Luther King Day	
January 24	NO SCHOOL	
January 31	NO SCHOOL	
February 7	NO SCHOOL	
February 14	NO SCHOOL	

East Clinton 2024-2025 School Calendar
Preschool Only

February 17	NO SCHOOL – President’s Day
February 21	NO SCHOOL
February 28	NO SCHOOL
March 7	NO SCHOOL
March 13	Parent Teacher Conferences (PM)
March 14	NO SCHOOL-Profess. Develop.– End of 3 rd Quarter (Waiver Day)
March 17	Begin 4th Quarter
March 21	NO SCHOOL
March 28	NO SCHOOL
April 4	NO SCHOOL
April 11	NO SCHOOL
April 16	NO SCHOOL – Compensatory Day
April 17-21	NO SCHOOL – Spring Break
April 22	School Reconvenes
April 25	NO SCHOOL
May 2	NO SCHOOL
May 9	NO SCHOOL
May 16	NO SCHOOL
May 23	NO SCHOOL
May 26	NO SCHOOL – Memorial Day
May 29	60 minute early dismissal-Last Day for students-End of 4 th Quarter
May 30	Professional Development – Teacher Work Day
May 31	High School Graduation @ 6:30pm