

MARYSVILLE EXEMPTED VILLAGE SCHOOLS



Mini Monarch Academy Preschool Parent Handbook 2025-2026

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**1280 Charles Lane
Marysville, Ohio 43040**



MARYSVILLE

**Mini Monarch
Academy**

Congratulations!!

Your child is enrolled, or you may be considering enrolling your child, in a high quality early care and education program. Our program is rated at a Gold level, meaning we are exceeding Ohio's minimum health and safety licensing standards! High quality early care and education programs are important to support positive early development and learning experiences that are known to last a lifetime. Your child has 1,892 days from the day they are born until they enter kindergarten. What happens on this journey lays the foundation for success in school and life.



Gold level programs, rated through Ohio's Step Up To Quality, means that your child is enrolled in a program where:

- Staff/child ratios are lower. Our teachers have more time to support your child's individual development and learning. This is important because 90% of brain development occurs by the time your child is 6 years old.
- Staff have higher education qualifications. The administrator and 50% of lead teachers have an associate degree or schooling, training and experiences that is equivalent. This education benefits your child's development and learning.
- Administrators complete an additional fifteen (15) hours and teachers complete an additional ten (10) hours of professional development each year. Our administrator and teaching staff commit to expanding their education and skills to better support your child's development and learning.
- Teachers develop lesson plans that support each child's growth. Our teachers plan intentional and purposeful activities that meet the needs, interests and abilities of your child and supports them where they are in their development.
- The program completes assessments to evaluate and improve the learning experience. Our teachers complete regular assessments with your child to track their growth over time. This lets our teachers adjust how they offer experiences to your child daily.
- The program values families and community. Our program works with families and neighborhood organizations to provide more opportunities for your child.

For more information on our program or other star rated programs visit <http://childcaresearch.ohio.gov/>

Mini Monarch Academy Philosophy

It is the philosophy of Marysville Exempted Village Schools Preschool Program that children be encouraged to learn and grow by providing a foundation of developmentally appropriate experiences where all children can be successful in a safe and nurturing environment.

We believe that each child is a unique individual and that all children have the ability to learn. Our program provides an inclusive environment that supports children's different abilities, interests, needs, and learning styles. Our program identifies and addresses preschool age students who have disabilities along with peer models. Age appropriate curriculum is designed to maximize all students learning and prepares them for the transition to kindergarten.

We believe that children learn best through play. Our play-based and child-centered model helps to foster learning and integrates the physical, cognitive, social, emotional, language, independence, and aesthetic areas for the total development of the child. Meaningful play encourages and supports curiosity, discovery, problem solving and collaboration which allows for individual growth and development and the development of a positive self-image.

We recognize that a child's first teacher is their parent. Children learn best when parents are involved in their educational program. We strive to create a bridge between home and school learning by involving families and community in our program.

Mini Monarch Academy Preschool Program

In the state of Ohio, all school districts are required to provide services for students with disabilities who are three to five years of age. Children with special needs are served through a continuum of program options in the least restrictive environment appropriate for the child. Specialized instruction and intervention services are provided for each child in accordance with a team developed, Individualized Education Program (IEP).

The Marysville School District provides early childhood education for young children with disabilities. To help provide a well rounded experience, Marysville Schools welcomes peer models within the classrooms. Peer models are typically developing children ages 3-5 years old displaying strong skills in socialization/leadership, communication/language skills and are independent with toileting. Peer models should also be able to independently listen and follow teacher direction and interact with peers using cooperative play strategies within the classroom environment. The intent is for the child with special needs to learn appropriate language and social behavior from the peer models, while the peer models learn about disabilities and how children with disabilities are more like themselves than they are different.

The classrooms will be staffed with at least one teacher and one classroom assistant and will be able to have up to 16 students with up to 8 of those students being a part of the peer model program. The classroom size will fluctuate based on students and their needs.

Standards and Curriculum

On June 15, 2022, the State Board of Education adopted Ohio's Early Learning and Development Standards in all domains of school readiness to reflect the comprehensive development of children beginning at birth to the end of preschool. These standards replace previous versions of Ohio's Early Childhood Education Standards and represent a collaboration between state agencies serving young children including the Ohio Department of Education, Ohio Department of Job and Family Services, Ohio Department of Health, Ohio Department of Mental Health, Ohio Department of Developmental Disabilities, and the Governor's Office of Health Transformation. The state agencies worked with national experts and writing teams made up of Ohio-based content experts and stakeholders to revise and expand the standards. Our Mini

Monarch Academy uses a curriculum that is aligned with Ohio's Learning and Development Standards and has been approved by the Department of Education and Workforce.

Eligibility as a Preschooler with a Disability

If you live in the Marysville Exempted Village School District (MEVSD) and need to make a referral for special education preschool services for your child, please contact the Mini Monarch Academy. All eligible preschool students that live in MEVSD are considered Marysville students and will need to complete the district's enrollment process. Children who are referred for preschool services receive a thorough evaluation performed by our evaluation team. To be eligible, the child must be 3 years of age and meet the criteria for eligibility as determined by the Department of Education and Workforce. A child is eligible for preschool special education if there is documented deficit in one or more of the following areas:

- Cognitive
- Adaptive Behavior (self-help skills)
- Communication
- Hearing
- Motor abilities
- Social-emotional/behavioral functioning
- Vision abilities

An Evaluation Team Report (ETR) and an Individualized Education Plan (IEP) are developed for students who meet the eligibility as a preschooler with a disability. Upon completion of an evaluation, if your child is eligible for services, a determination will be made for the best placement for services based on student needs (Least Restrictive Environment). The Least Restrictive Environment means that the child should be educated along with children without disabilities to the greatest extent possible. Whenever appropriate, a child with a disability should remain in the preschool or childcare setting that they are already attending and receive special education services in that location. The Least Restrictive Environment can be in a community preschool, child care center, Head Start program, public preschool, at home or in a clinic/hospital.

The Board of Education requires that each child who registers for entrance to school furnish the following:

- birth certificate
- immunization record
- proof of custody as appropriate
- proof of residence in Marysville Exempted Village School District

Forms needed prior to the date of admission or not later than thirty days after date of admission into the preschool program and annually thereafter include:

- Preschool Medical Statement
- Preschool Child Enrollee Dental Exam
- Preschool Vision Examination Report Form

Eligibility for Peer Model Program

The Marysville School District provides early childhood education for young children with disabilities. To help provide a well rounded experience, we welcome peer models within the classrooms. The intent is for the child with special needs to learn appropriate language and social behavior from the peer models, while the peer models learn about disabilities and how children with disabilities are more like themselves than they are different. The classrooms will be staffed with at least one teacher and one classroom assistant and will be able to have up to 16 students with up to 8 of those students being a part of the peer model program. The classroom size will fluctuate based on students and their needs.

Tuition for peers during the 2025-2026 school year will be \$175.00 per month and must be paid by the **first day** each of the month September through May. The tuition will remain the same regardless of the number of days of attendance. Transportation must be provided by the family as Marysville Schools does not provide transportation for peer models under any circumstance. Acceptable forms of payment are checks, money orders, or through the EZPay Online System. You will not receive a monthly bill; it is your responsibility to make the appropriate payment in a timely manner. **Consecutive missed payments will warrant dismissal from the preschool peer model program.**

Eligibility Factors for Peer Enrollment:

- Age 3 to 5 years, must be younger than 6 years of age on the 30th day of September.
- Must be fully toilet trained.
- Availability of space. If all peer spots are filled, a waitlist will be created and maintained.
- Selection determined by the following rank order:
 - Child of Marysville Schools Staff
 - Sibling of current enrollee
 - Children selected from the community within the Marysville School District boundary
 - Provision of a record of immunizations, verification of birth, proof of Marysville School's residency, and medical exam.
 - Payment of monthly tuition.
 - Depending on space, older peer models may be moved to the PM session.

Forms needed prior to the date of admission or not later than thirty days after date of admission into the preschool program and annually thereafter include:

- Preschool Medical Statement
- Preschool Child Enrollee Dental Exam
- Preschool Vision Examination Report Form

Hours of Operation

The Mini Monarch Academy will follow the approved Marysville Schools Academic Calendar and will attend class Tuesday through Friday for a half day program.

Building Hours: 8:00-4:00

AM Session: 8:30-11:25

PM Session: 12:45-3:40

In the event of a 2 hour delay the school will follow the Plan B Schedule:

AM Session: 10:30-12:30

PM Session: 1:45-3:45

ANNUAL PARENT ROSTER

State law requires that preschools prepare a parent roster listing names and telephone numbers of parents enrolled in the program. Parents and guardians have the option to not be included. Rosters will be furnished to each parent or guardian upon request. We will not distribute this roster to any person other than a parent or guardian of a child who attends our preschool program.

ATTENDANCE

Students must be in regular attendance if they are to derive benefits from our educationally focused activities. Continuity in the learning process is seriously disrupted by excessive absence. If your child will be absent, we do ask that you contact the office to let us know. If you do not call the office, we will contact you to find out why your child is not at school. Preschool attendance is not compulsory in Ohio, but we still must track student attendance in hours/minutes.

BEHAVIOR SUPPORT POLICY

Marysville Mini Monarch Academy operates under the rules and regulations of the Department of Education and Workforce (DEW). This policy is in accordance with the *ORC Rule 5180-37-10*.

A Mini Monarch Academy staff member in charge of a child or group of children shall be responsible for their discipline. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.

The methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as but not limited to, punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.
- 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 a protective hug, so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest or toilet use.
- 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 at all times in a safe, lighted, and well ventilated space.
- Marysville Mini Monarch Academy shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- A staff member who suspects that a child has been abused or neglected is to immediately notify the public children services agency and a serious incident report is to be completed and submitted to the department.

The parent of a child enrolled in the Marysville Mini Monarch Academy will receive the written discipline policy. The Mini Monarch Academy will communicate and consult with the parent *prior* to implementing a specific behavior management plan. This plan will be consistent with these rules, in writing and signed by the parent. All preschool staff members shall receive a copy of the program's disciplinary policy for review **upon employment** and **annually** thereafter.

BIRTHDAY TREATS

In order to provide a safe environment for all of our students, we ask that you not send edible treats for the class. We understand that these are special events; however, we need to celebrate without edible treats. If you are interested in sending something for your child's birthday or for a class party, please reach out to your student's teacher for ideas.

BOOKBAGS

Preschool students should have a bookbag to be used to transport books and supplies to and from school. These are to be placed in the student's locker/cubby upon arrival at school. These bags are to remain in the locker/cubby until the student leaves the building at the end of the day.

CANCELLATION/DELAY OF SCHOOL

When it becomes necessary to close or delay school due to weather conditions, the closing or delay will be announced over the district's communication system, local radio, and TV stations beginning early in the morning. DO NOT CALL THE SCHOOL or school personnel at home as the telephones are necessary in completing closing arrangements. Please listen to one of the mentioned communication systems. The School Messenger System (an automated tool that allows school districts to enhance communication between parents, staff, and students by phone and electronic messages) will also be utilized for inclement weather delays/cancellations. Information will also be present on the Marysville Schools' homepage and other District Social Media forms as well.

For DELAYS, please use the following guidelines:

Two hour delay – The Mini Monarch Academy will follow the PLAN B Schedule:

AM Session: 10:30-12:30

PM Session: 1:45-3:45

If the weather and road conditions do not improve during the delay, a cancellation may be necessary. Stay tuned to the radio and television stations for changes as they are announced.

School Closing During a Regular Day

- Be sure your child's teacher knows what your child is to do and where he/she is to go (home, neighbor, sitter, etc.) when school closes early due to inclement weather.
- Parents will complete an Emergency Dismissal Form each year that states how/where your child is to go when school closes early due to inclement weather (*Emergency Dismissal Form*).
- Do not pick up your child until after the announced time, as classes do continue until dismissal.
- Early dismissals will be announced via the district School Connects phone system, posted to the district website, and communicated to radio and TV stations. Please do not call the school.

CHANGE OF CONTACT INFORMATION

It is essential that every parent maintain an up to date address and telephone number on record for their child in the school office. Notify the school immediately if you have a change of address or telephone number, employment, marital status, childcare provider, or emergency contacts during the school year.

CLOTHING AND PERSONAL ITEMS

We ask that you send in an entire set of clothing for your child to be used in case of emergencies. If a change of clothing is necessary during the school day, the soiled clothing will come home via the bookbag. Please be sure to replace the extra clothing as soon as possible. In addition, we ask that you update the clothing with the change of seasons.

COMPUTER/ONLINE SERVICES

(Acceptable Use and Internet Safety)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for noneducational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The web filtering software the district has purchased tracks and logs internet activity of each student user.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and

3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and internet access during the school year must read the acceptable use and internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. The District reserves the right to amend policies and regulations as necessary throughout the school year. Users are notified of the updated policies and regulations and must comply with the updated requirements. These policies and regulations also apply to use of District-owned devices, or accessing of District network, internet and software programs on and off District property. All users using platforms established for e-learning regardless of whether the student or employee is using a personal or District provided device must be used in accordance with the standards for conduct outlined in this policy and the accompanying regulation. Users in violation of this policy or the accompanying regulation may be subject to discipline.

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or online services.

1. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (email) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of online etiquette are subject to change by the administration.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, intimidation, bullying or disparagement of others based on their race, color, national origin, ancestry, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

CUSTODY

Parents have an obligation to inform the school anytime the custody of a child changes. School officials will need to see a complete copy of court orders pertaining to a child's custody.

DISRUPTIVE/DANGEROUS ITEMS

Students are not to bring any item to school that is disruptive to the educational process and/or is considered potentially dangerous. Prohibited items include, but are not limited to, the following: tools, mace, pepper spray, laser pointers, chains, electronic games, radios, tape recorders, water guns, balloons, rubber bands, firecrackers, shaving cream, and trading cards. Students found in possession of these items may have them confiscated, as well as face possible disciplinary consequences.

DRESS CODE

Student dress is to be appropriate to the school setting as determined by the school administrators. Student dress is defined as what is worn (clothing, make-up, hair style/color, tattoos, body piercing), and how it may be perceived by students, staff, and administration. Student dress should be safe, healthy, and not be a distraction. It should also not be offensive, intimidating, or worn in an unduly revealing manner. Student dress associated with alcoholic beverages, tobacco products, or drugs will not be permitted. In addition, no article of clothing or tattoos shall contain obscene, profane, or sex-related words, messages, symbols, or pictures. More specifically, in regard to student dress:

- Shoes are to be worn at ALL times. Shoes that provide safe and sanitary protection for the feet must be worn at all times. It is ***strongly encouraged*** for students not to wear "flip-flops" or open-toed shoes that can cause accidents. Athletic shoes are a safer shoe for outdoor/recess play.
- SKIRTS, DRESSES, SHORTS MUST BE APPROPRIATE LENGTH.
- Open midriff, halter tops, muscle shirts, skinny "spaghetti" strap shirts, etc., are not allowed.
- Sagging pants, shorts or exceptionally baggy clothing are not permitted.
- All hats and sunglasses are to be removed upon entering the building.
- Bandanas, scarves, and headbands (not an inclusive list), are prohibited.
- Chains or studded accessories are not permitted.
- Students should refrain from drawing on themselves and putting stickers and/or decals on their faces.

The principal reserves the right to make judgment as to what is appropriate.

EMERGENCY DRILLS

During the school year emergency and safety drills are practiced periodically including: fire drills, tornado drills, and student safety drills. Students should know exit routes and tornado drill locations. Fire exit routes and tornado drill location signs are posted in classrooms. During drills, students are to move quietly to the proper location and follow the directions of the supervising staff members.

EMERGENCY INFORMATION

Parents are responsible for completing an *Emergency Medical Form* on an annual basis. It is also the parent's responsibility to keep all information current. Parents need to be aware of the fact that our local Emergency Squad will only transport to the Memorial Hospital of Union County. Transfers may be made to other hospitals from there, if necessary.

In case of emergency each student is required to have on file at the school office the following information:

- Parent(s) or Guardian(s) Name(s)
- Complete and Up-to-Date Address(es)
- Home Phone and Parent(s) Work Phone

- Emergency Phone Number and Address of two (2) Friends or Relatives. *Your child will be released only to the persons listed.*
- Physician's and Dentist's Name and Phone
- Custody Papers (*if applicable*)

EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education declares it to be the policy of this District to provide equal opportunity for all students to achieve their maximum potential through the classroom and extracurricular programs offered in this district regardless of race, color, creed, handicap, religion, sex, ancestry, national origin, place of residence, or social or economic background.
(Policy: JB; Adoption date: July 31, 1995)

NONDISCRIMINATION

The Marysville Schools Board of Education policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status.

Compliance Officer/Title IX & Civil Rights Coordinator

Name: Scott Stackhouse

Title: Dean of Students and Compliance Coordinator

Phone Number: 937-578-6100

Email: smstackh@mevsd.us

The compliance officer/Title IX & Civil Rights Coordinator is responsible for coordinating the district's efforts to comply with applicable Federal and State laws and regulations, including the district's duty to address any inquiries or complaints regarding discrimination/retaliation or denial of equal access in a prompt and equitable manner.

EZPAY SYSTEM

You can access the online payment system by visiting our district website at: www.marysville.k12.oh.us

FIELD TRIPS

During the course of the year, students may have the opportunity to participate in field trips. The following policies shall govern all school trips:

- Permission slips (with emergency telephone numbers) signed by parents must be collected by the teacher and taken on the trips.
- All school rules apply to field trips and must be followed.
- Faculty members are in charge of all students.
- Students who misbehave may be denied the privilege of future trips, and/or other appropriate disciplinary action may be taken.
- At times, it may be necessary to charge a fee for the trip.
- If chaperones are invited, a Screenpointe background check must be on file.

GRADING POLICY

M+	Exceeding Master
M	Mastery
AM	Approaching Mastery
NY	Not Yet
DNA	Did Not Attempt
[blank]	Not Assessed

Grade Cards

Digital reports are made available to parents of children in grades Pre-Kindergarten through six three times per year. If your child is not making adequate progress during the grading period, additional mid-grading period communication regarding your child's progress will occur. Direct notification of parents by telephone is encouraged. Conferences with parents are used as an integral part of the reporting system.

GROSS MOTOR ACTIVITIES

Weather permitting; students are given an outside recess each day. Decisions to have outside recess during cold weather will depend upon the temperature and the wind chill factor, (20 degrees Fahrenheit or below). Students should always dress for outside recess. Students will have supervised gross motor activities indoors on days when bad weather prevents outside activities. The principal has the final decision on whether recess occurs due to other circumstances as well.

HARASSMENT

The MEVSD is committed to providing an environment that is free from unlawful harassment. Therefore, harassment of any kind will not be tolerated. This includes harassment based on race, color, national origin, citizenship, religion, sex, economic status, age, disability, sexual orientation or military status. Such behavior is offensive, lowers morale and interferes with the overall objectives of the school district and will not be tolerated.

Sexual harassment is deliberate or repeated behavior of a sexual nature that is unwelcome. It can include verbal, non-verbal and/or physical behaviors. All persons associated with the MEVSD are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities is illegal and unacceptable and will not be tolerated.

HEALTH POLICY/PROCEDURES

If your child becomes ill or injured at school, you will be notified. We will attempt to reach you through the emergency medical information you have provided on the Emergency Medical Form. Please make sure you have obtained permission from your emergency contact to use them should the need arise.

Children with any of the following signs or symptoms of illness need to be isolated until the parent arrives to pick them up:

- A fever of 100°F or higher
- Diarrhea
- Vomiting
- Skin rashes, untreated or appear infected
- Severe coughing
- Sore/red throat or difficulty in swallowing
- Difficult or rapid breathing
- Eye drainage, redness and/or swelling around the eyes
- Evidence of untreated lice, scabies or parasitic infection

- Yellowish skin or eyes
- Unusually dark urine and/or gray or white stool
- Any other illness or injury, or medical condition requiring medical attention, or contagious disease or illness, which warrants exclusion by the Ohio Department of Health.

A child with unusual spots/rashes or elevated temperature under 100°F shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some time during his/her program shall be determined by the program nurse, or designee and the parent/guardian. The child, while isolated at the program, shall be monitored until the parent or guardian arrives.

A child isolated due to suspected communicable disease shall be:

- cared for in a room or portion of a room not being used for programming;
- within sight and hearing of an adult at all times; no child shall ever be left alone or unsupervised;
- made comfortable and provided with a cot; all linens and blankets used by the ill child shall be laundered before further use and the cot shall be disinfected with an appropriate germicidal;
- observed carefully for worsening condition; and
- discharged to parent, guardian or designee.

TO STAY OR TO GO: Guidelines for How Long to Keep a Sick Child Home from School

It is sometimes difficult to decide when and how long to keep an ill child home from school. While it is always a good idea to contact your licensed healthcare provider for a specific diagnosis and treatment, the following are guidelines for some of the more common childhood illnesses with recommendations and the Ohio Department of Health's exclusion criteria of how long to keep your child home. Please keep these guidelines available for future reference, and notify your child's school office if he/she is diagnosed with any communicable diseases or any other contagious illness. Upon return to school, a written note must accompany your child as to the reason for the absence.

- Chickenpox— This is a skin rash that progresses to blisters, then scabs. A slight fever may or may not be present. Your child should remain home until the sixth day after onset of rash or until all lesions are dry.
- COVID-19 (SARS-CoV-2)- Symptoms can include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. This list does not include all possible symptoms. If your child has a positive test or signs and symptoms consistent with COVID-19 he/she should stay home until criteria to discontinue isolation have been met.
- Fever—If your child's temperature is 100 degrees Fahrenheit or greater (or 1-2 degrees above the child's normal temperature) he/she should remain home until fever free for 24 hours, without the use of fever reducing medication (i.e. Tylenol, Advil).
- Flu/Influenza—Symptoms of the flu include abrupt onset of fever, chills, headache, and sore muscles. Runny nose, sore throat, and cough are also common. Your child should remain home from school until fever free for 24 hours, without the use of fever reducing medication.
- Impetigo—This consists of blister-like, pus-filled bumps that later develop into yellowish, crusted sores that are commonly found around the nose and mouth. Itching is common. Your child should remain home from school until 24 hours after starting an effective antibiotic and all sores are dry, or can be covered at all times.
- Pain—If your child complains or behavior indicates that he/she is experiencing persistent pain, he/she should be evaluated by a licensed healthcare provider before being sent to school.
- Pink Eye—Redness and swelling of the white(s) of the eyes or inside the eyelids, discharge from the eyes, itchy or scratchy eyes, or crusting of the eyelids or lashes may be present. Your child should remain home from school until 24 hours after starting an effective antibiotic.
- Ringworm—Symptoms may include a scaly, itchy, red circular bald spot on the scalp. Skin may have a red, itchy, ring-like rash. Your child should remain home until 24 hours after an effective treatment is started.

- Skin Rashes—Skin rashes of unknown origin should be evaluated by a licensed healthcare provider and the diagnosis reported to the office before your child is sent to school.
- Strep Throat & Scarlet Fever—Strep throat symptoms can consist of fever and red throat with pus spots. With scarlet fever, symptoms of strep throat may be present, as well as a strawberry appearance of the tongue and a sandpaper-like rash on skin and inside of the mouth. High fever, nausea, and vomiting may also occur. Your child should remain home from school until receiving 24 hours of antibiotic therapy and has been fever free and without vomiting for 24 hours.
- Vomiting and Diarrhea (Intestinal Viral Infections)- Your child should remain home until he/she has been without vomiting, diarrhea, or fever for 24 hours, without the use of fever reducing medication.

**Derived from the Ohio Department of Health Communicable Disease Chart-2022*

IMMUNIZATIONS

Pursuant to Ohio Revised Code Section 5104.014, not later than thirty days after enrollment to the program, a parent/guardian must provide a medical statement indicating that the child enrolled has been or is in process of being immunized against: Diphtheria, Tetanus, Pertussis, Poliomyelitis, Haemophilus Influenzae, type B (Hib), pneumococcal, Hepatitis A, Hepatitis B, Rotavirus, Measles, Mumps, Rubella, Varicella, and Influenza*.

Required immunizations shall be waived if a physician certifies in writing that such immunizations are medically contraindicated for the child or are not medically appropriate for the child's age. If a parent/guardian chooses to not immunize their child due to reasons of conscience, the parent/guardian must complete an immunization waiver on the Preschool Medical Statement.

For more information on immunizations please go to:

<https://www.cdc.gov/vaccines/imz-schedules/downloads/parent-ver-sch-0-6yrs.pdf>

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

LIABILITY OF PARENTS FOR STUDENT MISCONDUCT

Under Ohio law, parents having custody of a minor under the age of 18 are liable for the student's willful damage to school or private property or the theft of such property. The Board of Education, or any other owner of property, can bring a civil action against the parents to recover compensatory damages up to \$10,000.00 and costs of the suit.

In addition, under Ohio law parents having custody of a minor under the age of 18 are liable for the student's willful and malicious assaults on another person by means of force likely to produce great bodily harm. The person assaulted can bring a civil action against the parents to recover compensatory damages up to \$10,000.00 and costs of the suit.

MEDICATIONS

Prescription (Board Policy)

A student requiring prescription medicine at school must have a completed "Administration of Medication Request" form on file in the school office. This form must be completed by both the licensed healthcare provider who prescribes the medication and the parent/guardian of the student prior to school personnel being permitted to administer medication. A parent/guardian must deliver medication to the school in its original prescription container with the current prescription label. If a medication dosage changes, a new "Administration of Medication Request" form needs to be completed by the licensed healthcare provider and parent/guardian. A copy of the complete board of education policy on prescription

medication is available via the [Marysville Schools Board of Education site](#). All health forms can be requested in the school office and found on the Marysville Schools [Health Services](#) page.

PARENT CONFERENCES

You are encouraged to schedule a conference to discuss your child's progress throughout the school year. Please contact your child's teacher to make arrangements. This means of communication is perhaps one of the best for the child, parents, and the school personnel. Pre-planned conference sessions are scheduled for the school year as noted on the school calendar.

PARENT VISITATION

Parents are welcome to visit our school for special programs and class observation. Plans should be made by contacting the school office or the teacher prior to any class observation.

Adults Entering the Building

According to Ohio Revised Code 5180-37-07 all persons entering the building or on school grounds are required by law to report to the office indicating their presence and sign in. Administration asks that you do not disturb classes and interrupt the education of the children. This is done for the safety of all students.

Picking Up Your Child

If you need to pick up your child, come to the office and sign your child out from there. The office personnel will get your child for you. Parents also need to sign their child in from any appointment or due to any reason for being late to school.

PARKING LOT SAFETY RULES

Student safety is always a concern for school staff and keeping children safe in the parking lot requires the cooperation of everyone - from school staff to parents and the children. Please adhere to the following:

- Obey the speed limit and traffic rules.
- Obey the drop off and pick up rules - buses will pull to the curb for loading and unloading.
- Do not walk in between the buses.
- Be courteous to other drivers.
- Remind children to look both ways in the parking lot.
- Respect school staff who are enforcing the traffic rules.
- Children should not run or play in the parking lot.
- Do not drive around buses at any time.

PEDICULOSIS (HEAD LICE)

Occasionally we have reports of head lice and, although a nuisance, lice has not shown to spread disease. If your child is suspected of having head lice at school a parent/guardian will be notified immediately and your child will be isolated until a parent arrives to pick the child up. Your child's confidentiality will be maintained. Once your child has had the first treatment of an effective medication that kills lice and nits (pediculicide) s/he can return to school the following day. Parents must accompany their child to the school office upon arrival and wait while their child is checked to confirm lice management efforts. Parents are the most important means of controlling this problem; therefore, even after treatment, your child's hair should be checked and combed daily to remove any additional nits. If you need assistance or have questions regarding lice management, please call the health clinic.

PICTURES

Student school pictures are taken in the fall and/or spring. Whether you wish to purchase school pictures is your choice. All students will be photographed for school records.

SCREENINGS (HEALTH)

In accordance with the Ohio Department of Health (ODH) and the Ohio Department of Education and Workforce guidelines, all preschoolers will be screened for vision and hearing. Screenings can be provided at other times, if requested. Questions about the screening procedures should be directed to the school nurse. Parents/guardians who wish to have their student excluded from screenings may do so by completing the applicable waiver form.

STRANGERS

Parents are expected to warn their children about talking to strangers and reporting strangers to parents or teachers. In addition, parents are encouraged to watch for and report strangers loitering around the school or between school and home.

STUDENT INTERROGATION

Interrogations by Police/Department of Job and Family Services/County Children Services Board

The Board of Education is committed to protecting the students from individuals not associated with the school system, but also recognizes its responsibility to cooperate with law enforcement agencies and the Department of Social Services/County Children Services Board. The following steps will be taken:

1. Except as specified below or where a school administrator has made an independent determination that reasonable grounds exist for conducting an interrogation without parental consent, law enforcement agencies and /or Children Services will not be permitted to interview students without the express permission of the student's parent or legal guardian.
2. If possible, the student's parent or legal guardian should be notified before the student is questioned by police, so that the parent/legal guardian may be present if they so desire.
3. Whenever possible, police officers and/or Children's Services should contact and/or question students out of school. When it is absolutely necessary for an officer or Children's Services official to make a school contact with a student, the school authorities will bring the student to a private room and the contact will be made out of the sight of others as much as possible.
4. The school principal must be notified before a student may be questioned in school or taken from a classroom.
5. A school official will request to be present when an interrogation takes place within the school.
6. Students shall not be permitted to leave the school with an officer or Children's Services official unless the official presents the Principal with a Court Order granting the official custody or specifically granting the Children's Services permission to remove the student.
7. Law enforcement officers, Children Services or others shall not be permitted to interrupt normal school activities during the course of their investigations.
8. Police/Children's Services may interview minor students without prior parental permission if they are investigating allegations of child abuse involving the parent/guardian, at the discretion of the principal.

STUDENT RECORDS AND DIRECTORY INFORMATION (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the MEVSD, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the MEVSD may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the MEVSD to include this type of information from your child's education records in certain school publications. Examples include, but are not limited to:

- Playbill, (showing your student's role in a drama production)
- Annual Yearbook
- Honor Roll or Other Recognition Lists
- Graduation Programs
- Sports Activity Sheets, (such as Athletic Programs, Showing Weight and Height of Team Members, etc.)

Directory Information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories: names, addresses, and telephone listings; unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the MEVSD to disclose directory information from your child's education records without your prior written consent, you must notify the District/School in writing within two weeks from the beginning of school, or within two weeks of the student's enrollment in school. The MEVSD has designated the following information as directory information:

- Student's Name
- Student's Address
- Student's Date of Birth
- Student's ExtraCurricular Participation
- Student's Achievement Awards/Honors
- Student's Height/Weight (Athletics)

TRANSPORTATION

Bus transportation is available for students with disabilities as identified on their Individualized Education Plan (IEP). These services will be provided through V.A.T., Inc. V.A.T., Inc provides quality transportation services with student safety as its first priority. The information in this handbook shall serve as a tool of transportation information for parents and guardians to use as they plan their student's educational experience. If any problems arise with the transportation service you receive, please notify us immediately. **It takes a minimum of three (3) school days to make changes to pick-up and drop-off locations to a bus route. Please make sure that you notify us at least three (3) school days in advance of any changes so that there are no interruptions to your transportation service.**

IMPORTANT PHONE NUMBER: V.A.T., INC. 937-645-6740

TRANSPORTATION CHANGES OR CALL OFFS If your student is not going to attend school, please contact the V.A.T., Inc. office as early as possible to allow for adjustments to be made in the route schedule. Please call the school office for call offs as well.

TIME SCHEDULE Times may vary for several reasons, therefore, please have students ready ten (10) minutes prior to your scheduled pick-up time and be aware of the fact that the bus may be ten (10) minutes late depending on certain circumstances.

SCHEDULE CHANGES The route time schedule is subject to various circumstances many times not controlled by the drivers. For example, if one student were to call off that could vary the route by 15 minutes. Weather conditions, traffic, train traffic, etc., can affect route times. **PLEASE NOTE: The driver is required to wait two (2) minutes for you. The time schedules are extremely rigid in order for all passengers to arrive at their destination as scheduled.**

DROP OFF Bus drivers will only release students to those people who are on the approved list. If you need to add additional names to this list, please notify the school office. If this person is not known by the driver, they may be asked to see identification. If no one is at home when the bus comes, we will continue the bus route and attempt to reach parents and emergency contacts. If no one can be reached by phone, and the program has closed for the day, Children's

Services or the Marysville Police may be called. This only will happen if we cannot reach anyone on the emergency contact list.

LOCATION Transportation can be provided to qualified students within the Marysville Schools boundary. Due to time constraints and consistency for all students, multiple pick up and drop off locations cannot be offered. Students may have one pick up location and one drop off location unless it is an emergency. The pick up and drop off locations may differ from one another; however, the locations must remain the same throughout the week. The pick up and drop off location is usually at the end of the driveway. The Transportation Manager will assess and make a determination of the ability of the bus to safely navigate the driveway on an individual basis. Items that will be taken into consideration are the width, surface, layout, location, snow, ice, and mud.

BUS DRIVER RESPONSIBILITY Drivers shall be responsible for compliance with all regulations of the Ohio Department of Education and Workforce and Federal Department of Transportation.

PARENT/GUARDIAN RESPONSIBILITY The parent or guardian is responsible for getting their son/daughter to and from the bus. Once on the bus, transporting your child to school safely is our main priority. Please be advised that parents or guardians are not permitted on the bus unless authorized by V.A.T., Inc. management.

CONDUCT Students are expected to conduct themselves appropriately on the bus. The driver instructions are to be followed at all times. All students are to observe the following safety rules:

- Listen to your driver's/monitor's directions
- Quiet voices/inside voices
- No eating or drinking
- No toys. Leave everything in your book bag
- No fighting/hitting, spitting, kicking
- Legs, arms, and head out of the aisle
- Leave seat belt buckled and stay in seat
- Nothing outside the window
- SMILE and have GREAT day at school

Driver/Monitors will review these rules with your child each year.

PERSONAL BELONGINGS/SPECIAL EQUIPMENT If you use special equipment that is to be transported between school and home, the driver must be notified for arrangements to be made for transporting.

IRREGULAR ATTENDANCE Occasionally the program is not notified that you will not be attending. The driver will stop at your home for three (3) consecutive days. If after the third consecutive day you do not appear, transportation services will be stopped until you notify the program that pick-up is to resume.

WEBSITE

MEVSD maintains a district website with valuable information for parents and students. The address for the district site is: www.marysville.k12.oh.us

You can reach your child's school's homepage by following the appropriate links on the district homepage. District and Building websites are a source of information for students, parents and the community.

WIRELESS COMMUNICATION/ENTERTAINMENT DEVICES

Teachers *may allow* students to use Wireless Communications/Entertainment Devices during class instruction for educational purposes. Students must adhere to the directions of the teacher for such use and not exceed stated

limitations. Otherwise, Wireless Communications and Entertainment Devices may not be used during the school day. Devices should be stored out of sight with all alarms and alerts (including vibrating) disabled.

The district is not liable for loss of or damage to devices at any time. Students are not to connect to the District network with devices without teacher permission and guidance.

Use of any form of a camera device is strictly prohibited in any situation in which there exists a reasonable expectation of personal privacy.

Violations of this policy may result in disciplinary action and/or confiscation of the Wireless Communication Device. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity.

Confiscated devices may be subject to search to the extent necessary to investigate violations of school policy. Wireless Communications/Entertainment Devices can be held for a longer period of time if it is part of an ongoing investigation by administration. School administration may review Wireless Communications/Entertainment Device information to investigate violations of school policy.

WITHDRAWAL FROM MINI MONARCH ACADEMY

If you wish to withdraw your child from the preschool program, you must notify the office in writing and give a 2 week notice. For peer models, tuition that has already been paid will not be refunded.