Steubenville CITY SCHOOLS

PRESCHOOL HANDBOOK

2026-2027

Educate • Motivate • Inspire

Exhibit B

STEUBENVILLE CITY SCHOOLS
2026-2027 SCHOOL CALENDAR

August	17	Monday	Inservice Day – No School/Open House
	18	Tuesday	Opening Day of School
	18	Tuesday	Begin 1st 8 Weeks – 1st Semester
September	7	Monday	Labor Day - No School
October	16	Friday	End 1st Period
	19	Monday	Begin 2nd Period
November	25-26-27	Wed.-Thrs.-Fri.	Thanksgiving Vacation - No School
	30	Monday	Classes Resume
December	18	Friday	End of 2nd Period
	21	Monday	No School – Christmas Vacation/Winter Recess
January	4	Monday	Classes Resume – Begin 2nd Semester – 3rd 8 Period
	18	Monday	Martin Luther King Holiday - No School
February	15	Monday	President's Day – No School
	26	Friday	End of 3rd Period
March	1	Monday	Begin 4th Period
	22-23-24	Mon-Tues-Wed	Easter Vacation – No School
	25-26-29	Thurs-Fri-Mon	
April	30	Friday	End of 4th Period
May	3	Monday	Begin May Semester
	26	Wednesday	Commencement – 8 P.M./End of May Semester
	27	Thursday	Teacher Workday

PERIOD	SESSION	PROFESSIONAL DEVELOPMENT/PARENT CONFERENCE
1	43	August 17, 2026 – Staff Development
		*TBA Professional Development Online
2	42	**TBA Parent Conference
3	38	***TBA Staff Clerical Day
4	39	August 18, 2026 Welcome Back Students
May Semester	18	May 27, 2027 Staff Clerical Day
	180	5

*** – Professional Development Day is Online**
**** – Parent Conference 6 hours TBA with building Principal**
*****Staff members must come in on August 3, 2026 and August 14, 2026**

STEUBENVILLE CITY SCHOOLS

PHILOSOPHY OF EDUCATION

The Steubenville City Schools are dedicated to the continuation and improvement of our democratic society by means of the fullest possible development of all children.

They arrive to guide the individual child to develop worthwhile interests and acquire the desire, knowledge, skills, and abilities necessary to make wise choices and plans with the initiative to carry them out, not only in school but in their post school years.

Every child will have guided experiences in all areas of living compatible with his maturity and capacity. These experiences will endeavor to establish good mental and physical health habits: in learning how to think critically and grow in appreciation; and in creating, planning, selecting, and in problem solving. The pupil will be assisted in the development of an appreciation of aesthetic values in all aspects of daily living.

GOALS OF PRESCHOOL PROGRAM

Provide opportunities for children to develop their personalities through:

a. Positive social relations with other children.
b. Physical development of large and small muscles.
c. Stimulating exploratory experiences that will encourage children to problem solve, think logically, analyze and arrive at possible solutions.

Stimulate the development of language through listening and speaking.
Encourage independence.
Encourage curiosity and an exploration of environment.
Promote and establish a good home-school relationship in order to develop a positive attitude toward teachers, schools and learning.
Allow children to enjoy their childhood while meeting their needs through appropriate enriching experiences.

PROGRAM PHILOSOPHY OF STEUBENVILLE CITY SCHOOLS PRESCHOOL PROGRAM

Each child is viewed as a unique person with an individual pattern and timing of growth and development. The curriculum and adult interaction are responsive to individual differences in ability and interest. Interaction and activities are designed to develop children's self-esteem and positive feelings toward learning.

The learning environment is designed to meet the developmental needs of children and to foster exploration, creativity and independence. This rich environment will allow opportunities for the children to learn by doing, interaction with materials and people and to act upon their environment. These experiences will meet the children's needs and stimulate learning in all developmental areas, physical, social, emotional and intellectual.

SERVICES PROVIDED TO PRESCHOOL PROGRAM

CHANGE, Inc.
-in-house clinic to provide basic healthcare to staff and students.
Steubenville Health Department
- immunizations, health screenings and referrals
Human Services Department
-educational awareness - referrals, jobs and programs
Mental Health Board
- referrals, drug abuse recognition and prevention, child abuse recognition and prevention
Steubenville Police Department
- D.A.R.E. (Drug Awareness), safety
Trinity Health Care System
- nutrition, personal hygiene
Community Action Council
- adult education - Head Start Program, Early Identification
Children Services
- consultations, inservice, referrals
Family Planning
- prevention, recognition and management of communicable diseases
Red Cross
- first aid, CPR
Trinity Health Care System
- field trips, health education, parenting classes
  student nurse - wellness program
Ohio State University Extension
- parenting classes, budgets, nutrition
Franciscan University of Steubenville
-Inservice and Early Experience Students

A.

ADMISSION, PLACEMENT AND WITHDRAWAL PROCEDURES

The parent shall provide prior to the date of admission the following:

*Birth Certificate – a child must be three years of age and not more than five on or before August 1st to be enrolled in preschool.
*Immunization Record
*Completed Registration Information Sheet
*Preschool Data Sheet
*Enrollment Card
*Emergency Procedure Card
*Emergency Medical Authorization Form
*A report from a licensed physician affirming that the child is in suitable condition for enrollment in the program
*A report from a licensed dentist

Students will be selected on a first come first serve basis, with students from the Steubenville City School attendance area given first priority.

Your child will be screened in vision and hearing, speech and language, height and weight, visual and auditory perception, fine and gross motor coordination, general knowledge and social development.

You may withdraw your child at any time by stopping by the office and filling out a withdrawal card.

ASSESSMENT OF CHILD

Individual ongoing assessment of the child takes place in the classroom setting during the school year. Your child's developmental progress shall be reported 4 times per year. Parent/teacher conferences will be held two times per year.

ATTENDANCE

Attendance is not mandatory in the preschool program. However, on the day that a student is absent from these programs, parent(s) or guardians are required to call the school to report the absence.

AUTHORIZATION FOR USE OF IMAGE (PHOTOS AND VIDEOS)

With parent permission, teachers may take pictures or videos of children in class or during special events. Pictures are often published in the newspaper or on social media. Please inform the school if you do not want you child in photos, etc.

B.

BAD WEATHER

In case of bad weather, watch local tv stations for announcements regarding Steubenville City Schools for delays or cancellations. The district also send out a "One Call" to inform parents, to please makes sure the school has a current phone number. For two hour delays, school will begin at 10:45 a.m., and not breakfast is served.

BEHAVIOR MANAGEMENT STRATEGIES

Behavior Management should be a method of teaching children to express their emotions, needs, and wants in a constructive, adaptive way. Children need to learn developmentally appropriate problem-solving skills so that they can interact positively and peacefully with peers and adults. As such, the Steubenville City Schools preschool staff choose from several strategies to use the most effective means to assist individuals and groups of children.

Strategies to use to prevent a problem situation:

*Pre-teaching social skills, expected behaviors and routines clearly and practicing consistently.

*Setting up the learning environment to promote smooth transitions.

*Identifying potential "triggers" that may cause a child to react inappropriately and teaching replacement skills to the child.

*Practicing with modeling, social stories, and dramatic play.

Strategies to use when a problem situation occurs:

*Cueing and redirection

*Temporary distraction from the problem situation to refocus the child's attention.

*Calming techniques such as speaking softly to the child.

*Protecting children from harm to themselves or others.

Strategies to use after a problem situation has occurred:

*Praise and recognition for appropriate behavior and problem-solving.

*Reinforcing skills acquired during the problem-solving activity for future use.

*Redirection to the previous activity or to another activity.

BIRTHDAYS

On your child's birthday, you may send in a special treat for the class. Please inform the teacher at least one day in advance so they may address any food allergies.

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C.

CLOTHING

Select clothing that your child can manipulate him/herself. This helps the child to develop self-confidence and independence. For example, overalls cause children a great deal of difficulty at the bathroom.

CONTACTS

EAST-Tricia Saccoccia/Principal--tricia.saccoccia@rollred.org
Michelle Moss-michelle.moss@rollred.org
Makayla Carman-makayla.carman@rollred.org
Brittany Fuller-brittany.fuller@rollred.org

MCKINLEY STEM- Lynnett Gorman/Principal--lynnett.gorman@rollred.org
Melissa Karas-melissa.karas@rollred.org
Lacey Dobson-lacey.dobson@rollred.org

WELLS ACADEMY-Tommy Kotsanis/Principal--tommy.kotsanis@rollred.org
Malena Biasi-malena.biasi@rollred.org
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Kacy Ingram-kacy.ingram@rollred.org

WEST--Donnie Reeves/Principal--donnie.reeves@rollred.org
Katelyn Boyuk-katelyn.boyuk@rollred.org
Courtney Leasure-courtney.leasure@rollred.org
Shelby Luther-shelby.luther@rollred.org
Patty Snyder-patty.snyder@rollred.org

CURRICULUM

The Success For All Curriculum has been adopted by the Steubenville City Schools. This program is aligned to the State of Ohio early content standards.

DAYS OF OPERATION, HOURS OF OPERATION

185 days beginning and ending according to the Steubenville City School calendar, including holidays and inservice days. The full day program will begin at 8:45 a.m. and end at 3:00 P.M..

D. DISCIPLINE

The Steubenville City Schools actual method of discipline shall apply to all persons on the premises and shall be restricted as posted in the attached. Behavior Management/Discipline Ohio Administrative Code 3301-37-10 as required by law.

The Steubenville City School's preschool program discipline philosophy and procedures shall be based on the needs of each individual child. Our philosophy will be to use positive reinforcement as a behavior management tool. We will use developmentally appropriate child guidance and management techniques. These techniques are to be used at all times and shall include such measures as redirection, separation of the child from problem situations, talking with the child about the situation, and praising appropriate behavior.

The preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

The preschool shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.

The 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, pinching, shaking, spanking or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame or frighten a child.
8. Discipline shall not include withholding food, rest or toilet use.
9. Separation, when used a discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

D. **DISCIPLINE CONT'D**

The parent of a child enrolled in preschool shall receive the school's written discipline policy.

All preschool staff members shall receive a copy of the discipline policy for review upon employment.

E. **EMERGENCY CARD**

An emergency card is to be completed prior to the start of school. Please inform the school if there is any change to the information on this card at any time.

F. **FIRE EMERGENCY /WEATHER ALERTS**

All teachers and students participate in drills when they are held in preparation for such emergencies and are in compliance with requirements stated in the Ohio Revised Code.

H. **HEALTH RECORD**

Cards are to be filled out and returned to the school. Children also need to have a physician and dentist complete medical forms.

I. **IMMUNIZATION**

By four years of age your child should have: four DPT, three Polio, one MMR, three or four HIB, three HEP B vaccines, and recommended is the varicella vaccine (chicken pox).

L.

LETTER IDENTIFICATION

Letter identification is one of the many skills that is learned in the Success For All Curriculum. The students are introduced to a letter each week where they watch a video on the Smartboard each day about the letter. The preschoolers wear their "letter goggles" to find the letter in the Daily Message. You will receive your child's report card which will inform you of the upper and lower case letters your child recognizes each nine weeks.

LICE POLICY

When a case of lice is reported to the school, the school nurse will

*check the student

*check the student's siblings

*check the student's class.

Any preschool student infected with lice will be sent home with instructions on how to take care of the problem. Upon returning to school, the nurse will check to see that the student has been treated and is free of lice and nits. The preschool student will be sent home if there is evidence of lice and/or nits.

LUNCH

Every student in Steubenville City Schools is provided with a no-cost nutritious lunch every day. Monthly menus are sent home with each student and posted in the building.

M. MANAGEMENT OF COMMUNICABLE DISEASES

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

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

When any of these symptoms occur the child will be made as comfortable as possible. The parents or emergency contact person will be notified and asked to pick up the child as soon as possible.

The following precautions shall be taken for children suspected of having a communicable disease.

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

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian.

1. Diarrhea (more than one abnormally loose stool within a 24 hour period)
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Conjunctivitis
6. Temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness
7. Untreated infected skin patch(es)
8. Unusually dark urine and/or grey or white stool
9. Stiff neck
10. Evidence of lice, scabies or other parasitic infestation

A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian . Symptoms will be monitored, including: Unusual spots or rashes, sore throat or difficulty in swallowing, elevated temperature, or vomiting.

N. **NEWSLETTERS**

Newsletters will be sent home on a regular basis to keep the parents informed about the various activities your child is experiencing at preschool.

O. **OUTDOOR PLAY**

Children engage in outdoor play as weather permits. Please dress your child so he/she will be comfortable outdoors.

P. **PLAY**

Play and pretend are vital parts of an early childhood curriculum. Play allows children to develop their social skills, to communicate with peers and handle conflict.

PARENTS

Parents are viewed as partners of early childhood teachers. The parent-teacher relationship is built on mutual respect and a pooling of knowledge about individual children and child development principles. Parents are encouraged to participate in planned activities and serve in various capacities, eg. support groups, group discussions, video presentations, school activities and programs, etc. Upon entering the building, the parent must report to the school office.

POLICIES

Steubenville City Schools Board adopted policies on:

*Staff
*Cumulative Records
*Developmentally Appropriate Program Planning
*Health and Safety
*Admission and Attendance
*Behavior Management/Discipline
*Management of Communicable Diseases
*Parent Access
*Serving Handicapped Preschool Children

These policies are on file at the Program and Board Office and are available to review. Please contact your building principal.

Q.

QUESTIONS

Questions or concerns of parents should be discussed promptly with the teacher or building principal of the program. If you cannot resolve your concerns, you may call the State of Ohio at (614) 466-0224 or the Department of Ombudsperson at (877) 644-6338. You may obtain copies of the Preschool Compliance Reports through the building principal.

S.

SICKNESS OR INJURY

Students who become ill or injured during the school day should report to the teacher in charge. In case of serious injury or illness, the home will be notified.

In extreme circumstances, the instructions on the student's emergency procedure card will be followed.

SOCIAL SKILLS DEVELOPMENT

The preschool teachers model different types of behavior management techniques. Some examples include:

*Saying 1,2,3-Look at me.

*Clapping a rhythm waiting for the children to join in.

*Saying changes with the expectation of children joining in.

In preschool, the children learn to gain self-control and increase social skills such as cooperating with one another, sharing, negotiating, and communicating with others. Most discipline issues will be dealt with by the classroom teacher unless the teacher feels that it is necessary to involve the principal. Parents will be notified of behavior concerns by note or telephone call so that the parents and teacher can work together to correct and improve the behavior.

SUPPLY FEE

All preschool students have a yearly fee of $1080.00* that can be paid at the beginnin of the year, or in $100.00 monthly installments. Checks are to be paid to Steubenville City Schools. If you are currently receiving funds from ADC (Aid to Dependent Children) and or OWF or Ohio Disability Assistance Program, you are eligible for a fee waiver. Fee waiver forms will be available at open house. If your child lives outside of state of Ohio, there will be an additional charge.

**Out of state fees: $2,500 + fees.

STAFF COVERAGE

There are two staff members with the preschool children at all times.

T.

TOILET TRAINING

Typical preschool students MUST be toilet trained upon entering the preschool program. There will be a two week adjustment period, recognizing that some students may experience setbacks during this new experience. Pull-ups are NOT an option, but rather an indication that toilet training has not been successful. If after two weeks, the child is not toilet trained, the parents will be asked to withdraw their child from the preschool program.

TRANSPORTATION/FIELD TRIP PLAN

Children can be transported on the regularly scheduled school bus at the scheduled time.

V.

VALUABLES

Please mark your child's clothing, boots, lunch box, etc. with an address label or at least your child's name. When it is necessary that money be brought to school, place it in a sealed envelope with the child's name, amount enclosed and purpose of the money.

Please have your children keep their toys and personal belongings at home, except on Show and Tell Day (which will be announced).