

NEWTON COMMUNITY PRESCHOOL
HANDBOOK
2019-2020



112 Thomas Jefferson Dr.
Newton, IA 50208

PHONE: 641-792-2498
FAX: 641-792-2716

Newton Community Preschool
Thomas Jefferson Elementary (T.J.)

Dear Families,

Welcome to the Newton Community Preschool Program. Our program serves 3 and 4 year olds during 4 half-day sessions (Tuesday, Wednesday, Thursday, and Friday.) *We do not have preschool on Mondays.*

Within our preschool we believe that learning should be fun as well as educational and purposeful! Our class schedules and activities address all developmental areas—large motor, fine motor, pre-academic (including literacy, math, social studies and science), language, and social/emotional. Children are also encouraged to develop independence and self-confidence.

The purpose of this handbook is to provide information to you about our preschool program and school. We believe sharing this information will foster cooperation and understanding between home and school. Please read this handbook carefully.

If you have any questions or desire more information, please feel free to contact your child's teacher.

Sincerely,
Your Preschool Staff

Teaching Staff:

Alisha Calow, calowa@newton.k12.ia.us
Brooke Kuker, kukerb@newton.k12.ia.us
Bailey Sander, sanderb@newton.k12.ia.us
Kaitlyn Van Sickle, vansicklek@newton.k12.ia.us

Thomas Jefferson Principal: Trisca Mick

Office Manager: Darcy Hol

Educational Associates: Heather Bucklin, Julie Hanson, Miguel Hummel-Gulling, Angela Johnson, Lisa Martson, Shelly Thomas

District Mission Statement:

The Newton Community School District empowers every learner to achieve a lifetime of personal success.

Newton Community Preschool Philosophy:

The Newton Community Preschool will provide all children with a safe and nurturing environment where they can explore their interests and abilities, developing their individual strengths. We believe children will develop confidence, independence, and a lifelong love for learning through quality experiences. Community resources are also a valuable component in promoting the development of our children. We welcome families and respect them as advocates and volunteers to enrich the partnership between home and school.

Schedule below for Tues., Wed., Thurs., and Fridays. NO CLASSES ON MONDAYS

A.M. Classes

8:20 a.m. Start Time
11:20 a.m. Dismissal Begins

P.M. Classes

12:25 p.m. Start Time
3:25 p.m. Dismissal Begins

Arrival and Dismissal Procedures:

- ❖ Unless arriving late or picking up a student early, parents/guardians do not come into the building during arrival and dismissal. Preschool staff will come to you. **If you do come into the building, you must go directly to the office and check in.**
- ❖ Individuals picking up students must be listed in Infinite Campus. At the home visit, teachers will review the list of people who have permission to pick up your child(ren). If something changes, **YOU MUST CONTACT THE SCHOOL IN PERSON OR IN WRITING. STUDENTS WILL ONLY BE RELEASED TO INDIVIDUALS LISTED ON INFINITE CAMPUS OR WHO HAVE THE APPROPRIATE PICK UP TAG.** Please keep this list of individuals updated.

AM Session Arrival/Pick-Up Procedures:

- ❖ **Arrival:** For morning session drop-off, you will use the West circle drive in front of the building, pulling up alongside the sidewalk. Preschool staff will be out at 8:15 to begin picking up students from their vehicles.
 - **Please do not enter the drive until 8:15 and do not let your child(ren) out of your vehicle until a staff member has opened your vehicle’s door.**
 - If you are late for preschool drop-off, you will need to park in the South parking lot and use the main entrance to buzz in and check in at the office.
 - If you arrive early, please wait in a **designated parking space**. Parking is available in our South Parking Lot as well as at Store for Homes. At 8:15, you may enter the West circle drive.
- ❖ **Pick –Up:** For morning session pick-up, please use the same West circle drive in front of the building, pulling up alongside the sidewalk. Preschool staff will bring students out to their vehicles starting at 11:20.
- ❖ We use colored tags to help staff easily identify vehicles of students. At the home visit, you will be given a colored tag to put in the passenger window for pick up. The color coordinates with your classroom teacher.
 - This tag also lets the staff know that the driver has permission to pick up the child(ren). **PLEASE PLAN TO BRING YOUR TAG EVERY DAY AT PICK UP.**

- **If your child's pick up person does not bring a car tag, then he or she will be directed to park in the south parking lot. The pick up person will go to the office and present a photo ID. Your child and their teacher will come to the office after all other children have been dismissed. Please make sure that the pick up person is 16 years of age or older.**
- Please do not exit your vehicle. Do not pull ahead of another vehicle. Follow the vehicle in front of you out of the drive. If you need to assist your child in buckling his or her car seat, please pull over at the end of the circle drive near the stop sign.
- The Newton Community School District will follow the Iowa Law in regards to car seat laws. "Children aged 1-6 must be secured in a child restraint system. This includes car seats and booster seats, but does not include just a vehicle seat belt."
- You may also find a parking space in the South lot and walk to the preschool dismissal door, near the main entrance, to pick up your child. **You will need to bring the colored tag with you and a staff member will walk your child out to you.**

PM Session Arrival/Pick-Up Procedures:

- ❖ **Arrival:** For the afternoon session drop-off, you will need to use the West circle drive in front of the building, pulling up alongside the sidewalk. Preschool staff will be out at 12:20 to begin picking up students from their vehicles.
 - **Please do not let your child(ren) out of your vehicle until a staff member has opened your vehicle's door.**
 - If you are late for preschool drop-off, you will need to park in the South parking lot and use the main entrance to buzz in and check in at the office.
- ❖ **Pick-Up:** For the afternoon session pick-up, please use the North bus lane, pulling up alongside the sidewalk. Preschool staff will bring students out to their vehicles starting at 3:25.
- ❖ We use colored tags to help staff easily identify vehicles of students. At the home visit, you will be given a colored tag to put in the passenger window for pick up. The color coordinates with your classroom teacher.
 - This tag also lets staff know that the driver has permission to pick up the child(ren). **PLEASE PLAN TO BRING YOUR TAG EVERY DAY AT PICK UP.**
 - **If your child's pick up person does not bring a car tag, then he or she will be directed to park in the south parking lot. The pick up person will go to the office and present a photo ID. Your child and their teacher will come to the office after all other children have been dismissed. Please make sure that the pick up person is 16 years of age or older.**
 - **Please note, you will not be allowed into the lane until all the busses leave (approximately 3:25.)**
 - Please do not exit your vehicle. Do not pull ahead of another vehicle. Follow the vehicle in front of you out of the lane. If you need to assist your child in buckling his or her car seat, please pull over at the end of the lane near the shelter. You may also pull into a parking space.
 - The Newton Community School District will follow the Iowa Law in regards to car seat laws. "Children aged 1-6 must be secured in a child restraint system. This includes car seats and booster seats, but does not include just a vehicle seat belt."
 - You may also find a parking space in the North or South lot and walk to the dismissal door, which is along the bus lane and accesses the school's cafeteria. **You will need to bring the colored tag with you and a staff member will walk your child out to you.**

WEST



EAST

STUDENT FEES AND FEE WAIVERS:

3 year old students have a \$30.00 student registration fee and a \$25.00/month tuition.
4 year old students have a \$30.00 student registration fee. There is no tuition for 4-year-olds.

WEBSITE:

The district's website is at the following address: www.newtoncsd.org Under "Our Schools" in the top bar, click on Thomas Jefferson Elementary. Preschool information will be included with the school's announcements and calendar. You may also click on "Preschool" in the list of options. Your child's teacher may have a classroom website or Facebook page as well.

ATTENDANCE:

Preschoolers are expected to attend school regularly and to be on time in order to benefit from the instructional program. Parents are encouraged to ensure an absence from school is a necessary absence. If your child will be tardy or not attending, please call the school office (792-2498) by 8:30 a.m. for the morning session and 12:30 for the afternoon session. If you leave for work prior to the school office being open, you may leave a message on the school's voice mail. An e-mail to the school secretary, Darcy Hol (spangenburgd@newton.k12.ia.us), is also acceptable. **For the safety of your child, parents/guardians who have not contacted the office will receive a call from the school, even at work.** Students who do not attend school regularly, are consistently tardy, and/or leave school early, will be subject to removal from the preschool program. The building principal or designee will investigate the cause of a student's attendance issues before removal is determined.

WEATHER-RELATED SCHOOL CANCELLATIONS:

Whenever it becomes necessary to cancel, delay, or release early on a day of school because of a weather emergency, this information will be broadcast over the following stations: KCOB (1280 am), WHO (1040 am), KGRN (1410 am) as well as other area stations. Please listen to the radio and refrain from calling the school. Parents and students should discuss contingency plans for such events. **A two hour delay will result in the cancellation of MORNING preschool. However, afternoon preschool will run as normal. An early dismissal will result in the cancellation of AFTERNOON preschool.**

The Newton Community School District will also be using an alert system to inform parents of weather emergencies through phone message, text, and/or e-mail. If you do not receive these alerts, please contact your school office or follow the steps below.

- Log into or create an Infinite Campus Portal Account by using the following link: <https://campus.newton.k12.ia.us/campus/portal/newton.jsp>
- Select 'Contact Preferences' tab under User Account.
- Check the corresponding boxes for the type of contact you would prefer at each number or email address.
- If there is a phone number or e-mail that is no longer current, please delete it.
- Make sure to save by clicking the button at the bottom of the page.

EMERGENCY DRILLS:

To assist preschoolers with learning how to stay safe at school, preschool staff and students conduct monthly fire and tornado drills. It is a state requirement for preschool that fire/tornado drills are held each month. Students at T.J. Elementary also conduct intruder drills. NCS D has comprehensive plans to cover other emergencies as well.

HOME VISITS:

As a part of the state requirements for our preschool program, every child will have a home visit from their teacher. Home visits will be scheduled at the beginning of the school year or when your child begins school. The visit provides an opportunity for family members and the teacher to become acquainted. The home visit is an ideal time for families to ask questions about the program as well as share about their children, including interests, strengths, concerns, allergies, and activity restrictions. Family members may also set an individual goal(s) for the student to work toward as the year progresses.

SNACKS & BIRTHDAYS:

There is no breakfast or lunch served for preschool students. However, students eat snack at school each day. The snack is provided through a district grant. Families are not responsible for sending snacks to school. Families will be informed about the snack foods with a monthly calendar.

If sending treats for a birthday or celebration day, the treats must be store purchased and sealed. **Homemade treats are not permitted.** This is to ensure safety for all students, especially those with food allergies. **If a student in your child's classroom has a severe allergy to certain foods (such as peanuts or gluten), you will receive notification from your child's teacher and will be asked to not send any foods containing this product to school.**

Students who wish to bring treats on their birthday may do so. Those who have summer birthdays are welcome to choose a school day to celebrate with their class. **Invitations to parties out of school, which do not include the entire class, will not be distributed at school.**

HOLIDAY CELEBRATIONS:

Room parties will be scheduled for fall and Valentine's celebrations. More information will be sent home with your child closer to each celebration. An end of the year celebration will also be held on the last day of preschool. Please speak with your child's teacher as well as read the volunteer policy information below if you are interested in volunteering for these celebration days. Volunteers are accepted on an as needed basis.

VISITOR POLICY:

The NCSB Board of Education has adopted procedures for visitors at all schools, which are listed below.

- In order to facilitate a controlled point of access, all doors at each NCSB school shall be closed and locked. The marked main door of each building will be the only access for visitors.
- Visitors shall request access by pushing the buzzer next to the main door.
- Visitors shall report to the main office, sign in on the visitor's log, and show photo identification, e.g. driver license. The building secretary will then make a photocopy of the identification and issue the visitor a "visitor's badge." The visitor is required to display the badge in a prominent fashion on their person at all times while on campus.
- At the conclusion of the visitor's business, he/she shall return to the office to sign out on the visitor's log and return the badge.
- Visitors who do not comply with these district requirements shall be asked to leave school grounds.

VOLUNTEERS, SPEAKERS, AND CHAPERONES POLICY:

- All volunteers are required to officially register and complete the necessary paperwork prior to volunteering in any of the schools or school programs.
- Volunteers, speakers, and chaperones who wish to volunteer their time must first contact the classroom teacher to determine if there is a time, need, and educationally relevant content to the visit.
- If you are interested in volunteering, you must complete a volunteer packet containing the following forms (application, statement of confidentiality, State of Iowa criminal history record check request form, Iowa Courts Online, child abuse clearance, sex offender law compliance.) You must also turn in a copy of your valid driver's license or stop by the office and have it copied (you can have the office copy it on your first visit to volunteer, after your application has been approved).
- You can request that a volunteer packet be sent home with your child or pick one up at a school office.
- Below are some examples of volunteer roles in our schools:
 - Chaperoning a field trip
 - Classroom volunteer during celebrations/parties
 - Instructional volunteer
 - ✓ Making classroom materials
 - ✓ Copying papers
 - ✓ Assisting with small group or 1:1 instruction
- Individuals who do not meet the appropriate requirements established by the state law or the NCSB procedures will not be permitted to volunteer.
- When a volunteer reports to school, he/she is expected to follow the visitor sign-in procedures.
- Thank you for complying with these procedures designed to keep all of our students safe. We appreciate your cooperation. If you have any questions, please contact the school office.

FLOWERS, BALLOONS, AND OTHER DELIVERIES:

We prefer that balloons, flowers, and other gifts be given at home and not sent to school. Any of these items delivered to school will be kept in the office and given to the student at the end of the day.

CONTACTING YOUR CHILD AT SCHOOL:

If you need to contact your child or child’s teacher during the school day, you may telephone or visit the school office. To prevent disruption of the class, the office will relay the message.

CONFERENCES/PROGRESS REPORTS:

Newton Community Preschool conferences are held twice each year. Fall preschool conferences do not follow the district schedule. They coincide with the GOLD Assessment calendar, which is explained under the section titled Assessment Plan and Student Records. Spring preschool conferences are held during the same week as the elementary schools’ conferences.

***Preschool will hold regular classes on October 22nd & 24th, which are the early out and conference days for K-8th grade. There will be NO preschool on October 25th along with the rest of the district.**

* November 25th, 26th, & 27th (**Preschool Fall Conferences**)

- **NO PRESCHOOL CLASSES THE WEEK OF THE 25th DUE TO CONFERENCES AND THANKSGIVING**

* March 9th and 10th (**Preschool Spring Conferences**)

- **NO PRESCHOOL ON MARCH 9th OR 10th DUE TO CONFERENCES**

- **PRESCHOOL WILL HOLD REGULAR CLASSES ON MARCH 11th & 12th**

- **NO PRESCHOOL ON MARCH 13th DUE TO THE START OF SPRING BREAK (March 13th is a possible snow make up day.)**

During conferences, teachers will discuss student progress using our district, preschool progress reports and our assessment tool, Teaching Strategies Gold, as well as answer any questions.

In addition, progress reports will be sent home at the end of the school year. Parents/guardians are welcome to schedule a meeting with a teacher at any time during the school year. Teachers may also wish to meet with families at other times during the year to discuss concerns and progress.

LIBRARY:

Preschoolers have the opportunity to check out books from the T.J. library and bring them home! It is recommended that preschoolers return their books each week before or on their class library day. A note will be sent home in late September or October with more specifics, including your child’s library day each week.

CARDINAL CASH/GOLDEN STARS :

As the school year gets into full swing, preschoolers will learn about the Cardinal Code: Be Respectful, Be Responsible, Be Safe, Be Caring. They may bring home red “Cardinal Cash” tickets for following the code. When a teacher sees a student(s) following the code, the teacher will emphasize their great choice and present them with a ticket. Half of the ticket is kept at school and placed in a weekly drawing for prizes. The other half is sent home and can be celebrated however a family chooses. As an entire class, students will work together to be respectful, responsible, safe, and caring. When a staff member sees an entire class following the code, the class will earn a golden star. When a set amount of stars have been collected, the class will celebrate with a party or special activity.

PERSONAL ITEMS FROM HOME:

To avoid damage, loss, theft, or disruption of learning, **please do not allow your child to bring personal items, such as gum, candy, and toys.**

We **do** allow children to bring toys for a scheduled show & tell time or special activity if the following guidelines are followed:

- 1) The toy can fit into the backpack.
- 2) Parents understand that teachers/staff are not responsible for lost or broken items.

LOST AND FOUND:

During the week of K-4 conferences, the Lost and Found items will be out on a table by the gym for pick up. Unclaimed items are repurposed at the end of the year. Please contact your child’s teacher about missing items, as he/she may have a classroom “Lost and Found pile” as well.

EXTRA CHANGE OF CLOTHES:

We ask that all children have a change of clothes at school in case of an accident or a spill. These clothes should be weather appropriate (sweats for winter/lighter clothes for fall and spring) and kept up to size, as your child will grow throughout the year. Please send a shirt, pair of pants, underwear, and socks as well as label each item with your child’s name.

STUDENT APPEARANCE AND DRESS:

Student dress and grooming must be neat and in good taste so that each student shares in a positive, healthy, and safe environment. A student's clothing often sets the stage for his/her actions as well as that of other children in the school. Parents are encouraged to guide their children on their choice of clothes. Clothing that is considered inappropriate or could cause a distraction, such as making reference to alcohol, tobacco, or other illegal substances, will not be worn in school.

Student dress should be appropriate for the weather. In the cold weather, students need clothing that is dry and layered, including a stocking hat, pair of gloves, winter coat, winter boots, and snow pants. **Please let your child’s teacher know if assistance is needed with obtaining outdoor, winter clothes.** On sunny days, students may need sun-protective clothing and/or sunscreen. **Students need to have sunscreen applied at home before coming to school. As the temperature may change throughout a morning or afternoon, please always send a jacket or sweatshirt with your child.**

STAYING IN FROM OUTSIDE PLAY:

All students are expected to go outside for play each day. Please do not request that your child stay inside. If there is a special health concern and there is a reason your child must remain indoors, you need to send a note stating the concern. If a health condition requires your child to stay in for recess beyond one or two days, we need to have a note from your doctor. Students will not be outside if the temperature and/or wind chill temperature is below 10 degrees. Outdoor times are scheduled for approximately 20 minutes each day

ILLNESS AND INJURY:

Parents/Guardians will be asked to complete an emergency form, providing necessary information in the case of an illness or injury. If a student becomes ill or is injured at school, the student's parents/guardians will be notified as soon as possible. If the parents/guardians cannot be reached, other individuals listed as the student's contacts will be called. For the child's safety, students will be released only to adults whose names appear in Infinite Campus or qualified medical personnel.

It is very important that you notify the school when phone numbers for your child's contacts need to be changed. At T.J., a health associate is available daily to assist with health concerns and minor first aid. A district nurse is also on-call.

MEDICATION:

Any medication taken at school must be brought into the school by the parent or parent's designee, left in the health office, and given in the health office. Medication will be stored in a locked place for safety purposes. Prescription medication must be sent in the prescription bottle as it came from the pharmacy with the student's name, doctor's name, and name of medication as well as amount and time to be given (ask your pharmacist for an additional container for school with the correct label). It is also necessary for you to sign a permission statement allowing medication distribution.

Nonprescription medicine (i.e., aspirin, cough drops, cough syrup, cold tablets, aspirin, etc.) should be sent in an appropriate container labeled with the student's name and the name of the medicine. A medication permission form is also required for nonprescription medication. The school does NOT furnish any medication. Board Policy 504.4

HEALTH GUIDELINES:

Although we strive for regular attendance, **please keep your child home** if they have any of the following illnesses: temperature of 100 degrees or higher, vomiting, diarrhea, or pinkeye. Remember, **they must be free of fever, vomiting, and diarrhea for 24 hours** before returning to school. Please call the office at 641-792-2498 for any absences. An answering machine is available before and after hours. An e-mail to the school secretary, Darcy Hol (spangenburgd@newton.k12.ia.us), is also acceptable. If an absence is due to a communicable disease, please let the secretary know what illness your child has contracted.

IMMUNIZATIONS AND COMMUNICABLE DISEASES:

Students enrolling for the first time in the district shall submit a certificate of immunization against diphtheria, pertussis, tetanus, polio myelitis, rubella (measles), and rubella. Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement. Board Policy 504.1

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk that others will catch the disease. The term "communicable disease" means an infection or contagious disease spread from person to person or animal to person. Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contamination. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health will be notified. Board Policy 504.2, 504.2R.

HEAD LICE GUIDELINES:

Head lice can be a nuisance for schools and families to deal with. Together, we can ensure that the disruption to school is minimal. We will use the following procedures in Newton Schools based on information from the Iowa Department of Health. Please don't hesitate to contact your school nurse, health associate, or school administrator if you have further questions or concerns.

1. When a student is found with live lice in their hair the following procedure will be followed:
 - a. Parents will be asked to take the student home for treatment. This is to ensure that the spread of the Head Lice will not interfere with the learning environment for all students.
 - b. Recommended treatment will be based on the Iowa Department of Health's 14 Day Treatment Protocol.
 - c. If a parent/guardian cannot be found, students with head lice will be sent back to class.
 - d. Following treatment, the student may return to school. When possible, it will be **recommended** that the health associate/nurse check the student's head. If for any reason live lice or nits remain, the nurse/health associate may offer other suggestions.
 - e. For recurring infestation problems, the parent can consult with a district nurse/health associate for other suggestions. Students will not be chemically treated at school due to the chemicals used and possible reactions that students may have.
 - f. Students with nits will be allowed to stay in school, but parents are requested to remove any visible nits or seek treatment as needed.
2. A 14 day treatment protocol from the Iowa Department of Public Health will be sent home with the student to explain the recommended treatment. To protect students' right to privacy, notifications will only be sent home with the other students in the given classroom if a significant number of students from that class have had confirmed cases of head lice, alerting parents and recommending routine checking of their children.

Only siblings and close associates of the student with lice will be checked by school personnel if we feel it is necessary.

3. Having all students in a classroom checked for head lice will seldom occur due to the disruption of instruction and to protect the students' right to privacy.

RELEASE OF PHOTOGRAPHS:

During registration, you answered a question about the release of your child's photographs taken at school. If circumstances arise during the year and you need to change your response, you must contact the school in person or in writing to do so.

MOVING:

In order to facilitate a smooth transition, we appreciate knowing as soon as possible about a student leaving our district. School records will be mailed upon receipt of a request from the school to which the student is transferring.

CHILD CUSTODY:

In most cases, when parents are divorced, both Mom and Dad continue to have equal rights to educational information where their children are concerned.

*If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the T.J. office. **Unless your court order is on file with us, we must provide equal rights to both parents.**

ANIMALS ON THE PLAYGROUND/SCHOOL GROUNDS:

Animals on the playground/school grounds constitute a danger to young students. **Pets need to be kept at home or in the vehicle during drop off/pick up.** If you have a service/therapy animal, please contact the office so that special arrangements can be made. Service/therapy animals should be easily identifiable by their leash/harness/tags. Children often request to share a pet at school. This should be discouraged due to allergies and fears of various students. Permission from the building principal must be granted before a student can bring a pet to school. Animals relating to a curriculum unit being studied will be considered. If an animal is brought to school, an adult must bring the animal, assume responsibility for the animal while it is in the building, and transport it to and from school. No animal should be brought into the building which could pose a safety hazard to anyone in the building. Make sure you are aware of any animal allergies that students in your child's classroom may have.

TEACHER QUALIFICATIONS:

As parents/guardians in the Newton Community School District, you have the right to information regarding your child's teacher's qualifications, state licensure status, special endorsements for grade level/subject areas taught, and certification/degree. Parents/guardians may request this information from The Office of Human Resources by calling 792-5809 or by sending a letter of request to NCSD Office of Human Resources, 1302 1st Avenue West, Newton, Iowa 50208.

STANDARDS:

We align our curriculum with the Iowa Early Learning Standards. The Iowa Quality Preschool Program Standards are used for program, staff, and environmental guidance.

INSTRUCTIONAL MATERIALS:

The majority of materials that we use to deliver instruction are from Creative Curriculum. Other curriculums supporting students and teachers are the following: Positive Behavior Intervention Supports, Making Reading Heavenly, and Handwriting Without Tears. The curriculums and materials give children an opportunity to develop their skills in all areas. Teachers will provide adaptations and modifications to ensure access to the curriculum for all children.

As a way of participating in the education of their children, parents/guardians may review instructional materials used by their students. The instructional materials must be viewed on school district premises during regular school hours. The materials will be made available by the school administrator upon receipt of a written request that identifies the materials to be reviewed.

If a parent/guardian objects to the use of assigned material by his/her child, the child may be given an alternate assignment that meets the assessment requirements and is acceptable to the parent/guardian. A written request for an alternate assignment must be submitted by the parent/guardian to their child's instructor or administrator.

Members of the school district community may object to the instructional materials utilized in the school district and request that such materials be limited in use or removed from the curriculum. In order for the district to respond to such a request, a concerned person must complete a Reconsideration Request Form and submit it to their school administrator or Office of the Superintendent.

ASSESSMENT PLAN AND STUDENT RECORDS

Student Records

Preschool student records are maintained in the front office at T.J. and are kept confidential. The custodian of the records is the building administrator and questions regarding student records should be directed to his/her office. Records contain information about a student and his/her education. They may include but are not limited to the following: identification data, attendance data, record of achievement, family background data, aptitude tests, education and vocation plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports. Preschoolers also have health files, which are located in the nurse's office and contain health and safety information gathered from families.

Summary of Teaching Strategies GOLD Assessment System:

- Teaching Strategies GOLD is an ongoing assessment throughout the year. Results are compiled 3 times per year in November, February, and May. Its general purpose is to keep track of development in the following areas: Social Emotional, Physical, Cognitive, Language, Literacy, Math, Social Studies, Science and Technology, and the Arts. With GOLD, teachers and educational associates are constantly observing students as well as taking data on how students perform the skills within each area. GOLD allows teachers to identify student's strengths and weaknesses and target specific skills. It also assists teachers with understanding how instruction should be changed to best meet each student's needs.

- A student's results within GOLD can be discussed at Parent/Teacher conferences in November and March. We also extend an invitation to families to visit about any questions or concerns.
- This assessment includes English Language Acquisition objectives in order to assess the growth of a non-English speaking student.
- Teaching Strategies GOLD can be used with any developmentally appropriate early childhood curriculum and is aligned with the Iowa Early Learning Standards.

AEA 11 SUPPORT SERVICES:

Our school district is part of the Heartland Area Educational Agency 11. AEA 11 provides support services, including a school psychologist, a school social worker, an educational consultant, a speech pathologist, and other personnel as needed. Teachers and/or parents/guardians may consult with the AEA for potential services for their children. If you have questions about your child's development, please begin by inquiring with the classroom teacher for more information. When parents/guardians and/or program staff suspect that a child has a developmental delay or other special need, this will be discussed through a formal meeting in a confidential manner. The meeting will include documentation and explanation for the concern. With input from parents, suggested next steps and information about resources will be discussed.

KINDERGARTEN and KINDERGARTEN ROUND UP INFORMATION:

Kindergarten round up is a process that takes place over two days at each of the neighborhood schools in the spring. During this time, preschool students interact with the building staff and same age peers while kindergarten teachers gain information regarding each child. This process allows students to get acquainted with staff as well as the building that they may attend for their kindergarten year. Kindergarten teachers can also provide recommendations for strengthening specific skills within students that will support them in kindergarten. Accommodations for this process are provided for students who are on Individualized Education Plans (IEPs).

Kindergarten teachers host family meetings, providing information about round up and the kindergarten year. Information on the family meetings and round-up will be sent home and posted on the district website as soon as it is available, which is usually in February.

STUDENT DUE PROCESS RIGHTS:

It shall be the policy of the Board of Education to provide for student due process rights. Board policies provide legitimate and reasonable channels through which policy interpretations may be quickly and equitably resolved at the lowest possible level. Student due process policies and regulations are available on the district website. Board Policy 502.9, 502.9R

COMPLAINTS AND GRIEVANCES:

It is the goal of the district to resolve student and parent complaints and grievances at the lowest level. Parents are encouraged to address concerns and problems with the student's teacher. We encourage families to raise concerns and work collaboratively with the teaching staff to find mutually satisfying solutions. If the complaint cannot be resolved by the teacher, the parent may discuss their matter with the principal. If the matter cannot be resolved by the principal, parents may then discuss it with Bret Miller, the Pre. K-12 Director of Teaching and Learning.

ITEMS PROHIBITED AT SCHOOL:

Items that are hazardous to the safety of others or that interfere with the learning environment are prohibited. A zero tolerance policy on dangerous weapons (real or toy) is in effect, i.e.: gun, knife, etc. Parents/guardians of students found to possess weapons, dangerous objects, or look-alikes on school property or on property within the jurisdiction of the school district shall be notified of the incident. Confiscation of the weapon or dangerous objects shall be reported to the law enforcement officials and students will be subject to disciplinary action including suspension or expulsion. Board Policy 502.11 **Students will not be allowed to have electronic devices, such as cell phones, pagers, two-way radios, electronic games, radios, IPODS, laser lights, toys, etc. in school.** These cause interruptions and can become a nuisance. Primary students may bring toys for sharing if requested by the teacher. Students will assume responsibility for any money, valuables, or personal items brought to school.

ALCOHOL, TOBACCO, AND DRUGS:

All Newton Community Schools' facilities and campuses are smoke free. The use or possession of alcohol, tobacco in all forms, or drugs, other than those prescribed by a doctor, at school, on school property, or school functions is forbidden. **Smoking in your car on school grounds is also not allowed.** Violation of this policy by students will result in disciplinary action. Violation of this policy by adults could result in a report to local law authorities. Possession of any alcohol and/or of a controlled substance may be reported to the local law authorities. Board Policy 502.6.

HAZARDS, HEAT, and BABY WALKERS:

Program staff will protect children and adults from hazards, including electrical shock, burns or scalding, slipping, tripping, or falling to the greatest extent possible. Liquids and foods that are hotter than 110 degrees Fahrenheit are kept out of children's reach. Toys that have been placed in mouths or contaminated in other ways are washed by hand using water and detergent. The toys are then rinsed, sanitized, and air dried. The program also excludes baby walkers.

PROCEDURES FOR REPORTING ALLEGATION OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES:

The District will respond promptly to allegations of abuse of students by District employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The Newton Community School District has appointed the Director of Teaching and Learning as well as the Director of Human Resources as the Level I Investigators. Bret Miller or Laura Selover will investigate allegations of abuse on the PreK – 6th grade level. They can be reached at [641-792-5809](tel:641-792-5809) – 1302 1st Ave W, Newton, Iowa 50208. Board Policy 408.16.

HARASSMENT:

It is the policy of the Newton Community Schools to maintain a learning and working environment that is free from harassment. It shall be a violation of this policy for students to harass other students, or staff, through conduct of a sexual nature or conduct, designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, age, size, disability, marital status, or any other form of harassment. Violations of this policy and its procedures will be cause for disciplinary action up to and including expulsion. Students who believe that they have suffered harassment shall report such matters in a timely manner to a teacher, counselor, or building administrator. Board Policy 502.11., Board Policy 107

MULTICULTURAL AND NONSEXIST EQUITY EDUCATION:

The Newton Community School District shall maintain its programs and practices whereupon no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under said programs and activities of the district. It is also the policy of the district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of career, roles, and life styles open to women as well as men in our society.

One of the objectives is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with equal education opportunity shall be directed to the superintendent by writing to Central Administration Office, Title IX Compliance Officer, 1302 1st Avenue West, Newton, Iowa 50208, or by telephoning 641-792-5809. Board Policy 602.26

EQUAL EDUCATIONAL OPPORTUNITY:

Children enrolled in the Newton Community School District shall have an equal opportunity for a quality public education without discrimination regardless of their race, religion, sex, color, age, marital status, national origin, or disability in its education programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act and Title IX of the Rehabilitation Act of 1973. Inquiries from students, parents, or employees of the Newton Community School District regarding compliance with Title IX, Title VI, or Section 504 may be directed to Director of Curriculum and Instruction, Central Administration Office, Newton, Iowa 50208, telephone number 641-792-5809.

We are very excited to have the opportunity to serve your student(s) here at Thomas Jefferson Elementary. Please let us know if you have any questions!

Sincerely,

Trisca Mick
Thomas Jefferson Elementary Principal

