

NEWTON COMMUNITY PRESCHOOL HANDBOOK 2017-2018



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NEWTON, IA 50208

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Newton Community Preschool

Thomas Jefferson Elementary (T.J.)

112 Thomas Jefferson Drive

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Web Page: www.newton.k12.ia.us

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.*

At 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 questions throughout the year or desire more information, please feel free to contact your child's teacher.

Sincerely,

Your Preschool Staff

Teaching Staff:

Megan Hankins, hankinsm@newton.k12.ia.us

Brooke Kuker, kukerb@newton.k12.ia.us

Bailey Sander, sanderb@newton.k12.ia.us

Bethany Taylor, taylorb@newton.k12.ia.us

Kaitlyn Van Sickle, vansicklek@newton.k12.ia.us

Thomas Jefferson Principal: Trisca Mick

Office Manager: Josie Carter

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

District Mission Statement:

The Newton Community School District will do whatever it takes to ensure all students learn to think, innovate, and succeed.

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 Ends

P.M. Classes

12:25 p.m. Start Time

3:25 p.m. Dismissal Ends

Arrival and Dismissal Procedures:

- ❖ Parents/guardians will no longer be coming into the building to drop off or to pick up. Classroom teachers will come to you.
- ❖ Individuals picking up students at the end of a session 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). Please keep this list of individuals updated. If something changes, **YOU MUST CONTACT THE SCHOOL IN PERSON OR IN WRITING. STUDENTS WILL NOT BE RELEASED TO INDIVIDUALS NOT LISTED ON INFINITE CAMPUS.**

AM Session Arrival/Pick-Up Procedures:

- ❖ **Arrival:** For morning session drop-off, you will need to use the North bus lane. Teachers will be out at 8:15 to pick up all students from their vehicles.
 - **Please note, you will not be allowed into the drive until after all the busses leave. (approximately 8:10)**
 - If you are late for drop-off, you will need to use the main entrance to buzz in and check in at the office.
- ❖ **Pick –Up:** For morning session pick-up, please use the West circle drive at the front of the building. Teachers will bring students out to their vehicles starting at 11:20.
- ❖ We use colored tags to help teachers easily find parents/guardians 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 teacher know that the driver has permission to pick up the child(ren). Without a tag, a call will be made to the office in order to verify pick-up. **PLEASE PLAN TO BRING YOUR TAG EVERY DAY AT PICK UP.**
 - Please do not park and wait in the drive lanes, as those are for moving traffic. You may find a parking spot in the South lot. If you are blocking traffic, you will be asked to move.

PM Session Arrival/Pick-Up Procedures:

- ❖ **Arrival:** For the afternoon session drop-off, you will need to use the West circle drive at the front of the building. Teachers will be out at 12:20 to pick up all students from their vehicles.
 - If you are late for drop-off, you will need to 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. Teachers will bring students out to their vehicles starting at 3:25.
- ❖ We use colored tags to help teachers easily find parents/guardians 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 teacher know that the driver has permission to pick up the child(ren). Without a tag, a call will be made to the office in order to verify pick-up. **PLEASE PLAN TO BRING YOUR TAG EVERY DAY AT PICK UP.**
 - **Please note, you will not be allowed into the drive until after all the busses leave (approximately 3:20.)**
 - Please do not park and wait in the drive lanes, as those are for moving traffic. You may find a parking spot in the North lot. If you are blocking traffic, you will be asked to move.



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.

ATTENDANCE:

Research has consistently shown that students who attend school regularly and on time experience more success. Please make every effort to ensure your child has regular attendance. Students are expected to attend school regularly and to be on time in order to benefit from the preschool program.

Please call the school office at 641-792-2498 to report an absence.

WEATHER-RELATED SCHOOL CANCELLATIONS:

Whenever it becomes necessary to cancel, delay, or early release 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. The Newton Community School District will also be using an alert system to inform parents through phone message, text, and/or e-mail. If you do not receive these updates, please contact your school office or see the link below to sign-up for the notifications. Parents and students should discuss contingency plans for such events. Please listen to the radio and refrain from calling the school. **A two hour delay will result in the cancellation of A.M preschool with a normal P.M. session. An early dismissal due to weather will result in a cancellation of P.M. preschool.**

Here is a link to sign up for district notifications. You will need to create an account first and then you can sign up to receive notifications on your phone or through texts and emails.

<http://www.newtoncsd.org/protected/publicuserlogin.aspx>

HOME VISITS:

As a part of the state requirements for preschool, every child in our program will have a home visit from their teacher. Home visits will be scheduled at the beginning of the school year or when the 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.

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. In addition, the school will also conduct intruder drills. NCSD has comprehensive plans to cover other emergencies as well.

SNACKS & BIRTHDAYS:

There is no breakfast or lunch served for preschool students. However, students eat snack at school each day. Please send snack on the 1st of each month for your child's class. Teachers will inform families of the number in each class. Teachers will also provide a list of recommended foods as well as foods that are not permitted, such as candy. Snacks must be store purchased and sealed. Snacks with expired dates must be discarded. A snack calendar will go out each month for every classroom and snacks for the month will be determined by what is brought in on the 1st.

Birthdays are important and significant events in the life of a child. They afford the opportunity for children to be given special recognition. Accordingly, students who wish to bring treats on their birthday may do so. All treats must be store purchased and sealed. **Homemade treats are not permitted.** 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 and see 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 NCSD 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 NCSD 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. drivers' 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 secretary's desk to sign out on the visitor's log and return their badge.
- Visitors who do not comply with these district requirements for identification shall be asked to leave school grounds.

VOLUNTEERS, SPEAKERS, AND CHAPERONES POLICY:

- All volunteers are required to officially register and complete the necessary paperwork as a volunteer prior to becoming able to volunteer 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 either turn in a copy of your valid driver's license or stop by the office and we'll copy it for you (you can have the office copy it on your first visit to volunteer, after your application has been approved).
- You can request a volunteer packet be sent home with your child or stop by one of the school offices to complete.
- 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 NCSD procedures, will not be permitted to volunteer.
- When the 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 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 during the school day, you may telephone or visit the school office. If you have a change in procedures for the end of the day, please contact the main office and make sure the “pick up” person has the “pick up” tag visible. To prevent disruption of the class, the office will deliver a message to your students’ teacher.

CONFERENCES/PROGRESS REPORTS:

Newton Community Preschool Conferences will be held twice each year. Fall conferences will coincide with the GOLD Assessment calendar rather than following the District Conference Schedule. Spring conferences will be held along with the other district elementary schools:

***Preschool will hold regular classes on Oct. 24 & 26 (K-8th grade early out and conference days); NO CLASSES Oct. 27**

* November 20, 21, & 22 (**Preschool Fall Conferences**)

- NO PRESCHOOL CLASSES THE WEEK OF THE 20th DUE TO CONFERENCES AND THANKSGIVING

* March 19 and 20 (**Preschool Spring Conferences**)

- NO PRESCHOOL ON MARCH 20 DUE TO CONFERENCES
- PRESCHOOL WILL HOLD REGULAR CLASSES ON MARCH 21 & 22
- NO PRESCHOOL ON MARCH 23 DUE TO CONFERENCES AND SPRING BREAK

During conferences, teachers will discuss student progress using our district preschool, progress reports and 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! Books are due every two weeks and overdue notices are sent home after the 2 week deadline. Books are collected in the classroom and may be returned before the due date. Preschoolers visit the library once a week and check out one book at a time. A book must be returned before another is checked out. If a book is lost and not returned by the end of the year, a fee will be included on your child’s account.

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 a toy for show & tell if the following guidelines are followed:

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

LOST AND FOUND:

During the week of the 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. If possible, sending an extra pair of shoes may be beneficial as well.

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 hat, pair of gloves, 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.

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, a note from the doctor will be requested. 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.

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 their use or removed from the curriculum. In order for the district to respond to such a request, the 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:

The Newton Community Preschool uses two different assessments throughout the year: Individual Growth and Development Indicators (myIGDIs, Early Literacy+) and Teaching Strategies GOLD.

Summary of the myIGDIs Assessment:

- This assessment is given 3 times a year to students attending through the Statewide Voluntary Preschool Grant (4-year-old preschool). It is broken down into 5 sections: PICTURE NAMING, RHYMING, SOUND IDENTIFICATION, WHICH ONE DOESN'T BELONG, and ALLITERATION. All the sections address pre-literacy skills and help teachers to determine each student's current skill level. Teachers can then change their instruction to best meet each student's needs.
- A section consists of a book and 15 questions. Students take turns looking at the book with their teacher and answering the question on each page. A student works with his/her teacher in a quiet setting. The 5 sections are NOT given one after the other. The assessment is spread out over a 2 to 3-day time span.
- Student's fall results will be shared at the November conferences and the results from the winter assessment will be shared at the March conferences. The results from the spring assessment will be sent home before the end of the school year. Families are more than welcome to come in and visit about any questions or concerns.

Picture Naming - Students are asked to verbally name what they see.

Rhyming – Students are presented with two or three picture choices and a separate picture above the choices. Students are asked to match the picture placed above the others by pointing to the picture that rhymes with it. (Example: “Listen: goat, boat, cake, car. Which two rhyme? Is it goat/boat, goat/cake, goat/car?”)

Beginning Sounds – Students listen to their teacher produce a letter sound and point to the letter that creates the sound. Students choose between 3 upper or lowercase letters on each page. (Example: “Show me the letter that makes the sound /Z/.”)

Which One Doesn't Belong – Students are presented with three pictures and asked to point to the picture that doesn't belong, as it does not have the same commonality as the other two pictures. (Example: "Fish, boat, shoe. Which one doesn't belong?")

Alliteration (ONLY given in the winter and spring) – Students listen to their teacher label two or three pictures. They then listen to their teacher produce a letter sound. Students point to the picture that BEGINS with the given sound. (Example: "Listen: tree, duck. Which one starts with /D/?")

Summary of Teaching Strategies GOLD Assessment System:

- 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. 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 skills that need work. It also assists teachers with understanding how instruction should be changed to best meet each student's needs.
- A student's results within GOLD are discussed at Parent/Teacher conferences in November and March. We also send home a district preschool, progress report at the end of the year and 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.

Student Records

Records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building administrator and questions regarding student records should be directed to his/her office. The records contain information about the student and his/her education, and may include but are not limited to: 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. Preschool student records are maintained in the front office and kept confidential.

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.

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

KINDERGARTEN and KINDERGARTEN ROUND UP INFORMATION:

Kindergarten round up is a process that takes place over two days at 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 to know a variety of staff at the school that they may attend for kindergarten. Kindergarten teachers can also provide recommendations for work each student can do over the summer in order to strengthen specific skills. Accommodations for this process are provided for students who are on Individualized Education Programs (IEPs).

Kindergarten teachers host family meetings, providing information about kindergarten round up and kindergarten. Information about 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.

ILLNESS AND INJURY:

Parents will be asked to complete an emergency form providing necessary information to be used 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. The students will be turned over to the care of his/her parents or qualified medical personnel. A health associate is available daily to assist with health concerns and minor first aid. A district nurse is on-call.

When your child becomes ill at school and a parent/guardian 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. **It is very important that you notify the school when phone numbers change for emergencies.**

MEDICATION:

Any medication taken at school must be left in the office and will be stored in a locked place for safety purposes. The medication will be given in the office by the health associate. 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. 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.

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 the Director of Special Programs.

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, 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 Educational Services as Level I Investigator. Director Tina Ross will investigate allegations of abuse on the PreK – 6th grade level. She 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 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