

# NEWTON COMMUNITY SCHOOL DISTRICT PRESCHOOL HANDBOOK 2024-2025



112 Thomas Jefferson Dr.  
Newton, Iowa 50208  
641-792-2498



1701 S. 8th Ave. E.  
Newton, Iowa 50208  
641-792-7021

**Dear Families,**

**Welcome to the Newton Community School District Preschool Program!**

Our program serves 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:

Jen Clausen, [clausenj@newton.k12.ia.us](mailto:clausenj@newton.k12.ia.us)

Katie Haberman, [habermank@newton.k12.ia.us](mailto:habermank@newton.k12.ia.us)

Haley Jenkins, [jenkinsh@newton.k12.ia.us](mailto:jenkinsh@newton.k12.ia.us)

Kaitlyn Van Sickle, [vansicklek@newton.k12.ia.us](mailto:vansicklek@newton.k12.ia.us)

Administration:

Jolene Comer, Newton Preschool Principal, [comerj@newton.k12.ia.us](mailto:comerj@newton.k12.ia.us)

Serenity Bookout, YMCA Child Care Director, [serenity.bookout@newtonymca.org](mailto:serenity.bookout@newtonymca.org)

Office Manager:

Lesla Blatchford, [blatchfordl@newton.k12.ia.us](mailto:blatchfordl@newton.k12.ia.us)

**District Mission Statement:**

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

**Newton Community School District Preschool Philosophy:**

The Newton Community School District 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.

**Preschool Schedules below for Tues., Wed., Thurs., and Fri.**  
**NO CLASSES ON MONDAYS**

**Thomas Jefferson Elementary and YMCA Community Students**

A.M. Classes

8:15 a.m. Drop Off Begins  
8:20 a.m. Start Time  
11:20 a.m. Dismissal Begins

P.M. Classes

12:20 p.m. Drop Off Begins  
12:25 p.m. Start Time  
3:25 p.m. Dismissal Begins

\*YMCA wrap-around students will transition to and from child care and preschool @ 8:15 and 11:20 if in the AM session and 12:20 and 3:25 if in the PM session

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**AEA 11 SUPPORT SERVICES:**

Our school district is part of the Heartland Area Education 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.

**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. Danielle Kenny or Laura Selover will investigate allegations of abuse on the PreK – 6<sup>th</sup> grade level. They can be reached at [641-792-5809](tel:641-792-5809) – 1302 1st Ave W, Newton, Iowa 50208. Board Policy 402.03.

### **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.

### **ANTI-BULLYING/HARASSMENT**

The Newton Community School District is committed to providing all students, employees and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees and volunteers is against federal, state and local policy, and are not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district; a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

### **Retaliation Prohibited**

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

### **Definitions**

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. “Harassment” and “bullying” mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
  1. Places the individual in reasonable fear of harm to the individual's person or property.
  2. Has a substantial detrimental effect on the individual's physical or mental health.
  3. Has the effect of substantially interfering with an individual's academic performance or career performance. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the individual” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

- “Volunteer” means an individual who has regular, significant contact with students.

### **Publication of Policy**

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion on the school or school district’s web site, and a copy shall be made to any person at the central administrative office at: 1302 1st Avenue West, Newton, Iowa 50208

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - tell a teacher, counselor or principal; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser did;
    - witnesses to the harassment;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser responded.

### **Filing a Complaint**

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent’s designee. The complaint form is available with the board policy exhibit [104-E\(1\)](#). If the complainant is a school employee, after filing the complaint with the superintendent or superintendent’s designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.



## **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent or the superintendent's designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- Interviews with the Complainant and the individual named in the complaint ("Respondent")
- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the Respondent to provide a written statement;
- Interviews with witnesses identified during the course of the investigation;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Additional suggestions for administrative procedures regarding this policy include:

- Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and
- Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.

## **Decision**

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school

volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Board Policy 104

## **ASSESSMENT PLAN AND STUDENT RECORDS**

### **Student Records:**

Student records are stored electronically. The records contain information about the student and their education and may include but are not limited to the following types of records: identification data, attendance data, records of assessment data, family background data, discipline data and external agency reports. Questions regarding student records should be directed to the principal's office. 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 2 times per year in November 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.

### **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 Thomas Jefferson Elementary (792-2498) or the YMCA (792-7021) 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, Lesa Blatchford ([blatchfordl@newton.k12.ia.us](mailto:blatchfordl@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.

#### **ARRIVAL AND DISMISSAL PROCEDURE:**

##### **Thomas Jefferson Elementary and YMCA Community Students**

- ❖ 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 @ TJ:**

- ❖ **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. Parents/Guardians must unbuckle their students at drop off.
  - ❑ **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. Cars will pull forward allowing more cars to enter the drive and to avoid waiting in the street. If you need to get out of your vehicle in order to buckle your child, please do so as quickly as possible or feel free to pull forward to the end of the circle drive. Preschool staff will bring students out to their vehicles starting at 11:20. Parents/Guardians must buckle their students at pick up.
- ❖ 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.

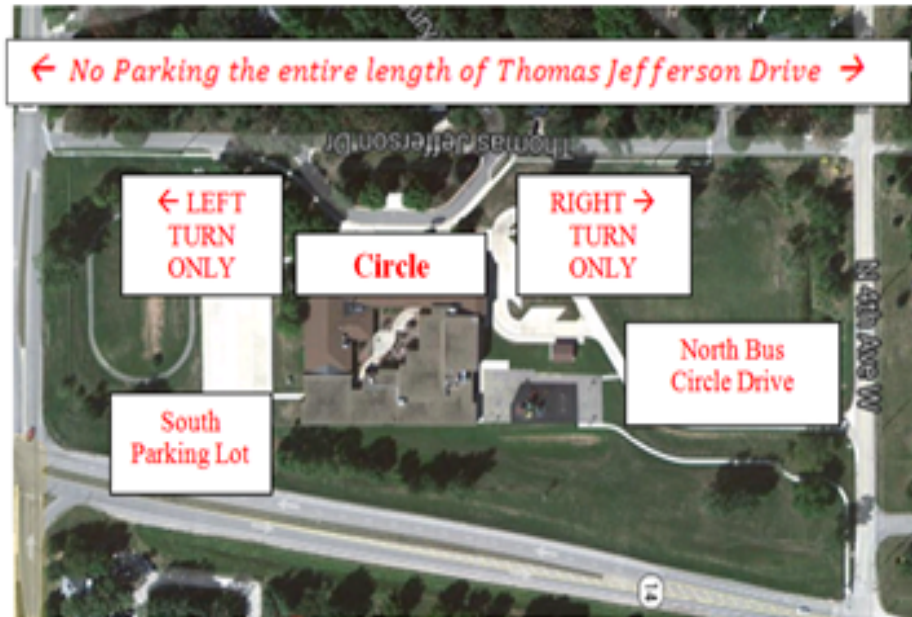
- This tag also lets the staff know that the driver has permission to pick up the child(ren). PLEASE PLAN TO BRING YOUR TAG EVERY DAY AT PICK UP.
- **If your child's pick up person does not bring a car tag, then he or she will be directed to park in the south parking lot. The pick-up person will go to 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.**
- 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 @ TJ:**

- ❖ **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. Parents/Guardians must unbuckle their students at drop off.
  - **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 afternoon session pick-up, please use the same West circle drive in front of the building, pulling up alongside the sidewalk. Cars will pull forward allowing more cars to enter the drive and to avoid waiting in the street. If you need to get out of your vehicle in order to buckle your child, please do so as quickly as possible or feel free to pull forward to the end of the circle drive. Preschool staff will bring students out to their vehicles starting at 3:25. Parents/Guardians must buckle their students at pick up. **Please do not enter the circle drive until 3:25 to allow for a safe dismissal of the K-4 students. If you arrive early, you are welcome to wait in the Store for Homes parking lot.**
- ❖ 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.**

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WEST



EAST

**YMCA:**

- ❖ **Arrival:** Parents must wait with their child by the YMCA Child Care door for the preschool teacher to meet you and welcome your child in.
- ❖ **Dismissal:** Parents must pick up your child by the YMCA Child Care door from the preschool teacher.
- ❖ If you are running late, you must enter through the front doors of the YMCA and walk back through the Child Care to take your child to the preschool. YMCA staff will not be monitoring the door to let you in after preschool arrival time.
- ❖ Approved pick up personnel must be approved by the preschool teacher.

## **BIRTHDAYS**

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 for the class on their birthday may do so. Please check with your child's teacher for any possible allergies in the classroom. Those who have summer birthdays are welcome to choose a school day to celebrate with their class. 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. **Invitations to parties out of school which do not include the entire class will not be distributed at school.**

(See SNACKS/FOODS AND NUTRITION & BIRTHDAYS for details on what snacks can be brought.)

## **BOARD POLICIES:**

<https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36031005>

## **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 has been collected, the class will celebrate with a party or special activity.

## **CARE OF SCHOOL PROPERTY**

Staff, students, parents, and community take great pride in our school and its appearance. We expect students to take care of school property including their desks, chairs, books, lockers, and school equipment. We do not tolerate vandalism. Your child may be asked to reimburse the school for any school property he/she may have damaged or destroyed. We do not permit students to have a lock on their lockers.

## **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.

### **CHILD CUSTODY:**

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If you have a court order that defines the rights of parents in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

Disagreements between family members are not the responsibility of the school district. The school district will not take the “side” of one family member over another in a disagreement about custody and parental rights. Court orders that have been issued are followed by the school district. It is the responsibility of the person requesting an action by the school district to inform and provide the school district the court order allowing such action.

This policy does not prohibit an employee from listening to a student’s problems and concerns.

It is the responsibility of the superintendent or designee to ensure employees remain neutral in a disagreement about custody and parental rights. Board Policy 507.07

### **COMMUNICABLE DISEASES:**

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of transmission of the illness or transmission to other students or employees. The term “communicable disease” will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases is included in the school district's blood borne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan is reviewed annually by the superintendent and school nurses.

The health risk to immunosuppressed students is determined by their personal physicians. The health risk to others in the school district environment from the presence of a student with a communicable disease is determined on a case-by-case basis by the student’s physician, a physician chosen by the school district or public health officials.

It shall be the responsibility of the superintendent/designee, in conjunction with the school nurses, to develop administrative regulations stating the procedures for dealing with students with a communicable disease. For more information on communicable disease charts, and reporting forms, go to the Iowa Department of Public Health Web site:

<https://idph.iowa.gov/CADE/reportable-diseases>. Board Policy 507.03

### **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 Amy Shannon, the Pre. K-12 Director of Teaching and Learning. Board Policy 502.4

### **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 17th & 19th, which are early out and conference days for K-8<sup>th</sup> grade. There will be NO preschool on October 20th 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 10th and 11th (**Preschool Spring Conferences**)

- **NO PRESCHOOL** ON MARCH 10th OR 11th DUE TO CONFERENCES

- PRESCHOOL WILL HOLD REGULAR CLASSES ON March 12th and 13th

- **NO PRESCHOOL** ON March 14th DUE TO THE START OF SPRING BREAK

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.

### **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.

### **DAILY LEARNING OPPORTUNITIES:**

A consistent daily schedule is planned to offer consistency and a balance of learning activities. Learning in preschool is both formal and informal. Play is an important component to be present in an early childhood setting; through play, children develop healthy brains, bodies, and relationships. Open-ended play allows children to be creative and learn how to interact with others, both peers and adults. Additionally, research has shown that play helps develop self-control, language, reasoning, and social skills. The Creative Curriculum, which is our preschool curriculum, allows for this important play with guidance and scaffolding from our preschool teachers and associates. Learning school routines and expectations are also a large



part of preschool. Students will practice listening and talking with their peers daily through a variety of activities.

Your child will have the opportunity for the following types of activities every day:

- Large Group Activities
- Small Group Activities
- Story Time
- Outdoor Activities
- Snack
- Music and Movement
- Learning Center Activities
  - Blocks, Dramatic Play, Art, Puzzles and Games, Library, Science, Sensory Table

### **DIAPERING/TOILET TRAINING:**

Students do not need to be potty trained in order to attend the Newton Community School District Preschool Program. We do, however, encourage preschool children to be potty trained. Toilet training is an important time in a child's development. For children who are unable to use the toilet consistently, the following diapering guidelines set forth in the Iowa Quality Preschool Programs Standards are in place:

- ❖ Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.
- ❖ A changing area is available for students who need to lay down in order to have a diaper or pull-up changed.
- ❖ At all times, a staff member has a hand on a child when that child is being changed on an elevated surface.
- ❖ Within the changing area, staff post and follow changing procedures.
- ❖ Surfaces used for changing and on which changing materials are placed are not used for other purposes.
- ❖ Staff check students for signs that diapers or pull-ups need to be changed at least every two hours and change children in the designated changing area or classroom bathroom when wet or soiled.
- ❖ A classroom bathroom is available for those students in the process of toilet training.
- ❖ The changing area and classroom bathrooms are separated by a wall.
- ❖ Containers that hold soiled diapers/pull-ups as well as changing materials have a lid that opens and closes tightly by using a hands-free device (e.g., a step can). Containers are kept closed and are inaccessible to children. The container will be clearly labeled to show its intended use.
- ❖ Diapering and gloving posters will be posted in the changing area showing procedures through the use of visuals and words. These procedures are used by the program administrator to evaluate teaching staff that change diapers.

**DISTRIBUTION OF MATERIALS:**

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

- a. is obscene to minors;
- b. is libelous;
- c. contains indecent, vulgar, profane or lewd language;
- d. advertises any product or service not permitted to minors by law;
- e. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
- f. presents a clear and present likelihood that, either because of its content or the manner of the distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations

Distribution on school premises of material in categories (a) through (d) to any student is prohibited. Distribution on school premises of material in categories (e) and (f) to a substantial number of students is prohibited. For specific procedures, time, place, and manner of distribution, definitions, and disciplinary action refer to Board Policy 903.5R1.

**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 in the Newton Community School District Preschool also conduct intruder drills. NCSD has comprehensive plans to cover other emergencies as well.

**EQUAL EDUCATIONAL OPPORTUNITY:**

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same educational opportunity.

The Newton Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Director of Human Resources, 1302 1st Avenue West, Newton, Iowa, 50208, (641) 792-5809.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

The board requires all persons, agencies, vendors, contractors, volunteers and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Newton Community School District, Newton, Iowa 50208; or by telephoning (641) 792-5809.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov), the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level. Board Policy 102

### **FAMILY INVOLVEMENT:**

NCS D preschools encourage families to be very involved in their child's education by observing their children during the day when possible and meeting with staff. Family members are welcome to visit at any time during class sessions.

Teachers and administrators use a variety of formal and informal ways to become acquainted with and learn from families about their family structure and their preferred means of child-rearing practices and communication; and information about their socioeconomic, linguistic, racial, religious, and cultural backgrounds as they wish to share. Families are surveyed during the year regarding their family, beliefs, and preferences followed by a parent meeting to discuss results. Home visits will be conducted at the beginning of the school year. Program staff communicate with families on at least a weekly basis regarding children's activities and developmental milestones, shared care-giving issues, and other information that affects the well-being of their children. Family teacher conferences are held in both the fall and spring semesters, as well as when either party requests. At least one Family Night/Open House is held during the year.

NCSD preschools value the time spent talking and interacting with families and developing strong, reciprocal relationships. As the teacher learns from the families' expertise regarding their child's interests, approaches to learning, and developmental needs, goals for your child's growth and development can be incorporated into ongoing classroom planning. Families are encouraged to share any concerns, preferences or questions with the preschool teacher or administration at any time.

Although in-person daily contact cannot be replaced, preschool staff also rely on notes home, emails, phone calls, SeeSaw app, newsletters, and bulletin boards as alternative means to establish and maintain open, two-way communication.

NCSD Preschools invites you to become involved in one or all of the following ways, and welcomes other ideas as well.

1. Support your child's daily transition to school by sharing information about your child's interests and abilities. Keeping the teacher informed of changes and events that might affect your child allows the teacher to be more responsive to your child's needs.
2. Attend family meetings.
3. Return all forms, questionnaires and so on promptly.
4. Attend Family/Teacher conferences in the Fall and Spring semesters.
5. Check your child's backpack each day.
6. Share some of your talents in your child's class through activities such as: reading or storytelling, cooking, art, music, sewing, crafts, hobbies, your profession, or artifacts from trips you have taken.
7. Share any of your families' cultural traditions, celebrations, or customs.
8. Read all the material sent home with your child.
9. Come to play.

It is the policy of the Newton Community School District not to discriminate on the basis of race, national origin, creed, age, marital status, or physical disability in its education programs, activities, or employment policies as required by Title VI or VIII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and the Federal Rehabilitation Act of 1973.

The school district will, to the extent possible, provide full opportunities for meaningful participation of the families with children with limited English proficiency, families with children with disabilities, including providing information and school reports in an understandable and uniform format and, including alternative formats on request, and, to the extent possible, in a language families understand.

The school district believes that families should be supported in making decisions about services that their children may need. The teaching staff will provide information to families about available community resources and assist as requested in helping the family make connections.

### **Home Visits:**

Home visits are made prior to the start of school. This is an opportunity for the preschool teacher to get to know you, your child, and your family and for you to begin to create a partnership between home and school in order to best meet your child's needs. This is a great time for you to share what makes your family unique, how you prefer to communicate with the teacher, and share your knowledge about your child's interests, approaches to learning, and developmental needs. You can help the teacher understand what your goals are for your child and whether you have any concerns you'd like addressed. Parents are encouraged to share these preferences, concerns, and questions at any time with either the classroom teacher or administrator.

**Family Teacher Conferences:**

The preschool program will have formal family teacher conferences in November, before Thanksgiving break. In the spring, conferences will take place in March. During the conference the teacher will share results of classroom assessments and samples of your child's work. Together you can make a plan to continue to encourage your child's growth and development.

**Open House:**

Open House is an opportunity for you and your family to come to school, meet the teachers, and see the classroom. Children will have the opportunity to visit the classroom and parents will have the opportunity to observe their child interacting with other children. This is also a good time for parents to ask any questions that they may have about the program.

**Transitions:**

Home-school connections are crucial to the transition to kindergarten or any other program, such as special education. The child's family provides the consistency and continuity necessary for a young child to be successful. Making a change from one program to another can sometimes be difficult for a young child whether the transition is within the same building or in another location. Teaching staff (both preschool and kindergarten) will partner with the family to make the transition as smooth as possible by supplying transition information and connecting family members with the next program's staff. Preschool and kindergarten staff will provide information about enrollment policies and procedures, program options, and arrange for a classroom visit whenever possible.

**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.

## **GENERAL HEALTH AND SAFETY GUIDELINES:**

- All staff must be alert to the health of each child, known allergies, or special medical conditions.
- Under the supervision of the preschool teacher, all staff must be alert to the whereabouts of all children. Systems are in place for accounting for children at regular intervals, especially during periods of transition.
- All staff are to follow proper procedures for hand washing, using disinfectant, and following universal precautions to prevent infections.
- All staff are familiar with evacuation routes and procedures.
- All teaching staff complete “Occupational Exposure to Bloodborne Pathogens” annually.
- At least one staff member who has a certificate of satisfactory completion of pediatric first-aid training, including managing a blocked airway and providing rescue breathing for infants and children, is always present with each group of children. When a child in the group has a special health condition that might require CPR, one staff person who has successfully completed training in CPR is present in the program at all times.

## **HAND WASHING PRACTICES:**

Frequent hand washing is key to prevent the spread of infectious diseases. Teachers teach children how to wash their hands effectively. Posters of children using proper hand washing procedures are placed by each sink. The program follows these practices regarding hand washing:

- Staff members and those children who are developmentally able to learn personal hygiene are taught hand washing procedures and are periodically monitored.
- Hand washing is required by all staff, volunteers, and children when hand washing reduces the risk of transmission of infectious diseases to themselves and to others.
- Staff assist children with hand washing as needed to successfully complete the task.

Children and adults wash their hands:

- upon arrival for the day;
- after diapering or using the toilet (use of wet wipes is acceptable for infants);
- after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or any touching of mucus, blood or vomit);
- before meals and snacks, preparing or serving food, or handling any raw food that requires cooking (e.g., meat, eggs, poultry);
- after playing in water that is shared by two or more people;
- after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals; and

Adults also wash their hands

- before and after feeding a child;
- before and after administering medication;
- after assisting a child with toileting; and
- after handling garbage or cleaning.

Proper hand washing procedures are followed by adults and children and include

- using liquid soap and running water;
- rubbing hands vigorously for at least 20 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).

Except when handling blood or body fluids that might contain blood (when wearing gloves is required), wearing gloves is an optional supplement, but not a substitute, for hand washing in any situation listed above.

- Staff must wear gloves when contamination with blood may occur.
- Staff do not use hand washing sinks for bathing children or removing smeared fecal material.

### **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.

### **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. Iowa Department of Public Health states, "Parents are the key to looking for and treating head lice. The Iowa Department of Public Health advises parents to spend 15 minutes each week on each child carefully looking for head lice or nits."
2. When a student is found with live lice in their hair the following procedure will be followed:

- a. Parents will be notified and asked to treat the student for head lice prior to the next school day.
  - b. Recommended treatment will be based on the Iowa Department of Health's 14 Day Treatment Protocol.
  - c. Following treatment, the student may return to school.
  - d. 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.
  - e. Students with nits will be allowed to stay in school, but parents are requested to remove any visible nits.
3. A 14-day treatment protocol from the Iowa Department of Public Health can be sent home with the student to explain the recommended treatment. To protect students' right to privacy, no notifications will be sent home regarding head lice.
4. 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.

#### **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 Thomas Jefferson Elementary (792-2498) or the YMCA (792-7021) for any absences. An answering machine is available before and after hours. An email to the school secretary, Lesa Blatchford (blatchfordl@newton.k12.ia.us), is also acceptable. If an absence is due to a communicable disease, please let the secretary or attendance center know what illness your child has contracted.

#### **HEARING SCREENING:**

Heartland Area Education Agency staff complete hearing screenings annually for students in some preschool classes (check with your school nurse), Kindergarten through 2nd grade, and for students in 5th grade. Parents are notified only if the results are concerning. Parents should notify the school nurse if they do not want their children to participate in the screenings.

#### **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.



## **ILLNESS AND INJURY:**

### **Thomas Jefferson Elementary:**

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 Thomas Jefferson Elementary, a nurse or health associate is available daily to assist with health concerns and minor first aid.

**YMCA:** There is no registered nurse on site.

## **IMMUNIZATIONS AND COMMUNICABLE DISEASES:**

Students desiring to participate in athletic activities or enrolling in kindergarten or first grade in the school district will have a physical examination by a licensed physician and provide proof of such an examination to the school district. A physical examination and proof of such an examination may be required by the administration for students in other grades enrolling for the first time in the school district.

A certificate of health stating the results of a physical examination and signed by the physician is on file at the attendance center. Each student will submit an up-to-date certificate of health upon the request of the superintendent. Failure to provide this information may be grounds for disciplinary action.

Students enrolling for the first time in the school district will also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and other immunizations required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy. Board Policy 507.01

## **INCLUSION:**

The preschool program is for all children, including those with disabilities and unique learning needs. Modifications are made in the environment and staffing patterns in order to include

children with special needs. Staff members are aware of the identified needs of individual children and are trained to follow through on specific intervention plans. It is our belief that inclusion in our program will enrich the experience for teachers, students, other children and their families. The preschool facilities meet the Americans with Disabilities Act accessibility requirements.

### **INSTRUCTIONAL MATERIALS:**

Parents/guardians and other members of the school district community may view instructional and library materials used by the students. All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded program must be available for inspection by parents.

Instructional and library materials may be viewed on the school district premises.

It is the responsibility of the superintendent to develop administrative regulations regarding the inspection of instructional materials. Refer to Board Policy 605.02

### **INTERNET USE POLICY:**

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will have access to the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student may, with the permission of the supervising teacher, be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- safety on the Internet;
- appropriate behavior while online, on social networking Web sites, and in chat rooms; and
- cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children’s Internet Protection Act

Employees and students will be instructed on the appropriate use of the Internet. Parents/guardians will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand this Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and that they understand the consequences for violation of the policy or regulations.

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children’s Internet Protection Act (CIPA) or E-rate. Refer to Board Policy 605.6 (605.06) for more information.

**Regulation 605.06-R(1) - Internet - Appropriate Use**

**I. Responsibility for Internet Appropriate Use.**

- A. The authority for appropriate use of electronic Internet resources is delegated to the licensed employees.
- B. Instruction in the proper use of the Internet will be available to employees who will then provide similar instruction to their students.
- C. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, discharge.

**II. Internet Access.**

- A. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.
- B. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses will not be issued to students at this time.
  - 1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.
  - 2. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk

exposure to questionable material.

3. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.
  4. To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.
  5. Transmission of material, information or software in violation of any board policy or regulation is prohibited.
  6. System users will perform a virus check on downloaded files to avoid spreading computer viruses.
  7. The school district makes no guarantees as to the accuracy of information received on the Internet.
- C. Permission to Use Internet - Annually, parents will grant permission for their student to use the Internet using the prescribed form.

### **III. Student Use of the Internet.**

- A. Equal Opportunity - The Internet is available to all students within the school district through teacher access. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.
- B. On-line Etiquette.
1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks
  2. Students should adhere to on-line protocol:
    - a. Respect all copyright and license agreements.
    - b. Cite all quotes, references and sources.
    - c. Remain on the system long enough to get needed information, then exit the system.
    - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
  3. Student access for electronic mail will be through their own account. Students should adhere to the following guidelines:
    - a. Others may be able to read or access the mail so private messages should not be sent.
    - b. Delete unwanted messages immediately.

- c. Use of objectionable language is prohibited.
  - d. Always sign messages.
  - e. Always acknowledge receipt of a document or file.
4. Restricted Material - Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
  5. Unauthorized Costs - If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

**IV. Student Violations--Consequences and Notifications.**

Students who access restricted items on the Internet are subject to the appropriate action described in building level handbooks. School Board Policy 605.06-R(1)

Consequences will be as follows for elementary students violating the Internet Acceptable Use policy and regulations:

- 1st Infraction: 1 week removal from internet access
- 2nd Infraction: 4 weeks removal from internet access
- 3rd Infraction: 8 weeks removal from internet access
- 4th Infraction: 16 weeks removal from internet access

**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-a-likes 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 502.6

**Students will not be allowed to have electronic devices, such as cell phones, pagers, two-way radios, electronic games, radios, IPODS, laser lights, toys, gum, and candy etc. in school.**

These cause interruptions and can become a nuisance.

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. Students will assume responsibility for any money, valuables, or personal items brought to school.

### **KINDERGARTEN and KINDERGARTEN FAMILY EVENT INFORMATION:**

A kindergarten family event-takes place in the spring. Parents will gain information about kindergarten, while preschool students interact with kindergarten teachers and peers. If needed, kindergarten teachers can then provide recommendations for strengthening specific skills within students. Accommodations for this process are provided for students who are on Individualized Education Plans (IEPs).

Information on the kindergarten family night and registration will be sent home and posted on the district website as soon as it is available, which is usually in February.

### **LIBRARY:**

#### **Thomas Jefferson Elementary:**

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.

### **LOST AND FOUND:**

#### **Thomas Jefferson Elementary:**

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.

### **MEDICATION:**

#### **Thomas Jefferson Elementary:**

Any medication taken at school must be brought into the health office by the parent or parent's designee, left in the health office, and given in the health office. Medication shall be administered when the student's parent or guardian provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container. 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 parent signed medication permission sheet is also required for nonprescription medication. This medication permission sheet is available in the office. All medication will be kept in a locked place in the nurse's office for safety purposes. Refer to Board Policy 507.2.(507.02)

Medications will be given as they are prescribed by health care providers.

### **YMCA:**

- ❖ We follow the NCS D guidelines when it comes to all illnesses and temperatures.
  - If your child is experiencing a temperature that exceeds the threshold set in place by the school district your child will be sent home.
- ❖ There is no registered nurse on site.
- ❖ All medications are strongly encouraged to be given at home prior to arrival.
- ❖ Medications will be given as they are prescribed by health care providers.
- ❖ YMCA staff will not be responsible for storing or administering non-prescribed medicine to your child.
  - This includes but may not be limited to, cough drops, cold medicine, fever reducers, allergy medication, etc.

### **MONEY-RAISING ACTIVITIES IN THE SCHOOLS:**

No activity requiring students and teachers to assist in promoting campaigns (financial, educational, charitable, or otherwise) that demand the time of students, teachers, and administrators shall be permitted, except as hereinafter provided, unless such campaigns are in accord with the general policies of the Board of Directors.

No agent, person, or persons shall be permitted to solicit any student or teacher for any purpose, or distribute circulars, handbills, cards, or advertisements of any kind, or make announcements of any nature, or take up contributions in any school building or on school grounds, for any purpose whatsoever, except by approval from the superintendent of schools or designee as being in accord with the general policies of the Board of Directors.

Community person(s), agent(s), or organization(s), when functioning to promote the educational welfare of students, within guidelines of Board of Education policy, and with approval from the superintendent or designee, may provide educational materials for student or district use provided that advertising which could be present be limited to the name of the product, material name, company name, logo or label of sponsoring organizations.

Nonprofit organizations such as Parent Teacher Association, Parent Advisory Committee, Newton Booster Club, and the Newton Band Parents Association, when functioning to promote the welfare and educational development of students, are afforded the following policy exceptions and privileges:

1. Distribution of pamphlets to students urging parents/guardians or relatives to purchase services or products sold for school activities may be made provided approval has been granted by the superintendent or designee.

2. Announcements concerning money-raising activities and/or promotions may be made to students provided approval has been granted by the superintendent or designee.

School-sponsored Newton High School activity groups shall be permitted to engage in money-raising activities provided approval has been granted by the superintendent or designee in accordance with the general policies of the Board of Directors.

Participation by students in charitable activities is considered to be a desirable part of their total education. However, as a matter of basic policy, the Board of Directors will authorize the administration to determine the nature and extent of such activity. Board Policy Code No. 1005.5

**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.

**NON-DISCRIMINATION POLICY:**

It is the policy of the Newton Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact, the equity coordinator, Laura Selover, Director of Human Resources, 1302 1st Avenue West, Newton, Iowa 50208, (641) 792-5809, seloverl@newton.k12.ia.us.

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

**Filing a Complaint:** A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

**Investigation:** Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter “equity coordinator”). If the Complainant is under 18 years of age, the equity coordinator shall notify



his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days after beginning the investigation, the equity coordinator shall complete the investigation and issue a report with respect to the findings. The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

**Decision and Appeal:** The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class, with return receipt.

The decision of the superintendent shall be final. The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law. This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available. If any of the stated time frames cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures. Board Policy 102.R1

## **OPEN ENROLLMENT**

Parents who wish to transfer their child out of the district under Open Enrollment may pick up appropriate forms in the office of the superintendent. Additional questions may be addressed to the superintendent.

## **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 and the Director of Human Resources as Level I Investigators. Amy Shannon or Laura Selover will investigate allegations of abuse on the PreK – 6<sup>th</sup> grade level. They can be reached at 641-792-5809 – 1302 1st Ave W, Newton, Iowa 50208. Board Policy 402.3.

## **PROGRAM ASSESSMENT:**

Newton CSD Preschools implement the Iowa Quality Preschool Program Standards. We participate in a desk audit yearly to confirm we are meeting these standards. Administrators, families, staff, and other routinely participating adults may be involved annually in a program evaluation that measures progress toward the program's goals and objectives. The annual evaluation process includes gathering evidence on all areas of program functioning, including policies and procedures, program quality, children's progress and learning, family involvement and satisfaction, and community awareness and satisfaction. The program uses this information to plan professional development and program quality-improvement activities as well as to improve operations and policies.

## **PTO – A Vital Partnership for Student Success**

The Parent Teacher Organization has been a very supportive partner of the school. PTO offers an excellent opportunity to show support for our children. The PTO holds monthly meetings. Memberships are available for \$5.00 and parents are encouraged to get involved. Please contact your school if you would be interested in being involved with PTO.

## **RELEASE OF PHOTOGRAPHS:**

In the Newton Community School District, photographs or a likeness may be released without written consent unless parent/guardian designates refusal to this on the electronic signature during registration through Infinite Campus each year. Photographs may be released to media outlets including Newton Daily News, NCSD website, School Newsletters, and building or classroom Facebook pages.

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.

### **ROUTINE CLEANING AND SANITIZATION:**

The facility will be maintained in a clean and sanitary condition. When a spill occurs, the area will be made inaccessible to children and the area will be cleaned immediately.

Toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion will be removed immediately and disinfected after they are cleaned with soap and water. This also applies to other surfaces in the classroom. Toys and surfaces will be disinfected using a non-toxic solution. To disinfect, the surfaces will be sprayed until glossy. The cleaning solution will be left on for at least 2 minutes before it is wiped off with a clean paper towel, or it may be allowed to air dry. Machine washable cloth toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion must be laundered before another child's use. Toys that cannot be cleaned and sanitized will not be used.

Staff will be trained in cleaning techniques, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials. Facility cleaning requiring potentially hazardous chemicals will be scheduled when children are not present to minimize exposure of the children. All cleaning products will be used as directed by the manufacturer's label. Non toxic substances will be used whenever possible.

### **SCHOOL SPIRIT DAYS:**

Show your school spirit every Wednesday by wearing school elementary shirts. Fridays will be designated as Newton Cardinals Spirit Days, so wear red and/or black shirts.

### **SECURITY CAMERAS:**

#### **Thomas Jefferson Elementary:**

Video surveillance cameras are used on school district grounds and inside and outside of school district buildings to assist in the security and safety of students, staff, and property.

### **SHOES, SOCKS AND BOOTS:**

During snowy, wet or muddy weather, please have your child bring an old pair of shoes or a pair of boots to wear outside. For safety reasons it is extremely important that students wear tennis shoes while participating in physical education. Flip flops, Crocs and other open toed shoes are discouraged.

## **SMOKING/DRINKING/DRUGS:**

All Newton Community Schools' facilities and campuses are smoke free.

The board prohibits the distribution, dispensing, manufacture, possession, use or being under the influence of beer, wine, alcohol, tobacco, alcohol, other controlled substances, or “look alike” substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district, while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

The board believes the substance abuse prevention program will include:

- Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;
- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- A statement that students may be required to successfully complete an appropriate rehabilitation program;
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and, Series 500 – Students NCSB Board Policies Page 2

- Notification to parents and students that compliance with the standards of conduct is mandatory. Board Policy 502.07

## **SNACKS/FOODS AND NUTRITION & BIRTHDAYS:**

### **Thomas Jefferson Elementary:**

**There is no breakfast or lunch served for preschool students.** However, students eat snacks at school each day. Families may be asked but not required to send snacks to school. Families will be informed about the snack foods with a monthly calendar.

All food is prepared, served, and stored in accordance with the U.S. Department of Agriculture Child and Adult Care Food Program (CACFP) guidelines. Clean, sanitary drinking water is made available to children throughout the day. Staff discards any foods with expired dates. Foods that are hotter than 110 degrees Fahrenheit are kept out of children's reach. Foods requiring refrigeration will be kept cold until served.

For each child with special health care needs, food allergies, or special nutrition needs, the child's health care provider should provide the program an individualized care plan prepared in consultation with family members and specialist involved in the child's care. Children with food allergies shall be protected from contact with the problem food. With family consent, the program posts information about the child's allergies in the food preparation area and in areas of the facility the child uses to serve as a visual reminder to all adults who interact with the child during the day. Program staff will keep a daily record documenting the type and quantity of food a child consumes when any child with a disability has special feeding needs and provide parents with that information.

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.**

### **YMCA:**

Snacks and birthdays are appropriate times for children to bring in treats to share with their friends.

- ❖ We ask that all treats and snacks be in the original containers and not made from home.

## **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.

The majority of materials that we use to deliver instruction are from Creative Curriculum. Other curriculums supporting students and teachers are the following: Second Step, 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.

#### **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.

#### **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.**

#### **STUDENT DIRECTORY INFORMATION**

Directory information is contained in the educational records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." The district has designated the following as "directory information;" student's name; address; telephone listing;

electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; most recent educational agency or institution attended; student ID number, user ID, or other personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Prior to developing a student directory or to giving general information to the public, parents (including parents of students open enrolled out of the school district and parents of children homeschooled in the school district) will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students. It is the responsibility of the superintendent to provide notice and determine the method of notice that will inform parents. Board Policy 506.02.

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than September 1 of each school year. If you have no objection to the use of student information, you do not need to take any action. Board Policy 506.02R1.

#### **STUDENT SUBSTANCE ABUSE:**

The board prohibits the distribution, dispensing, manufacture, possession, use or being under the influence of alcohol, tobacco/nicotine products, other controlled substances, or "look alike" substances that appear to be tobacco/nicotine products, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district, while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district. "Controlled substances" in this policy refers to the misuse of both licit and illicit drugs.

Violation of this policy by students will result in disciplinary action, including suspension or expulsion. Possession, use or being under the influence of alcohol and/or a controlled substance may also be reported to the local law authorities. Board Policy 502.07.

#### **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 1<sup>st</sup> Avenue West, Newton, Iowa 50208.

## **USE OF BICYCLES, SKATEBOARDS, ROLLER BLADES, SCOOTERS**

We discourage students from riding these items to school due to the number of students attending elementary buildings and the traffic pattern near school. There should be no riding of bicycles on the playground or school sidewalks during school hours or during dismissal time. Bicycles are to be placed in the bike rack in the corner of the building. The school is not responsible for damaged or stolen bicycles. We strongly encourage students to wear helmets if they ride bikes to school. No skateboards, roller blades, skate shoes, or roller skates should be worn or brought to school. These guidelines are established for everyone's safety.

## **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:**

Each year many opportunities are available to participate with your child. Examples include school holiday parties, field trips, etc. Prior to these happening, teachers will communicate details with families directly. A sign up sheet will be available at the back to school night in August. We encourage all families to attend. If, for any reason, a child doesn't have a family member join them, the preschool staff makes sure they feel special with a teacher or associate participating in the activity with them.

- 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 NCSD 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.

**WEAPONS:**

The board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not appropriate places for weapons, dangerous objects, and look-a-likes. Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents/guardians of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons, dangerous objects or look-a-likes will be reported to the law enforcement officials, and the students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term “firearm” includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, any explosive, incendiary or poison gas, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy. The principal may allow authorized persons to display weapons, dangerous objects, or look-a-likes for educational purposes. Such a display shall also be exempt from this policy. The superintendent, in conjunction with the principal, may develop an administrative process or procedures to implement this policy. Board Policy 502.6

**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.

### **YMCA:**

When there is no preschool due to weather, those enrolled in wrap-around care will participate in childcare for the day like they would on Mondays.

YMCA staff will monitor the weather and be in close contact with wrap-around families. In the event we decide to close early, staff will notify families in a timely manner.

### **WEBSITE:**

The district’s website is at the following address: [www.newtoncsd.org](http://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 another form of electronic communication as well, such as Seesaw or Facebook.

The YMCA’s childcare website is: [www.newtonymca.org/child-care.html](http://www.newtonymca.org/child-care.html)

