



Chariton Community School District

Preschool Program Handbook

Successful Learning for All Students

Chariton Community School District
140 E. Albia Road
Chariton, IA 50049
641-774-5967 (phone)

www.charitonschools.org

It is the policy of the Chariton 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 district's Equity/Title IX Coordinator, Jayme Braid, 1215 Linden, Chariton, IA 50049, 641-774-4712, jayme.braid@chariton.k12.ia.us

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District Mission

The mission of the Chariton Community School District is *successful learning for all students!* Our district is located in Chariton, in Lucas County, Iowa, and encompasses the towns of Chariton, Russell, Lucas, and Williamson.

Welcome Letter

Dear Families,

Welcome to the Chariton Preschool. We are both honored and excited that you have chosen us for your child's preschool experience. Our aim is to provide a quality education, within a rich learning environment, that will prepare your child for Kindergarten. In our setting, children will feel safe, respected, and cared for. We will encourage children's natural curiosity and support them to take risks that lead to new learning and development as they progress towards kindergarten readiness, with both academics and social-emotional skills.

Through the use of high quality instruction and evidence-based curriculum and assessment practices, our program aims to meet the needs of all learners. The preschool team will work collaboratively with families to ensure that all students have experiences tailored to their individual needs. We also value and embrace the uniqueness of each child, seeking ways to represent students' backgrounds and identities within the classroom.

This handbook provides necessary information for you as we begin this educational journey together. In addition to the information found in this handbook, we will communicate regularly throughout the year. Please do not hesitate to contact your child's teacher or the preschool directly if questions or concerns arise. Thank you again for enrolling your child in Chariton Preschool. We look forward to partnering with you!

Sincerely,

The Chariton Preschool Team

Program Overview and General Information

About

Chariton Preschool offers half-day preschool programming Monday-Thursday for 4 year old children. Chariton Preschool adheres to the recommendations set forth by the Iowa Quality Preschool Program Standards (IQPPS), the policies of the Chariton Community School District School Board, and Iowa's Statewide Voluntary Preschool Program requirements.

School Calendar

The preschool calendar aligns closely to the other buildings in the Chariton Community School District. The preschool calendar can be found on the district website at www.chariton.k12.ia.us. Preschool students attend school Monday-Thursday.

School and Office Hours

Preschool meets on Monday, Tuesday, Wednesday, and Thursday. There is no preschool on Friday. Preschool hours are from 8:00 am - 11:00 am (morning preschool) and 12:00pm - 3:00pm (afternoon preschool). Please plan to arrive no earlier or later than ten minutes before your child's start/end times. The office is staffed Monday through Friday from 7:55 am-3:55 pm during the school year.

Enrollment

Enrollment is open to any child that is 4 years of age on or before September 15. Parents/Guardians of the student should register for preschool by contacting the preschool secretary at 641-774-5967 or dee.mcdonald@chariton.k12.ia.us. Registration for preschool is first come, first served. If the preschool reaches capacity, a waiting list will be established and parents notified once there is an opening.

Contact Information

Chariton Statewide Voluntary Preschool Program

140 East Albia Road

Chariton, Iowa 50049

641-774-5967

Hannah Knust, PK Classroom and Special Education Teacher hannah.knust@chariton.k12.ia.us

Delaney Briggs, PK Classroom and Special Education Teacher delaney.briggs@chariton.k12.ia.us

Jayme Braida, PK-2 Principal jayme.braida@chariton.k12.ia.us

Preschool Guidelines and Policies

Allergies

If a student has food allergies or other allergies that might be impacted by others, every precaution will be taken to ensure the child with a specific allergy is not exposed to the elements that create the allergic reactions. Families will be asked to give written permission to post information about the allergy. If permission is given information with pictures will be posted so all who interact with the child are aware.

Arrival & Dismissal

When dropping off and picking up your child from school, please be aware of the many children around you. Please park your car in a designated parking spot when you are coming in to get a child and walk up to the building to accompany your child.

Please note, students will only be released to an authorized adult. Without a note, phone call, or email from a parent/guardian, your child will be instructed to follow their normal routine. If your child is going to have a change in their normal routine, we need parent communication stating what the child is to do. *It is very important for us to know this information for the welfare and safety of your child.*

Attendance & Tardiness

Board Policy 501.3

Our goal is to increase communication and engage in collaborative efforts to maintain excellent attendance for all of our students. If your child is going to be absent or tardy from preschool, please call and inform the office by 8:30am (morning preschool) or by 12:30pm (afternoon preschool) on the day of the absence. Feel free to call during non-office hours and leave a voicemail.

It is also very important that students arrive at school on time and stay for the duration of preschool to ensure success in the program. If a child enrolled in the preschool program has more than 10 unexcused absences or tardies during the academic year, a plan for corrective action may need to be developed with the parent/guardian, and if not remedied, may include removal from the program.

Examples of Excused Absences:

- Medically documented illness (From a Doctor or School Nurse)
- Medically documented appointments (From a Physician, Dentist, etc.)
- Approval of the building principal-(ex. Funeral, vacation, etc.)

Chariton District Attendance Codes

Excused : Exempt	These codes will be green on Infinite Campus
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GRDX	Student has completed graduation requirements or HS equivalency	*This code does NOT count toward days missed for compulsory ed requirements
CRTX	Excused for sufficient reason by any court or judge	*This code does NOT count toward days missed for compulsory ed requirements
RELX	Attending religious services or receiving religious instructions	*This code does NOT count toward days missed for compulsory ed requirements
MEDX	Unable to attend school due to legitimate medical reasons - This includes anything that is supported with documentation from medical providers (dentist, ortho, therapist, etc.) - This also includes absences initiated by the school nurse or designee	*This code does NOT count toward days missed for compulsory ed requirements
IEPX	IEP that affects attendance	*This code does NOT count toward days missed for compulsory ed requirements
504X	504 that affects attendance	*This code does NOT count toward days missed for compulsory ed requirements
FAMX	Admin approved- for use with severe family medical emergencies or attending a funeral or wedding	*This code does NOT count toward days missed for compulsory ed requirements
Excused : Non-exempt	These codes will be orange/yellow on Infinite Campus	
FAM	Family Leave Absences excused by a parent/guardian	*This code DOES count toward days missed for compulsory ed requirements
CV	College Visit	*This code DOES count toward days missed for compulsory ed requirements
SRNP	School Related: Non-participant Attending a school event, but not participating	*This code DOES count toward days missed for compulsory ed requirements
OSS	Out of School Suspension	*This code DOES count toward days missed for compulsory ed requirements
Unexcused Absence	This code will be red on Infinite Campus	
UNEX	- Skipped class - No parent contact	*This code DOES count toward days missed for compulsory ed requirements
Present Codes	These codes will appear gray on Infinite Campus	
ISS	In School Suspension	*This code does NOT count toward days missed for compulsory ed requirements
Q	Office Visit	*This code does NOT count toward days missed for compulsory ed requirements
SRP	School Related Participant Participating in a school event	*This code does NOT count toward days missed for compulsory ed requirements

Birthdays & Special Events

We welcome a celebration for a child's birthday. We do ask parents to use good judgment in what they send with birthday treats being store purchased and in original wrapping when brought to the school. Individual serving sizes are best. No homemade food products will be allowed in the classrooms due to food safety concerns. If your child has a summer birthday, we would encourage you to celebrate on a different date during the school year. If your child brings a birthday treat, there must be enough for every child in the classroom.

If a parent chooses to have a birthday party outside of the school day, the invitations are to be delivered outside of the school setting, unless one is given to every boy or girl in the classroom. Due to confidentiality reasons the school will not provide parent names, addresses, or phone numbers.

In order to keep from disturbing the educational climate of the classroom, gifts such as flowers, balloons, etc. should be delivered to the student's home. All gifts delivered during the school day will be held in the office and the student will pick-up at the end of the school day.

Cell Phones/Personal Electronic Devices (This is now guided by a State of Iowa law)

(For the purposes of this section, electronic devices include cellular phones/Smart Phones, MP3 players, iPods, tablets, Smartwatches and any other device that can access the internet by any means) Cell phones/Electronic Devices are not to be brought into the classrooms and students are not to use cell phones during the school day while students are on school grounds. If unacceptable use of a device occurs on school property the student will have consequences. Remember the school will not be held responsible for any electronic items children bring to school.

Change of Address/Telephone Number

It is very important that you inform us immediately of any changes in your telephone number, address, the identification of a person who is to be notified in case of an emergency, family physician, or hospital used. Please notify the school in advance if you are planning to move within or from the Chariton Community Schools.

Communication

Students are more successful in school when the important adults in their lives are working together. Efforts are made by the preschool staff to keep parents informed of the skills, topics, and activities being pursued and the success of each learner.

Communications will occur primarily through a platform called Parent Square. Please ensure you have provided the school with a valid phone number and email and that you are able to login to the Parent Square site. In addition, please check your child's backpack on a regular basis.

Discipline Policy

Effective discipline is necessary for quality education. In order to guarantee your child and all the students in the school the excellent learning climate they deserve, it is essential for the home and school to work closely together teaching and developing self-discipline, responsibility for one's actions, and the respect for the rights of others.

It is the teacher's role to guide and direct the classroom. It is hoped that parents will support and cooperate with the classroom teacher. Good discipline should focus on the positive rather than the negative with self-discipline as the optimum goal to be achieved by each student.

The large majority of students in our schools are well behaved, hard working, and come with the intent on learning. However, for the small minority who do not respond to a positive approach toward discipline, we must have a means of enforcing discipline to enhance the educational process. For those few involved, discipline should be fair, consistent, dignified, administered in good temper, and with temperance.

Each teacher is encouraged to set guidelines for student behavior in his/her classroom by developing written classroom standards with the students and supplying the reason for them. The school has school wide expectations.

Emergency Drills

Fire drills, tornado drills, and ALiCE are held regularly during the year as required by state law, and are an important safety precaution. According to our district safety plan, each building, including the preschool, has specific procedures for students and staff to follow for each of these situations. Directions are posted in each classroom. Emergency procedures and proper exit areas are posted in all rooms.

Fees

At this time, Iowa's Statewide Voluntary Preschool Program (SWVPP) funds the preschool program for four-year-old children and therefore there is no cost to families.

Home Visits

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

Legal Status of Students & Custodial Rights

If a student's legal status, such as name or custodial arrangement, should change during the school year, the parent or legal guardian must notify the school as soon as possible with a copy of the official, written legal documentation. The school district needs to know when this occurs to ensure the most-up-to-date information is provided for the student.

Student records will be shared with the both custodial and non-custodial parents, unless there is a court order on file in the school office which limits the rights of one or both parents. Please ensure accurate contact information (phone, email, address) is on file for all parents wanting to receive communication.

Personal Property at School

Please leave toys, electronics, jewelry, large sums of money, or anything that is not school related at home. These items create a distraction to the learning environment. Items may be brought in when requested by the teacher for show and tell purposes. The school does not assume responsibility for the loss or breakage of things brought from home.

Pets/Animals on School Grounds

The presence of pets/animals on school grounds presents a potential safety hazard to students. Please keep your pets/animals at home. The allowance of pets/animals to be on school grounds will only be considered if the purpose of the visit is to enhance the learning of an educational concept or is a special occasion and must be pre-approved by the principal.

Preschool Program Assessment

Chariton Preschool classrooms implement the Iowa Quality Preschool Program Standards. After completing a verification process, we annually confirm that we are meeting these standards through a desk audit. Program evaluation will take place annually. Administrators, families, staff, and other routinely participating adults will be involved in the annual program evaluation, which will measure 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. This will be done primarily through a survey administered in the Spring. Input from the evaluation will be used for program planning. In addition to the annual evaluation process, we encourage families and community partners to reach out with input and questions throughout the year.

Recess

All students are expected to go outside for recess. This is an opportunity for social interaction and large motor movement. If there is a special health concern that requires a student to remain indoors, a doctor's note will be required. Students will remain indoors when the temperature or wind chill is 15 degrees or below and an alternative activity will be provided. In the wintertime, winter coats, snow pants, mittens, hats, and snow boots are required. Additionally, outdoor equipment is furnished by the school. Items such as toys, scooters, skateboards, baseballs, bats, footballs, basketballs, etc. should not be brought to school by students.

School Cancellations or Early Dismissal

Announcements concerning school operation during severe weather will be aired over the radio stations WHO in Des Moines--- 1040 AM, KELR-----105.3 FM, KJJC----106.9FM; the local TV Channel 12; or the school information number--- 774-8511. You can also have school delay, early dismissal, or cancellation announcements texted directly to your phone/ e-mail etc. by setting up in advance your parent portal information for Infinite Campus on the Chariton Community School District website www.charitonschools.org.

School Dress

All students should dress appropriately for school. When dressing, also consider the weather and activities for the day. In wet, muddy, and snowy weather children are encouraged to wear appropriate shoes or boots. During inclement weather adequate outer garments must be worn. Student clothing should be free from offensive language, gestures, drugs or alcohol, and any other distracting graphics. While the primary responsibility for appearance rests with parents/guardians, the administration will reserve the right to make the final decision concerning appropriateness of student appearance.

Snacks

Snacks are provided to all students in the preschool program. No child is required to eat any food or snack. We encourage children to try new foods. Special diets may be provided by the parents for snacks when requested by your doctor and accompanied with written instructions.

Visitors & Volunteers

Parents are welcome and urged to visit school. They are asked to make arrangements with the teacher and notify the office prior to the visit.

Academic Programming

Assessments

It is the district's belief that assessment of young children should be purposeful, developmentally appropriate, and take place in the natural setting by familiar adults. The results are used for planning experiences for the children and to guide instruction. Assessment will never be used to label children or to include or exclude them from a program. A family's culture and a child's experiences outside the school setting are recognized as being an important piece of the child's growth and development. All results will be kept confidential, placed in each child's file, and stored in a secure filing cabinet.

Chariton Preschool uses the Teaching Strategies GOLD® tool to assess each child's development. It describes the pathway, or progression, of how children develop and learn. This tool allows teachers

to use authentic, ongoing, observation-based assessment.

This kind of assessment simply means that we will:

- observe your child during regular, everyday activities on a continuous basis;
- document what we see and hear;
- take notes, collect samples of your child's drawings and writing attempts, or take photos and video clips;
- compare the information collected to research-based, widely held expectations for children of similar ages or grades; and
- use the information to support your child's learning and meet his or her individual needs.

To help organize our assessments, we have created an Assessment Plan that identifies the different assessments/screenings that our preschool students will take. Within this plan, different aspects of each assessment are laid out. These aspects include the assessments target population, timing, purpose, content areas covered, and when the results will be shared. This assessment plan will be reviewed annually by the district and updated when needed. Assessment results will be analyzed regularly by the teaching team.

Families are also asked to contribute information about their child's progress as well as information about their child's interests and needs. Young children often show different skills in different settings. Working together, the teaching staff and families can gather a complete picture of a child's growth and development.

Curriculum & Instruction

Chariton Preschool embraces and assesses the six areas of the Iowa Early Learning Standards (as seen below). Our Early Childhood Curriculum is literacy based and is designed to provide young children with many ways of playing and interacting with others and the learning environment. Our teachers use current research, evidence-based practices, and parent collaboration to meet the needs of all of our diverse population of learners. By following the standards listed before, we are ensuring that all children receive a comprehensive and developmentally appropriate experience.

Social and Emotional Development	Mathematics and Science	Physical Well-Being & Motor Development
Communication, Language & Literacy	Approaches to Learning	Creative Arts

Progress Reports/Conferences

Student Progress Reports are issued three times during the school year. The GOLD Report Card is provided to families which includes up-to-date information about their child's knowledge, skills, and abilities. It also includes information about what steps that the child can be expected to take next.

Parent-teacher conferences are scheduled during the months of October and February. During the

conferences parents are asked to provide feedback on how the program can improve so we can provide the best experience possible. It is a collaborative effort and the feedback is valuable.

Special Education

The Chariton Community School Board recognizes some students have different educational needs than other students. The board shall provide a free appropriate public education program and related services in the least restrictive environment to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed, age twenty-one or in accordance with the law. The board shall provide an appropriate education for a student in need of special education. Students extracurricular services and activities and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student shall be written in the student's Individualized Education Program (IEP). Special education students are required to meet the requirements stated in board policy or in their IEP's for graduation. Discipline of special education students shall be through their IEP's.

Great Prairie AEA staff will be available to partner with the district staff members to provide the best education possible for your child. These Great Prairie AEA staff includes, but are not limited to: audiologists, consultants, teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech-language pathologists. Your child's teacher may contact AEA staff for consultation, observation or interaction with your child. If you do not want the above services, please notify the school *IN WRITING*.

- The teacher requests assistance from the AEA Early Childhood Specialist as part of an early intervention process. During this process, a team is formed. Members of the team may include, but is not limited to the teachers, para educators, parents, and AEA specialists. Once formed, this team will engage in problem identification, will plan interventions, will provide support, and will make outside resources available to those individuals requesting assistance.

- A request made to the Great Prairie Education Agency for support may include things such as additional ideas or more formalized testing. The preschool teacher would assist in arranging for developmental screening and referral for diagnostic assessment when indicated.

- If after going through the proper identification process, it is determined that a child qualifies for special education services then an IEP team will convene and an Individualized Education Plan will be put in place. If a child is determined to need special accommodations and/or programming, those accommodations or programming pieces should be evident in the materials, environment, and lesson plans for that child. Examples include things such as sign language and visuals for children with hearing impairments or language delays and behavior plans for children whose behavior does not respond to the typical strategies used by teaching staff in the classroom.

Child Health Records

The program maintains current health records for each child following guidelines set forth in the IQPPS Standard 5.1.

- Current information about any health insurance coverage required for treatment in an emergency
- Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results
- Current emergency contact information for each child, that is kept up-to-date by a specified method during the year
- Names of individuals authorized by the family to have access to health information about the child
- Instructions for any of the child's special health needs such as allergies or chronic illness
- The program must follow the requirements for exclusions related to immunizations established by the Iowa Department of Public Health (IAC 641-7.3)

Cleaning & Sanitation

The facility will be maintained in a clean and sanitary condition. Routine cleaning procedures and frequency will be monitored by preschool teachers. All cleaning products will be stored away from children, labeled, and used as directed. Staff will be trained in cleaning techniques, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials, and information required by the US Occupational Safety and Health Administration about the use of any chemical agents.

Toys and surfaces will be disinfected regularly using a non-toxic disinfectant wipe and/or spray. Toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion will be cleaned and sanitized or laundered before another child's use. Toys that cannot be cleaned and sanitized will not be used.

Illness & Communicable Diseases

To help prevent the spread of contagious diseases at school, students should stay home or will be sent home, if they exhibit any of the following: fever of 100 degrees or higher, vomiting, and/or diarrhea. In order to return to school, students should be free of all symptoms for 24 hours.

A student strongly suspected of having a communicable disease: Strep Throat/Scarlet Fever, conjunctivitis (Pink eye), Fifth Disease, Impetigo, and Scabies or a condition that may endanger the health of others will be excluded from school. The nurse will make the determination and parents will be contacted.

Illness & Injury

A student who becomes injured at school will be given first aid. The parents or alternate will be notified if the injury is serious enough to warrant the student's absence from school, and they will be responsible for arranging transportation. If an emergency exists and the parent or alternate cannot be reached, the student will be transported to the local hospital by ambulance.

It is very important to have one or more current emergency phone numbers on file in the school office. In extreme emergencies when parents cannot be located, the school has the privilege of notifying the family physician or local hospital for immediate attention.

Immunizations

Each student enrolled in any school in Iowa must submit an Iowa State Department of Health Certificate of Immunizations to the school. It is the parent's responsibility to see that this certificate is completed and signed by the parent and either a doctor, an official of the health department, county health nurse, or school nurse. Blank certificates may be obtained from the school. These documents must be provided within the first 6 weeks of school.

When a child is overdue for any routine health services or immunization, parents, legal guardians, or both must provide evidence of an appointment for these services before the child's entry into the program and as a condition of remaining enrolled in the program. Only a child who is medically exempt or have a religious exemption will be allowed to enter preschool without the required immunizations.

Health Care Plan

Students with special health care needs require an individualized healthcare plan at school. This care plan will be written by a school nurse in collaboration with the student's primary physician, parents, and other necessary staff members. If your child has a special health care need, please contact the school nurse.

Head Lice

If a student is showing signs or symptoms of headlice, the student will remain at school and the parents/guardians of the student will be notified. For further information regarding head lice (treatment, prevention, and further details regarding school policy and procedures) contact the school nurse or visit the Iowa Department of Public Health website. Chariton Community School District follows the Iowa Department of Public Health's recommendations on the prevention and control measures for managing head lice in schools.

Health Screenings

Throughout the year, the school district sponsors health screenings for vision, hearing, dental, and height/weight measurements. Students are automatically screened unless the parent/guardian submits a note asking that the student be excused from the screening period. Parents are notified prior to the health screening, however, upon a teacher's recommendation and with parental permission a student may be scheduled for additional screenings.

Medication Guidelines

When a child must receive medication during school hours, the following guidelines will be followed. In the matter of all medications, the Chariton Schools are governed, as are all schools in Iowa, by the rulings of the Iowa State

Department of Health. The steps below must be followed in order for any medication to be administered at school. Guidelines for giving medications at school:

1. The medication must be prescribed by a licensed medical or osteopathic physician or dentist.
2. A medication form must be signed by the physician and must request that a specific medication, in a specific amount, at a specific time be dispensed to a designated pupil by school personnel. The parent must also sign the request form.
3. The medication MUST be brought to school by the parent or designated adult. This is for students in all grades and for the protection of the student, parent, and school.
4. The medication is kept in its current medication bottle (the last bottle received from the pharmacist).
5. All controlled medications will be counted when brought in and documented on the medication form by school personnel. Medication will also be kept in a locked container.
6. The school personnel giving the medications will be certified to give medications at school.
7. The school personnel giving the medication will initial the medication form, if the medication is given as ordered by the physician, and will document on the form any medication not given and the reason why.
8. Parents will be notified when a dose is missed or any other medication error.
9. On days when school is a late start, 8 AM doses normally administered at school WILL NOT be given. Parents will need to make arrangements for that dose to be given at home. Likewise, on days when school is out early, medication doses after that time WILL NOT be given.
10. At the end of the school year, any remaining medication will need to be picked up by an adult. If the medication is NOT picked up by the end of the last day of school, IT WILL BE DESTROYED.
11. Prescription medication will only be given when the request form for giving medication at school has been signed by the physician and parent.
12. Over the counter medications (non-aspirin) may be given if the medication form is filled out and signed by the parent. The medication must be age specific. We cannot give medication to children under 12 if the medicine is labeled "Not for children under 12", and if no child dosage is listed.
13. Forms for giving medicine at school may be obtained at the school offices or at the local doctors' offices.

Standard Precautions

Procedures for standard precautions are used and include the following:

- Surfaces that may come in contact with potentially infectious body fluids must be disposable or made of a material that can be sanitized.
- Staff use barriers and techniques that minimize contact of mucous membranes or of openings in skin with potentially infectious body fluids and reduce the spread of infectious disease. Staff are trained in first aid and bloodborne pathogens through our local AEA.
- When spills of body fluids occur, staff clean them up immediately with detergent followed by water rinsing.
- After cleaning, staff sanitize nonporous surfaces by using the procedure for sanitizing designated changing surfaces described in the Cleaning and Sanitation Frequency Table.
- Staff clean rugs and carpeting by blotting, spot cleaning with a detergent-disinfectant, and shampooing or steam cleaning.
- Staff dispose of contaminated materials and diapers in a plastic bag with a secure tie that is placed in a closed container.

Toileting & Diapering

Preschool students are not required to be toilet trained upon entering preschool. Toilet learning, however, is an important time in a child's development and an important skill for students to develop. For children who are unable to use the toilet consistently, staff will adhere to the following guidelines aligned to IQPPS 5.7:

1. Diapering will only be done in the designated diaper.
2. Potty chairs will not be used due to the risk of spreading germs.
3. The following specific diapering guidelines will be followed by preschool staff:
 - Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing) and sent home that day for laundering.
 - Staff check children for signs that diapers or pull-ups are wet or contain feces at least every 2 hours. Diapers are changed when wet or soiled.
 - At all times, caregivers have a hand on the child if being changed on an elevated surface.
 - Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
 - Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly 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.

All families are asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Please clearly label the clothing with your child's name to reduce the possibility of mistakes.

District Notices

Anti-Bullying/Harassment Policy

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to

reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics including but 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. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, 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 up to, and including, 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 up to, and including, exclusion from school grounds. "Volunteer" means an individual, who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one of more the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability or participation in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, non-verbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose of effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that has the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when;

- Submission to the contact is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall 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.

Building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

OF STUDENTS BY EMPLOYEES

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the Columbus Elementary Principal and Van Allen Principal as the Level I investigators. They may be contacted directly at their building, (Columbus 774-4712, Van Allen 774-5047).

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon, or other dangerous objects for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term of condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

STUDENT TO STUDENT HARASSMENT

Sexual harassment may include unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, sex, disability, age or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities.
- Submission to or rejection of such conduct by a student is used as a basis for decisions affecting the student; or
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

Sexual harassment includes, but is not limited to:

- Verbal, physical or written harassment of abuse;
- Pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.
- Harassment based upon factors other than sex includes, but is not limited to:
- Verbal, physical, or written harassment or abuse;
- repeated remarks of demeaning nature;
- Implied or explicit threats concerning one's grades, job, etc;
- and demeaning jokes, stories or activities.

Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed should:

- Communicate to the harasser that the student expects it to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help. If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
- write down exactly what happened, keep a copy and give
- tell a teacher or principal; and
- another copy to the teacher 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.

Harassment Procedures

Steps taken when harassment has occurred:

1. Warning: Discuss with the student/s harassment and what will happen if they continue it.
2. Notify parent: A written notice will be sent to the Parent/s explaining what has happened with the student's quote of what was said or happened. Also the note will state that the next step will be suspension, if it happens again.
3. Student suspension: Parents will be notified and board Policy #503.1R1 will be followed.

Equal Educational Opportunity

Chariton Community School District will not discriminate in its education activities including but 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.

FERPA

FERPA Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Homeless Notification

The Chariton Community School District Board of Education is responsible for locating, identifying and educating homeless children and youth found within the Chariton Community School District. A homeless child or youth of school age is defined as “one between the ages of 3 and 21 who lacks a fixed, regular and adequate night-time residence.” The Chariton Community School District will make available to homeless children and youth all services and assistance including, but not limited to, compensatory education, special education, EL, vocational courses or programs, programs for the gifted and talented, health services and food and nutrition programs on the same basis as those services provided to resident students. Please contact the Homeless Liaison, at 641-774-5967 regarding specific questions and/or issues.

Multicultural, Nonsexist Policy

The Chariton schools are concerned that students respect individual differences. The school staff has examined the curriculum and learning materials carefully to reduce stereotyping and to eliminate prejudice against those of another race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, ancestry, political party preference, political party belief, socioeconomic status, and familial status.

The Chariton Community School District does not discriminate on the basis of race, national origin, creed, religion, marital status, or physical disabilities in its educational programs.

Grievance Procedures:

A student’s complaints and grievances shall be resolved through an orderly process and at the lowest organizational level. If a student feels he or she has not been dealt with fairly, the student may grieve the matter through the following process:

1. The opportunity shall be provided for any student and his/her parents to discuss with the teacher or another licensed employee, a decision or situation which the student considers unfair.

2. If the matter remains unresolved, the student and his/her parents may request assistance from the principal within 5 days of the other employee's decision.
3. If the matter cannot be resolved by the principal, the student and his/her parents may discuss it with the superintendent within 10 days after speaking with the principal.
4. If the matter is not satisfactorily resolved by the superintendent, the student and his/her parents may ask to have the matter placed on the board agenda of a regularly scheduled board meeting.

Notice of Nondiscrimination

Students, parents, employees, and other doing business with or performing services for the Chariton Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, marital status, sexual orientation, gender identity, or disability in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, marital status, sexual orientation, gender identity, or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), §504 or *Iowa Code* § 280.3 are directed to contact: Jayme Braida, the Title IX Coordinator/Equity Coordinator, 140 East Albia Road, PO Box 738, Chariton, Iowa 50049, (641) 774-5967, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), §504 or *Iowa Code* § 280.3 (2007).

Student Records Notification

The Chariton Community School District will follow the provision as set forth in the Family Education Rights and Privacy Act of 1974. The parents of students attending the CCSD have the right "to inspect and review any and all official records, files, data directly related to their children, including material that is incorporated into each student's cumulative record folder." A complete student record is readily available for parents for inspection, and a copy of these records will be reproduced for a nominal charge. An appointment must be made with the principal to review student records.

