

NEWTON COMMUNITY SCHOOL DISTRICT
PRESCHOOL HANDBOOK
2021-2022



112 Thomas Jefferson Dr.

Newton, IA 50208

PHONE: 641-792-2498

FAX: 641-792-2716

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

Dear Families,

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

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

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

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

Sincerely,
Your Preschool Staff

Teaching Staff:

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

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

Ashley Gellings, gellingsa@newton.k12.ia.us

Thomas Jefferson Principal: Trisca Mick

Office Manager: Kim Hinton

Educational Associates: Kayla Astelle, Heather Bucklin, Christy Doland, Tracy Hanson, Miguael Hummel-Gulling, Angela Johnson, Lisa Martson, Shelly Thomas, Angie Wadsworth

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.

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

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

TABLE OF CONTENTS:

- [AEA 11 SUPPORT SERVICES](#)
- [ALLEGATION OF ABUSE OF STUDENTS](#)
- [ANIMALS ON SCHOOL GROUNDS](#)
- [ANTI-BULLYING/HARASSMENT](#)
- [ASSESSMENT PLAN AND STUDENT RECORDS](#)
- [ATTENDANCE](#)
- [ARRIVAL/DISMISSAL PROCEDURES](#)
- [CARDINAL CASH/GOLDEN STARS](#)
- [CHANGE OF CLOTHES](#)
- [CHILD CUSTODY](#)
- [COMMUNICABLE DISEASES](#)
- [COMPLAINTS AND GRIEVENCES](#)
- [CONFERENCES/PROGRESS REPORTS](#)
- [CONTACTING YOUR CHILD AT SCHOOL](#)
- [DIAPERING/TOILET TRAINING](#)
- [DISTRIBUTION OF MATERIALS](#)
- [EMERGENCY DRILLS](#)
- [EQUAL EDUCATIONAL OPPORTUNITY](#)
- [FLOWERS, BALLOONS, AND OTHER DELIVERIES](#)
- [HAZARDS, HEAT, AND BABY WALKERS](#)
- [HEAD LICE GUIDELINES](#)

TABLE OF CONTENTS - CONTINUED:

[HEALTH GUIDELINES](#)

[HOLIDAY CELEBRATIONS](#)

[HOME VISITS](#)

[ILLNESS AND INJURY](#)

[IMMUNIZATIONS AND COMMUNICABLE DISEASES](#)

[INTERNET USE POLICY](#)

[ITEMS PROHIBITED AT SCHOOL](#)

[KINDERGARTEN AND KINDERGARTEN ROUND-UP](#)

[LIBRARY](#)

[LOST AND FOUND](#)

[MEDICATION](#)

[MOVING OUT OF DISTRICT](#)

[NON-DISCRIMINATION POLICY](#)

[PROCEDURES FOR REPORTING ALLEGATION OF ABUSE OF STUDENTS BY](#)

[SCHOOL EMPLOYEES](#)

[RELEASE OF PHOTOGRAPHS](#)

[SECURITY CAMERAS](#)

[SMOKING/DRINKING/DRUGS](#)

[SNACKS AND BIRTHDAYS](#)

[STANDARDS/INSTRUCTIONAL MATERIALS](#)

[STAYING IN FROM OUTSIDE PLAY](#)

[STUDENT APPEARANCE AND DRESS](#)

[STUDENT DUE PROCESS RIGHTS](#)

[STUDENT FEES AND FEE WAIVERS](#)

[TEACHER QUALIFICATIONS](#)

[VISITOR POLICY](#)

[VOLUNTEERS, SPEAKERS, AND CHAPERONES POLICY](#)

[WEBSITE](#)

[WEAPONS](#)

[WEATHER RELATED SCHOOL CANCELATIONS](#)

AEA 11 SUPPORT SERVICES:

Our school district is part of the Heartland Area Educational Agency 11. AEA 11 provides support services, including a school psychologist, a school social worker, an educational consultant, a speech pathologist, and other personnel as needed. Teachers and/or parents/guardians may consult with the AEA for potential services for their children.

If you have questions about your child's development, please begin by inquiring with the classroom teacher for more information. When parents/guardians and/or program staff suspect that a child has a developmental delay or other special need, this will be discussed through a formal meeting in a confidential manner. The meeting will include documentation and explanation for the concern. With input from parents, suggested next steps and information about resources will be discussed.

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

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

The Newton Community School District has appointed the Director of Teaching and Learning as well as the Director of Human Resources as the Level I Investigators. Bret Miller or Laura Selover will investigate allegations of abuse on the PreK – 6th grade level. They can be reached at [641-792-5809](tel:641-792-5809) – 1302 1st Ave W, Newton, Iowa 50208. Board Policy 402.3.

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 with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Harassment and bullying of students, employees and volunteers are against federal, state and local policy, and are not tolerated by the board. The board 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 harassment will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, employees, and volunteers 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.

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.

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” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived 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, and 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 student’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. (4) 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 student” 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.

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

- Verbal, nonverbal, 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 or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one’s grades, achievements, property, etc. that have 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 an individual’s performance or creation of an intimidating, offensive, or hostile learning environment. Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
 - Submission to the conduct is made either implicitly or explicitly a term or condition of the individual’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 individual; or
 - The conduct has the purpose or effect of substantially interfering with the individual’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.

Filing a Complaint: A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee 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 Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation: The school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee (hereinafter "Investigator") will be responsible for handling all student complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The Director of Human Resources or designee will be responsible for investigating all complaints by employees alleging bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

Decision: 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.

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.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment. The superintendent shall report to the board on the progress of reducing bullying and harassment.
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 3 times per year in November, February, and May. Its general purpose is to keep track of development in the following areas: Social Emotional, Physical, Cognitive, Language, Literacy, Math, Social Studies, Science and Technology, and the Arts. With GOLD, teachers and educational associates are constantly observing students as well as taking data on how students perform the skills within each area. GOLD allows teachers to identify student's strengths and weaknesses and target specific skills. It also assists teachers with understanding how instruction should be changed to best meet each student's needs.
- A student's results within GOLD can be discussed at Parent/Teacher conferences in November and March. We also extend an invitation to families to visit about any questions or concerns.
- This assessment includes English Language Acquisition objectives in order to assess the growth of a non-English speaking student.
- Teaching Strategies GOLD can be used with any developmentally appropriate early childhood curriculum and is aligned with the Iowa Early Learning Standards.

ATTENDANCE:

Preschoolers are expected to attend school regularly and to be on time in order to benefit from the instructional program. Parents are encouraged to ensure an absence from school is a necessary absence. If your child will be tardy or not attending, please call the school office (792-2498) by 8:30 a.m. for the morning session and 12:30 for the afternoon session. If you leave for work prior to the office being open, you may leave a message on the school's voice mail. An e-mail to the secretary, Kim Hinton(hintonk@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:

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

AM Session Arrival/Pick-Up Procedures:

- ❖ **Arrival:** For morning session drop-off, you will use the West circle drive in front of the building, pulling up alongside the sidewalk. Preschool staff will be out at 8:15 to begin picking up students from their vehicles.
 - **Please do not enter the drive until 8:15 and do not let your child(ren) out of your vehicle until a staff member has opened your vehicle's door.**
 - If you are late for preschool drop-off, you will need to park in the South parking lot and use the main entrance to buzz in and check in at the office.
 - If you arrive early, please wait in a **designated parking space**. Parking is available in our South Parking Lot as well as at Store for Homes. At 8:15, you may enter the West circle drive.
- ❖ **Pick –Up:** For morning session pick-up, please use the same West circle drive in front of the building, pulling up alongside the sidewalk. Cars will pull forward until reaching the orange cone near the end of the circle drive, 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.
- ❖ 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:

- ❖ **Arrival:** For the afternoon session drop-off, you will need to use the West circle drive in front of the building, pulling up alongside the sidewalk. Preschool staff will be out at 12:20 to begin picking up students from their vehicles.
 - **Please do not let your child(ren) out of your vehicle until a staff member has opened your vehicle’s door.**
 - If you are late for preschool drop-off, you will need to park in the South parking lot and use the main entrance to buzz in and check in at the office.
- ❖ **Pick –Up:** For 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 until reaching the orange cone near the end of the circle drive, 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. **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.**
 - 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.**

WEST



EAST

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.

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 shall be followed by the school district whether the parent/guardian or student agrees or disagrees with the order. It shall be the responsibility of the person requesting an action by the school district to inform and provide the school district with the court order allowing such action. Board Policy 507.7.

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 507.3

COMPLAINTS AND GRIEVANCES:

It is the goal of the district to resolve student and parent complaints and grievances at the lowest level. Parents are encouraged to address concerns and problems with the student's teacher. We encourage families to raise concerns and work collaboratively with the teaching staff to find mutually satisfying solutions. If the complaint cannot be resolved by the teacher, the parent may discuss their matter with the principal. If the matter cannot be resolved by the principal, parents may then discuss it with Bret Miller, the Pre. K-12 Director of Teaching and Learning. 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 19th & 21st, which are the early out and conference days for K-8th grade. There will be NO preschool on October 22nd along with the rest of the district.**

* November 22nd, 23rd, & 24th (**Preschool Fall Conferences**)

- **NO PRESCHOOL CLASSES THE WEEK OF THE 22nd DUE TO CONFERENCES AND THANKSGIVING**

* March 7th and 8th (**Preschool Spring Conferences**)

- **NO PRESCHOOL ON MARCH 7th OR 8th DUE TO CONFERENCES**

- **PRESCHOOL WILL HOLD REGULAR CLASSES ON MARCH 9th and 10th**

- **NO PRESCHOOL ON MARCH 11th 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.

DIAPERING/TOILET TRAINING:

Students do not need to be potty trained in order to attend the Newton Community School District Preschool Program. 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. 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).

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 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 Laura Selover, Associate Director of Human Resources, 1302 1st Avenue West, Newton, Iowa, 50208, (641) 792-5809, seloverl@newton.k12.ia.us.

The Board encourages students to participate in school activities and programs for their physical and mental well-being. Equal opportunity, in compliance with the state and federal laws, shall apply to the programs and activities offered by 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. Board Policy 102

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.

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

HEALTH GUIDELINES:

Although we strive for regular attendance, **please keep your child home** if they have any of the following illnesses: temperature of 100 degrees or higher, vomiting, diarrhea, or pinkeye.

Remember, **they must be free of fever, vomiting, and diarrhea for 24 hours** before returning to school. Please call the office at 641-792-2498 for any absences. An answering machine is available before and after hours. An e-mail to the school secretary, Kim Hinton (hintonk@newton.k12.ia.us), is also acceptable. If an absence is due to a communicable disease, please let the secretary know what illness your child has contracted.

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.

HOME VISITS:

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

ILLNESS AND INJURY:

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

It is very important that you notify the school when phone numbers for your child's contacts need to be changed. At the Newton Community School District preschool, a nurse or health associate is available daily to assist with health concerns and minor first aid.

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 507.1

INTERNET USE POLICY:

The internet is viewed as an outstanding educational tool for use by students and staff alike. Students will only be allowed to use the internet with parental permission. Parents/guardians will be required to sign a permission form to allow their student to access the internet. Students will sign a form acknowledging they have read and understand this Internet Acceptable Use policy and regulations, and the consequences for violation of this policy or regulations. Refer to Board Policy 605.65 for more information.

ITEMS PROHIBITED AT SCHOOL:

Items that are hazardous to the safety of others or that interfere with the learning environment are prohibited. A zero tolerance policy on dangerous weapons (real or toy) is in effect, i.e.: gun, knife, etc. Parents/guardians of students found to possess weapons, dangerous objects, or look-alikes on school property or on property within the jurisdiction of the school district shall be notified of the incident. Confiscation of the weapon or dangerous objects shall be reported to the law enforcement officials and students will be subject to disciplinary action including suspension or expulsion. Board Policy 502.6

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 ROUND UP INFORMATION:

Kindergarten round up is an event that takes place in the spring. Preschool students interact with staff and same age peers while kindergarten teachers gain information regarding each child. 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).

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

LIBRARY:

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

LOST AND FOUND:

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

MEDICATION:

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.

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

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. Bret Miller or Laura Selover will investigate allegations of abuse on the PreK – 6th grade level. They can be reached at 641-792-5809 – 1302 1st Ave W, Newton, Iowa 50208. Board Policy 402.3.

RELEASE OF PHOTOGRAPHS:

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

SECURITY CAMERAS:

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.

SMOKING/DRINKING/DRUGS:

All Newton Community Schools' facilities and campuses are smoke free. The use or possession of alcohol, tobacco in all forms, or drugs, other than those prescribed by a doctor, at school, on school property, or school functions is forbidden. **Smoking in your car on school grounds is also not allowed.** Violation of this policy by students will result in disciplinary action.

Violation of this policy by adults could result in a report to local law authorities. Possession of any alcohol and/or of a controlled substance may be reported to the local law authorities. Board Policy 502.7.

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 502.7

SNACKS & BIRTHDAYS:

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

If sending treats for a birthday or celebration day, the treats must be store purchased and sealed. **Homemade treats are not permitted.** This is to ensure safety for all students, especially those with food allergies. **If a student in your child's classroom has a severe allergy to certain foods (such as peanuts or gluten), you will receive notification from your child's teacher and will be asked to not send any foods containing this product to school.** Students who wish to bring treats on their birthday may do so. Those who have summer birthdays are welcome to choose a school day to celebrate with their class. **Invitations to parties out of school, which do not include the entire class, will not be distributed at school.**

STANDARDS:

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

INSTRUCTIONAL MATERIALS:

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

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

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

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

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 FEES AND FEE WAIVERS:

3-year-old students have a \$30.00 student registration fee and a \$25.00/month tuition.

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

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 NCSO Office of Human Resources, 1302 1st Avenue West, Newton, Iowa 50208.

VISITOR POLICY:

The NCSO 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 NCSO school shall be closed and locked. The marked main door of each building will be the only access for visitors.
- Visitors shall request access by pushing the buzzer next to the main door.
- Visitors shall report to the main office, sign in on the visitor's log, and show photo identification, e.g. driver license. The building secretary will then make a photocopy of the identification and issue the visitor a "visitor's badge." The visitor is required to display the badge in a prominent fashion on their person at all times while on campus.
- At the conclusion of the visitor's business, he/she shall return to the office to sign out on the visitor's log and return the badge.

- Visitors who do not comply with these district requirements shall be asked to leave school grounds.

VOLUNTEERS, SPEAKERS, AND CHAPERONES POLICY:

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

WEBSITE:

The district’s website is at the following address: www.newtoncsd.org Under “Our Schools” in the top bar, click on Thomas Jefferson Elementary. Preschool information will be included with the school’s announcements and calendar. You may also click on “Preschool” in the list of options. Your child’s teacher may have another form of electronic communication as well, such as Seesaw or Facebook.

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.

