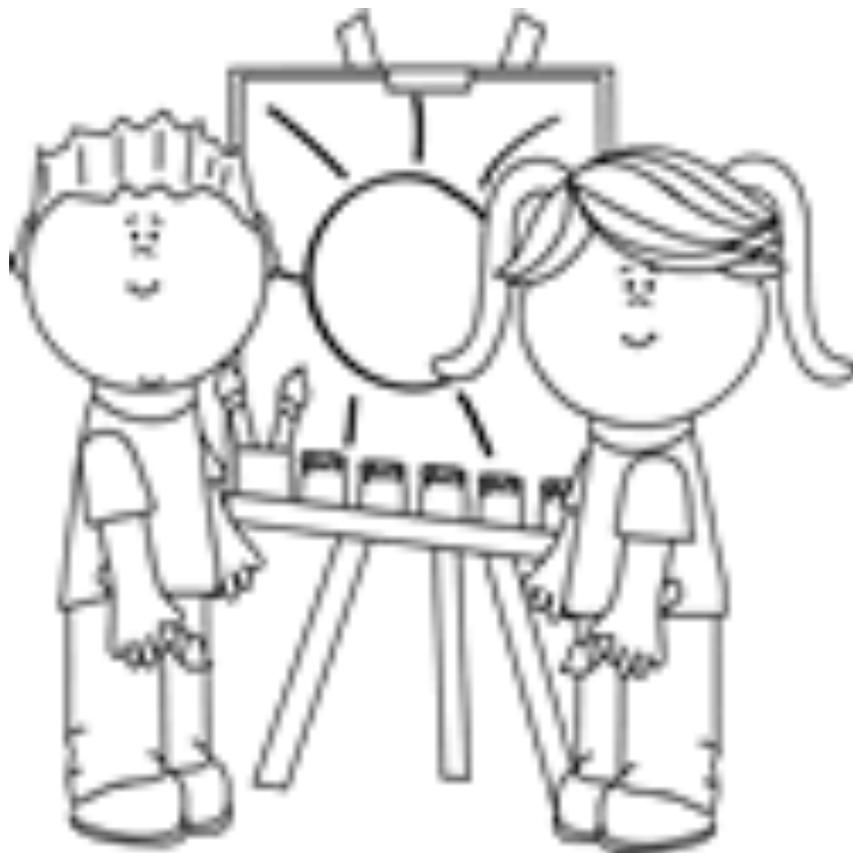


# Colo-NESCO Lil' Royals Preschool Handbook



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## Philosophy

The goal of the Colo-NESCO Community School District is to provide a high quality developmentally appropriate early learning program for students.

The program is designed to encourage and support the development of each child and to provide opportunities for self-exploration and discovery. A teaching assumption is that children are naturally active and curious. Therefore, learning experiences are designed to stimulate the child's creative and problem-solving abilities. The overall development of the child is considered when planning for a variety of play activities. The staff will assess the needs of each child to plan for the successful fulfillment of those needs by linking assessment to curriculum planning and decision-making. Positive development of the child's image of self is of prime importance in the program and is a priority in all aspects of program planning. The program follows the guiding principles established in the *Iowa Early Learning Standards* when planning activities for young children. These principles are:

- Children construct understanding through active interactions with caregivers, peers, materials, and events.
- Learning is sequential, building on prior understandings and experiences.
- Learning proceeds at different rates in each area; children will show a range of skills and understandings in any one area of development.
- Learning in each area is interconnected. Young children learn best through integrated, meaningful experiences.
- Learning is embedded in a culture. Children learn best when their learning activities are rooted in a familiar cultural context.
- Learning begins in the family, continues in early care and education settings, and depends on parent involvement and caregiver guidance.
- All children have the potential to achieve the Iowa Learning Standards with appropriate supports and instruction.

## **Curriculum**

Colo-Nesco Community School District embraces and assess the six areas of the Iowa Early Learning Standards. 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 Creative Curriculum as well as current research to help us meet the needs of all of our diverse population. By following the standards listed on the next page, we are ensuring that all children receive a comprehensive and developmentally appropriate experience.

### **Iowa Early Learning Standards**

#### Social and Emotional Development

- Self
- Self Regulation
- Relationships with Caregivers
- Peer Interactions
- Awareness of Community

#### Physical Well-Being and Motor Development

- Healthy and Safe Living
- Play and Senses
- Large Motor Development
- Fine Motor Development

#### Approaches to Learning

- Curiosity and Initiative
- Engagement and Persistence

Problem Solving

#### Communication, Language and Literacy

Language Understanding and Use

Early Literacy (reading readiness)

Early Writing

Mathematics and Science

Comparison and Number

Patterns

Shapes and Spatial Relationships

Scientific Reasoning

Scientific Problem Solving

Measurement

Creative Arts

Art

Music, Rhythm, and Movement

Dramatic Play

### **Assessment Plan**

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.

Colo-Nesco Community School District use 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 or 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.

We also use the Individual Growth and Development Indicators (IGDIs) for the purpose of evaluation.

What are IGDIs?

A comprehensive, standards-based assessment system:

- Measures that provide helpful information about children's growth toward socially valued outcomes and that guide intervention decision making
- Measures that focus on key skills indicators rather than wide-band comprehensive skills
- Describing children's growth and development over time
- Founded on growth that is referenced to valued outcomes
- Supporting design and evaluation of interventions
- Used for individual children and groups

What Can you Do With IGDIs

Monitor Growth and Development to:

1. Identify children at risk, i.e. who may need additional support or intervention to achieve important long-term outcomes;
2. Evaluate the effectiveness of interventions.

**Hours-** Preschool is Tuesday thru Friday. The half-day schedule is from 8:30-11:30 and the full day schedule is from 8:30-3:30. There is no preschool on Monday.

### **Attendance**

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

**If you did not report your student absent by email, note or telephone, this absence becomes an unexcused absence.**

### **Class Sizes**

Class sizes will not exceed 20 students, and there will be a certified teacher and one associate per classroom.

### **Discipline**

School personnel work with families to build positive relationships between parents and teachers and teachers and children. Children actively engaged in appropriate activities have few discipline problems. Classrooms and schedules are established to promote cooperation and positive social behavior. Teachers and associates will use positive behavior techniques at all times with children. Teachers and associates will not threaten or demean students with negative comments or withhold food as a form of punishment. All children will be treated with respect, value and appreciation for different cultural or ethnic backgrounds.

### **Field Trips**

Not all learning takes place in the classroom, and field trips are extensions of learning and great opportunities to have new experiences. Children need parental permission before participating in field trips. Parents will sign one permission form at the beginning of the year that will cover all field trips taken during the school year. The school will still give parents advance notice of field trips, and parents may choose to keep students at home during a specific trip by providing a written notice to the teacher.

### **Arrival and Departure of Children**

All motor vehicle transportation provided by parents, legal guardians or others designated by parents or legal guardians will include the use of age-appropriate, and size-appropriate seat restraints.

When arriving or departing from school, adults are asked to park the car and turn off the engine before entering the building. Holding a child's hand will decrease the possibility of an accident. Parents or legal guardians must either accompany children to the classroom at the beginning of the day or leave their child in the care of one of the teaching staff. No child will be permitted to leave the building without an adult.

Other than parents or legal guardian, only persons with prior written authorization will be allowed to pick up a child from the school. Anyone who is unfamiliar to teaching staff, including authorized individuals, will be asked to present photo identification before a child is released to them.

For children riding the school bus to school, teaching staff will go to the bus as it arrives to greet and assist the student off the bus. At dismissal, teaching staff will accompany each student to the bus and assist the student onto the bus.

When all children have arrived, teaching staff will record attendance for the day. Throughout the day each time children transition from one location to another, i.e. classroom to outdoor, the teacher will be responsible for counting the number of children whenever leaving one area and when arriving at another to confirm the safe whereabouts of every child at all times.

## **Transportation**

Colo-NESCO Community Schools will provide school bus transportation for four year old preschoolers if needed. Parents or legal guardians may request transportation at enrollment, indicating the pick up and drop off address, the name of the responsible person at that address, and emergency contact information for all parties involved. **An adult must pick up each preschool child from the bus at the designated drop off address.** Parents or legal guardians are asked to keep their information current by reporting changes to the preschool teacher or transportation director.

For children who have special needs for transportation, accommodations indicated in the child's Individualized Educational Program will be implemented as described.

## **Classroom Animals and Pets**

If a parent or legal guardian, wants to bring a family pet to share with the child's classroom the animal must be in good health and have documentation from a veterinarian or an animal shelter to show that the animal is fully immunized (if the animal should be so protected) and suitable for contact with children. The teacher would ensure

staff and children practice good hygiene and hand washing when coming into contact with the animal and after coming into contact with the animal. Teaching staff supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals. Teachers make sure that any child who is allergic to a type of animal is not exposed to that animal. Reptiles are not allowed because of the risk for salmonella. The classroom teacher is responsible for checking requirements have been met.

## **Birthdays**

Birthdays are an important and significant event in the life of a child. They afford the opportunity for children to be given special recognition. Those who have summer birthdays will also be recognized on a special day. Invitations to parties outside of school that do not include the entire class will not be distributed at school.

## **Health Issues**

Health is a very important area for all children.

Physical: The State of Iowa requires students to have a physical examination by a qualified professional before entering preschool. The school has the forms and they are also located the district website ([colo-nesco.k12.ia.us](http://colo-nesco.k12.ia.us)) to download. Please have the forms completed by the end of the first week of school. Hawk-I Health Care is a state program to help get health insurance for students who don't have it. Our school nurse has more information on Hawk-I so please contact here with your questions.

### Immunizations:

A signed official immunization record is **REQUIRED** before a child enters the preschool classroom. The following exceptions are allowed 1) The child may temporarily enroll in an Iowa school if they have begun the required immunizations and continue to receive them as quickly as medically possible, or 2) A statement signed by a licensed doctor saying that the immunization required would be harmful to the health and well-being of the child or any other member of the child's family or household, or 3) A statement signed by the parent or guardian and witnessed by a notary public saying that

Hearing Checks: Heartland Area Education Agency audiologists will check four-year-old for hearing loss during the school year.

Illnesses: If students are absent from preschool, we ask parents to contact the school office by 9:00 A.M. If students are diagnosed with a contagious disease, please call the school office and let us know as soon as possible. If a student is suspected of containing a contagious disease, they are referred to the school office. If needed, the building secretary notifies parents to pick up students. If the school suspects there are contagious disease infecting students, the school

nurse will notify parents. The nurse maintains health records. If parents discover changes in their children's health, please contact the nurse as soon as possible.

## **Health and Safety**

Colo-NESCO Community School District is committed to promoting wellness and to safeguard the health and safety of children and adults who participate in the program. In order to provide a safe and secure environment for every child and adult, guidelines required by the Quality Preschool Program Standards and regulatory agencies are followed.

### **Health and Safety Records**

Health and safety information collected from families will be maintained on file for each child in the office. Files are kept current by updating as needed. The content of the file is confidential, but is immediately available to administrators or teaching staff who have consent from a parent or legal guardian for access to records; the child's parent or legal guardian, and regulatory authorities, upon request.

Child Health and Safety Records will include:

1. Current information about any health insurance coverage required for treatment in an emergency;
2. 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;
3. Current emergency contact information for each child, that is kept up to date by a specified method during the year;
4. Names of individuals authorized by the family to have access to health information about the child;
5. Instructions for any of the child's special health needs such as allergies or chronic illness (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes);
6. Individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency (allergy, asthma, seizures, orthopedic or sensory problems, and other chronic conditions; conditions that require regular medication or technology support; and
7. Supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family's beliefs. Staff implement a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

**Safety**—Every attempt is made to keep children safe at school. Teachers and associates supervise recess. It is important for safety that children follow simple

rules. Fire, tornado and building evacuation drills are held so that children can be prepared for fire, tornado or the need to vacate the building.

### **General Health and Safety Guidelines**

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

### **Illness Policy and Exclusion of Sick Children**

For the health and safety of all the children, it is mandatory that sick children not be brought to school. If a child has any of the following symptoms during the night, he or she will not be admitted the following morning for the safety of the other children.

- fever greater than 100 degrees F
- vomiting
- diarrhea
- pink eyes with drainage
- cough with congestion and excessive nasal discharge

The Elementary’s established policy for an ill child’s return:

- Fever free for 24 hours

- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage

Upon arrival at school, each child is observed by teaching staff for signs of illness or injury that could affect the child's ability to participate comfortably in the daily activities. Children will be excluded when a child is not able to participate comfortably. If the illness requires more care than staff are able to provide without compromising the needs of the other children in the group; or if keeping the child at school poses an increased risk to the child or to other children or adults with whom the child will come in contact, parents will be called.

When a child develops signs of an illness during his/her day at preschool, parents, legal guardians, or other person authorized by the parent will be notified immediately to pick up the child. For this reason, the teacher must have current, accurate phone numbers, authorized emergency contact person and the child's pediatrician. In the meantime, the child will be provided a supervised place to rest until the parent, legal guardian or designated person arrives. If the child is suspected of having a contagious disease, then until she or he can be picked up, the child is located where other individuals will not be exposed.

### **Reporting Communicable Diseases**

Staff and teachers provide information to families about any unusual level or type of communicable disease to which their child was exposed. The program has documentation that it has cooperative arrangements with local health authorities and has makes contact with those authorities annually to keep current on relevant health information and to arrange for obtaining advice when outbreaks of communicable disease occur.

### **Medication Policies and Procedures**

**Policy:** The school will administer medication to children with written approval of the parent and an order from a health provider for a specific child. Medication administration will be limited to situations where an agreement to give medicine outside preschool hours cannot be made. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction.

**Procedure:** If medication must be given during school hours, parent or legal guardian must provide written consent and the medication must be available in the original labeled prescription or manufacturer's container that is child-resistant. Any person who would administer medication has specific training and a written performance evaluation, updated annually by a health professional on the practice of the five right practices of medication administration: (1) verifying that the right child receives the (2) right medication (3) in the right dose (4) at the right time (5) by the right method with

documentation of each right each time the medication is given. Medication errors will be controlled by checking and recording these five right practices each time medication is given. Should a medication error occur, the Regional Poison Control Center and the child's parents will be contacted immediately. The incident will be documented in the child's record at the school.

For prescription medications, parents or legal guardians will provide the school with the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name and strength of the medication; the date the prescription was filled; the name of the health care provider who wrote the prescription; the medication's expiration date; and administration, storage, and disposal instructions.

Colo-NESCO does not distribute over the counter medication without written permission from parents. (See school policy)

Blood-borne Pathogens: Iowa schools are required to follow guidelines developed by the Center for Disease Control and the Occupational Safety and Health Administration for the cleaning of blood borne pathogens. All staff receive training on proper procedures.

Toilet Training: We prefer three year olds to be toilet trained. Four year old children entering preschool are expected to be toilet trained. In special circumstances toileting still needs to occur at school. For the children who are unable to use the toilet consistently, the following procedures are in place:

1. Diapering will only be done in the designated diaper area, i.e., the bathroom adjacent to the classroom with a fold down changing table or other special accommodations. Food handling will not be permitted in this diapering area.
2. Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Programs Standards:
  - Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling), labeled with the child's name and sent home that day for laundering. (Cloth diapers may not be allowed unless prescribed by a doctor.)
  - 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.
  - Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
  - 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.

Potty chairs will not be used due to the risk of spreading infectious diarrhea.

All families are asked to provide an extra set of clothing for their child in case of an “accident” or messy play. All clothing should be labeled with the child’s name to reduce the possibility of mistakes.

## **Snacks/Foods and Nutrition**

Attitudes about food develop early in life. The food children eat affects their well-being, their physical growth, ability to learn, and overall behavior. This is an opportunity to help children learn about foods, to enjoy a variety of foods from their own culture and others, and to help them begin to appreciate that their bodies need to be strong, flexible, and healthy. Eating moderately, eating a variety of foods, and eating in a relaxed atmosphere are healthy habits for young children to form. All preschool children are served a snack at a regularly scheduled time.

Families will be asked to provide snacks for sharing with the preschool class. Teachers will create a sharing schedule monthly to send home. Colo-NESCO Community School District staff take steps to ensure the safety of food brought from home with the following guidelines:

- Staff makes sure food requiring refrigeration stays cold until served
- Food is provided to supplement food brought from home if necessary

Meals—preschool students are eligible to eat breakfast and lunch (if they attend all day) at the school.

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

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

High risk foods, often involved in choking incidents, will not be served. For children younger than four years, these include hot dogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonfuls of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole.

The preschools do not use foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages as a punishment, nor will teaching staff ever threaten to withhold food as a form of discipline.

## **Parent Advisory Committee**

Colo-NESCO Community School District has an early childhood committee composed of parents, school staff, and other community members interested in the preschool program. This group meets to provide feedback on services that meet children and family needs. This committee serves as a sounding board for new ideas and services. If interested in being part of the Early Childhood Committee contact the preschool teacher.

## **Grievance Policy**

Open and honest communication between families and the preschool program is an essential component of a high quality early childhood program. Should a concern arise parents are encouraged to address the concern with the preschool teacher. If additional help is needed, either party may ask for assistance from the Elementary Principal, Mrs. Mickolyn Clapper.

If there is a concern regarding some aspect of the program or policy, please contact the Elementary Principal who is the program administrator for the preschool. If still dissatisfied, contact the Superintendent of Colo-NESCO Community Schools.

As part of the program assessment, in the spring of each year, a questionnaire will be given to parents to evaluate the program. This information helps to assess how the

program is meeting the needs of families and children, as well as to identify strengths and weaknesses.

## **Family Involvement**

Colo-NESCO Preschools encourage families to be very involved in their child's education by observing their children during the day and meeting with staff. Family members are welcome to visit after the first few weeks of school.

Teachers use a variety of formal and informal ways to become acquainted with families. Home visits are conducted at the beginning of the school year. Teachers learn from the families' expertise regarding their child's interests, approaches to learning, and developmental needs. Goals for children's growth and development can be incorporated into ongoing classroom planning. Families are encouraged to share any concerns, preferences or questions with the preschool teacher or administration at any time. Program staff communicate with families regularly regarding children's activities and developmental milestones. Parent- teacher conferences are held in both the fall and spring, as well as when either party requests. At least one family event is held during the year.

Colo-NESCO Preschools invite families to become involved in any of the following ways:

1. Support the child's daily transition to school by sharing information about interests and abilities.
2. Keeping the teacher informed of changes and events that might affect the child allows the teacher to be more responsive to the child's needs.
3. Attend family meetings.
4. Return all forms and questionnaires promptly.
5. Attend Family/Teacher conferences in the fall and spring.
6. Take time to read the family bulletin board.
7. Check the child's backpack each day.
8. Participate in field trip activities.
9. Share talents in the classroom through activities such as: reading or storytelling, cooking, art, music, sewing, crafts, hobbies, your profession, or artifacts from trips.
10. Share cultural traditions, celebrations, or customs.
11. Read all the material sent home.
12. Volunteer to help with special events. Helping takes many different forms such as preparation of materials at home, making telephone calls, preparing or posting flyers, recruiting other volunteers, collecting donations or prizes, run errands, photography, setup before the event, or clean afterwards.
13. Serve on the Parent Advisory Committee.

## **Home Visits**

Home visits are made prior to the start of school. This is an opportunity for the preschool teacher and family to begin to create a partnership between home and school in order to best meet the child's needs. This is a time to share what makes the family unique, how the family prefers to communicate with the teacher, and share knowledge about the child's interests, approaches to learning, and developmental needs. It is a time to share

goals are for the child and concerns to be addressed. Parents are also encouraged to share these preferences, concerns, and questions at any time throughout the year.

### **Family Teacher Conferences**

The preschool program will have formal family teacher conferences in the fall and spring. During the conference the teacher will share results of classroom assessments and samples of the child's work. Together family and teacher form a plan to encourage the child's growth and development.

### **End of Year Transitions**

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

### **Outside Play and Learning**

Preschool classes have daily opportunities for outdoor play as the weather permits and provided the weather air quality and environmental safety conditions do not pose a threat. This allows children the opportunity to develop their large muscle skills, get exercise, and be active. Preschools use the Child Care Weather Watch guidelines produced by Healthy Child Care Iowa to determine if the Wind Chill Factor or Heat Index is safe for outdoor play.

When weather conditions do not allow outdoor play, children are given the opportunity to use indoor equipment for similar activities and are supervised at the same level as outdoor equipment.

In order to ensure that children can play comfortably outside it is important to dress them according to the weather. When it is cold outside each child needs a warm coat, mittens or gloves and a hat (labeled with the child's name). For the warmer days dressing children lightly is just as important. For those in-between days dressing them in layers is a practical idea.

A parent should notify the preschool teacher if there is a need for sunscreen or insect repellent. Parents may need to sign a permission slip for sunscreen and insect repellent. Program staff complete the National Program for Playground Safety's Suggested

General Maintenance Checklist on a weekly basis. At the beginning of each day, staff complete a daily playground safety checklist.

## **Clothing**

Children will be learning through creative, active play that can sometimes be messy. Children should wear comfortable, washable clothing as well as rubber-soled and closed-toe shoes to school. Teachers encourage the use of paint smocks or shirts during art projects, but cannot guarantee that spills or stains will not occur. Clothing should be free of words, graphics, or pictures that are profane, immoral, illegal, or disruptive in nature. All families are encouraged to provide an extra set of clothing for their child in case of an “accident” or messy play. Clothing should be labeled with the child’s name to reduce the possibility of mistakes.

## **Inclement Weather**

There will be days that school will not be in session or start late or let out early because of inclement weather. Please find this information on local television and radio stations. The district also provides a service where parents can receive this information sent to their cell phones. If there is a two-hour late start, we will have full day preschool beginning at 10:00 A.M. We will not hold half-day preschool on late start days.

## **Board Policies Relating to Preschool**

All board policies can be found online at [www.coloradoschools.org](http://www.coloradoschools.org) or in the school office.

## Student Directory Information Code No. 506.2

Student directory information is designed to be used internally within the school district. Directory information is defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, e-mail address, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and other likeness, and other similar information.

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

Search and Seizure	Code	No.	502.8
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School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in

scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

Smoking--Drinking--Drugs Code No. 502.7

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, 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 of 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
  - Notification to parents and students that compliance with the standards of conduct is mandatory.

ASBESTOS CONTAINING MATERIAL Code No. 804.4

Friable and nonfriable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed. If there is a need to replace asbestos it will be replaced with nonasbestos containing materials. Each school building will maintain a copy of the asbestos management plan.

CHILD ABUSE REPORTING Code No. 402.2

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are encouraged, and licensed employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties. The definition of child abuse is in the accompanying regulation. When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter will orally or in writing notify the Iowa Department of Human Services. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified. Within forty-eight hours of the

oral report, the mandatory reporter will file a written report with the Iowa Department of Human Services.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse. The course will re-taken at least every five years.

## EQUAL EDUCATIONAL OPPORTUNITY

Code No. 102

The board will not discriminate in its educational activities on the basis of race, color, national origin, sexual orientation, religion, sex, disability, or marital status. The board requires all persons, agencies, vendors, contractors 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. The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, religion, sex, marital status, national origin, sexual orientation or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment. Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, religion, national origin, marital status, sex, sexual orientation or disability of the individual or individuals or creates an intimidating, hostile or demeaning environment for education.

### 504 Rehabilitation Acts of 1973

Collaborative services and additional special services are covered under the Individuals with Disabilities Act and are considered special education services. The Rehabilitation Act of 1974, better known as 504, covers a far greater spectrum of services not only for students but to their families. The Rehabilitation Act also covers all employees of our schools.

In order for an individual to qualify for services under the 504 laws, they would need to meet the following criteria:

1. Is a student receiving an accommodation in school as recommended by the BAT team?
2. Have a physical or mental impairment that substantially limits one or more of the following major life activities: caring for one's self, performing manual tasks, walking, seeing, hearing, breathing, learning, or working.

Anyone that enters our school is entitled to the accommodations that would help them enjoy the same accessibility to our services as all others. Anyone who feels that they or any member of their family needs accommodations to be successful in our schools should contact the school office of their choice.

### Fiscal Accountability Policies and Procedures

Financial policies and procedures are consistent with the program's vision, philosophy, mission, goals, and expected child outcomes. Operating budgets are prepared annually, and there is monthly reconciliation of expenses to the budget. A system exists to review or adjust the budget if circumstances change and it includes a yearly audit. Budgets are reviewed and amended as needed. Fiscal records such as revenue and expenditure statements, balance sheets, banking reconciliation, etc.) are kept as evidence of sound financial management.

### Harassment

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 the behavior 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:
  - Tell a teacher, counselor or principal; and
  - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
    - what, when and where it happened;
    - who was involved
    - exactly what was said or what the harasser did;  witnesses to the harassment;
    - what the student said or did, either at the time or later;  how the student felt; and
    - how the harasser responded

### Weapon Policy

The Colo-NESCO School Board believes weapons, look-alike weapons and other dangerous objects 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. Weapons are not allowed except for the purpose of education with the permission of the building principal. Parents of students found to possess a weapon, a look-alike weapon, or a dangerous object on school property shall be notified of the incident. Violators will be disciplined according to Board Policy.