

MISD

Marion Independent School District

Four-Year-Old Preschool



Parent Handbook

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MISD

(Marion Independent School District)

MOTIVATING AND IMPROVING STUDENT DEVELOPMENT

Our Mission

To provide the building blocks for further success in education.

Who We Are

MISD Preschool is staffed by certified early childhood education teachers and trained educational associates. The curriculum used is Creative Curriculum and is designed to provide students with experiences in school routines, (including following directions and basic academic knowledge) self-esteem, social interactions and respect for all learners.

Eligible Student

A child must be 4 years of age by September 15 of the year attending.

Children must also be toilet trained unless a doctor identifies a medical reason.

Goals and Objectives

MISD Preschool goals and objectives are found at the end of this handbook. These goals and objectives were taken from a research-based early childhood curriculum (Creative Curriculum) covering the following the areas:

- ❖ Social/emotional,
- ❖ Physical,
- ❖ Cognitive, and
- ❖ Language development.

Goals for Children

- Children will show competency in social/emotional, physical, cognitive, and language development skills.
- Children will be responsible, respectful, safe and kind.
- Children will be safe and healthy.

Goals for Families

- Families will feel welcome in the classroom and school.
- Families will work with the school in a meaningful partnership to help their children be better prepared to learn.
- Families will be advocates for their children
-

Assessment

Preschool staff will conduct ongoing observations using Creative Curriculum objectives daily for each child. Staff will ask for input from families to help assess developmental progress of their child as well. The assessment information is then used to guide lesson planning and report progress to parents/guardians.

Locations and Hours of Operation

MISD Preschool is a state funded program that offers free preschool for all of our students in the following locations:

Locations

Bright Beginnings Preschool

1080 East Post Road, Suite #2

Marion, IA

Phone: 319-377-4691 ext. 6601

Caring Corner Christian Day Care/Preschool

1298 7th Ave.

Marion, IA

Phone: 319-389-4140

Apple Kids Child Care

600 10th Ave.

Marion, IA

Phone 319-389-7729

Hours

Morning Session

8:30-11:00 a.m. Monday-Thursday at Bright Beginnings

9:00-11:30 a.m. Monday-Thursday at Apple Kids and Caring Corner

Afternoon Session

12:45-3:15 p.m. Monday-Thursday at Bright Beginnings

12:30-3:00 p.m. Monday-Thursday at Apple Kids and Caring Corner

Arrival & Dismissal

Bright Beginnings

Staff will get children from cars beginning at 8:25 and 12:40 and walk them to the Bright Beginnings door. At dismissal time, 11:00 and 3:15, staff will walk children to their cars.

Caring Corner and Apple Kids

Parents will receive a door code at Open House, prior to the start of school. You will use this code to bring your child in beginning at 8:55 and 12:55 and enter the building to pick up children at 11:30 and 3:00.

Please try to arrive at school on time. Late arrival means missing the beginning of an activity and disruption for other children.

Attendance

Parents should call your child's site between 8:00-8:30 or 12:30-1:00 to report an absence. If your child will be absent due to illness or appointment, please inform the staff when you call. If there is a time you need to pick up your child from school please inform the staff as soon as possible. You will be required to sign your child in/out when you arrive.

School Cancellations

The preschool will follow the Marion Independent School District's decision to dismiss classes due to inclement weather. (Heat related dismissals are an exception to this rule. If the district dismisses for heat we will still have school.) If there is a 2-hour late start, the morning class will be cancelled. If there is an early dismissal the afternoon class will be cancelled. We will be closed if the Marion Independent Schools are closed. Please watch KCRG TV 9 or check the district website at <http://www.marion.k12.ia.us> for an update of late or early dismissals and cancellation of classes. You may sign up for notifications of cancellations and dismissals on the MISD website.

Health

Hand washing

All staff, students, volunteers, and visitors (including parents) must wash their hands after entering the building.

Required Forms

A physical form and immunization form are required by the State of Iowa at time of enrollment. A child who does not have the necessary immunizations will not be admitted in the preschool program.

Communicable Diseases

Any contagious disease should be reported to the preschool immediately. The staff will inform parents when there has been a possible exposure to a communicable disease. Colds, flu, and other contagious diseases seem to occur frequently and spread easily among preschool children. To help protect your own child's health and to minimize the possibility of the spread of disease at school, please keep your child at home, even on open house events, if you observe any of the following symptoms:

- Nasal discharge that is green or yellow
- Complaints of ear pain
- Productive cough
- Severe sore throat
- Eyes that are pink, burning, itching, or producing discharge
- Diarrhea or vomiting
- Fever of 100 degrees or more

If these symptoms of possibly contagious conditions are observed in your child during the day, you will be called to come pick up your child immediately. While your child is waiting to be picked up s/he will be able to lay down in a comfortable location away from other children.

If your child becomes ill or hurt while at school, every attempt to notify a parent will be made. In the event this is not possible, an emergency contact will be called. Arrangements should be made to pick up your child within an hour. Children will not be transported by a staff member. If a dental emergency occurs, a similar procedure will be followed.

Medication

Preschool staff will not administer medication. Emergency medications provided by the family, for example, Epi-pens or Inhalers, will be stored in a locked cabinet for use in an emergency. Staff will need the signed health form and Medication Administration Certification to give these medications

Sunscreen Policy

Children will be outside daily, weather permitting. In circumstances when students will be exposed to the sun for longer than 20 minutes, sunscreen can be applied by staff with written permission from parents. Coppertone sunscreen will be provided by the preschool. Children allergic to Coppertone can bring their own sunscreen. Parents will need to fill out a form to indicate allergies to sunscreen and give permission for staff to apply sunscreen.

Biting Insect-borne Diseases

Parents will be notified if children may be exposed to mosquitoes and/or ticks during a school activity. They will have the opportunity to send bug spray containing DEET, Picaridin, IR3535, or Oil of Lemon Eucalyptus for those activities and give permission for staff to apply the bug spray.

Outside Temperature

Guidelines established by Iowa Department of Public Health, Healthy Child Care Iowa will be used to determine appropriate temperatures for outside play. The Child Care Weather Watch chart will be consulted and is in the back of the handbook.

Pets and Visiting Animals

Please contact the teacher before bringing pets to school. All classroom pets or visiting animals must appear to be in good health and have documentation from a veterinarian or an animal shelter to show that they are fully immunized and that the animal is suitable for contact with children. Teaching staff will supervise all interaction between children and animals and instruct children on safe behavior when in close proximity to animals. Any pet brought to school must be housed in a proper cage, container, or be restrained in such a way so as to prevent harm to anyone. After viewing, the visiting pet should be taken home.

If your child is allergic to animals, please let your teacher know so s/he will not be exposed to that animal.

Reptiles (snakes, lizards, frogs, turtles) **are not allowed in the classroom** because of the risk for salmonella infection.

Dalmations, Pitbulls, and Siamese cats are not generally recommended for preschool classrooms because of their dispositions. These decisions will be made on a case by case basis.

Family Involvement

Access to Center

While your child is at preschool we will ensure that your child is not exposed to people who may pose a risk of harm to them. Only persons who have been through the formal record check process and who have been cleared for involvement with childcare may be directly responsible for childcare or alone with a child. A person who has “direct responsibility for children” will need to have a record check unless they are the parent, guardian or custodian in relation to their own children.

If a person has not been cleared through the formal record check process, staff will monitor the person while in the center. That person may have interaction only with his or her own child. Records will kept in the form of a sign in/out form for adults to fill out when at the center.

Parental Participation

Parents have unlimited access to their children and to the provider caring for their children during the preschool hours, unless parental contact is prohibited by court order. At all Marion preschool sites signs will be posted on the board nearest to the entry door, so that all parents are reminded that they can have access to their child at any time.

Parent volunteers will be required to fill out a volunteer statement and/or background check depending on your level of duties (counted in ratio). It is mandatory to complete a background check before attending field trips if you have any criminal convictions.

Field Trips

Several field trips will be scheduled throughout the school year as an extension of our units. A form was completed at pre-registration, which will cover permission for your child to participate in field trips. You will be given prior notice of each trip on the bus. Children will always be transported on Marion Independent School District busses.

Parties at Preschool

There will be three organized parties throughout the school year: a fall party, a winter party, and a Valentine’s party. All parents will be asked to donate items for each party, well in advance of the date. Specific directions will be given to honor the children’s dietary needs.

Events

- Open House: Before the school year begins, you are invited to visit the classroom and bring classroom supplies.
- Parent Meetings: Throughout the school we will be having informative meetings about the preschool program and children’s development. We also use this time to gather feedback from parents on how to better our program.
- Family Fun Night: Once during the school year your family will be invited to participate in themed night.
- Graduation/End of Year Celebration: At the end of the year we will have a graduation night.

Home Visits

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

Parent-Teacher Conferences

The teacher will schedule two in school conferences for your child with one being in the fall and one in the spring of the year. This will be a time for the staff to talk with families about our shared goals for your child throughout the school year. If you would like more frequent conferences, please contact your child's teacher.

Child's Day

Daily Activities

Each center follows their own schedule with the following activities to meet curriculum objectives in the developmental areas of physical, social/emotional, cognitive, & language.

- Table Activities
- Large & Small Group
- Story Time
- Snack
- Centers (Art, Blocks, Discovery, Dramatic Play, Literacy, Music, Sensory)
- Large Motor Play (Indoor/Outdoor Play)

Snacks

All students will receive a monthly snack calendar showing the date when your child is expected to provide a healthy snack for the class. The provided snack needs to be from the specified food group for that day (Please refer to Appendix A at the end of this handbook for nutritional guidelines and Snack Idea List.) Attached to the snack calendar is a sheet asking what you will be bringing for snack. Please fill it out and send back. Milk will be provided by the preschool. Please keep whatever item(s) you provide in the original containers so the staff can make sure the food does not contain allergens, which may be harmful to students.

- According to the state guidelines **we cannot serve homemade treats** only commercially prepared food.
- Food that needs to be prepared before consumption **MUST** be done at the preschool. (ex. Ants on a log. Raisins, peanut butter, and celery sent in original containers. Fruits such as apples and oranges must be cleaned, peeled, and sliced at preschool.)

Parents of children with significant allergies are encouraged to send appropriate snacks for their children.

Birthdays and parties are the exceptions to the healthy snack days. You may provide special treats on those days but remember we cannot serve homemade items.

We recognize birthdays at the preschool as close to the date as possible. Summer birthdays will be celebrated on the half birthday. As stated previously, your child may bring a special treat to share on that date just not homemade.

Discipline

Discipline

When a discipline issue arises, the preschool staff will work through three cues for student compliance. This includes talking with the child to resolve the issue and to set limits. If the behavior continues the teacher will count to three, to give the child a chance to make an appropriate choice or be sent to a "Time-Out" area. The length of time is determined by multiplying one minute by the age of the child. If the behavior continues, the family will be notified in writing. A conference will be set up with the family to resolve the behavior if it is deemed necessary. After three incidents, the families will be advised that removal of the child from the preschool should be considered.

Biting/Aggressive Behavior

Children may bite for many different reasons. Some of those reasons include: the developmental stage of the child (For example; experimenting to see what will happen), individual differences, the environment (For example; overwhelmed by the sounds, light, or activity level), the child does not know something yet (For example; lack of language skills necessary for expressing needs and/or feelings), and an unmet emotional needs (For example; do not have a strong attachment with a constant, responsive caregiver).

Children demonstrating aggressive behavior will be dealt with in a calm and kind manner and removed to a safe location away from other children. In discussion with the child following time-out s/he will be taught in a caring a firm way that the behavior is not acceptable as well as alternative behaviors. Ongoing aggressive behavior by a particular child will be observed and documented to determine appropriate future action. Immediate caring attention and needed first aid procedures will be given to the child who was hurt. First aid procedures will include washing any wounds with warm soapy water and application of band-aides if bleeding occurs. Ice packs may be used to reduce swelling and/or manage pain.

Incident/Accident Report

If your child is involved in an incident (including biting)/accident while at preschool, a report will be filled out and sent home. Parents/guardians will be asked to sign the report and return it to school. The original will be kept in your child's file in the locked filing cabinet and you will receive a copy. An example of a report form is included as an appendix in this handbook. The only child's name appearing on the incident/accident report will be the name of the child whose parents receive the form.

Discharge

An individual may be required to remove his/her child from the program for a designated amount of time because of noncompliance with any of our program policies or in cases of extreme developmental or behavior concerns in which the safety of the child and others is at risk.

In cases of extreme developmental or behavior concerns, all efforts will be made by MISD Staff to meet a child's individual needs. However, if a child's needs become greater than the abilities of the preschool, MISD reserves the right to determine if our program is appropriate for the child. If determined that our program is not appropriate the child will be dismissed.

Student/Parental Complaints

Concerns arise occasionally regarding relationships between staff and students, staff and parents, or student to student. Any concern should be brought to the attention of the teacher. Families are welcome to contact the teacher about holding a conference at any time during the school year. If you are not comfortable with discussing issues with the teachers at the preschool, please contact Cheryl Toppin, Principal at Emerson Elementary School. (377-0183 ext.3301)

Early discussion can often prevent a small problem from becoming a big one, so please take every opportunity to be proactive in looking for solutions.

Support Programs and Services

AEA Services

Grant Wood AEA 10 provides a variety of support services to Marion Independent Schools. Available staff include: OT (Occupational Therapist), PT (Physical Therapist), Speech and Language Pathologist, Social Worker, Psychologist, Special Education Consultant. The support staff are available to work with teachers and students when there are concerns about developmental levels of children.

Special Education (IEP)

Students may need additional assistance through Special Education Services. Parents and school staff collaborate closely with the AEA to meet qualifying criteria and to provide special education services.

English Language Learner (ELL)

Students may qualify to receive extra assistance if they are identified as English Learners.

Miscellaneous

Toys Policy

Personal toys need to stay at home as they may become damaged or lost if brought to preschool. Some preschool classrooms may have a sharing time. We ask that this be the only time your child brings something from home.

Transportation

All motor vehicle transportation provided by parents, legal guardians or others designated by them or legal guardians to and from school will include the use of age-appropriate and size-appropriate seat restraints. Children whose individualized educational plan (IEP) indicates transportation needs will be offered bussing by Marion Independent School District. Field trip transportation will be provided by Marion Independent School District.

Clothing

We request that children wear play clothes that are washable and comfortable while at the preschool. Outer wear should be provided to allow the children to go outside whenever the weather permits. (Jackets in fall and spring and winter coats, snow pants, boots, mittens, and hats in the winter) Your child should be able to manage all outer clothing expect zipping by himself/herself.

Please mark all clothing with your child's name. The preschool is not responsible for lost items.

In the event of a spill or bathroom accident, please consider leaving an extra set of clothing in your child's school bag.

Change in Information

If your child's information changes (address, phone, marital status of parent, etc.), please inform the preschool in writing as soon as possible. Updated records are for the safety and well being of your child.

Emergency Procedures

Emergency Flip charts are located at all Marion preschools. This chart provides details for handling emergency situations.

Fire/Tornado Drills are practiced monthly. In the event of a tornado warning, please do not call the preschool. Parents will be contacted if the need arises.

Evacuation- The principal/preschool staff determines if students and staff should be evacuated outside of the building or to relocation centers.

Each site will be evacuated to an appropriate location:

Apple Kids: Fire Station 1, 600 8th Ave, Marion, IA 52302

Bright Beginnings: Frank Magid & Associates, 1 Research Ctr, Marion, IA 52302

Caring Corner: First Presbyterian Church, 802 12th St and 8th Ave, Marion, IA 52302

Infectious Disease Control- The preschool will inform parents of any infectious diseases reported to the preschool within 24 hours either through postings or letters home.

Flood or water hazard-The principal/preschool staff determines if students and staff should be evacuated outside of the building or to relocation centers. See above for listings of where children will be.

Intruder within the Center-If an intruder enters the building, 911 will be called. The other students will be moved to a safe distance away as another adult monitors the intruder's actions.

Intoxicated parent or visitor-If a parents/visitor shows up intoxicated we will call an emergency number. If no emergency contact can be reached the police will be notified.

Lost or abducted children- If a child is missing 911 will be called. Other children will be kept inside following normal school procedures. Principal or designee will give the necessary information to the authorities when they arrive. Parents will be notified by phone.

Blizzards- The preschool will follow the Marion Independent School District's decision to dismiss classes due to inclement weather. If there is a 2-hour late start, the morning class will be cancelled. If there is an early dismissal the afternoon class will be cancelled. We will be closed if the Marion Schools are closed. Please watch KCRG TV 9 or check the district website at <http://www.marion.k12.ia.us> for an update of late or early dismissals and cancellation of classes.

Power Failures- In the event of a power failure the principal or designee will call the superintendent's office and determine when or if the preschool will need to be canceled. If the preschool is canceled the same procedures as school closing for inclement weather will be followed. (See Blizzards) Parents will also be called if this should happen.

Bomb Threats- If the school receives a bomb threat, 911 will be called and the principal will inform staff to move to a relocation area. No one will reenter the building until declared safe by fire or police personnel.

Chemical Spills- Call 911. Evacuate and seal off area of leak or spill. Notify principal or designee. Principal or designee notifies the superintendent. Emergency responders will recommend shelter or evacuation.

Earthquake or structural damage- Call 911. . Notify principal or designee. Principal or designee notifies the superintendent. Emergency responders will recommend shelter or evacuation. (See description of evacuation procedures.

Nuclear Evacuation- Schools within 10 miles radius of Duane Arnold Nuclear Power Station: Listen for 3 to 5 minute steady siren blast. This signals public to tune their radios to an Emergency Alert Station (ESA). Schools will be notified if radiological release requires protective action. There are two basic protective actions, sheltering and evacuation. Sheltering follows same procedure of a tornado drill in addition to turning off any ventilation leading outdoors. Staff will follow procedures from Emergency Flip Chart. (If evacuation is required see description of evacuation procedures.)

Board Policies

Child Abuse Mandatory Reporting: All staff members who work with children in the state of Iowa, including preschool staff, are mandatory reporters of abuse (sexual, physical, or neglect). Based on the Iowa Code, serious concerns will be reported immediately to the Department of Human Services.

Harassment

Board Policy Number 104

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socio-economic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination.

If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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

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

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

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:
Repeated remarks of a demeaning nature;

Implied or explicit threats concerning one's grades, achievements, property, etc.;

DemEANING jokes, stories, or activities directed at the student; and/or

Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee 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 student's education or benefits;

Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or

The conduct has the purpose of effect or substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

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

Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or

Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

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

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to and including suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to and including termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to and including exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The immediate supervisor or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent in conjunction with the director of teaching & learning are responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluation the effectiveness of the policy in reducing bullying and harassment in the school district.

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

Inclusion in the student handbook;

Inclusion in the employee handbooks;

Inclusion in the registration materials; and/or

Inclusion on the school or school district's web site.

A copy shall be made to any person at the central administration office,
777 S. 15th Street, Marion, IA.

Abuse of Students by District Employees

An individual who has knowledge an employee has physically or sexually abused a student may immediately report it to the school district's Level I Investigator or alternate Level I Investigator.

Reports are directed to Cheryl Toppin, Level I Investigator at 1400 10th Ave. Marion, IA, or telephoning 377-0183, or Mike Murphy, at 2301 3rd Ave, Marion, IA, or telephoning 373-4766.

Affirmative Action

The Marion Independent School district provides equal educational and employment opportunities and will not illegally discriminate on the basis of race, creed, color, religion, gender, age, national origin, marital status or disability. Marion Independent School district shall take affirmative action in recruitment, appointment, assignment, and advancement of women and men, minorities and disabled. Inquiries regarding compliance with equal educational or employment opportunities and/or affirmative action shall be directed to Brian Bartz, 777 South 15th Street, Marion, Iowa, 52302. Inquiries may also be directed, in writing, to the Iowa Civil Rights Commission in Des Moines, the director of Region VII office of the United States Equal Employment Opportunities Commission, or the director of the Region VII office of Civil Rights, United States Department of Education in Kansas City, Missouri.

Multicultural and Nongender Equity Education Opportunity

Enrolled children in the school district community shall have an equal opportunity for quality public education without discrimination regardless of their race, creed, sex, marital status, national origin, ability or disability.

The education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of, respect and appreciation for, the historical and contemporary society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Inquiries regarding compliance with equal education opportunity shall be directed to Cindy Cdiouf, Title IX Compliance Officer, 777 South 15th Street, Marion, Iowa, 377-1585.

Homeless

The Board of Directors of the Marion Independent School District is responsible for locating and identifying homeless children and youth who are "found" within the district. A "homeless child or youth of school age" is defined as one between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth living on the street, in a car, tent or abandoned building or some other form of shelter not designed as a permanent home; living in a community shelter facility; or living with nonnuclear family members or friends who may not have legal guardianship over the child or youth of school age. The district shall make available to the homeless child or youth all services and assistance including, but not limited to, compensatory education, special education, English as a second language, vocational courses or programs, programs for gifted and talented, health services, and food and nutrition programs, on the same basis as those services and assistance are provided to resident pupils.

Equal Educational Opportunity

It is the policy of the Marion Independent School District not to discriminate on the basis of race, creed, color, gender identity, sex, national origin, religion, age, marital status, sexual orientation, veteran status, or disability, in its educational programs, activities, or employment practices. If you believe you have (or your child has) been discriminated against or treated unjustly at school, please contact Cindy Cdiouf, Director of Curriculum and instruction, at 377-1585 Ext. 1106.

Release of Photographs

During the school year there may be opportunities for your student's photograph to be

used in various school-related ways. A limited release form is available during registration to indicate your permission or denial of this activity.

Compliance with Current Asbestos Regulations

In order to remain in compliance with current asbestos regulations governing schools, the district is required to give an annual notification to the staff, parents, and legal guardians of students in the Marion Independent School District of the presence of and the availability of the management plans for the district's asbestos program. Each building has an individual management plan for that particular building located in the central office at each facility for your review in addition to a master set for all district facilities located in the administration offices at 777 S. 15th Street. Should you want to know the locations and or the volume of asbestos in our buildings, this information is located in the management plans. Also included in these are past activities the district has taken to remove and or encapsulate the asbestos to maintain safety to all occupants. Regulations require that the district have a full inspection of our facilities every three years and periodic surveillance inspections every 6 months to insure that it is maintained in a non-hazardous condition. In addition to this, we have undergone two EPA audits and inspections in the last 10 years which have found that the district is in full compliance on its program. Activities that have occurred in the past year, in addition to our reinspections, gave been abatement of floor tile and thermal pipe insulation at the Marion High School, Starry Elementary, and Francis Marion Intermediate in preparation of construction activities that occurred over the last year. Should you have any questions, please call 377-4974.

Appendix

Possible Snack Ideas

Creative Curriculum Objectives

Incident/Accident Report form

Fire Procedures & diagrams

Tornado Procedures & diagrams

Universal Precautions

Child Care Weather Watch Chart

Possible Snack Ideas

Grains

- Bagels
- Cereal
- Cereal Bars
- Granola Bars
- Muffins
- Multigrain Bars
- Oatmeal Cookies
- Rice Cakes

Fruit

- Apples
- Applesauce
- Bananas
- Jell-O with fruit chunks
- Oranges
- Pears
- Star Fruit

Dairy

- Cheese & Crackers
- Cheese Cubes
- Cheese Slices
- Cottage Cheese
- Pudding
- String Cheese
- Yogurt

Vegetables

- Broccoli
- Carrots
- Cauliflower
- Celery
- Cucumbers
- Pea Pods
- Vegetable Crackers

Suggestions are based on the USDA Food Pyramid (www.usda.gov)

The Creative Curriculum Goals and Objectives at a Glance

Social/Emotional Development

1. Regulates own emotions and behaviors
2. Establishes and sustains positive relationships
3. Participates cooperatively and constructively in group situations

Physical Development

4. Demonstrates traveling skills
5. Demonstrates balancing skills
6. Demonstrates gross-motor manipulative skills
7. Demonstrates fine-motor strength and coordination

Language Development

8. Listens to and understands increasingly complex language
9. Uses language to express thoughts and needs
10. Uses appropriate conversation and other communication skills

Cognitive Development

11. Demonstrates positive approaches to learning
12. Remembers and connects experiences
13. Uses classifications skills
14. Uses symbols and images and to represent something not present

***Literacy**

15. Demonstrates phonological awareness
16. Demonstrates knowledge of the alphabet
17. Demonstrates knowledge of print and its uses
18. Comprehends and responds to books and other texts
19. Demonstrates emergent writing skills

***Mathematics**

20. Uses number concepts and operations
21. Explores and describes spatial relationships and shapes
22. Compares and measures
23. Demonstrates knowledge of patterns

***Science and Technology**

24. Uses scientific inquiry skills
25. Demonstrates knowledge of the characteristics of living things
26. Demonstrates knowledge of the physical properties of objects and materials
27. Demonstrates knowledge of Earth's environment
28. Uses tools and other technology to perform tasks

***Social Studies**

29. Demonstrates knowledge about self
30. Shows basic understanding of people and how they live
31. Explores changes related to familiar people or places
32. Demonstrates simple geographic knowledge

***The Arts**

33. Explores the visual arts
34. Explores musical concepts and expression
35. Explores dance and movement concepts
36. Explores drama through actions and language

***English Language Acquisition**

37. Demonstrates progress in listening to and understanding English
38. Demonstrates progress in speaking English

REPORT OF INCIDENT /ACCIDENT DATE: _____

CHILD'S NAME: _____ AGE: _____

PARENT(S) NAME: _____

DESCRIPTION OF INCIDENT/ ACCIDENT:

(Describe what happened, what time of day, where, and who observed incident. Exclude names of other children in this report.)

STAFF RESPONSE/ TREATMENT: (Note any intervention used, first aid treatment, comfort.)

PARENTS CALLED?: YES _____ NO _____ TIME: _____

PHYSICIAN OR DENTIST CALLED?: YES _____ NO _____ TIME: _____

TIME CHILD PICKED UP: _____ BY WHOM? _____

PROCEDURES REVIEWED BY: _____

STAFF
SIGNATURE _____ DATE: _____

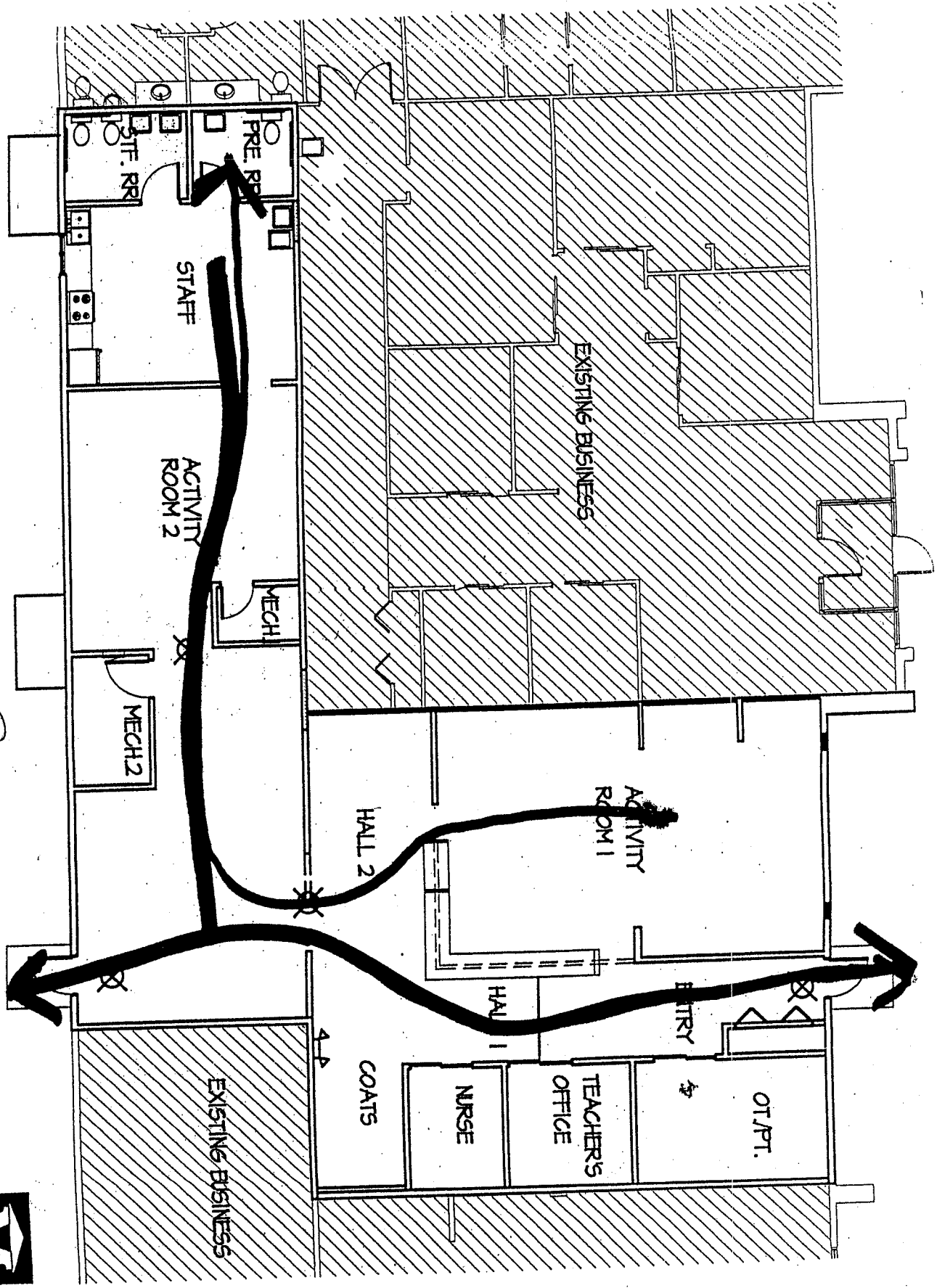
PARENT
SIGNATURE: _____ DATE: _____

Universal Precautions

"Universal Precautions" should be followed by ALL personnel at ALL times on ALL patients. The use of Universal Precautions is based on an individual's skills and interaction with patient's body substance, non-intact skin, and mucous membrane. This applies to all personnel at all times regardless of the patient's diagnosis. These precautions apply to personnel performing all "invasive procedures."

1. All patients must be regarded as potentially infected with blood-borne pathogens.
2. Strict hand washing must be practiced before and after each patient contact. **HANDS MUST BE WASHED IMMEDIATELY IF THEY ARE CONTAMINATED WITH BLOOD OR BODY FLUIDS**
3. Gloves should be worn:
 - a. if soiling with blood or body fluids is anticipated,
 - b. for placement of intravenous lines.
 - c. Gloves should not be reused.
4. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids and if soiling with blood or body fluids is likely.
5. Masks and protective eyewear (goggles) should be worn during procedures that are likely to generate droplets or splashes of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose and eyes.
6. Articles contaminated with blood or body fluids should be discarded:
 - a. if disposable, in red bags labeled "infectious waste."
 - b. Non-disposable items should be cleaned with a hospital approved disinfectant and sent to Central Services for sterilization.
7. Care should be taken to avoid needle-stick injuries. Used needles should not be recapped or bent; they should be placed in a prominently labeled puncture resistant container designated specially for such disposal. You may prefer to administer all drugs, via stopcock, to avoid recapping needles.
8. Blood spills should be cleaned up promptly with a solution of 5.25% sodium hypochlorite diluted with Water (1:10 household bleach).
9. Health care workers who have exudative lesions or weeping dermatitis should refrain from all patient care and handling equipment until the condition is resolved.
10. To minimize the need for emergency mouth-to-mouth resuscitation, disposable mouth pieces, resuscitation bags or other ventilation devices should be available for use,
11. Pregnant health care workers should strictly adhere to precautions to minimize the risk of HIV transmission.
12. All specimens must be contained in a leak-proof plastic bag labeled "bio-hazard."

Bright Beginnings



M.I.S.D. Preschool - Bright Beginnings

East Post Road

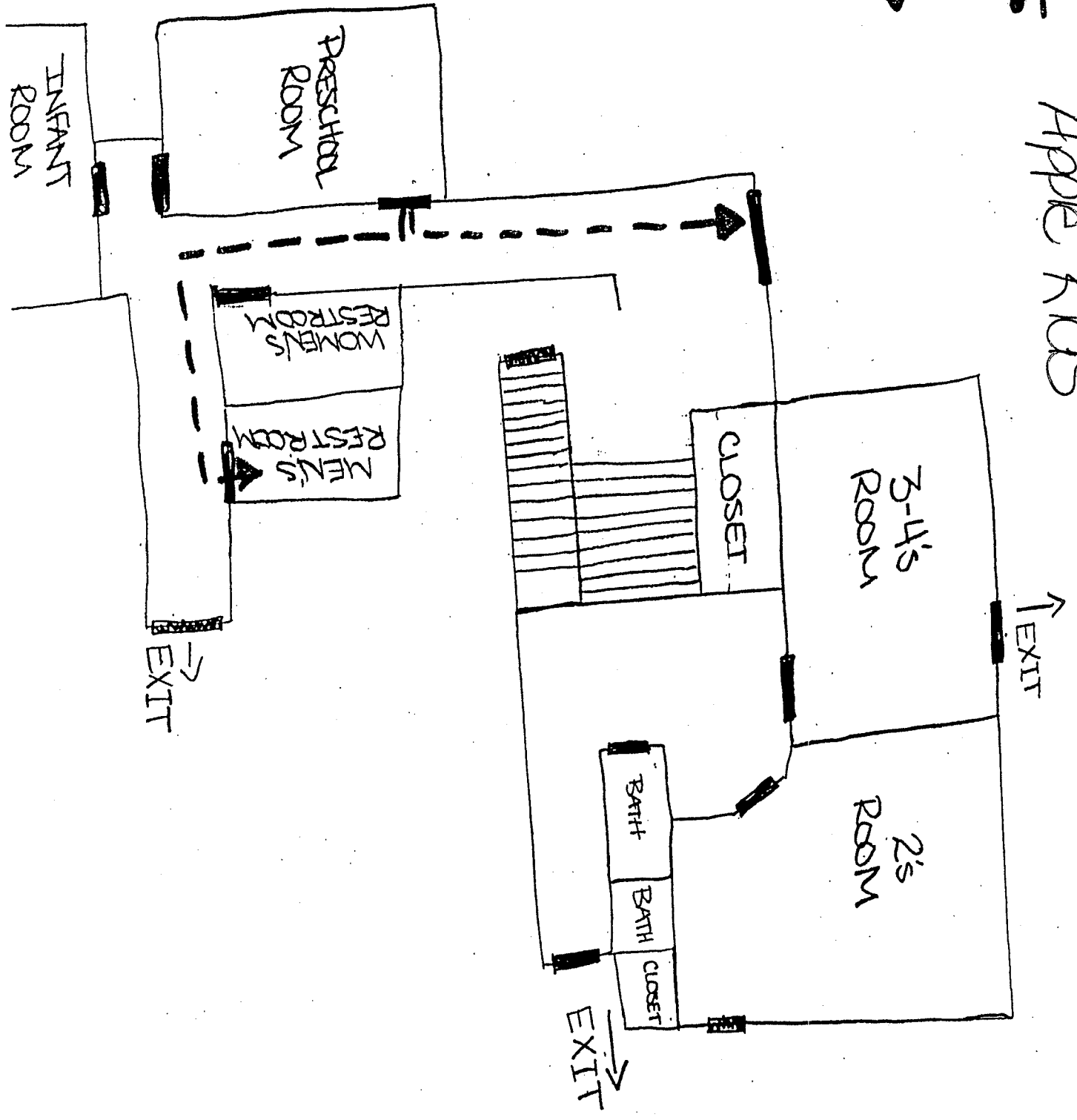
Fire ~~Escape~~ Tornado



PRESCHOOL

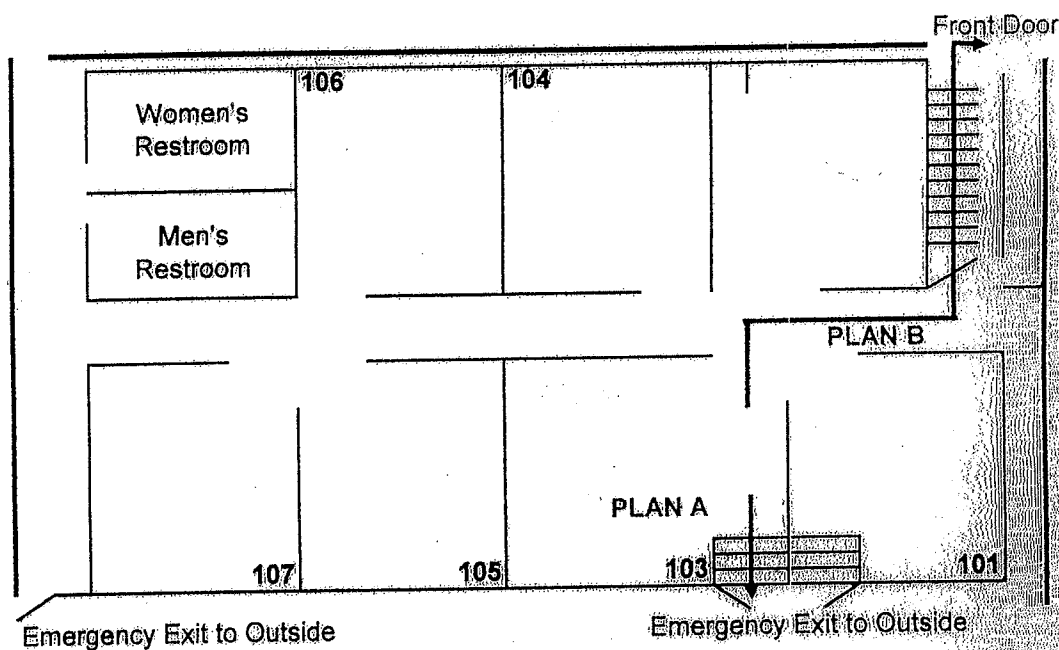
Apple Kids

FIRE --->
DRYVAD --->



Caring Corner

ROOM 103 FIRE PLAN

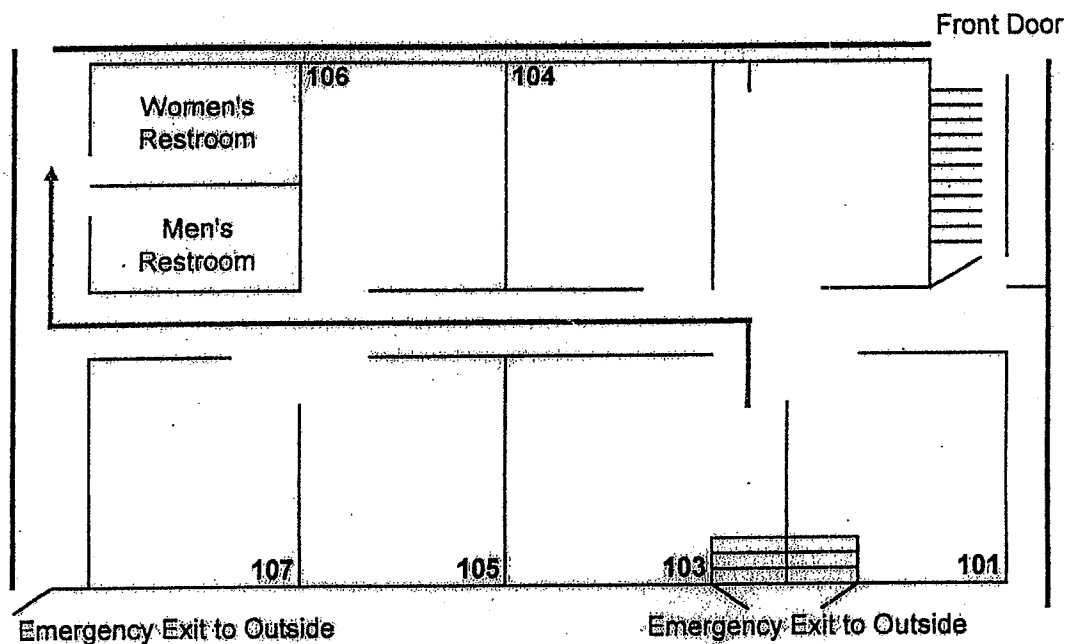


PLAN A: Line up single file and go out emergency door in the classroom. Go out the door, then up the ladder. Turn left and walk across the pavement to the office building on 13th Street. Stop on the sidewalk.

PLAN B: Line up single file and go out classroom door. Go out the door. Turn right and go down the hall. Open the door and go up the stairs. Go out the main door. Turn right and walk across the pavement to the office building on 13th Street. Stop on the

Caring Corner

ROOM 103 TORNADO PLAN



PLAN: Line up single file and go out classroom door. Turn left and go through the double doors, staying close to the inside wall. Turn right and find a place in the hall for the children to sit comfortably.

Child Care Weather Watch

Understand the Weather.



Wind-Chill

- 30° is **chilly** and generally uncomfortable
- 15° to 30° is **cold**
- 0° to 15° is **very cold**
- -20° to 0° is **bitter cold** with significant risk of **frostbite**
- -20° to -60° is **extreme cold** and **frostbite** is likely
- -60° is **frigid** and exposed **skin will freeze** in 1 minute

Wind-Chill Factor Chart (in Fahrenheit)

Air Temperature	Wind Speed in mph									
	CALM	5	10	15	20	25	30	35	40	
50	50	48	40	36	32	30	28	27	26	
40	40	37	28	22	18	16	13	11	10	
30	30	27	16	9	4	0	-2	-4	-6	
20	20	16	4	-5	-10	-15	-18	-20	-21	
10	10	6	-9	-18	-25	-29	-33	-35	-37	
0	0	-5	-21	-36	-39	-44	-48	-49	-53	
-10	-10	-15	-33	-45	-53	-59	-63	-67	-69	
-20	-20	-26	-46	-58	-67	-74	-79	-82	-85	
-30	-30	-36	-58	-72	-82	-87	-94	-98	-102	

Comfortable for out door play

Caution

Danger

Heat Index Chart (in Fahrenheit)

Temperature (°F)	Relative Humidity (Percent)															
	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90
110	108	112	117	123	130	137	143	150								
105	102	105	109	113	118	123	129	135	142	149						
100	97	99	101	104	107	110	115	120	126	132	138	144				
95	91	93	94	96	98	101	104	107	110	114	119	124	130	136		
90	86	87	88	90	91	93	95	96	98	100	102	106	109	113	117	122
85	81	82	83	84	85	86	87	88	89	90	91	93	95	97	99	102
80	76	77	77	78	79	79	80	81	81	82	83	85	86	86	87	88
75	71	72	72	73	73	74	74	75	75	76	76	77	77	78	78	79

Heat Index

- 80° or below is considered **comfortable**
- 90° beginning to feel **uncomfortable**
- 100° **uncomfortable** and may be **hazardous**
- 110° considered **dangerous**

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Watching the weather is just part of the job for child care providers. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the child care provider to attend to the health and safety of children in their care. What clothing, beverages, and sun screen are appropriate? Dress children to maintain a comfortable body temperature (warmer months - lightweight cotton, colder months - wear layers of clothing). Drinking beverages helps the body maintain a comfortable temperature. Water or fruit juices are best. Avoid high sugar content beverages and soda pop. Sunscreen may be used year around. Use a sunscreen labeled as SPF-15 or higher. Apply sunscreen generously and frequently. Read the label of the sunscreen product. You can also use sunscreen to block harmful rays from the sun. Look for sunscreen with UVB and UVA ray protection. Have children play in shaded areas or create shade in the play area.

Condition GREEN - Most children may play outdoors and be comfortable. Child care providers should watch for the child that becomes uncomfortable while playing outdoors.

INFANTS AND TODDLERS Infants/toddlers are unable to tell the child care provider if they are too hot or cold. The infant/toddler may become fussy when uncomfortable. Infants/toddlers tolerate shorter periods of outdoor play. Dress infants/toddlers in lightweight cotton or cotton-like fabrics during the warmer months. In cooler or cold months dress infants in layers to keep them warm. Protect infants from the sun by using sunscreen and playing in shaded areas. Give beverages while playing outdoors.

YOUNG CHILDREN Use precautions regarding clothing, sunscreen, and beverages. Young children need to be reminded to stop play and drink a beverage and apply more sunscreen.

OLDER CHILDREN Use precautions for clothing, beverages, and sunscreen. The older child needs a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens). Apply sunscreen and give beverages while outdoors.

Condition means the child care provider must use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen, and beverages are important. Shorten the length of outdoor time. **INFANTS AND TODDLERS** Child care providers should use the precautions outlined in Condition Green. Clothing, sunscreen, and beverages are important. Shorten the length of time for outdoor play. **YOUNG CHILDREN** Use the precautions regarding clothing, sunscreen, and beverages. Younger children may insist they are *not* too hot or cold because they are enjoying playtime. Child care providers need to structure the length of time for outdoor play for the young child. **OLDER CHILDREN** Use precautions for clothing, sunscreen, and beverages. Use a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens), applying sunscreen and drinking liquids remain important while playing outdoors.

During condition **RED** most children should not play outdoors due to the health risk.

INFANTS/TODDLERS should play indoors and have ample space for large motor play.

YOUNG CHILDREN may ask to play outside and do not understand the potential danger of weather conditions.

OLDER CHILDREN may play outdoors for very short periods of time. Child care providers must be vigilant about proper clothing, beverages, and use of sunscreen

Child Care Weather Watch was produced by the Iowa Department of Public Health, Healthy Child Care Iowa. This guide was produced through federal grant (MCJ19T029 & MCJ19KCC7) funds from the US Department of Health & Human Services, Health Resources & Services Administration, Maternal & Child Health Bureau. For questions about health and safety in child care contact the Iowa Healthy Families line telephone 1-800-569-2229. Wind-Chill and Heat Index information is from the National Weather Service.

Understand the Weather

The weather forecast may be confusing unless you know the meaning of the words used by your weather forecaster.

- **Blizzard Warning:** There will be snow and strong winds that produce a blinding snow, deep drifts, and life-threatening wind chills. Seek shelter immediately.
- **Heat Index Warning:** How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined.
- **Relative Humidity:** The percent of moisture in the air.
- **Temperature:** The temperature of the air in degrees Fahrenheit.
- **Wind:** The speed of the wind in miles per hour.
- **Wind Chill Warning:** There will be sub-zero temperatures with moderate to strong winds expected which may cause hypothermia and great danger to people, pets & livestock.
- **Winter Weather Advisory:** Winter weather conditions are expected to cause significant inconveniences and may be hazardous. If caution is exercised, these situations should not become life threatening.
- **Winter Storm Warning:** Severe winter conditions have begun in your area.
- **Winter Storm Watch:** Severe winter conditions, like heavy snow and ice are possible within the next day or two.