

Kreft Preschool Handbook



**Kreft Primary School
3206 Renner Drive
Council Bluffs, IA 51501
712-366-8290**

Kreft Primary School Handbook 2017-2018

Welcome Statement

We would like to welcome your child and your family to the Kreft Primary Preschool Program. It is our hope that this handbook will answer any questions you may have about our preschool program. Please keep this handbook in a safe place so that you may reference it throughout the year.

Our preschool program supports students with special needs, at-risk factors and those who meet the criterion of grants used to fund the preschool program. Children attending Kreft Primary Preschool will participate in an integrated program. We feel integration is more than being together in the same room. Children work side by side in a variety of social and learning experiences. We hope your child's preschool experience will be a special and unique addition to his/her education.

The Kreft Primary Preschool Program uses the Creative Curriculum and the Iowa Early Learning Standards as the main resources for our framework of prekindergarten education.

Kreft Primary School Mission Statement

Inspiring Excellence!

Kreft Primary School Vision Statement

Developing passionate, innovative, adaptable learners prepared to embrace the challenges of the future and make a positive difference in their community.



Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

Equal Educational Opportunity

The school district does not discriminate in its educational programs or educational activities on the basis of sex, race, religion, color, national origin, marital status, sexual orientation, gender identity, physical attributes or disability. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Equity Coordinator. The Equity Coordinator is Laurie Thies and she can be reached at 712-366-8311. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, Kansas City, Missouri or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294, (Reference Board Policy 505.4).

"Homeless child or youth"

Defined as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.

Anti-Bullying/Anti-Harassment

Harassment, bullying 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.

Harassment and bullying in the law is: 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.

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

"Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical, or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

Harassment and bullying behaviors can all interfere with our learning environment and we will have a zero tolerance for them. Unacceptable behaviors are not limited to harassment and bullying. Situations of unacceptable behavior may occur that do not meet the criteria defined by the four aforementioned conditions, but are still not acceptable for school or meet the expectations for student behavior at Lewis Central. These may include, but are not limited to, actions that might be commonly defined as unacceptable teasing.

Conflict is not Bullying. A conflict is a disagreement or antagonism between two or more people. All parties involved have some responsibility for the encounter. It is not bullying when two or more kids with no perceived power imbalance, fight, have an argument or disagree. Conflict resolution strategies can be employed to find common ground when both parties have a vested interest in resolving the conflict. Peer mediation may be appropriate in conflict situations. Bullying is peer abuse and needs to be reported and treated as such. Peer mediation is not appropriate in bullying

Student Reporting Procedures

Students who feel that they have been harassed/bullied 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 or bully the student should ask a teacher, counselor or principal to help
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, 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 or bully did; witnesses to the harassment or bullying;
- What the student said or did, either at the time or later;
- How the student felt;
- And how the harasser or bully responded

Building Response to reports of Harassment and Bullying:

All reports of potential harassment and bullying are investigated by building/district administration. The Lewis Central administration:

- Will carefully review and investigate each complaint
- Will interview the student initiating the complaint
- May interview witnesses, parents, other adults, etc. to gain any additional information
- May refer any complaint directly to the District Level One Investigator or the Council Bluffs Police Department
- May require more teaching of skills, development of additional lessons, provide opportunities for counseling, take immediate action and impose consequences, or take any other actions that are designed to continue to provide a safe and positive learning environment.

Sexual Abuse and Harassment of Students

The school district does not tolerate any physical or sexual abuse or harassment of students. Students who are physically or sexually abused or harassed should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students. That procedure requires the school district to designate an independent investigator. The school district has designated the building principal at 712-366-8290 as its referral source to contact a Level I investigator. Lewis Central Community School's Level I investigator is Laurie Thies (712-366-8311). Level II investigations are handled by the Council Bluffs Police Department (712-328-5737).

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

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

Student Complaint Procedures for Sexual Harassment

Students may file a complaint regarding school district policies, rules, regulations, or other matters by complying with the following procedure. This procedure is strictly followed, except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within 10 days of the incident

- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 10 school days of the employee's response or the incident
- If unsatisfied with the principal's response, talk to the superintendent within 10 days of the principal's response
- If unsatisfied with the superintendent's response, students may request to speak to the board within 10 days of the superintendent's response. The board determines whether it will address the complaint. (Reference Board Policy 505.5)

Lewis Central Community School District students' parents of students, employees, applicants for employment and others having business or contact with the district who feel they have been subject to denial of rights in their dealings with or education by the district shall have the right to file a formal complaint alleging discrimination under federal and/or state regulations requiring nondiscrimination in programs and employment.

If the complaint is not resolved informally and the complainant wishes to pursue the matter, a formal written complaint may be filed with the district's Equity Coordinator on a form provided by the Coordinator. An investigation of harassment or other discrimination may be initiated without a complaint by the Equity Coordinator, with the approval of the Superintendent or the Board of Directors.

Kreft Primary Preschool Educational Approach

We believe all young children experience success through active learning opportunities that are developmentally appropriate for each preschooler. All students will have the opportunity to grow intellectually, physically, emotionally, and socially at their own pace through interactions with peers and educators in a safe and nurturing environment.

We use the Creative Curriculum educational approach based on the following five main ideas:

- **Active Learning** Children are involved in direct, hand-on experiences with people, objects, ideas, and events. While teachers share control and initiative with children, they follow the six key experiences children need to develop intellectually, physically, socially, and emotionally.
- **Adult-Child Interaction** Adults observe and interact with children at their level to discover how each child thinks and reasons. Adults interact with children in ways that empower children to take control of their own learning.
- **Learning Environment** Classroom furniture and equipment are arranged in several clearly defined interest areas that enable children to find, use, and return the materials they need in order to explore, invent, and learn about their world.
- **Daily Routine-** Each day follows a similar schedule of events, providing consistency for both children and adults. Daily routines generally include large group gatherings, small group activities, work time/centers, meals/snacks, **rest (all day program)**, and outdoor time.

- **Assessment** Creative Curriculum teachers regularly record notes on children's behaviors, experiences, and interests. The notes are used to assess each child's development and to plan activities that facilitate learning experiences to support conceptual understanding.

Lessons are planned around all areas of development (social-emotional, physical, language, and cognitive) as well as content learning in literacy, mathematics, science and technology, social studies, and the arts. Instruction is based on student interest, teacher observation, and assessments.

Student Attendance

Only through regular attendance do students achieve the benefits of the educational program. Parents who know their child will be absent must notify the Kreft office at 712-366-8368 prior to the absence. If advance notification is not possible, parents should notify the school office on the day of the absence prior to 8:00 a.m. Failure to do so may result in an unexcused absence.

- Preschool students must be brought to the preschool doors and signed in by a parent or guardian each morning and picked up and signed out after class.
- The **all-day preschool hours** run from 9:00 a.m. to 3:00 p.m. Monday, Tuesday, Thursday, and Friday. Morning drop off runs from 9:00-9:15 a.m. Please refrain from picking students up prior to 3:00 p.m. Students should be picked up between 3:00-3:15 p.m. each day, except Wednesday.
- The **half-day morning preschool** hours are 9:00 a.m. to 11:30 a.m. everyday. Morning drop off runs from 9:00-9:15 a.m. Students should be picked up at 11:30 a.m.
- The **half-day afternoon preschool** hours are 12:30 p.m. to 3:00 p.m. Monday, Tuesday, Thursday, and Friday. Afternoon drop off runs from 12:30-12:45 p.m. Students should be picked up between 3:00 p.m. and 3:15 p.m. every day, except Wednesday.
- If you arrive at school after 9:15 a.m. (or 12:45 p.m. for afternoon preschool) you are considered tardy and need to sign in at the Kreft Primary office.

Special Note

There will be not preschool on September 22nd, October 18th and 23rd, November 10th, December 8th, February 23rd, March 16th, April 25th, and May 25th. Lewis Central Schools have an early dismissal every Wednesday. Preschool hours are different on Wednesday.

All day Wednesday hours 9:00 a.m. – 2:00 p.m.

Half-day AM 9:00 a.m. – 11:00 a.m.

Half-day PM 12:15 p.m. – 2:00 p.m.

Educational Records

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. A parent may access, request amendments to, and copy their child's records during regular office hours. A parent may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, at 712-366-8248.

Student Health

Immunizations: All shot records must be up to date, or your child will not be permitted to attend school. A copy of immunization records must be kept on file with the nurse's office.

Illness: Please call the Kreft office (366-8368) to notify us if your child is ill. It is important for the office to have current phone numbers and emergency contacts in the event your child should get sick while at school.

Medication: Students may need to take prescription or non-prescription medication during school hours. The school must know the medication a student is taking in case the student has a reaction. Prescriptions must be in the original containers with the child's name and written instructions for administration of the medication. A physician and parent note are required for all prescription medications given at school. A parent note is required for over the counter medications such as Tylenol, cold medications, etc.

Health Conditions/Allergies: Please let us know if your child has a health condition such as asthma, seizures, or allergies. We keep updated lists of allergies posted in our classrooms. If your child requires special medication related to allergies (i.e. Epi Pens) please contact our school nurse.

Your child should not attend school if he/she experiences any of the following:

- **Vomiting or diarrhea (within the last 24 hours)**
- **Fever of 100 degrees or more (24 hour fever free)**
- **Skin rashes, unless a doctor's note is received stating rash is not contagious.**

Head Lice: In accordance with the Iowa Department of Health recommendations, students will no longer be excluded from school for head lice. If head lice is detected on a student, health office personnel will make every effort to reach the parents to pick up their child and initiate the recommended treatment.

Head lice are passed from person to person by direct contact or on shared objects such as combs, towels, barrettes, sleeping bags, stuffed animals, etc. This means that every member of

the family should be checked. The most common symptom of infestation is intense itching on the back of the head or neck.

If your child does get head lice, please inform us so we can take precautions in the classroom. Your child must be checked by the school nurse before returning to class.

Nutrition- Breakfast/Lunch

At preschool we strive to serve healthy food. If you chose to send a lunch for your child (all-day classrooms), we recommend you send food from each of the 5 food groups (dairy, meat, fruit, veggies, grain). Kreft Preschool is a National Association Education Young Child accredited site and focuses on teaching healthy habits. Examples of healthy food items might include:

<u>Grain</u>	<u>Dairy</u>	<u>Fruits</u>	<u>Vegetables</u>	<u>Meat -Protein</u>
Bread	Milk	Applesauce	Carrots	Peanut Butter
Crackers	Yogurt	Fresh Fruit	Celery	Nuts
Bagels	String Cheese	Fruit Cups	Peppers	Lunch Meat
Noodles	Cottage Cheese	100% juice	Broccoli	Hard – Boiled Egg

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202)690-7442: or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Birthdays

We enjoy celebrating birthdays at school. You are welcome to send treats on the day of your child's birthday. All treats must be store bought and unopened.

Student and Family Opportunities

The following are some of the ways parents can stay involved in their child's education. Please feel free to contact your child's teacher anytime with questions or concerns.

- **Class Visits:** At the beginning of the school year your child's teacher will give you the opportunity to come for a class visit. These visits give teachers, students and families a chance to get to know each other before the school year begins. These visits are the perfect time for parents to ask questions and for students to meet their teacher. The visits will be set up with individual families one week before school starts. Your child's teacher will call to set up an appointment time. These times will be during the regular school day.
- **Conferences:** Conferences are held three times a year - October, February, and April. We encourage parents and students to attend conferences each time in order to learn more about your child's growth.
- **Preschool Communication:** Preschool communication will include oral communication, written daily notes, weekly preschool newsletters, and a school wide newsletter monthly.
- **Study Trips:** Study trips are learning experiences that support the preschool curriculum. Parents are welcome to attend most study trips. Parents will be notified at least a month in advance of an upcoming trip.

Additional Information

Supplies for all preschoolers:

- One large box of Kleenex
- One backpack
- One extra set of clothes (according to season) **Please label all clothing**
 - Pants (or shorts)
 - Shirt (long sleeve or short sleeve)
 - Socks
 - Underwear
- Diapers and wet wipes if your child is not potty-trained.

Backpacks: Each child should have a backpack that is brought to school each day. Backpacks should be large enough to fit a folder without bending it inside. Backpacks should not have wheels. Backpacks with wheels do not fit inside lockers.

School Clothing: Preschool is a time for messy activities - sand, water, paint, and playing outside. Please dress your child in clothes they can get dirty! An extra set of clothes is an absolute necessity. In the event your child needs a change of clothing and does not have an extra set of clothes, they will be sent home wearing school clothing. Wash and return any school owned clothing the next day.

Dress code: Refer to the Lewis Central Elementary Handbook located on the **Lewis Central web site**.

School Community Partnerships

- Pottawattamie County Conservation
- Hitchcock Nature Center
- Iowa State Extension Office
- Ready-Set-Know Program
- Council Bluffs Police Force
- Council Bluffs Fire Department
- Council Bluffs Library
- Lions Club
- Omaha Children's Museum
- Omaha Rose Theater
- Climb Theatre
- Heartland Family Services
- Iowa Western Dental School
- Green Hills Area Education Agency