

# Demoney Preschools

## Parent Handbook 2022-23

Demoney Elementary  
109 South 17<sup>th</sup> Street  
Estherville, IA 51334  
(712) 362-2181

### **Principal**

Mrs. Connie Humble

### **Secretaries**

Mrs. Amy Hansen, Principal Secretary  
Mrs. Mindy Griffith, Attendance Secretary

### **Preschool Teachers**

Mrs. Julie Bates  
Mrs. Melissa Woodley

### **Teacher Associates**

Mrs. Nona Rasmussen  
Mrs. Lexi Sutton

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**Estherville Lincoln Central Community School District does not discriminate based on race, color, creed, national origin, religion, sex, gender identity, age, disability, marital status, sexual orientation, physical attributes, physical or mental ability or disability, military affiliation, political party preference, socioeconomic status, or familial status. Inquiries or grievances may be directed to Mrs. Tara Paul, Superintendent, 1814 7th Avenue South, Estherville, Iowa 51334.**

**Welcome**

The Demoney Preschool would like to welcome you to a fun and exciting year of learning opportunities for you and your child. It is our hope that families will become involved in the program through volunteering their time and talents in our classroom, attending parent meetings and school activities, as well as participating in home visits and parent/teacher conferences. We have compiled this handbook to provide you with useful information about the procedures and policies of our program and classroom practices. We look forward to sharing in the education of your children as they develop and grow.

**Important Dates to Remember**

**Thursday, July 20** - Online Registration

**Tuesday, August 23** - Intake Conferences 12:00-7:00

**Wednesday, August 24** - First Day of Preschool

**Winter Concert at the High School Little Theater - To Be Determined**

**Winter Concert Makeup Date - To Be Determined**

**Thursday, November 3** - Parent-Teacher Conferences 4:00-7:30

**Monday, November 7** - Parent-Teacher Conferences 4:00-7:30

**Thursday, February 9 -Parent-Teacher Conferences/Kindergarten/Preschool Registration**

**Monday, February 13 - Parent-Teacher Conferences/ Kindergarten/Preschool Registration**

**Wednesday, May 17** - Tentative Last Day of Preschool for Mrs. Woodley's TTH class. This will be determined by the number of make-up days.

**Thursday, May 18** - Tentative Last Day of Preschool for Mrs. Woodley's MWF and Mrs. Bates M-F class. This will be determined by the number of make-up days.

**NO PRESCHOOL**

Monday, September 5, 2022

Monday, September 19, 2022

Monday, October 17, 2022

Friday, November 11, 2022

Wednesday, November 23, 2022 - Friday, November 25, 2022

Monday, November 28, 2022

Monday, December 19, 2022 - Friday, December 30, 2022

Monday, January 2, 2023

Tuesday, January 3, 2023

Monday, January 16, 2023

Monday, January 30, 2023

Friday, February 17, 2023

Monday, February 20, 2023

Monday, March 6, 2023

Monday, March 20, 2023

Friday, April 7, 2023 - Monday, April 10, 2023

Tuesday, April 11, 2023

Labor Day

Teacher PD Day

Teacher PD Day

No School

Thanksgiving Break

Teacher PD Day

Holiday Break

Teacher PD Day

Teacher PD Day

Martin Luther King, Jr Day

Teacher PD Day

No School

President's Day

Teacher PD Day

Teacher PD Day

Easter Break

Teacher PD Day

## **Mission Statement**

The mission of the Demoney Preschools is to provide a safe, nurturing atmosphere that fosters the joy of learning while maximizing every child's potential in becoming respectful, responsible, and productive citizens with good character.

## **Philosophy**

- We believe that children learn best in a safe, nurturing environment that provides opportunities for children to experience success through active learning experiences.
- We believe in the importance of providing developmentally appropriate activities and striving to meet the individual needs of each child.
- We believe that with the combined efforts of parents, educators, community and students, all children will grow socially, emotionally, physically, cognitively, and linguistically.

## **Goals**

Goals for social/emotional development:

- To achieve a sense of self
- To take responsibility for self and others
- To show good character

Goals for physical development:

- To achieve gross motor control
- To achieve fine motor control

Goals for cognitive development:

- To learn and problem solve
- To think logically
- To represent and think symbolically

Goals for language development:

- To listen and speak
- To read and write

## **Curriculum**

We base our curriculum on the research based Creative Curriculum for Preschool. It uses the environmentally based approach focusing on learning centers such as: blocks, dramatic play, toys and games, art, library, discovery, sand and water, music and movement, cooking, computers, and outdoors. The teacher plays a vital role in connecting content, teaching, and learning for the preschool children in an area of focus with each child's individual development in mind. This developmentally appropriate practice provides children with opportunities to learn and thrive.

## **Assessment and Parent/Teacher Conferences**

Children will be assessed three times a year using the Teaching Strategies Gold Assessment. This will be done through observations and checklists. Teachers will use this assessment to complete a progress report that will be sent home four times a year. We will conduct an intake conference or home visit prior to the start of school to get to know your child and their interests to help us prepare the classroom. We will hold parent/teacher conferences in the fall and in the winter for our four- and five-year-olds to review your child's progress. The parents/family can write comments and share goals for their child at those times. Feel free to contact us if you have a concern or want to share a triumph of your child's. We can help them have success when we work together.

## **Fastbridge Assessment- 5 year olds**

The Department of Education has now passed a law in which all 5 years are required to participate in the Fastbridge Assessment fall, winter, and spring. This is a literacy based assessment which measures a variety of early literacy skills. Assessment results will be shared with parents and if necessary a plan will be created to help the child gain the necessary skills in the deficiency areas.

## **IGDI Testing- 4 year olds**

The Individual Growth and Development Indicators of Early Literacy (IGDI) is an assessment given to students who are in the four year old preschool program. This assessment is given in fall, winter, and spring. Components of this assessment include: picture naming, rhyming, which does not belong, and alliteration.

## **Hours of Operation**

\*Morning Drop off Time 8:00-8:10

\*Start Time of Morning Session 8:10

Demoney Preschools

Full Time Programs 8:10 a.m. - 3:10 p.m. Monday - Friday

Demoney Preschools

Part Time Programs

4 year olds: 8:10 a.m. - 3:10 p.m. Monday, Wednesday, Friday

3 year olds: 8:10 a.m. - 3:10 p.m. Tuesday, Thursday

We will follow Estherville Lincoln Central's regular school calendar, with a few exceptions. The start date of preschool will be different. Demoney's Preschool Programs will also have additional days for staff in-service directly related to the Quality Preschool Program Standards, so we will not have preschool on those days. Watch for information on these dates in the weekly newsletters.

## Emergency Late Start or Closings

The ELC Preschool will now follow the district's late start or early dismissal schedule. Examples- If there is a two hour late start, preschool will begin at 10:10. If there is a two hour early dismissal students will get out of school at 1:10. On days when there are late starts no breakfast will be served to preschool students. Please be sure to listen to the radio for weather related announcements.

Announcements regarding late starts, early dismissals, or school closings due to inclement weather or emergency situations will be broadcast on radio stations listed below:

KILR. ....	95.9 FM	KSUM. ....	1370 AM
KICD. ....	108.7 FM	KUOO. ....	103.9 FM
	1204 AM	KEMB. ....	100.1 FM

ELC Schools will be setting up School Messenger to notify parents of weather related and other school announcements for the 2022-2023 school year. **You MUST specify a phone number to receive a call or text message regarding these announcements. Forms will be available at registration and in the school office.**

## Transportation Guidelines

Transportation is not offered for ELC Preschool or TK programming.

## Drop-off/Pick-up Procedures

Please remember teachers will be meeting students outside at a designated drop off area between 8:00 and 8:10. If your child arrives after 8:15 you will need to bring your child to the elementary office, sign him/her in and the office staff will help get the student to their classroom.

### **Demoney Front Entrance drop off:**

- Parents need to stay inside their vehicle at all times.
- Always pull as far forward as possible.
- When the vehicle comes to a complete stop, the child needs to be ready to exit the vehicle immediately.
- ALWAYS** have the child exit from the **PASSENGER** side of the vehicle.
- \*These procedures are in place to keep traffic flowing safely and efficiently.\***

**\*\*NO PARKING in the bus loop! This is for Buses and Staff ONLY!!\*\***

At the end of the day, parents need to wait outside in the designated pick-up areas. Children will only be allowed to leave with adults who are listed on their Pick-Up Permission Form. If the parents would like to add someone to the list, they need to do so in writing to the teacher or call the office. If there is a non-custodial parent who is not allowed to pick up their child, we need to have court documents on file at school stating such.

## **Tobacco-Free Environment**

The district maintains tobacco free buildings and grounds. Tobacco includes, but is not limited to any substance intended for human consumption that contains tobacco, including cigarettes, cigars, snuff, smoking tobacco, and smokeless tobacco. **Use of tobacco products in the public school building or on public school property is prohibited!**

For this purpose, “public school building or public school property” means:

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children that is established and maintained under the laws of the state of Iowa at public expense.
- Includes playgrounds, school steps, parking lots, administrative buildings/offices, athletic facilities, gymnasiums, locker rooms, school buses, school lawns, school parking spots.

## **Attendance Policy**

Regular attendance of your child in the center is very important. Children must be in attendance 85% of the time. It is the parent’s responsibility to inform the staff of the reason for the child’s absence. If your child does not meet the 85% attendance policy then the following will take place.

1. A letter will be sent home to let the parents know the policy is not being met.
2. If attendance issues continue, there will be a teacher-parent meeting.
3. After the teacher-parent meeting, if the attendance issue continues, the child will be removed from the program.

For your child’s safety, please notify the school by 8:00 a.m. if the child will be absent. If your child will be late, please notify the office by 8:30 a.m. so our lunch count is accurate (if applicable). If you plan to pick up your child early, please let the teacher know when you drop them off so we can plan accordingly. It is important that your child arrives on time and is picked up on time. Teachers and staff are involved in preparing materials for the week and/or are attending meetings before and after school. It is not always possible for us to be in the classroom before the scheduled time. If you arrive early, you will need to stay with your child until the appropriate time. If you arrive late to pick up your child, they may need to wait in the office until you arrive if the staff needs to be at a scheduled meeting. Children begin to worry when they are not picked up on time. Please help us relieve their concerns.

## **Field Trips**

A field trip is a teaching/learning experience away from school, which is planned by the teachers to reinforce concepts learned in the classroom curriculum. It can also be designed to be a complete learning unit itself. It is important that we expand our approach to include field trips. Written parental permission is necessary for all students to participate in field trips. Blanket permission forms for the current school year will be given to you before school starts. Teachers will notify parents throughout the year of dates and times for scheduled field trips or any other time your child will be out of the building. Parents are encouraged to accompany their child on field trips, if possible; but **siblings should never accompany the parents on the trip.**

## **Volunteering**

Being a part of your child's education is important. One way you can do that is by volunteering in your child's classroom. Please talk to us ahead of time so we can arrange a good time for you to come in. If you want to watch your child interact with other children, then play time or outdoor time would be good times to come in. If you want to see how your child handles group situations, then circle time would be a good time to come in. If you would like to come for lunch, please let us know first thing in the morning, so we can add you to our lunch count. You will also need to pay for your lunch at that time. Just remember that we eat in our rooms at small tables with small chairs. **Rest time would not be a good time to visit.** We would enjoy you sharing any special talents or hobbies you have or inviting us to visit you at your place of work, if appropriate. Please let us know if you or your child has any items to share with our class that go along with our unit of study.

## **Family Workshops**

Throughout the year there will be other opportunities for you to become involved in your child's education. There will be family workshops, family fun events, literacy nights, and an open house event that you may attend. **IT IS A REQUIREMENT OF OUR GRANT THAT PARENTS OF FOUR-YEAR-OLDS ATTEND A MINIMUM OF ONE FAMILY WORKSHOP.** It is our hope that your family takes advantage of as many of these opportunities as possible.

## **Program Evaluation, Accountability, and Continuous Improvement**

The program offers staff and families opportunities to assist in making decisions to improve the program. Collaborative and shared decision making is used with all participants to build trust and enthusiasm for making program changes. Our Early Childhood Advisory Board meets at least annually to consult on program planning and ongoing program operations. We also send a Program Improvement Family Survey to get feedback from families about our program.

## **Holiday Celebrations**

Holidays are fun and exciting for many children. Our school district does celebrate many of the national holidays. Please let us know if your family has any conflicts of interest in celebrating certain holidays. We want to be respectful of everyone's diversity and welcome discussions to learn about families' ways of celebrating. There will be a Preschool Christmas Program in December.

## **Birthday Celebrations/Party Invitations**

Children enjoy celebrating their special day at school. We do keep the celebration short and simple and you may bring treats for your child's birthday. **All** treats brought in need to be purchased ready-to-eat and wrapped in the original packaging, with the ingredients listed. Unfortunately, we cannot accept homemade treats due to health reasons and food allergies. We will serve the treat during snack time with juice and another alternative snack.

Students can hand out invitations to birthday parties at school **if they invite all the students in the class or all of the like gender** (e.g. A boy invites all the boys in his class). Invitations to parties should be mailed if all students in the class or of like gender are not invited.

### **Breakfast, Lunch, and Snack**

Nutrition is a priority at the Demoney Preschools. We offer breakfast and lunch to those attending a full day program. The preschoolers will eat family style in the classroom and are encouraged to serve themselves to help develop self-help skills. This is a wonderful time to have conversations and develop a feeling of community. The menu is sent out in the *Communicator* and available online. The cost of the breakfast and lunch is free this year. Preschool students are allowed to bring sack lunches to school.

Nutritious snacks are provided during each session for the half day programs as well as in the afternoon of the full day programs and are free of charge. There will be many cooking opportunities for the children to assist in preparing the snacks as learning experiences while promoting healthy practices.

### **2022-23 Lunch Policy**

We are pleased to inform you that Estherville Lincoln Central Community School District will be implementing a new option available to some schools participating in the National Lunch and School Breakfast programs called the Community Eligibility Provision (CEP) for the 2022-23 school year.

#### ***What does this mean for you and your children attending Demoney Elementary?***

Great news for you and your students attending Demoney Elementary! All students enrolled are eligible to receive a healthy breakfast and lunch at NO COST for the entire 2022-23 school year. Your child(ren) who will be attending Demoney Elementary will be able to participate in this meal program without having to pay a fee or submit a meal application. There will be a charge if your student takes an extra serving during lunch or breakfast. This is for the 2022-23 school year ONLY. If the buildings qualify for future years families will be notified.

\*\*Everyone, no matter what building their students will be attending will need to fill out a short survey for consideration for fee waivers. We have made this into an online form and you can access it here: <https://goo.gl/forms/3wjnYwDQmiTgjM4n1>\*\* If you have already filled out this form you do NOT need to fill it out again. If you have any questions or we can be of assistance, please contact our Food Service Department at 712-362-2335.

**NO OUTSIDE RESTAURANT OR CONVENIENCE STORE FOOD** is permitted in the lunchroom during breakfast or lunch times. All cold lunches must be brought to school with the students before school starts.

## **Health Issues**

The health and safety of the children is of utmost importance. Parents are asked to fill out a health form with emergency information at the beginning of the year. Each child should have a physical and dental exam before the start of school. All students must meet the state requirements on immunizations before being admitted to school and have an Iowa Certificate of Immunization card on file. Iowa law requires all students to be immunized for diphtheria, whooping cough, tetanus, polio, measles, rubella, and Hepatitis B.

### **Special Health Care Needs:**

For each child with special health care needs or food allergies or special nutrition needs, the child's health provider gives the program an individualized care plan that is prepared in consultation with family members and specialists involved in the child's care. The program protects children with food allergies from contact with the problem food. The program asks families of a child with food allergies to give consent for posting information about that child's food allergy and, if consent is given, then posts that information in the food preparation area and in the areas of the facility the child uses so it is a visual reminder to all those who interact with the child during the program day.

Heights and weights will be taken once a year. Hearing screenings will be done each year. A dental clinic will be held every other year. A parent or teacher may, however, request a screening at any time. The school nurse will draw the parent's attention to any matters that appear to require professional medical treatment. Communicable illnesses should be reported to the school nurse as soon as possible. Any chronic illnesses or special health problems should also be reported. A health record is kept on each student throughout his school life. All illnesses, immunizations, eye exams, etc. are recorded on this health record.

Medications may be given in school if the medication is sent in the original prescription and/or pharmacy bottles, along with a note from the parent. A parent authorization and release form must be filled out for the administration of prescription medication to students on a daily or as necessary basis. This form is available at registration or in the school office. It is the parent's responsibility to provide the medication in the original prescription bottle and replenish the supply as needed. The school nurse will notify the student and parent when more medication is needed.

Authorization is also needed for pain relievers, cough drops, and cough medicine. These types of medications must also be provided by parents at the elementary level. Written parental permission is also needed for a staff member to apply sun block and/or insect repellent.

Treatments that may be used for students without parental permission are Chloraseptic spray, antibiotic ointment, hydrogen peroxide and/or lotion. These treatments may be administered as authorized by the standing orders issued by the licensed medical physician designated by the school.

If a child complains or shows signs of illness in the morning, please keep him/her home for observation. Students who have a temperature of 100 degrees or above, or have symptoms of

illness should stay home from school until their temperature returns to normal. It is recommended to keep your child at home until they have remained fever free for 24 hours. If a child vomits during the night, they should stay home the next day.

If a child becomes ill at school (a fever of 100 degrees or above, vomiting, and/or at the professional judgment of the school nurse) a parent will be called and the child will be sent home. If a parent cannot be reached, the person designated as an emergency contact will be called. Please keep home and emergency phone numbers up to date. Any injury or accident which may require further treatment will be brought to your attention immediately. Parents may not be notified of minor injuries. Remember, the school nurse's job is to refer students for medical treatment, if needed. This is a judgment call and parents should call the nurse if there are any concerns or questions. The preschool classrooms also have first aid kits in each classroom at their disposal and the staff is trained in First Aid and CPR.

### **Oral Health Policy and Procedure**

Children in the full day program will have the opportunity to brush their teeth and clean their gums to remove food and plaque once daily. Toothpaste may or may not be used at school, so proper tooth brushing with toothpaste at home is recommended.

### **Toileting Needs:**

For children who are unable to use the toilet consistently, the program makes sure that:

- a. For children who require cloth diapers, the diaper has an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering are changed as a unit.
- b. Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering. Staff check children for signs that diapers or pull-ups are wet or contain feces
- c. at least every two hours when children are awake and
- d. when children awaken.
- e. Diapers are changed when wet or soiled.
- f. Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
- g. Each changing area is separated by a partial wall or at least three feet from other areas that children use and is used exclusively for one designated group of children. For kindergartners, the program may use an underclothing changing area designated for and used only by this age group.
- h. At all times, caregivers have a hand on the child when being changed on an elevated surface.

In the changing area, staff

- i. post changing procedures and
- j. follow changing procedures
- k. These procedures are used to evaluate teaching staff who change diapers.
- l. 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.
- m. 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).

- n. Containers are kept closed and are not accessible to children.
- o. Staff members whose primary function is preparing food do not change diapers until their food preparation duties are completed for the day.

### **Maintaining Healthful Environment**

The routine frequency of cleaning and sanitizing all surfaces in the facility is as indicated in the Cleaning and Sanitation Frequency Table. [Cleaning, Sanitizing and Disinfection Table Frequency](#)

Ventilation and sanitation, rather than sprays, air freshening chemicals, or deodorizers, control odors in inhabited areas of the facility and in custodial closets.

Procedures for standard precautions are used and include the following:

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

### **Clothing and Footwear**

At preschool we are involved in very active and often messy activities. Please make sure your child wears appropriate clothing and footwear that allows them to be involved in such activities. We ask that you label all of their clothing and footwear. Many times children will take off layers of clothing to adapt to the temperature in our room or outside and will often remove shoes and socks during nap time. It is hard to keep track of whose is whose and sometimes their items match others. Labeling will help us get items back to their rightful owner. **Please bring an extra set of clothing, including socks and underwear, in a plastic bag with your child's name on it to leave at school in their locker.** This will be helpful if an accident or spill should occur. Check to make sure your child has the appropriate clothing as the seasons change. We plan to go outside every day, weather permitting, and the playground can be wet, muddy, and snow covered at times. Please make sure your child brings a winter coat, snow pants, boots, mittens, and a hat during the winter months. Winter can be a wonderful time to play outside, but only if you are adequately dressed.

## **Emergency Drills**

Periodically, the school holds emergency fire, tornado, and ALICE drills. At the beginning of the year, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. A crisis management plan has been developed and all district staff have been trained in how to implement the plan in case of a crisis. Please listen to KILR or follow school messenger during an emergency to obtain instructions from the school regarding your child. In case of a tornado warning, please do not attempt to pick up your child until it is all clear. Your child will be safe at school, with school staff.

## **Visitors at School**

Any parent or other adult visiting the school must stop by the office to sign in and obtain a visitor's name tag. The name tag should be worn during the entire visit, including lunch and recess, so that all school staff members will be aware of the visitor's presence. The visitor should sign out when leaving the school. Children who are not members of our school may not visit unless they have the teacher's permission and are accompanied by an adult.

If a student needs to leave early for any reason during the day, parents must report to the office and the secretary will get the student from the classroom. Parents will be asked to sign the child in and out of the building and indicate why they are leaving.

## **Toys**

**Students should not bring any toys to school.** If they are bringing something to share that is related to the unit of study, it should go immediately to the child's teacher and remain in their room until the end of the day. Oftentimes toys that are brought to school are misplaced or broken causing the child to become heartbroken. Please help keep this from happening to your child.

**Fidget spinners should not be brought to school unless they are part of the student's individual education plan (IEP).** If they are brought to school, the teacher may ask the student to keep the spinner in their bag or will keep it until the end of the school day and return it to the student.

There are absolutely no weapon-like toys allowed at school at any time, even for show and tell or as part of a costume. These weapon toys will be taken from the child immediately and the parent will be called.

## **Pets**

Pets or visiting animals need to be approved by the classroom teacher. The animal needs to be in good health and have documentation from a veterinarian or an animal shelter to show that the animal is fully immunized, if required. Please inform the classroom teacher if your child is allergic to any type of animal.

## **PBIS- Positive Behavior Interventions and Supports**

The ELC Elementary will be continuing to implement a program called PBIS. As an elementary, we are very excited about this program. The basis for PBIS is the emphasis on school wide systems which will define, teach, and support appropriate student behavior. The other guiding purpose is to create consistent grade level, building level, and district expectations so that all students, teachers, and support staff have the same understanding of what the expectations are within the determined area.

Below are lists of areas and expectations for those areas. These expectations will be taught to our school community this year. You may also receive various information about PBIS throughout the year.

ELC ELEMENTARY PBIS EXPECTATIONS				
	BE KIND	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
HALLWAY	*Smile to greet others	*Use appropriate language *Use voice level 0,1,2 *Close lockers quietly *Respect others belongings	*Keep belongings in my locker *Walk directly to my destination *Stay in line	*Walk single file on the right side *Use quiet, walking feet *Keep hands to my side. Let adults open outside doors
LUNCHROOM	*Say please and thank you	*Raise my hand for help *Use appropriate language *Use voice level 0,1,2 Use my manners	*Use time wisely *Clean up after myself *Keep my food on my plate	*Sit on my bottom *Keep hands, feet, and objects to myself *Use my quiet walking feet *Be careful as I walk past others
BUS	*Treat others the way I want to be treated *Use good manners	*Use appropriate language *Use voice level 0,1,2 *Listen to the bus driver and follow his/her directions	*Be on time *Take care of my things *Keep the bus clean	*Keep hands and feet to myself *Walk when getting on and off the bus *Stay seated
BATHROOM	*Ask, "May I please go to the bathroom?"	*Use voice level 0,1,2 *Allow others privacy *Respect property	*Wash hands with soap and water *Leave the bathroom clean *Use the bathroom when given the opportunity	*Stay in my own space *Use my walking feet
PLAYGROUND	*Be a good sport *Include others *Use kind words *Treat others the way I want to be treated	*Play fair *Wait my turn	*Take care of my backpack *Line up immediately *Put recess toys away *Walk on the sidewalk to and from the playground *Enter the building quickly	*Follow playground rules *Dress appropriately for the weather *Leave rocks on the ground *Use equipment properly *Keep my hands and feet to myself
CLASSROOM	*Take turns *Use nice words *Encourage others *Let others speak	*Raise my hand *Listen *Sit on my bottom	*Participate *Follow Directions	*Keep my hands and feet to myself *Be in control of my body *Sit up on the carpet *Sit on my chair properly

## **Special Services**

Special services are also available in the areas of speech, occupational therapy, hearing and vision through the Area Education Agency. The problem-solving process needs to be initiated to receive services listed above. All AEA services are free to parents.

## **Violent and Aggressive Behavior**

The Board of Education recognizes that there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff of the Estherville Lincoln Central Schools are entitled. Those behaviors, categorized as violent and aggressive, will not be tolerated; and shall, therefore, result in immediate action being taken. All acts of violence and aggression, threats, or notes that suggest violent or aggressive acts shall result in those involved being placed on a compulsory Behavior Intervention Plan (BIP). The BIP is the charge of the principal and others may be involved in its monitoring and implementation. The BIP shall clearly outline the training or help program the students should experience, who's involved, length of time, and other appropriate information related to the student and incident. In

addition to this BIP, each situation shall result in specific consequences as determined by the seriousness of the act, age and grade of the student, program status of the student, and other considerations including consideration of expulsion from school for acts of a serious or chronic nature.

### **Student Harassment in School**

Student harassment consists of unwelcome actions or language of a sexual nature or with demeaning intent related to a student's gender, race, national origin, disability, religion, marital status, or age made by one student to another or from an employee to a student which is affecting academic related decisions or creating a hostile learning environment.

If a student or their parent feels they are being exposed to harassment, they should report it immediately to their teacher or principal.

### **Educational Equity Policy**

It is the policy of the Estherville Lincoln Central Community School not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and the awareness of the rights, duties, and responsibilities of each individual as a member of the pluralistic society.

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to ELC Central Office, 1814 7<sup>th</sup> Avenue South, 712-362-2692; to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa; or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

### **Confidentiality Policy**

All required records and assessments of students and families must be safeguarded to assure confidentiality. The Demoney Preschool programs require many files, records, and assessments to be completed on your child. These files are kept in the classroom and copies may also be kept in the main office or nurse's office.

These records are accessible to Health and Human Services officials, state officials, and auditors; administrative staff such as the principal, secretary, nurse, nutrition personnel, Special Education consultants, and teachers; and the classroom teachers and associates. No volunteer worker will have access to the files.

Parents have the right to view school records. It is recommended that if you wish to obtain a copy of your child's records, you contact the building principal to make an appointment. Non-custodial parents have rights to all information regarding their child and they need to make sure the office has their correct address.

### **Child Abuse Mandatory Reporting**

Iowa Code Chapter 232.6 states: "As an agency responsible for children, employees are considered mandatory child abuse and neglect reporters." This means that the preschool is required by law to report any suspected abuse or neglect of children.

**Community Partners  
Emmet County, Iowa Estherville**

<b>EMERGENCY</b>	<b>911</b>
Police	712-362-3515
Sheriff	712-362-2639
AEA 8 Prairie Lakes	712-362-7295
Avera Holy Family Hospital	712-362-2631
Avera Holy Family Medical Ctr	712-362-6501
CASA	877-362-4612
CASA 24 Hr Crisis Line	877-362-4612
Champion State of Mind	800-592-0180
Child Abuse & Neglect Reporting	800-362-2178
Child Support Recovery Unit	712-262-1412
Compass Pointe	712-362-2252
Consumer Credit	800-509-5601
DHS Dept of Human Services	712-362-7237
Emmet Co Public Health	712-362-2490
Estherville Demoney Elementary	712-362-2181
Estherville Middle School	712-362-2335
Estherville High School	712-362-2659
Family Crisis Center (Domestic Violence)	800-382-5603
General Relief	712-362-7431
Hawk 1	800-257-8563
Head Start	712-765-1058
HUD	712-262-7460
Iowa Lakes Community College	712-362-2604
IA Workforce Development	712-262-1971
ISU Extension	712-362-5866
KIDS Program	712-363-8466
Legal Services	800-352-0017
Ministerial Association	712-362-4772
Poison Control	800-222-1222
Promise Jobs	800-972-2017
Rides	800-358-5037
Runaway (Iowa)	800-621-4000
Seasons Center	712-362-3498
Seasons Ctr for Mental Health	800-242-5101
Social Security Administration	800-772-1213
UDMO, WIC, Head Start Central Office	712-859-3885
UDMO, WIC, Head Start Central Office	800-245-6151
UDMO, WIC, Head Start Fax	712-859-3892
UDMO Outreach (Estherville)	712-362-2391