

Howard-Winneshiek Preschool Parent-Student Handbook 2018-2019

Crestwood Preschool
1135 Canterbury Street
Cresco, IA



Preschool Classrooms
563-547-5424 and 563-547-5425

Howard-Winneshiek Community School District Crestwood Preschool Handbook

Mission Statement

Our mission is to prepare and empower our students to think creatively, serve, contribute and succeed locally and globally.

Vision

Our vision is to discover, develop and expand passions, creativity and strengths.

Preschool Programs

Children must be four years of age by September 15th to be eligible for the preschool programs. The preschool program provides education for all children, including those with disabilities and unique learning needs. Modifications are made in the environment and staffing patterns in order to include children with special needs. Staff is aware of the identified needs of individual children and is trained to follow through on specific intervention plans. It is our belief that inclusion in our program will enrich the experience for teachers, students, other children and their families. The preschool facilities meet the Americans with Disabilities Act accessibility requirements.



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Allergies

The Early Childhood Development Building is PEANUT and TREE NUT AWARE due to allergies in multiple students.

Area Education Agency (AEA)

Keystone Area Education Agency 1, with its main office in Elkader, provides services, which include hearing testing, speech testing, consultation, or direct therapy which may provide added information, techniques, or individual assistance to help the school make the most appropriate educational experience possible for your child. We hope that you will utilize their services or seek assistance from them as you would any other staff member in our district. For more information regarding AEA Services, please contact your building staff or review on-line at <http://www.aea1.k12.ia.us>. Federal and state regulations require that parents must grant written approval prior to the initiation of any of the above services. If, through observation or information gathered the teacher feels that there is a possible issue related to a developmental delay or other special need, she/he will communicate this to the family, sharing documentation of the concern. Suggestions for next steps include a request made to Keystone AEA for support and additional ideas or more formalized testing. The preschool teacher would assist in arranging for developmental screening and referral for diagnostic assessment when indicated. If a child is determined to need special accommodations, those accommodations are included in the materials, environment, and lesson plans for that child.

Arrival and Departure

Students may arrive starting at 7:45 am. Students who arrive will be supervised at the front door entryway with staff members. **Students should keep their backpacks with them.** If you have a message for a teacher, please share it with a staff member on duty and they will write it down to share with the appropriate teacher/staff. **Be sure to include your child's name and the teacher name. Notes for the teacher in backpacks, emails, and phone calls are also a great way to share information about schedule changes.**

Around 8:05 staff will lead students down to put backpacks away and take students to recess or to prepare for breakfast.

If you arrive after 8:05, you will need to leave your child in the breakfast area with a staff member to be supervised or sign in on the clipboard at the front desk in order to walk your child to join the other students.

When picking up students you are asked to wait until 3:00 and we will bring the students down to the entryway to be picked up. **All students need to be picked up by 3:25.**

All family members/adults are expected to sign in and out at the front desk anytime they are going to be in the classroom areas. This includes at drop off and pick up times.

Birthdays

The Howard-Winneshiek School Board adopted the following guidelines to preschool through 12th grade students for any type of food brought to school to share.

- Pre-packed, commercially prepared foods and bakery items are acceptable with an ingredient label on it.
- Properly washed fresh fruits and vegetables may be served.
- Non-food items are a suggestion for distribution at class parties, celebrations, etc.
- Classroom food preparation is allowed under supervision of the classroom teacher.

If you send birthday treats, please make sure there are enough for the entire class. Further, it is important to be respectful and observant of any student allergies and restrictions in sharing treats.

In order to prevent hurt feelings, birthday invitations are not to be distributed at school unless each student is invited (all boys or all girls depending on the sex of the birthday child).

Breakfast and Lunch Programs

A breakfast program is available before the start of each school day, lunch will also be provided daily, and an afternoon snack of graham crackers and milk will be offered daily. Families whose income qualifies them for free or reduced lunches also qualifies them for the breakfast program, but it does not cover milk for snack. Milk may be purchased on a semester basis for mid-afternoon break. The prices are determined at the beginning of the school year and at the beginning of the second semester.

Chapter 103 – Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property. State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent. If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site:

<http://www.iowa.gov/educate>.



Communications

On-going communication between home and school is an important part of the early childhood program. Communications will include home visits, newsletters, progress sharing, and conferences. The Early Childhood Development Center has a parent information bulletin board to post and share information. Parents are encouraged to maintain regular, on-going, two-way communication with the teaching staff in a manner that best meets their needs - email, in person, notes, or phone calls. To access information and weekly updates for the Howard-Winneshiek Community School District, please visit the web site: <http://www.howard-winn.k12.ia.us/>

To access further information such as monthly events, handbooks, and supply lists click on the Centers link on the Howard-Winneshiek web site home page.

Curriculum

The Quality Preschool Program Standards state that "the curriculum guides teachers to incorporate content, concepts, and activities that foster social, emotional, physical, language, and cognitive development and that integrate key areas of content including literacy, mathematics, science, technology, creative expression and the arts, health and safety, and social studies. The schedule provides children learning opportunities, experiences, and projects that extend over the course of several days and incorporates time for play, self-initiated learning, creative expression, large-group, small-group, and child-initiated activity."

Howard-Winneshiek Community School preschool programs use an approved curriculum for planning and assessment, Creative Curriculum. The curriculum includes centers: blocks, dramatic play, art, cooking, library, discovery, technology, toys and games, sand and water, music and movement, and outdoors. We use a valid and reliable assessment tool called Teaching Strategies GOLD. The assessment is based on 38 objectives. Teachers collect documentation to determine your child's progress related to these objectives. Information collected will be used to write a Family Conference Form (report card) and will be sent home three times a year in the fall, winter, and spring. Families will be given ongoing opportunities to share observations from home and contribute to the assessment process. Conferences will be held twice a year.

Your child will be learning through creative, active play that can sometimes be messy. Your child should wear comfortable, washable clothing as well as rubber-soled and closed-toe shoes to school. While we encourage the use of paint smocks or shirts during art projects, we can't guarantee that spills or stains will not occur.

All families are asked to provide an extra set of clothing for their child in case of a bathroom accident, spill, or messy play. Please clearly label the clothing with your child's name to reduce the possibility of mix-ups.



DISTRICT MULTI-CULTURAL/NON-SEXIST POLICY and EQUAL OPPORTUNITY EMPLOYER (EEOE)

Notice of Nondiscrimination

The Howard-Winneshiek Community School District offers career and technical programs in the following areas of study:

- ☐ Agriculture, Food and Natural Resources
- ☐ Applied Science, Technology, Engineering and Manufacturing
- ☐ Arts, Communication and Information Systems
- ☐ Business, Finance, Marketing and Management
- ☐ Health Services
- ☐ Human Services

It is the policy of the Howard-Winneshiek Community School district not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment) marital status (for programs) sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Ann Smith Equity Coordinator, Howard-Winneshiek Community School District, 1000 Schroder Drive, Cresco, Iowa, 52136 phone (563) 547-2300, extension 347, asmith@howard-winn.k12.ia.us

Equal Employment Opportunity, Board Policy 401.2

The Howard-Winneshiek Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directive sand regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, gender, national origin, religion, age, sexual orientation, gender identity or disability. In keeping with the law, the board will consider the veteran status of applicants.

Due Process

Every student has the right to due process based on the constitution of the United States when accused of some violation of school rules of conduct or behavior. Due process is afforded the guarantee that the accused student has a chance to present a defense, to explain the circumstances of the alleged improper actions, or attempt to prove innocence.

Family Involvement

The Howard-Winneshiek Schools want parents/guardians to feel welcome in our school and to witness the engaging activities taking place in our classrooms. The safety of our students is of utmost importance. All visitors, including parents, are required to report to the front desk to sign in. A visitor may be required to present a photo ID. If you choose to visit your child during class time, the following procedures apply:

- The teacher must be notified at least 24 hours in advance and approve the timeframe in which a parent intends to visit their student's classroom.
- Parents must sign in through the front desk. No person, other than the student's parent/guardian will be allowed to see the student without the parent/guardian's written permission or the parent/guardian being present.
- Classroom visits or observations are limited to 45 minute visits per visit.
- Classroom visits or observations will be permitted as long as their duration and/or frequency does not interfere with the delivery of instruction or disrupt the normal school environment as determined by the principal.
- This policy does not apply to those who, by law, are permitted to visit with children.
- Younger brothers or sisters are not allowed to visit school unless accompanied by their parents.
- If you plan on eating lunch with your child please notify the office at least 24 hours in advance to allow the cooks to plan food amounts accordingly.
- If you plan on visiting the school more than once we ask that you complete a background check * see Volunteer Section of Handbook

The school district will, to the extent possible, provide full opportunities for meaningful participation of the families with children with limited English proficiency, families with children with disabilities, including providing information and school reports in an understandable and uniform format and, including alternative formats on request, and, to the extent possible, in a language families understand.

Health and Safety

Howard-Winneshiek Community Schools is committed to promoting wellness and to safeguard the health and safety of children and adults who participate in our program. In order to provide a safe and secure environment for every child and adult, we follow guidelines required by the Quality Preschool Program Standards, regulatory agencies and pediatric authorities in the field.

Health and Immunization Certificates

Within thirty days after a child begins the program, health records that document the dates of service shall be submitted that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the American Academy of Pediatrics. When a child is overdue for any routine health

services, parents, legal guardians, or both provide evidence of an appointment for those services before the child's entry into the program and as a condition of remaining enrolled in the program, except for immunization for which parents are using religious exemption.

Health and Safety Records

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

Child Health and Safety Records will include:

1. Current information about any health insurance coverage required for treatment in an emergency.
2. Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results.
3. Current emergency contact information for each child.
4. Names of individuals authorized by the family to have access to health information about the child.
5. Instructions for any of the child's special health needs such as allergies or chronic illness.
6. Individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency.
7. Supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family's beliefs. Staff will implement a plan to exclude the child promptly if a vaccine preventable disease to which children are susceptible occurs in the program.

Home Visit

Home visits are made prior to the start of school. This is an opportunity for the preschool teacher to get to know you, your child, and your family and for you to begin to create 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.

Illnesses

If your child becomes ill with a communicable disease on a day when school is not in session, please inform school personnel so that other classmates may be observed for similar symptoms. Families will be notified if there is a confirmed contagious virus that children have been exposed to at school. If your child becomes ill while attending school, we will contact parents/guardians. If we are unable to reach a parent/guardian, we will contact the person(s) on the child's emergency contact list.

Guidelines-Any student with these conditions should not be sent to school and will be sent home if these occur at school:

Fever: any student with a fever equal to 100° orally and behavior changes, signs or symptoms of illness. The student should be fever free (without use of fever reducing medication) for 24 hours before returning to school.

Vomiting: any student who vomits, can return to school once symptoms are gone and they are able to hold down food.

Diarrhea: any student who has liquid, loose, frequent stools which are not related to medication or food reaction. Students may return to school 24 hours after last bout of diarrhea.

Cold Symptoms: student who is listless or has a fever. Medical care is recommended for a student complaining of a sore throat.

Skin Rash: any student with multiple lesioned rash accompanied by fever; any student with a skin rash or lesions typical of a communicable illness (scabies, chicken pox, measles, impetigo, ringworm, scarlatina).

Pink Eye: Child may return when all symptoms are gone

Strep Throat: Child can return to school 24 hours after antibiotics are started.

Head Lice

Since schools are where children congregate for nine months of the year, this is where the problem is often first recognized. Parents should assume that lice may be present at any time in the school and should screen their children weekly. ALL cases of head lice should be reported to the school nurse. Staff that have a need to know will then be informed. Students may randomly be screened to prevent the spread of head lice. If head lice are found, please notify the friends and families that your children have had contact with in the prior 2 weeks. It is critically important to follow the 14-day plan for hair care and housekeeping to prevent recurrence.

CHILDREN ARE NOT REQUIRED TO STAY HOME FROM SCHOOL IF HEAD LICE ARE FOUND.

Bed Bugs

Bed bugs are small insects that live by feeding on human blood, usually at night. The bite is painless and may or may not become swollen and itch, much like a mosquito bite. While bed bugs are a nuisance, they are not known to spread disease. The source of bed bugs often cannot be determined, as bed bugs may be found in many places. Even though it is unlikely for bed bugs to infest a school, HWCSD will conduct an inspection and, if necessary, treat the area the bed bugs were found. It is critically important for parents to notify the school if bed bugs were found in the home so appropriate precautions can be put in place.

CHILDREN ARE NOT REQUIRED TO STAY HOME FROM SCHOOL IF BED BUGS ARE FOUND.

Mandatory Reporting

All school personnel are mandated reporters of any and all cases of suspected child abuse.

Medications

Over the counter drugs may be administered to pupils with written parental consent. Medicine must be in original container labeled with the student's name, name of medicine, time of administration and dosage, and turned in immediately to a preschool staff member upon arrival at school. A note from the parent or guardian MUST accompany this medication. The note shall request an authorized school personnel to administer the medicine in accordance with the prescription or parent request. Preschool staff will not administer medication that does not have an accompanying note or is unlabeled and parents will be contacted. If the medication is needed for more than a day or two, a medication administration form will need to be filled out. Prescription drugs may also be administered to pupils with written instructions from a physician, dentist or other health care provider. It should be sent in a properly labeled container including the student's name, name of medicine, time of administration and dosage, name of physician, name and address of pharmacy, and date of prescription. All medicines should be turned into the teacher immediately upon arrival at school. If students are transported by bus-medicine is to be handed to bus driver, bus driver will hand it to school staff assisting with transferring student to shuttle bus, school staff will give it to shuttle bus driver, and then shuttle bus driver will give it to preschool staff member. If medication is to be administered three times a day, we urge parents to try to schedule it at home before school, immediately after school and at bedtime.

Outdoor Play and Learning

We have daily opportunities for outdoor play as the weather permits. This allows children the opportunity to develop their large muscle skills, get exercise, and be active.

Recess Clothing Guide

We will go out for recess every day that we can. Watch/Listen to local weather reports and help your child dress accordingly to our guidelines below.

Wind Chill/Temperature	Clothing Guidelines
Over 85 Degrees	Inside Recess
70-85 Degrees	Pants, shorts, skirts/dresses, short sleeves
60-69 Degrees	Long sleeves, sweatshirts, or light jacket
40-59 Degrees	Pants, jacket over long sleeves, layered clothes
1-39 Degrees	Coat required with hats/hoods & gloves/mittens. If there is snow on the ground, boots and snow pants are required.
0 Degrees & Below Zero	Inside Recess

*Determinations will be made using accuweather.com **ReelFeel Temperature** (wind chill is factored in). This information is also on our website www.howard-winn.k12.ia.us

There are areas on the playground for children to be in the shade and still be active. We encourage you to bring a hat or other clothing for your child to wear as another protection from the sun. Sunscreen or sun block with UVB and UVA protection of SPF 15 or higher may be applied to your child's exposed skin, but only with your written parental permission to do so. We also might use an insect repellent containing DEET with your written permission. It will be applied no more than once a day to protect your child from insect bites when the public health authorities recommend its use.

HW buildings and grounds staff will complete the National Program for Playground Safety's Suggested General Maintenance Checklist.

Your child will only be allowed to stay in for outdoor play/activities with a signed note from a doctor. The note needs to include the dates the child needs to stay inside.

In cases when we cannot go outside (due to weather conditions) children are given the opportunity to use indoor play areas and equipment.



Pets

If you, as a parent or legal guardian, want to bring your family pet to share with your child's classroom you are welcome to after gaining permission from the classroom teacher. The preschool teacher ensures that the animal does not create an unsafe or unsanitary condition. The animal would need to appear to be in good health and have documentation from a veterinarian or an animal shelter to show that the animal is fully immunized (if the animal should be so protected) and is suitable for contact with children. Teaching staff will supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals. Any children allergic to the pet will not be exposed to the animal. Reptiles are not allowed because of the risk for salmonella. The classroom teacher is responsible for checking that the requirements have been met.

Program Wide Positive Behavior Instructional Support (PWPBIS)

PBIS is research based and widely used practices that support young children's social and emotional development and prevents and addresses children's challenging behaviors. Components of PBIS that are implemented by Howard-Winneshiek Preschool Programs are: creating and displaying classroom rules using words and pictures; teaching and practicing classroom rules, routines, and procedures; having systems in place to formally and informally acknowledge positive behavior for the large group and individuals; teaching children and encouraging independent use of a classroom PBIS problem solving kit; planning learning experiences that teach children about

emotions and social skills; and sharing PBIS resources and materials with parents through newsletters, notes, articles, and conversations during parent/teacher conferences. Parents can learn more about PBIS by talking with their child's classroom teacher and by visiting the Center on the Social and Emotional Foundations for Early Learning website: <http://csefel.vanderbilt.edu/>

Safety Drills

Fire and tornado drills will be practiced in the fall and spring. Children will learn appropriate procedures for taking shelter from storms and evacuation procedures for leaving the school.

Teachers conduct practice sessions under guidelines developed for their building before building-wide drills are conducted. Planning ahead is important in most of the activities that we do. Planning ahead is also important for emergency situations. In an actual emergency, students may be forced out of the school quickly without jackets, hats, boots, or mittens. Having a pre-arranged location and plan available will do several things to reduce the trauma of an emergency evacuation.

The emergency plan will proceed in the following steps:

1. The school building will be evacuated as soon as the emergency situation occurs such as: fire, bomb threat, etc.
2. Students will be escorted by staff members to emergency locations.
3. District administration and local emergency responders will be advised of the emergency situation.
4. Students will be assembled at the first available emergency location.
5. Bus transportation will be arranged through the district transportation director's office.
6. Parents will be able to pick up students in person.

School Delays/Closings

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardships that can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances.

If road conditions are in question **WE WILL ALWAYS START WITH A 2 HOUR DELAY.**

The two-hour late start gives us time to completely evaluate the situation. The goal is to have "2 hour late starts" announced prior to 6:00 am.

How will this be communicated? You have several options:

Twitter at #2020HowardWinn

School Website: <http://www.howard-winn.k12.ia.us>

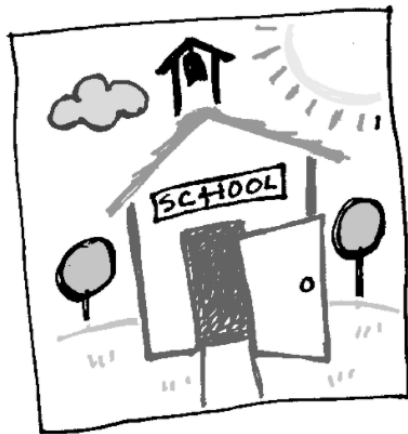
School Facebook Page: <http://www.facebook.com/howardwinncsd>

School Messenger: This is an option you can subscribe to in PowerSchool. It will give you the option to receive an email, text message or voice mail to your phone. Simply text **subscribe** to the number 68453

You'll know you were successful if you receive the following reply message: You are registered to receive approximately 3 msgs/mo. Txt STOP to quit, HELP for help. You may call the office at the elementary if you have questions 563-547-2300

We are concerned about sending children home in cases of storms or other emergencies before the school day is over. Please make arrangements for such emergencies including:

1. Prior to early dismissals due to weather, please inform the school where your child should go if school is dismissed early for emergencies.
2. Instruct relatives, friends, or neighbors at whose house you expect your child to stop.
3. Instruct older brothers, sisters, or friend's children to take custody of the younger child whether in town or on the bus route.



Section 504

Under Section 504 of the Rehabilitation Act of 1973, Howard-Winn CSD has a duty to find and evaluate students who are suspected of having a disability, which is a physical or mental impairment that substantially limits a major life activity. If a child is suspected of having a disability, he/she may be eligible for a 504 plan. Please contact Tiffany McCabe, elementary 504 Coordinator, at 563-547-2300.

Smoke Free

All attendance centers are smoke free facilities. This includes all school property outside of the classrooms.

Supervision Policy

No child will be left unsupervised while attending preschool. Staff will supervise primarily by sight. Supervision for short intervals by sound may occur with teachers checking every two to three minutes on children who are out-of-sight (e.g. those who can use the toilet independently, who are in the library area, etc.) Teacher to child ratio of 1:10 will be maintained in all classrooms.

Transportation

Transportation is available to preschool students. Students need to live in the school district to be eligible for transportation.

Alternative Discharge Point

If you would like your child discharged at a point other than your driveway, obtain an Alternate School Bus Discharge Point form from your bus driver, school office, or at registration time. Complete and sign the form and return it to your bus driver or the Transportation Supervisor.

Special Request for Bus Transportation

Parents are asked to call the transportation supervisor (563-547-2341) if they would like to have their child ride a bus to a friend's home. In addition, all students need to have a written note, signed by a parent, guardian, or school official, and present it to the bus driver.

Parent's Responsibilities

While every precaution is taken to see that the children arrive at their destination safely, the cooperation of the parents is needed in this endeavor. Driving a bus is a difficult and responsible task and anything that happens on the bus to divert the driver's attention from his/her driving responsibilities endangers the safety of the passengers. It is, therefore, absolutely necessary that the children riding the bus conduct themselves in the best possible manner. It is the parents' responsibility to make sure that their children understand the "Rules and Regulations Governing Students Riding Howard-Winneshiek School Buses."

RULES AND REGULATIONS GOVERNING STUDENTS RIDING SCHOOL BUSES AT ANY TIME:

1. The bus driver will assign seats.
2. Be courteous, respectful and responsible to the bus driver and other riders.
3. Students will talk in a normal tone of voice with no profanity allowed.
4. Do not eat or drink on the bus and keep your area clean.
5. Violence and roughhousing are prohibited.
6. Remain seated when the bus is in motion.
7. Keep your hands and head inside the bus with feet on the floor at all times with the aisles clear at all times.
8. No items such as large band instruments, class projects, or large carrying bags will be permitted.
9. Do not destroy property. Destruction of property will be handed over to the proper authorities as "vandalism".
10. For your own safety do not distract the bus driver through misbehavior.
11. Riders are not to throw items in the bus, at the bus or out of the bus. If items are thrown out of the bus, the student will be charged with littering and handed over to the proper authorities.
12. Touching safety equipment such as emergency exit windows, rear emergency door exits and other items are prohibited.
13. All riders will return required forms filled out and signed by the parent(s) or guardian(s).
14. Most rules applied in the classroom also apply on the school bus.

MISBEHAVING ON THE BUS: PENALTY AT DISCRETION OF PRINCIPAL DEPENDING ON CIRCUMSTANCES MAY INCLUDE REMOVAL FROM BUS FOR 1 TO 10 DAYS OR PERMANENT REMOVAL FROM THE BUS BY FORMAL HEARING. SERIOUS MISBEHAVIOR ON THE BUS MAY

ALSO BE CAUSE FOR PUNISHMENT UP TO AND INCLUDING SUSPENSION OR EXPULSION FROM SCHOOL. RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT.

Volunteers

Parents are welcome to volunteer at school. There are many tasks, which volunteers can help with. Some parents choose to volunteer to do tasks at home while others come to school to volunteer. If you would like to share your time and talent with us please talk to your child's teacher about volunteering. We welcome your help. In school volunteers must complete a criminal background check. This can be completed through the district office. This may take a minimum of 2 weeks to process. Volunteers must complete the background check every three years.



Weapon Policy

Any object which could be used to injure another person and which has no school-related purpose will be considered a weapon. An object which has a school-related purpose but which is used to threaten or inflict injury will be considered a weapon. Weapons include but are not limited to knives of all types, guns, firearms, metal pipes, chains, numchucks, throwing stars, metal knuckles, blackjacks, lighters, fireworks, explosives or other chemical or simulated weapons. Dangerous weapons are not allowed on school grounds or at school sponsored events. Dangerous weapons will be taken from students and others who bring them onto the school property. If a dangerous weapon is taken from a student, the parent of that student will be contacted. In the discretion of the administration, law enforcement may also be contacted. The student will be subject to further disciplinary action, which could include but not be limited to suspension or expulsion from school.

A zero-tolerance policy on dangerous weapons (real or toy) is in effect; i.e., gun, squirt guns, water rifles or pistols, slingshots, toy guns, toy grenades and other similar items knives, etc. Violation may result in a student suspension/expulsion.

The Howard-Winneshiek Community School District policy prohibits harassment and bullying of or by students, staff, and volunteers which is based on actual or perceived age, color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status and which creates an objectively hostile school environment.

281—IAC 12.3(13), Title IX Section 106.31, Iowa Code 280.28(3) and 729A.

Thank You!

We would like to thank you for sharing your child with us "Our Business is Kids" and we strive to maintain a student-orientated, teacher-directed school serving the unique needs of our students and our community. If you have any questions or concerns, please feel free to give us a call and we will do our best to assist you.

**Notice of Nondiscrimination**

It is the policy of the Howard-Winneshiek Community School district not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment) marital status (for programs) sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Ann Smith Equity Coordinator, Howard-Winneshiek Community School District, 1000 Schroder Drive, Cresco, Iowa, 52136 phone (563) 547-2300, extension 347, asmith@howard-winn.k12.ia.us