

Kreft Preschool Handbook



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

Kreft Primary School Handbook 2021-2022

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.

Lewis Central Community Schools Mission Statement

Inspiring Excellence!

Lewis Central Community Schools Vision Statement

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

Kreft Goals

1. Students will be engaged in learning.
2. Students will engage in prosocial behavior.



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

No student in the Lewis Central Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination on the basis of race, color, creed, sex, religion, marital status, national origin, sexual orientation, gender identity, or solely on the basis of handicap. The policy of the district shall be to provide educational programs and opportunities for students as needed on the basis of individual interests, values, abilities, and potential. Any student alleging discrimination shall follow the complaint procedures set forth in Policy 505.5, Resolution of Student Concerns. The Equity Coordinator is designated as the district's compliance officer. (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

The Lewis Central Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the Director of Special Populations pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

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

“Harassment” and “bullying” mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:

- (1) Places the individual in reasonable fear of harm to the individual's person or property.
- (2) Has a substantial detrimental effect on the individual's physical or mental health.
- (3) Has the effect of substantially interfering with the individual's academic or career performance. Has the effect of substantially interfering with the

individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Trait or characteristic of the individual" 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.

"Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

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

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student. (Board Policy 104.R1)

Grievance Procedure

It is the policy of the Lewis Central 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 Laurie Thies, 4121 Harry Langdon Blvd., Council Bluffs, IA 51503, 712-366-8311, lthies@lewiscentral.org.

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within fifteen (15) of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

Investigation

Within five (5) working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within fifteen (15) working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within

five (5) working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within ten (10) working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within fifteen (15) working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within five (5) working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures. (Board Policy 102.R1)

Notice of Nondiscrimination

It is the policy of the Lewis Central 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 Laurie Thies, 4121 Harry Langdon Blvd., Council Bluffs, IA 51503, 712-366-8311, lthies@lewiscentral.org. (Reference Board Policy 102.E1)

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. If a student is absent due to illness or an appointment, parents should provide a physician's note upon return to school.

- 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.
- Students who need to leave school during the school day must be checked out in the main office by a parent and will be considered tardy or absent. Parents must sign

students in for re-admission to school. Students will not be released to anyone other than their parent unless the school has been notified by the student's parent.

- Students who arrive after the arrival time will be considered tardy and need to sign in at the main office.
- All-day and half-day hours, arrival times and dismissal times are found in the table below:

	Hours	Arrival Time	Dismissal Time
Full-day	8:45 a.m. – 2:00 p.m.	8:45 – 8:50 a.m.	2:00 – 2:05 p.m.
Half-day AM	8:45 – 11:00 a.m.	8:45 – 8:50 a.m.	11:00 – 11:05 a.m.
Half-day PM	11:45 a.m. – 2:00 p.m.	11:45 – 11:50 a.m.	2:00 – 2:05 p.m.

Special Note

In addition to the district calendar, there will be no preschool on September 24th, October 22nd, November 12th, December 17th, January 21st, February 18th, March 17th, March 18th, March 25th, April 22nd, and May 20th.

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. Parents may access, request amendments to, and copy their child's records during regular office hours. Parents 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, in the central administration office.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district in writing at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes, (Reference Board Policy 505.1).

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 (712-366-8368) 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. If your child is absent from school please provide a doctor's note.

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 diabetes, 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, the health office will make every effort to reach a parent so treatment can be initiated. If the infestation is severe, the health office may require the child to be rechecked before returning to class.

Nutrition- Breakfast/Lunch

At preschool we strive to serve healthy food. For all day preschool, we offer breakfast and lunch daily from the school cafeteria. 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, audiotape, 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 & Celebrations

We enjoy celebrating at school. You are welcome to send treats on the day of your child's birthday. All treats must be store bought and unopened. Celebrations will be limited to preserve instructional time. Please see your child's teacher for more information.

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.

- **Family Visits:** At the beginning of the school year you will have the opportunity to visit with your child's teacher. 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. The school 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, January, 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 and a background check may be required prior to the trip. Parents will be notified at least a month in advance of an upcoming trip.

Additional Information

Recommended Preschool Supply List:

- 1 Backpack, large enough to hold a folder (No wheels)
- 2 Expo Markers, Dry Erase, Fine Tip, Low Odor
- 1 Paper Plates, uncoated, 100 ct
- 1 Facial Tissue, 200 Count, White
- 1 Fiskars Scissors For Kids, 5" Blunt Tip
- 4 Elmer's Glue Stick, Washable, Purple, Dries Clear, .77 oz.
- 1 Crayola Crayons, Tuck Box, 24/Box
- 1 Paint Set, Watercolor, Washable, 8 Colors w/Brush (Crayola or Prang)
- 1 Markers, Washable, Classic Colors, Wide Tip, 10/Set
- 1 Crayola Colored Pencils, 12 ct
- 1 Pencil Box, Plastic, 8 1/4" x 5 1/4" x 2"
- 1 Storage Bags, Gal, 20 ct
- 1 Sandwich Bags, 50 ct
- 1 Change of clothing stored in a baggie and labeled with student's name (Shirt, pants, underwear and socks)

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