

# L.E.E.P

Lamoni Early Education Program



# Handbook

202 North Walnut  
Lamoni, Iowa 50140  
784-3422

LEEP is designed to provide quality and appropriate educational programming for children three to five years of age. Our programs are focused on the cognitive, social-emotional, creative, and physical development of each individual child. We believe that these developmental needs can be best met through self-selected hands-on activities and play. We believe that play is an important role in children's lives to provide a healthy and harmonious development. This will be reflected in the daily schedules and activities.

The children involved in the LEEP programs will be taught and encouraged to respect each other, adults, and materials through teacher modeling and child interaction. The development of self-control in children will be facilitated by positive guidance techniques and consistent, age-appropriate expectations and limits.

The learning environment is center-based with a wide variety of developmentally appropriate materials and equipment to meet the diverse needs of all children. All aspects of the program will reflect our belief that children must be allowed to be children. We believe that each child is unique with different rates of development. These rates should not be ignored, forced, or hurried. We also believe that parents play an important part of their child's life. Engaging parents and children will result in a great success rate among families and the school system.

**Paperwork:**

Paperwork must be filled out prior to entry into preschool. Teachers do homevisits for required children at the beginning of the school year, which includes filling out the required paperwork. If your child is not required to have a homevisit, you may pick up paperwork and return it before the start of preschool.

Paperwork is different for each child, depending on the type of funding that your child is receiving. Required paperwork for everyone includes, but is not limited to: preschool application, emergency medical consent, pick-up permission form, field trip/picture permission slips.

**Physical and Dental Check-ups**

Each student is required to have a **current** (within last 12 months) physical and dental check-up **before** starting preschool. Forms should be turned into the teacher. The purpose of the dental screening requirement is to improve the oral health of Iowa's children. Dental screenings will facilitate early detection and referral for treatment of dental disease; reduce the incidence, impact, and cost of dental disease; inform parents and guardians of their children's dental problems; encourage the establishment of effective oral health practices early in life; promote the importance of oral health as an integral component of preparation for school and learning; and contribute to statewide surveillance of oral health. If there are special circumstances, or insurance issues, please notify the teacher.

**\*Children will not be able to attend until all paperwork is complete.**

**Attendance:**

Consistent attendance is strongly recommended for each child. **If your child will be absent, please contact us as soon as possible at 784-3422.**

**Open Door Policy**

LEEP Preschool is always open to parents. Parents are welcome to visit the school at anytime. Other family members are permitted to visit with prior notification of the teacher. Visitors must sign in and get a visitor badge at the elementary office.

**Supplies:**

Each child needs a complete change of clothes. Socks, underwear, pants/shorts, shirt, and shoes. These items will be kept in their cubbies in case of need. Other suggested supplies are listed on the school supply list at [www.lamoni.k12.ia.us](http://www.lamoni.k12.ia.us).

**Dress:**

Dress for school should be very casual. We are very busy at LEEP and sometimes we get messy, so please don't send your child in an outfit that might get ruined. Be sure that your child is dressed appropriately for the changes in the weather. We go outside everyday, so students need to bring jackets if the weather is chilly.

**Closed-toe shoes are recommended for outside play.**

**Toys:**

The children are asked not to bring toys/objects to school. On special occasions, the children will be asked to bring specific items to school. In these cases, we will notify the parents/guardians ahead of time.

**Birthdays:**

Parents are welcome to bring snacks/favors to help their child celebrate. Please let the teacher know ahead of time so arrangements can be made. You may provide snacks for your child's classroom, or for all three classrooms.

**Field Trips:**

Occasionally, children will participate in field trips away from the school. We will notify the parents/guardians in advance to each planned adventure. Parents will need to sign permission slips for out of town trips. We also welcome parents to along with us. There will be a sign-up sheet available for each room for the parents to participate in the field trips.

School district buses are equipped with first aid kits, and radios. These radios can be used to contact the school district office and transportation director, as well as the preschool classrooms. Cell phone use is permitted by parents and teachers on bus, in case of emergency.

**Illness:**

If children become ill at school (vomiting, diarrhea, or fever of 100) parents will be notified immediately. Your child will be made as comfortable as possible within the preschool, but away from the other children. **Please do not return the child to school until the above symptoms have been absent for 24 hours.** In some instances, we may require a note from the physician stating that your child is no longer contagious.

Parents are asked to understand that any new social setting offers exposure to illness and germs. Our teachers take precautions to prevent the spread of illness by constant hand washing and disinfecting of toys and equipment. Most children will build an immune system within the first six to twelve months of enrollment. To help keep the spread of germs to a minimum, please keep your child home if any of the following symptoms are present:

- Fever of 100 degrees or higher
- Diarrhea
- Vomiting
- Blisters on face, scalp, or body indicating the possibility of Chicken Pox or Hand, Foot and Mouth disease.
- A blotchy rash on the stomach and back, splotchy red cheeks, or a fine red rash indicating the possibility of Measles, Fifth's disease, or Scarlet Fever
- Head Lice
- Pronounced or Persistent Coughing
- A sore throat-indicated by refusing food or drink suggesting strep infection.

- Pink Eye-discharge from eyes, crusted or swollen eyelids
- A contagious condition of any kind.

When contagious illnesses are identified among children attending our preschool, a notice will be posted indicating the type of illness, symptoms to look for, and other information that may be of interest to the parents, such as incubation period for a certain illness. Names of children are not made public, only the type of illness identified.

### **Medication**

We highly recommend that all medicine be given to the children at home. We also realize that some treatments warrant the administration of medicine at school. Written directions must be provided before any medicine will be dispensed. All medications must be brought to school in their original containers. Classroom teachers who have completed the medication administration course will administer the medications.

Each dose administered is recorded on a medication log by the person who administered it. The record indicates the name of the child, medication, dose, time and the name of the person who administered it.

### **Sunscreen**

Because we go outside everyday (weather permitting), parents may provide sunscreen for their child, if needed. SPF 15 or higher is required. Staff will administer sunscreen before going outside, and only with written permission.

### **Insect Repellent**

Insect repellent must be supplied by the parent, if needed. All insect repellents used must contain **DEET**. It can only be applied one time per day, and only with written parental permission.

### **Weather Protection**

We go outside everyday, weather permitting. In cases of extreme cold, we do not take children outside if the temperature drops below 20 degrees.

***Students must have clothing appropriate for cold weather!***

In cases of extreme heat, (95 degrees, or heat index over 100), we do not take children out for more than twenty minutes. Shady areas are made available to children, and water is offered after no longer 20 minutes outside.

### **Assessing Your Child**

Your child will be assessed by daily observations and record taking. These observations are ongoing and informal and are used to complete the Creative Curriculum Gold. This Gold Checkpoint is completed three times yearly-Fall, Winter and Spring. It can be used for several years-as long as your child is in preschool. This assessment is also aligned with the Iowa Early Learning Standards. Parents are encouraged to share observations from home to contribute to the assessment of

their child.

In addition, the Brigance screening will be administered at the beginning and end of the year. This test can also be given in Spanish if needed. The test is very quick, yet concise, and aligns well with IELS. Brigance Screenings will be done by the child's teacher, in the classroom, one-on-one. The tests are also scored by the teacher. A written report will be shared with parents during parent/teacher conferences, and/or homevisits. We will also be doing a mid-year assessment in January.

\*\*Parents have access to any and all information about the screening process. Teachers are available to speak with parents through email, by phone call, or by appointment.

### **Confidentiality Policy**

Student information, as well as assessment data is kept in a student files. Files are kept locked within your child's classroom.

All information found in student files is confidential information. Testing results are used to guide individual and group instruction, adapt teaching practices, and help plan program improvements. Access to files is limited to parents, teachers, AEA support personnel, Head Start personnel (when applicable), and school officials.

Parents and guardians have access to your child's records upon request. Parental consent must be obtained before information is disclosed to anyone other than officials of participating agencies.

### **Fee Schedule**

Head Start and Kids First Communities scholarships are available for those who qualify financially. If you do not qualify for one of these scholarships, you will be expected to pay a small tuition fee for your child. Tuition charges for a child will be \$60.00 per month, and are payable the first day of each month.

Meals are also provided by Lamoni Community Schools. You may qualify for free or reduced meals. Applications may be turned in to the superintendent at any time during the school year, and all information is treated confidentially. If you do not qualify, lunch for preschool costs \$2.10 and breakfast \$1.45.

### **Meals**

Breakfast and Lunch are served daily at preschool. Mealtime is an important part of our curriculum. Meals are provided in a family style setting. This means that all students are seated at the table and food is passed amongst both students and teachers. We spend time talking about daily events and having meaningful conversations. We work on table manners and trying new foods. Children are

encouraged to try to new foods, but are never forced to eat. Food is never withheld from children as a form of punishment.

Due to our NAEYC accreditation and requirements from various funding sources, we require your child to eat lunches provided by LEEP preschool and participate in family style lunches. These lunches meet the requirements we must provide for students each day. If there are special circumstances, which shall be approved by administration, a child may be allowed to bring their lunch. Should the lunch you send from home not meet these requirements, additional food will have to be supplemented to your child. If food is supplemented, you will be charged for a lunch at the cost of \$2.10 per day.

If your child requires a specialized diet or requires no exposure to certain food items, documentation from a health care provider will be necessary.

In short, any lunches brought from home:

1. Must contain all the components of a healthy lunch as required by the food program
2. Must be marked with the student's name and date.
3. Will be supplemented with additional food if necessary.

### **Transportation**

Transportation is available for preschool children before and afterschool. A parent or a designated adult must be visible at the door when your child is dropped off by the bus. If we do not see an adult your child will be returned to the preschool and you will be responsible for picking them up.

### **ANTI-BULLYING/HARASSMENT POLICY**

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

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or

mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

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

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

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

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

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

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.



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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose 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.

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

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

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

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

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,

and a copy shall be made available to any person at the central administrative office at:

Lamoni Community School  
202 North Walnut  
Lamoni, IA 50140.

## **MULTICULTURAL/GENDER FAIR EDUCATION**

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

## **NOTICE OF NONDISCRIMINATION**

Students, parents, employees and others doing business with or performing services for the Lamoni Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, sexual orientation, gender identity or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 is directed to contact:

Superintendent  
Lamoni Community Schools  
202 N Walnut  
Lamoni, IA 50140

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and *Iowa Code* § 280.3 (2007).

## **GRIEVANCE PROCEDURE**

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

**Level One** - Principal, Immediate Supervisor or  
Personnel Contact Person  
(Informal and Optional - may be bypassed by the grievant)

Employees with a complaint of discrimination based upon their gender, race, national origin, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with the personnel contact person. This paragraph is for employees and "marital status" isn't a protected class for employees.

A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, national origin, religion, marital status, sexual orientation, gender identity or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

**Level Two** - Compliance Officer

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

### **Level Three - Superintendent/Administrator**

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

### **Level Four - Appeal to Board**

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officer is:  
Middle School/High School Principal  
Lamoni Community School  
202 N Walnut  
Lamoni, IA 50140  
641-784-3351 (8 am-3 pm)

