



Eddyville Blakesburg Fremont Little Rockets Preschool 2021-2022 Handbook



Our Mission Statement

“Eddyville-Blakesburg-Fremont Community School District will provide a quality education in which students become lifelong collaborative learners and innovative problem solvers in a global society.”



Little Rockets PreSchool Directory

**Eddyville Elementary
Jil Nelson, principal
702 Vance Street
Eddyville, Iowa 52553
641-969-4281**

**Blakesburg Elementary
Tammy Davis, principal
407 South Wilson
Blakesburg, Iowa 52536
641-938-2202**

**Fremont Elementary
Jim Fineran, principal
525 E Main Street
Fremont, IA 52561
641-933-4211**

**EBFCSD Transportation Director
David Keaton
641-969-4248**



Preschool Program Staff

Mr. Scott Williamson, Superintendent of Schools

Mrs. Barb Scott, BE Preschool Teacher

Mrs. Danielle Hoover, FE Preschool Teacher

Mrs. Melanie Collett, EE Preschool Teacher

Mrs. Melinda Anderson, EE Preschool Teacher

Mrs. Cathy Williamson - Special Education Director

Mrs. Molly Judy, EE School Secretary

Ms. Heather Severson, BE School Secretary

Mrs. Denise Jackson, FE School Secretary

Mrs. Erin Hynick, School Nurse

Licensure Statement

All teachers are licensed teachers with early childhood endorsements. Special Education teachers have an additional endorsement in Early Childhood Special Education (ECSE). Staff development opportunities are provided by the school district. All teachers in the program are certified in CPR, First Aid, Bloodborne Pathogens, and are mandatory child abuse reporters. According to Federal Law, parents have the right to request information regarding a teacher's qualifications.



Equity Statement

The District and the Board will not discriminate on the basis of age (except for permitting/prohibiting students to engage in certain activities), race, color, national origin, religion, sex, disability, sexual orientation, gender identity or marital status (in programs), gender, socioeconomic status (in programs), creed, or genetic information (in employment) in admission or access to, or treatment in, its programs and activities and in employment practices, pursuant to Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable state and federal laws.

The District has adopted grievance procedures for processing complaints of discrimination. If you have questions or a grievance related to sex discrimination pursuant to Title IX, please contact Mary McCrea, Title IX Coordinator, 222 Walnut St, Eddyville, Iowa 52553, 641-969-4226, mary.mccrea@rocketsk12.org, or the U.S. Department of Education (attn. Assistant Secretary, Office for Civil Rights; 400 Maryland Avenue Southwest, Washington, DC 20202; 800-421-3481; OCR@ed.gov). If you have questions or a grievance related to any other provision of this policy, please contact April Glosser, Equity Coordinator, 222 Walnut St, Eddyville, Iowa 52553, 641-969-4226.

Eddyville-Blakesburg-Fremont Community School District Preschool Philosophy

The preschool program within the Eddyville-Blakesburg-Fremont Community School District will provide developmentally appropriate opportunities and experiences for children that will promote positive learning and development in each of the areas of social, emotional, physical, language, and cognitive growth. Adaptations and modifications will be made, realizing that each child is an individual developing at his or her own rate. The program will allow children to explore, experiment, play, and manipulate materials to help develop a positive self-concept and a love for learning that reflects family, diversity, and everyday values.



Parents as Partners in Education

Parents are a child's first and most important teachers. Mutual communication between home and school helps ensure your child's needs are met. Parents are welcome to visit and observe the classroom. The preschool program encourages parents to volunteer.

We encourage and welcome family involvement by:

- Assisting on field trips
- Reading a story to the class
- Attending family nights
- Volunteering in the classroom
- Preparing materials at home
- PTO Activities
- Volunteer Partnership Program
- Open House participation

*Initial visits with families will take place before the children begin school. The option of home visits, central meeting place, or the school will be offered to families. Children will also be invited to attend the school building during Open House.

*The preschool will participate in Parent / Teacher conferences twice yearly, which would be scheduled the same days as other students in the Eddyville-Blakesburg-Fremont Community School District. During this time, the classroom teacher will go over how your child is progressing in all developmental areas and assessments.

* Preschool teachers will send home monthly newsletters and snack calendars.

*The EBF School District has adopted a "nut aware" policy. This means that we have several students who have allergies to tree nuts and peanuts. We ask that families be aware of this as snacks are sent to school.

Here are some things you can do to help your child succeed at school:

- Ensure your child is well rested and has a good breakfast at home or school.
- Read to your child often.
- Create opportunities to talk to your child...and listen carefully when he/she talks to you.
- Stay in touch with your child's teacher by attending school events and parent-teacher conferences. Share important information with your child's teacher. Events at home can have a strong impact on your child's attitude and performance at school.
- Assign daily or weekly responsibilities to your child. These chores help your child develop problem solving skills, a sense of self-confidence, and an appreciation for a job well done.
- Be consistent with your child.
- Praise your child often and give positive feedback.



Building Positive Relationships

The staff will work to build positive relationships with families and children.

- Classroom Rules and Expectations are posted
- Positive Behavior Incentive Supports/Rocket Pride is the school's behavior plan. Students will learn the S.O.A.R motto of showing Safety, Ownership, Attitude, and Respect as EBF students.
- Teaching staff support children as they practice social skills and build friendships by implementing the Second Step Social/Emotional Curriculum

When working with children, all teaching staff will:

- Interact with children without using physical punishment or any form of psychological abuse;
- Recognize health and safety hazards and protect children from harm;
- Encourage and provide children with a variety of opportunities for learning;
- Encourage and provide children with a variety of social experiences;
- Adapt and respond to changing and challenging conditions in ways that enhance program quality;
- Communicate with children and their families

Supervising Children

Teaching staff supervises children primarily by sight. Certified teachers and Para-educators supervise the preschool classrooms. Preschool classrooms are arranged so that students can be seen or heard in all areas of the room. All preschool classrooms will follow the IQPPS one adult to 10 students ratio.

Outdoor Play Area

Children will be supervised at all times and an area will be provided for children to play that is protected by fences and gates to prevent access to streets and to avoid other dangers.

Indoor Hazard Protection

Teachers and staff will take necessary precautions to protect children and adults from potential hazards including: electrical shock, burn or scalding, slipping, tripping or falling. Floor covering will be kept secure to keep staff and children from tripping or slipping.



Curriculum

Classroom instruction will be directly related to the Creative Curriculum. This curriculum is a state recommended curriculum, with supporting research that addresses the following components:

- Social/Emotional Development
- Physical Development
- Cognitive Development
- Language Development

Standards and Benchmarks for the EBFCSD have been adopted and/or aligned with the State of Iowa Early Learning Standards, and vertically aligned in Math and Language with the district's kindergarten standards and benchmarks.

In addition, the EBFCSD is working to fully meet the criteria set forth by the state of Iowa in the Iowa Quality Preschool Program Standards (IQPPS).

* A complete copy of the preschool standards and benchmarks booklet is available upon request.

Assessment

EBFCSD uses Teaching Strategies GOLD assessment tool to collect, record and communicate data to the State and families. The GOLD assessment tool is required under IAC 279.60 to be administered to all preschool children enrolled in a district program.

As well, the district recognizes the use of IGDIs (Individual Growth and Development Indicators). Throughout the school year, Preschool children are assessed on a variety of skills that are essential to reading. The IGDIs assessments screens the following skills:

- Reading letter names and identifying letter sounds
- Oral language (ie, correctly labeling pictures)
- Identifying first sounds they hear in a word (ie, “cat” begins with /c/)
- Comprehension (ie, Finding a picture in a group that doesn't relate)
- Rhyming

All of the Preschool benchmarks are programmed into the Iowa TIER data system



Community Partnerships

The Eddyville-Blakesburg-Fremont Community School District will partner with other community services to provide the most consistent and highest quality of health, care, and education possible. Parents will be involved in collaboration efforts between agencies. Possible agencies but not limited to include:

1. Community Preschools and Childcare Center
2. SIEDA – Headstart (641) 684-1355
3. Local Area Education Agency – Great Prairie AEA 1-800-622-0027
4. CCRR Wapello-Mahaska (641)820-1922
5. County Extension Offices – Iowa State Extension Office (641) 682-5491
6. Parents As Teachers (641) 682-8741
7. Local Area Physicians services including vision and dental
8. I-Smile (641)682-3449
9. Southern Iowa Mental Health (641) 682-8772
10. Wapello County Human Services (641) 682-8793

Calendar Year

Preschool will begin after initial parent /guardian visits are completed. Preschool will follow the regular school calendar, with the exception of the beginning and ending the school year a few days early for screening. See EBFCSD official 2020-2021 school calendar.

Enrollment

All students in the Eddyville-Blakesburg-Fremont Community School District are eligible to participate in the preschool program at no cost due to the Statewide Preschool Program Grant for 4 year olds. Immunizations and Proof of Birth must be on file before children can attend. Preschool class size is limited to 20 students at a maximum. Preschool Special Education students can count as more than one student depending on individual needs. If class sizes exceed 20, it will be at the discretion of the district to determine placement of all open-enrolled preschool students. Parents will be notified by the administration if a change in buildings is necessary.

School Hours

Doors open for students at 7:45 AM. Breakfast is served at all three elementaries from 7:45-8:05 a.m. If you need to pick up your child prior to dismissal, please send a note to the teacher or call the office to let us know. All visitors must sign in at the office and pick up a Visitor's Badge. Preschool begins at 8:05 and ends at 3:05 pm.



Emergency Drills

Periodically the school holds emergency fire, tornado drills and other drills. Teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

Notes

All notes sent to school must be dated. Any money sent to school must be in a sealed envelope with your child's name and what the money is for on the outside of the envelope. (i.e. lunch book order, field trip)

Clothing

Your child will be involved in many kinds of hands-on activities. Please send your child dressed for active learning. We play outside, therefore boots, hats, scarves and mittens are needed for winter. On snowy days, children will also need snow pants or a snowsuit. Please send shoes for classroom use when boots are worn to school. Jackets will be required at 60 degrees or less and coats at 40 degrees or less.

Recess and Playground Rules

- Be respectful to peers, adults, and school property.
- Only teacher-approved items may go to the playground.
- Proper outdoor apparel is expected.
- Students must stay on the playground at all times.
- Students are expected to line up promptly and quietly when the whistle is blown.

We use the "feels like" temperature of below 60 degrees fahrenheit to determine whether the student will wear a jacket/coat at recess. All students planning on going outside at recess will need to wear a jacket at below 60 degrees.



In Case of Illness

The school nurse will be available at the preschool location to assist as needed with medical needs or questions. Regular attendance is best for your child, but we ask that you keep your child home if he/she does not feel well. A child who is tired and/or irritable cannot do well at school. This also helps keep others in the class from becoming ill.

When to keep your child home:

1. For 24 hours after a fever has broken.
2. For 24 hours after vomiting and diarrhea has ceased.
3. Acute cold, coughing, sneezing, runny nose that interferes with your child's ability to concentrate and participate.
4. Sore throat or earache.
5. Red and discharging eyes.
6. Skin eruptions or rashes.

It is the parent's responsibility to notify the teachers if their child has a food allergy. First Aid kits are located in each of the preschool classrooms.

Please call the school to report if your child will be late or absent.

Toys

Children should not bring toys to school.

Meal Program

Preschool children may eat breakfast at school. Students may purchase hot lunch or bring lunch from home. Soda and candy are not allowed. Applications for free or reduced meals are available at the office.

School Fees

Breakfast is available as well as hot lunch. Parents may deposit money in their family's school lunch account at the school office, or online using Infinite Campus. If you send money with your child, a receipt will be sent home with your child. Parents will be notified via Infinite Campus text and email when their student accounts reach \$10.00 or less unless they have changed the balance threshold on their parent portal.



Emergency Forms

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the building Administrative Assistant if the information on the emergency form changes during the school year.

Inclement Weather

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified:

1. Over KOTM 97.7FM, KBOE 104.9FM, KISS 107.5FM, KTWA 92.7FM radio and KTVO-3, KCCI-8, or WHO-13 television stations.
2. Parents can register their phone number under an automated phone call system which will call the phone number registered in case of cancellations. This “All Call” phone number registration can be done by calling the high school office at 969-4288.
3. Parents can access the EBF Facebook Page. The Facebook Pages are titled: EBF Elementary Schools and/or EBF Jr/Sr High. Parents can click “like” on the page and a request will be sent to the EBF Facebook page host.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Those parents who have registered their phone number with the “All Call” system will receive a message in this instance. All dismissals will be posted on the EBF Facebook page and district webpage. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school.



HAWK-I Insurance for Children

Parents can apply for low-or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

Immunizations

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate have 60 days in which to produce documentation of immunization. If documents are not produced after 60 days, students are not allowed to attend school until they receive the immunizations or the parent makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Exemptions must also be accompanied by proper documentation from a physician. **Students who have a waiver of immunization may be excluded from school if there is an outbreak of a disease for which the student is not immunized.**

Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. Students may not carry medication. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication. Prescription medication will not be administered to a student unless accompanied by a note from a licensed physician.

Medication is held in a locked cabinet and distributed by a staff member that has completed the medication administration course. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions



for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

Student Illness or Injury at School

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or to another adult listed on the student's registration form with approval from the parent. Students shall not return to school until they are fever free for 24 hours.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first-aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

School Nurse

- Erin Hynick, RN
- Contact the school office for assistance when unable to speak with the nurse.
- Screenings, health records, and treating minor medical issues.

Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chickenpox.



Health Screening

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

Food Allergy Information/Nut Aware School District Policy

The Eddyville Blakesburg Fremont Community School District takes food allergies seriously. We understand that food allergies can be life threatening. Recognizing that the risk of accidental exposure to foods can be reduced in the school setting, we are committed to working with students, parent(s)/guardian(s), and physicians to minimize risks and provide a safe educational environment for food-allergic students. It is our goal to provide a safe learning environment for all students. Parents are encouraged to contact the school nurse or the Principal if they have questions pertaining to an allergy that could affect their child's health and safety at school.

PEANUT AND TREE NUT ALLERGIES AT EBF

There are several children attending our schools who suffer a life-threatening allergy to peanuts and tree nuts. As a result, the Eddyville Blakesburg Fremont CSD is a PEANUT AND TREE NUT AWARE school district.

What does peanut and tree nut aware mean?

As a peanut/tree nut aware school, several precautions are factored into the daily routine in order to reduce the risk of accidental exposure. An optional nut-free table can be designated in the cafeteria, a school-wide program to educate students about food allergies by the nurse has been implemented, specific safety precautions are implemented to protect individual students based on need and the staff is provided training in order to properly respond in the event that a reaction occurs. Additionally, steps are taken to ensure that peanut/tree nut products are not served during the school day in which allergic students may be in danger.



Are peanut/tree nut products allowed in school?

Yes. However, in order to reduce the risk of exposure for students who possess an allergy to peanut/tree nut products, these items are not sold in the school lunch program, or provided in school-wide activities. Students can bring peanut/tree nut products to school for lunch, however these items are not allowed to be eaten in close proximity to a child with a known food allergy and students will be encouraged to wash their hands after eating

In some classrooms, parents are asked to voluntarily refrain from sending food items containing peanuts, peanut products, almonds, cashews, walnuts or other tree nuts to school because the risk of harm is high for individuals or groups of students. In those instances, parents may also be asked to help ensure that snack items intended for sharing not include these items, as they pose a danger (including anaphylactic shock) to some of our students. Parents of these grades will be notified. Snacks that are identified as containing peanuts or tree nuts, or manufactured in a factory that also manufactures the allergens, will not be served to the students. The snacks will be sent home and an alternative snack will be served.

Parent/Guardian:

- As soon as possible, provide the school nurse with a physician's or licensed prescriber's order, parent authorization, and properly labeled filled prescriptions notifying the school nurse of the student's allergy and the need to administer medication in a case of anaphylaxis.
- Provide emergency contact information and other relevant information as requested.
- In partnership with the school nurse, the child's health care provider, and the student (if appropriate), participate in the development of the IHP and ER Plans.
- Educate your student in the self-management of their food allergy, as appropriate.
- Notify the school nurse immediately of any changes in the management of your student's allergy.

School Administration:

- Support the School Nurse in implementation of the IHP and ER Plans.
- Assist school personnel as needed.



All Staff:

- Support the School Nurse in implementation of the IHP and ER Plans.
- Staff will be educated on food allergies and use of Epi-pens.
- Staff will limit any items containing peanuts/tree nuts. Staff will contain these items in the teacher's lounge and will wash their hands properly before leaving the lounge.

Food Service:

- Staff will be informed of the student's ER plan and trained in Epi-pen use if needed.
- At the request of the parent, staff will designate specific tables in the cafeteria for students with cold lunch excluding student with peanut /tree nut allergy.
- Staff will use separate wiping cloths on cold lunch tables and dedicated cleaning solutions or use dedicated disposable wipes to prevent cross contamination.
- Staff will use a detergent and sanitizer on all food surfaces and utensils which come in contact with the allergen; separate serving utensils kept in a designated area will be used for students with severe peanut allergies.
- Staff will not serve food containing peanuts or nuts or foods that were made in the same factory where peanuts are manufactured.
- Staff will monitor for signs and symptoms of an allergic reaction as outlined in the ER plan.

Custodial Staff:

- Consistently implement the protocols to protect the health and safety of students identified with allergies, as they pertain to the cleaning of surfaces such as, but not limited to, tables in the cafeteria and desks in the classroom.
- Coordinate with food services staff, school nurse, or other staff as appropriate.

Transportation Staff:

- Staff will be informed of the student's ER plan and trained in Epi-pen use if needed.
- Consistently enforce that no student is allowed to eat or drink on the bus, while at bus stops, and loading/unloading areas.

Thank you for your consideration and support in this matter. We recognize the inconvenience that these guidelines present for families and are appreciative of your help and cooperation. If you have any questions, or if your child has an allergy which poses a



risk to his/her health and safety, please contact the Eddyville Blakesburg Fremont Administration Office.

Sexual Abuse and Harassment of Students by Employees

The school district does not tolerate any employee physically, or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations.

Level 1 Investigators are:

Steve Noble, EBF High School Principal,

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm. Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 ([AHERA](#)) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. A certified asbestos inspector, as required by AHERA, has inspected the



school district facilities.

The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

Physical Restraint of Students

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 website: www.iowa.gov/educate and search for Timeout, Seclusion and Restraint.

Assemblies

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away.



Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. If deemed necessary, Preschool teachers and Administration may require an adult to chaperone their child on a field trip.

Visitors/Guests

Visitors to the school grounds must check in at the office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit. Visitors/Guests that would like to eat lunch need to call the office that morning. Visitors/Guests should check in at the office upon arrival. We ask that parents say goodbye to their student in the lunchroom.

Legal Status of Student

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district and provide legal documentation. The school district needs to know when these changes occur to ensure that the school district has a current student record.

S.O.A.R Program

The purpose of the S.O.A.R. character education program is to ensure all children have a positive and friendly learning environment. S.O.A.R. is a program that follows the principles of the Positive Behavioral Intervention Supports and strives to teach positive behaviors that will help increase achievement.



Behavior Levels

The S.O.A.R. program has seven levels to monitor behavior throughout the instructional day. The levels are:

Showing the Way- This is the highest level a child can achieve in a day. Children that are going above modeling the Rocket Pride pledge expectations will be moved to this level on their classroom chart. Children that remain on this level at the end of the day will be recognized.

Way to Go- Children are recognized at this level because they have repeatedly shown positive behaviors or extra effort.

Excellent Effort- A child at this level has demonstrated excellent effort in academics or character.

Ready for Launch- Every child will begin the day at this level and will work to achieve the next level up and avoid moving down on the chart.

Warning – A child will move to this level if they are caught doing something that is not modeling the Rocket Pride.

Timeout – If the warning has not redirected the student into modeling the Rocket Pride, then a classroom timeout will be issued. The student will be asked to move to the designated area that is away from the area of instruction. The child will fill out a timeout sheet explaining what they did wrong and how they can change their behavior. A classroom timeout shall not last longer than 15 minutes and the student may be asked to join the class sooner if they are ready. A loss of recess may also occur at this level.

Office Referral- This level is reached if two previous steps cannot correct the behaviors. Staff member **MUST** complete a form before any child is sent to the office. The child will meet with the building principal or designee for a conference. The principal or designee will make contact with the parent or guardian and the child. The principal will determine the appropriate consequence.



S.O.A.R. Tickets

Every student at EBF will be taught the S.O.A.R. qualities. Students will be asked to show Safety, Ownership, Attitude, and Respect at all times in and outside of the school day. Students showing the following behaviors will be rewarded with a Rocket Ticket. EBF students will:

- use polite language and respectful voices
- keep hands, feet, and objects to self
- respect others around them
- keep their place in line and use line basics while walking to class
- raise their hands to participate
- keep eyes on the speaker
- be quiet and respectful so students may learn
- quietly take care of business in the restroom
- exit quietly, quickly, and return to learning
- take turns and share equipment
- get things quietly from lockers
- close lockers quietly
- walk quietly to bus
- ride quietly on bus
- keep food and other items in their bags

Parental involvement in the S.O.A.R. program is crucial for the success of the program. Reviewing with your son/daughter the positive behaviors that are a part of the program will greatly help our staff in the building.

The administration encourages you to compliment your son/daughter if they bring home awards for weekly, monthly, quarterly, and yearly awards. We also encourage you to talk to them if they receive a behavior sheet and reinforce to them the importance of showing the S.O.A.R. We have several methods of recognition, which include “Soaring Above and Beyond” both at school and home. Students are recognized for their positive attitudes and contributions. During each trimester all students will participate in a student celebration event. As a method of discipline, we use the major/minor penalty system for



our students. Four minor offenses result in one major offense. This will be referred to the administration for consequence decisions. All majors and minors are recorded in the SWIS system.

Birthday Treats

- Acceptable treats need to be sealed and from a licensed kitchen.
- Nutritious treats are preferred.
- Please notify the teacher 1 week in advance if the parent is bringing birthday treats.
- Please adhere to the “Nut Aware” policy adopted by the school district.

Invitations to Parties

- If invitations are not given to all students in a class, the school district prefers the invitations be mailed.
- Write or phone teacher at least 2 days prior to the distribution.
- EBF schools are not able to provide addresses or phone numbers for invitation use.

Sharing Time

- Pets cannot be brought to school unless the principal approves in advance.
- Pets cannot be brought on the bus.
- The teacher will provide sharing time and how parents are notified when it is their child's sharing time.
- The student is responsible for items brought to school.

School Parties

The school observes holidays throughout the school year including, but not limited to, Halloween, Columbus Day, Christmas, Valentine’s Day and Easter. Students who do not wish to participate in these holiday celebrations or activities may be excused by the principal.



Health and Wellness

There are several children attending our schools who suffer a life-threatening allergy to peanuts and tree nuts. As a result, the Eddyville Blakesburg Fremont CSD is a PEANUT AND TREE NUT AWARE school district.

What does peanut and tree nut aware mean?

As a peanut/tree nut aware school, several precautions are factored into the daily routine in order to reduce the risk of accidental exposure. An optional nut-free table can be designated in the cafeteria, a school-wide program to educate students about food allergies by the nurse has been implemented, specific safety precautions are implemented to protect individual students based on need and the staff is provided training in order to properly respond in the event that a reaction occurs.

Additionally, steps are taken to ensure that peanut/tree nut products are not served during the school day in which allergic students may be in danger.

Are peanut/tree nut products allowed in school?

Yes. However, in order to reduce the risk of exposure for students who possess an allergy to peanut/tree nut products, these items are not sold in the school lunch program, or provided in school-wide activities. Students can bring peanut/tree nut products to school for lunch, however these items are not allowed to be eaten in close proximity to a child with a known food allergy and students will be encouraged to wash their hands after eating.

In some classrooms, parents are asked to voluntarily refrain from sending food items containing peanuts, peanut products, almonds, cashews, walnuts or other tree nuts to school because the risk of harm is high for individuals or groups of students. In those instances, parents may also be asked to help ensure that snack items intended for sharing not include these items, as they pose a danger (including anaphylactic shock) to some of our students. Parents of these grades will be notified. Snacks that are identified as containing peanuts or tree nuts, or manufactured in a factory that also manufactures the allergens, will not be served to the students. The snacks will be sent home and an alternative snack will be served.

Tooth brushing: At least once daily in a program where children receive more than one meal students will have the opportunity for tooth brushing and gum cleaning to remove food and plaque. (The use of toothpaste is not required.)



To protect against cold, heat, sun injury, and insect-borne disease children will need to:

- Wear clothing that is dry and layered for warmth in cold weather;
- Children will have the opportunity to play in the shade and when necessary wear sun-protective clothing. If sunscreen is sent by families, teachers will assist applying the sunscreen if necessary.
- If parents send insect repellent containing Deet, staff will assist in applying once a day, if public health authorities recommend use of an insect repellent.
- EBF Schools uses the “feels like” temp of 60 degrees or lower as a guideline for students to wear jackets or coats at recess.

For children who are unable to use the toilet consistently, the program will consult with the school nurse to develop an individual plan and training as necessary. EBCSD policy is that preschoolers are consistent using the toilet. Children who are consistently soiling on a regular basis, may need parents to be available to help in cleaning up the child. Special consideration will be allowed after reviewed by administration, nurse, teachers, parents, and doctor recommendations.

Hand washing is part of the teacher’s daily plan and will be included in the daily lesson plans. A toy that a child has placed in his or her mouth or that is otherwise contaminated by body secretion or excretion is to be washed by hand using water and detergent, then rinsed, and sanitized and air dried.

Fully equipped first-aid kits are readily available and maintained for each group of children. Staff takes at least one kit to the outdoor play areas as well as on field trips and outings away from the site.

Toileting and Diapering

- EBFCSD policy is that preschoolers are consistent in using the toilet. Special consideration will be allowed after reviewed by administration nurse, teachers, parents, and doctor recommendations
- For children who are unable to use the toilet consistently, or have a medical condition the program will consult with the school nurse to develop an individual plan and training as necessary.
 - Policy will include:
 - checking diaper or pull-up every two hours
 - diapers are changed when wet or soiled
 - there will be a designated changing area
 - changing area will have changing procedures posted



Classroom Pet Visits

Classroom pets or visiting animals that appear to be in good health may be allowed on campus with prior approval from administration. Teaching staff will supervise all interactions between children and animals and instruct children on safe behavior. Staff will note any allergies to animals. Reptiles are not allowed as classroom pets because of the risk for salmonella.

Eddyville-Blakesburg-Fremont Childcare Center Daycare Transition to Preschool

1. The daycare director will provide a list of children that will be enrolling in the EE preschool.
2. The daycare will provide a list of open-enrolled children interested in enrolling in EE preschool and be placed on a waiting list.
3. The daycare will communicate concerns for children who would need to be separated for the best interests of the child.

Home to Preschool Transition

1. In the spring, the EBFCS D will hold a preschool round-up in each individual building in order to invite, screen, and welcome parents and students to preschool.
2. In the fall, preschool teachers will schedule an individual home visit with each student. During this time, teachers will discuss the program and answer any questions for family may have. Home visits are meant to foster family and school relationships.

Kindergarten Transition Plan

1. Students will be given an opportunity to tour kindergarten classrooms and meet the kindergarten teachers.
2. Parents will have the opportunity to meet the kindergarten teachers and tour the kindergarten classrooms by requesting through the office.
3. Preschool Special Education students will have a transition meeting at the end of their preschool year.



Support Services

School Nurse

Our school nurse is here to assist in health information, as well as treatment of the scrapes and scratches of childhood. She is active in the Preschool program working in the areas of nutrition, physical health, and hygiene.

Student Assistance Team

The school has a Student Assistance Team, made-up of teachers, administrators, school nurse, Area Education Agency personnel, and professional people from outside the school district to assist students who are experiencing problems that affect their educational program. The Student Assistance Team will notify the parent/guardian when a referral has been made. The purpose of the team is to assist the student by implementing solutions to solve the problems the student is presently experiencing. Confidentiality is ensured for the student at all times.

English Language Learner Identification

English Language Learners are identified by the following question, which is included on the district enrollment form that all parents complete as they enroll a child in any grade, preschool through grade 12. “Is any language other than English spoken by the child or in the child’s home?” Students may also be referred through the district’s Student Assistance Team process as outlined in the district’s At-Risk Plan, or through parent or teacher recommendation.

Great Prairie AEA

Speech therapy, occupational therapy and physical therapy services are available for children in the school, who are identified through our Student Assistance Team. Trained clinicians are scheduled for analysis of individual and small group social skills, as needed, with parental permission.

Smoke Free Campus Policy

The Eddyville-Blakesburg-Fremont School Campus is a tobacco free campus. No smoking or chewing tobacco is allowed on the campus or school grounds.



**Eddyville-Blakesburg-Fremont Community School District
Technology Policy, Procedures, and Information**

Updated 4/21/15

EBF CSD 1:1 Technology Program

To learn is to pursue understanding. To teach is to encourage and enable the pursuit of understanding.

The policies, procedures, and information within this document apply to all district-owned Technology used at the EBF CSD, including any other device considered by the Administration to come under this policy. Individuals or teams of teachers may set additional requirements for their classroom.

As used in this Technology Policy, Technology includes, but is not limited to, computers, iPads and other equipment used to store, retrieve, transmit and manipulate data. Due to the rapid evolving nature of Technology it is impossible to create a completely inclusive definition.

1. Technology Assignment Parents and students must sign and return the Technology Acceptable Use Policy before the Technology can be issued to a student.

1.1 Technology Assignment

Technology will be assigned by teachers and students will be allowed to take home at appropriate times. This process will take place at the beginning of the school year and student's will be required to return all technology and school assigned accessories upon the last day of school or financial or criminal charges may be incurred.

PROTECTING & STORING YOUR Technology

1.2 Storing Your Technology

When students are not using their they should be stored in their locked lockers. Nothing should be placed on top of the Technology when stored in the locker. Students are encouraged to take their Technology home everyday after school, regardless of whether or not they are needed. Technology should not be stored in a vehicle at school or at home.



1.3 Technology Left in Unsupervised Areas

Under no circumstances should Technology be left in unsupervised areas, other than in a locked locker. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Any Technology left in these areas is in danger of being stolen. If a Technology is found in an unsupervised area, it will be taken to the office and dealt with as a disciplinary matter.

2. COST OF REPAIRS

Students will be held responsible for ALL non-accidental damage to their technologies including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for the full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

2. TAKING CARE OF YOUR Technology

Students are responsible for the general care of the Technology issued by the school. Technology that are broken or fail to work properly should be taken to the student's teacher or advisor.

2.1 General Precautions

- The Technology is school property and all users will follow this policy and the EBF acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers or liquids of any type.
- Cords and cables must be inserted carefully into the Technology to prevent damage.
- Technology and cases must remain free of any writing, drawing, stickers, or labels that are not the property of EBF School District.
- Technology should always be locked or supervised directly by the student to whom it is assigned. For instance, Technology should never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their Technology battery charged for school each day.



2.2 Carrying Technology

The protective cases provided with Technology have sufficient padding to protect the Technology from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Technology should always be within the protective case provided by the district.
- No other items should be stored or carried within the Technology case to avoid pressure and weight on the screen.

2.3 Screen Care

The Technology screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Technology when it is closed.
- Do not place anything near the Technology that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Take care not to bump the Technology against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

3. USING YOUR Technology AT SCHOOL

Technology is intended for use at school each day. Students must be responsible for bringing their Technology to all classes, unless specifically instructed not to by their teacher.

3.1 Technology Left at Home

If students leave their Technology at home, they are responsible for getting the course work completed as if their Technology was present. Students who repeatedly (as determined by any staff member) leaves their Technology at home, will be required to leave their Technology at school and check it out/in from their teacher or advisor at the beginning and end of each day.

3.2 Technology Undergoing Repair

If available, Loaner Technology may be issued to student when repairs are required.



3.3 Charging Your Technology Battery

Technology must be brought to school each day in a fully charged condition. Students need to charge their Technology prior to bringing back to school. Students who repeatedly (as determined by any staff member) fail to bring their Technology to school charged will be required to leave their Technology at school and check it out/in from their teacher or advisor at the beginning and end of each day.

3.4 Screensavers/Background photos

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords are not to be used.

3.5 Sound, Music, Games or Programs

- Sound must be muted at all times, in the classroom, unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the Technology and can be used at the discretion of the teacher.
- All software/apps/games must be district approved.

3.6 Printing

Printing will be available with the Technology on a limited basis. Students should talk to their teacher about when and how to print.

3.7 Home Internet Access

- Students are allowed to set up wireless networks on their Technology. This will assist them with Technology use while at home. Students are not required to have wireless access at home.
- Students use of Technology at home is subject to the provisions and requirements of this policy just as if being used at home.



4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Technology Home Directory

Students may save work to their Technology. Limited storage space will be available on the Technology- BUT it will NOT be backed-up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Technology malfunctions are not an acceptable excuse for not submitting work. Teacher will instruct students on methods of managing workflow.

4.2 Network Connectivity

The EBF School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. SOFTWARE ON Technology

5.1 Additional Software

Students are not allowed to load extra software/Apps on their Technology. EBF will synchronize the Technology so that they contain necessary apps for school work. Student will not synchronize Technology or add apps to their assigned Technology including syncing to home or personal iTunes accounts.

5.2 Inspection

Students may be selected at random to provide their Technology for inspection. Technologies are property of EBF School District, and any staff member may confiscate any Technology at any time for any purpose.

5.3 Procedure for Re-loading Software

If technical difficulties occur or illegal software, non-EBF installed apps are discovered, the Technology will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to reformat and re-image.

5.4 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their technology for periodic updates and syncing.



6. ACCEPTABLE USE

The use of the EBF Community School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the EBF School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the EBF School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The EBF School District's Student Code of Conduct shall be applied to student infractions.

The EBF Community School District is not responsible for the accuracy of information students access on the Internet. The EBF Community School District retains the right to monitor any and all aspects of its Technology, including but not limited to, monitoring sites students visit on the Internet and reviewing email.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/ Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of taking a Technology home, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements.

6.2 School Responsibilities are to:

- Provide Internet access and provide an individual Google account to its students.
- Provide Internet Blocking of inappropriate materials on district networks.
- Immediately report any inappropriate digital content to the building principal.



- Provide network data storage areas. These will be treated similar to school lockers. EBF School District reserves the right to review, monitor, and restrict information stored on or transmitted via EBF School District owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in use of the device and help ensure student compliance of the acceptable use policy.

6.3 Students are Responsible For:

- Using all technology in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to Technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting in delays, non-deliveries, missed deliveries or service interruptions caused by the students own negligence, errors, or omissions. Use of any information obtained via EBF School District designated Internet System is at your own risk. EBF School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping EBF School District protect our Technology by contacting any staff member about any security problems they may encounter.
- Monitoring all activity on their account(s)/device.
- Students should always secure their Technology after they are done working to protect their work information and device.
- If a student should receive inappropriate digital content, he/she should IMMEDIATELY notify and adult.
- Returning their Technology at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at EBF for any other reason, must return their individual school Technology on the date of termination.



6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of Technology settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files and/or data
- Use of school's internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Students are not allowed to give out personal information over the Internet- with the exception of teacher-directed instances.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
- Bypassing the EBF web filter through a web proxy or by any other methods.

6.5 Technology Damage

Just like any school property issued to a student for individual use, students will be held responsible for maintaining their individual Technology and keeping them in good working order. Students are responsible for any and all damage. An insurance option is available through the district.

- Technology that has malfunctioned and/or is damaged must be reported immediately. All Technology repairs must be handled through the district. Students are responsible for the actual cost of damages- not to exceed the cost of replacement.



- Technology batteries must be charged and ready for school each day.
- Technology cases furnished by the district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- Technology that is stolen must be reported immediately to a building administrator.

6.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the EBF Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to EBF Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution of disciplinary action by the District.