

West Liberty Early Learning Center 2017-2018



Notice of Nondiscrimination

Students, parents, employees and others doing business with or performing services for the West Liberty 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 or disability in admission or access to, or treatment in, its programs and activities.

The West Liberty Community Schools provides equal educational and employment opportunities. Therefore, it is the policy of the West Liberty Community School District not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family, or marital status.

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), the Age Discrimination Act of 1075, § 504 or Iowa Code § 280.3 is directed to contact the Educational Equity Coordinator, [Brenda Arthur-Miller](#), Middle/High School Assistant Principal, at 319-627-2115 ext.5003 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 (2003).

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Letter from the Principal

August 2017

Dear Parents,

Welcome to the 201-2018 West Liberty Early Learning Center school year! The staff and I look forward to being an important part of your child's school career.

At West Liberty Early Learning Center we view families as important members of our school team. We hope that you will always contact us should you have any questions regarding your child's educational program. We also hope you'll let us know when things are going exceptionally well.

Please take this opportunity to look through our handbook. It contains answers to many questions often asked by parents. Should you need further information, please contact your child's teacher, the school secretary, or me.

Once again, thank you for the privilege of working with your child. It is a responsibility we take very seriously as we all strive for a supportive successful, and productive school year.

Melissa Johnson, Director

Parents as Partners

West Liberty Schools provides many opportunities for parents to be involved in their child's education and recognizes parents as partners. Parent involvement in their child's experience enhances the ability of parents and staff to work together to support a child's growth and learning. At the same time West Liberty Schools can assist families with locating resources they may need to achieve family goals. Parents are encouraged to volunteer at the ELC, attend home/school visits, attend parent/teacher conferences, attend family nights, attend Head Start Council meetings, and LSIAC meetings.

Early Learning Center Staff

West Liberty Early Learning Center Staff (WLELC) is proud to offer a quality educational program made possible by an excellent teaching faculty. Listed below are the building's certified personnel.

Administrator

Melissa (Missy) Johnson, BA Elementary Education, Reading Endorsement, MA Special Education, PRE-SCHOOL-6 Principal, mjohnson@wl.k12.ia.us Phone 319-627-5089 ext 2000

Office Staff

Kate Madsen, kmadsen@wl.k12.ia.us , Phone 319-627-5089 ext 2001

Pamela Garrido, pgarrido@wl.k12.ia.us , Phone 319-627-5089 ext 2012

Preschool Teachers

Robynn Anderson, BA PK-K Early Child Special Education, PK-K Teacher, Prekindergarten-Kindergarten Classroom, randerson@wl.k12.ia.us

Jacquelyn Buysse, MA, PK-K Prekindergarten-Kindergarten Teacher K-6 Teacher Elementary Classroom, K-8 Social Studies, PK-12 Talented and Gifted, Athletic Coach, jbuysse@wl.k12.ia.us

Stephanie McKillip, BA, PK-3 Teacher, Regular Education/Special Education, K-6 Teacher Elementary Classroom, K-8 English/Language Arts, K-8 Reading smckillip@wl.k12.ia.us

Emily Reed, MA, K-6 Teacher Elementary Classroom, PK-K Teacher, PreKindergarten-Kindergarten classroom, PK-3 Teacher, PK-3 Classroom, K-12 Athletic Coach ereed@wl.k12.ia.us

Amanda Smith, BA, K-6 Teacher Elementary Classroom, PK-3 Teacher Regular Education/Special Education, amandasmith@wl.k12.ia.us

Prekindergarten Teacher

Amanda Wulf, BA, K-6 Teacher Elementary Classroom, PK-K Teacher, PreKindergarten-Kindergarten Classroom, K-8 Spanish, K-8 Reading, awulf@wl.k12.ia.us

Kindergarten Teachers

Amanda DeFillipo, BA, PK-3 Teacher, PK-3 classroom, K-6 Teacher Elementary Classroom, K-8 Mathematics, adefillipo@wl.k12.ia.us

Alicia Herman, MA, K-6 Teacher Elementary Classroom, PK-K Teacher, PreKindergarten-Kindergarten classroom, K-8 Spanish, K-8 Reading, aherman@wl.k12.ia.us

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Lori Hudson, BA, K-6 Teacher Elementary Classroom, PK-K Teacher, PreKindergarten-Kindergarten Classroom, lhudson@wl.k12.ia.us

Catherine Martinez, BA K-6 Elementary Classroom, K-8 Reading, K-8 Reading/Language Arts, cmartinez@wl.k12.ia.us

Specials Teachers

Laura Bailey, BA, PK-3 Teacher, PK-3 Classroom, K-12 English as a Second Language, lbailey@wl.k12.ia.us

Lisa Beal, Librarian, K-6 Teacher Elementary Classroom, K-8 Reading, K-8 Multicategorical Resource Mild, K-8 Instructional Strategist I, Mild/Moderate, lbeal@wl.k12.ia.us

Brittney Boffeli, MA, K-6 Teacher Elementary Classroom, K-8 Instructional Strategist I; Mild/Moderate, K-12 Instruction Strategist II; LD/BD, bboffeli@wl.k12.ia.us

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Frankie Faidley, BA K-6 Teacher Elementary Classroom, PK-3 Teacher, Regular Education/Special Education, K-8 Reading ffaidley@wl.k12.ia.us

Tonya Gingerich, BA, PK-K Teacher, PreKindergarten-Kindergarten Classroom, K-6 Teacher Elementary Classroom, tgingerich@wl.k12.ia.us

Kelly Morrison, BA, K-8 Physical Education, 5-12 Physical Education, K-8 Health, 5-12 Health, K-12 Athletic Coach, kellymorrison@wl.k12.ia.us

Amanda Daufeldt, BA, PK-K Teacher, PreKindergarten-Kindergarten Classroom, K-6 Teacher Elementary Classroom, PK-3 Teacher, PK-3 classroom, K-12 English as a Second Language, adaufeldt@wl.k12.ia.us

Angela Swick, School Nurse, RN, aswick@wl.k12.ia.us

District Telephone Numbers

Telephone Numbers/Fax Numbers

Administration Offices	319-627-2116 - FAX 319-627-2963
West Liberty Early Learning Center	319-627-5089 - FAX 319-627-2039
West Liberty Elementary	319-627-4243 - FAX 319-627-2099
West Liberty Middle School	319-627-2118 - FAX 319-627-2092
West Liberty High School	319-627-2115 - FAX 319-627-2046

West Liberty District Website: www.wl.k12.ia.us

The Board of Education has indicated its support of these policies.

Confidentiality

All family information and children's files are kept strictly confidential. Only authorized ELC representatives have access to these files. However, West Liberty School District is obligated to provide access to children's files to our state-licensing representatives. Parents and legal guardian's have the right to receive and/or obtain copies of their child's files upon written request.

Dismissal

Half day students are dismissed before or after lunch depending on whether they eat lunch at the school. Full day students are dismissed at 2:55 p.m. on a regular school day or at 1:55 p.m. on Wednesday in-service days. Due to student teacher ratios, half day children may not attend for full days unless an invitation is issued by the classroom teacher or principal.

For those parents not able to accommodate these hours, the Before and After School Program is offered for a fee. For more information please contact the office.

Parents who drop their children off early or are late to pick their child up will be given three warnings. Upon each violation of the policy the parents will be issued a citation by the principal. Should parents continue to disregard the policy more than three times, the Department of Human Service (DHS) or West Liberty Police will be notified.

Attendance

Students are expected to be in school unless they are ill or must miss class because of unavoidable circumstances. The importance of regular attendance in school cannot be overemphasized. Missing school does not give the child the foundation that is received by regular attendance. Additionally, excessive absences can lead a child to a pattern of chronic absences.

At times absences are unavoidable. The school will work with all parents whose children are sick or must miss school because of an emergency. We encourage your child to be in school if at all possible.

If your child is ill or an emergency has arisen which requires that your child miss school, please call the school **(627-5089)** before 9:00 A.M. You may leave a message for us 24/7 at 627-5089 extension 2001. If the office does not know why a child is absent, an attempt will be made to call a parent at home or work. This will assure us that your child has not missed the bus, gotten lost, or been injured on the way to school. If a parent has not contacted the school during the child's absence, a written statement of the nature of the absence must be given to the school nurse upon the student's return.

Any student reporting after 8:10 A.M. will be counted tardy for that particular day. All students that are tardy must report to the office for a pass before reporting to the classroom. If a student arrives after 9:00 A.M. they are considered absent for the morning.

If a student misses school 10 or more days per year a parent conference will be held. Preschool students may be dismissed from the program due to excessive tardies and/or absences. Iowa Legislature has enacted a law that parents of students enrolling in the statewide voluntary preschool program are required to abide by the attendance rules of the school district.

Classroom Entry

Each child admitted to the ELC is required to have a current and comprehensive well-child physical examination and current immunization on file. Kdg students will also need a dental screening and vision exam.

Schedules

School hours are 8:10 a.m. to 2:55 p.m. for pre-school, pre-kindergarten and kindergarten students. The time of arrival for the instructional staff is 7:45 a.m. Students in pre-school, prek & kindergarten SHOULD NOT arrive at school before 7:55 a.m., unless they will be eating breakfast, which is served from 7:45-8:10 a.m. If students arrive before this time, parents will be called and asked to pick up their child and return them at the appropriate time. For a fee, the Before and After School Program is offered for students who must arrive before 7:55 A.M. or after 3:00 P.M. **There is no teacher supervision of students before 7:55 a.m.**

The following chart illustrates the West Liberty Early Learning Center bell schedule:

<u>Monday, Tuesday, Thursday, Friday</u>		<u>Wednesday</u>	
Line-up Bell	8:05	Line-up Bell	8:05
Start/Tardy Bell	8:10	Start/Tardy Bell	8:10
Walker/Rider Dismissal	2:55	Walker/Rider Dismissal	1:55

Students are dismissed at 2:55 p.m. on a regular school day or at 1:55 p.m. on Wednesday in-service days. Parents who are continually late picking up their children will receive a verbal or written warning from the principal. After three reminders, a meeting will be scheduled with the principal to discuss after school arrangements. Should parents continue to disregard this policy, the Department of Human Services (DHS) or West Liberty Police Department will be notified.

Morning pre-school students must be picked up by 11:15 a.m. if they are not eating lunch or 11:45 a.m. if they do eat lunch. The above policy also applies to those students.

Half day children may not stay at school in the afternoon unless an invitation is issued by the district.

School Lunch

Hot lunch and breakfast are provided for a fee for all students every school day at the West Liberty Early Learning Center. We encourage students to eat breakfast and lunch at school.

Information concerning free and reduced breakfast and lunch is distributed to all patrons of the district at the beginning of the school year. Information about this program is also available in the office at any time during the school year.

At the beginning of the school year, every student will be issued an electronic numbered lunch card. This number will represent each child's individual account. Money sent to school for breakfast/lunch/preschool snack, or additional noon milk will be deposited in an account for the child. Parents may deposit as much money as they desire into each child's account. This deposit may range from the amount of one lunch to the cost of all breakfasts and or lunches for the entire year. Students wishing to drink milk with their sack lunch or an extra milk with their hot lunch may use their account to do so. Students wishing to drink more than one carton of milk with their lunch must bring a note from home giving permission to have more than one milk with lunch. Any money still in the lunch account at the end of the school year will be carried over to the next year.

Free and reduced lunches will be accounted for automatically at the appropriate rate.

Should a student forget lunch/breakfast money, he/she will be allowed to charge a meal. When the student's account is at \$10.00 or less, a note will be sent home stating that money is needed for the lunch account. The past due lunch charges will be deducted off of the student's account when the student brings lunch money.

Due to Head Start guidelines, preschool students are not allowed to bring food from home for breakfast or lunch.

Due to food allergies, sensitivities, and other health concerns, food for parties or snacks for kindergarten must be prepackaged, have a label with ingredients, and must be on the "safe kids" recommended snack list.

Discipline

In order to promote consistent behavioral expectations, the West Liberty Early Learning Center utilizes a school-wide positive behavioral system. Each student is made familiar with the plan and the consequences that can occur. This plan is used as a teaching tool to enable students to make positive behavior choices. Teachers model, praise, and redirect students throughout the day.

Each classroom teacher will set guidelines for student behavior in his/her classroom.

Should a student receive numerous consequences on a frequent basis, the principal will arrange for a meeting with the parent(s).

Under no circumstances may a staff member inflict, or cause to be inflicted, corporal punishment upon a student. "Corporal punishment" means the intentional physical punishment of a student. An employee's physical contact is reasonable and necessary in some circumstances for the proper control, training, or education of the student, and is not for the punishment of the student.

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Dress Code

In order to maintain an environment of learning, school attire should be neat, clean and appropriate. Student dress or personal grooming should not interfere with the normal, classroom educational process. Pants and shirts should not be excessively baggy. Clothing promoting alcohol, tobacco, or profanity will not be allowed. Students who wear hats or caps should remove them upon entering the building. Any dress code violations are handled on an individual basis.

Gym shoes are required for physical education class. Students are not allowed to use any type of skate shoe at any time during the school day, including recess times. Flip flops are discouraged due to safety concerns while on the playground.

In wet, muddy and snowy weather, children are encouraged to wear weather conditioned shoes or boots to prevent wet feet. Adequate outer garments should be worn including a warm coat, hat, mittens or gloves, and snow pants.

Emergency Numbers

In the event of a serious accident or illness at school, parents will be called, or if necessary, the emergency numbers documented on the registration card are called. It is advisable to inform your relative, babysitter or neighbor that you have given his or her number as an emergency contact and that they may need to come to school to pick up your child on your behalf.

Please be sure that the emergency information recorded for each child is accurate. In the event of a serious accident or illness at school, parents will be called. If necessary emergency responders will be called. Once the child is attended to and if the parent or guardian are not able to be contacted the emergency contact will be called. If at any point during the school year this information changes, notify the office **immediately** so that we may keep our records up-to-date.

Emergency Procedures

In the event of an emergency evacuation, students will be escorted to a safe location. Parents will be notified when and from what location students may be picked up. At no time are parents to pick up their children during the evacuation. **All parents must go to the safe location and follow the procedure for student release.**

FIRE, TORNADO EVACUATION DRILLS

Fire drills and tornado drills are held regularly during the year as required by state law and are an important safety precaution. Directions are posted in each classroom. Students are expected to remain quiet during the drills and to move in an orderly manner.

In the case of fire, or the need for evacuation, all West Liberty Early Learning Center students and staff will move to a safe location and parents will be notified. Students will only be released to an authorized adult documented on the emergency card from the relocation center and may not be picked up while in transition.

Items Not Allowed at School

Due to health issues and good housekeeping, children are not to bring gum or candy to school.

Heelies, or any type of skate shoe, are not allowed to be used in the "skate mode" at any time on school property.

Children are discouraged from bringing extra money, toys, or other objects from home unless permission has been given by the classroom teacher. Items that are brought from home should be marked so that they can be easily identified. The school cannot assume responsibility for the loss or breakage of things brought from home.

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Enrollment Guidelines

Children wishing to enroll in Pre-school must be at least four (4) years of age on or before September 15 of the year in which they wish to enroll. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before that child may enroll. Children wishing to enroll in Kindergarten must be at least five (5) years of age on or before September 15 of the school year in which they wish to enroll. It will be within the discretion of the superintendent to determine satisfactory evidence for proof of age.

Prior to enrollment, the child must provide the administration with a completed health and immunization certificate.

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FEES

In the event that your student's fees are not paid in full for two consecutive months, your child will be asked to attend A.M. only until fees are paid in full. Additionally, parents will be responsible for transportation to and from the program.

Picking Up Your Child during the School Day

Students will be permitted to leave the school grounds under the following conditions:

- To be picked up by a parent or other adult with a written note or phone call from the parent stating the time and reason for dismissal.
- To accompany class members and teachers on a school related experience. In this case, a permission slip must be on file from the parent.
- Special permission from the principal or teacher.

In all cases, you must report to the office when you arrive to pick up your child. Your child will then be brought to the school office.

Lost and Found

We ask parents to label items such as backpacks, snow pants, boots, coats, hats, and mittens with the child's name. We keep a lost and found clothes line in the hallway. Children and parents are encouraged to look through the clothes line for lost items. At the end of the semester, unclaimed articles are donated to charity.

Books

All students losing or damaging schoolbooks or library books beyond use will be expected to pay for them. Fines will be assessed for other misuse of books in relation to the severity of damage. The fine is equal to the cost of the replacement.

Parent Groups

The West Liberty Parent-Teacher Organization is a group of parents who meet to discuss practical ways to impact children's education and support the students and staff of West Liberty Early Learning Center and West Liberty Elementary. The group organizes volunteers to help raise funds to promote learning and a sense of community within the school district.

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Parties

Parties are planned and organized by classroom staff and parent volunteers. Room parties are held to celebrate the holidays of Halloween, Christmas and Valentine's Day. Participation in holiday parties is optional. For Halloween children are allowed to change into their costumes shortly before the party. Children are not to wear costumes to school.

We welcome a small celebration for a child's birthday. Please send healthful snacks that support the district's Wellness Policy. If your child has a summer birthday, we would encourage you to celebrate on the corresponding date in May or September. If your child brings a birthday treat, there must be enough for every child in the classroom. District requirements only allow prepackaged food/treats to be brought into the classroom. Other options might include stickers, bubbles, or chalk. Children are not to bring party invitations to school unless he or she is inviting all students in the class.

Animals at School

Small pets are allowed to visit kindergarten classrooms for a short time if arranged through the classroom teacher and accompanied by an adult. The pre-school program does not allow pets in the classroom.

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RECESS EXEMPTION

Recesses (morning, noon and/or afternoon) are a part of the school day and children are expected to participate in these periods. Almost always, a child who is too sick to go out for a few minutes at recess is too sick to be in school. We will be happy to honor a one-day request for a child to stay in from recess after an extended illness. However, a request from your family physician will be needed for a child to remain inside for more than one nonconsecutive day or two or more consecutive days.

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PHYSICAL EDUCATION EXEMPTION/REQUIREMENTS

Physical education teachers request that tennis shoes be worn for physical education class. This is for safety as well as for health reasons. Students should wear clothing that does not restrict movement on Physical Education days. If a girl wants to wear a dress, she should wear shorts under her dress.

If a student needs to be excused from participation in physical education for 1 or 2 consecutive class periods due to injury or illness, a written parental request needs to be given to the teacher the day the student is to be excused. We encourage parents to write notes restricting only the types of activities that will aggravate the injury or illness rather than notes that eliminate the student from participating in all activities.

If a student needs to be excused for three or more consecutive class periods, a written medical request from a doctor must be given to the teacher. Non-participation due to a medical excuse will be indicated on the report card along with the participation grade for the trimester.

Playground

West Liberty Early Learning Center provides a large play area with a variety of activities to interest all children. No toys or balls should be brought from home as the school issues play equipment.

Children will be instructed in playground rules that apply to safety and fair play. Supervising school staff will correct any unsafe behavior of students on the playground. Supervision is provided from morning bus arrival (7:55 a.m.) through afternoon bus departure (2:50 P.M.).

The playground is reserved for school programs from 6:00 a.m. until 6:00 p.m. School activities on the playground take priority over outside groups or programs.

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Student Progress

Teachers at West Liberty Early Learning Center provide authentic assessments of student progress on a continual basis. To monitor student growth, teachers utilize one-on-one benchmarking procedures, running records, and grade level goals and objectives. Standardized assessments may also be administered when deemed necessary. Reports of all assessments are communicated to parents during parent-teacher conferences and are recorded each trimester.

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Report Cards

Formal progress reports are issued each trimester to parents. The reports are either discussed at parent-teacher conferences or sent home with the student in the Friday folder. Parents should discuss the progress report with their child. If there are questions, please contact your child's teacher.

Conferences are scheduled for all parents during the first and second trimester. Teachers and parents are encouraged to request additional conferences at any time during the year when there are questions or concerns about a child's progress.

Field Trips

The principal must give prior authorization for all field trips and/or excursions. Written parental permission will be required at the beginning of the school year for the student's participation in field trips during the year.

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Pictures

Each year in September and March, all students will have the opportunity to have their pictures taken. Notification of the day pictures will be taken and price lists will be given to parents and students well in advance of the picture days. Pictures will be taken of each student for class composites and permanent records. Unless permission is denied at registration or at a later date, student images will be allowed for publication. Students may also be photographed by newspapers or recorded on video for media purposes.

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Solicitation

Solicitation may not occur on school grounds. Students wishing to solicit staff sponsorship for bike-a-thons, walk-a-thons, Girl Scouts, Boy Scouts, and so forth, should do so outside of school hours and off of school property.

Translation Services

Translation services are available for any family whose primary language is not English. Please let the director or your student's teacher know if it would be helpful to have this assistance.

Special Academic Programs

The school district has initiated and maintained a number of programs designed to benefit students with specific needs. Such programs include the following:

English As A Second Language - ESL is an instructional support service available to non-English speaking students or to students who speak some English, but have a language other than English spoken at home. Students K-12 are identified for this service through a student/home language survey, completed at the time of enrollment, and by staff referral.

Students identified as non-English speaking or limited English speaking are tested, in Spanish and English. Parents are notified prior to testing. Students with no or limited English proficiency receive services in the classroom and in the ESL classroom. Some inclusive instruction is provided in the regular classroom, also. Qualifying students are automatically placed in ESL. Students scoring as limited English may be exempt from ESL instruction based on an evaluation conducted by the ESL teacher and the classroom teacher. The test measures student's overall language proficiency and academic achievement. Parents not wanting this instruction must sign a waiver. The student will continue to be monitored through testing.

Special Education - Some children have specific needs related to learning or behavior that may be handled by special instruction. A complete special education program with a qualified instructor is available to West Liberty Early Learning Center students. Certain guidelines, determined by the Iowa Department of Education, must be met for placement in this program.

SPECIAL SERVICES

The West Liberty Community School District uses the services of the Mississippi Bend Area Educational Agency to provide support services, whose main office is in Bettendorf. The closest auxiliary office is maintained in Muscatine. Students benefit from the many services provided by this agency. Among these are speech therapy, hearing testing, vision testing, psychological evaluations, and counseling.

Telephone Use During the Day

CALLING HOME

Students will **NOT** be called from class to answer the telephone except in cases of emergency. Students will be permitted to use the telephone for emergency situations only. Permission will be granted by the office or the classroom teacher.

Arrangements should be made before the student comes to school regarding plans to stay overnight with a friend or go to a friend's house after school. Students will not be given permission to use the telephone to make such arrangements.

If you would like to talk with your child's teacher, please call either before classes begin (before 8:10 a.m.) or after the students are dismissed (after 3:15 p.m.). If you call during class hours and leave a message with the school secretary, the secretary will try to deliver the message before the end of the work day.

Teachers cannot leave children unattended, so in most cases, they cannot leave the room to take a call. Many other school employees are available for phone calls anytime during school hours and will gladly pass along messages. Please feel free to leave a message with one of the employees.

If you have a time sensitive or emergency message to report to school officials do not depend on voice mail messages. Please try calling back in a few minutes as employees have stepped away from their desks.

All calls regarding transportation must be received before 2:00 P.M. in the afternoon as we begin preparing to leave the building at 2:00 P.M.

Translation/Interpretation

Strengthening the cooperation between school and home is very important to WLCSD and good communication with families is essential. If you need an interpreter in order to communicate with district personnel, please inform the building secretary or principal and they will find a bilingual staff member to assist you.

Transportation

Bicycle riding will not be permitted.

TRANSPORTATION REGULATIONS/BUSES

If students find it necessary to ride a bus different from their own, the family will need to plan ahead. Permission can be secured to ride to another residence by bringing a note to school indicating the name of the adult that will receive the student and the phone number and address of said person. The note must be approved in the school office and given to the bus driver. Students will not be allowed to ride a bus different from their own without a written note or a parent phone call. This should be done on a limited basis. The school is not obligated to permit extra students to ride a bus. The bus will only stop at a residence located on regular bus routes.

If your student is not to ride the bus we need to have notice from the child's parent by 2:00 pm or 1:00 pm on Wednesdays in order to give us time to relay messages to the appropriate people. Never leave a message on the answering machine about your child's arrangements for dismissal.

School Safety

ENTER THROUGH THE FRONT DOOR

Whenever you come to school, please enter through the front door by the secretary's office. Should you need to enter the building the school secretary will ask you to sign in and wear an ID badge. During dismissal we ask that all parents remain outside the school in order to help us dismiss the children in an orderly manner. For the protection of all students the doors are to remain locked during school hours.

PICK-UP AND DROP OFF

According to Iowa law, parents are required to make sure their children are properly restrained in a car seat when riding in a motor vehicle. The law states:

- A child under 1 year old who weighs less than 20 lbs. must be secured in a rear-facing child restraint system.
- A child under 6 years old must be secured in a safety seat or booster seat. A seat belt alone is not appropriate.
- Children ages 6-11 must be secured in a child restraint system or by a safety belt.

Because we are mandatory reporters we are required to notify authorities when children are not properly restrained. If you are in need of a car seat or booster seat please see a school official for assistance.

Nurse's Office

ILLNESS

Students should be kept at home, or will be sent home with any of the following: 100 degree fever, sore throat, vomiting, diarrhea, body rash, inflammation of the eyes, etc... In other situations, such as when a child is unable to participate in classroom activities, the nurse, or their designee will use professional discretion when sending students home. A child who has been ill should be free of fever, or symptom-free (no vomiting, diarrhea, etc.) or been given a prescription medication for 24 hours before returning to school. Please remember if your child is too sick to go out for recess they are generally too sick to be at school.

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HEADLICE

Children will not be kept out of school for headlice. Upon finding head lice the parent will be contacted. It is expected that the child will be treated before they return to school to prevent the spread of headlice. In severe cases, a parent may be called to immediately pick up their child if a child cannot concentrate because of the severity of the case.

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BITING BEHAVIOR AND PROCEDURE

In the event that a child at the ELC should bite another child or staff member, the following steps should be taken regarding behavior guidance.

1. The nearest staff member will intervene and tell the biter to stop biting.
2. Staff member will then console the child that has been bitten.
3. Staff member will provide care for the child that has been bitten and refer them to the health associate.
4. The health associate will follow protocol for bites.
5. Teacher will discuss the reasons we don't bit with the biter.
6. Parents of both the biter and the victim will be contacted and informed of the situation.
7. If this happens more than once, the teacher and director will review the incidents to decide if further intervention is needed.

