

Iowa City Community School District

PRESCHOOL HANDBOOK

2023-2024



IOWA CITY
COMMUNITY
SCHOOL DISTRICT
Child-Centered : Future-Focused

Welcome!

Dear Preschool Families,

Welcome to the Iowa City Community School District...we are so glad you are here! We are looking forward to a successful year of learning and growing with you and your child in preschool. Our goal is to provide a high-quality preschool experience to meet the individual needs of ALL children.

An essential component of our preschool program is the developmentally appropriate, play-based instruction delivered by talented teachers certified in early childhood general education and early childhood special education. Preschool classrooms are also supported by paraprofessionals who meet the State of Iowa standards for Highly Qualified Paraprofessionals.

We recognize the importance of family involvement and the valuable contribution it makes to the success of our preschool programs. We welcome and encourage your participation throughout the year as a member of your child's preschool classroom.

All programs use state and District-approved, research-based curriculum and assessment, and are accredited through the Iowa Quality Preschool Program Standards (IQPPS) administered by the Iowa Department of Education. The Iowa Early Learning Standards are used to guide expectations for student learning and instructional practices.

We have prepared this handbook to provide you with information about our District's preschool program. This handbook should help answer many questions; however, if you have any additional questions, please don't hesitate to contact your child's teacher or our Preschool Program Administrator, Heather Stevens, at stevens.heather@iowacityschools.org.

Sincerely,

Iowa City Community School District Preschool Staff



Philosophy

We recognize that children come to preschool with different strengths, abilities, backgrounds, and interests. We know that children develop at different rates and are ready to engage in learning experiences at various times and levels. Our preschool program provides a climate that allows children to develop and learn at their own pace and in their way, yet is both supporting and individually challenging. Our program is designed to provide an environment where children experience success and become well-rounded, self-confident individuals.

We value and understand the critical importance of play in preschoolers' learning. Play is embedded throughout the preschool day as a key component of instruction and learning. Through play, children develop social, cognitive, and emotional skills, and gain the self-confidence required to engage in new experiences and environments.

In our preschool setting, we strive to provide activities that are both age-appropriate and individually appropriate. We understand and keep in mind the typical sequence of development of children within an age span as we plan our environment and activities for our children. We also understand and keep in mind the uniqueness of each child as we plan experiences that match each child's developing abilities. The environment is designed to allow for participation by each child at their developmental level. Staff members act as facilitators in fostering each child's learning.

Program Goals

For Students:

- Children will show competence in social/emotional, physical, cognitive, and language development skills
- Children will be enthusiastic and curious learners
- Children will be safe and healthy

For Families:

- Families will feel welcome in the classroom and school
- Families will work with the school in a meaningful partnership to help their child learn school-readiness skills
- Families will advocate for their child



Our District's Preschool Program Locations

Alexander Elementary 3571 Sycamore St., Iowa City (319) 688-1095 Alexander.IowaCitySchools.org	Lucas Elementary 830 South Lawn Ave., Iowa City (319) 688-1140 Lucas.IowaCitySchools.org
Borlaug Elementary 1000 Kennedy Pkwy., Coralville (319) 688-1155 Borlaug.IowaCitySchools.org	Mann Elementary 521 N. Dodge St., Iowa City (319) 688-1145 Mann.IowaCitySchools.org
Coralville Central Elementary 501 6th St., Coralville (319) 688-1100 CoralvilleCentral.IowaCitySchools.org	Penn Elementary 230 N. Dubuque St., North Liberty (319) 688-1150 Penn.IowaCitySchools.org
Garner Elementary 80 Birch St., North Liberty (319) 688-1190 Garner.IowaCitySchools.org	Shimek Elementary 1400 Grissel Pl., Iowa City (319) 688-1160 Shimek.IowaCitySchools.org
Grant Elementary 1000 Centro Way, North Liberty (319) 688-1500 Grant.IowaCitySchools.org	Twain Elementary 1355 DeForest Ave., Iowa City (319) 688-1165 Twain.IowaCitySchools.org
Hills Elementary 301 Main St., Hills (319) 688-1105 Hills.IowaCitySchools.org	Van Allen Elementary 170 Abigail Ave., North Liberty (319) 688-1185 VanAllen.IowaCitySchools.org
Hoover Elementary 2200 E. Court St., Iowa City (319) 688-1110 Hoover.IowaCitySchools.org	Wickham Elementary 601 Oakdale Blvd., Coralville (319) 688-1175 Wickham.IowaCitySchools.org
Kirkwood Elementary 1401 9th St., Coralville (319) 688-1120 Kirkwood.IowaCitySchools.org	Wood Elementary 1930 Lakeside Dr., Iowa City (319) 688-1180 Wood.IowaCitySchools.org
Lemme Elementary 3100 E. Washington St., Iowa City (319) 688-1125 Lemme.IowaCitySchools.org	

Community Partner Preschool Program Locations

Broadway Neighborhood Center 2105 Broadway St, Iowa City (319) 354-7989	Handicare, Inc 2220 9th St, Coralville (319) 354-7641
Pheasant Ridge Neighborhood Center 2651 Roberts Rd, Iowa City (319) 354-2886	Stepping Stones Preschool 3001 Muscatine Ave, Iowa City (319) 338-8534

Eligibility

Children who are four years of age before September 15 of the current school year are eligible to attend for free through the Statewide Voluntary Preschool Grant. Children who qualify for an IEP (Individual Education Plan) for Special Education services with goals beyond speech-only IEPs are eligible at the date of their third birthday.

Students who are five years of age prior to September 15 of the current school year are not eligible for preschool programming but are eligible for the kindergarten program.

Hours of Service

Part-day programs:

- AM Program: 7:55-10:45 a.m. Monday through Friday
- PM Program: 12:00-2:55 p.m. M, T, W, F (*No pm preschool on Thursday afternoons*)

Full-Day Programs:

- 7:55 a.m. - 2:55 p.m. M, T, W, F
- 7:55 a.m. - 1:55 p.m. Thursday



Yearly Calendar

All district preschool programs follow the [Iowa City Community School District Calendar](#) with the following adjustments:

- August 23 - 28: Home Visits
- August 29: Preschool start date
- November 16 & 17: Parent-teacher conferences (no school for preschool students)
- February 29 & March 4: Parent-teacher conferences (no school for preschool students)
- June 4: Last day of school for preschool students

Attendance Policy

A four-year-old enrolled in the Statewide Voluntary Preschool Program is of compulsory attendance age unless the child's parent submits written notice to our District of the intent to remove the child from the program ([Iowa Code 299.1A](#)). Compulsory attendance is outlined in the elementary handbook.

Inclusion

The preschool program provides for all children, including those with disabilities and unique learning needs. Students with special needs are included and services are determined through their Individualized Education Program (IEP). Staff members are aware of the identified needs of individual children and are trained to follow through on specific intervention plans. It is our belief that inclusion in our program will enrich the experience for teachers, students, other children, and their families. The preschool facilities meet the Americans with Disabilities Act accessibility requirements.



Who Works in the Preschool

Preschool Program Administrator – The preschool program administrator is designated as the district-level administrator for all the preschool classrooms in the district. The administrator meets all the qualifications described in the Iowa Quality Preschool Program Standards (IQPPS).

Lead Support Teacher- The Lead Support teacher assists the preschool program administrator with district-level needs. The teacher attends eligibility meetings for students who may qualify for an IEP (Individualized Education Program).

Building Administrator – The building principal is designated as the on-site administrator for the preschool program. The principal meets all the qualifications described in the Iowa Quality Preschool Program Standards (IQPPS).

Teacher – Teachers are dual certified as early childhood general education teachers and as special education teachers licensed by the Iowa Board of Education Examiners. The dual certification allows teachers to meet the individual needs of each student in our inclusive community of learners.

Paraprofessionals – Paraprofessionals in the classroom carry out activities under the supervision of the teacher. The paraprofessionals must have specialized training in early childhood education, under the IQPPS guidelines.

School Nurse – The preschool will have access to a school nurse in the building. They maintain student health records, including immunizations, and attend to the health needs of the students while they are at school. Our school nurses are available for parent consultation when necessary.

Instructional Design Strategist – The Instructional Design Strategist provides professional learning and coaching support for teachers in and out of the classroom to enhance instruction with students. The Instructional Design Strategist also will observe and model instructional strategies to improve learning outcomes for students and teachers.

Volunteers – throughout the year students may come into contact with parent volunteers or community volunteers. All volunteers must have a background check before working with students.

Support Staff - Grant Wood Area Education Agency support staff provide resources and assistance to the teacher and classroom upon request to help all children be successful in the preschool setting. Such staff may include early childhood consultants, speech and language pathologists, social workers, occupational therapists, physical therapists, or others.



Iowa Early Learning Standards

ICCSO Preschool programs embrace and assess the six areas of the Iowa Early Learning Standards. Our Preschool curriculum is designed to provide young children with many ways of playing and interacting with others and the learning environment. Our teachers use Creative Curriculum, Read-it-Again, Get Set for School, Second Step, and Positive Behavior Interventions and Supports (PBIS) as well as current research to help us meet the needs of our diverse population. By following the standards listed, we are ensuring that all children receive a comprehensive and developmentally appropriate experience.

Social and Emotional Development <ul style="list-style-type: none">• Self• Self Regulation• Relationships with Caregivers• Peer Interactions• Awareness of Community	Communication, Language and Literacy <ul style="list-style-type: none">• Language Understanding and Use• Early Literacy (reading readiness)• Early Writing
Physical Well-Being and Motor Development <ul style="list-style-type: none">• Healthy and Safe Living• Play and Senses• Large Motor Development• Fine Motor Development	Mathematics and Science <ul style="list-style-type: none">• Comparison and Number• Patterns• Shapes and Spatial Relationships• Scientific Reasoning• Scientific Problem Solving• Measurement
Approaches to Learning <ul style="list-style-type: none">• Curiosity and Initiative• Engagement and Persistence• Problem Solving	Creative Arts <ul style="list-style-type: none">• Art• Music, Rhythm, and Movement• Dramatic Play

Preschool Assessment Plan

All preschool students participate in assessments at various points throughout the year to inform teachers and families of the student's progress in various areas of development and to guide the preschool teachers' instruction in these areas. The specific assessments, along with their timelines and areas assessed are listed below.

Assessment Name	Area(s) Assessed	Date	Assessment Records	Parent Communication
GOLD Assessment	Social Physical Language Cognitive Literacy Math	Fall Checkpoint Winter Checkpoint Spring Checkpoint	Each teacher has their login where they record data to illustrate progress on GOLD objectives. For each checkpoint, teachers collect data for and score each objective for each child. Teachers create reports for their classroom and individual students and analyze them along with provided district data in teams. Student data is kept confidential with the data remaining online.	Parents are informed of the GOLD assessment process during the home visit and updated on student progress during parent-teacher conferences.
E-DECA	Social- Emotional	Each fall	Teachers fill out the survey for each student within the online system. Student data is kept confidential with the data remaining online.	Parents are informed of this assessment and student scores during the parent-teacher conferences.

The ratio of Staff to Children

There must be at least one teacher present in a classroom during the instructional time. A minimum of one staff member and one teacher shall be present when 11 to 20 children are present. There shall be no more than 20 children per classroom (Iowa Code 16.3(2-3)).

School Day Schedule

Please confirm with your child’s teacher what schedule they will be following when at school. A typical preschool day is in alignment with the example below.

Instructional Components	Instructional Minutes
Child Directed Play <ul style="list-style-type: none">CentersOutdoor/Large Motor	<u>Total:</u> 90 minutes <u>Recommended:</u> 60 minutes of centers; 30 minutes of outdoor/large motor <u>Flexibility:</u> How the 90 minutes are divided can change however it needs to be decided PRIOR to class starting so the student schedule is accurate.
Large Group	<u>Total:</u> 20-30 minutes <u>Flexibility:</u> Can be divided into 2-3 groups. No group should last longer than 20 minutes.
Small Group	<u>Total:</u> 20-30 minutes <u>Flexibility:</u> Can include a mix of arrival time, push in during centers, pull out of centers, or stand alone time on schedule.
Snack	<u>Total:</u> 20 minutes <u>Flexibility:</u> Can be embedded during centers or a stand alone time on schedule.

Arrival and Departure Procedures

Please confirm with your child’s school principal when the arrival time is for your child. Parents or designated adults must stay with their children until they are met by their teacher or designated school staff member. Children may not arrive early to play on the playground with older children. At departure, children must be met by their parent or designated adult, outdoors as arranged by each school, at the designated preschool time. Parents are to park their vehicles in the designated parking area and turn vehicles off (not leave idling) when not in the vehicle. Vehicles may be left running during extreme cold or heat conditions. General education preschool students are not eligible for transportation. Certain qualifications must be met for students who qualify for IEP services to be eligible for preschool transportation.



Fees/Supplies

Statewide Voluntary Preschool Programs (SWVPP) and Shared Visions grant programs are funded by the Iowa Department of Education and are provided at no charge to families. These funds make it possible for ICCSD to provide all supplies for all preschool students. If families wish to donate additional supplies to the preschool program, they will be accepted, but are not required. A backpack and a change of clothes are recommended.

Home Visits

Home Visits provide an opportunity for the teacher to orient the family to preschool. It is a time to become acquainted with and learn from the family about their family structure, goals for their child, and other information families wish to share about their backgrounds. Home Visits also provide a time for teachers to share information about preschool, the elementary school, and the school district. Teachers are happy to answer parent questions about the program and share information, such as our District school calendar, information about the curriculum, policies and procedures, and individual information about their child's classroom. Preschool teachers will connect with families individually to schedule home visits.

Parent/Teacher Conferences

Parent/teacher conferences are held twice a year, as a part of the ICCSD parent/teacher conference schedule. Conferences are held in the late fall and again in February and March.

Conferences provide opportunities for teachers and parents to share information regarding their child's development, as well as to learn about the child's activities and approach to learning in the classroom.

The preschool program follows the school's process for scheduling conferences. There are district days and evenings set aside for conferences, and parents may select a time for their child's conference within that time frame.



Family Collaboration

The Iowa City Community School District Preschool Program invites you to become involved in any of the following ways:

- Support your child's daily transition to school by sharing information about your child's interests and abilities. Keeping the teacher informed of changes and events that might affect your child allows the teacher to be more responsive to your child's needs.
- Attend Family/Teacher conferences in the fall and spring.
- Take time to read the classroom newsletters.
- Check your child's backpack each day.
- Share some of your talents in your child's class through activities such as reading or storytelling, cooking, art, music, sewing, crafts, hobbies, your profession, or artifacts from trips you have taken.
- Share any of your families' cultural traditions, celebrations, or customs.
- Schedule a time to come play, sing, dance, and learn in the classroom.
- Volunteer to help with special events or activities. Helping takes many different forms such as preparation of materials at home, participating in the classroom and school during events/activities, setting up before an event/activity, or cleaning up afterward.
- Participate in the Preschool Advisory meeting in the spring of each school year.

Conflict Resolution

We value strong positive relationships between our preschool staff and parents but realize conflict may arise. If a parent disagrees with a practice occurring in the preschool classroom which could include but is not limited to, instruction, assessment, discipline, policies, and communication, follow these steps:

- Schedule a time to talk to the teacher when students are not present
- If no resolution between parent and teacher, contact the building principal
- If no resolution between principal and parent, contact the ICCSD Educational Services Center - 319-688-1000

Preschool Advisory Meeting

The Iowa City Community School District Preschool Program has a Preschool Advisory Committee composed of parents, school staff, and other community members interested in the preschool program. This group provides feedback on services that meet children's and family needs. They also serve as a sounding board for new ideas and services. Please let the preschool teacher know if you are interested in being part of the Preschool Advisory Committee.



Supports and Resources for Families

The school district believes that families should be supported in making decisions about services that their children may need. The teaching staff will provide information to families about available community resources and assist as requested in helping the family make connections. Our [Students & Families section](#) on our [District's website](#), as well as the [Learning Supports Department](#) page, provide a wealth of information regarding the support and resources available to our District's families.

Snack

Our Preschool Program provides preschool snacks for students onsite. Snack menus are developed according to district and federal food program guidelines and standards. A snack will be provided daily and made available to all students.

[Food Allergy and Dietary Modifications Protocol](#)

Health Records

Immunization Law: Iowa law mandates that all students, before they can be enrolled in school, must present an Immunization Certificate. Students should have received the required immunizations and submit the Iowa Department of Public Health Certificate of Immunization, and have a valid Certificate of Immunization Exemption or Provisional Certificate of Immunization. Immunization forms are available in your school health office, on our District website, at the Johnson County Health Department, or through your child's health care provider. Please contact our District Health Services Staff with questions at 319-688-1000.

Preschool Student Health History: A Parent/Guardian must provide a copy of their child's most recent physical exam form from the child's doctor's office signed by a physician before their child starts in a district preschool program.



District Preschool Health Information

Illness Policy:

Please see our District's Health & Safety protocols on our [District website](#). To protect the health of students and staff, our District has in place the following protocol regarding student illness:

- Keep your child home from school when they have a fever of 100.4 (F) or greater and for 24 hours after the fever has gone away, without taking medication that would reduce the fever, such as Tylenol (acetaminophen) or ibuprofen. Your child should stay home from school when they have diarrhea and/or vomiting for 24 hours after these symptoms have occurred.
- If students become ill at school with fever, diarrhea, vomiting, or other symptoms that prevent them from being able to participate in the classroom, they will be sent to the school office and parent/guardian will be contacted. No student will be permitted to go home alone unless a parent/guardian or authorized person is notified. The school must have up-to-date work and emergency phone numbers available in case of illness or injury. If the school is unable to reach the parent/guardian, the person listed as an emergency contact will be called. To ensure that an ill child gets home safely, a parent/guardian or other adult should accompany the child home.
- For information regarding communicable (infectious or contagious) diseases, refer to the Communicable Diseases Policy (Board Policy 507.3) located on our District website.
- When your child returns to school after an illness, they should be able to participate in the total school program including outdoor recess and physical education. Your child will be excused from outside recess and physical education after an illness only by a written recommendation from your family doctor or primary health care provider.

Medication at School

Parents are encouraged to give their child any required medications before and/or after school when possible. If your child needs to take medication at school, Iowa law requires that parents provide written consent before any medication will be given to your child. Prescription medications must have a current prescription label on the bottle. A physician or other health care provider must give written consent for students to carry an inhaler during the school day. District policy requires that a physician or other health care provider give written consent for a non-prescription (over-the-counter) medication to be given to an elementary student. Medication permission forms are available from the school and on our [District website](#).



Cleaning and Sanitization Procedures

The classroom will be maintained in a clean and sanitary condition. When a spill occurs, the area will be made inaccessible to children and the area will be cleaned immediately.

Toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion will be removed immediately and disinfected after they are cleaned with soap and water. This also applies to other surfaces in the classroom. Toys and surfaces will be disinfected using a non-toxic solution. Machine-washable cloth toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion must be laundered before another child's use. Toys that cannot be cleaned and sanitized will not be used. Staff will be trained in cleaning techniques, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials, and information required by the US Occupational Safety and Health Administration about the use of any chemical agents.

Routine cleaning will be supervised by the preschool teacher. A checklist will be completed as indicated in the Cleaning and Sanitation Frequency Table. Ventilation and sanitation, rather than sprays, air freshening chemicals, or deodorizers, control odors in inhabited areas of the facility and in custodial closets.

Facility cleaning requiring potentially hazardous chemicals will be scheduled when children are not present to minimize exposure of the children. All cleaning products will be used as directed by the manufacturer's label. Non-toxic substances will be used whenever possible.

Toileting Procedure

We follow the following procedures for toileting/diapering:

For children who are unable to use the toilet consistently:

- For children who require cloth diapers, the diaper has an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering are changed as a unit.
- Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.

Staff check children for signs that diapers or pull-ups are wet or soiled:

- At least every two hours when children are awake and when children awaken.
- Diapers are changed when wet or soiled.



- Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
- Each changing area is separated by a partial wall or at least three feet from other areas that children use and is used exclusively for one designated group of children.
- At all times, caregivers have a hand on the child when being changed on an elevated surface.

In the changing area, staff:

- Post changing procedures and
- Follow changing procedures
- These procedures are used to evaluate teaching staff who change diapers.
- Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
- Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g. a step can).
- Containers are kept closed and are not accessible to children.
- Staff members whose primary function is preparing food do not change diapers until their food preparation duties are completed for the day.

Parent Involvement/Visitors and Observations

Parents are welcome to observe and participate with us at preschool. Please contact your child's teacher to schedule the visit. In this way, you can let the teacher know if there is a special day or time you would like to join the classroom, and the teacher can then ensure that you will see activities you are particularly interested in. As is policy in the school, we ask that you not schedule a visit during the first two weeks of the year or the last two weeks of the year.

For liability and insurance reasons, it is not possible for children who are visitors to the program to take part in activities, unless accompanied by their parent or guardian throughout their visit.

Community members, e.g. University of Iowa students, who are screened by the teacher and through the ICCSD Volunteer process are welcome to observe the preschool program.

Classroom Positive Guidance Guidelines

In looking at our district's preschool positive guidance plan, we understand that children are unique individuals with their personality, temperament, and base of social experience. Many are just beginning to develop strategies for appropriate social interaction with peers and adults. To facilitate optimal social



development, we use the following positive guidance techniques:

- modeling,
- mediation,
- negotiation, and
- problem-solving.

Through the use of these techniques, children will be guided in developing strategies to constructively and successfully facilitate their behavior. These and other strategies are included in both the PBIS program and the PW-PBIS program.

As a part of the preschool program, teachers and staff look at building relationships with children and families, as well as considering the best environment for children. A key to facilitating a positive environment is the environment itself. Children learn to make choices of activities, with guidance and support from the staff. In addition, centers and activities are organized to foster creative thinking and constructive interactions. This organizational plan creates a positive setting conducive to fostering independence, high self-esteem, and focused thinking. And, it diminishes incidents of inappropriate behavior.

Discipline Philosophy and Policies

Children are entitled to a pleasant and harmonious environment in the preschool and the respective elementary schools. Every effort will be made to help children interact positively and appropriately with each other. Efforts will be made to assist children as they adjust to the school setting, through a positive discipline approach in dealing with disruptive behaviors.

Field Trips

Field trips may be scheduled throughout the year as a part of the preschool program.

- Field trip permission forms must be completed and signed by parents preceding each field trip.
- The permission form will state the destination of the field trip, the purpose of the field trip, the times of departure and arrival back at the program, and any other special information concerning the trip.
- Field trips may be neighborhood or nearby walking trips. Others may require the use of transportation, either by district school bus or public transportation.
- Parents are welcome and encouraged to join their child's preschool class on field trips.
- Emergency Situations: In the event of emergency evacuations while away from the program, the staff will direct the children to the nearest emergency shelter until situations are cleared.



Personal Property

- Parents are asked to help their children understand that they may not bring toys, gum, food, money, or other items not necessary for school activities to preschool. Toys may be brought as a part of sharing time if planned by the teacher.
- Parents are asked to put their child's name on clothing, boots, and other items that might stray at preschool.
- The preschool children play outside daily (unless the wind chill factor falls below 15 F).
- Parents are asked to help their children select weather-appropriate clothing (boots, snow pants, mittens, sweaters, etc.). It is better to send too many outdoor clothing items than to not send enough. The teachers and staff will dress the children appropriately for the weather as it occurs during the day.
- If children have something special to share, parents are asked to please let the child's teacher know. Teachers will be happy to help children show and explain their sharing to others, as children are encouraged to share their experiences.

Mandatory Reporting of Child Abuse

The Department of Human Services requires preschool staff to report suspected cases of child abuse.

Emergency Guidelines and Procedures

Fire: All children and staff will proceed to the nearest exit (as shown on Fire Emergency Exit signs posted at every exit in each room). Staff will receive training during their orientation upon hiring and participate in preschool classroom monthly drills, as well as all-school drills. Children will be trained, through the drills that will be conducted every month at different times of the day while the program is operating. Everyone will meet outdoors at the designated area for the preschool class at their school. A headcount and safety check of all children will be completed. Everyone will re-enter the building only after the all-clear bell has sounded. In the event of a real fire, the staff and children will wait for further directions from the building principal.

Tornado/Severe Weather/Lightning: Children will proceed to the designated Tornado Safety Area, for the preschool class at their respective school. All children and adults will kneel on the floor, face the wall, and cover their heads with their hands. Children and staff will respond to the school's weather alarm and will wait for an announcement by the principal or designee to return to the preschool activity areas. Drills will be conducted monthly by the preschool teacher with the preschool children. Staff



members and children will receive training regarding the correct tornado drill positions. Each exit will be posted with the identified tornado drill area.

If lightning is observed by staff or children while playing outdoors, children will immediately be directed to return to the school building and preschool classroom, where they will follow the procedures above.

If there is structural damage to the building, the preschool teacher or designated staff will wait for further instructions from the principal to decide if it is possible to exit the building. If it is possible and necessary to exit the building, staff will follow the school emergency procedures.

Inclement Weather

The preschool will close if school is dismissed early due to weather conditions or any other building emergency. The following schedule changes will occur during unexpected school emergencies:

- *Unscheduled No-School Days* - the preschool program **will not** be open when school is **canceled** due to inclement weather, blizzards, electrical problems, heating failure, etc.
- *Unscheduled School Delays* - the preschool program **will not** be open in the morning if school is **delayed** due to inclement weather, blizzards, electrical problems, etc.
- *Unscheduled Early Dismissal Days* - the preschool program **will not** be open in the afternoon when school is dismissed early due to inclement weather, blizzards, electrical problems, heating failure, etc.

Emergency Plans

Each classroom will have plans in the event of an emergency (i.e., fire, tornado, etc.). All emergency plans are posted by the door of the classroom. Fire/tornado drills will be practiced monthly. Building safety procedures are reviewed by staff routinely.

Tobacco Use Prohibited

Smoking, or the use of other tobacco products, is prohibited in school district buildings, in school vehicles, in school facilities, and anywhere on school property.



Weapons

The Iowa City Community School District will not permit or tolerate the possession, display, or use of weapons and/or dangerous objects by any person on school premises or vehicles. Violations of this policy will be reported to law enforcement agencies. Any object which could be used to injure another person and which has no school-related purpose will be considered a weapon.

ICCSD Early Childhood Contact Information

Preschool Program Administrator:

Heather Stevens

stevens.heather@iowacityschools.org

(319) 688-1000

Preschool website:

www.IowaCitySchools.org/Preschool

Iowa City Community School District website:

www.IowaCitySchools.org

Our District's Non-Discrimination Policy

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Laura Gray, Director of Diversity and Cultural Responsiveness (programs), at gray.laura@iowacityschools.org or Eric Howard, Director of Equity and Employee Relations (employment), at howard.eric@iowacityschools.org, 1725 N. Dodge Street, Iowa City, Iowa 52245, (319) 688-1000. If you are unsure how to proceed or would like assistance in discussing your options, you may also contact Janet Abejo-Parker, Ombuds, ombuds@iowacityschools.org or (319) 688-1312.

