Howard-Winneshiek Preschool
Parent-Student Handbook

2026 - 2027

Crestwood Preschool
1135 Canterbury Street Cresco, Iowa 52136

Preschool Classrooms
563-547-2300 (Option 4)

Table of Contents
Iowa Quality Preschool Program Standards (IQPPS)

IQPPS Program Standard 8 & 9: Professionalism, Leadership & Management	3
Mission Statement	
Vision	
Preschool Programs	
Preschool Staff	
IQPPS Program Standard 1: Relationships - Creating Caring Environments	4
Chapter 103	
District Multi-cultural Non-sexist Policy	
Due Process	
Equal Opportunity Employer	
Mondator Reporting	
Program Wide Positive Behavior Instructional Supports	
Section 504	5
IQPPS Program Standard 2: Family & Community Connections	5
Communications	
Family Involvement	
Field Trips	6
Health Information for Parents	
Home Visit	
Program Evaluation	
Volunteers	
IQPPS Program Standard 3, 4 & 5: Curricula, Teaching Practices & Assessment	6
Assessment	
Curriculum	7
Parent -Teacher Conferences	
IQPPS Program Standard 6: Learning Environments	7
IQPPS Program Standard 7: Health & Safety	7
Allergies	
Arrival & Departure	8
Birthdays	
Breakfast & Lunch	
First Aid	9
Health & Immunization	
Health & Safety	
Child Health & Safety Records	
Toileting	10
Maintaining Healthy Environments	
Illnesses	11
Medications	12
Outdoor Play & Learning	
Pets	13
Safety Drills	
School Delays / Closings	14
Smoke Free	
Supervision	
Transportation	
Weapons	15

IQPPS Program Standard 8 & 9: Professionalism, Leadership & Management

Mission Statement

Our mission is to prepare and empower our students to think creatively, serve, contribute and succeed locally and globally.

Vision

Our vision is to discover, develop and expand passions, creativity and strengths.

Preschool Programs

Children must be four years of age by September 15th to be eligible for the preschool programs. The preschool program provides education for all children, including those with disabilities and unique learning needs. Modifications are made in the environment and staffing patterns in order to include children with special needs. Staff is aware of the identified needs of individual children and is 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.

Preschool Staff

Administrator: The elementary principal is designated as the program administrator supervising the preschool program. The principal meets the qualifications as described in the Iowa Quality Preschool Program Standards. (IQPPS 9.1)

Teacher: A full-time teacher licensed by the Iowa Board of Education and holding an early childhood endorsement is assigned to the preschool classroom.

Paraprofessional: Classroom paraprofessionals carry out activities under the direction of a preschool teacher. The paraprofessional has had specialized training in early childhood education.

Support Staff: The preschool provides services with the support of a school nurse, special education director, Keystone AEA 1 consultants, speech and language pathologist, social worker, occupational therapist, physical therapist, and other specialty areas as needed.

Area Education Agency (AEA)
Keystone Area Education Agency 1, with its main office in Elkader, provides services, which include evaluation of special education, hearing screenings, or individual assistance to help the school make the most appropriate educational experience possible for your child. For more information regarding AEA services, please contact your building administrator or review on-line at http://www.aea1.k12.ia.us.

IQPPS Program Standard 1: Relationships - Creating Caring Environments

Chapter 103 – Corporal Punishment, Restraint, and Physical Confinement and Detention

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: http://www.iowa.gov/educate.

District Multi-Cultural/Non-sexist Policy

It is the policy of the Howard-Winneshiek 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 the district's Equity Coordinator, Brenda Lentz, PK-4 Principal at, 1000 Schroeder Drive, Cresco, Iowa 52136 (563) 547- 2300; blentz@howard-winn.k12.ia.us Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov

Due Process

Every student has the right to due process based on the constitution of the United States when accused of some violation of school rules of conduct or behavior. Due process is afforded the guarantee that the accused student has a chance to present a defense, to explain the circumstances of the alleged improper actions, or attempt to prove innocence.

Equal Opportunity Employer (EEOE)

The Howard-Winneshiek Community School District provides equal opportunity to adults and students in employment and programs regardless of age (actual or perceived), color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

Mandatory Reporting

All school personnel are mandated reporters of any and all cases of suspected child abuse.

Program Wide Positive Behavior Instructional Support (PWPBIS)

PBIS is research based and widely used practices that support young children's social and emotional development and prevents and addresses children's challenging behaviors.
Components of PBIS that are implemented by Howard-Winneshiek Preschool Programs are: creating and displaying classroom rules using words and pictures; teaching and practicing classroom rules, routines, and procedures; having systems in place to formally and informally acknowledge positive behavior for the large group and individuals; teaching children and encouraging independent use of a classroom PBIS problem solving kit; planning learning experiences that teach children about emotions and social skills; and sharing PBIS resources
and materials with parents through newsletters, notes, articles, and conversations during parent/teacher conferences. Parents can learn more about PBIS by talking with their child's classroom teacher and by visiting the Center on the Social and Emotional Foundations for Early Learning website: http://csefel.vanderbilt.edu/

Section 504

Under Section 504 of the Rehabilitation Act of 1973, Howard-Winn CSD has a duty to find and evaluate students who are suspected of having a disability, which is a physical or mental impairment that substantially limits a major life activity. If a child is suspected of having a disability, he/she may be eligible for a 504 plan. Please contact Tiffany McCabe, elementary 504 Coordinator, at 563-547-2300.

IQPPS Program Standard 2: Family & Community Connections

Communications

On-going communication between home and school is an important part of the early childhood program. Communications will include home visits, newsletters, progress sharing, and conferences. Parents are encouraged to maintain regular, on-going, two-way communication with the teaching staff in a manner that best meets their needs - email, in person, notes, or phone calls.

To access information for the Howard-Winneshiek Community School District, please visit the web site: http://www.howard-winn.k12.ia.us/

Parents will have a Parent Information Meeting prior to home visits. During the Parent Information Meeting all required forms such as family information, emergency contact, parent interview about child's behaviors and habits and other school forms will be discussed. A school handbook which includes program basics and policies will be distributed and reviewed.

Family Involvement

The Howard-Winneshiek Schools want parents/guardians to feel welcome in our school and to witness the engaging activities taking place in our classrooms. The safety of our students is of utmost importance. All visitors, including parents, are required to report to the front desk to sign in. A visitor may be required to present a photo ID. If you choose to visit your child during class time, the following procedures apply:

1. The teacher must be notified at least 24 hours in advance and approve the timeframe in which a parent intends to visit their student's classroom.
2. Parents must sign in through the front desk. No person, other than the student's parent/guardian will be allowed to see the student without the parent/guardian's written permission or the parent/guardian being present.
3. Classroom visits or observations are limited to 45 minute visits per visit.
4. Classroom visits or observations will be permitted as long as their duration and/or frequency does not interfere with the delivery of instruction or disrupt the normal school environment as determined by the principal.
5. This policy does not apply to those who, by law, are permitted to visit with children.
6. Younger siblings are not allowed to visit school unless accompanied by their parents.
7. If you plan on eating lunch with your child please notify the office at least 24 hours in advance. A background check must be completed prior to eating with your child.

The school district will, to the extent possible, provide full opportunities for meaningful participation of the families with children with limited English proficiency, families with children with disabilities, including providing information and school reports in an understandable and uniform format and, including alternative formats on request, and, to the extent possible, in a language families understand.

Field Trips
The preschool program incorporates multiple community experiences with a variety of field trips where students are engaged in learning activities centered around the interests and needs of the families they serve. Parents are informed of field trips through a newsletter or notes sent home. Adults and family members are asked to volunteer to go on these trips to increase supervision and adult/child ratios. Children will be assigned to an adult for every part of the trip and accompanied by a staff member/volunteer if the child needs to use the public restroom.

Health Information for Parents
Our district is committed to providing families with age-appropriate, research-based resources to support student safety, healthy relationships, digital citizenship, and the prevention of harassment, abuse, and exploitation. Parent resources include information on recognizing and responding to unsafe situations, internet safety strategies, reporting concerns, and available counseling and support services. Please review the resources on the District Parent Resources webpage: https://www.howard-winn.k12.ia.us/wp-content/uploads/2026/06/Parent-Resources.pdf

Home Visit
Home visits are made prior to the start of school. This is an opportunity for the preschool teacher to get to know you, your child, and your family and for you to begin to create a partnership between home and school in order to best meet your child's needs. This is a great time for you to share what makes your family unique, how you prefer to communicate with the teacher, and share your knowledge about your child's interests, approaches to learning, and developmental needs. You can help the teacher understand what your goals are for your child and whether you have any concerns you'd like addressed. Parents are encouraged to share these preferences, concerns, and questions at any time with either the classroom teacher or administrator.

Program Evaluation, Accountability, and Continuous Improvement
Crestwood Preschool Program offers families opportunities to assist in making decisions to improve the program by offering all families the opportunity to be involved in the Crestwood Preschool Program Parent Advisory Committee. A survey is sent out both paper/pencil and electronically to all families whose child(ren) participate in Crestwood Preschool the current school year. An annual meeting is held to collaborate and share ideas about the survey results and ideas for the preschool program.

Volunteers
Parents are welcome to volunteer at school. There are many tasks, which volunteers can help with. Some parents choose to volunteer to do tasks at home while others come to school to volunteer. If you would like to share your time and talent with us please talk to your child's teacher about volunteering. We welcome your help. In school volunteers must complete a criminal background check. This can be completed through the district office. This may take a minimum of 2 weeks to process. Volunteers must complete the background check every three years.

IQPPS Program Standard 3, 4 & 5: Curricula, Teaching Practices & Assessment
Assessment
The program's written assessment plan includes the multiple purposes and uses of assessment:

1. Arranging for developmental screening and referral for diagnostic assessment
2. Identifying children's interests and needs
3. Describing the developmental progress and learning of children
4. Improving curriculum and adapting teaching practices and the environment
5. Planning program improvement, and communicating with families

We use a valid and reliable assessment tool called Teaching Strategies GOLD. Teachers collect documentation to determine your child's progress related to the GOLD objectives. Information collected will be used to write a Family Conference Form (report card) and will be sent home three times a year in the fall, winter, and spring. Families will be given ongoing opportunities to share observations from home and contribute to the assessment process.

Curriculum

Howard-Winneshiek Community School preschool programs use an approved curriculum for planning and assessment, Creative Curriculum. The curriculum includes centers: blocks, dramatic play, art, cooking, library, discovery, technology, toys and games, sand and water, music and movement, and outdoors. Your child will be learning through creative, active play that can sometimes be messy. Your child should wear comfortable, washable clothing as well as rubber-soled and closed-toe shoes to school. While we encourage the use of paint smocks or shirts during art projects, we can't guarantee that spills or stains will not occur.

All families are asked to provide an extra set of clothing for their child in case of a bathroom accident, spill, or messy play. Please clearly label the clothing with your child's name to reduce the possibility of mix-ups.

Parent-Teacher Conferences

Conferences will be held twice a year and are scheduled with your child's teacher through our online scheduling system. Scheduling directions will be sent prior to each conference session.

IQPPS Program Standard 6: Learning Environments

Learning environments meet the requirements of the IQPPS standards and meet the American Disabilities Act. Spaces are equipped with first aid kits, supplied with appropriate materials for indoor and outdoor learning that enhances the development of preschoolers by age and skill. Children have the opportunity to engage with dramatic play equipment, sensory materials, materials that support curriculum goals and gross motor equipment for activities.

IQPPS Program Standard 7: Health & Safety

Howard-Winneshiek Community Schools is committed to promoting wellness and to safeguard the health and safety of children and adults who participate in our program. In order to provide a safe and secure environment for every child and adult, we follow guidelines required by the Quality Preschool Program Standards, regulatory agencies and pediatric authorities in the field.

Allergies

For each child with special health care needs, food allergies, or special nutrition needs, the child's health provider gives the program an individualized care plan that is prepared in consultation with family members and specialists involved in the child's care. The program protects children with food allergies from contact with the problem food. The program asks families of a child with food allergies to give consent for posting information about that child's food allergy and, if consent is given, then posts that information in the food preparation area and in the areas of the facility the child uses so it is a visual reminder to all those who interact with the child during the program day.

Arrival and Departure
Students should arrive by 8:00 a.m. All classes begin promptly at 8:15 a.m. in the morning.

Student departures begin at 3:00 p.m. Students are brought to the main entry of the building to meet you. All students need to be picked up by 3:25.

Change in arrival or departure: Notes are required if the student is doing something after school that is a change from their normal plans. Students will not be allowed to do anything different without the classroom teacher being notified by the parent or guardian. This includes having your child picked up by someone who doesn't normally pick them up, walking home with a friend, or riding the bus home with someone. This policy is to protect your child and to keep them safe.

Late Arrival or Early Departure - If your child needs to be dropped off or picked up at a different time than the normal schedule notification should be given to the teacher as soon as possible. Upon arrival to the building, ring the appropriate doorbell for your child's classroom and the staff will meet you at the front desk.

Birthdays
The Howard-Winneshiek School Board adopted the following guidelines to preschool through 12th grade students for any type of food brought to school to share.

1. Pre-packed, commercially prepared foods and bakery items are acceptable with an
2. ingredient label on them.
3. Properly washed fresh fruits and vegetables may be served.
4. Non-food items are a suggestion for distribution at class parties, celebrations, etc.
5. Classroom food preparation is allowed under supervision of the classroom teacher.

If you send birthday treats, please make sure there are enough for the entire class. Further, it is important to be respectful and observant of any student allergies and restrictions in sharing treats. Birthday invitations are not to be distributed at school unless each student in the classroom is invited. Please inform the classroom teacher if you wish to have invitations handed out to all students.

Breakfast and Lunch Programs
A breakfast program is available before the start of each school day, lunch will also be provided daily, and an afternoon snack of graham crackers and milk will be offered daily. Families whose income qualifies them for free or reduced lunches also qualifies them for the breakfast program, but it does not cover milk for snacks. Milk will be provided for mid-afternoon break.

Breakfast will be served starting at 8:00 a.m. and ending promptly at 8:25. If you choose to have your child participate in the breakfast program they must be dropped off at 8:00 a.m.

Breakfast/lunch money should be given to your child's teacher to be turned in to the office. Please mark an envelope with your child's name, teacher and the amount so that we may properly credit your account. Our lunch program is computerized. The total amount paid is credited to your individual account. There is no need to send separate checks for each child. Parents may deposit any amount of money in their child's account. If you have an email, you will be informed when your child's balance is zero. If you do not have email, your child will bring a slip home from school when the balance is zero. Notes will be sent home once balance falls below an appropriate amount.

All students eat in the cafeteria whether eating the school's hot lunch or a lunch brought from home. No pop will be consumed during lunch in the lunchrooms. If your child brings a cold lunch, they may purchase milk to drink.

You must have a background check done ahead of time in order to join your student in the cafeteria for any meal. Plan accordingly and call ahead with any questions.

Families whose income qualifies them for free or reduced lunches may complete an application through the Superintendent's Office. This can be applied for at any time of the year. Families whose income qualifies them for free or reduced lunches also qualify for free or reduced breakfast. Free and reduced meal qualifications are not retroactive; therefore, it is important to apply as soon as possible.

First Aid Kit

A first aid kit is located in each preschool classroom and provided for adult use. It is equipped with the items that are recommended with guidance from the Healthy Child Care Iowa. Items are replenished and replaced immediately. A first aid kit is taken on all field trips.

Health and Immunization Certificates

Within thirty days after a child begins the program, health records that document the dates of service shall be submitted that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the American Academy of Pediatrics. When a child is overdue for any routine health services, parents, legal guardians, or both provide evidence of an appointment for those services before the child's entry into the program and as a condition of remaining enrolled in the program, except for immunization for which parents are using religious exemption. A valid certificate of immunization, provisional certificate, medical exemption or religious exemption is required.

Health and Safety Records

Health and safety information collected from families will be maintained on file for each child. Files are kept current by updating as needed. The content of the file is confidential, but is immediately available to administrators or teaching staff who have consent from a parent or legal guardian for access to records; the child's parent or legal guardian; and regulatory authorities, upon request.

Child Health and Safety Records will include:

Current information about any health insurance coverage required for treatment in an emergency.

1. Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results.
2. Current emergency contact information for each child.
3. Names of individuals authorized by the family to have access to health information about the child.
4. Instructions for any of the child's special health needs such as allergies or chronic illness.
5. Individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency.
6. Supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family's beliefs. Staff will implement a plan to exclude the child promptly if a vaccine preventable disease to which children are susceptible occurs in the program

Toileting

For children who are unable to use the toilet consistently, Crestwood Preschool Program ensures

1. Cloth diapers have an absorbent inner lining completely contained within an outer covering made of waterproof material and that both the diaper and the outer covering are changed together.
2. Clothing that is soiled is immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day.
3. Staff check children for signs that diapers/pull-ups are soiled at least every two hours when children are awake and when children awaken. Diapers are changed when wet or soiled.
4. Staff change children's diapers or soiled underwear in the preschool bathrooms located in the preschool classrooms.
5. Changing procedures are posted in the preschool bathrooms and staff follow changing procedures.
6. Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a step can (hands-free). Containers are closed and not accessible to children.

Maintaining a Healthful Environment

Cleaning and Sanitizing:

The routine frequency of cleaning and sanitizing all surfaces in the facility is as indicated in the Cleaning and Sanitation Frequency Table.

Standard Precautions:

Procedures for standard precautions are used and include the following:

1. Surfaces that may come in contact with potentially infectious body fluids must be disposable or made of a material that can be sanitized.
2. Staff use barriers and techniques that minimize contact of mucous membranes or of openings in skin with potentially infectious body fluids and reduce the spread of infectious disease.
3. When spills of body fluids occur, staff clean them up immediately with bleach water followed by water rinsing.
4. Staff clean rugs and carpeting by blotting, spot cleaning with a detergent-disinfectant, and shampooing.

Hand Washing Practices:

Frequent hand washing is key to preventing the spread of infections and diseases. Teachers teach children how to wash their hands effectively. Posters of children using proper hand washing procedures are placed by each sink.

The program follows these practices regarding hand washing:

1. Staff members and those children who are developmentally able to learn personal hygiene are taught hand washing procedures and are periodically monitored
2. Hand washing is required by all staff, volunteers, and children when hand washing reduces risk of infectious diseases to themselves and others. Procedures include:
    a. using liquid soap and running water
    b. rubbing hands vigorously for at least 10 seconds and drying hands with a paper towel or dryer
3. Staff assist children with hand washing as needed to successfully complete the task

Children and adults wash their hands:

1. Upon arrival for the day
2. After diapering or using the toilets
3. After handling bodily fluids (blowing or wiping noses, coughing or sneezing on a hand, or any touching of mucus, blood, or vomit

4. Before meals and snacks, preparing or serving food, or handling any raw food that requires cooking
5. After playing in water that is shared by 2 or more people
6. After handing pets and other materials, such as sand, dirt or surfaces that may be contaminated by animals

Adults also wash their hands

1. Before and after feeding a child
2. After assisting a child with toileting
3. After handling garbage or cleaning
4. Standard precautions will be taken when handling blood or bodily fluids

Illnesses

If your child becomes ill with a communicable disease on a day when school is not in session, please inform school personnel so that other classmates may be observed for similar symptoms. Families will be notified if there is a confirmed contagious virus that children have been exposed to at school. If your child becomes ill while attending school, we will contact parents/guardians. If we are unable to reach a parent/guardian, we will contact the person(s) on the child's emergency contact list.

Guidelines - Any student with these conditions should not be sent to school and will be sent home if these occur at school:

1. *Bed Bugs:* Bed bugs are small insects that live by feeding on human blood, usually at night. The bite is painless and may or may not become swollen and itch, much like a mosquito bite. While bed bugs are a nuisance, they are not known to spread disease. The source of bed bugs often cannot be determined, as bed bugs may be found in many places. Even though it is unlikely for bed bugs to infest a school, HWCSD will conduct an inspection and, if necessary, treat the area where the bed bugs were found. It is critically important for parents to notify the school if bed bugs were found in the home so appropriate precautions can be put in place. Children are not required to stay home from school if bed bugs are found.
2. *Cold Symptoms:* student who is listless or has a fever. Medical care is recommended for a student complaining of a sore throat.
3. *Communicable Illness:* any child with a communicable illness. If a student is home with a communicable disease, approval from the school nurse or a physician note is requested for return to school
4. *Diarrhea:* any student who has liquid, loose, frequent stools which are not related to medication or food reaction. Students may return to school the day after the last bout of diarrhea.
5. *Fever:* any student with a fever equal to 101 degrees orally and behavior changes, signs or symptoms of illness. The student should be fever free (without use of fever reducing medication) before returning to school.
6. *Head Lice:* Since schools are where children congregate for nine months of the year, this is where the problem is often first recognized. Parents should assume that lice may be present at any time in the school and should screen their children weekly. ALL cases of head lice should be reported to the school nurse. Staff that have a need to know will then be informed. Students may randomly be screened to prevent the spread of head lice. If head lice are found, please notify the friends and families that your children have had contact with in the prior 2 weeks. It is critically important to follow the treatment plan for hair care and housekeeping to prevent recurrence. Children are not required to stay home from school if lice are found.
7. *Skin Rash:* any student with multiple lesioned rash accompanied by fever; any student with a skin rash or lesions typical of a communicable illness (scabies, chicken pox, measles, impetigo, ringworm, scarlatina).

8. *Vomiting:* any student who vomits should be free from vomiting and be able to hold down food before returning to school.

Medications

Over the counter drugs may be administered to pupils with written parental consent. Medicine must be in an original container labeled with the student's name, name of medicine, time of administration and dosage, and turned in immediately to a preschool staff member upon arrival at school. A note from the parent or guardian MUST accompany this medication. The note shall request and authorize school personnel to administer the medicine in accordance with the prescription or directions on the bottle. Preschool staff will not administer medication that does not have an accompanying note or is unlabeled and parents will be contacted. If the medication is needed for more than 10 days, a medication administration form will need to be filled out.

Prescription drugs may also be administered to pupils with written instructions from a physician, dentist or other physician. It should be sent in a properly labeled container including the student's name, name of medicine, time of administration and dosage, name of physician, name and address of pharmacy, and date of prescription. All medicines should be turned into the teacher immediately upon arrival at school. If students are transported by bus-medicine is to be handed to the bus driver, bus driver will hand it to school staff assisting with transferring students to shuttle bus, school staff will give it to shuttle bus driver, and then shuttle bus driver will give it to preschool staff member. If medication is to be administered three times a day, we urge parents to try to schedule it at home before school, immediately after school and at bedtime.

Outdoor Play and Learning

We have daily opportunities for outdoor play as the weather permits. This allows children the opportunity to develop their large muscle skills, get exercise, and be active.

Recess Clothing Guide

We will go out for recess every day that we can. Watch/Listen to local weather reports and help your child dress according to our guidelines below. * Determinations will be made using Accuweather.com

Wind Chill/Temperature	Clothing Guidelines
Over 85 Degrees	Inside Recess
70-85 Degrees	Pants, shorts, skirts/dresses, short sleeves
60-69 Degrees	Long sleeves, sweatshirts, or light jacket
40-59 Degrees	Pants, jacket over long sleeves, layered clothes
1-39 Degrees	Coat required with hats/hoods & gloves or mittens. If there is snow on the ground, boots and snow pants are required.
0 Degrees & Below Zero	Inside Recess

Reel Feel Temperature (wind chill is factored in). Available using the Accuweather app.
There are areas on the playground for children to be in the shade and still be active. We encourage you to bring a hat or other clothing for your child to wear as another protection from the sun. Sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher may be applied to your child's exposed skin, but only with your written parental permission to do so. We also might use an insect repellent containing DEET with your written permission. It will be applied no more than once a day to protect your child from insect bites when the public health authorities recommend its use.

HW buildings and grounds staff will complete the National Program for Playground Safety's Suggested General Maintenance Checklist.

Your child will only be allowed to stay in for outdoor play/activities with a signed note from a doctor. The note needs to include the dates the child needs to stay inside. In cases when we cannot go outside (due to weather conditions) children are given the opportunity to use indoor play areas and equipment.

Pets

If you, as a parent or legal guardian, want to bring your family pet to share with your child's classroom you are welcome to after gaining permission from the classroom teacher. The preschool teacher ensures that the animal does not create unsafe or unsanitary conditions. The animal would need to appear to be in good health and have documentation from a veterinarian or an animal shelter to show that the animal is fully immunized (if the animal should be so protected) and is suitable for contact with children. Teaching staff will supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals. Any children allergic to the pet will not be exposed to the animal. Reptiles are not allowed because of the risk for salmonella. The classroom teacher is responsible for checking that the requirements have been met.

Safety Drills

Fire and tornado drills will be practiced in the fall and spring. Children will learn appropriate procedures for taking shelter from storms and evacuation procedures for leaving the school. Teachers conduct practice sessions under guidelines developed for their building before building-wide drills are conducted. Planning ahead is important in most of the activities that we do and is also important for emergency situations.

In an actual emergency, students may be forced out of the school quickly without jackets, hats, boots, or mittens. Having a pre-arranged location and plan available will do several things to reduce the trauma of an emergency evacuation.

The emergency plan will proceed in the following steps:

1. The school building will be evacuated as soon as the emergency situation occurs such as: fire, bomb threat, etc.
2. Students will be escorted by staff members to emergency locations.
3. District administration and local emergency responders will be advised of the emergency situation.
4. Students will be assembled at the first available emergency location.
5. Bus transportation will be arranged through the district transportation director office.
6. Parents will be able to pick up students in person.

Environmental safety protocols are in place to update and maintain fire certifications, extinguishers, fire alarms in all classrooms, radon concentration paperwork, working carbon monoxide detectors, and logs of monthly testing dates. These documents are maintained with the District Maintenance Department.

School Delays/Closings

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. School will not be canceled unless a significant safety risk has been created by unusual circumstances.

If road conditions are in question WE WILL ALWAYS START WITH A 2 HOUR DELAY. The two-hour late start gives us time to completely evaluate the situation. The goal is to have "2 hour late starts" announced prior to 6:00 am.

How will this be communicated? You have several options:

1. School Website: http://www.howard-winn.k12.ia.us
2. School Facebook Page: http://www.facebook.com/howardwinncsd
3. School Messenger: This is an option you can subscribe to in PowerSchool. It will give you the option to receive an email, text message or voice mail to your phone. Simply text subscribe to the number 68453. You'll know you were successful if you receive the following reply message: You are registered to receive approximately 3 msgs/mo. Text STOP to quit, HELP for help.
4. You may call the office at the elementary if you have questions 563-547-2300
5. Area TV and Radio Station will also be notified. Please note that if you use a text service from a TV station it may be as much as 30 minutes lag time from when they post it and when it is announced on Social Media.

We are concerned about sending children home in cases of storms or other emergencies before the school day is over. Please make arrangements for such emergencies including:

1. Prior to early dismissals due to weather, please inform the school where your child should go if school is dismissed early for emergencies.
2. Instruct relatives, friends, or neighbors at whose house you expect your child to stop at.
3. Instruct older brothers, sisters, or friend's children to take custody of the younger child whether in town or on the bus route.

Smoke Free

All attendance centers are smoke and vaping free facilities. This includes all school property outside of the classrooms.

Supervision Policy

No child will be left unsupervised while attending preschool. Staff will supervise primarily by sight. Supervision for short intervals by sound may occur with teachers checking every two to three minutes on children who are out-of-sight (e.g. those who can use the toilet independently, who are in the library area, etc.) A teacher to child ratio of 1:10 will be maintained in all classrooms. At least one staff member with current pediatric CPR and pediatric first-aid training is always present with each class of children.

Transportation

Transportation is available to preschool students. Students need to live in the school district to be eligible for transportation.

Alternative Discharge Point

If you would like your child discharged at a point other than your driveway, obtain an Alternate School Bus Discharge Point form from your bus driver, school office, or at registration time. Complete and sign the form and return it to your bus driver or the Transportation Supervisor.

Special Request for Bus Transportation

Parents are asked to call the transportation supervisor (563-547-2341) if they would like to have their child ride a bus to a friend's home. In addition, all students need to have a written note, signed by a parent, guardian, or school official, and present it to the bus driver.

Parent's Responsibilities

While every precaution is taken to see that the children arrive at their destination safely, the cooperation of the parents is needed in this endeavor. Driving a bus is a difficult and responsible task and anything that happens on the bus to divert the driver's attention from his/her driving responsibilities endangers the safety of the passengers. It is, therefore, absolutely necessary that the children riding the bus conduct themselves in the best possible manner. It is the parents' responsibility to make sure that their children understand the following rules:

RULES AND REGULATIONS GOVERNING STUDENTS RIDING SCHOOL BUSES AT ANY TIME:

1. The bus driver will assign seats.
2. Be courteous, respectful and responsible to the bus driver and other riders.
3. Students will talk in a normal tone of voice with no profanity allowed.
4. Do not eat or drink on the bus and keep your area clean.
5. Violence and roughhousing are prohibited.
6. Remain seated when the bus is in motion.
7. Keep your hands and head inside the bus with feet on the floor at all times with the aisles clear at all times.
8. No items such as large band instruments, class projects, or large carrying bags will be
9. permitted.
10. Do not destroy property. Destruction of property will be handed over to the proper authorities as "vandalism".
11. For your own safety do not distract the bus driver through misbehavior.
12. Riders are not to throw items in the bus, at the bus or out of the bus. If items are thrown out of the bus, the student will be charged with littering and handed over to the proper authorities.
13. Touching safety equipment such as emergency exit windows, rear emergency door exits and other items are prohibited.
14. All riders will return required forms filled out and signed by the parent(s) or guardian(s).
15. Most rules applied in the classroom also apply on the school bus.

MISBEHAVING ON THE BUS: PENALTY AT DISCRETION OF PRINCIPAL DEPENDING ON CIRCUMSTANCES MAY INCLUDE REMOVAL FROM BUS FOR 1 TO 10 DAYS OR PERMANENT REMOVAL FROM THE BUS BY FORMAL HEARING. SERIOUS MISBEHAVIOR ON THE BUS MAY ALSO BE CAUSE FOR PUNISHMENT UP TO AND INCLUDING SUSPENSION OR EXPULSION FROM SCHOOL. RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT.

Weapon Policy

Any object which could be used to injure another person and which has no school-related purpose will be considered a weapon. An object which has a school-related purpose but which is used to threaten or inflict injury will be considered a weapon. Weapons include but are not limited to knives of all types, guns, firearms, metal pipes, chains, nunchucks, throwing stars, metal knuckles, blackjacks, lighters, fireworks, explosives or other chemical or simulated weapons. Dangerous weapons are not allowed on school grounds or at school sponsored events. Dangerous weapons will be taken from students and others who bring them onto the school property. If a dangerous weapon is taken from a student, the parent of that student will be contacted. At the discretion of the administration, law enforcement may

also be contacted. The student will be subject to further disciplinary action, which could include but not be limited to suspension or expulsion from school.

A zero-tolerance policy on dangerous weapons (real or toy) is in effect; i.e., gun, squirt guns, water rifles or pistols, slingshots, toy guns, toy grenades and other similar items knives, etc. Violation may result in a student suspension/expulsion.

The Howard-Winneshiek Community School District policy prohibits harassment and bullying of or by students, staff, and volunteers which is based on actual or perceived age, color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status and which creates an objectively hostile school environment. 281—IAC 12.3(13), Title IX Section 106.31, Iowa Code 280.28(3) and 729A.