

Moravia Preschool

WELCOME TO
PRESCHOOL



Preschool Student Handbook
2025-2026

www.moraviaschools.com

I wondered and I wondered
when I could go to school.
They said I wasn't old enough
according to the rule.
I waited and I waited,
I was patient as could be.
And now I'm all excited...
It's time for school for me!

Unknown



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THE WONDERFUL WORLD OF PRESCHOOL

What is the wonderful world of preschool? It's a place where children learn that they have many abilities. Each day is filled with new activities and experiences. Children learn from hearing, feeling, seeing, and doing. They learn to utilize their senses in a more sophisticated manner. Families and the teacher work together to help children improve their abilities.

As you enter the door to the room, you notice the brightly decorated walls and warm carpet. You begin to feel like a tall person in this room designed for little people. The small chairs, the low bulletin boards, the toys, and learning tools on the lower shelves are all clues that you have just entered a preschool room.

The children may be singing, laughing, listening, or learning a new task. They may be working in a small group, a large group, or individually with the teacher. New skills are continuously being learned.

The preschool room is an exciting place to be! However, if you look deeper, you will find preschoolers hard at work.

STATEMENT OF PURPOSE

It is the purpose of the Moravia Community School District to provide a program geared to meeting the needs of preschool children.

1. The program will help children work and play with others, express themselves, learn to use and manage their bodies, and extend their interest and understanding of the world around them.
2. The program will relate the role of the family to the child's developing sense of self and perception of others.
3. Preschool activities will be designed to encourage cooperative efforts between home and school with a focus on community resources.

ADMISSION POLICIES

The following enrollment policies and procedures have been established to afford your child the maximum protection.

1. Each child needs to provide the school with a copy of his/her birth certificate. Students have to be age 4 on or before September 15. However, this is also an integrated special education preschool program. If a child is 3 and has been staffed into special education he/she will be allowed to come to school. A student on an IEP, may stay in preschool until he/she is 6 years old if the IEP supports the decision.
2. The preschool classes are Monday through Thursday, 8:00-3:45 of 20 students per class. The teacher/adult ratio is 1:10.
3. Each child is required to have medical, dental, and an eye examination. Parents must provide the school with a copy of the child's records prior to being admitted. Immunizations must be up to date and on file with the school nurse. All medical records will be kept on file in the nurse's office.
4. Children are not required to be completely toilet trained in order to enroll in the Preschool Program. For children who are unable to use the toilet consistently, the program makes sure that: Staff change children's pull ups or soiled underwear in the designated changing areas and not elsewhere in the facility, i.e., the bathroom adjacent to the preschool classroom with a changing mat. Food handling is not permitted in the changing area.
 - a. Staff will follow all diapering guidelines:
 - i. IQPPS Criterion 5.5: 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 contain feces. At least every two hours when children are awake. 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.
5. Parents must sign an emergency medical authorization slip and an insect repellent permission form.

Challenging Behavior

At our preschool, we understand that all behavior is a form of communication and that young children are still learning how to express themselves and interact with others in appropriate ways. Our approach to challenging behavior focuses not just on reducing the behavior, but on teaching children the skills they need to succeed socially and emotionally. When challenging behaviors arise, our teaching staff:

- Focus on helping children develop social, communication, and emotional regulation skills.
- Use strategies such as environmental and activity modifications, adult and peer support, and individualized teaching approaches to support each child's positive behavior.

We are committed to promoting self-regulation and helping children:

- Persist when tasks are difficult or frustrating,
- Play cooperatively and respectfully with others,
- Use words to express their needs and feelings,
- Take turns and share,
- Manage physical impulses safely,
- Express strong emotions in safe, healthy ways,
- Solve problems with support and growing independence,
- Learn about themselves and understand the perspectives of others.

Our goal is to create a safe, supportive environment where every child feels understood and guided toward positive behavior and healthy social-emotional development. A clam-down corner with self-regulation tools will be available in the classroom.

CONFERENCES/HOME VISITS

Parent teacher conferences are a very important part of your child's education. This is a time when the parent(s)/guardians and teacher sit down and discuss your child's progress, any questions you might have, and a plan of action for your child. Parent teacher conferences are scheduled twice a year, once in the fall and once again in the spring. However, conferences with the teacher can be scheduled at any time upon request. Please call 641-724-3311, to schedule a conference.

The preschool teacher will also schedule a home visit with the child and family during the first two weeks of school. This home visit is a vital part of planning curriculum for your child. It allows the teacher to see the child in his/her own environment and get to know the child's interests.

FAMILY INVOLVEMENT

Studies have shown a direct correlation with family involvement and student achievement. We encourage parents to get involved with our district in anyway they can. Here are a few opportunities for involvement.

- Attend School Board Meetings- 2nd Wednesday of every month at 5:00pm
- Attend CSIAC (Continuous School Improvement) Meetings- TBA
Moravia Community School District CSIAC is composed of parents, school staff, and other community members interested in the preschool program and school district. 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 and preschool program improvement. Please let the preschool teacher know if you are interested in being part of the CSIAC Committee.
- Family Reading Night-Fall and Spring.
- Parent Teacher Conferences- Held in October and March
- Attend class field trips- Fall and Spring
- Classroom volunteer opportunities- throughout the school year
- Assist in the planning of preschool graduation.

Keep up to date by checking the school website at: <https://www.moraviaschools.com/>



SCHEDULE

Preschool children are asked not to arrive earlier than the entrance times scheduled. Breakfast is served from 7:30-8:00a.m., with school starting at 8:00 a.m. When not eating breakfast the students are asked to arrive no earlier than 7:45 an go directly to the preschool classroom.

This is a sample of a regular day at preschool. Times may vary according to the particular day. Please remember that flexibility will serve to enhance the program for your child.

Preschool Schedule

7:45-8:00	Arrival, Attendance, Lunch Count
8:00-8:45	Question of the Day, Morning Seat Activity- Centers
8:50-9:00	Talk about the Question of the Day, Use the slide for the morning message. Student led discussions
9:05-9:25	Letter of the Week learning hands on centers
9:25-9:40	Recess
9:45-9:55	Heggerty Phonics
10:00-10:25	Centers and Small Group Activities
10:25-10:33	Storytime-Bathroom wash hands for lunch
10:35-11:10	Lunch
11:15-11:50	Recess
11:50-12:00	Restroom/Transition to Special
12:00-12:30	Mon-Math Instruction/Learning Centers, Tue-Cooking or Craft, Wed-Art, Thus-Music,
12:35-1:05	Mon- PE, T-Th-Math Instruction/Hands on Math Learning Centers
1:05- 1:15	Snack
1:15- 1:25	Brush Teeth
1:25-2:25	Quiet/Rest Time
2:30-2:50	Recess
2:55-3:30	Science, Social Studies- Discovery based learning
3:35	Prepare For Home
3:40	Dismissal

EXPLANATION OF PRESCHOOL LEARNING ACTIVITIES

All activities change on a daily basis. The children are expected to perform the activities to the best of their ability and to make improvements in each area.

Structured Choice - This area includes some free play and parallel play along with activities to expand on social and play skills. Activities include blocks, playdough, painting, coloring, sand and water play, puzzles, playing house, and many other activities that vary on a daily basis. All play is supervised to facilitate learning from the play experience.

Group Time - This is when we share news, tell stories, do finger plays, sing, count, find out who is missing and what day it is, work on vocabulary, share language experiences, listen, take turns, learn, and other academic skills. The children learn to attend to the teacher or person talking. Group time is fun, but a structured part of the preschooler's day.

Fine Motor Skills - Fine motor skills are activities that are designed to improve the child's hand eye coordination and finger and hand coordination. A certain level of ability is necessary before a child can learn to cut, color, or write. Fine motor activities include gluing, cutting, folding papers, puzzles, coloring, and drawing.

Gross Motor Skills - Gross motor skills are designed to improve children's large muscle coordination of the legs, arms, and body. Gross motor activities include playing outside, preschool exercises, bend and stretch games, ball playing, following directions from music, walking on a balance beam, tumbling, crawling, jumping, running, and walking.

Story Time - This is time for children to relax before quiet time. A story related to the current learning unit is read to the children. Finger plays, songs, and other unit related materials are used.

Quiet Time - Quiet time, also known as rest time is given to children so they can relax from our morning activities. This also helps children to prepare themselves for the activities that will take place later in the afternoon.

ABOUT OUR CURRICULUM

Moravia's Preschool uses the Creative Curriculum. This curriculum provides the tools our teachers need to assist your child reach his/her full potential.

The Creative Curriculum focuses on:

- The Learning Environment
- How Children Develop and Learn
- What Children Learn
- The Family's Role
- The Teacher's Role

The Creative Curriculum classroom is organized into 10 indoor interest areas:

- Blocks
- Dramatic Play
- Toys & Games
- Art
- Library
- Discovery
- Sand & Water
- Music & Movement
- Cooking
- Computers

Along with Creative Curriculum, Moravia's Preschool uses Launchpad to introduce our phonics program from Really Great Reading and Heggerty Phonics. Also the Handwriting Without Tears program is used to support introductory handwriting skills.

Assessments

The school district is committed to using assessment practices that are purposeful, developmentally appropriate, and respectful of each child's unique background and abilities. Assessments are conducted in natural classroom settings by familiar adults, ensuring children are comfortable and that results reflect their authentic learning and behavior.

Purpose of Assessment

- Understand each child's developmental strengths, needs, and interests,
- Plan individualized, developmentally appropriate learning experiences,
- Communicate progress to families and engage them in their child's learning,
- Identify areas that may require additional support or assessment.

Assessments are never used to label children or to include or exclude them from any preschool program. We honor each family's culture and recognize that a child's growth is shaped by both school and home experiences.

Assessment Methods and Schedule

Children are assessed using a combination of formal tools and informal observations throughout the school year:

- Teaching Strategies GOLD®, aligned with the Iowa Early Learning Standards, is used to document developmental progress three times per year: fall, winter, and spring.
- The Finch Literacy Screener is a universal assessment tool designed for preschool students to identify early literacy needs. Using advanced speech recognition, it captures and scores each child's language development automatically. The screener generates reports and seamlessly integrates results into GOLD®, providing teachers with clear data for planning instruction. By identifying children who may need additional reading support, Finch enables early intervention and helps educators make informed, data-driven decisions to support every child's literacy growth.
- Ongoing observational data is collected daily by teaching staff during natural play and learning activities to record authentic developmental progress.
- Child portfolios are maintained by staff and include a combination of observational notes, assessment summaries, and samples of children's work.
- Family contributions are encouraged and valued. Information is gathered through enrollment forms, family questionnaires, conferences, and informal conversations. Parents are invited to share observations and insights to help create a more complete picture of their child's development.

Confidentiality of Assessment Information

All assessment records are treated with the highest level of confidentiality:

- Individual child assessment data is stored in secure, locked filing cabinets or password-protected digital systems.
- Only authorized staff members have access to these records.
- Information is shared with families in a respectful, private manner, and never disclosed without written parental consent.

Family Involvement in Assessment

Families are essential partners in the assessment process. The district ensures families are involved by:

- Sharing clear information about the assessments used,
- Inviting parents to collaborate on assessment planning when appropriate,
- Offering opportunities to discuss and review assessment results during fall and spring parent-teacher conferences, and more frequently as needed,
- Encouraging parents to contribute observations and concerns to support a full understanding of their child's growth.

Communication of Assessment Results

Teachers communicate assessment information to families through:

- Formal parent-teacher conferences (twice per year),
- Informal updates via notes, phone calls, or conversations during drop-off/pick-up,
- Progress summaries highlighting growth and milestones,
- Action plans or referrals if additional support or evaluation is needed.

By using a thoughtful, respectful approach to assessment and maintaining open communication with families, the district supports the healthy development and learning of every child in its care.

NUTRITIONAL SNACKS FOR YOUNG CHILDREN

Snack time is used as a language experience. Vocabulary such as please and thank you, and asking for the items that the child wants is an important part of snack time. Nutrition and good eating habits as well as social skills (manners) are stressed. Snack time is also a good time to expose the children to a variety of foods. "Healthy snacks will not "spoil" a child's appetite before the next meal. Here are a few suggestions for snacks.

ALL SNACKS NEED TO BE IN INDIVIDUAL PRE PACKAGED MATERIAL

- Apples (cut at Preschool)
- Bananas
- Celery sticks
- String cheese
- Graham crackers
- Muffins
- Popcorn
- Applesauce
- Carrot sticks
- Cereal
- Crackers
- Grapes
- Oranges
- Raisins
- Yogurt
- Jello

If you know if any other healthy snack ideas, please feel free to bring those instead!

A child's birthday is a special day for him/her. You may bring treats for your child such as cookies, cupcakes, or any other special treat to share with his/her classmates for that day, but please remember all snacks need to be in individual pre packaged material!

***Providing snacks for the class is optional and not required.**

BREAKFAST, LUNCH, AND AFTERNOON MILK

Breakfast and lunch is provided through the Moravia School District's regular lunch program. The cost of breakfast and lunch will be available at registration. Forms are available for families who would like to apply at any time for the reduced rate or free lunches for their preschool child. If your child is receiving free or reduced meals, seconds, extra juice, or milk are full price. This is your responsibility.

Students are entered in the JMC system as a family account. Parents may send one check to school that will go into their family account. Parents will be able to view their student's account on the website. You can reach it by going to the Moravia Schools website and go to the Parent tab. Students are issued an identification number that will be used for breakfast, lunch, and afternoon milk (at snack time). Please send meal account money to school in an envelope with your child's name and amount of money, to be deposited in his/her account. A reminder slip will be sent home with the account is within two days of being depleted. Menus will be posted on the school website.

NON-DISCRIMINATION STATEMENT

It is the policy of the Moravia Community School district not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity, other distinguishing characteristics, and socioeconomic status in this educational programs or employment practices. If you have any questions or grievances related to this policy please contact Superintendent Sam Swenson, 505 N. Trussell, Moravia, IA, 641-724-3311

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the confidentiality of student education records. "Education records" are those records that are directly related to a student that are maintained by an educational institution or by a party acting for the institution. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Moravia Community Schools uses Powerschool as the district Student Information System (SIS). Additionally records are kept in locked filing cabinets.

CLEANING

To keep children and staff healthy and safe, our preschool follows regular cleaning and disinfecting routines based on guidance from the National Association for the Education of Young Children (NAEYC).

We use a two-step process:

1. Clean - First, surfaces are washed with soap and water to remove dirt and germs.
2. Disinfect - Then, a safe disinfectant is used to kill any remaining germs.

What We Clean and When

- Eating tables - Cleaned before and after meals, then disinfected.
- Changing tables and bathrooms - Cleaned and disinfected after every use.
- Toys - Washed and disinfected regularly, especially if mouthed or dirty.
- Nap Blankets/Towels - Sent home weekly to be washed.
- Door handles, light switches, etc. - Disinfected daily and as needed.

Safe Cleaning Products

- We only use child-safe, approved disinfectants.
- Cleaning supplies are kept out of children's reach.
- Staff are trained on safe cleaning practices.

Keeping Everyone Healthy

- Staff and children wash hands often—before eating, after using the bathroom, and after playing outside.
- Classrooms are kept clean and organized to support health and learning.

These routines help us provide a safe, clean environment where children can learn and grow.

Moravia Community School District

Health/Medication Policies

A registered nurse will be available at the school as scheduled each week. A nurse assistant with medication certification is also available to administer medication and assist students. The nurse's office is located centrally in the building.

SCHOOL EXCLUSION GUIDELINES

Deciding when a child is too sick to go to school can be difficult. A child should be temporarily excluded from an educational setting when the child's illness causes one or more of the following (per IDPH guidelines):

- Prevents the child from participating comfortably in activities
- A need for care that is greater than the staff can provide without compromising the health & safety of *other* children
- An acute change in behavior: lethargy, lack of responsiveness, irritability, persistent crying, difficulty breathing, or a quickly spreading rash
- Fever with behavior change or other signs and symptoms

A student will be sent home from school or should be kept home from school for any of the following reasons:

- **Fever** - temperature of 100.4 degrees or greater. A student will be sent home &/or should be kept home until fever-free for 24 hours to a full school day **without** the use of fever reducing medications such as Tylenol.
- **Vomiting** - Each incident will be reviewed in consultation with the nurse, the parents, &/or the nurse assistant and appropriate action will be taken. If it is deemed necessary to send the student home, the student needs to remain home for 24 hours to a full school day from the last episode of vomiting.
- **Diarrhea** - After 2 episodes of diarrhea occurring at school or 1 episode and other symptoms present, student will be sent home & needs to remain home for 24 hours to a full school day from the last episode of diarrhea.
- **Sore throat (strep)** - when diagnosis of strep throat has been found, student can return after 24 hours of antibiotics &/or with healthcare providers release
- **With 1 or more of the following:** new loss of taste or smell, new cough, shortness of breath, fever, vomiting, diarrhea
- **With 2 or more of the following:** sore throat, headache, persistent runny nose or anything that disrupts the student's learning or poses a risk of disease transmission to others
- **Unexplained body rash or skin eruptions** - please consult healthcare provider prior to returning
- **Conjunctivitis (Pink eye)** with or without drainage and/or swelling - student will be allowed to return with release from healthcare provider
- **Any other health condition** that in the school nurse's judgement is of concern for the health and well-being of other students & that of the child

The school nurse or other school representative will contact you if your child becomes ill or seriously injured at school. If a parent cannot be reached, other individuals listed on the emergency form will be contacted.

For the child's safety, students will be released only to adults whose names appear on the emergency form. Contact with an adult & the child being picked up needs to occur in a timely manner. The child needs to be picked up within 30 minutes if possible.

Be sure to call Moravia CSD to let them know why your child is absent and then send the appropriate note when your child returns to school. It is recommended that students who leave school or miss school due to illness, not attend evening events in and around the community where the illness can be easily spread to others.

MEDICATION ADMINISTRATION POLICY

Per IA state law, prescription medications may be administered at Moravia CSD with written authorization from the parent/guardian **and** with a prescriber's written order for prescription medications and a current pharmacy labeled container as dispensed by the pharmacist. All medication should be taken before or after school whenever possible. However, it is understood that certain drugs may be required during the school day. Iowa State Law and Moravia CSD allow medications to be administered at school only when the following guidelines are met.

- No medication will be administered to a student in school or during school sponsored activities without a parent/guardian written authorization and a prescriber's written order for prescription medications and a current pharmacy labeled container as dispensed by the pharmacy. The name of the student, medication, dosage, route of administration, time to be given, and the name of the physician must be on the container. Medications must be in the most **current** pharmacy labeled container. A second labeled medication container can be obtained for school use by asking the pharmacist. All medication is preferred to be brought in by a parent/guardian. If a parent is unable to bring medication to the school, a phone call to notify the school nurse that the student has medication is required. Medication will not be sent home with students without parental permission. Any medication that has not been picked up by the last day of school will be disposed of properly.
- Herbal remedies, natural supplements, or essential oils not approved by the Federal Drug Administration will **NOT** be administered by school personnel.
- Over the counter/non prescription medication will be given only with parent/guardian written/one-time verbal authorization. Moravia CSD will have limited school approved over-the-counter medications available to students, distributed by either the school nurse or medication certified staff. Health information must be provided & a phone call to a parent/guardian will occur for parent/guardian permission prior to administration of **ANY** over the counter medication(s). Students may receive up to **5 doses** of school approved medications per year, after which the school nurse will assess the student and contact the parents/guardians to determine if a medical referral is needed and before any more doses will be given. Parents/guardians of students requiring or requesting greater than the 5 doses allowed per year will be asked to provide the medication being requested with a signed permission form. These medications must be brought in by a parent/guardian and be sent to school in the original medication container with the student's name attached. Parent instructions cannot conflict with label administration instructions.

- The parent/guardian is responsible for submitting a new prescriber's order form to the school each time there is a change in the dosage or time of administration, change to a different medication or the medication is discontinued. Prescriber's orders may be faxed to the school.
- The parent/guardian will inform the nurse/medication certified staff of the number of tablets/capsules that are brought to the school. The nurse will also count and document the number of tablets/capsules brought to the school.
- Students who independently carry inhalers or emergency medication, (ex. Epi-pens) throughout the school day need a written prescriber's order on file in the health office as well as an authorization form/consent form. The order must state the reason for the medication, dosage, times for administration to be given, and/or special circumstances under which the medication is to be given; the student must carry the medication at all times. All inhalers must have a current prescription label on the inhaler as well as on the box it comes in. You will need to ask the pharmacy for this.
- To ensure the safety of all children all medication will be kept in a locked storage cabinet in the nurse's office with the exception of Epi-pens, glucagon, and inhalers that are carried independently.
- The first dosage of any new prescription **must be** given at home so the child can be more closely observed for possible side effects and/or adverse reactions.
- No medication is to be kept by the student in their locker, desk, or on them personally, other than what is stated above in #7. The Moravia CSD does not assume responsibility for medication not prescribed by a physician/prescriber or medication that is administered by the student himself/herself.
- Medication required for field trips will be administered by a medication certified staff member or with parental permission.
- No medication will be continued beyond the school year in which it is ordered.

IMMUNIZATION/HEALTH REQUIREMENTS

Iowa law requires a parent or legal guardian to show evidence that the person's minor children residing in the state are adequately immunized against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, rubeola, varicella, hepatitis B and tetanus before being permitted to attend school. Each student's immunization record shall comply with the Iowa Department of Health. Immunization records must be submitted before the student may attend school or transfer schools. Students not meeting the Iowa immunization requirements will be excluded from school until the immunizations are completed or a Certificate of Immunization Exemption is provided to the school district.

The following health requirements are needed at the beginning of each school year:

- **Student Health Update** - required for ALL students each school year
- **Immunization record** - required for all students
 - *7th graders* - **Tdap booster** and **1st meningitis vaccine** required prior to attending school
 - *12th graders* - **2nd meningitis vaccine** required prior to attending school
- **Physical** - Moravia CSD form for *PK, K, & new students only*
- **Dental screening** - required for *PK, K & 9th*
- **Vision screening** - required for *PK, K & 3rd*

The school nurse will attempt annually to complete vision screenings and height screenings for elementary students attending Moravia CSD. Parents will be informed of results and any possible problems found with either the vision results and/or height screening results.

HEAD LICE PROTOCOL

Purpose

To contain infestation of head lice among the school age population while maximizing students' academic performance and minimizing absences due to unnecessary exclusion of students using nursing/medical best practices. The American Academy of Pediatrics and the National Association of School Nurses no longer endorse a "No Nits" policy in schools. Exclusion is not an effective tool in reducing lice outbreaks. In cases that involve head lice, as in all school health issues, it is vital that the school nurse prevent stigmatizing and maintain the student's privacy as well as the family's right to confidentiality.

Standard

The school nurse will examine the head of any child suspected of having a live lice infestation and notify the parent/guardian. Head lice are not a health hazard or a sign of uncleanliness and are not responsible for the spread of disease. Lice are not a public health emergency. Lice cannot hop or fly; they crawl. Transmission in most cases occurs by direct contact with the head of another infected individual.

Presence of nits does not indicate active infestation and there is no evidence that the presence of nits correlates with any disease process. Other studies show that lice are not highly transferable in the school setting and no outbreaks of lice resulted when allowing children with nits to remain in class. Whole class screenings for nits alone have not been proven to be effective.

Parents will not be routinely notified of cases of lice in classrooms due to privacy concerns and the low risk of transmission of lice.

Procedure

Upon notification of suspected cases of head lice, the school nurse will examine the student. If an infestation has been determined the parent/guardian will be notified via phone and information regarding head lice and treatment will be sent home with the student.

Regarding a chronic head lice case; the school nurse will examine, comb through students hair with a nit comb, contact parent/guardian and offer a Lice Treatment Kit on **three** separate occasions within no specific time frame. Thereafter, the nurse will contact the parent/guardian and offer a kit at a minimum of once per month if infestation continues.

Additional Information Relating to Head Lice

- Parents will be encouraged to check their child's head daily for at least 2-3 weeks after discovery. Removing nits every day for 3 weeks is the most effective treatment.
- Students will be discouraged from direct head-to-head contact with other students. The most common means of transmission is through physical/direct (head-to-head) contact. Indirect transmission is uncommon but may occur from shared combs, brushes, hats, and hair accessories that have been in contact with an infected person. Schools are not a common source of transmission. Lice prefer clean hair because it is easier to attach to the hair shaft to lay their eggs.
- Staff will maintain the privacy of students identified as being infected with head lice.

Prevention Tips

- Watch for students scratching their heads constantly, particularly after holiday or vacation periods.
- Advise students to not share hats, hair ornaments, scarves, barrettes, scrunchies or combs/brushes.
- Children should place all hats, scarves and coats into their backpack prior to hanging the backpack in their locker or cubby space.
- Children should keep long hair tied back and off of their shoulders.

Food Allergies

Management of food allergies and special nutrition needs - If a student has a food or other allergy that can affect their learning ability/environment, the school nurse needs to be made aware by the parent/guardian to create an individual health plan to accommodate for this & make any staff aware that works with that student. A doctor's note with diagnosis & further information for care & treatment is required. Same goes for a dietary modification due to allergy or other reason; a doctor's signature & further information is required on a diet modification request form that the nurse will share with dietary staff in order to accommodate for this modification.

MASKS

Due to continually changing circumstances, masks may be implemented by the school superintendent and/or school board at any time. Many things will be considered prior to this being implemented at any time during the school year. The reason for possible mask usage will be to maintain in-person learning to the best of the school district's ability.

The school nurse may ask for a student to apply a mask at any time during the school year while in the building to help prevent the spread of any illness. This will only be implemented during that specific time.

Hand washing, covering coughs & sneezes

Teachers/staff will be reinforcing hand washing regularly &/or using hand sanitizer are not available. We will also be reinforcing students/staff to cover coughs & sneezes with their elbow joint if possible. Reinforcing when to wash hands & how to wash appropriately will also continue to be a big topic of discussion.

Hand sanitizer stations will be placed at every entrance including the playground & throughout the building. These will be encouraged to be used prior to entering/exiting & before & after lunch.

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

DISTRICT COORDINATORS FOR TITLE IX, SECTION 504, & AFFIRMATIVE ACTION

Moravia Community School District's coordinator for Title IX, the Section 504 Coordinator, and the Affirmative Action Coordinator is Superintendent, Sam Swenson, (641-724-3311).

The Moravia Community School District shall not discriminate in our educational programs, activities or employment practices based on race, creed, color, age (except students), religion, national origin, gender, sexual orientation, gender identity, disability, socioeconomic status or any other legally protected classification.

Inquiries concerning application of this statement, including grievance procedures, should be addressed to Superintendent, Sam Swenson, Equity Coordinator, 505 North Trussell, Moravia, Iowa 52571. Telephone number (641-724-3311).

EQUITY STATEMENT

It is the policy of the Moravia Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, other identifying characteristics, 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, Sam Swenson, Superintendent, 505 N. Trussell, Moravia, Iowa, 52571, 641-724-3311, sam.swenson@moraviacsd.com

ASBESTOS NOTIFICATIONS

Pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA), a copy of the Asbestos Management Plan for each school building is available for review in each respective facility. A complete set of management plans is available for review in the district administrative offices. Consistent with state standards, the Moravia Community School District has tested all water fountains in district buildings for lead contamination. All fountains were judged safe by an independent testing agency.