



Moravia School
“School of Choice”

Student Handbook 2023-2024

Moravia Community School District
Moravia, Iowa 52571
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Moravia Community School Vision Statement

Learning flourishes in an environment of disciplined inquiry that develops and integrates knowledge and skills. The best learning occurs in an environment that is rich in resources, provides opportunity for active, participatory learning, and stresses responsibility and initiative. Learning is achieved through a clear integration and alignment of the Iowa Core Curriculum’s 21st Century Skills, essential skills and concepts, instruction, and assessment. All students can learn and are expected to achieve high standards.

Goals For Student Achievement:

When students graduate from the Moravia Community School system, our goal is to assure that . . .ALL STUDENTS

1. ...are responsible for their own decisions (including actions, choices, higher order thinking skills, work ethic and personal finances),
2. ...develop self-esteem, respect and appreciation for the world around them,
3. ...become life-long learners,
4. ...are academically well-rounded and strive to reach their highest potential,
5. ...are able to function effectively in society and in the global economy, and
6. ...communicate effectively

WELCOME AND INTRODUCTION

The faculty and staff of Moravia Community School welcome you and your family. We do our best to offer your child the best possible education, and we strive to make that education interesting and stimulating. We ask for your support, and we ask that you be an active participant in your child's education.

THE SCHOOL DAY

The school day for elementary students is 8:00 a.m. - 3:45 p.m. **The building will NOT be open until 7:30 a.m.** for students. Students are not allowed in the building before this time without prior teacher approval. The building and the playground are not supervised before 7:30 a.m. **Students are not to be dropped off at school prior to 7:30 a.m. by cars.**

Breakfast is served in the multi-purpose room at 7:30 a.m. for students. Students not eating breakfast should arrive no earlier than 7:45 a.m. Bus students will begin eating as soon as they arrive at school. Those students not eating will go to the playground upon arrival, except during inclement weather when all students will be sent to the multi for activities.

After the first two days of school parent(s)/guardian will not be allowed in the building to drop their child off. Teachers will bring students out at the end of the day to be picked up. Parents will not be in the building until students are cleared for the day.

Parents should contact the Principal's Office prior to any special circumstances regarding arrival times.

Students not in the classroom prior to 8:00 a.m. will be considered tardy. They must report immediately to the office and sign the check-in book. Three times tardy will equal one absence.

APPROVAL

This handbook was approved by the Moravia Community School Board in July, 2023.

ATTENDANCE

Every effort should be made toward getting students to school on time every day. Much of the child's progress depends on his/her regular attendance at school as students who do not attend school on a regular basis develop gaps in their learning. Each student is allowed one day to complete work missed after an absence. Parents should not expect their child to be promoted if skills are not mastered due to excessive absences.

1. If a student cannot attend school, parents should call the school office by 8:30 a.m. The school automated system will telephone the student's home as a safety precaution if no call is received at the office. **Upon the student's return to school**, parents are asked to send a note to the classroom teacher including the date of absence, reason for absence(s), and their signature.
2. If a parent wishes a student to be excused from school before the end of any school day, the student shall bring a note from the parent(s) stating the time the student is to be excused, the reason for being excused, and who will be picking the student up from school. The student must check out from the office before being dismissed.
3. Any student arriving at school after 8:05 a.m. will be considered tardy. Three tardies will equal one absence. Excessive tardiness will result in disciplinary action. Students arriving late for school must check in at the office before going to the classroom.
4. A student will be counted absent for one half day if gone for more than 2 hours (excluding lunch) during the school day, or if he/she arrives after 10:15 a.m., or leaves before 1:30 p.m.
5. After a total of eight absences or tardies in a quarter, the principal will send home a letter indicating the school's concern, which may result in a telephone or personal conference.
6. All children will be released only to the parent/guardian unless the school has been notified in writing or by phone call by the parent/guardian that he/she has granted permission for someone else to pick up his/her child.

Attendance of Evening Events

Students absent from school due to illness the day or the afternoon of an evening event at the school will not be allowed to participate in that event.

Compulsory Attendance Law

Each child between the ages of six and sixteen is required to be in attendance. Students with more than 10 unexcused absences a semester will result in the child being declared truant and appropriate charges filed with the County Attorney. After 10 unexcused absences are reached all absences will be reported to the county Attorney. Once a student reaches 16 unexcused absences in a semester it will be considered a second offense of truancy and will be reported to the County Attorney as such.

BICYCLE SAFETY

Bike racks are provided for students. Locking bikes is strongly recommended. Students who do not demonstrate knowledge of bicycle driving rules and regulations, practice safe driving, or use behavior not conducive to safety, **may be denied the privilege of riding a bike to school**. Students must ride bicycles with the traffic, must avoid darting out from driveways, and must avoid riding among parked cars. Students must walk bikes on and off the playground and sidewalk area. Students are strongly encouraged to wear bike helmets for their safety.

BEHAVIOR AND DISCIPLINE

Office Discipline Referral (ODR) Form

Student _____ Grade _____ Date _____ Referred by _____

Time _____ Others involved: Peer Staff Teacher Guest teacher None

Location:

Playground, Cafeteria, Hallway, Classroom, Library, Bathroom, Assembly Arrival/dismissal Bus, Nurse's office, Music, Art, PE, Other _____

Minor Problem Behavior	Major Behavior Problem	Possible Motivation	Administrative Decision
<p><i>Minor: Kept w.teacher; three minors = Major</i></p> <p>Not Following Directions Bothering Others Blurting Dress Code Inappropriate Tone / Attitude Classroom Disruption Minor Hallway Infraction Put-Downs Work Completion Chair Tipping Misuse of Technology Incidental Swearing Cheating</p>	<p><i>Major: Requires immediate administrative attention</i></p> <p>Fighting / Aggressive Behavior Foul Language at Student / Teacher Drugs Alcohol Tobacco Products / Paraphernalia Weapons Arson Inappropriate Touching / Gestures Vandalism Leaving School Grounds Smoking / Vaping Leaving Classroom Bullying / Harassment Inappropriate Use of Technology Chronic Minor Infraction</p>	<ol style="list-style-type: none"> 1. Obtain peer attention 2. Obtain adult attention 3. Obtain item or activity 4. Avoid peer attention 5. Avoid adult attention 6. Avoid task or activity 7. Sensory issue 	<p>Loss of privilege</p> <p>Time in office</p> <p>Conference with student</p> <p>Parent phone call</p> <p>Act of apology</p> <p>Behavior room</p> <p>In-school suspension</p> <p>Out-of-school suspension</p>

Comments:

True Blue Moravia Minors / Majors

Minors

Not Following Directions
Bothering Others
Blurting
Dress Code
Inappropriate Tone / Attitude
Classroom Disruption
Minor Hallway Infraction
Put-Downs
Work Completion
Chair Tipping
Misuse of Technology
Incidental Swearing
Cheating
Excluding Others

Majors

Fighting / Aggressive Behavior
Foul Language at Student /
Teacher
Drugs
Alcohol
Tobacco Products / Paraphernalia
Weapons
Arson
Inappropriate Touching / Gestures
Vandalism
Leaving School Grounds
Smoking / Vaping
Leaving Classroom
Bullying / Harassment
Inappropriate Use of Technology
Chronic Minor Infraction

1 Minor: Continuum of Consequences

3 Minors in 1 Day: 1 Major

1 Major: Fill Out ODR Form (Office Discipline Referral)

EXAMPLE: Classroom Matrix

Mohawks True Blue...	Entering Classroom	Seat Instructional time	Sink/ Supply Area	Lockers	Leaving Classroom
Be Responsible	<ul style="list-style-type: none"> Materials ready Go to seat Planner out 	<ul style="list-style-type: none"> Follow Directions Listen to teacher/others/Voice Level 0 	<ul style="list-style-type: none"> Clean own materials Wipe up messes Take Turns 	<ul style="list-style-type: none"> Bags on hooks Gym Shoes on bottom Door must close 	<ul style="list-style-type: none"> Right side NO Passing Zone Voice Level 0 Straight line
Lead by Example	<ul style="list-style-type: none"> Walk in quietly Greet teacher Voice level 2 	<ul style="list-style-type: none"> Raise hand Attend to speaker Complete assignments 	<ul style="list-style-type: none"> Put materials away Voice Level 2/3 	<ul style="list-style-type: none"> Bag on hooks Shut door quietly Clean 	<ul style="list-style-type: none"> Hands/feet to self Voice level 0 Get permission
Use Safe Behavior	<ul style="list-style-type: none"> Bags in locker Area clean Hands/feet to self 	<ul style="list-style-type: none"> Raise hand Clean up area Chair on all 4 legs 	<ul style="list-style-type: none"> Appropriate use of materials Put materials away 	<ul style="list-style-type: none"> Bag on hook Door must close Nothing on floor outside locker 	<ul style="list-style-type: none"> Hands by side Feet to self Straight line Right side NO passing Zone
Encourage Good Behavior	<ul style="list-style-type: none"> Bag in locker Area Clean Homework turned in 	<ul style="list-style-type: none"> Take care of you Assignments to Little Debbie Voice level guide followed 	<ul style="list-style-type: none"> Put materials away Voice Level 1 	<ul style="list-style-type: none"> Bag on hook Door must close Respect others property 	<ul style="list-style-type: none"> Hands/feet to self Voice Level 0 Wait patiently

Office Discipline Referrals Procedure

(ODR)

1. Communicate problem with administrator.
2. Send or escort student to office.

3. Complete ODR form by the end of the day.
4. Give major referral directly to administrator or put in box.
5. Administrator will put copy of referral in True Blue box.

BUILDING POLICY

Students caught on fire escapes unnecessarily and/or students caught on the roof of district buildings will be subject to disciplinary action, which according to the County Attorney, could include charges of trespassing.

BUS REGULATIONS

Students are responsible for their own behavior on the bus. Student behavior could affect the safe operation of the bus and therefore, the safety of others riding the bus. Misbehavior could result in the bus driver being distracted, and such distractions could endanger the lives of all students being transported. Therefore, behavior infractions must be reported and disciplinary action will be taken in accordance with these guidelines.

Parents are requested to explain to their children the importance of proper behavior on the bus and to support disciplinary actions that are necessary to help the child change his/her behavior.

The primary responsibility of the driver is to safely transport the students to and from school. While transporting students, the driver also has the responsibility of maintaining discipline on the bus.

LOADING

1. Students must be on time. Bus drivers will wait a **reasonable** length of time for the student to reach the bus, but there is no required time for the driver to wait when a pupil is not at the loading point at the scheduled time. The policy of waiting is not recommended.
2. Students should stand off the roadway while waiting for the bus. All pupils should be received and discharged from the right entrance of each school bus, and if said pupil must cross the highway, they shall be required to pass in front of the bus, look both directions, and proceed to cross the highway only on a signal from the bus driver.
3. Buses will stop only at designated areas. When people must cross to be picked up, the driver, after looking for approaching cars, will beckon them to cross. The pupil should wait for the driver's signal and cross promptly.

BUS DISCIPLINE POLICY

During a student's normal school day, the time in which they face the greatest chance of serious injury and death is on the school bus. It is very important that the parents, students, bus drivers, and school officials work together to make the bus riding time as safe as possible. The parent's role is to make sure the students know the bus rules and support the enforcement of the rules. The parents' cooperation is important in making sure that all students arrive at their destination safe and sound. Any violation of the rules must be reported to the bus driver immediately. The driver must make every attempt to notify the school administration on the day of the violation. The administration will determine what rules, if any, were violated. The bus rules will be enforced by the administration. If it is deemed necessary, the school administration will contact those parents of students directly involved.

BUS BEHAVIOR CONSEQUENCES

When dealing with discipline and the breaking of rules, it seldom falls into a black-and-white situation, so each case will be handled on an individual basis, based on the circumstances.

BUS SAFETY RULES

School begins when you get on the bus

1. Follow all driver instructions.
2. Remain in your seat with your feet out of the aisle while the bus is moving.
3. Nothing should be outside school bus windows at any time.
4. Keep hands, feet, and objects to yourself.
5. Be respectful to everyone on the bus.
6. Speak quietly so as not to distract the driver and so everyone can hear driver instructions.
7. Food and drink are allowed on the bus only at the discretion of the driver.
8. Any vandalism to school property will be reported to the authorities, and damages will be assessed against those persons responsible.

CONSEQUENCES

1. A first violation will result in a conference with the principal and transportation director where a warning is issued to the student as well as a reminder of the bus rules. A bus write-up will be sent to parents.
2. A second violation will result in a conference with the principal, transportation director and student. A letter or call will be made to the parents.
3. A third violation will result in suspension of bus privileges for one to three days.
4. Vandalism to school property will be reported to the authorities, and damages will be assessed against those persons responsible

Severe Clause – If behavior is determined to be severe by the driver, the *severe clause* will be applied.

Examples of severe behavior include, but are not limited to:

1. Bringing dangerous objects such as guns/knives on the bus.
 2. Physical aggression against another person.
 3. Use or possession of controlled substances.
 4. Continued refusal to follow rules despite warnings from the driver.
- School begins when you get on the bus.

CLASSROOM PARTIES

With prior approval from the teacher, parents will be allowed to bring approved treats for birthday/classroom parties.

FIELD AND ACTIVITY TRIPS

1. Students are to have their class work completed before classes are missed for excursions, field trips, etc. These trips are scheduled far enough in advance to allow time for necessary arrangements.
2. The teacher or activity sponsor will be responsible for filing permission slips signed by the parent/guardian prior to allowing a student to attend a field trip.
3. All activity trips will be made in a school bus or other designated vehicles. A school bus will be provided for most activities. The sponsor or person in charge shall always ride with the students in the school bus.
4. All students representing Moravia schools are required to ride to and from an activity unless they have previously received written permission to ride with their parents, or parenterally approved driver (except another student).
5. Permission will be granted only if the parents contact the Principal, or Superintendent prior to the event and will be granted only in extenuating circumstances.

AFTER AN EVENT PARENTS MUST COME TO THE SPONSOR AND GET PERMISSION FOR THEIR CHILD TO RIDE HOME WITH THEM.

CONCERNS BY PARENTS

Parent(s)/guardian(s) should discuss all concerns or incidents with the teacher first. If the concern cannot be resolved between staff and parent(s), the parent(s) or staff to address the issue may contact the principal. **The superintendent is the third level of appeal**, if the issue is not resolved. As always, please set an appointment with any of the above sources so they can suitably address the issue.

COURT ORDERS

If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

DRESS CODE

The way people dress influences the manner in which they conduct themselves. Because we believe that school is a “place of business,” we ask students to dress accordingly. Children should wear clothes becoming to young people and suitable for schoolwork and recesses. Students wearing clothing that disrupts the learning environment, such as halter-tops, midriff tops, and pants that are worn below the hips will be asked to cover the exposed area with additional clothing and/or wear a belt. Students are prohibited from wearing clothing

advertising, promoting, or displaying items illegal for use by minors, including but not limited to alcohol, tobacco, or other drugs and/or clothing displaying obscenity, profanity, vulgarity, violent behavior, racial or sexual remarks or pictures, making reference to prohibited conduct or similar displays. Students are not to use billfold chains or wear hats/caps, or other head coverings while in the building.

Please be certain students dress appropriately for the season. Shorts and sleeveless T-shirts are considered inappropriate dress when the temperature is below freezing. Be sure students are properly dressed for outside recess during the winter months. Boots, warm coats with hats, snow pants, and mittens/gloves are necessary for playground use when there is snow on the ground.

Students need to wear tennis shoes for participation in p.e. (Each class has p.e. twice weekly.) Students will be encouraged to leave their p.e. shoes at school.

CELL PHONES AND ELECTRONIC DEVICES

Students are not allowed to use private cell phones between the hours of 8:15-3:25. Students are required to leave their cell phones in a place designated by the teacher or in their locker turned off. Any student violating this policy will have their phone kept in the office and : 1st offense – phone will be confiscated and returned to the student at the end of the **next** school day; 2nd offense – phone will be confiscated for two full school days; and 3rd offense - phone will be confiscated for two full school days and a conference will be held with the parent/guardian. Additional violations may include detentions and/or suspensions. These consequences also apply to all non-school issued electronic devices. No camera cell phones are allowed in restrooms or locker rooms. Students who violate this policy may be facing immediate suspension and the possibility of an expulsion hearing before the board.

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 with the nurse assistant located in the elementary library.

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 judgment 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.

1. 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.

1434787568. Herbal remedies, natural supplements, or essential oils not approved by the Federal Drug Administration will **NOT** be administered by school personnel.

1434785248. 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.

1434786528. 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.

1434785408. 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.

1434785648. 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.

1434785328. 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.

1434784528. 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.

1434786208. 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.

1434787648. Medication required for field trips will be administered by a medication certified staff member or with parental permission.

1434786368. 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.

MASKS

Due to continually changing circumstances, masks may be reimplemented 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.

CLEANING

Moravia schools will use a clorox total 360 disinfectant machine to sanitize inside the school & individual rooms frequently throughout the year. Absences due to illness will be monitored daily with collaboration of staff to determine when extra cleaning will be done to prevent the spread of illness. A cordless E-sprayer will also be available for use to sanitize the buses & other items after every trip/usage.

Hand washing, covering coughs & sneezes

Teachers/staff will be reinforcing hand washing regularly &/or using hand sanitizer if soap & water 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.

Classroom expectations

Teachers/students are being asked to help in keeping our school clean. Cleaning kits with wipes will be available in every classroom. The following is being asked to be completed twice daily by specified people. Any extra per teacher/staff discretion.

Teachers/staff:

- Light switches
- Door handles
- Sink & faucet
- Teacher desk
- Any common areas/items used by multiple students

Students: only items they use personally

- Desk
- Chair
- Locker handle
- chromebook/tablet as specified by manufacturer &/or tech advisor

- Any other personal items that have been used/touched throughout the day

ELECTRONIC DEVICES

The use of mini-TV's, a pager, cell phones, tape/CD players, radios, laser lights, and other electronic devices will not be permitted during the school day or during school activities in which the student is participating, as they are considered disruptive. Staff may remove the devices and turn them into the office. Teachers may allow the use of Kindles, tablets, I-PADS, I-PODS etc. for academic use in the classroom. These devices are not permitted at recess as the purpose of recess is physical activity.

EMERGENCY DRILLS

Fire, severe weather, and bus evacuation drills will be held on a regular basis. A safety drill will be conducted once per year and as needed. Your child's cooperation in carefully following instructions during these drills will insure safety for all. A fire drill is one long buzzing sound. Each teacher will assign a student to close windows and doors in case of a fire or a fire drill. A severe weather warning/drill will be designated by short spurts of sound on the buzzer and/or by an all-call over the phone system. Students will file out of classrooms in an orderly fashion and proceed to the nearest sheltered area. Signs with the appropriate instructions are posted close to exits in each room. A safety drill is announced over the intercom. Teachers lock their doors and give instructions to their students.

GRADE SYSTEM

Students in grades K-2 are evaluated on the following scale:

S+	98 – 100	Above satisfactory
S	83 – 97	Satisfactory
S-	72 – 82	Slightly below satisfactory
I		Improving (improving but not yet satisfactory)
N	66 - 70	Needs Improvement (showing little or no improvement)
N-	64 - 65	Slightly below needs improvement
U	63 and below	Unsatisfactory (below grade level - may be considered for retention)

Students in grades 3 - 12 are evaluated on the following scale:

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below

The nine-week grade is based upon written daily work, daily class oral participation, and tests.

HONOR ROLL - "A" Honor Roll includes all students receiving straight A's (A+, A, A-). Honor Roll includes all students receiving a 3.0 grade point average with no grades lower than a C. (Grade point can be figured by averaging the student's grades using the following scale: A is 4.0, A- is 3.75, B+ is 3.5, B is 3.0, B- is 2.75, C+ is 2.5, C is 2.0, C- is 1.75, D+ is 1.5, D is 1.0, D- is .75, and F is 0)

GREAT PRAIRIE AEA

Great Prairie AEA staff will be available to partner with district staff members to provide the best education possible for your child. These Great Prairie AEA staff include, but are not limited to: audiologists, consultants, teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech-language pathologists. Your child's teacher may contact AEA staff for consultation, observation, or interaction with your child. If you do not want the above services, please notify the school *IN WRITING*.

If you have any questions and/or concerns about these services, please call the Regional Special Education

Director at the AEA at 641- 932-5003 or Fax 641-932-5017.

HARASSMENT

It is the policy of the Moravia Community Schools to maintain a learning and working environment that is free from harassment. Harassment prohibited by the district includes, but is not limited to, harassment on the basis of age, race, sex, creed, color, national origin, religion, marital status, disability, sexual orientation, gender identity, physical attribute, physical or mental ability, ancestry, political party preference, political belief, socioeconomic status or familial status . Students whose behavior is found to be in violation of this policy will be subject to the district's investigation procedure that may result in disciplinary action.

Reporting Harassment

Step 1: Communicate to the harasser that you expect the behavior to stop. You may do so verbally or in writing. If you need assistance communicating with the harasser, ask a teacher, counselor, or principal to help.

Step 2: If the harassment does not stop or you do not feel comfortable confronting the harasser, you should:

- a. Tell a teacher, counselor, or principal
- b. Write down exactly what happened, keep a copy for yourself, and give one to the teacher, counselor or principal, including the following details:
 - *What happened
 - *List any witnesses
 - *Where it happened
 - *Who harassed and exactly what was said.
 - *What you said/did
 - *How you felt
 - *How the harasser responded
- c. Students who believe they have suffered harassment or persons who feel they are aware of the acts of intolerance or harassment shall report such matters to a claim manager, who will serve as the investigator for the harassment complaints. The claim managers are the Principals and Superintendent.

Consequences for Harassment Policy Violation

- Verbal warning/reprimand
- Written warning/reprimand (enter into the student's discipline file)
- Internal/external suspension
- Expulsion
- Referral to law enforcement agencies for appropriate action

HOMEWORK

Homework is work assigned during the regular class period and shall be completed outside regular class time. This allows for more teacher-student interaction during the day and the opportunity for concepts to be reinforced later to increase student understanding. The assigned homework will teach responsibility and foster study skills, both of which are important to students' school success.

Need homework help? Need info for projects?
Find help at www.iowaonline.org

- 10 years of weather data....Current / severe weather info - **AccuWeather**
- Training for software: Adobe Acrobat, Photoshop, Word, Excel and more - **Atomic Learning**
- Photos, sound clips, fonts and clip art – all available at **Clipart.com**
- Full-text magazine and newspaper articles – **EBSCO** (multi-language)
- Photos from around the world; from 1840 to right now! **AP Multimedia Archive**
- Up-to-date information on hot topics / maps / debate info - **SIRS Researcher**
- Digital video clips and photographs – add to your Presentations - **unitedstreaming**
- Start your research with **World Book**. Check out the new primary source documents!
- Contact your child's teacher for password information.

INCOMPLETE WORK

Any student receiving an incomplete grade for the quarter or semester will have one week to make up work. Failure to complete work will result in an "F" which will be averaged into the quarter or semester grade.

Exceptions will be made only with administrative approval.

LIBRARY FEES

Lost and/or damaged books are the student's/family's responsibility to replace. The classroom teacher or librarian will bill students for books or media that are damaged, lost, or destroyed. The assessment will be correlated to the original cost of the book.

LOCKERS

Students are provided locker space for their books and coats at no charge. Students will be assigned a locker, and each student is responsible for maintaining it. Leaving money, jewelry, and/or other valuables in lockers is strongly discouraged. Locker clean outs will be regularly scheduled to help maintain the lockers.

LOCKER & DESK SEARCHES

Iowa law allows lockers (materials contained in a coat room), desks, and other school property used by students to be searched for purposes of inspection or suspicion. (HF 331)

LUNCHROOM GUIDELINES

To protect the nutritional integrity of the lunchroom, soda pop **will not** be allowed during lunch periods.

Parent(s)guardians may eat lunch with their students on special days set up by administration.

MAKE-UP WORK

Missed class discussions and presentations cannot be made up. If a student is absent, it is the responsibility of the student to request and complete missed assignments. When a student is ill and parents wish to pick up schoolwork, please give the office a three-hour notice.

MONEY TO SCHOOL

Each student is responsible for his/her own money. We would encourage students to refrain from carrying substantial amounts of money on them. Money sent to school with lower grade children should be placed in an envelope and labeled with the name of the student, teacher's name, amount of money and purpose.

PERSONAL PLAY EQUIPMENT

Students may bring special items to play with at school. Items such as trucks, cars, basketballs, dolls, etc., are permitted but not essential. The school provides ample play equipment. Items not allowed to be brought to school are roller skates, skateboards, in-line skates, sledding equipment, radios, walkmen, CD players, and laser lights. **The school is not responsible for any items brought to school by students.** Trading cards will be confiscated if they lead to interference of the learning environment.

PETS/ANIMALS

Permission must be obtained from the classroom teacher before animals visit the school. Safety for children and animals must be observed. Adults must bring the animal for a show-and-tell and then remove it from school. Animals need to be on leashes and/or in cages.

PLACEMENT IN CLASSROOMS CRITERIA

- Recommendation from classroom teachers and counselors with regard to matching learning style of student with teaching style of instructor.
- Consideration given to potential and known personality conflicts between or among students.
- Boy/Girl ratio, even classroom numbers, students' abilities and instructional time requirements.
- Parental input and recommendations. Input and recommendation from parents must be in writing and must be in the hands of your building principal no later than May 29th. Recommendations will not be accepted after the May 29th deadline. Parent recommendations are honored, if possible.

PLAYGROUND RULES

I. Playground Equipment

1. Skateboards, sleds of all kinds, and roller skates are not allowed under any circumstances on the playground during school hours.
2. The following items will be permitted: basketballs, soccer balls, soft balls, plastic or foam bats, and footballs - touch football only. These items must be checked in with the classroom teacher.

- II. Playground Area
1. Students are to go directly to the playground.
 2. Students must have permission from the recess supervisor to leave the playground for any reason.
 3. Students must stay on their designated side of the playground line when mixed-aged groups are on the playground at the same time.

- III. Equipment Rules
1. Keep hands and feet to yourself at all times.
 2. One person down the pole at a time. Leave the area immediately after reaching the bottom.
 3. Climb down from the equipment instead of jumping off the equipment.
 4. Only three students on the chains at a time.
 5. One-way traffic on balance beam and monkey bars.

Balls:

1. Students should check out balls from the classroom teacher. Balls brought from home should also be checked out for recess and checked back in after recess. Students taking balls out are responsible for returning the balls after recess.
2. Balls are only to be kicked in the grassy areas of the playground.
3. Balls are to be bounced only on the blacktop not against the school building. Bouncing balls against the school wall is distracting for students still in class.
4. Students misusing balls will lose their privileges of checking them out and/or using them.
5. Balls that go out of the area or on the roof should be reported to the office immediately.

Swings:

1. There should be only one person on a swing.
2. Students are not allowed to cross their feet together with two swings, stand, jump over, or give under-ducks on swings, or throw the swings up over the frames.

Slides

1. Leave the area immediately after reaching the bottom.
2. Children should use only the ladder to get to the top of slides.
3. Only one student at the top at a time.
4. Always sit down going forward on slides.

Hand Glider:

1. Two hands and no feet when glider riding.
2. One person at a time riding the glider.
3. Stay out from underneath the glider.
4. Stand on second step when waiting for your turn on the glider.

- IV. Behavior
1. Any behavior that harms another individual mentally (through foul or spiteful language) or physically, or destroys property will not be permitted to participate.
 2. Take turns when playing with others.
 3. Always play in a way that is safe for you and others.
 4. Students are to keep their hands and feet to themselves.
 5. Students are not allowed to wrestle, fight, ride piggyback, throw snowballs, push or trip other people.
 6. No spitting.
 7. No candy or gum on the playground.

PROMOTION TO THE NEXT GRADE LEVEL

Students will be promoted to the next grade unless, in the judgment of the licensed staff and the building principal, the student lacks the academic achievement needed to advance. Parents will be informed of the possibility that their child may not be promoted during the second semester. A conference will be scheduled with the parents/guardians, student, teachers, and building principal.

RECESSES

Elementary students receive recess each day that meets or exceeds the state physical activity requirement. All students are expected to participate in recess. If your child has a chronic physical condition that does not allow her/him to have outside recess, we will ask that you provide a current medical excuse from your doctor each quarter. Short-term excuses should be in the form of a note from a parent. Recesses will be outside unless it is raining, the temperature is below 10 degrees Fahrenheit, or the wind chill factor is below zero. Please see that your child(ren) are dressed in a manner appropriate to weather conditions. Students not dressed appropriately for the weather conditions will work in the library during recess.

REPORT CARDS

Report cards will be issued to the student or parent at the end of each nine-week period. Midterms will be sent to parents during the fifth week of each quarter for all students in grades 3-6. Parent requests for student grades are welcome at any point of the school year and can be accessed through the school web site using the password issued to you.

SCHOOL ACTIVITIES

All student-sponsored activities are under the jurisdiction of the school authorities, whether held here or away. Students will dress and conduct themselves as they would in a regular school day. One disorderly student can make a bad impression for our school. We have something to be proud of, and we should convey that spirit whenever we participate in activities sponsored by the school.

As spectators at games, plays, musical events, etc. it is disrespectful to the participants to be running in and out of the auditorium. For the safety of your child it is important that your child not be running around in the halls or other areas of the building. Leaving for the restroom, drinks, concessions, etc. should be limited to intermissions, not during performances. Parents are responsible for their children at these events. However, if a parent is not taking that responsibility, administration or any teacher may remove that child from the event if their behavior is unacceptable. Misconduct at such events reflects on parents, students, and the school. We want everyone to enjoy the activities, but we all have to do our part.

STUDENT PICTURES

From time to time the district has the opportunity to celebrate our students through various publications and electronic media. The district will have an Internet Web Page which carries news about the schools, staff, and our students. In order to use pictures of district students, parents must be given the opportunity to inform the school of their approval or disapproval in the use of their child's picture in school publications. Please inform the school about your wishes on using your child's picture in the school news items.

TELEPHONE USE

Students will not be removed from class to receive phone calls unless it is an emergency. Messages will be given to students and/or teachers as soon as it is appropriate to do so. Students will be permitted to use the phone at recess with their teacher's permission. Students must bring an office pass to the office each time they use the phone. Student telephone usage will be limited to 2 minutes. Students are not allowed to use phones in the classroom unless it is an emergency or if the call is for a class project.

TESTING

The academic growth of all elementary students in the Moravia Community School is measured by standardized testing in the spring semester of each year and curriculum based assessment throughout the year. Standardized testing involves the Kindergarten - second grade students being given the G-Made Test and third through sixth graders taking the Iowa Assessments. It is extremely important that students are well rested and ready to do their best during the administration of these tests. While these tests give us some indication of how the Moravia School District compares with other schools in the state and in the nation, more importantly, they help teachers and parents identify areas of weakness in an individual student's progress that can lead to more intense instruction in those areas. It is important to note that these are just one form of achievement identification that we use in our school. Others include: observation by teachers, anecdotal records, chapter and unit tests, self assessments, conferencing with teachers, portfolios, pre and post tests, computerized assessments, final projects, reading assessments and MAP Testing.

UNFORESEEN SITUATIONS

Students are subject to any additional rules and guidelines deemed necessary according to circumstances that may occur during the year.

VISITORS

Parents and Visitors are asked to press the buzzer at the front door to the elementary wing upon arrival. A staff member will release the lock on the door so that the visitor can enter the building. Please identify yourself for the staff member. We know that you share our desire to keep our students and staff safe at school. We appreciate your cooperation with our security system. Visitors must notify the appropriate office of their presence in the building by signing in upon arriving. **All visitors are asked to wear a Visitor's Pass.** Parents wishing to visit their child's classroom should contact and make arrangements with the teacher prior to the date they wish to visit. Anyone else wishing to visit a classroom while school is in session is asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and class disruption can be minimized. (Teachers shall not take time from regular duties to conference with parents.)

NOTIFICATIONS OF BOARD POLICY

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.

ENVIRONMENTAL TESTING

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.

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

Moravia Community School District's coordinator for Title IX is Mr. Kevin Cochran, Secondary Principal, (724-3241). The Section 504 Coordinator is Sam Swenson, Superintendent, (724-3311) and the Affirmative Action/Equity coordinator is the Superintendent, Sam Swenson, (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, other identifying characteristics, or any other legally protected classification. Inquiries concerning application of this statement, including grievance procedures, should be addressed to Sam Swenson, Equity Coordinator, 505 North Trussell, Moravia, Iowa 52571. Telephone number (641-724-3311).

EQUITY STATEMENT:

Moravia Community School is an equal employment opportunity and affirmative action employer. The district does not discriminate in our educational programs or employment practices on the basis of race, creed, color, age (for employment), marital status (for programs) religion, national origin, gender, sexual orientation, gender identity, socioeconomic status (for programs), other identifying characteristics or disability in its educational programs, services or employment practices. Inquiries concerning application of this statement, including grievance procedures should be addressed to Sam Swenson Equity Coordinator, 505 N. Trussell, Moravia, Iowa 52571. Telephone number (641) 724-3311.

NON-DISCRIMINATION MULTI-CULTURAL NON-SEXIST

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(for employment), marital status(for programs), sexual orientation, gender identity, other identifying characteristics, and socioeconomic status (for programs) in its educational programs or employment practices. If you have questions or grievances related to this policy please contact Sam Swenson, Superintendent, 505 N. Trussell, Moravia, Iowa, 724-3311, brad.breon@moravia.12.ia.us.

It is also the policy of this district that curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and physical disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and awareness of

the rights, duties and responsibilities of each individual as a member of a multi-cultural, non-sexist society.

HUMAN GROWTH AND DEVELOPMENT CURRICULUM EXEMPTIONS

Human Growth and Development is a state mandate that requires that certain topics relating to Life Skills, Human Sexuality, and Prevention/Intervention Strategies must be addressed as part of the overall curriculum in the public and private schools of Iowa. These topics are:

- I. Life Skills Development
 - A. Interpersonal Relationships, Communication
 - B. Family Life and Parenting Skills
 - C. Sexual Abuse, Harassment, and Stereotyping
- II. Human Sexuality and Sexually Transmitted Diseases
 - A. Family Planning
 - B. Adoption
 - C. Sexually Transmitted Diseases (including AIDS)
 - D. Prevention and Control of Diseases
- III. Prevention and Intervention (including Early Intervention and Prevention Programs)
 - A. Dropouts
 - B. Substance Abuse
 - C. Adolescent Premarital Sexual Activity
 - D. Adolescent Pregnancy
 - E. Suicide
 - F. Mental Retardation

Human Growth and Development is not a separate subject. Rather, the various topics are integrated into several subject areas throughout the PK-12 curriculum. (Copies of the curriculum are available for your inspection in the administrative office.)

You should be aware that you may have your child excused from any portion of the Human Growth and Development curriculum with no grade penalty.

Please feel free to address any questions or concerns you may have regarding Human Growth and Development to your student's principal.

STUDENTS & FAMILY RESOURCES

The following resources with phone numbers are provided to assist those individuals and families who may find need for the services provided within our community.

Eating Disorders Treatment	800-562-4944
AIDS & HIV Information	800-445-2437
National Runaway Hotline	800-621-4000
SIEDA Drug & Alcohol Services	641-932-5960 *
Poison Control	800-362-2327
Suicide Hotline	800-332-4224
Hospitals:	
Mercy Medical Center - Centerville	641-856-4111
Monroe Co. Hospital - Albia	641-932-2134
Child Abuse	800-362-2178
Family Violence	888-782-6632
Homework Hotline	800-728-6450
Legal - Youth Law Hotline	800-728-1172
Rathbun Mental Health	641-856-6471
Center For Behavioral Services	641-856-2775
Family Planning Clinic	641-856-8554
Fire, Police, Ambulance	911
County Sheriff	911 or 641-437-7100
County Human Services	641-437-4450 *

Moravia Community School Vision Statement

Learning flourishes in an environment of disciplined inquiry that develops and integrates knowledge and skills. The best learning occurs in an environment that is rich in resources, provides opportunity for active, participatory learning, and stresses responsibility and initiative. Learning is achieved through a clear integration and alignment of the Iowa Core Curriculum's 21st Century Skills, essential skills and concepts, instruction, and assessment. All students can learn and are expected to achieve high standards.

Goals For Student Achievement:

When students graduate from the Moravia Community School system, our goal is to assure that . . .
ALL STUDENTS

1. . .are responsible for their own decisions (including actions, choices, higher order thinking skills, work ethic and personal finances),
2. . . develop self-esteem, respect and appreciation for the world around them,
3. . . become life-long learners,
4. . . are academically well-rounded and strive to reach their highest potential,
5. . . are able to function effectively in society and in the global economy, and communicate effectively.

EXTRA PK GUIDELINES

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.
2. Preschool for 5 year olds. Any student who is placed in PK as a 5 year old or held back in PK as a 5 year old will only be allowed to do so after they have been tested and found to have significant

deficiencies below their peers. This will be done using a research based reading assessment overseen by the PK director. Students should not be allowed to be placed out of their chronological age group unless they are behind in academic abilities. Students will not be placed in PK as a 5 year old for being immature or shy. Five year old PK students will go half a day in the PK room and half of a day in the Kindergarten room. The final decision will be left to the PK director as to whether a 5 year old is eligible for PK.

3. The preschool classes are held Monday through Friday with a maximum of twenty students per class.
4. Each child is required to have a medical, dental, and vision examination and provide the school with a report prior to being admitted. Shots must be up-to-date and the completed immunization cards on file with the school nurse.
5. Each child is expected to be potty trained. However, accidents will happen, but he/she should be reliably trained to go to the restroom.
6. Parents must sign an emergency medical authorization slip.
7. All clothing and other items that might stay at school should be marked with your child's name.
8. In case of an illness, the teacher is notified at school that the child will not attend that day.

BEHAVIOR AND DISCIPLINE

All student behavior shall be based on respect and consideration for the rights of others. Students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school. Students and their parents have the responsibility to know and respect the rules and regulations of Moravia Community School. Students have further responsibility to behave in a manner appropriate to good citizenship and respect for others. Corporal punishment is not used. Time out is the method used for discipline in the preschool. A note will be sent home to inform parent (s)/guardians of his/her child's behavior.

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 or 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.

Supervision Policy

- A. Teaching staff will supervise children primarily by sight.
- B. Supervision for short intervals by sound is permissible, as long as teachers check frequently on children who are out of sight.
- C. All children will be supervised by a licensed teacher or paraeducator.
- D. Student/Adult ratio will be kept at 1 adult for every 10 children at all times.

COAT ROOMS

Students are provided coat room space for their books and coats at no charge. Students will be assigned a hook and cubby, and each student is responsible for maintaining it. Leaving money, toys, and/or other valuables in lockers is strongly discouraged.

LUNCHROOM GUIDELINES

To protect the nutritional integrity of the lunchroom, soda pop **will not** be allowed during lunch periods. 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 and extra juice or milk are full price.

Students are entered into the JMC program on 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 web site. You can reach it by going to the Moravia Mohawk web site and go into the Parent Access Log In located at the top of the school web site. Students are issued identification numbers that will be used to when purchases are made for breakfast, lunch, ala carte and afternoon milk (at snack time). Parents have the opportunity to request their child not get ala cart or seconds if they so desire.

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 when the account is within two days of being depleted. Menus will be sent home monthly in the newsletter.

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: apple wedges (cut at preschool), bananas, celery sticks, string cheese, graham crackers, muffins, popcorn, applesauce, carrot sticks, cereal such as fruit loops, crackers with peanut butter, grapes, oranges, raisins, yogurt, and jello. All food brought from for snacks or to share needs to be in the original packing form. If you know of any other healthy snack ideas, please feel free to bring those instead! Please label any foods or beverages brought from home with the child's name and date. A child's birthday is a special day for him/her. You may bring treats for your child such as commercially prepared foods in factory-sealed containers such as cookies, cupcakes, or any other special treat to share with his/her classmates for that day.

Toileting

For children who are unable to use the toilet consistently, the program makes sure that:

- a. 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.
- b. 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

- c. at least every two hours when children are awake and
- d. when children awaken.
- e. Diapers are changed when wet or soiled.
- f. Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
- g. 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. For kindergartners, the program may use an underclothing changing area designated for and used only by this age group.
- h. At all times, caregivers have a hand on the child when being changed on an elevated surface.

In the changing area, staff

- i. post changing procedures and
- j. follow changing procedures
- k. These procedures are used to evaluate teaching staff who change diapers.
- l. 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.
- m. 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).

n. Containers are kept closed and

o. are not accessible to children.

p. Staff members whose primary function is preparing food do not change diapers until their food preparation duties are completed for the day.

Food Allergies

For each child with special health care needs or 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.

TESTING

Preschool students will have their skills and learning assessed by an ABC Checklist, MAPP Testing, Teaching Strategies Gold Online and by Reading Readiness assessments. Portfolios of student progress will be kept by the teachers. These assessment measures help teachers and families plan appropriate learning experiences for each child. If the program staff should suspect a developmental delay or special need, the families will be invited to a confidential conference with the teacher to plan for the student's educational development.

Program Evaluation, Accountability, and Continuous Improvement

The program offers staff and families opportunities to assist in making decisions to improve the program. Collaborative and shared decision making is used with all participants to build trust and enthusiasm for making program changes. Staff and families meet at least annually to consult on program planning and ongoing program operations.