



# Four Year Old Preschool

## Family Handbook



# Family Handbook

## **Our Mission**

The mission of the Solon Community School District is that each student will be highly engaged in mastering rigorous and meaningful content experienced through exceptional teaching and collaborative learning experiences.

## **Our Philosophy**

In our early childhood setting, we strive to meet the needs of all learners by providing age appropriate and individually appropriate activities. The Creative Curriculum System for Preschool is used to guide lesson planning and continually assess student progress. The curriculum fosters growth in the following areas: social/emotional development, physical development, language development, and cognitive development.

Furthermore, our preschool is currently in the process of becoming a QPPS (Quality Preschool Program Standards & Criteria) site. Our verification site visit will take place in February of 2014. We foresee passing this site visit with flying colors!

## **Who We Are**

Solon Preschool is staffed by certified teachers and trained educational associates. The curriculum used is Creative Curriculum and is designed to provide students with experiences in school routines, (including following directions and basic academic knowledge), self-esteem, social interactions and respect for all learners.

## **Eligible Student**

A child must be 4 years of age by September 15 of the year attending. Children must also be toilet trained unless a doctor identifies a medical reason.

## **Goals and Objectives**

Solon Preschool goals and objectives are found at the end of this handbook. These goals and objectives were taken from a research-based early childhood curriculum (Creative Curriculum) covering the following areas: (Appendix 1)

- Social/emotional,
- Physical,
- Cognitive, and
- Language development.

## **Goals for Children**

- Children will show competency in social/emotional, physical, cognitive, and language development skills.
- Children will be responsible, respectful, safe and kind.
- Children will be safe and healthy.

## **Goals for Families**

- Families will feel welcome in the classroom and school.

- Families will work with the school in a meaningful partnership to help their children be better prepared to learn.
- Families will be advocates for their children.

**Assessment**

Preschool staff will conduct ongoing observations using Creative Curriculum objectives daily for each child. Staff will ask for input from families to help assess developmental progress of their child as well. The assessment information is then used to guide lesson planning and report progress to parents/guardians.

**Location and Hours of Operation**

**Lakeview Elementary has two preschool classrooms located in the latest addition of Lakeview.**

Preschool classes are required to meet daily from 8:30-11:00 in order to meet state requirements. Each Solon Community Preschool site has individual policies regarding enrollment and attendance options. Please check with your child’s center as to what is offered beyond the 8:30 to 11:00 requirement. The preschools follow the Solon school calendar.

**Location:**

**Hours:**

**Lakeview Preschool**

111 N. Chabal St.  
Solon, Iowa 52333  
Phone: 319-624-3401 Ext. 1291

**Lakview Preschool**

8:10 am – 3:05 pm

**Arrival & Dismissal**

Parents will come into each preschool site to deliver their child. Upon arrival at Lakeview, parents will sign in their child. At dismissal time, Lakeview preschool parents will drive in the south entrance to pick up their child. Lakeview students attending the Before And After School Program (BASP), will be picked up by a BASP staff member. If students attend other day care centers at the end of the day, they are escorted out of the building to their day care pickup van.

**Attendance**

Parents should call your child’s site between 8:00-8:30 to report an absence. If your child will be absent due to illness or appointment, please inform the staff when you call. If there is a time you need to pick up your child from school please inform the staff as soon as possible. You will be required to sign your child in/out when you arrive.

**School Cancellations**

The Lakeview Preschools will follow the Solon School District’s decision to dismiss classes due to inclement weather. No preschool classes will be held if the Solon Community School District is closed. In the event that Solon Community Schools must be closed or dismiss early due to bad weather, we will notify school patrons by recorded message to your first contact number listed on school enrollment forms, email, if you

requested this, as well as, local radio, TV stations, and district website at <http://www.solon.k12.ia.us>.

## **Health**

### **Hand Washing**

All staff, students, volunteers, and visitors (including parents) must wash their hands after entering the classroom.

### **Required Forms**

A physical form, dental screening form, and immunization form are required by the State of Iowa at time of enrollment. A child who does not have the necessary immunizations will not be admitted in the preschool program. (Appendix 2)

### **Communicable Diseases**

Any contagious disease should be reported to the preschool immediately. The school nurse will inform parents when there has been a possible exposure to a communicable disease. Colds, flu, and other contagious diseases seem to occur frequently and spread easily among preschool children. To help protect your own child's health and to minimize the possibility of the spread of disease at school, please keep your child at home, even on open house events, if you observe any of the following symptoms:

- Nasal discharge that is green or yellow
- Complaints of ear pain
- Productive cough
- Severe sore throat
- Eyes that are pink, burning, itching, or producing discharge
- Diarrhea or vomiting
- Fever of 100 degrees or more (children need to be fever free for 24 hrs before returning to school)

If these symptoms of possibly contagious conditions are observed in your child during the day, you will be called to come pick up your child immediately. While your child is waiting to be picked up s/he will be able to lie down in a comfortable location away from other children.

### **Illness at School**

If your child becomes ill or hurt while at school, every attempt to notify a parent will be made. In the event this is not possible, an emergency contact will be called. Arrangements should be made to pick up your child within an hour. A staff member will not transport children. If a dental emergency occurs, a similar procedure will be followed.

### **Medication**

The school nurse will administer medication. Emergency medications provided by the family for example, Epi-pens or Inhalers, will be stored in a locked cabinet for use in an emergency. The nurse will need a signed medication authorization and permission form in order to administer medications. (Appendix 3)

### **Sunscreen Policy**

Children will be outside daily, weather permitting. In circumstances when students will be exposed to the sun for longer than 20 minutes, sunscreen can be applied by staff with written permission from parents. (Appendix 4)

### **Biting Insect-borne Diseases**

Parents will be notified if children may be exposed to mosquitoes and/or ticks during a school activity. Parents have the opportunity to send bug spray containing DEET, Picaridin, IR3535, or Oil of Lemon Eucalyptus for those activities and give permission for staff to apply the bug spray. (Appendix 4)

### **Outside Temperature**

Guidelines established by Iowa Department of Public Health, Healthy Child Care Iowa will be used to determine appropriate temperatures for outside play. The Child Care Weather Watch chart will be consulted and is in the back of the handbook. (Appendix 5)

### **Pets and Visiting Animals**

Please contact the teacher before bringing pets to school. All classroom pets or visiting animals must appear to be in good health and have documentation from a veterinarian or an animal shelter to show that they are fully immunized and that the animal is suitable for contact with children. Teaching staff will supervise all interaction between children and animals and instruct children on safe behavior when in close proximity to animals. Any pet brought to school must be housed in a proper cage, container, or be restrained in such a way so as to prevent harm to anyone. After viewing, the visiting pet should be taken home.

If your child is allergic to animals, please let your teacher know so s/he will not be exposed to that animal.

**Reptiles** (snakes, lizards, frogs, turtles) **are not allowed in the classroom** because of the risk for salmonella infection.

Dalmations, Pitbulls, and Siamese cats are not generally recommended for preschool classrooms because of their dispositions. These decisions will be made on a case-by-case basis.

## **Family Involvement**

### **Access to Center**

While your child is at preschool we will ensure that your child is not exposed to people who may pose a risk of harm to them. Only persons who have been through the formal record check process and who have been cleared for involvement with children may be directly responsible for childcare or alone with a child. A person who has “direct responsibility for children” will need to have a record check unless they are the parent, guardian or custodian in relation to their own children.

If a person has not been cleared through the formal record check process, staff will monitor the person while in the center. That person may have interaction only with his or her own child. Records will be kept in the form of a sign in/out form for adults to fill out when at the center.

### **Parental Participation**

Parents have unlimited access to their children and to the provider caring for their children during the preschool hours, unless parental contact is prohibited by court order.

Parent volunteers will be required to fill out a volunteer statement and/or background check depending on your level of duties (counted in ratio). It is possible you will be asked to complete a background check before attending field trips.

### **Field Trips**

Field trips will be scheduled throughout the school year as an extension of our units. Permission for your child to participate in field trips is indicated on the school registration form. You will be given prior notice of each trip on the bus.

### **Parties at Preschool**

There will be three organized parties throughout the school year: a Halloween party, a winter holiday party, and a Valentine's party. All parents will be asked to donate items for each party, well in advance of the date.

### **Events**

- **Preschool Preview:** In the Spring of the year parents and students enrolled for the following Fall are invited for an evening of orientation. The administration visits with the parents on expectations, policies and procedures for preschool. The students meet and work with preschool staff.
- **Graduation/End of Year Celebration:** At the end of the year we will have a preschool graduation celebration.

### **Home Visits**

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

### **Parent-Teacher Conferences**

The teacher will schedule two in school conferences for your child with one being in the fall and one in the spring of the year. This will be a time for the staff to talk with families about our shared goals for your child throughout the school year. If you would like more frequent conferences, please contact your child's teacher

# Child's Day

## Daily Activities

Each center follows their own schedule with the following activities to meet curriculum objectives in the developmental areas of physical, social/emotional, cognitive, & language.

- Table Activities
- Large & Small Group
- Story Time
- Snack
- Centers (Art, Blocks, Discovery, Dramatic Play, Literacy, Music, Sensory)
- Large Motor Play (Indoor/Outdoor Play)

## Birthdays

We recognize birthdays at the preschool as close to the date as possible. Summer birthdays will be celebrated on the half birthday. Your child may bring a special treat to share on that date according to state guidelines. Please keep whatever item(s) you provide in the original containers so the staff can make sure the food does not contain allergens, which may be harmful to students. Healthy snack ideas are provided in handbook appendix. (Appendix 6)

- According to the state guidelines **we cannot serve homemade treats** only commercially prepared food.
- Food that needs to be prepared before consumption **MUST** be done at the preschool. (ex. Ants on a log. Raisins, peanut butter, and celery sent in original containers. Fruits such as apples and oranges must be cleaned, peeled, and sliced at preschool.)

Parents of children with significant allergies are encouraged to send appropriate snacks for their children.

## Discipline

When a discipline issue arises, the preschool staff will work through the problem in the following manner. First, the child will be asked to stop and a discussion on appropriate behavior will proceed. If the negative behavior happens again, the child is removed from peer activity. Should the negative behavior continue on a consistent basis, parents will be notified to setup a meeting time to discuss options (ex, behavior chart).

## Biting/Aggressive Behavior

Children may bite for many different reasons. Some of those reasons include: the developmental stage of the child (For example; experimenting to see what will happen), individual differences, the environment (For example; overwhelmed by the sounds, light, or activity level), the child does not know something yet (For example; lack of language skills for expressing needs and/or feelings), and an unmet emotional need (For example; do not have a strong attachment with a constant, responsive caregiver).

Children demonstrating aggressive behavior will be dealt with in a calm and kind manner and removed to a safe location away from other children, usually the principals office. The administrator deals with the issue, discussing in a caring and firm way that the

aggressive behavior is not acceptable. Upon the completion of discussion on positive alternate behaviors, the child is returned to the classroom. Ongoing aggressive behavior by a particular child will be observed and documented to determine appropriate future action.

Immediate caring attention and needed first aid procedures will be given by the school nurse to the child who was hurt. First aid procedures will include washing any wounds with warm soapy water and application of band-aides if bleeding occurs. Ice packs may be used to reduce swelling and/or manage pain.

### **Incident/Accident Report**

If your child is involved in an incident (including biting)/accident while at preschool, a report will be filled out and sent home. Parents/guardians will be asked to sign the report and return it to school. The original will be kept in your child's file in the locked filing cabinet and you will receive a copy. An example of a report form is included as an appendix in this handbook. The only child's name appearing on the incident/accident report will be the name of the child whose parents receive the form. (Appendix 7)

### **Discharge**

An individual may be required to remove his/her child from the program for a designated amount of time because of noncompliance with any of our program policies or in cases of extreme developmental or behavioral concerns in which the safety of the child and others is at risk.

In cases of extreme developmental or behavioral concerns, all efforts will be made by the staff to meet a child's individual needs. However, if a child's needs become greater than the abilities of the preschool, the staff reserves the right to determine if our program is appropriate for the child. If determined that our program is not appropriate the child will be dismissed.

### **Student/Parental Complaints**

Concerns arise occasionally regarding relationships between staff and students, staff and parents, or student to student. Any concern should be brought to the attention of the teacher. Families are welcome to contact the teacher about holding a conference at any time during the school year. If you are not comfortable with discussing issues with the teachers at the preschool, please contact Jodi Rickels, Principal at Solon Elementary School. (319-624-3401 ext. 1291).

Early discussion can often prevent a small problem from becoming a big one, so please take every opportunity to be proactive in looking for solutions.



# Support Programs and Services

## AEA Services

Grant Wood AEA 10 provides a variety of support services to Solon Schools. Available staff include: OT (Occupational Therapist), PT (Physical Therapist), Speech and Language Pathologist, Social Worker, Psychologist, Special Education Consultant. The support staff are available to work with teachers and students when there are concerns about developmental levels of children.

## Special Education (IEP)

Students may need additional assistance through Special Education Services. Parents and school staff collaborate closely with the AEA to meet qualifying criteria and to provide special education services.

## English Language Learner (ELL)

Students may qualify to receive extra assistance if they are identified as English Learners.

# Miscellaneous

## Toys Policy

Personal toys need to stay at home as they may become damaged or lost if brought to preschool. Some preschool classrooms may have a sharing time. We ask that this be the only time your child brings something from home.

## Transportation

All motor vehicle transportation provided by parents, legal guardians or others designated by them or legal guardians to and from school will include the use of age-appropriate and size-appropriate seat restraints. Children whose individualized educational plan (IEP) indicates transportation needs will be offered bussing by Solon Schools. Field trip transportation will be provided by Solon Schools.

## Clothing

We request that children wear play clothes that are washable and comfortable while at the preschool. Outerwear should be provided to allow the children to go outside whenever the weather permits. (Jackets in fall and spring and winter coats, snow pants, boots, mittens, and hat in the winter). Your child should be able to manage all outer clothing except zipping by himself/herself.

**Please mark ALL clothing with your child's name. The preschool is not responsible for lost items.**

In the event of a spill or bathroom accident, please consider leaving an extra set of clothing in your child's school bag.

### **Change in information**

If your child's information changes (address, phone, marital status of parent, etc.), please inform the preschool in writing as soon as possible. Updated records are for the safety and well being of your child.

## **Emergency Procedures**

**Personnel in each preschool classroom are trained in emergency procedures. Emergency protocol is documented and available to preschool personnel for handling emergency situations. Emergency Flip charts are located in each preschool classroom.**

**Fire/Tornado Drills** are practiced monthly. In the event of an emergency, please do not call the preschool. Parents will be contacted if the need arises.

**Evacuation- The principal/preschool staff determines if students and staff should be evacuated outside of the building or to relocation centers.**

Lakeview: Solon Public Library, 320 W. Main St. Solon, IA 52333

**Infectious Disease Control-**The school nurse will inform parents of any infectious diseases reported to the preschool within 24 hours either through postings or letters home. We will follow the protocol as advised by Johnson County Public Health Department.

**Flood or water hazard- The principal/preschool staff determines if students and staff should be evacuated outside of the building or to relocation centers.** See above for listing of where children will be.

**Intruder within the Center-** If an intruder enters the building, 911 will be called. The students will be moved to a safe location as determined by emergency protocol.

**Intoxicated parent or visitor-** If a parent/visitor shows up intoxicated we will call an emergency number. If no emergency contact can be reached the police will be notified.

**Lost or abducted children-** If a child is missing 911 will be called. Other children will be kept inside following normal school procedures. Principal or designee will give the necessary information to the authorities when they arrive. Parents will be notified by phone.

**Blizzards-**The Lakeview preschool will follow the Solon School District's decision to dismiss classes due to inclement weather. We will be closed if the Solon Schools are closed. Please watch KCRG TV 9, check the district website at <http://www.solon.k12.ia.us>, or check your designated e-mail/phone for district notifications and updated information's regarding late starts, early dismissals, and cancellation of classes.

**Power Failures-** In the event of a power failure the principal or designee will call the superintendent's office and determine when or if the preschool will need to be canceled. If the preschool is canceled the same procedures as school closing for inclement weather will be followed. (See Blizzards) Parents will also be called if this should happen.

**Bomb Threats-** If the school receives a bomb threat, 911 will be called and the principal will inform staff to move to a relocation area. No one will reenter the building until declared safe by fire or police personnel.

**Chemical Spills-** Call 911. Evacuate and seal off area of leak or spill. Notify principal or designee. Principal or designee notifies the superintendent. Emergency responders will recommend shelter or evacuation. (See description of evacuation procedures.)

## **Board Policies**

**Child Abuse Mandatory Reporting:** All staff members who work with children in the state of Iowa, including preschool staff, are mandatory reporters of abuse (sexual, physical, or neglect). Based on the Iowa Code, serious concerns will be reported immediately to the Department of Human Services.

### **Harassment**

#### **Board Policy Number 502.10**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering

with the student's academic performance; or • Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

#### Code No. 502.10 ANTI-HARASSMENT/BULLYING POLICY (Continued)

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive educational environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors: • Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly as a term or condition of the targeted student's education or participation in school programs or activities; and/or • Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment.

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Code No. 502.10

#### ANTI-HARASSMENT/BULLYING POLICY (Continued)

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy.

The superintendent also is responsible for coordinating with the building principal periodic training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students.

The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion on the school or school district's web site, and a copy shall be made to any person at the central administrative office at 301 South Iowa Street.

### **Abuse of Students by District Employees**

An individual who has knowledge an employee has physically or sexually abused a student may immediately report it to the school district's Level I Investigator or alternate Level I Investigator.

Reports are directed to...

### **Affirmative Action**

The Solon School District provides equal educational and employment opportunities and will not illegally discriminate on the basis of race, creed, color, religion, gender, age, national origin, marital status or disability. Solon School district shall take affirmative action in recruitment, appointment, assignment, and advancement of women and men, minorities and disabled. Inquiries regarding compliance with equal educational or employment opportunities and/or affirmative action shall be directed to Jodi Rickels, 111 N. Chabal Street, Solon, Iowa, 52333.

Inquiries may also be directed, in writing, to the Iowa Civil Rights Commission in Des Moines, the director of Region VII office of the United States Equal Employment Opportunities Commission, or the director of the Region VII office of Civil Rights, United States Department of Education in Kansas City, Missouri.

### **Multicultural and Non-gender Equity Education Opportunity**

Enrolled children in the school district community shall have an equal opportunity for quality public education without discrimination regardless of their race, creed, sex, marital status, national origin, ability or disability.

The education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of, respect and appreciation for, the historical and contemporary society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Inquiries regarding compliance with equal education opportunity shall be directed to Jodi Rickels, 111 N. Chabal Street, Solon, Iowa, 52333.

### **Homeless**

The Board of Directors of the Solon School District is responsible for locating and identifying homeless children and youth who are "found" within the district. A "homeless child or youth of school age" is defined as one between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth living on the street, in a car, tent or abandoned building or some other form of shelter not designed as a permanent home; living in a community shelter facility; or living with non

nuclear family members or friends who may not have legal guardianship over the child or youth of school age. The district shall make available to the homeless child or youth all services and assistance including, but not limited to, compensatory education, special education, English as a second language, vocational courses or programs, programs for gifted and talented, health services, and food and nutrition programs, on the same basis as those services and assistance are provided to resident pupils.

### **Equal Educational Opportunity**

It is the policy of the Solon School District not to discriminate on the basis of race, creed, color, gender identity, sex, national origin religion, age, marital status, sexual orientation, veteran status, or disability, in its education programs, activities, or employment practices. If you believe you have (or your child has) been discriminated against or treated unjustly at school, please contact Jodi Rickels, 111 N. Chabal Street, Solon, Iowa, 52333.

### **Release of Photographs**

During the school year there may be opportunities for your student's photograph to be used in various school-related ways. A limited release form is available during registration to indicate your permission or denial of this activity.

### **Compliance with Current Asbestos Regulations**

In order to remain in compliance with current asbestos regulations governing schools, the district is required to give an annual notification to the staff, parents, and legal guardians of students in the Solon School District of the presence of and the availability of the management plans for the district's asbestos program. Each building has an individual management plan for that particular building located in the central office at each facility for your review in addition to a master set for all district facilities located in the administration offices at 301 S. Iowa Street, Solon, Iowa, 52333. Should you want to know the locations and or the volume of asbestos in our buildings, this information is located in the management plans. Also included in these are safety to all occupants. Regulations require that the district have a full inspection of our facilities every three years and periodic surveillance inspections every 6 months to insure that it is maintained in a non-hazardous condition. In addition to this, we have undergone two EPA audits and inspections in the last 10 years which have found that the district is in full compliance on its program. Should you have any questions, please call 624-3401.

## **Appendix**

- 1 Creative Curriculum Objectives
- 2 Physical, dental, immunization forms
- 3 Medication form
- 4 Sunscreen/Bug Spray form
- 5 Weather watch/chart
- 6 Nutritious snack ideas
- 7 Incident form (accident, injury, event or behavior)