



MARION
INDEPENDENT
SCHOOL DISTRICT

Marion Four-Year-Old Preschool





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INDEPENDENT
SCHOOL DISTRICT

MISD Mission: Foster a community of learners in developing the knowledge and skills to be Future Ready

MISD Vision: Own Your Future

Preschool Program Philosophy

We have a vision of a world where people learn to respect, accept, and embrace the differences between us. Our role is to give children the tools with which to cultivate their own gardens of knowledge. Our classrooms will be caring, safe, equitable environments where each child can blossom and grow. We will work to meet the needs of each child so that all of them will feel capable and successful. We will provide a curriculum that involves the interests of the children and makes learning relevant to life, through active, hands-on learning. We will help our children own their future.

Who We Are (IQPPS Standard 2)

MISD Preschool is staffed by certified early childhood education 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 Students

A child must be four years of age by September 15th of the year attending.

Location and Hours of Operation

MISD Preschool is a state funded program that offers free preschool for our half-day students and a tuition-based program for full day students.

Marion Preschool at Longfellow Elementary

Principal: Nicole Harmer (nharmer@marion-isd.org)

Secretary: Krista Dooley (kdooley@marion-isd.org)

Health Associate: Sabre Hauser (shauser@marion-isd.org)

2900 8th Avenue

Marion, IA

Phone: 319-377-0183

Teachers:

Jenni Ringwald (jringwald@marion-isd.org) - Half Day

Ann Wilson (awilson@marion-isd.org) - Full Day
Natalie Kocour (nkocour@marion-isd.org) - Full Day

Marion Preschool at Parkview Elementary

Principal: Chad Zrudsky (czrudsky@marion-isd.org)
Secretary: Amber Hutchins (ahutchins@marion-isd.org)
Health Associate: Marilyn Stout (mstout@marion-isd.org)

125 3rd Avenue
Marion, IA 52302
Phone: 319-377-4698

Teachers:

Amanda Heim (aheim@marion-isd.org) - Half Day
Jessica Bagg (jbagg@marion-isd.org) - Full Day

Hours ([2026-27 Preschool Calendar](#))

Full Day Session

8:20 AM-3:20 PM Monday-Friday (lunch served)

Morning Session

8:20-10:50 AM Monday-Friday

Afternoon Session

12:50-3:20 PM Monday-Friday

Goals and Objectives (IQPPS Standard 2)

MISD 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 the areas:

- ❖ Social/emotional
- ❖ Physical
- ❖ Cognitive
- ❖ Language development

Goals for Children

- Children will show competence 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 (IQPPS Standard 4)

Your child will be assessed using a variety of tools throughout the year with the purpose of:

- Guiding teachers in providing the activities and an environment that will assist each child to progress in their development in all areas – social, cognitive, language, and motor skills.
- Identify social/emotional skills that children possess and can be strengthened at home and at school.
- Giving teachers and parents information about each child's progress throughout the year.
- Guide staff in developing program improvements, professional learning and classroom supports to support classroom teaching staff and student learning.

The assessment tool that will be used throughout the year is:

- Teaching Strategies GOLD – Classroom staff collect data that shows how your child is progressing in all developmental areas (social, intellectual, motor, and language). This happens every day in the classroom. Classroom staff record the data they collect on the online system, and they will finalize all data three times a year (fall, winter and spring).
- Teachers conference with families twice during the year so you can see how your child is developing over time and see the types of activities in which your child has been involved.
- During the second conference, you will receive a report that highlights your child's progress. You will be invited at both conferences to share insight into your child's development, and you and your child's teacher will work together to determine goals for your child's continued learning.
- In the spring, a third reporting period will be completed, and an updated written report will be placed in your child's cum record as well as sent home with you.

In addition, there are other instruments that may be used to help determine your child's level of development.

Preschool staff members receive ongoing training using various assessment tools, best practices gathering data, and are given instruction on how to use the results to guide their programming. This leads to activities planned for each child at his/her own level and pace. Each tool uses specific methods to assess your child, and the teachers know the purpose of each tool and how best to administer it. Assessment tools include but are not limited to observations, anecdotal records, checklists, photos, videos, and work samples such as drawing or writing.

Please feel free to ask your child's teacher for more specific information about any assessment instrument used. The teacher will ask you questions about your child, your family's culture and needs, and your goals for your child so that you both can work together in best meeting your child's needs.

Information that is gained through assessing your child will be kept confidential. Sometimes other members of the building team, such as the principal or counselor are informed of your child's level of development so that we can best meet his/her needs as a team. If this is the case, the teacher would let you know that such a meeting is taking place. If other professionals are asked to assist with plans to meet a specific child's needs, then you would be asked to sign a release of information. This would allow the building staff to work with only those professionals listed on the

release. A child's screening results and assessment information will be used for teacher instruction planning, sharing with families, and it could be used for research and state reporting purposes.

Arrival & Dismissal

Drop off and pick up procedures vary by building. Your child's teacher will communicate procedures with families before school starts. Staff will be outside at 8:10 AM for the AM and full day programs, and 12:40 PM for the PM class to assist in arrival. Staff will also accompany students at dismissal (10:50 for AM and 3:20 for Full Day and PM).

Please try to arrive at school on time. Late arrival means missing the beginning of an activity and creates a disruption for other children.

Attendance

Parents should notify the school office to report an absence prior to the start of the preschool session. Please inform the staff if your child will be absent due to illness or an appointment. If you need to pick up your child from school early, please inform the office as soon as possible. You will be required to sign your child in/out in the office when you arrive.

Failure to attend preschool without a doctor's excuse for eight days out of a preschool month may result in the child being dropped from the preschool program.

School Cancellations

The preschool will follow the Marion Independent School District's decision to dismiss classes due to inclement weather. If there is a two-hour late start, the morning class will be canceled. The full day program will begin at 10:20 AM. If there is an early dismissal due to inclement weather, the afternoon class will be canceled. The full day program will be dismissed at 1:20 PM with K-2. We will be closed if the Marion Independent Schools are closed. Please watch local TV stations or check the district website at <http://www.marion-isd.org> for an update of late starts or early dismissals and cancellation of school. You may sign up for notifications of cancellations and dismissals through PowerSchool and School Messenger.

Health (IQPPS Standard 5)

Hand Washing

All staff, students, volunteers, and visitors (including parents) must wash their hands when staying for classroom activities.

Required Forms/ Health Records

A physical form and immunization form are required by the State of Iowa at the time of enrollment. A child who does not have the necessary immunizations will not be admitted in the preschool program. **Immunization forms must be received before school starts. Physical forms must be received within the first six weeks of school.** The school also requires proof of your child's date of birth and proof of residency. These items can all be uploaded during the district online registration.

The school maintains current health records for each child. This information is found on the child's PowerSchool account or within the child's file at school. Child health records include

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

emergency;

- Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results;
- Current emergency contact information for each child, that is kept up to date by a specified method during the year;
- Names of individuals authorized by the family to have access to health information about the child;
- Instructions for any of the child's special health needs such as allergies or chronic illness (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes);
- The program must follow the requirements for exclusions related to immunizations established by the Iowa Department of Public Health [IAC 641-7.3].

Hearing Screening

Grant Wood Area Education Agency (GWAEA) offers hearing screenings for students. Parents/guardians with concerns about their child's hearing can contact GWAEA directly at (319) 399-6746 to schedule a hearing test at any time.

Health Plans

For each child with special health care needs or food allergies or special nutrition needs, we ask that the child's health provider gives the school an individualized care plan that is prepared in consultation with family members and specialists involved in the child's care. The school 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 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.

Communicable Disease

Any contagious disease should be reported to the preschool immediately. The staff 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:

- Eyes that are pink, burning, itching, or producing discharge
- Diarrhea or vomiting (**incident free for 24 hrs. before returning to school**).
- Fever of 100 degrees or more (**children need to be fever free, without medication, 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. While your child is waiting to be picked up, s/he will be able to wait in the health office.

Illness at School

If your child becomes ill or hurt while at school, our health office will contact parents for the child to be picked up. In the event this is not possible, an emergency contact will be called. Arrangements should be made to pick up your child. Children will not be transported by staff members. If a

dental emergency occurs, a similar procedure will be followed. Children who are sent home ill cannot come to school the next day (including open houses, field trips, special events, etc.)

Medication

When students are required to take prescription medication during the school day, it shall be administered only by the school nurse/health associate or a staff member who has successfully completed an approved medication administration course. If medication is to be administered by school personnel, a completed Medication Authorization Form signed by the parent/guardian is required.

In addition, the following information must be clearly labeled on the original pharmacy container:

- Name of medication
- Strength, dosage, and frequency prescribed
- Student's name
- Physician's name
- Date of prescription

The most current prescription bottle should be kept at school. Any time a dosage change occurs, a new signed parent/guardian authorization form is required. A separate authorization form must be completed for each medication administered at school.

Per Iowa law, students may carry and self-administer their inhaler at school only with written permission from both the student's physician and parent/guardian. Please contact the Nurse's Office to obtain the required form and return the completed form to the Health Office.

For student safety, all medications must be brought to and picked up from school by a parent/guardian or designated responsible adult. Students are not permitted to transport medications to or from school. If a student brings medication to school, the parent/guardian will be contacted and required to come to the school to sign the medication in with the Health Office.

First Aid Procedures

First Aid procedures will include washing any wounds with warm soapy water and application of band-aids if bleeding occurs. Ice packs may be used to reduce swelling and/or manage pain. In case of a more serious injury, the student will be taken to the building health office.

Toilet Learning

Toilet learning is an important time in a child's development. For children who are unable to use the toilet consistently, the following procedures are in place:

1. Diapering will only be done in the designated diaper area. Food handling will not be permitted in this diapering area.
2. Staff use only commercially available disposable diapers or pull-ups unless the child has a medical reason that does not permit their use (the health provider documents the medical reason).
3. 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 outer unit are changed as a unit.

4. Staff post and follow changing procedures. These procedures are used to evaluate teaching staff who change diapers. Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Programs Standards: Standard 5, Criteria 7:
- Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.
 - Staff check children for signs that diapers or pull-ups are wet or contain feces at least every two hours when children are awake and when children awaken. Diapers are changed when wet or soiled.
 - Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
 - At all times, caregivers have a hand on the child if being changed on an elevated surface.
 - Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
 - Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g., a step can). Containers are kept closed and are inaccessible to children. The container will be clearly labeled to show its intended use.
 - Staff members whose primary function is preparing food do not change diapers until their food preparation duties are completed for the day.
 - Staff are evaluated on the use of the proper procedures for diapering.
 - Diapering and Gloving posters will be posted in the changing area, showing procedures through the use of visuals and words. These procedures are used by the program administrator to evaluate teaching staff that change diapers.
5. Potty chairs will not be used due to the risk of spreading infectious diarrhea.
6. All families are asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Please clearly label the clothing with your child's name to reduce the possibility of mistakes.

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. Sunscreen will be provided by the preschool. Children allergic to certain sunscreens can bring their own sunscreen. Parents will need to fill out a form to indicate allergies to sunscreen and give permission for staff to apply sunscreen.

Biting Insect-borne Diseases

Parents will be notified if children may be exposed to mosquitoes and/or ticks during a school activity. You are welcome 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.

Outside Temperature

Guidelines established by the building will be used to determine appropriate temperatures for outside play. Students will go outside if the temperature and/or wind chill is above zero. Teacher discretion will be used when needed.

Pets and Visiting Animals

Please contact the teacher before bringing pets to school. All 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. The parent or adult must transport the pet and stay during the duration of the visit. Teaching staff will supervise all interactions 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 will 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.

Latex Allergies/Balloons

For the safety of our students, staff and the general public who use our buildings, the district does not permit the use of latex balloons in any capacity, in any school building, at any time of the day. However, Mylar (foil) balloons are still allowed. Latex (rubber) is a substance that can have an immediate or life-threatening impact when a person is exposed to it. The district has implemented alternatives for latex.

Cleaning/Sanitization

Please see the [Cleaning and Sanitation Frequency Table](#) for the routine frequency of cleaning and sanitizing all surfaces in our facility.

Health Standard Precautions

Procedures for standard precautions are used and include the following:

- a. Surfaces that may come in contact with potentially infectious body fluids must be disposable or made of a material that can be sanitized.
- b. Staff use barriers and techniques that minimize contact of mucous membranes or of openings in skin with potentially infectious body fluids and reduce the spread of infectious disease.
- c. When spills of body fluids occur, staff clean them up immediately with detergent followed by water rinsing.
- d. After cleaning, staff sanitize nonporous surfaces by using the procedure for sanitizing designated changing surfaces described in the Cleaning and Sanitation Frequency Table (see above).
- e. Staff clean rugs and carpeting by blotting, spot cleaning with a detergent-disinfectant, and shampooing or steam cleaning.
- f. Staff dispose of contaminated materials and diapers in a plastic bag with a secure tie that is placed in a closed container.

Family Involvement (IQPPS Standards 1 & 7)

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 background check process and who have been cleared for involvement with childcare may be directly responsible for childcare or alone with a child. A person who has “direct responsibility for children” will need to have a background check and approval through the volunteer process.

If a person has not been cleared through the formal background check and volunteer process, staff will monitor the person while in the center and that person may have interaction only with his/her own child. Records will be kept through our office kiosk that adults fill out when at the school. All visitors and volunteers will need to present their driver’s license to check in at the office and receive a badge before entering the building.

Parental Participation

Parents have 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 an online district volunteer application and background check depending on your level of duties (counted in ratio). Parents/guardians will also need to complete this process if they are directly supervising students on field trips. If parents wish to just visit the classroom, they will need to present their photo ID and receive a badge in the office before being allowed to go to the classroom.

Field Trips

Field trips may be scheduled throughout the school year as an extension of our units. A form is completed during online registration, which will cover permission for your child to participate in field trips. You will be given prior notice of each trip on the bus. Children will always be transported on Marion Independent School District buses. One family member per student is welcome on most field trips. No younger siblings are allowed on field trips. Parents will need to complete the volunteer application and background check prior to going on field trips.

Parties at Preschool

There will be three organized parties throughout the school year: a fall party, a winter party, and a Valentine’s party. Parents are welcome to donate snacks or party supplies and are encouraged to contact their child’s teacher for methods of doing so.

Events

- Open House: Before the school year begins, you are invited to visit the classroom and bring classroom supplies.
- Parent Meetings: Throughout the school year, we will have informative meetings about the preschool program and children’s development. We also use this time to gather feedback from parents on how to better our program. There may be virtual options to attend as well.
- Parent Engagement Nights: During the school year, your family will be invited to participate in a building-wide literacy/math event.
- Graduation/End of Year Celebration: At the end of the school year, we will have a graduation night.

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 what makes your family unique, how you prefer to communicate with the teacher, and share your knowledge about your child's interests, approaches to learning, and developmental needs. You can help the teacher understand what your goals are for your child and whether you have any concerns you'd like addressed. Parents are encouraged to share these preferences, concerns, and questions at any time with either the classroom teacher or administrator.

Parent-Teacher Conferences

We will have two conferences for your child with one being in the fall and one in the spring of the year. These will be scheduled online and information on how to schedule will be sent by your child's teacher or the building principal. 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 to meet with your child's teacher at another time, 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, and language.

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

Snack

Families are asked, but not required, to provide snacks. Suggested snack items are vegetables, fruit, crackers, cheese, etc. If you need assistance with snacks or would like to donate snacks to the class, please contact your child's teacher. Water will be provided by the preschool. Full day students will have milk with their lunch. Half day students will have water with their snack. 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.

- According to the state guidelines **we cannot serve homemade treats**, only commercially prepared, prepackaged 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.

Birthdays

We recognize birthdays at preschool as close to the date as possible. Summer birthdays will be celebrated as well. If you would like to provide a birthday treat for your child's class, you are welcome to do so as long as the treat is prepackaged and commercially prepared.

Behavior

Students are expected to follow classroom and school-wide expectations and rules. Parents will be contacted when a serious incident occurs or if a student has repeated incidents. Consequences will be determined based upon the facts and the circumstances surrounding the incident. Staff will utilize interventions from Early Childhood Positive Behavioral Interventions and Supports (PBIS), focusing on teaching students social, communication, and emotional regulation skills. Students may lose a privilege. Our team has staff members trained in Early Childhood PBIS practices and Non-Violent Crisis Prevention and Interventions (CPI) and will use every available strategy to calm a disruptive child. Restraint or confinement is used only when the child's personal safety or the safety of those around him/her is in jeopardy and all other strategies are not working. Parents will be contacted to discuss the situation.

We provide positive reinforcement plans for students who struggle with discipline issues resulting in inappropriate choices. Marion Preschool focuses on building positive self-esteem and growth mindsets. Behavior plans offer students an opportunity to receive appropriate praise for good choices and consequences to fit the situation. Data is frequently collected to determine if the student is making progress and if a new strategy or technique improves the behavior. Please contact the preschool teacher or principal if you have questions concerning your child's behaviors. Together we hope to make school a positive place to learn and play.

For more information about the Marion Independent School District Board Policy regarding progressive discipline, please refer to [Policy 503.8](#).

Safety Plan

This Safety Plan is to be implemented when a child is a danger to themselves or others:

1. Staff should implement CPI (Nonviolent Physical Crisis Prevention Intervention) de-escalation techniques:
 - a. Allow space (avoid crowding the individual in crisis)
 - b. Speak in a neutral tone of voice and remain calm
 - c. Give clear instructions: short, simple, and positive (tell the student what to do as opposed to what not to do)
 - d. Offer choices
 - e. Set limits (When/Then, First/Then)
 - f. Use visuals to limit verbal interaction
2. If response strategies are not effective, prevent the child from hurting self or other by:
 - a. Removing the other children, clear the room
 - b. Verbally redirecting the child to a quiet space in the room
 - c. Demonstrating and encouraging the child's use of calming/coping strategies
 - d. Blocking child aggressions or property destruction (without touching child)
3. Solicit assistance from another adult, "I need help immediately."

4. Seclusion and restraint should only be used in the event of a safety risk to the individual in crisis or others. This measure should only be taken if an attempt at de-escalation has occurred and not worked. Meaning, there is a continued safety risk. If a continued safety risk is identified, only those certified in CPI should be responding to the individual in crisis.
5. After the child de-escalates, the coping model should be used to debrief both staff and the individual in crisis.
6. A Behavior Incident Report and any other required incident reports completed.
7. Family is contacted by the teacher and/or administrator and informed of the incident.
8. If an individualized support plan has not been developed and is needed, the process will be initiated. If a Support Plan is in place, it will be reviewed.

CPI COPING Model-Adapted from Nonviolent Physical Crisis Prevention Intervention

CONTROL

Check that everyone is back in physical and emotional control. Staff will assist the individual in regaining control.

ORIENT

What was the message behind the individual's behavior? As a staff member, take the opportunity to begin to understand what the person's precipitating factors might be.

PATTERNS

Is there a common thread that could be a precipitating factor? Has this happened before? Sameday? Time of day? We will look at the ABC's: Antecedents, Behavior, Consequences and Setting Events to analyze patterns.

INVESTIGATE

Analyze ABC data and brainstorm any alternatives that can be used in the future so the situation doesn't repeat itself.

NEGOTIATE

The opportunity to agree on the plan for future interventions. Help the student develop and agree to the new coping strategy. Suggestions for conversations or considerations: · Next time do you think you could come see me first to help you cool down? Let's pretend we are in that situation; what would you say next time? Think about how we can teach the individual the new strategy. Do we need other resources or people involved in order to proceed with this plan?

GIVE

Give each other support, trust, honesty, respect and encouragement. You made it through a stressful situation where decisions needed to be made quickly. Think about how we can continue to provide feedback to the individual as well as ongoing encouragement. Continue to monitor and collect data on the support plan.

More information on the Pyramid Model can be found on:

<https://challengingbehavior.cbcs.usf.edu/Pyramid/overview/index.html>

More information on CPI can be found on:

<https://www.crisisprevention.com/What-We-Do/Nonviolent-Crisis-Intervention>

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 the building principal.

Early discussions 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 provides a variety of support services to Marion Independent 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. All preschool teachers are dual certified as Early Childhood and Special Ed.

English Language Learner (ELL)

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

Miscellaneous

Toy 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. Students who attend Marion Preschool will have transportation available by the Marion Independent School District. Transportation applications must be filled out during the annual online registration or by contacting the transportation department. Field trip transportation will be provided by Marion Independent School District.

Clothing

We request that children wear clothes that are washable and comfortable while at 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 hats in the winter.) Your child should be able to manage all outer clothing except zipping by himself/herself. Open-toed shoes are not safe on the playground. Closed-toe shoes are required. Your child can wear sandals if shoes are brought to wear outside.

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 office and update PowerSchool as soon as possible. Updated records are for the safety and well being of your child.

Daycare

Before and after school onsite daycare is run through Hand in Hand for full day preschool students. Please contact Hand in Hand directly for more information.

Emergency Procedures

Emergency charts are located at all Marion Independent schools. This chart provides details for handling emergency situations.

Fire/Tornado Drills are practiced monthly. In the event of a tornado warning, please do not call the school. 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 according to the Emergency Plan. The district will communicate how to pick up your child.

Infectious Disease Control-The school will inform parents of any infectious diseases reported to the preschool within 24 hours either through postings or letters home.

Flood or water hazard-The administrative staff determines if students and staff should be evacuated outside of the building or to relocation centers. The district will communicate how to pick up your child.

Intruder within the Center-If an intruder enters the building, 911 will be called and the ALICE process will be put into action. Students may evacuate, lockdown or counter based on the situation. In the event of an evacuation, the district will communicate how to pick up your child. Please do not come to the school to pick up your child.

Intoxicated parent or visitor-If a parent/visitor shows up intoxicated, we will call the police and the student will not be released to the parent and the visitor will not be allowed to enter the building.

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.

Winter Weather- The preschool will follow the Marion Independent School District's decision to dismiss classes due to inclement weather. If there is a two-hour late start, the morning class will be canceled and the full day class will begin at 10:20 AM. If there is an early dismissal due to weather, the afternoon class will be canceled and the full day class will dismiss at 1:20 PM. We will be closed if the Marion Independent Schools are closed. Please watch local TV stations or check the district website at <https://www.marion-isd.org> for an update of 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 school will need to be canceled. If the school is canceled the same procedures as school closing for inclement weather will be followed. (See Winter Weather) Please check the local media or our district website for updates.

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 re-enter the building until declared safe by fire or police personnel.

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

Earthquake or Structural Damage- Call 911. Notify principal or designee. Principal or designee notifies the superintendent. Emergency responders will recommend shelter or evacuation. (See description of evacuation procedures.)

Board Policies, Procedures, and Regulations

MISD Annual Notices is posted on the MISD website. This includes legal rights available to students and the public. A hard copy of this may be obtained by requesting a copy from Stephanie Viner at the district office. Her email address is sviner@marion-isd.org

The handbook includes:

Preschool and Kindergarten Eligibility

Absences

Fee Waiver

Dental and Lead Screenings Required

Vaccination for Pertussis "Whooping Cough" Requirement

Vision Law Requirement

Protection of Pupil Rights

Parent/Guardian Rights

Corporal Punishment, Restraint, and Physical Confinement and Detention

Healthy Kids Act

Human Growth and Development Curriculum

Post-Secondary Enrollment Special Education

Open Enrollment

Equal Education Opportunity (Board Policy 102)

Notice of Nondiscrimination (Board Policy 102.E1)

Section 504 Student and Parental Rights (Board Policy 102.E3)
Anti-Bullying/Anti-Harassment (Board Policy 104)
Child Abuse Reporting (Board Policy 402.2)
Hazardous Chemical Disclosure (Board Policy 403.4)
Objective for Equal Educational Opportunities for Students (Board Policy 500)
Student Absences- Excused (Board Policy 501.9)
Open Enrollment Transfers- Procedures as a Receiving District (Board Policy 501.15)
Homeless Children and Youth (Board Policy 501.16)
Weapons in School (Board Policy 502.6)
Search and Seizure (Board Policy 502.8)
Fees, Fines, Charges (Board Policy 503.3)
Good Conduct Rule (Board Policy 503.4)
Use of Physical Force (Board Policy 503.5)
Education Records Access (Board Policy 506.1)
Annual Notice (Board Policy 506.1E8)
Student Directory Information (Board Policy 506.2)
Administration of Medication (Board Policy 507.2)
Goals and Objectives of the Education Program (Board Policy 600)
Multicultural/Gender Fair Education (Board Policy 603.4)
Private Instruction (Board Policy 604.1)
Internet- Appropriate Use (Board Policy 605.6)
Instructional Materials Inspection (Board Policy 605.2)
Class Size- Class Grouping (Board Policy 606.1)
Eligibility for Free or Reduced Cost Meals (Board Policy 710.2)
Use of Video Cameras on School Buses Regulation (Board Policy 711.1R2)
Asbestos Containing Materials (Board Policy 804.4)

Nondiscrimination Statement (Board Policy 102.E2)

It is the policy of the Marion Independent School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, and socioeconomic status (for programs) in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the Board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact: Equity Coordinator (for employment), Janelle Brouwer, Superintendent, 777 South 15th Street, Marion Iowa, 52302, 319-377-4691 jbrouwer@marion-isd.org or Equity and Title IX Coordinator (for programs), Gretchen Kriegel, Assistant Superintendent, 777 South 15th Street, Marion Iowa, 52302, 319-377-4691 gkriegel@marion-isd.org

The Marion Independent School District is dedicated to supporting equity and the success of each child. We recognize we are a community of different cultures and identities, and we will promote an environment where all feel welcomed and can thrive. The District and its employees will foster a community where everyone belongs, will treat others with dignity and respect, and will encourage our community partners to do the same.

****The policies stated in this handbook are intended as guidelines only and are subject to change at the sole discretion of the Board of Education for the Marion Independent School District.***

Appendix

Healthy Snacks

**We do have children in our classes that have allergies, so please be mindful when choosing a snack to bring to preschool. Your child's teacher will communicate which allergies are present in your child's classroom in order to keep all students safe.

**All snacks donated to the classroom need to be commercially prepared packaged foods in factory sealed containers.

Grain Foods

Animal Crackers, Bagels, Bread Sticks, Cereal/Cereal Mixtures, Granola Bars, Cheese Crackers, English Muffins, French Bread, Graham Crackers, Oyster Crackers, Chex Mix, Baked Potato Chips, Rice Cakes, Crackers

Fruits and Vegetables

Apples, Applesauce, Canned Fruit Cups (in juice), Dried Fruit, Fruit Juice/Frozen Fruit Bars, Celery Sticks, Broccoli or Cauliflower, Orange, Peach, or Pineapple slices, Plum, Seedless Grapes, Strawberries, Tangerines, Cucumber

Dairy Foods/ Protein Foods

Cheese (Cubes, slices, string), Frozen Yogurt, Ham or Turkey Deli Meat, Salami, Beef Sticks, Yogurt