

# Academy District 20 Preschool Parent Handbook



## Table of Contents

Academy School District 20 Mission Statement	2
Academy School District 20 Preschool Mission Statement	2
Preschool Programs	2
Preschool Locations & Hours of Operations	3
Eligibility for Preschool	4
Enrollment Policy & Procedure	4
Admission Procedure	5
Preschool Fees	5
Colorado Preschool Program (CPP)	6
Transportation	6
Vehicles	6
Withdrawal & Transfers	6
School Hours/Days of Operation	6
Pick Up & Drop Off Procedures	7
Lost Child Procedure	8
Parent Involvement in Preschool	8
Visitors to Preschool	9
Volunteering in the Classroom	9
Attendance & Absences	9
Allergy and Food Intolerance Guidelines	9
Illness Guidelines	10 & 11
Medication at School	12
Procedure for Medication at School	12
Accident, Injury, or Illness Reporting	13
911 Procedure	13
Sun Protection	13
Inclement Weather	14
Home Visits	14
Parent Teacher Conferences	14
Student Conduct	15
Discipline Procedures	16
Behavior Incident During Class	16
Fire Drills, Tornado Drills, Shelter in Place & Lockdown Drills in the Preschool Classroom	16
Field Trips	17
Screen Time & Media Use	17
Student Belongings	18
Snack Guidelines	18
Animal Visitation	19
Toilet Training & Diapering	19
School Closings and Cancellations	19
Complaint Procedure	20
Department of Human Services Complaint Department	21
Division of Human Services Suspected Child Abuse Reporting Procedures	21

## Academy District 20 Mission Statement

The mission of Academy District 20 is to educate every student in a safe and nurturing environment and to provide comprehensive, challenging curricular and extracurricular opportunities that meet the unique needs of every individual by expanding interests, enhancing abilities, and equipping every student with the knowledge, skills, and character essential to being a responsible citizen of our community, our nation and the world.

## Preschool Mission Statement

The mission of Academy District 20 Preschool is to partner with families and the community to educate children of all abilities in a safe and nurturing environment by providing developmentally appropriate instruction that creates a foundation for future academic success, social-emotional well-being, and exemplary citizenship.

## Our Preschool Programs

Academy District 20 preschools provide:

- Highly qualified, licensed Early Childhood Special Educators
- A 1:5 teacher/student ratio
- Integrated preschool classes meeting all children's needs
- Language rich classroom environments
- Opportunities that challenge the children to explore, extend and experiment
- Teacher and student guided experiences
- Activities involving language skills, motor skills, cognitive skills and social emotional skills.

## Preschool Locations and Hours of Operation

### Antelope Trails Preschool (Mon-Thursday)

AM Class - 8:45 to 11:45

PM Class - 12:45 to 3:45

### Briargate Preschool at the EAC (Monday-Thursday)

AM Class - 8:15 to 11:15

PM Class - 12:15 to 3:15

### Community Partnership for Child Development (CPCD) Headstart (Tues-Fri)

AM Class 7:30 to 11:30

PM Class 12:30 to 3:30

### Discover Canyon Preschool (Monday-Thursday)

AM Class - 8:15 to 11:15

PM Class - 12:15 to 3:15

### Edith Wolford Preschool (Monday-Thursday)

AM Class - 8:45 to 11:45

PM Class - 12:45 to 3:45

### Explorer Preschool (Monday-Thursday)

AM Class - 8:15 to 11:15

PM Class - 12:15 to 3:15

### Frontier Preschool (Monday-Thursday)

AM Class - 8:15 to 11:15

PM Class - 12:15 to 3:15

### High Plains Preschool (Monday-Thursday)

AM Class - 8:00 to 11:00

PM Class - 12:00 to 3:00

### Legacy Peak Preschool (Monday-Thursday)

AM Class - 8:15 to 11:15

PM Class - 12:15 to 3:15

### Ranch Creek Preschool (Monday-Thursday)

AM Class - 8:15 to 11:15

PM Class - 12:15 to 3:15

### The DaVinci Academy Preschool (Monday-Thursday)

AM Class - 8:30 to 11:30

PM Class - 12:30 to 3:30

### Woodmen-Roberts Preschool (Monday-Thursday)

AM Class - 8:15 to 11:15

PM Class - 12:15 to 3:15

## Eligibility for Preschool

Only children who live within Academy District 20 school boundaries and are between the ages of 3 and 5 are eligible to attend a ASD20 preschool. Only children who meet those ages will be admitted to the preschool. At no time shall the number of children in attendance exceed the number for which the preschool is licensed.

- Children who turn 3 years of age by October 1<sup>st</sup> of the current school year are eligible to enroll but must turn 3 years before starting preschool per licensing requirements.
- Children who turn 5 years of age by October 1 of the current school year are eligible for kindergarten and cannot attend preschool.
- District 20 preschools comply with Individuals with Disabilities Education Act (IDEA), and implement for children with special needs.
- Children currently enrolled in preschool will have first option to return to preschool the next school year if they are still eligible.
- Children currently in special education determined not eligible for services during the next school year would have the option to enroll as a typical peer during open registration.

## Application Procedure

Applications, for in-district students, for the next school year will become available in January of the current school year. Tuition based students are selected on a first come, first serve basis. Enrollment application forms are available and online in all the elementary school offices, Central Registry and the Education and Administration Office (including the Briargate Preschool) at 1110 Chapel Hills Drive. All buildings receive the enrollment application forms and will be available online the same day.

### Important:

-Forms must be mailed to 1110 Chapel Hills Drive, Colorado Springs, CO 80920

-Registration forms must be postmarked to be considered.

-Applications must include the \$55 non-refundable application fee

Children will be placed based on availability. If more children register than there are slots available, children will be placed on a wait list. Parents will be notified as soon as possible when a spot comes available.

If a child is eligible under special education guidelines, they will be placed within 2 weeks following the Individual Education Plan meeting if during the school year. There is not a waiting list for children on an IEP.

## Admission Procedure

Admission procedures must be completed prior to the child's attendance at the preschool and include the following:

- Completed application with registration fee.
- The acceptance letter is required for admittance.
- Completion of the district registration process through Central Registry. The registration must be completed prior to the first day of attendance.
- Student information form with all required information for Department of Human Services.
- Health form for the child that included all known drug allergies, medication being taken, special diets and health conditions. This must be signed and dated by the approved health care provider that has seen the child within the last 12 months.
- The Health form must be completed and returned to the district/teacher prior to starting school. The form must be on file within 30 days of starting school or the child will not be able to attend until the form is on file.
- Immunization records are required before attendance in preschool. The State Law requires immunizations for all students unless parents declare an exemption due to medical, religious, or personal beliefs. The exemption form must be signed by parents and kept in the child's file at school.

## Preschool Fees

Preschool tuition is \$260.00 per month. This is for four half days per week payable in 9 monthly installments. Tuition payments begin in September and paid through May. The tuition is an average monthly payment based on the total number of days available for preschool classes.

Supply Fee: Please verify the supply fee with your school.

Consumable Fee: Please verify the exact amount with your school.

The supply and consumable fees are handled by the registrar at each preschool building. Those fees are paid to the schools. Tuition is paid to the District. There are several ways to pay your tuition.

Tuition can be paid in person in the Finance Dept. at the Education and Administration Center (EAC) (1110 Chapel Hills Drive CS CO 80920)

You can write a check to ASD20 and turn it in at the Briargate Preschool at the EAC noting the student's name and preschool that they attend.

You can also submit online payments using PayForIt. Your username and password for PayForIt will be the same credentials you create to log in for the Academy School District 20 Infinite Campus Parent Portal. There is a service cost associated with Payforit.

Preschool Tuition can be paid for by calling the Finance Dept. 234 -1282 with your credit card or creating direct deposit with your bank through the bill pay system or writing a check and submit to the Preschool office at the Education and Administration Center.

Tuition must be paid on time. It is due on or before the first of each month. You will not be billed at the end of the preceding month. If you do not pay tuition on time, you will be notified by mail that you have 5 days from the date of the letter to render payment. After 2 late payments, or on the second returned check, you will be asked to withdraw your child from preschool.

## Colorado Preschool Program

The Colorado Preschool Program was established by the Colorado General Assembly to provide tuition funds for families in need.

Children are eligible for CPP based on certain risk factors in their lives that qualifies them for this program. These risk factors have been shown to be associated with later challenges in school. If you believe your child may qualify, please call our preschool office at (719) 234-1750.

### Transportation

Academy District 20 transportation is not available for preschool students.

### Vehicles

Please follow each school's guidelines for parking. Department of Human Services (DHS) standards require that the parent/guardian escort student to and from the classroom door according to preschool hours.

### Withdrawal and Transfers

Students may transfer between preschools if there is an open slot at the preschool that is closer to their new home. Children will be added as slots become available. Special Education students may be added at any time following an IEP meeting or if they move into the district with an active IEP from another school district.

### School Hours/Days of Operation

Preschool classes will begin approximately one week after the District start date for elementary students and will end approximately one week prior to the last day of school for the elementary students, as approved by the Academy District 20 Board of Education. The preschool will follow the ASD20 Elementary calendar. Beginning and ending dates will be determined on a yearly basis.

Preschool sessions will be a minimum of 3 hours per session. The school year bell times may vary depending on the preschool location.

## Pick up and Drop Off Procedures

Academy District 20 does not provide before or after school care for preschool children. Children are to be accompanied by an adult and signed in every preschool day. When the children are picked up at the end of the day, an adult must come into the classroom to pick up the child and sign them out every day.

Children may arrive with 5 minutes of the start time if parents are present with the child. When a child is signed in/out, time is also noted on the sign in sheet. After 2 late drop offs or pick-ups, the family will be notified that the next time they are late picking up or dropping off, there will be a meeting called with the school's administrator to discuss the situation. Children arriving late miss the opportunity to transition in to the classroom with peers. Children worry when they are not picked up at the same times as their peers. The preschool staff would like all children to arrive on time, however if a child is brought in late, parents are encouraged to assist their child in joining the current activities in the classroom. Parents will still sign in their child, and the staff will document in their monthly attendance book that the child was tardy.

If a parent arrives late with a child and the preschool class is not in the preschool classroom, the student is to remain in the custody of the parent. When the parent finds the location of the class, the child will then join the class. The staff will have the parent sign the child in before leaving.

If the child arrives late due to bus transportation difficulties and the class is off campus, the child will be placed in another preschool class or in the care of the building administrator until the child's class returns.

Children who are not picked up within a reasonable amount of time and after all attempts to call contacts for the child, the school will have to turn the situation over to the Department of Social Services. If there is an emergency, parents should contact their child's teacher at the preschool to let them know of the emergency.

The preschool staff must release the student only to the adults with written authorization. This information is maintained in Infinite Campus and on the Student Information Form. In an emergency, if the child's parent or guardian has verbally authorized classroom staff or the transportation department to release the child to an individual not on the written authorization list, they may do so providing the individual shows the staff proper identification. Only adults may pick up a child from preschool. If the staff is not familiar with the adult picking up the child, they will ask for identification to assure that this person is authorized to pick up the child.



## Lost Child Procedure

If a child enrolled in a District 20 preschool class is separated from the classroom group or lost the following procedure:

- Staff members will remain calm.
- A staff member will be designated to search the area in which the child was last seen.
- All school staff will be notified to watch for the child.
- The school office, central office, and the Preschool Director will be contacted for further information.
- Authorities (district security, police or sheriff) will be contacted if the child is not located within ten minutes of first being reported missing.
- The Staff will follow the instructions of the authorities and the building administrator regarding notification of parents or guardians.
- The teacher will document the situation on a Special Incident Report.

## Parent Involvement in Preschool

Academy District 20 wants to involve parents in the educational activities of the program to enhance their role as the principal influence in the child's education and development, and to assist them in increasing their knowledge, understanding, skills and experience in child growth and development.

Teachers will provide parents with information about the program and with opportunities to ask questions and interactions through:

- Home visits
- Emails and phone calls
- Parent/teachers conferences (formal and informal)
- Monthly newsletters from teachers and district
- Information on teacher's webpage
- Information on individual school's webpage
- 20Alerts

Parents will be provided with training in activities that can be used in the home environment through:

- Classroom volunteering
- Parent information meetings
- Educational ideas described in the newsletters
- IEP meetings
- ASD20 parent academy offerings

Parents are encouraged to participate in the preschool. When parents volunteer in the classroom, teachers will involve them in classroom activities. Parents will be offered an opportunity to share information from their specialized fields of work and travel.

## Visitors to the Preschool

Any person who is not employed by Academy District 20 is considered a visitor and must sign-in and sign-out when on the premises. Visitors must provide their name, time in and time out of the classroom, and purpose of the visit.

## Volunteering in the Classroom

Parents are welcome to volunteer in the classroom. The District requires a Colorado Bureau of Investigation (CBI) background check prior to volunteering in any classroom or on any trips. There is a one-time fee for the background check. Please see each specific school for volunteering requirements. Volunteers will be supervised and given instruction as to the preschool's policies and procedures. Volunteers must sign in and out using the visitor's log. Volunteers will not be left unattended with children. A District 20 staff member must be present at all times. Confidentiality does not permit staff, parents, volunteers or community members to talk about other children or families.

## Attendance and Absences

If your child will be absent for any reason, please let the school know as soon as you can. Please call or email the teacher with your child's name and reason for the absence.

## Guidelines for Protecting Students with Life Threatening Allergies and Food Intolerances

Severe allergies can be life threatening. Severe food intolerances (i.e. celiac, disease) can be damaging and can produce chronic long term health effects. The risk of accidental exposure to food allergens can be reduced in the school setting if schools partner with students, parents and physicians to minimize risks and provide a safe educational environment for severely allergic and food-intolerant students. Please see the following link for additional information regarding D20's guidelines:

[https://preschool.asd20.org/Teachers/jane\\_manderfield/Documents/ASD20%20guidelines%20for%20severely%20allergic%20students.pdf](https://preschool.asd20.org/Teachers/jane_manderfield/Documents/ASD20%20guidelines%20for%20severely%20allergic%20students.pdf)

# Illness Guidelines



Students must stay home or will be sent home if:

1. The student does not feel well enough to take part in normal school activities (i.e. overly tired, fussy, will not stop crying, etc.).
2. The student needs more care than teachers and staff can give and still care for the other students.
3. The illness is on this list.

\*Remember the best way to prevent the spread of illness is through good hand washing.

SYMPTOMS	MUST STUDENT STAY HOME?
<p><b>COLD or MILD RESPIRATORY SYMPTOMS</b></p> <p>Stuffy nose with drainage, sneezing, mild cough</p>	<p><b>No</b> - unless symptoms are severe (i.e. fever, student is not acting normally and/or has trouble breathing, or is unable to take part in normal school activities).</p>
<p><b>COUGHING</b></p> <p><b>Note:</b> Students with asthma may be in school - parents to provide an Asthma Health Care Plan and appropriate medication</p>	<p><b>Yes</b> - if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing and medical attention is necessary.</p>
<p><b>DIARRHEA</b></p> <p>Frequent, loose, or watery stools compared to student's norm that are not caused by food or medicine</p>	<p><b>Yes</b> - if student looks or acts sick, is not acting normally, or has diarrhea along with other symptoms (i.e. abdominal pain, vomiting, fever, etc.). Student must stay home until diarrhea/symptoms resolve without the use of medicine or health care provider verifies student is not contagious.</p>
<p><b>FEVER</b></p>	<p><b>Yes</b> - for temperature of 100.5 F or higher with other symptoms of illness (i.e. rash, sore throat, vomiting, diarrhea, difficulty breathing, etc.) or has behavioral changes or is unable to take part in normal school activities. Student must stay home until fever/symptoms resolve without the use of medicine.</p>
<p><b>"FLU-LIKE" SYMPTOMS</b></p> <p>Temperature of 100.5 or higher with cough, sore throat, tiredness, body aches, vomiting or diarrhea</p>	<p><b>Yes</b> - student must stay home for at least 24 hours. without the use of medicine that stops fever and other "flu-like" symptoms.</p>
<p><b>RASH</b></p> <p><b>Note:</b> Body rash that has been evaluated by a doctor, is not contagious, has no fever and no behavioral changes does not typically need to stay home from school.</p>	<p><b>Yes</b> - if rash with fever, rash spreads quickly, rash has open weeping wound/lesions, and/or rash is not healing. Student must be evaluated by a health care provider to verify student is not contagious.</p>
<p><b>VOMITING</b></p> <p><b>Note:</b> If a child has had a recent head injury, vomiting can be a sign of concussion - child should be evaluated by a health care provider.</p>	<p><b>Yes</b> - if vomited two times in the past 24 hours or has other symptoms in addition to vomiting (i.e. fever, diarrhea, abdominal pain, etc.). Student must stay home until resolved without the use of medicine or health care provider verifies student is not contagious.</p>

ILLNESS	MUST CHILD STAY HOME?
<b>CHICKEN POX</b>	<b>Yes</b> - until blisters have dried and crusted (usually 6 days)
<b>CONJUNCTIVITIS</b> (Pink Eye)	<b>No</b> - unless behavioral changes and unable to take part in normal school activities
<b>CROUP</b> (see Coughing)	Student should be evaluated by a doctor - may not need to stay home unless not well enough to take part in normal school activities
<b>FIFTH'S DISEASE</b> (Slap Cheek)	<b>No</b> - the student is no longer contagious once rash appears
<b>HAND FOOT AND MOUTH DISEASE</b> (Coxsackie Virus)	<b>No</b> - unless the student has mouth sores, is drooling and isn't able to take part in normal school activities
<b>HEAD LICE or SCABIES</b>	<b>Yes</b> - from end of the school day until after first treatment
<b>HEPATITIS A</b>	<b>Yes</b> - until 1 week after the start of the illness and when able to take part in normal school activities
<b>HERPES</b>	<b>No</b> - unless the student has open sores that cannot be covered or is drooling
<b>IMPETIGO</b> (Staph Skin Infection)	<b>Yes</b> - for 24 hours after starting antibiotics
<b>RINGWORM</b>	<b>Yes</b> - from end of the school day until after starting treatment. Keep area covered for the first 2 days
<b>ROSEOLA</b>	<b>Yes</b> - if the student has fever and rash - Student should be evaluated by a doctor for possible treatment
<b>RSV</b> (Respiratory Syncytial Virus) <b>Note:</b> RSV spreads quickly through classrooms.	<b>No</b> - unless student has acute respiratory symptoms or is unable to take part in normal school activities. Student should be evaluated by a health care provider
<b>STREP THROAT</b>	<b>Yes</b> - for 24 hours after starting antibiotics and until the student is able to take part in normal school activities
<b>VACCINE PREVENTABLE DISEASES</b> (Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	<b>Yes</b> - until a doctor says the student is no longer contagious. Note for Pertussis: 5 days after starting antibiotics
<b>YEAST</b> (Thrush)	<b>No</b> - follow good hand washing and hygiene practices

	<b>3 – 6 yrs.</b>	<b>6 – 12 yrs.</b>	<b>12+ yrs.</b>
<b>Heart Rate</b>	65-110	60-95	55-85
<b>Blood Pressure</b>	95-110 systolic 60-75 diastolic	100-120 systolic 60-75 diastolic	110-135 systolic 65-85 diastolic
<b>Respirations</b>	20-25	14-22	12-18
<b>Pulse Oximetry</b>	= or > 92%	= or > 92%	= or > 92%

#### References

- American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. 2011. Caring for our children: National health and safety performance standards; Guidelines for early care and education programs. 3rd edition. Elk Grove Village, IL.
- American Academy of Pediatrics, *Managing Infectious Diseases in Child Care and Schools*, 3<sup>rd</sup> Edition, Elk Grove Village, IL 2013.
- Colorado Department of Public Health and Environment, Communicable Disease Epidemiology Program, *Infectious Disease in Child Care Settings: Guidelines for Schools and Child Care Providers*, Denver, CO, October 2013.
- Children's Hospital Colorado, Illness Policy - How sick is too sick? When to keep your child at home from school or Child Care, November 203.
- General vital sign guidelines for students to be in school setting, American Heart Association Guidelines-Pediatric Vital Signs, last editorial review 3/10/08.

## Medication at School

The following situations are recognized as reason for administration of medication in the classroom at ASD20:

- when medication dosage cannot be adjusted to exclude hours the child is in the classroom
- when a child has a chronic medical problem that may require urgent administration of a medication.

### Procedure for medication at school

A medication form must be completed by the parent or guardian for all medications, prescription and non-prescription, to be administered in the classroom. This will be in effect as long as the information remains entirely unchanged and for the school year. Consent forms must be completed in their entirety, signed by the parent or guardian and prescribing physician, and dated to be valid.

Only staff members who have completed a required medication administration course, and a parent or guardian have permission to administer the child's medication at school.

Staff training shall include at a minimum:

- Pharmacological information on the particular medication involved
- Medical routines
- Administration and handling of medications
- Potential effects and side effects including emergency procedures
- Information on safe handling and storage
- Medication orders and records
- Medication errors

A staff member who has been trained may administer oral, topical, nasal, optic and ophthalmic medications.

Medications must bear the original prescription label and number or a manufacturer's label and include:

- The child's name
- Date of prescription
- Expiration date of medication
- Name of prescribing practitioner
- Name of medication
- Frequency and time of administration and dosage

Non-prescription medications must bear the same information as prescription drugs and require written authorization from your health care provider as well as parent written consent.

Medications shall be stored according to their individual requirements

Staff members will wash their hands prior to and after administering medications.

Medication will be administered in relative privacy.

A medication log will be maintained for each child for all medications and will be filed in the child's cumulative health folder upon completion.

The school nurse, upon request, will forward to the classroom medication information sheet on all medications being administered in the classroom.

Leftover medications, including empty containers, will be returned to the parent or guardian or disposed of, if not picked up at the end of the school year

If any questions arise about the medications, a school nurse shall be consulted prior to administration.

### Accident, Injury, or Illness Reporting

Any child injured or with a medical or dental emergency during school hours will receive first aid administered by a qualified person. An accurate, efficient method of reporting and documenting the event shall be maintained.

### 911 Procedure

911 will be called for any major injuries. Immediate first aid will be administered by individuals currently certified in First Aid, but the first aid will never surpass the individual's current level of training. Response to injuries, including use of Universal Precautions, will be dictated by individual accident circumstances (i.e. need for first aid, poison control, 911).

Staff will have complete emergency information available on children at all times, including parent or guardian consent for emergency care.

After rendering immediate first aid, the parent or guardian is to be notified, and in case of a major accident, the school nurse.

The school office is to be immediately notified of any injury or illness requiring assistance from 911.

The Director of Preschool and/or the Assistant Director for Special Education will be immediately notified of any injury or illness requiring 911 assistance.

The decision to have the child sent home will be made upon review of the individual injury or illness circumstances and input from the first-aid responder, parent or guardian, and/or medical personal including the school nurse.

Injuries that require first aid or medical attention, or an injury to the head will be documented with a completed District 20 Accident Report Form.

### Sun Protection

Parents are strongly encouraged to apply sunscreen to their student prior to classes. Staff will not re-apply sunscreen during Preschool hours. Parents are required to sign the Sunscreen Agreement provided in the registration packet to ensure understanding of this policy.

## Inclement Weather

Preschool classrooms will follow the district and school building procedures for inclement weather to ensure children's health and safety. During excessively hot weather or excessively cold weather, children will not play outside. Due to the ever changing weather in Colorado, it may be necessary for parents to send to school with their children a varied style of clothing. Staff will assure that children are dressed appropriately for weather conditions while outside.

Teaching staff will be alert to changing weather conditions while outside.

## Home Visits

The purpose of the home visit is to allow the preschool staff to visit with families and children in the child's home environment. These visits establish communication and builds trust and respect between the preschool staff and families. The visits also allow the preschool staff to provide ideas to assist in age appropriate development of the children within the home. Home visits and/or conferences are required for families participating in the Colorado Preschool program (CPP).

## Parent Teacher Conferences

Teachers will schedule parent teacher conferences to be held in the classroom on district parent/teacher days. Information will be distributed to the family and may include:

- Information on student progress
- Information on developmentally appropriate activities to promote readiness skills
- Ideas for Summer activities
- Information on kindergarten registration
- Results on Teaching Strategies GOLD
- Development and review of IEP (if applicable)

## Student Conduct

The Board of Education recognizes that students learn best in an environment that is safe and free from unnecessary disruption. This environment, a responsibility of all District 20 employees, parents, and students working cooperatively, should permeate the total preschool program in order to ensure the health, welfare, and safety of all students and District employees. Each student will learn and assume responsibility for his or her own conduct and show respect for and obey the persons in authority in the school.

The Board, in accordance with state law, has adopted a conduct and discipline code that every student is expected to follow. The District's conduct code and accompanying rules, comprised of those policies and regulations coded within the JIC section of the Academy School District 20 Policy and Procedures Manual, and local school rules developed in accordance with these Board policies, are intended to:

- Protect constitutional rights
- Clearly describe the code of conduct

The code shall apply to behavior in the classroom, on school grounds, in school vehicles, or at school activities and events, and in certain, circumstances, to off-campus behavior. In all instances, students shall be expected to conduct themselves in keeping with their age and level of maturity, acting with due regard for the supervisory authority vested by the Board in all District employees, and the educational purposes underlying school activities, school and personal property, and the rights and welfare of other students and all District employees.

Aggressive behavior by children will not be tolerated. District 20 believes it has a responsibility to provide a safe environment for children, staff and volunteers.

Aggressive behavior is defined as violent behavior that may include kicking, biting, hitting, throwing objects that may injure District 20 staff, volunteer or a child. If the education staff determines there is abusive or violent behavior, the teacher will adhere to the following procedures:

- The teacher will notify the school's site administrator, the Interventionist and the parents of the incident. If incidents do not resolve within a reasonable time, or intensify, a meeting will be called with the Multi-tiered System of Support (MTSS) team.
- The meeting will include as much data as possible collected by the team, possibly a functional behavior assessment (FBA) including information from all staff working with the child. The data will be recorded in detail and placed in the child's classroom file.
- The team will discuss the incidents and circumstances that may have contributed to the situation.
- Alternative options shall be explored. A written Behavior Intervention Plan(BIP)I may be developed and tasks assigned. The approval of the parent will be indicated by their signature on the plan.

The BIP and data showing progress will be reviewed at intervals indicated in the plan.

If no change in behavior is made after the behavior intervention plan is implemented, a second meeting will be held with the parents and staff to determine further interventions.



## Discipline Procedures

No punitive measures will be associated with toileting or with rest time.

No punitive measures will be associated with food (either denial or forced feeding)

Separation-type discipline (timeout) if used at all, will be brief and appropriate for the child's age. No more than 3 to 5 minutes will be imposed, depending upon the child's age and developmental level. Negative methods, such as isolating or shaming a child will not be used. A child in time out will be within the sight of an adult, in a lighted, well-ventilated area.

No verbal abuse or derogatory comments of any kind are allowed.

Positive guidance techniques will be used and will be consistent, clear, and appropriate and will enhance self-discipline.

Guidance practices are related to the knowledge of each child's personality and level of development, and will include an awareness of each child's limitations and abilities. Rules will be explained to the child at the child's level of understanding.

Classroom staff will establish realistic expectations about children's attention spans, interests, social abilities and physical needs, and will include children with special needs.

Behavior training, including reducing aggressive behavior, will be handled in a positive, redirecting manner.

## Behavior incident during Class

Staff will work in accordance with the Procedures outlined in the Pyramid Model guidelines in responding to challenging behavior in the classroom.

## Fire Drill, Tornado Drills, Shelter in Place and Lockdown Drills in the Preschool Classroom

For the safety and protection of staff, students, and families in District 20 programs, general guidelines have been established. These will be practiced with the students throughout the year. To review these policies and procedures, you may contact the school to see the emergency handbooks and procedures.

## Field Trips

In accordance with Academy District 20 Policy IJOA, the following will be adhered to:

- The teacher will review the educational value of a walking field trip with the principal, Preschool Director and/or Assistant Director of Special Education and receive their approval on the appropriate district field trip form, prior to making arrangements for the field trip.
- The teacher will obtain written permission and provide parents with information concerning the purpose and estimated time of return. The school must notify children's parents or guardians at least 2 days in advance of any field trip. A general statement in your monthly newsletter regarding the possibility of walking field trips will be considered adequate notification. In addition, a note on the classroom door identifying the location and anticipated time of return will be necessary.
- Children will not be permitted to leave the field trip group during the trip unless they are released to their parent or guardian. Children may be accompanied by their own parent or guardian to the field trip. Parents must sign their student in on the attendance roster when they have arrived at the field trip site, unless the parent signed in before leaving school. If the child is to leave the field trip with their parent or guardian, they must be signed out before they leave the field trip site.

Only those students enrolled in District 20 preschool classes are eligible to participate in the field trip. For safety and liability purposes, siblings will not be allowed to participate in such field trips.

Private transportation will not be utilized to transport students on field trips.

At no time do children ride in the cars of teaching staff.

## Screen Time and Media Use

Educational materials are selected to support the instructional process of children. The first priority is that the curricular objectives, including critical viewing, are supported. The following are guidelines for viewing videos:

- Videos must be clearly related to and supportive of the goals of the course curriculum. They must be of equal educational value as other alternatives.
- All movies and videos must be previewed by the teacher.
- At the preschool level, only G-rated videos will be shown.
- Non-rated movies or videos (including those taped from television) will not be shown.
- Signed permission to view videos will be obtained from the child's parent prior to viewing.
- Alternative activities related to the unit will be planned for students who are not viewing the video.

## Student Belongings

To assure the health and safekeeping of a child's personal belongings and to instill the responsibility of caring for one's possessions in the classroom the following procedures will be followed:

- Coat hooks or cubbies will be provided for each child.
- The container or area will be clearly labeled with the child's name.
- Each child will keep a change of clothing from home in a labeled bag in the classroom.
- Children should not bring toys from home. The District is not responsible for lost or broken toys.
- Inappropriate items brought to the classroom by the child will be labeled with the child's name and placed in safekeeping until the child is dismissed from preschool. At that time, the item will be returned to the child's parent or the bus driver.

## Snack Guidelines

Snack time encourages social skills, fine motor development, language and self-help skills. Staff members will sit with the children, engage them in conversation and encourage them to eat their snack. The children will clean up when finished.

Each Academy District 20 preschool may differ in their snack policy. Some classrooms may ask the parents or guardians to provide individual snacks for their child only. Or they may ask that a group snack may be provided for the entire class and parents may be ask to contribute to the group snack.

Academy District 20 may have classes that are designated as a "NUT PROTECTED ZONE".

General Snack Procedure:

- Nutritious low sugar snacks are preferred.
- The size of the servings must be suitable for the child's age and appetite, and sufficient time will be allowed so that snacks are unhurried.
- If snacks are provided by parents for ONLY their child, and the class is not a designated "NUT PROTECTED ZONE", you may choose a snack of your preference.
- A child may have food allergies that may affect your child's snack options. Teachers will notify parents if a food allergy exists.
- Parents are encouraged to not provide sugar sweetened beverage to children. These are liquids that have been sweetened with various forms of sugars that add calories and include, but not limited to: soda, fruitades, fruit drinks, flavored milk, and sports and energy drinks.

Group Snack:

- When snacks are provided by parents for the group: All food served must be pre-packaged and unopened. Ingredients must be on the packages.
- Parents will be scheduled to provide snacks and drinks for the class for certain weeks during the school year.
- Cups and napkins should accompany the snacks provided by parents.
- Snack schedules will be set up on a weekly basis so parents will only have to remember to bring snacks every few months.
- A snack schedule will be provided for parents as well as posted in the classroom.
- Parents should contact their child's teacher if their schedule week is inconvenient.

- Classrooms will not provide sugar sweetened beverages to children. These are liquids that have been sweetened with various forms of sugars that add calories and include, but not limited to: soda, fruitades, fruit drinks, flavored milk, and sports and energy drinks.
- If 100% fruit juice, which is not a sugar sweetened beverage, is offered as part of meals and/or snacks, it must be limited to no more than twice per week.

Teachers may provide a list of approved snacks.

### Animal Visitation

No animal visits will be permitted. Field trips to the Zoo and visits to the Humane Society or other organizations that have liability coverage is permitted.

### Toilet Training and Diapering

Children without special needs must be toilet trained to attend Academy District 20 preschools. Preschool staff will work on toilet training as appropriate for children with special needs. Staff will offer ample opportunity for children to use the bathroom. If a child wets or soils his/her clothing, the preschool staff will assist the child with clean up and changing of their clothes. The child's soiled clothing will be placed in a plastic bag and sent home.

Diapering stations, located near the bathroom, will be maintained for children with special needs who require diapering.

### School Closings and Cancellations

In Accordance with the Academy District 20 Policy EBCE, the Superintendent or designee is empowered to close the schools, delay their start, or to dismiss them early in the event of hazardous weather or other emergencies, which threaten the safety, health or welfare of students or staff members. It is understood that such action will be taken only after consultation with appropriate authorities. Parents are asked to help with the decision as far as their own children are concerned. If a parent's judgement is that the weather conditions make it too hazardous to send his/her child to school, that child should be kept at home. The child will not be penalized for the absence.

Parents, student, and staff will be informed early in each school year how they will be notified in the event of emergency closings or early dismissals. The local news stations post school closings on the TV, radio and social media by 5:30 am. The District will send an email, text, phone call and social media, if you subscribe to the sites. Please check your settings on Infinite Campus under the Parent portal of how you would like to be notified.

If adverse weather conditions appear to be developing, a decision to delay school will be determined by 5:30 am. This information will be shared in the same way a cancellation is shared with the District.

**If the decision for a 2-hour delay start is made, all morning preschool classes are cancelled for that day. Teachers will remind parents of this procedure.**

If at any time during the day, a parent desires to pick up the child due to hazardous weather, the school principal will release the student. The school will maintain a log of children who are released early and to who they were released.

If school is in session and a storm develops during the day, a decision may be made to release the students early. On the days when the weather at 5:30 a.m. may not be bad enough to cancel school, but the weather reports and other indications that a storm may develop during the school hours, bus drivers will be notified that it's a "storm alert" day. Each driver will have this information by the time he or she completes the morning bus run. Between 10-10:30am, if the decision is made to release school early, each bus driver will be notified. School will be dismissed approximately two hours early, and bus drivers will make their regular runs in the usual sequence. Local radio, television stations, social media, emails, texts and phone calls will be asked to announce between 7 and 9 a.m. that Academy School District 20 is on "Storm Alert". If there is an early release, they will be asked to announce that the District is releasing early. Parents should make previous arrangements so that their child will have a place to go if there is no one at home on early release days. If the decision, is made to have an early release before afternoon preschool sessions begin, all afternoon preschool classes will be cancelled for the day.

### Complaint Procedure

It is the intent of the District to foster open communications between the Board of Education and its employees and members of the community. The District is committed to maintaining and/or improving the quality of the operation of the District given the limitations of available resources. Any parent or patron has the right to submit a suggestion, concern or complaint in reference to the operation of the District. This policy shall apply to all public concerns and complaints except those included in Academy District 20 Policy KE, Public Concerns/Complaints about Instructional Resources.

It is the belief of the District that comprehensive and speedy analysis and response to suggestions or complaints is paramount. It is also the belief of the Board of Education that Executive suggestions or complaints are best responded at the lowest possible level and that each patron be assured an opportunity for orderly presentation and review of a suggestion or complaint without fear of reprisal.

Complaints should be discussed with personnel in the following order:

- Teacher
- School principal, Assistant principal, Preschool Director
- Assistant Director of Special Education at the EAC.
- Executive Director of Special Education
- Director of Learning Services

A copy of the administrative procedure(KE-R) that accompanies this policy is on the Academy School District 20 website ([www.asd20.org](http://www.asd20.org)).

## Department of Human Services Complaint Department

If you have concerns about suspected licensing violations in any Academy District 20 preschool, you should contact:

The Division of Child Care  
Colorado Department of Human Services  
1575 Sherman Street  
Denver, CO 80203-1714  
(303) 866-5958

## Division of Human Services Suspected Child Abuse Reporting Procedures

If suspected child abuse occurred at one of the Academy District 20 Preschool facilities, the report of suspected child abuse must be made to the county department of social services in the county in which the child resides, or to the local law enforcement agency in which the incident is believed to have occurred.

Complaints should be made to:

Director's Office  
El Paso County Department of Human Services  
1675 West Garden of the Gods Road  
Third Floor  
Colorado Springs, CO 80907  
(719) 636-0000

Academy School District 20 meets or exceeds the Colorado's Department of Human Services Child Care licensing requirements. Rules and Regulations for Licensing is available on the Department of Human Services Child Care webpage.

**District 20's staff must by law report any suspected cases of child abuse, sexual abuse or neglect to the El Paso County Department of Human Services.**