



Developing Christlike Character  
and Academic Excellence

## **Pre-K Handbook 2018-2019**

(Addendum to the Student Handbook 2018-2019)

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Isaac Newton Christian Academy is operated by the  
Linn Christian Education Association (LCEA), a non-profit corporation

## Table of Contents

Welcome to Isaac Newton Christian Academy Pre-K Program .....	3
Philosophy of Christian Education.....	3
Statement of Faith .....	3
Purpose .....	4
Program Goals and Curriculum .....	4
Faculty .....	4
Admissions Policy.....	5
Discharge Policy.....	5
Discipline Policy.....	5
Fees.....	6
Hours .....	6
Address/Contact Information Changes .....	6
Absence.....	6
Cancellations Because of Bad Weather or Emergency .....	6
Dress Code.....	6
Early Dismissal Procedures.....	7
Field Trips .....	8
Health Policy.....	8
Illness or Injury .....	8
Infectious Disease Control/Exclusion Policy .....	9
Universal Precautions Policy .....	10
Policy for Children Requiring Special Accommodations .....	10
Nutrition Policy.....	10
Biting.....	11
Safety and Security .....	11
Supervision and Access Policy .....	13
Staff Orientation Plan .....	13
Confidentiality .....	14
School Records .....	14
Change of Clothes.....	14
Visitors/Parental Access Policy .....	14
Parental Involvement.....	15
Communications .....	15
Conferences .....	15
Toys.....	15
Arrival and Dismissal .....	15

## **Welcome to Isaac Newton Christian Academy Pre-K Program**

We would like to welcome you to the Isaac Newton Christian Academy Pre-K program. We are a non-profit, independent, inter-denominational Christian school. Our mission is to develop Christlike character and academic excellence in our students. We are dedicated to maintaining a quality learning atmosphere, and we strive to provide activities which allow optimal developmental progress of each child—academically, spiritually, socially, intellectually, emotionally and physically.

Parents are allowed unlimited access to their children and their child's caregivers at any time during the Pre-K program's hours of operation unless parental contact is prohibited by court order. (Please see "Visitors/Parental Contact Policy" in this handbook for more information)

## **Philosophy of Christian Education**

The philosophy of Christian Education of Isaac Newton Christian Academy is based upon the following presuppositions:

- A. Life is recognized as having a design and purpose. Man is to live his life as a response to his Savior-Creator, enjoying Him and endeavoring to please Him through doing justly, loving mercy, and walking humbly with Him. Christian education recognizes that just as no person is complete apart from the spiritual life available through faith in Jesus Christ, neither is an education which does not address the spiritual dimensions of a student. Such an education focuses only on the improvement of the mind and body. Because each person is entrusted with moral choice, true education must include teaching moral absolutes which are necessary for making decisions which are right in God's sight. Christian education deals with the development of the student's intellect, emotion, and will.
- B. Education is the process of communicating knowledge. For the Christian, the source of all knowledge and truth is God and revelation of His truth is found in His word, the Bible. The Word of God is the foundation of the school curriculum. Through the Bible the interrelatedness of all other subjects and truths is made possible.
- C. A Christian teacher's life style must be exemplary. The reality of his personal conversion should empower him to be a godly role model for all students. The Christian teacher is to be a student's guide and resource person, teaching him according to educational principles contained in the Word of God.
- D. The parents are responsible before God. Parents are ultimately responsible before God for the education of their children in the home, in the school, and in the church. The home is the center of education and is never replaced by the school. The school exists to support the home and church.

## **Statement of Faith**

- A. We believe the Bible to be divinely inspired and the only infallible, inerrant, and authoritative written Word of God.
- B. We believe that there is one God, infinitely perfect and eternally existent in three persons: Father, Son, and Holy Spirit.
- C. We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.
- D. We believe in the fall of man, that all have sinned and come short of the glory of God, and that all human beings are born with a sinful nature.
- E. We believe that regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful men.
- F. We believe that salvation is entirely by grace, through one's personal faith in the person and finished work of Jesus Christ upon the cross.

- G. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- H. We believe in the bodily resurrection of both the saved and the lost; they that are saved unto the resurrection of eternal life and they that are lost to the resurrection of eternal damnation.
- I. We believe that Jesus Christ is the head of the church, which is His body (the church consists of all those who profess faith in Jesus Christ as Savior and Lord) and that all who are believers in our Lord Jesus Christ are united spiritually to Christ and to one another through the Holy Spirit, Who is the source of our unity.

For a list of Biblical passages supporting the various points in the Statement of Faith, see the Appendix to the Statement of Faith, which is available in the school office.

## **Purpose**

The Isaac Newton Christian Academy Pre-K program provides an extension to the family. The family has the primary responsibility for the nurturing and upbringing of the child. This responsibility is given by God to the parents. Our Pre-K program will supplement and encourage, but not replace, the training of the child in a Christian home.

## **Program Goals and Curriculum**

Our Pre-K program will include an academic and social activity program. The curriculum includes Bible, phonetics, writing, reading (as child shows readiness), number concepts, penmanship, social studies, self-help readiness skills, and social development activities. The concepts and skills, which are necessary pre-requisites for Kindergarten, as well as Biblical truths so vital in the formative years, are woven through the total learning program. Children learn they are people of worth, created by a loving God.

### Reading

We use a combination of a programs called Jolly Phonics and A Beka, both of which are proven to build strong readers. The teacher will send home cards, and eventually books for parents and students to read together.

### Penmanship

This subject overlaps with Reading and uses A Beka, along with supplemental curriculum, to practice fine motor skills. We teach "ball and stick" block letter formation in Pre-K.

### Math

Number formation, number value, graphing, sorting, logic, and eventually addition are covered in math class.

### Bible

Bible content begins with Creation, continues through Genesis and ends in the New Testament with the miracles of Jesus. Students will also learn about Christmas and Easter with the coinciding holidays. Please understand that the Bible is taught in every subject at Isaac Newton Christian Academy. Bible is a separate subject AND it is integrated throughout all the other subjects. This helps students develop a strong Biblical worldview.

### Social Studies

Students will learn age-appropriate science, health, and history lessons through the practice of thematic units.

## **Faculty**

The Pre-K faculty is composed of Christian teachers whose lives give continuing evidence of their Christian testimony. The Christian school teacher will be experienced in preschool education, a committed Christian, and meet Department of Human Services (DHS) guidelines.

All of our childcare professionals are experienced in working with young children. They are dedicated to providing the best care and learning environment for each child. Each caregiver receives ongoing professional growth training through orientation, staff training opportunities, and conferences and workshops.

### **Admissions Policy**

- A. Children who are a minimum of four years old by September 15 may enroll in the Pre-K class. One year of preschool and / or mastery of basic preschool concepts is encouraged. Enrolled children must be toilet-trained.
- B. It is the desire of the Linn Christian Education Association to provide a Christ-centered education. Therefore, it is required that all families read and sign the school's Statement of Faith and Philosophy of Education as the foundation of the school's curricula and policies.
- C. Students will be accepted in the order of the date that the application and the registration fee and signed contract are received and according to classroom capacity.
- D. There is a registration fee which is to accompany the application form. The completed application and parent contract must be received in the office prior to acceptance. The registration fee is non-refundable.
- E. It is our desire that each student have the best possible educational opportunity. We, therefore, feel that it is our right and responsibility to deny enrollment to a student who's physical, emotional, or educational handicaps are so severe that we are not equipped and/or unable to provide for all the needs of that student.
- F. If the application is not accepted, denial of admission may be appealed to the Board of Directors. The decision of the Board of Directors is final.
- G. Upon admission, a physician-signed physical exam as well as a completed medical information and consent form and dated immunization card is required to be on file by the Pre-K program's starting date. If a child has allergies, the school requires that an allergy action plan be on file in the school office.
- H. We admit students of any race, color, national and ethnic origin. There is no discrimination on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, scholarship programs, and athletic and other school-administered programs.

### **Discharge Policy**

Isaac Newton Christian Academy reserves the right to dismiss a child for any of the following reasons:

- A. If the child becomes a threat to himself/herself or others in the facility.
- B. Lack of payment based on the parent contract.
- C. Parent/child refusal to meet DHS and Isaac Newton Christian Academy guidelines.

Efforts to resolve conflicts through verbal and written communications will be made prior to any dismissal. The ultimate decision regarding dismissal rests with the Administration and the Board of Directors.

### **Discipline Policy**

Children will be asked to obey classroom rules. These rules will be discussed on the first day of school.

- A. No running in classroom or halls.
- B. Speak kindly to one another. No name-calling is allowed.
- C. Obey the teacher's directions. Do not argue with the teacher.
- D. Hitting, kicking, biting, spitting, etc. will not be allowed. Keep your hands to yourself.
- E. Do not do anything to injure yourself, another person, or school property.
- F. Do not touch or take things that do not belong to you.
- G. Maintain indoor speaking voice. Yelling is not permitted.

Pre-K students will be encouraged to use self-control and learn independent skills. No corporal punishment or verbal humiliation tactics will be used. Rather, the children will be positively guided to resolve conflict and maintain classroom rules. If, after a gentle redirection or correction is made, behavior has not changed, the child may be asked to sit quietly on a designated chair for a short duration of time (3-5 minutes) or the child may be asked to walk with the teacher at recess for a short time before playing with the other children. Recurrent problems in behavior will be discussed with parents and together attempts will be made to resolve conflicts.

## **Fees**

The registration fee is due when the application is submitted, and is non-refundable. Tuition is charged for the Pre-K program. Payments are based on your contract choice of an annual, semi-annual, 9-month, or 11-month plan. A list of current registration and tuition fees is available in the school office and on the school website ([www.incaonline.org](http://www.incaonline.org)).

## **Hours**

Pre-K students will attend school from 8:15 am to 11:15 am Monday - Friday. Families may choose to have their child stay for lunch and recess from 11:15 – 12:15 p.m. for an additional charge. Before school care, beginning at 7:30 a.m. and after school care until 5:30 p.m. are also options for families.

## **Address/Contact Information Changes**

Please report any change in address, phone number, etc. to the director and the office. This would include business as well as home and emergency phone numbers, etc.

## **Absence**

When it is necessary for your child to be absent from school for any reason, please call the school office at (319)362-9512 before class begins. It is important that the school be notified immediately if a child is diagnosed as having a communicable disease (other than a cold) such as chicken pox, conjunctivitis (pink eye), flu, impetigo, lice, etc. The child should not return to school until his/her doctor gives permission.

## **Cancellations Because of Bad Weather or Emergency**

Closing of the school because of inclement weather or other reason will be announced on the following TV stations: KGAN-Channel 2, KWWL-Channel 7, and KCRG-Channel 9.

If school is delayed in the morning, Pre-K will be cancelled. In the case of a delay to the start of school, daycare services will be available, beginning at 10:00 a.m.

## **Dress Code**

In order to teach the students good judgment and discretion in matters of their appearance, Isaac Newton Christian Academy expects students to wear clothing, hairstyles, make-up and jewelry which promote modesty, appropriateness, and neatness, and which do not distract from the climate of Christian education at Isaac Newton Christian Academy. Dress policies are established to contribute to the learning environment of pupils so that 1) they can excel academically in a Christian setting, 2) godly character will be reflected in the ways they represent themselves, 3) students will wear clothing appropriate for normal school activities, and 4) students will be challenged in learning accountability, discernment, and willing obedience (Hebrews 5:14; 1 Peter 2:13). A dress code is conducive to self-worth, a good study atmosphere, and a good personal identity (Proverbs 11:22). God knows our spiritual condition by our hearts, but men can initially only see the physical body and how it is attired (1 Samuel 16:7).

Even as there is appropriate clothing for church, athletics, etc., so too there is appropriate clothing for school and related activities. It is important that families come to a cooperative agreement in this area. Please realize that we have a wide variety of attitudes regarding personal appearance, but it is often necessary to set aside our individual desires for the good of the overall school family. We trust the following list of guidelines will clarify for students and parents the desire we have at Isaac Newton Christian Academy for our students to glorify the Lord in their dress and grooming. As you read through this list, please consider the three major principles that represent the spirit of the Dress Code: that students are to wear clothes that are modest, appropriate and neat.

**MODESTY** can be defined as making sure our bodies are covered in such a way as to honor the Lord and not to offend and/or tempt those around us.

**APPROPRIATENESS** can be defined as wearing clothes that fit the occasion. In a school setting, appropriate clothes are those that do not hinder the educational process.

**NEATNESS** can be defined as a look that is clean with clothes that are properly fitting and in good repair.

Teachers will carefully observe student dress at the beginning of each school day or function and inform the Head of School of any concerns as soon as possible. The classroom teacher and Head of School are responsible for administering the dress code. The student will need to change the inappropriate clothing in order to attend school. A parent will be informed of the situation and will be asked to bring appropriate clothing to school. If the parent is unable to bring a replacement item to school, the Head of School may substitute another piece of clothing. The items outlined in the dress code do not necessarily comprise the entire list of questionable dress practices. On occasion, there could be situations where something not listed may have to be brought to the attention of the student and parent. If a question arises on any issue, the decision of the Head of School will prevail.

Specific guidelines for dress at Isaac Newton Christian Academy are as follows:

For Boys and Girls:

1. Clothing should always be neat, clean, and not tight fitting or revealing. Torn or slashed clothing is not permitted.
2. Clothing may not have symbols or pictures that model values contrary to the teaching and purpose of the school, such as anything relating to alcohol, rock music, drug culture, or a derogatory name or comment.
3. Jeans, nylon pants, or dress slacks are acceptable. Cotton sweat pants, yoga pants and exercise leggings are not permitted. Pants may not be so loose-fitting that they hang off the waist.
4. Students may wear shorts during daylight savings time (typically the middle of March through the beginning of November), provided they are in good taste, and meet established length requirements.
5. Hats, caps, or bandanas are not to be worn inside the school building, unless related to a school pride day.
6. Tattoos, real and fake, are not allowed.
7. Dyed hair must be a natural hair color.
8. All undergarments need to be covered.

Footwear:

1. Shoes are required to be worn at all times at school.
2. Flip-flops or athletic sandals are not permitted because of sanitary and safety reasons. Shoes should be firmly fastened to the foot.
3. Student must wear proper athletic shoes for physical education class. Proper athletic shoes have rubber soles, and do not include street shoes, sandals, or boots.
4. Students are not permitted to wear shoes with roller-runners to school.

For Boys:

1. Length of shorts must be no higher than about knee length.
2. Shirts must have sleeves and not expose the midriff.
3. Hair must be clean, neat, and trim. Tails are not permitted.

For Girls:

1. Length of skirts, dresses, and shorts must be no higher than about knee length.
2. Girls are not to wear see-through tops, halter-tops, tube tops, backless tops, or anything exposing the midriff. Thin straps on tops are only allowed if there is an outer shirt over the straps or there is a shirt underneath the top with the straps.
3. Hair must be clean and neat.

## **Early Dismissal Procedures**

For individual students:

- A. A note should be sent with your child explaining the reason for early pickup and time of pick up.
- B. Parents should check in at the school office when picking up a child early. Students cannot leave with other persons unless there is parental written permission or a call is placed by the parent to the office or the Pre-K director.

Entire School Dismissed Early:

The director will be notified and attempt to contact parents by phone. Parents will also receive e-mail or other communication from the office.

## **Field Trips**

Periodically, the class will take trips to interesting and educational places such as the pumpkin farm, nature center, etc. The parents will sign a permission slip at the beginning of the year. Parents will be notified by newsletter in advance of each trip and a small fee may be charged to cover expenses. While at the site, students are under the authority of the classroom teacher. Parents will transport their own children, ask another parent to transport their children, or arrange with the teacher to transport their children.

No child will be allowed in the front seat of a vehicle. All children will be required to wear a seat belt. A first aid kit as well as emergency medical information and consent forms for each child will be brought along on each field trip. Parents have the option of not having their child participate on field trips, but no childcare will be provided for those not participating in the field trip.

Perhaps you would like to share with your child's class. Parents will be asked to share about occupations during the month of March, but if there is something a parent feels would benefit the students and enrich our curriculum, this would be gladly welcomed.

## **Health Policy**

Each child will be required to have the following forms submitted to the office upon admission; 1) physical exam report no more than 12 months prior to admission and signed by a doctor that includes information regarding health history, special needs, and present health status, 2) a signed and dated current immunization record, 3) a parental emergency and medical consent form, 4) a travel and activity authorization form signed and dated, and 5) emergency information that would identify emergency contacts and those authorized to pick up the child. It will be the parent's responsibility to regularly update any of the above information. Other forms will be handed out as needed and we ask that you return them in a timely manner.

Children and staff will be required to wash hands immediately before food service activities, eating, and after using the restroom. Staff will wash hands upon arrival at the center, and before and after administering non-emergency first-aid.

Upon arrival a staff member will provide direct contact to detect illness, disease, or any unusual behavior. Any child that has been reported to have been diagnosed with any communicable disease will be asked not to attend Pre-K until the child is no longer contagious. A notice will be posted and parents will be notified if their children have been exposed to someone contagious. Any child who is injured or becomes ill while at Pre-K will be brought to the health clinic as soon as possible. A Parent/Guardian will be notified immediately if it is felt the child should be excluded from school for health reasons (see Infectious Disease Control / Exclusion Policy for more details). A first aid kit will be accessed for any needs, gloves will be worn in case of blood, and the child will be made comfortable until parents arrive. Incident reports will be filled out in the case of injury and given to the parent as soon as possible.

If an emergency situation arises, 9-1-1 will be called and information regarding preference for hospital, past medical history, allergies, etc. will be determined by the emergency medical consent form that is kept on file in the Pre-K classroom. This will accompany the child to the hospital.

A first-aid kit containing scissors, antiseptic, gloves, adhesive bandages, gauze, tweezers, and ice packs will be clearly marked and placed out of reach within the classroom. It will be taken on all field trips in case of injury while away from the school and be easily accessible while on the playground.

No smoking will be allowed on the premises of Isaac Newton Christian Academy. Tables will be cleaned with a bleach/water solution prior to serving food.

## **Illness or Injury**

Parents are encouraged not to send children to school who are sick. Please consider the other children. We have no full-time nurse on staff, so only emergency first-aid can be administered. Sick children

should not remain at school because of the risk of exposure to fellow students. The school has an obligation to notify parents when a child becomes ill. The following procedures will be followed:

- A. Parents will be notified as soon as possible.
- B. Every effort will be made to make the sick child comfortable until parents come.
- C. Before prescribed medication can be administered, a Medication Permission Slip signed by the parent must be on file. The office secretary or other person who has received training in medication administration will dispense the medication in the school office. Medication will be kept in a secured area.
- D. For your child to experience the greatest benefit from classroom activities, adequate rest is a must. If your child is up late at night for special reasons, it may be to his/her advantage to stay home.
- E. Please see the "Infectious Disease Control Policy" for more information.

### **Infectious Disease Control/Exclusion Policy**

Parents or other authorized guardians will be notified when their child has a sign or symptom that requires exclusion from care. Examples are described below:

1. The illness prevents the child from participating comfortably in regular activities;
2. The illness results in greater need of care than the staff can provide without compromising the health and safety of the other children; or the child has any of the following conditions:
  - Fever—a child with an axillary temperature fever of over 100°F plus behavior changes or other signs/symptoms of illness. The child will be excluded until symptoms subside or a health care provider finds the child able to return.
  - Severe Illness—a child with signs/symptoms of possible severe illness may include:
    - Lethargy
    - Uncontrollable coughing
    - Inexplicable irritability/crying
    - Wheezing
    - Difficulty breathing
    - Other signs unusual for the child

This child will be excluded until symptoms subside or a health care provider finds the child able to return.

- Diarrhea—a child having uncontrolled watery or loose stools, not associated with change in diet, and increased frequency not contained by use of the toilet will be excluded. He/she may return once the diarrhea resolves.
- Blood in Child's Stools—a child should be excluded if blood is present in his/her stools which is not explainable by dietary change, medication or hard stools. Because of the potentially serious nature of this condition, the child will be excluded until a health care provider finds that he/she is able to return.
- Vomiting—a child acting ill and who has vomited 2 or more times within 24 hours will be excluded. If the vomiting is accompanied by other signs or symptoms of illness, the school may exclude the child after one vomiting episode. He/she may return when vomiting resolves.
- Abdominal Pain—a child with persistent abdominal pain (more than 2 hours) along with fever or other signs/symptoms of illness is excluded until symptoms resolve.
- Mouth Sores—a child with mouth sores and who is drooling will be excluded unless a health care provider determines the child is noninfectious.
- Rash—a child with a rash and a fever OR a child with a rash and behavior changes will be excluded until a health care provider determines the child is not communicable.
- Scabies—a child with scabies will be excluded until after treatment has been completed.
- Conjunctivitis—a child with non-purulent pink eye will not be excluded unless determined by health care provider; however purulent pink eye will be cause for exclusion until after first treatment.
- Head Lice—a child with head lice will be excluded only at the normal departure time until after the first treatment.

- Ringworm—a child with a ringworm-like rash should be evaluated by a health care provider. If ringworm is confirmed, the child will be excluded until medical treatment is started.
- Strep Throat—a child with strep throat will be excluded until 24 hours after initial antibiotic treatment and cessation of fever.
- Chickenpox—a child with chickenpox will be sent home when lesions are detected. He/she may return when all lesions have dried and crusted.
- Pertussis (Whooping Cough)—a child diagnosed with pertussis will be excluded until 5 days of appropriate antibiotic treatment.
- Mumps—a child diagnosed with mumps will be excluded until 9 days after onset of gland swelling.
- Measles—a child diagnosed with measles will be excluded until 4 days after onset of rash.
- Rubella—a child diagnosed with rubella will be excluded until 6 days after onset of rash.

Other illnesses or conditions that require treatment by a physician will be managed as directed by the physician.

Occasionally, an enrolled child may be under-immunized because of a medical condition (documented by a licensed health professional) or due to family religious beliefs. In these circumstances, if there is an outbreak of a vaccine-preventable disease, any child who is under-immunized for this disease will be excluded until the outbreak is over and a medical authority authorizes the child to return to the center.

### **Universal Precautions Policy**

All determinations, notifications and actions taken by Isaac Newton Christian Academy with a potential or actual case of chronic communicable or contagious disease shall be in compliance with applicable State and Federal laws and regulations.

All staff members follow “Universal Precautions” when they come in contact with blood and bodily fluids. The precautions focus on the prevention of the transmission of blood borne pathogens, primarily hepatitis B and human immunodeficiency viruses (HIV). The school staff occasionally comes in contact with blood and body fluids and will always use gloves, exercising the same precautions for children. The staff also follows an Exposure Control Plan that outlines all school procedures for universal precautions.

### **Policy for Children Requiring Special Accommodations**

Being a private facility and unable to accommodate special needs, we would not admit children requiring special accommodations.

### **Nutrition Policy**

Each morning that a child attends Pre-K, a snack will be provided for them. We ask that on a rotational basis parents provide a healthy snack that would meet the Department of Human Services (DHS) guidelines. Details of these guidelines will be presented in the first newsletter given to parents in August. Each month a snack schedule will identify the days that each family is responsible for a snack. If a snack does not meet the DHS guidelines, the school will be responsible to supplement the snack in order to meet the guidelines.

Students staying for lunch may purchase a school lunch or bring a DHS compliant lunch from home. An additional snack will be served during daycare hours. The school will provide this snack. Menus will be available in advance.

On your child’s birthday, snacks can include sweets, but they must accompany a nutritional snack. Each day the snack list will be posted near the door of the classroom for your information. In the event that a child has an allergy, medical condition, or religious conviction regarding a certain food, school personnel or the parents will provide an alternative to the child. Perishable food will be put in a refrigerator within the classroom or kitchen.

## **Biting**

We want to ensure that every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem-solving between the children. Biting is a normal stage of development for young children who are still developing their language skills.

For safety and health concerns, we take biting seriously. When it happens, it is scary, frustrating, and stressful for children, parents, and teachers. It is also not something to blame on children, parents, or teachers. Further, there are no quick and easy solutions to the problem. Children bite for a variety of reasons: to exert control over a situation, for attention, as a self-defense strategy, or out of extreme frustration and anger. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish. Our teachers plan activities and supervise carefully in order for biting not to happen. There are times, however, when everyone cannot be within immediate reach to prevent a bite.

When a biting incident occurs, school staff members will:

- respond immediately.
- focus their attention first on the victim, shielding the victim from the biter, initiating first aid measures as necessary, and consoling the victim.
- clean the wound with soap and water, and apply ice if necessary.
- remove the biter from the situation without dramatic movements or attention. The staff member will make sure that the biter is not near other children until he/she has calmed down and can be redirected to other play.
- direct the biter to use their expressive communication skills instead of biting, so that the child can learn to “use words” to express his/her feelings.
- complete a “Biting Incident” report. The report outlines the behaviors and details of the incident and informs of the steps taken to resolve the issue.
- inform the victim's parent(s) that the child was bit by another student, sharing the “Biting Incident” report. The identity of the biter must be protected.
- inform the biter's parent(s) that their child bit another student at school, sharing the “Biting Incident” report. The parents should be asked if this behavior has been noticed at home, and what parents have done to help curb this behavior.
- investigate the context of each biting incident for pattern in an effort to prevent further biting behavior.
- try to adapt the environment and work with parents to reduce any child stress.
- make special efforts to protect potential victims.

We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families. Only after we feel we have made every effort to make the program work for the biting child do we consider asking a family to withdraw the child.

## **Safety and Security**

School officials annually review building safety and crisis policies. The security of students depends on the consistent enforcement of procedures put into place for their protection.

Please obey all traffic rules while driving, working, or riding bicycles to and from school.

### Building Access

Isaac Newton Christian Academy is considered a closed campus during regular school hours. It is our desire to have a safe and healthy environment for our students, staff members, and those visiting our campus. Access by non-students to the school building is restricted from 8:15 a.m. to 3:00 p.m. on school days. All exterior doors to the building are locked during school hours. Those wishing to enter the building must press the security button at the main entrance, appear on camera, and be permitted in the building by office staff. Everyone entering the building should report immediately to the school office upon entering the building.

### Visitors

Visitor badges may be obtained by signing in at the school office. Visitor badges should be worn and be clearly visible at all times. When leaving the building, visitors should notify the office staff of their departure. It is imperative that we know who is in the building so that they may be accounted for in an emergency situation. Some examples of visitors include a parent wanting to have lunch with their child, attending an assembly, or meeting with a staff member.

- Student guests or visitors are only allowed if the family is considering enrolling at Isaac Newton Christian Academy. Approval must be given by the administration at least 48 hours prior to the visit.

It is required that parents provide names, relationships, and phone numbers of persons authorized to pick up their children. If your child will be picked up by another individual please send a written note notifying the teacher of that person.

### Emergency Response Plan

Isaac Newton Christian Academy staff members have been trained to use the school's Emergency Response Plan. This plan is reviewed annually, and is regularly submitted to the Cedar Rapids Police Department's School Safety Taskforce for review. The plan also includes directions on how to manage a radiological emergency from the Duane Arnold Energy Center in Palo, IA.

### Emergency Evacuation

The evacuation and safety plans for our area are listed in the front of Cedar Rapids phone books (Dex and Hibu/Yellowbook). The Linn County Emergency Management Agency is coordinating with other agencies, including the Duane Arnold Energy Center. If school evacuation is recommended, our students will be taken by bus to our Temporary Relocation Center (TRC), which is Southeast Junior High School in Iowa City. Please do not come to Isaac Newton Christian Academy to pick-up your child/ren. You can pick up children at Southeast Junior High when the information is broadcast on the primary emergency alert station, WMT 600 AM or 96.5 FM in Cedar Rapids.

### Emergency Drills

The school participates in fire drills, tornado drills, and one lockdown drill yearly.

#### Fire Drills

- Fire Drills
  1. During routine drills or an actual fire, the alarm is sounded from a pull station in the hallways.
  2. The students in each class follow the teacher outside by way of the nearest available exit. Students do not talk while exiting.
  3. The teacher accounts for students who are present for the school day. If a student is not accounted for, an office staff member is contacted, who makes the effort to locate the unaccounted student.
  4. Teachers escort their classes to the upper parking lot and line up by class.
  5. Once the all-clear signal is given by the Head of School/designee, teachers bring their students back into the building. Students remain quiet while returning to their classrooms.
- Tornado Drills
  1. During routine drills or an actual tornado warning, a "code" is given over the public address system.
  2. The students in each class follow the teacher to the class' designated safety location in the building. Students do not talk while being led to this location.
  3. Once at the designated safety location, teachers instruct the students to assume the "duck and cover" position on the floor.
  4. The teacher accounts for students who are present for the school day. If a student is not accounted for, an office staff member is contacted, who makes the effort to locate the unaccounted for student.
  5. Once the all-clear signal is given, teachers escort their students to class. Students remain quiet while returning to class.

## 6. Tornado Drills

- Lockdown Drill

### Accidents

All accidents that occur during the school day or on any school trip should be reported to the office immediately. Parents will be notified immediately if their child was involved in an accident.

### Weapons

Isaac Newton Christian Academy is committed to providing a safe school environment. Any student possessing or using a weapon on school property or at a school-sponsored event will be expelled. Subsequent re-enrollment will be a matter for Board action.

### Mandatory Reporting

According to the laws of the State of Iowa, all Linn Christian Education Association teachers are mandatory reporters of suspected child abuse. Staff members are required to report all incidents when it is reasonably believed a child has suffered abuse. Our Child Abuse and Neglect Reporting Procedures follow the requirements of the State of Iowa and are designed to protect students who are victims of child abuse and neglect.

## **Supervision and Access Policy**

One of our primary goals for our Pre-K students is to provide a safe and loving learning environment for all those enrolled. Isaac Newton Christian Academy does not allow “unrestricted access” to our Pre-K students. “Unrestricted access” means that a person has contact with a child alone or is directly responsible for child care. Staff members, substitute teachers, and volunteers who have passed a record check are approved to have unrestricted access to children for whom they are not the parent, guardian, or custodian.

Isaac Newton Christian Academy staff members will limit, to the best of their knowledge and ability, the people allowed in the early elementary wing when children are present. It will be limited to authorized persons who include: the Head of School, The Preschool Director, the Administrative Assistant, office assistants, teachers, teacher assistants, teacher aides, custodians, food service manager, kitchen assistants, Board members, members of the Education Committee, and parents/guardians of the children enrolled. Any other person on the property will be closely supervised and monitored by one or more of the authorized persons depending upon the reasons the person is on the property. All visitors must register in the school office. The visitor will wear a name badge for identification purposes. “Supervision” will require one or more staff members to remain with the person at all times, and “monitoring” will entail watching what the person is doing and controlling their access to the area where the children are present. This monitoring will be completed by personal observation, and by observation through use of video/surveillance equipment. The Head of School, Administrative Assistant, or Preschool Director will be responsible for the supervising and monitoring unless another staff member is requested to fulfill this responsibility by one of the three aforementioned people. In a case where there would be conflict of interest, another staff member will be procured to fulfill this responsibility.

Any persons who are listed on the sex offender registry shall only have access to children with permission from the Head of School, Administrative Assistant or Preschool Director. This access will only be granted for relating to their own minor coming to or leaving the school. They will only be allowed to enter the building, register in the school office and receive assistance from the Head of School, Administrative Assistant, or Preschool Director to take their child to the classroom or locate their child and will remain at the school only for the time reasonably necessary to drop off and/or pick-up their own minor child with supervision.

## **Staff Orientation Plan**

Pre-K teachers are trained in CPR, first aid, mandatory child abuse reporting, and infectious disease control. All teachers receive training by the Pre-K Director regarding emergency procedures prior to the beginning of the school year. Each year these procedures are reviewed with all staff, including

procedures used in emergencies, licensing regulations, training expectations for staff development, medical needs of a child, and any pertinent information regarding the health and well-being of a child.

## **Confidentiality**

Information concerning a child or viewing a child's file may only occur contingent upon written permission from the parent/legal guardian. The following exceptions do not require prior permission:

- School administrators when viewing records directly related to their job functions
- Authorized representatives of government agencies
- Appropriate parties in a health or safety emergency
- School staff when needing access to the file for emergency information
- School staff when needing information concerning a child's development

See the "School Records" policy in this handbook for more information.

## **School Records**

There are two types of school records, permanent and cumulative. Permanent school records contain information regarding schools attended, attendance, Iowa Assessment scores, homeroom teachers, and grades. When a student transfers, a copy of the permanent record is sent to the new school. Copies of cumulative records, including those brought to Isaac Newton by parents or sent from other institutions, and may contain test scores and narratives, report cards, and other information, will be transferred to another school upon notification from that school.

Only authorized persons have legal access to a student's records: parent(s) or legal guardian(s), teachers, Head of School and administrative assistant. The list of building personnel for the current school year will be published in a parent newsletter early in the year.

In addition, the following people may be granted legal access to a student's record, if necessary, by the Head of School, administrative assistants, bookkeeper, and AEA staff (psychologist, speech/language clinician, social worker, consultant, physical and occupational therapists, hearing and vision staff), and those authorized by the school's Confidentiality policy.

These guidelines explain your right to your child's records maintained by Isaac Newton Christian Academy. These rights include:

1. Right to inspect: You have the right to look at all of your child's records maintained in the official school file.
2. Right to prevent disclosure: The school will not disclose anything to third parties from your child's records unless (1) you consent in writing prior to the disclosure, or (2) the information is directory information which you have not requested be kept confidential, or (3) the request for information meets one of the limited circumstances described in the guidelines.
3. Right to request correction: You have the right to present evidence that the school should amend any part of your child's record which you believe to be inaccurate, misleading or in violation of student's rights. If the school decides not to change the record, you may insert an explanation in the record.

Once your child turns eighteen years old, he or she obtains all of the above rights.

## **Change of Clothes**

It is important for children to have a change of clothing at school, since even those beyond the stage of "accidents" will occasionally spill juice, milk, or paint. We ask that you please clearly mark all items and send them in a bag also marked with your child's name. (Shoes are not necessary.) Please dress your child appropriately for the environment and for the weather since we feel it is important for children to get out and get exercise and fresh air each day.

## **Visitors/Parental Access Policy**

Parents have the right to unlimited access to their children. Please notify the office or the Pre-K Director if you will be visiting the classrooms on a particular day. Observation of our classroom is encouraged.

Please contact the Director or the office to arrange an appointment. When in the classroom, remember that children sometimes behave differently when visitors are present.

Please keep in the background as much as possible so that the children will soon forget you are there. Try not to let several children monopolize you in conversation. If children ask you what you are doing, be truthful but non-committal, "I'm watching the children work." If a child asks for help, please direct him/her to the teacher. In the case that parental contact is prohibited, a court order is required.

## **Parental Involvement**

The participation of parents with regard to school sponsored events and activities is vital. For Isaac Newton Christian Academy to succeed, it must be a team effort: the Lord, parents, and teachers working together. Volunteer parents are needed in the classroom each day to distribute books, word rings, and items sent home in the student's folders. There are also special days and activities which will involve parents. Our room mother will be contacting everyone with these opportunities. There may also be times that you will be asked to participate in fund-raising activities or to volunteer your time for special projects. We appreciate your willingness to serve by giving of your time and energy.

## **Communications**

The main sources of communication throughout the year will be the Pre-K newsletter, "The Pre-K Press," and our monthly calendars. The Isaac Newton Christian Academy newsletter, "Newton's News," is also sent home each Friday. Please read everything!

Other information of interest to you will be displayed on the bulletin board in the back of the classroom. Please be sure to check periodically.

## **Conferences**

Scheduled conferences will be held twice yearly. Dates will be published in the newsletter and specific times will be set up for parents. Come prepared with questions or observations you may have about your child. Anytime throughout the school year, when you have questions or concerns regarding your child and his/her progress, please call to talk with the teacher.

## **Toys**

Our Pre-K program has more than an adequate amount of toys and learning materials. Please do not send toys from home as they may be lost or broken. If your child's class has "sharing days," you will be notified.

## **Arrival and Dismissal**

For safety and continuity, and Department of Human Services (DHS) compliance, children must be delivered to the Pre-K staff by an adult. Parents may deliver their children to the Pre-K teacher at the Activity Center doors. The Pre-K teacher will escort the children into the building at 8:05 a.m. If a student arrives after 8:05 a.m., please accompany the child to the Pre-K classroom. Please do not send a Pre-K child into the building in the care of an older sibling.

When picking students up at the end of the Pre-K instructional morning, parents can wait in their vehicle in the front of the building near the first set of entrance doors in the front of school. The teacher will escort the children outside to the vehicles and re-connect the child with you. Please be punctual. This practice will lessen the anxiety your child may feel if you are not there to greet him/her after class.

No child will be released to an unknown person without your written or verbal authorization. Written notice of carpool arrangements should be sent to the school as soon as possible. Any change in pick-up plans, even for one day, should be made known to the teacher, and a note sent for your child's file. In an emergency situation, a phone call is acceptable.