



NORTH SCOTT
Community School District

4 Year Old Preschool Parent/Student Handbook 2026-2027



**ALAN SHEPARD
STARS**



**EDWARD WHITE
ASTRONAUTS**



**JOHN GLENN
PATRIOTS**



**NEIL ARMSTRONG
EAGLES**



**VIRGIL GRISSOM
GRIZZLIES**

Welcome to the 2026-2027 school year! We hope your summer has been a pleasant one and that you and your children are looking forward to a year of growth and learning.

Good education must always be a combined effort of school and home working together for our children. Please let us know if you have concerns about your child. We are confident that you will find all of us--custodians, secretaries, aides, teachers, and administrators - willing to help this be a successful year for your child.

Visit the NS district website for [teacher and staff contact information](#) as well as [building-specific contact information](#).



FORWARD

This handbook has been prepared to assist the students and parents of North Scott Schools to become better acquainted with our school policies and procedures. We encourage you to read this handbook carefully. Situations may arise which are not covered in this guide. In these cases, please check with our office. We are here to help you in any way that we can. For additional information regarding North Scott Elementary Schools, please refer to the [North Scott Elementary Handbook](#)

NORTH SCOTT DISTRICT INFORMATION

MISSION STATEMENT

Our mission is to provide every student with a personalized, student-centered education that nurtures their strengths, supports their goals, and prepares them for future success and growth.

EQUAL EDUCATIONAL OPPORTUNITY

Students enrolled in the North Scott Community School District shall have an equal opportunity for a quality public education without discrimination. It is the policy of the North Scott Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

All persons, agencies, vendors, contractors and other persons doing business with or performing services for the school district must subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

No otherwise qualified person will be excluded from educational activities on the basis of race, color, creed, sex, marital status, national origin, religion, age or disability. Further, all students and staff have the right to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, creed, sex, marital status, national origin, religion, age or disability of the individual or individuals or creates an intimidating hostile or demeaning environment for education.

Students, parents of students, employees, and applicants for employment in the school district shall have the right to file a formal complaint alleging discriminations under federal or state regulations requiring non-discrimination in programs and employment.

If you feel you have been the subject of harassment or discriminatory behavior, you should contact:

Superintendent, Joe Stutting
North Scott Community School District
251 E. Iowa Street
Eldridge, Iowa 52748
563-285-9081



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NORTH SCOTT COMMUNITY SCHOOLS

The district covers approximately two-hundred-ten square miles with a population of approximately 3,000 school-age children. Its boundaries roughly are the Wapsi River on the north, the Mississippi River on the east, Interstate 80 on the south, and on the west by a line running generally between the towns of Maysville and Dixon.

The district was formed in 1957, when the current Senior High School was constructed. Four elementary schools in the district were all first occupied during the 1967-68 school year. The Junior High School in the city of Eldridge was completed and has been in use since 1975-76.

PRESCHOOL SITES

4 Year Old Preschool programs are located in three of our five elementary school buildings.

Virgil Grissom Elementary - Princeton, Iowa (PM Session only)
Edward White Elementary - Eldridge, Iowa (AM and PM Sessions)
Neil Armstrong Elementary - Park View, Iowa (AM Session only)

Community Partners
Children's Choice - Eldridge, Iowa
Eldridge Preschool - Eldridge, Iowa

PRESCHOOL HOURS

North Scott Preschools have classes Monday-Thursday. Morning (AM) sessions are from 8:00am-11:00am. Afternoon (PM) sessions are from 12:00pm-3:00pm

As part of the Statewide Voluntary Preschool Program (SWVPP), families will not be charged tuition or fees.

REPORTING STUDENT PROGRESS

Student progress is reported to parents by two scheduled conferences. We have a goal setting conference in September and another in March. Progress reports are sent home each trimester. Parents or teachers may request additional conferences whenever they feel there is a need. Progress updates may also be sent home from time to time.



ADMINISTRATION OF MEDICATION

No medication shall be dispensed to any student unless the following rules are observed:

1. A licensed medical or osteopathic physician or dentist must prescribe the medication.
2. A statement of the physician's directions requesting the specific medication to be dispensed, and the time at which it is to be dispensed at school must be filed at the school, in the building where it is to be dispensed. This statement must be accompanied by the physician's description of the anticipated reactions of the pupil to the aforementioned medication.
3. The parent or guardian must sign a request to have this prescribed medication dispensed to the child according to the written directions of the prescribing physician or dentist.
4. The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
5. The medicine shall be maintained in the original prescription container which shall be labeled with (a) name of pupil, (b) name of medication, (c) directions for use, (d) name of physician or dentist, (e) name and address of pharmacy, and (f) date of prescription.
6. The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.
7. A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given, and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with his/her initials. The record shall be kept each time the medication is given at school, on the appropriate "Medication List" form.
8. At the end of the school year, or at the end of a dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. This action, if medication is destroyed, should be noted on the pupil's health record.

Although these are the rules required by law as to the administration of medication, because of legislation recently passed, there are now restrictions as far as which individuals may be required by the school district to administer any medication.

No aspirin will be dispensed at school unless a written permission note from the parent is on file in the school office, which will be dispensing the aspirin. These over-the-counter medications must be in the original container (cannot give any medication that is not properly labeled.) The note from the parent must be dated and signed by the parent, and written directions for administration enclosed. These prescriptions must be renewed at the beginning of each school year, and all previous aspirin prescriptions will be destroyed at the end of each school year. The school district has the right to refuse to issue certain over-the-counter medications to students. ****Please call your school nurse if you have any questions on these matters.****

ALLERGY-AWARE SCHOOLS

The North Scott Community School District maintains a "Peanut /Tree Nut Conscious" policy at each of our schools. This is an important precaution as exposure to even the smallest amounts of peanut/tree nuts can cause anaphylactic shock in some students with these allergies.

Our educational and foodservice employees follow procedures to afford protection to children with



these allergies. North Scott food service employees are trained on safe food handling practices to avoid cross-contamination with potential food allergens. Foodservice employees wear gloves that are changed often and wash hands frequently to avoid cross-contamination with potential food allergens. Employees are to respond appropriately to all complaints or concerns from any student with a life-threatening allergy and allow any student to see the school nurse if they complain of any potential symptoms.

All nutritional and allergen information for the breakfast and lunch menus can be found at <http://north-scott.nutrislice.com>.

If your child has an allergy, we ask that you inform your child's teacher(s), bus driver, extracurricular activity sponsor/coach, nurse and school principal. Together they can devise a consistent plan of action for the classroom, lunchroom, bus and extracurricular activities.

If you decide to send snacks for your child's birthday or other special days, you must choose an item from the approved Safe Snack List. Items brought in that are not on the list, will not be allowed in the classroom and will be sent home. The Safe Snack List can be found on the district website. If you have any questions or concerns, please contact the school nurse at your child's building.

RECESS

A recess is a planned and supervised portion of each day in which we expect students to participate. Weather permitting, students are expected to play outside and should, therefore, be dressed appropriately. Our policy on boots and snow pants is that the faculty supervising the recess makes a decision whether the ground is dry enough for the children to leave the blacktop play area without getting their feet/clothing wet. If the student does not have waterproof boots AND snow pants on, he/she must stay on the blacktop play area. In the colder months, students will go outside for recess if the temperature is a real feel of 10 degrees or more.

VISITATIONS: Locked Doors for Safety

You are always welcome to visit school. All outside doors to the school, with the exception of the main entrance, will be locked during school hours. The lobby doors will be locked after the start of the school day. Persons entering the school during school hours will be asked to enter through the office and sign in using our Raptor Visitor Management System. In order to sign in, visitors will need their driver's license or another photo I.D. Visitors will then receive a printed badge for the duration of their stay. Visitors must sign out in the office when they leave. For more information on Raptor Technologies, please visit <https://raptortech.com/>.

STUDENT SUPPORT SERVICES

Parent concerns regarding student progress -

If you suspect your child may require special education support at school, please reach out to the building principal or guidance counselor to discuss possible supports or accommodations that could be put in place. Parents always have the right to request an evaluation of their child which is conducted by the AEA.

If you wish to contact the AEA directly, please call 1-800-947-2329. You can request a copy of the booklet entitled Parents Rights in Special Education.



AEA services -

- Speech and language development therapy
- Psychological (testing and consultation as deemed necessary)
- Occupational Therapy
- Hearing itinerant
- Challenging Behavior
- Traumatic brain injury

Bridgeview CMHC Affiliate of Bethany Services

- Bethany for Children & Families provides accessibility to mental health services by offering therapy to children in their school setting. Master's level therapists work in all elementary buildings in our district. The therapists collaborate with parents and educators to enhance functioning of children in their primary settings: home and school.

DANGEROUS WEAPONS- Board Policy 502.8

School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within jurisdiction of the school district or from students who are within the control of the school district.

Confiscation of weapons or dangerous objects and look-a-likes may be reported to law enforcement officials, and students will be subject to disciplinary action, including suspension or expulsion.

INCLUSION

The 4 Year Old Preschool programs, located at Virgil Grissom, Neil Armstrong, and Alan Shepard, serve all children, including those with disabilities and unique learning needs. Modifications are made in the environment and staffing patterns in order to include children with special needs. Staff is aware of the identified needs of individual children and is trained to follow through on specific intervention plans. It is our belief that inclusion in our program will enrich the experience for teachers, students, all children and their families.

PRESCHOOL ELIGIBILITY

Children must be four years of age prior to September 15th of the current school year to participate in the preschool program for four year olds. Children participating in the program for three year olds may enter the program following their third birthday. Registration will begin in the spring of the previous year.

PRESCHOOL COMPULSORY ATTENDANCE

On July 1, 2013, the Iowa Legislature adopted changes that include the Statewide Voluntary Preschool Program in the Compulsory Attendance Law. The amendment states: "A child who has reached the age of five by September 15th and who is enrolled in a school district is of compulsory attendance age unless the child's parent or guardian provides written notice to the school district of the "intent to remove the child from enrollment in the school district." Iowa Code 229.1A(2) (2013)



ASSESSMENT

Students are assessed in a variety of formal and informal settings during the course of a school day. Many observations take place during small group work. Students are assessed using Teaching Strategies GOLD standards, along with common assessment books. Assessments take place regularly throughout the school year, with checkpoints at the end of each trimester.

It is the school district's belief that assessment of young children should be purposeful, developmentally appropriate, and take place in the natural setting by familiar adults. The results will be used for planning experiences for the children and to guide instruction. Assessment will never be used to label children or to include or exclude them from a program. A family's culture and a child's experience outside the school setting are recognized as being an important piece of the child's growth and development.

Children are assessed in the following ways:

- GOLD Assessment is modified to align with the Iowa Early Learning Standards. It records student progress in all developmental areas at the beginning, middle and end of the year.
- Observational data provides an ongoing anecdotal record of each child's progress during activities.
- Student portfolios are organized by the teaching staff and include assessments, observational data, and child's work samples collected on an on-going basis.
 - Families are asked to contribute information about their child's progress. Young children often show different skills in different settings. Working together, the teaching staff and families can gather complete pictures of a child's growth and development.

The information from the above is used in the following ways:

- To provide information about children's needs, interest, and abilities in order to plan developmentally appropriate experiences for them.
- To provide information to parents about their children's developmental milestones;
- To indicate possible areas that require additional assessment.

PRESCHOOL TOILETING POLICY

For children who are enrolled in the Preschool Program, the following procedures are in place:

1. Diapering will only be done in the designated diaper area, i.e., the bathroom adjacent to the classroom. Food handling will not be permitted in this diapering area.
2. Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Programs Standards.

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

- for children who require cloth diapers, the diaper has an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering are changed as a unit.



- Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.
- Staff checks children for signs that diapers or pull-ups are wet or contain feces at least every two hours when children are aware and when children awaken
- diapers are changed when wet or soiled
- staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in
 - the facility
- each changing area is separated by a partial wall or at least three feet from other areas that children use and is used exclusively for one designated group of children
- at all times, caregivers have a hand on the child if being changed on an elevated surface.
 - In the changing area, staff post changing procedures and follow changing procedures
 - these procedures are used to evaluate teaching staff who change diapers
- surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding
- containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g., a step can)
 - containers are kept closed and are not accessible to children.
 - staff members whose primary function is preparing food do not change diapers until their food preparation duties are completed for the day

3. All families are asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Please clearly label the clothing with your child's name to reduce the possibility of mistakes

SURFACE AND TOY DISINFECTING

Toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion are removed immediately and disinfected after they are cleaned with soap and water. This also applies to other surfaces in the classroom. Toys and surfaces are disinfected using a non-toxic solution of one tablespoon household bleach to one quart of tap water made fresh daily. To disinfect, the surfaces are sprayed until glossy. The bleach solution is left on for at least 2 minutes before it is wiped off with a clean paper towel, or it may be allowed to air dry. Machine washable cloth toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion must be laundered before another child's use. Toys that cannot be cleaned and sanitized are not used.

Staff will be trained in cleaning techniques, proper use of protective barriers such as gloves, proper handling of disposal of contaminated materials, and information required by the US occupational safety and health administration about the use of any chemical agents. Routine cleaning will be supervised by the Preschool teachers and will follow the Cleaning and Sanitation Frequency Table in Section III, of the QPPS manual.



EVALUATION AND PROGRAM IMPROVEMENT

The building principal will perform staff evaluation in accordance with district policies for preschool staff. The SWVPP will adhere to the IQPPS and work with the North Scott School District for an annual audit.

An annual parent survey will be shared with caregivers to provide feedback on the program. Parents will be invited to an annual Early Childhood Information evening with the opportunity to provide feedback for program improvements.

HEALTH RECORDS

School Nurse's will maintain a comprehensive Health Record of students. Health information will be stored in Infinite Campus including emergency contact information, allergy, any other important information.

Health Records will contain:

- Current information about any health insurance coverage required for treatment in an emergency
- Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results
- Current emergency contact information for each child, that is kept up to date by a specified method during the year
- Names of individuals authorized by the family to have access to health information about the child; Instructions for any of the child's special health needs such as allergies or chronic illness (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes)

Students enrolling for the first time in the district shall submit an up to date certificate of immunization. Exemptions from this immunization requirement will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement. Health forms can be found [here](#).

PICKING UP STUDENTS IN CRISIS SITUATIONS

The following procedures are to be used by caregivers to pick up students from school or an off-campus evacuation site should a crisis arise. For more information, please visit the district safety page.

- During Normal School Hours: Only persons identified as legal guardians or emergency contacts may pick up students in a crisis. A photo ID is required for emergency pickup. Caregivers should check for district texts, emails, and/or phone calls for instructions regarding picking up their student(s).
- After Normal School Hours: All school-related participants (attendance is expected by



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the school, i.e., singing in a choir concert, playing for the team, performing with the band, etc., not including spectators) must report to the individual(s) responsible for the event being attended. In most situations, this will be a teacher, coach, or activity sponsor. Students will be released as explained above, and the time and date will be noted.