



2022-2023 Willowwind Family Handbook

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Iowa City, Iowa 52245
319.338.6061
www.willowwind.org

Adopted on June 16, 2005.

Last Reviewed on September 26, 2022.

For COVID Updates please refer to the 2022-23 [Safety Measures Guide](#).

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HISTORY & PHILOSOPHY OF WILLOWWIND

Willowwind's NEW Mission Statement

Willowwind School is a joyful learning community where children develop their unique potential through child-led inquiry.

Last Board Reviewed: January 25, 2021

Willowwind's NEW Core Values

Self-direction: We each develop our own unique potential by applying curiosity, goal-setting, and persistence to learning.

Community: Understanding that we are stronger together, we foster healthy connections among members of the Willowwind community as well as between Willowwind and the broader community.

Flexibility: We respond with creativity to the needs of our people and educational programs and to opportunities that arise.

Inclusiveness: We welcome all with kindness and with appreciation for diverse perspectives, circumstances, experiences, abilities, and potential.

Stewardship: We practice and promote responsible planning and care for the resources of our community and for the natural world around us.

Last Board Reviewed: January 25, 2021

Willowwind's Future Vision Framing Question

Imagine that by 2025, Willowwind School shines brightly in the larger community for providing valued opportunities not available elsewhere in the educational ecosystem to a diverse group of students. What does this look like?

Last Board Reviewed: January 25, 2021

History of Willowwind

Willowwind is an independent preschool and elementary school for children ages three to twelve. Willowwind was founded in 1972 by a group of educators and parents to provide an innovative approach to education for the Iowa City community. Willowwind is a non-profit, tax-exempt corporation financially managed by a Board of Trustees. Willowwind is dually accredited by both the State of Iowa Department of Education and the Independent Schools Association of the Central States (ISACS).

In 2007, Willowwind moved to a new 2.25-acre campus located at 950 Dover Street in Iowa City, Iowa (319.338.6061). Leading edge research in child development has been an integral part of the design of the innovative state of the art facility. Willowwind is also leading in environmental stewardship by being the first school in Iowa to be GOLD LEED (Leadership in Energy and Environmental Design) certified.

Last Revised: August 24, 2009

Philosophy of Willowwind

Students are divided into six groups of instruction – preschool, kindergarten, 1st grade, 2-3, 3-4 and 5-6 grades. Age groupings may vary based on enrollment needs of the school. The preschool is founded on the Montessori philosophy established by Maria Montessori. Willowwind believes children learn best in an atmosphere that provides security, curriculum with coherence, and high expectations. A low student-teacher ratio allows teachers to establish informed, caring relationships with students and to meet the specific educational and social needs of each child.

In multi-age classrooms, students generally have one main teacher over two years, allowing the teacher to understand each child intellectually and temperamentally. This close relationship is ideal for responding constructively to a child's work and encouraging continuous growth. Willowwind is committed to the whole child. Beyond a solid academic program, Willowwind provides a social curriculum that emphasizes respect and appreciation for others and the natural world. At Willowwind, children find the freedom to make mistakes and the courage to move beyond them to reach their fullest potential. Willowwind promotes curiosity and a life-long love for learning. Willowwind School is a place where the whole community of teachers, staff, parents, and students come together to promote learning.

Last Revised: September 23, 2021

300 ADMISSIONS POLICY

At Willowwind School, we seek to ensure the appropriate match between a prospective student/family and the mission and philosophy of the school. The school seeks students who will have the best likelihood for a successful and satisfying educational experience. Typically, the decision is based upon

multiple criteria, including: the child's academic and social abilities, preparedness for school, motivation, character, potential to contribute positively to our school community and appropriateness of the match between the family and the school. We seek families who will take a strong interest in their child's education and will partner with us to support the school and their child's educational experience at Willowwind.

Willowwind School respects the dignity and worth of each individual in the admission process. The school adheres to state and federal laws and regulations that require non-discriminatory practice in the administration of admission policies.

In all cases, the school retains the right to determine, in its sole discretion, whether to select a student for admission or to reenroll a student. The Head of School may consult with the Executive Committee in making admission and reenrollment decisions; however, the Head of School has ultimate and final authority to make these decisions.

For preschool admissions, if a child is not toilet-trained by the start date of the contract, we will hold their position until toilet-trained provided Willowwind has an open student position. That position will be forfeited in the event we have filled all our open positions. Upon forfeiture, the child will be granted first priority on the school's waiting list. The position is filled on an arrival basis. In other words, an applicant who is ready to pay tuition and has been accepted by the school will have priority of position. As an alternative to forfeiture, the family may pay tuition in order to continue to hold their child's position. With toilet training, we ask that families be in communication with us about the child's progress, so we can plan accordingly.

Our general definition of "toilet-trained" is being able to independently initiate the use of the toilet for urination and defecation. We understand that children occasionally have accidents (especially when starting in a new environment). We only admit students who wear underwear full time (absolutely no training pants or diapers) and are able to dress and change clothes with minimal support

Information on the admission and reenrollment procedure and deadlines is available in Willowwind's administrative offices. The school deems admission and reenrollment applications and materials to be confidential.

Last Revised: October 12, 2018

301 ACADEMIC CURRICULUM

Joy of Learning

At Willowwind, we want our students to enjoy learning and to like coming to school. Willowwind seeks to create a love for life-long learning in each student. We want each school day to offer a combination of intellectually integrated, emotionally enriching, aesthetically stimulating, and physically invigorating

experiences. Daily instruction in the basic skills is integrated with a diverse selection of enrichment classes. Willowwind teaches mathematics, science, language arts (reading, writing, literature, spelling and research skills), social studies (history, geography, cultural studies and citizenship) and foreign language/cultural studies. Curriculum enrichments include physical education, art, music, crafts, cooking and computer usage.

Learning is hands-on, integrated, and responsive to the interests and learning styles of the students. We encourage children to think like historians, scientists and writers. We honor the teachable moments that arise and use them to the fullest extent possible. More specific information about curriculum and Willowwind's faculty and staff will be distributed during August or September's Curriculum Night.

Last Revised: August 24, 2009

Tutoring or Additional Support Services

Willowwind School may provide additional tutoring services or one-to-one supports for children with particular learning or social needs that go beyond the scope of the classroom's curriculum or that require significantly more one-on-one time from the classroom teacher. If a student is experiencing challenges in a particular academic or social area, Willowwind teachers and administration may recommend additional tutoring in order to ensure the child can continue successfully within the curriculum. Any additional tutoring is arranged and paid for by parents or guardians. Willowwind's facilities may be used for tutoring services so long as arrangements are approved by the Head of School in order to ensure that there is no interruption to classroom or school programming. If a student's academic or social needs are beyond the scope of Willowwind's curriculum combined with additional tutoring, the Head of School may recommend a different school setting in order to meet the academic or social needs of the student.

Adopted: April 1, 2013

Last Revised: September 23, 2021

Low Student to Teacher Ratio

Students work in small classes (up to 18-20 in Preschool and up to 16 in K-6 grades). There may be Board-approved circumstances that serve as exceptions to these class size capacities. We want to know each student well; to challenge each to grow as a knowledgeable, imaginative, responsible young person; and to give each the individual attention she or he needs and deserves. We feel social and academic experiences improve when children have teachers who can get to know them individually and in depth. Accordingly, we keep our classes small. Willowwind School expresses the right to approve a subtle shift in ratios based on extenuating circumstances.

Last Revised: September 6, 2019

Parent-Teacher-Student Conferences

Parent-teacher conferences are held at least once each semester, and at other times as requested by parents or teachers. Approximate dates for conferences are listed in the school calendar. Sign-up

schedules are available ahead of time. Special arrangements can be made to accommodate family schedules. Conferences are communication opportunities between the parent and teacher to discuss the academic, social and physical development of the child. When relevant and appropriate, the child may be asked or encouraged to participate in their conference.

Last Revised: October 12, 2018

Standardized Tests

The Iowa Assessments (formerly ITBS) is administered to children in third grade and older during a week in the Fall or Winter. Please help your child in doing their best by encouraging adequate sleep each night and a nutritious breakfast. Results are shared with families when they become available.

Last Revised: September 23, 2021

Classroom Placements

At times, children are grouped into classes according to developmental levels rather than by grade level. Class work is stimulating and demanding. Students progress at a rate consistent with their abilities in each subject. We make every effort to ensure our classrooms are heterogeneously balanced. Student placements are made by the Head of School with recommendations from classroom teachers in order to ensure a strong classroom community.

Last Revised: August 24, 2009

Diversity Policy

Willowwind School fosters the knowledge of and appreciation for the historical and contemporary contributions of diverse cultural groups, including race, color, national origin, sex, disability, religion, creed, and socioeconomic background.

Willowwind seeks to create a diverse learning environment through

- (1) increasing diversity among students, staff and faculty,
- (2) nurturing an environment in which diverse opinions are shared respectfully,
- (3) promoting equal opportunity for students, staff and faculty from all diverse backgrounds,
- (4) ensuring that students have an understanding and appreciation of diversity in our world,
- (5) educating future community members and leaders who will have the lifelong commitment and skills to promote social justice.

Willowwind School fosters the knowledge of, and respect and appreciation for the historical and contemporary contributions of all individuals to society. Our program reflects the wide variety of roles open to all people regardless of sex or gender identity.

Last Board Reviewed: November 23, 2021

Last Revised: September 23, 2021

Land Acknowledgement

(as prepared by the University of Iowa Native American Council)

The Willowwind School is located on the homelands of the Ojibwe/Anishinaabe (Chippewa), Báxoǰe (Iowa), Kikapú (Kickapoo), Omāēqnomenēwak (Menominee), Myaamiaki (Miami), Nutachi (Missouri), Umoⁿhoⁿ (Omaha), Wahzhazhe (Osage), Jiwere (Otoe), Odawaa (Ottawa), Páⁿka (Ponca), Bodéwadmi/Neshnabé (Potawatomi), Meskwaki/Nemahahaki/Sakiwaki (Sac and Fox), Dakota/Lakota/Nakoda (Sioux), Sahnish/Nuxbaaga/Nuweta (Three Affiliated Tribes) and Ho-Chunk (Winnebago) Nations. The following tribal nations, Umoⁿhoⁿ (Omaha Tribe of Nebraska and Iowa), Páⁿka (Ponca Tribe of Nebraska), Meskwaki (Sac and Fox of the Mississippi in Iowa), and Ho-Chunk (Winnebago Tribe of Nebraska) Nations continue to thrive in the State of Iowa and we continue to acknowledge them. The Willowwind School recognizes that it is our responsibility to acknowledge the sovereignty and the traditional territories of these tribal nations, and the treaties that were used to remove these tribal nations, and the histories of dispossession that have allowed for the growth of Iowa City, Iowa State and the United States.

Last Board Reviewed and Adopted: November 23, 2021

Last Revised: September 23, 2021

302 SOCIAL CURRICULUM

Community Building

Children are helped from their earliest days at school to develop empathy for others' feelings and awareness of how their behavior affects others. The social curriculum emphasizes the important mission we have at Willowwind as a school and as individuals to develop our unique talents and purposes and to make the world a better place. The social curriculum is explicit. Through modeling, discussion and role-playing activities, it guides all of our interactions with each other.

Last Revised: August 24, 2009

Group Discussion

A hallmark of Willowwind is Group Discussion. This is an extremely important time in the school day when the whole elementary school gathers. Three to four times weekly, K-6 students meet to discuss world events and school issues or concerns and to share learning, much as a family would around the dinner table. Anyone may speak and thus gain self-confidence from the respectful listening of the group. It is a time to solve problems, model good behavior and think critically. It is a time to begin to form responsible, caring, thinking citizens.

Last Revised: October 10, 2018

Partner Families

Every child at Willowwind has a variety of partners. Sometimes, a younger child is paired with another child for special reading and writing projects. Older partners also look out for the younger partners' safety on field trips and excursions to the park and help them at other times throughout the day. Ideally,

the sense of being a part of a caring community is enhanced through shared responsibilities and the development of trusting relationships.

Last Revised: July 29, 2009

Celebration of Each Child's Uniqueness

Everyone has a place at Willowwind. Everyone at Willowwind is valued. A variety of learning styles creates a rich environment for self-discovery and discovery of others, whether similar or different. Our emphasis on core academic subjects as well as art, music, and foreign languages, allows each child to find opportunities to shine. We model acceptance, cooperation and appreciation for the unique talents that each person brings to the group.

Last Revised: August 24, 2009

Appreciation of the Larger and Natural World

Willowwind teaches students an appreciation and respect for other cultures and the natural world. Educational field trips, community volunteer work, and social service projects all contribute to students' awareness of the larger world outside the school and their place in it.

Last Revised: August 24, 2009

Holiday Celebrations

A goal at Willowwind is to celebrate meaningfully and to teach respect for the holidays that reflect the cultural, ethnic and religious preferences of the current student population. Families are encouraged to share their holiday traditions with the school community as a way of enhancing the understanding and appreciation of different cultures, religions, and ethnicities. Please feel free to contact your child's lead teacher with suggestions in this vein.

Last Revised: July 1, 2014

Birthday Tradition

In celebration of their birthday or half birthday, elementary students can provide a healthy (fruit, low-sugar) birthday treat. Preschool students are encouraged to bring a gift for the class. Cupcakes and other high-sugar treats are not allowed.

Last Revised: September 23, 2021

303 STUDENT RIGHTS & RESPONSIBILITIES

A Willowwind student has the following important rights:

- To be safe at school,
- To be valued as an individual,
- To have positive adult role models,
- To be treated with kindness and understanding,
- To grow intellectually, emotionally and socially,

- To appropriate self-expression which also respects the rights of others,
- To be listened to and to tell their side of the story.

A Willowwind student has the following important responsibilities:

- To be appropriately dressed for school activities and weather conditions,
- To allow other students to work without being disturbed,
- To complete classroom work assignments and homework,
- To help make the school a healthy environment by being thoughtful, respectful, and courteous to others,
- To treat materials with care and to put them away when finished using them,
- To clean up after oneself and to work with others to keep the school clean,
- To follow all school classroom, safety and playground rules.

Last Revised: July 27, 2016

304 PARENT / GUARDIAN RIGHTS & RESPONSIBILITIES

Willowwind parents or guardians have the following important rights:

- To communicate with the teachers, staff and Head of School,
- To know that their child is in a safe and supportive environment,
- To be regularly informed about their child's academic and social progress,
- To be informed about serious misbehavior on the part of their child,
- To know that their child will be treated respectfully,
- To be regularly informed about school activities.

Willowwind parents or guardians have the following important responsibilities:

- To get their child to school on time between 8:00-8:15 am (K-6); 8:15-8:30 am (Preschool),
- To call the school by 8:25 am if their child will be absent that day,
- To keep their child home when they are sick,
- To pick up their child on time at 3:15 pm or 2:00 pm on Thursdays (K-6); 3:30 pm or 2:30 pm on Thursdays (PreK); or by 6:00 pm for After School Program (ASP),
- To ensure their child is dressed appropriately for the weather conditions,
- To ensure their child has packed a nutritious lunch in an appropriate lunch bag that will not need additional refrigeration or heating,
- To communicate with the teachers, staff and/ or Head of School about any unusual circumstances that might affect their child's well being,
- To stay current with school communications, including the weekly newsletter and other correspondence,
- To fill out all financial and administrative paperwork,
- To pay all school fees on time.
- To comply with the Family Service Policy.

Last Revised: July 27, 2016

Last Updated: September 26, 2022

305 SCHOOL LIFE

Attendance and Punctual Arrival Policy for Teachers and Staff

An Office Staff member will be present at the school at 8:00 am, Monday through Friday. It is expected that the lead teachers 15 minutes before their class's school day begins.

Last Revised: August 24, 2009

Last Updated: September 26, 2022

Attendance and Punctual Arrival & Pick-Up Policy for Parents and Students

Willowwind School values regular and punctual attendance for several reasons:

- Consistent school attendance is important for the community life of the classroom since each member's contribution is significantly valued.
- Regular attendance is necessary to allow the teacher to best meet the needs of each student. It also allows each student and family to maximize the daily opportunities offered by the Willowwind program.
- Frequent absences may put the child at a learning disadvantage because it is often difficult to extract a classroom conversation or experience and fulfill that opportunity on a separate or individual basis.
- Some expectations of routine and structure are important in a child's life.
- For all of the same reasons, excessive tardiness places a child at a disadvantage since instruction would have already begun when the child enters the classroom. Other children's learning is also disrupted by a child who arrives after instruction has begun.

K-6 students' school day begins at 8:15 am. Preschool begins at 8:30 am. Students are expected to arrive at school on time each day. Please do not leave your child earlier than 7:30 am since no adult will be on the school grounds until then.

Parents are required to call the school office before 8:25 am if their child will be late or is not attending school that day. It is necessary to call the office to inform the school of a child's absence so that the school knows the whereabouts and welfare of each child.

The Head of School will be involved in any issues of excessive tardiness or absences of more than ten school days per year without recognized travel exceptions. Excessive absences and tardiness may inhibit the school's ability to fulfill the educational needs of the child and indicate a need for the family and the school to meet and discuss the problem. Referrals of resource help may be recommended in an excessive situation, since regular and punctual attendance is encouraged and taken seriously by all school personnel. If a sabbatical or family travel experience is planned, the child's teacher should be notified as soon as possible. The teacher may, in their discretion, assign homework or other projects for the student's absence.

If a parent wishes to take a student out of school during the school day for doctor or dental appointments, the parent should first call the school. If a parent wishes to take a student out of school during the school day for a non-medical reason, the parent must notify the office or the student's teacher.

Last Revised: August 24, 2009

Last Updated: September 26, 2022

Picking Your Child Up From School

For preschool students, the day ends at 3:30 pm MTWF; 2:30 pm Th. For K-6 students, the school day ends at 3:15 pm MTWF and 2:00 pm Th. Students will remain with their teacher until picked up by parents or enrolled ASP. Please pick up your child promptly to avoid parking lot congestion. If you need to enter the school for an extended period of time, please park across the street in the River Community Church parking lot. All children still at school 15 minutes after dismissal are considered to be in ASP and parents are charged accordingly.

Once children are at school, they are not permitted to leave the grounds without supervision. If children are to leave the school unaccompanied by an adult, parents must provide written notification to school personnel ahead of time.

Only parents, guardians, or designated adults are permitted to pick up children from school. If someone else is scheduled to pick up the child, the school must be notified in advance. For the child's safety, either an email to your child's teacher or a call to school is required with the person's name and description. It is best for that person to be introduced to the child's lead teacher ahead of time so there is no misunderstanding about their permission to leave with your child.

If your child must leave during the school day or arrives after class has started, he or she must be checked in/out at the main entrance by the parent, guardian, or designated adult picking up or dropping off the child.

Last Revised: July 27, 2011

Last Updated: September 26, 2022

Tobacco Free Campus

Willowwind facilities and grounds, including school vehicles and adjacent structures, are off limits for tobacco use, including the use of nicotine products that are not FDA approved for tobacco cessation vaping included. This requirement extends to students, employees, and visitors. This policy applies at all times, including school-sponsored and non-school sponsored events. Persons failing to abide by this policy are required to extinguish their smoking material, dispose of the tobacco/nicotine product, and/ or leave the school premises immediately. It is the responsibility of school administration to enforce this policy and additional consequences are at the full discretion of the Head of School.

Last Revised: September 6, 2019

306 COMMUNICATIONS

Willowwind welcomes your input, comments, and questions. An important, informative orientation and curriculum meeting for parents, called Curriculum Night is held within the first month of the school year. General communications are facilitated by the weekly newsletter. The Annual Meeting of all parents, involved alumni, and Board members is held in the late spring. Parents are also welcome to attend the monthly non-executive sessions of the Board of Trustees' meetings with prior notification.

If you have a concern or question about your child, please contact your child's lead teacher. If questions remain after consulting the teacher, please contact the Head of School. Parents receive questionnaires annually from the school requesting input on the school's curriculum and management. The Board of Trustees and Head of School review these surveys to identify and address concerns parents may have.

Last Revised: September 6, 2019

307 BEFORE & AFTER SCHOOL PROGRAM (BASP)

Willowwind offers a Before School Program (BSP) and After School Program (ASP). BASP provides a rich opportunity to engage in physical activities, arts and crafts, and culinary/themed activities. Parents are expected to pick-up their student(s) from ASP no later than 6pm. Parents arriving late will be assessed a \$15 fee for each 15-minute increment in which they are late. Repeated tardiness may result in removal from ASP at the discretion of the Head of School.

Last Revised: October 12, 2018

Last Updated: September 30, 2020

308 WEATHER EMERGENCIES

Willowwind follows the Iowa City Community School District (ICCSA) for school cancellations and for early dismissal or late start due to inclement weather including severe cold but not for excessive heat. In both heavy snow and severe cold weather, asking children to attend school requires them to be out in dangerous conditions (even if just for minutes at a time) and jeopardizes their safety. The safety of our students is our top priority which is why Willowwind follows the lead of the surrounding district for Winter weather related cancellations.

In the event of early dismissal due to inclement weather, there is no ASP. School cancellations are announced as soon as possible on the local radio and TV stations as well as via email and social media. Listen for announcements regarding ICCSA cancellations and closures. Willowwind will also post its own announcement following the lead of ICCSA.

Last Revised: September 6, 2019

309 CRISIS MANAGEMENT EMERGENCY

Willowwind strives to provide a safe learning environment for all children, staff, and parents. Thus, we have a safety plan in place to protect individuals during times of crisis. In the event a crisis occurs, such as a devastating weather event or other emergency situation, so that students are evacuated from the Willowwind premises, Willowwind staff will account for every student. The school will notify parents or guardians at the emergency number provided in the school's enrollment packet. The Head of School may enact further emergency procedures as deemed appropriate in their discretion.

Last Revised: October 12, 2018

310 OUTSIDE SUPERVISION

Safety is a top priority at Willowwind. At all times, employees are expected to exercise sound judgment on safety issues. If you have any concerns or questions about a safety issue, you should promptly consult the Head of School.

Willowwind School does not open for BSP until 7:30 am. Parents are instructed not to drop off children before 7:30 am unless prior arrangements have been made.

Elementary school students are allowed to play in the playground area on the east side of the building at the discretion of the supervising teachers and/ or staff. Preschool students are allowed to play in the west fenced playground with staff supervision. These students may utilize the grassy areas in the north and east side as well as the green space in the parking lot for group activities at the discretion of their teacher and in coordination with other students' activities. Students may play in the green space in the parking lot with supervision, except before school from 7:45-8:30 am and from 2:45-3:45pm MTWF; 1:30-2:45pm Th. No student is allowed to leave school grounds, except on authorized field trips. In addition, in respect for nature, children may not climb trees on or near the school grounds or while visiting parks or on field trips.

All adults who work with children in the school, including but not limited to faculty, staff, aides, and parent volunteers are expected to abide by this policy. In the event of a violation by a volunteer, the Head of School may restrict or prohibit the volunteer from working with children at the school.

Last Revised: August 24, 2009

Last Updated: September 26, 2022

311 FIELD TRIPS

Several field trips are planned every semester at Willowwind School for all students. Occasionally, these students go on spontaneous local field trips. Willowwind wishes to reserve this right and thus give spontaneity the part it deserves in an educational community. Teachers will make every effort to communicate about these spontaneous trips to inform parents of their child's whereabouts. Parents are

asked to complete a general release form at the beginning of the year that applies to the majority of field trips. A specific activity may require a specific release form.

Some field trips will require walking to parks or places near the school. For field trips where the students walk, the children will walk down the sidewalk with partners. One adult may escort them at the discretion of the teacher and/ or Head of School, depending upon how many students will be going and how far they will be walking. At least one supervising adult on any field trip will always have a cell phone. Children must remain with the group at all times and will not be allowed to walk apart from the group. Diligent supervision will be exercised at all times.

Students may use public transportation, such as taking the city bus to the public library. The use of public transportation conforms to Willowwind's commitment and philosophy to promote environmentally sound choices. The school will pay fees for public transportation, unless prior notification has been given to parents. Students will also go on field trips that require transportation in private vehicles. Parents, guardians or other adults associated with the school will transport the children. A photocopy of each driver's license and most recent insurance card will be kept on file in the school office.

Driving for field trips is an important contribution to the school and it is also a responsibility. Parents should be sure that their car is in good repair and is reliable before offering to drive. Parents should also know that in the event of an accident, their own insurance would be considered the primary source of coverage. Parents who choose not to have their child participate in field trips should make other arrangements for their child during the period of the field trip.

Per Iowa law, all children under the age of six shall be secured in a booster seat. Parents are asked to leave a booster seat for their child at the school on the day of the field trip. The school has a limited number of additional booster seats available. Willowwind insists on strict compliance with this law. No child under six years of age shall be transported in a vehicle without a booster seat. For children age six and over, all children shall be secured individually during transit by a safety belt. All children age 12 and under shall ride in the back seat.

All adults who work with children in the school, including but not limited to faculty, staff, aides, and parent volunteers are expected to abide by this policy. In the event of a violation by a volunteer, the Head of School may restrict or prohibit the volunteer from working with children at the school.

Last Revised: October 12, 2018

Last Updated: September 26, 2022

312 PARENTS VISITING THE SCHOOL

Willowwind School wants to encourage parents to be actively involved with the school and their child's education. Willowwind also wants all parents to feel that their child is safe. Thus, it is important for staff to know who is in the building. This is also important in the event of an emergency as personnel must account for all persons in the building.

Any parent or visitor to the school shall enter the building at the main (east) entrance. The main entrance door and lower level ("PE") entrance door will be unlocked for morning drop off (7:30-8:15am) and after school (3:00-6:00). Otherwise, all outside doors will be locked at all times. The Front Desk supervises the entrance of all visitors at all times. Doors do not lock from the inside so students and staff can exit the building.

Except during the limited times of drop-off and pick-up, any parent and/ or visitor to the school will be asked to sign in at the reception desk at the main entrance. Additional sign-in procedures may be instituted at the discretion of the Head of School.

Last Revised: August 24, 2009

313 VISITORS TO WILLOWWIND

Willowwind School is proud to share our school and demonstrate our learning to visitors. Prospective students and their families are invited to contact the Head of School to schedule a visit to the school. Community members, former students, friends, and relatives often inquire about visiting Willowwind or spending extended time in a classroom. Because each inquiry is unique, a standard visit schedule or policy has not been adopted. Rather, each request is considered carefully and the following criteria applied:

- What is the focus for the visit?
- How will the visit impact instruction in the classroom?
- How will the visit impact the social dynamics and routines in the classroom and school?
- How will the visit impact the teacher student ratio?
- Does the classroom space/facility allow for additional participants?

When possible, Willowwind is pleased to accommodate visitor requests and invite students and adults to participate in classroom activities. When this is not possible or practical, the school may suggest an alternative time or activity for the visit. Willowwind School is not able to accommodate requests for short-term childcare. The Head of School has sole discretion to permit such visits to the school.

Last Revised: August 24, 2009

314 FIRE & TORNADO DRILLS

When the fire alarm sounds, staff should assist and guide the children out of the building immediately, moving children to the assigned meeting location at the southeast corner of the campus. Regular fire drills are conducted at Willowwind. Compliance and participation in the fire drills is mandatory by all persons present at the school during the drill.

In the event of a tornado alarm, staff will guide the children into the lower level fully enclosed. Children should sit and face the wall, with hands clasped behind their head. Staff should ensure that the children stay in this position until the siren stops. Regular tornado drills are conducted and participation is mandatory by all persons present at the school during the drill.

Last Revised: August 24, 2009

315 PARKING

Parents should caution their child on traffic safety, particularly before and after school. Staff will exercise diligent supervision of all children before and after school with respect to the parking area.

Please keep in mind the following to allow drop off/pick up to run as smoothly as possible:

- Traffic flows one way, in a counter clockwise direction.
- Use the outer curbside of the parking lot for short term parking and for immediate pick up/drop off.
- Please use caution when driving through the parking lot
- Excessive speed and aggressive driving will not be tolerated
- Overflow and longer term parking is available across the street at the River Community Church
- Please do not park on the grass during pick up/drop off times
- Please do not double park at any time
- Do not leave your car unattended in the red curb zone
- When exiting, please stay close to the curb on the right to allow cars to enter as you exit

COVID Update: Please refer to the Safety Measures Guide for parking procedures specific to the 2022-2023 academic year.

Last Revised: July 1, 2014

Last Updated: September 26, 2022

316 HEALTH

The health and wellness of all Willowwind students is important to us. If your child has a fever (100.4° or higher – **COVID Update: 100.0° or higher**), diarrhea, or is vomiting, please keep your child out of school until your child has been well for at least 24 hours. Please do not send your child to school if he or she is likely to infect others through coughing and sneezing. Please call the school by 8:25 am and let us know if your child will not be attending. **COVID Update:** Please review the Safety Measures Guide for additional COVID-19 symptom requirements for evaluating sick students.

If your child becomes ill at school or is injured, you will be contacted and asked to pick up your child from school. Staff will contact the person(s) listed in the emergency information parents/guardians provide at the beginning of each year. It is important for the school's information to be correct and accurate. Please update it as circumstances change. If for any medical reason your child cannot participate fully in any school activity, please notify your child's lead teacher.

If your child requires prescription medication during the day, the medication in the originally labeled container must be brought to the office and you must fill out a "Request to Administer Prescription Medication in School" form. A staff person will administer the medication, as required, during the day. All children, including the older children, must take the medication in the presence of the administrator. All medication given will be noted on a medication log. Please tell us if your child is taking any medication that might affect behavior (nausea, drowsiness, etc.).

Administrations of over-the-counter medications also require written authorization from the parent or guardian and the family physician and must be brought to the office in the originally labeled container. A "Request to Administer Non-Prescription Medication in School" form is available in the office. Willowwind School requires that all students have a Student Emergency form and an immunization record on file and updated at the start of every academic year. The state of Iowa immunization requirements can be found in the *Iowa Immunization Law and You Brochure* at the Iowa Department of Public Health website <http://idph.iowa.gov/immtb/immunization/laws>.

In addition, students may participate in a Hearing Assessment at Willowwind School. Annually, Grant Wood Area Education Association (GWAEA) screens all students in Kindergarten, grades 1/2 and 5, students in grades 3/4 who are new to the school, and some students with a known history of hearing loss. Parents/guardians wishing their child's hearing not be tested should notify the school office in writing at the beginning of the year.

Field trips are planned to avoid places where mosquitoes are a problem, however, that is not always possible. In the limited circumstance that mosquitoes could be a problem on a field trip, Willowwind may apply mosquito repellent that contains DEET. The school recognizes that there have been health concerns associated with DEET and will respect parent/guardian requests not apply DEET to their child.

In the state of Iowa, all teachers are mandatory reporters of suspected child abuse and neglect.

Last Revised: October 12, 2018

Last Updated: September 30, 2020

317 HEAD LICE

Children and staff must be lice free to attend Willowwind School. Students and staff will be sent home if they are found to have live head lice. Head lice resources will be provided to the parents/guardians whose child(ren) have been identified with head lice or nits. As a precaution and following guidelines of the Iowa Department of Public Health, Willowwind may notify staff and the parents/guardians within the school that head lice/nits have been identified within the school.

When deemed necessary by the Head of School, all students may be screened during the school year. The Head of School will designate personnel to assist with the screening. Health personnel from other health agencies may be utilized to assist with the screening.

Without a specified medical professional on staff, Willowwind School requests students identified with head lice/nits must provide written confirmation from a health care professional that states that treatment has begun before they can be accepted back to school. The same applies to staff identified with head lice/nits.

Last Revised: July 20, 2015

318 DRESS & PERSONAL POSSESSIONS

Neat, clean clothing that allows for freedom of movement and is appropriate for the weather, is suggested. Children at Willowwind are actively engaged in learning and are likely to get dirty. Outdoor activity occurs most every day. Unless it is raining or extremely cold, we expect all children will be outside during recess. Please be sure your child is protected from wet and cold. In boot weather please provide shoes for wearing inside. Please do not send your child with an umbrella with sharp points. For younger children, parents might send a change of clothes to keep at school. Please make sure that lunch boxes, backpacks, hats, mittens and other personal possessions and school equipment are labeled with your child's name.

Personal toys, fidgets, and electronic devices are to be left at home. The exception to this rule includes Rest Time blankets for Preschool and Kindergarten students and a cozy item for preschoolers if absolutely necessary. Personal toys, fidgets, and electronic devices serve as a distraction to learning and can serve as a source of conflict amongst students. If your child requires a fidget to address a learning need, this must be written into a formal education plan in collaboration with Willowwind faculty. Please speak with your classroom teacher if this is a requirement that needs to be addressed for your child. Any items that are or may function as weapons are not allowed.

Electronic devices from home are prohibited for Preschool through 1st grade students; however, Willowwind understands that many students in 2nd-6th grade may have their own mobile phone or other electronic device in order to stay in contact with parents. While it is important for parents to feel they have access to their child during the day, mobile phones are a distraction in the classroom environment.

We recommend that mobile phones be left at home. If your family decides it is essential for your child to bring their phone to school, it must be stored, on silent, in their backpack during the school day. These electronic devices are not allowed out during the school day in order to maintain an environment conducive to learning. If a phone is out during the day, it will be held by the teacher until the end of the school day and returned to the child's parent. If you need to contact your child during the day to communicate a change in schedule, please contact the Front Desk or your child's teacher. We are happy to pass any necessary messages to your child.

Last Revised: September 15, 2017

319 LOST & FOUND

Misplaced articles are placed in the lost and found at the school. Although the staff tries diligently to identify the owners of misplaced items, you should remind your child to periodically check for lost articles. At the close of the semester, items not retrieved will be donated.

Last Revised: July 1, 2014

320 WELLNESS: NUTRITION & LUNCH

Parents and guardians are encouraged to ensure that their child's lunch is nutritious and includes a beverage. Soda pop and gum are prohibited. Please discourage an excess of refined sugary sweets. If you want your child to have perishables for lunch, please pack a thermos, as the school is not equipped to heat or refrigerate food for students. One constant Willowwind food rule is that a child may not trade any part of their lunch to assist with safety from allergens.

Preschool students are required to bring snack to school (one snack for the morning and one snack for the afternoon). Children are encouraged to listen to their bodies and eat snack when they feel hungry in order to encourage healthy moderation and healthy nutrition habits. Teachers incorporate discussion of food into all aspects of life in the preschool – at Line Time, during science lessons on anatomy and physiology, while cooking, etc.

All Willowwind elementary students are encouraged to listen to their bodies and eat snacks when they feel hungry in order to encourage healthy moderation and healthy nutrition habits. Willowwind elementary students bring morning and afternoon snacks with their lunch. They are encouraged to bring whole foods – vegetables, fruits, or grains. Elementary classes may have set snack times depending on schedule and age of students.

Last Revised: September 15, 2011

Last Updated: September 26, 2022

321 WELLNESS: RECESS & PHYSICAL EDUCATION

Integral to Willowwind’s wellness policy is the physical activity of children. On average, students have 45 minutes to 1 hour or more of physical activity per school day. Willowwind elementary classes have morning, lunch, and afternoon recess. Willowwind preschool classes have morning and afternoon outdoor play time. Teachers have the discretion to plan or rearrange breaks to support student learning, but are all required to provide at least 30 minutes of recess per day. As weather permits, recess is held outside on the playground. With adult supervision, children are free to choose activities that typically include informal games, climbing, and swinging. During inclement weather, recess may be held indoors.

Outdoor play time will be affected by temperature. Willowwind School follows the same guidelines as are used by the Iowa City Community School District. Time outdoors will be limited in accordance with the temperature. Students go outside for recess when the temperature or wind chill is zero degrees or higher. Indoor recess occurs when it is rainy or when the temperature or wind chill is below zero degrees. Regarding high temperatures, if the heat index is 100 or more, then recess is indoors. If temperatures are between 90 and 100, outdoor playtime will be significantly shortened and students are encouraged to play in the shade.

In addition, Willowwind’s Physical Education course is designed to engage students in nutritional education, health, exercise and community building through exercise practice, physical challenges, and gaming. Physical education classes may be held in the River Community Church gymnasium during the months of November thru February and on inclement weather days in the early Fall and Spring.

Last Revised: October 12, 2018

322 LIBRARY

Willowwind has an extensive library of books for the children to use at school and to check out for home learning. Children are responsible for books they check out. Trips are made to the Iowa City Public Library to supplement the school's library.

Last Revised: August 24, 2009

323 MEDIA PRESENCE

Willowwind School enjoys showing the community the superb learning that occurs throughout the school year. Willowwind School uses various outlets to celebrate our students’ successes including printed media and communications, websites, blog posts, television, YouTube, and various social media channels. Upon yearly enrollment, Willowwind seeks parent permission to use children’s photos in the above ways. Annually, Willowwind requires all elementary parents and 2-6 grade students to review the [Willowwind Technology Policy and Acceptable Use Agreement](#). Elementary parents must sign in

acknowledgement of the agreement. Students in grades two through sixth also review the policy and sign in acknowledgement of the agreement.

Classroom teachers use Seesaw for Schools as a main source of communication with parents. Communication through Seesaw for Schools includes student photos, videos, student work, classroom newsletters, and announcements. Seesaw for Schools allows for a real-time peek into a child's school day allowing parents to feel connected to the learning that happens daily at Willowwind, and is FERPA (Family Educational Rights & Privacy Act) and COPPA (Children's Online Privacy Protection Act) compliant.

Through Seesaw for Schools, parents are able to save photographs of their child and their school work for their personal photo collection only. In order to protect the privacy of our students, families may share photos with family, friends, or on any social media outlets that feature their child only. No children's images or work may be shared by other parents.

Adopted: September 15, 2017

Last Revised: September 26, 2022

324 CONFIDENTIALITY OF STUDENT RECORDS

Information about students and families is confidential. Parents or guardians requiring the release of information about their child to any source must provide a signed release of information form. Parents may choose to include their parent and student names, address, phone number, and e-mail address in the Willowwind Family Directory.

Last Revised: October 12, 2018

325 ACCESSIBILITY OF STUDENT RECORDS

Willowwind allows parents access to their child's records. Willowwind will comply with a parent's request to view or copy their child's records within 45 days of the request. We may charge minimal fees for copying student records.

Willowwind cannot release student records without parental consent except to certain individuals or entities listed below or unless the information is considered directory information. Willowwind can release student records to representatives of juvenile justice agencies under certain conditions, in conformity with the Family Educational Rights and Privacy Act (FERPA).

The following can access student records without parental consent. Willowwind can release information contained in student records to:

- School officials, including teachers and the education committee of the Board of Trustees whom Willowwind has determined have a legitimate educational interest,
- Officials of another school system in which the student wishes to enroll,

- Certain authorized officials – U.S. Department of Education, Iowa Department of Education, etc,
- Officials determining eligibility for financial aid for which the student has applied,
- Educational research organizations if specific criteria are met,
- Accrediting organizations,
- Parents of an eligible student if the student is still a dependent for tax purposes,
- Officials subpoenaing records, and
- Officials in connection with a health or safety emergency,
- Juvenile justice agencies with which the Willowwind School has an official agreement.

Non-custodial parents have the same rights as custodial parents. However, Willowwind generally only maintains regular contact with the custodial parent unless asked to do otherwise. If a non-custodial parent asks for all information received by the custodial parent, Willowwind must comply with this request. The only time Willowwind can deny students record access to non-custodial parents is when a court order denying access, such a termination parental rights, has been added to the student file.

In the event a student changes schools, Willowwind does not have to obtain parental consent to transfer copies of the records to the new school district. Willowwind does not send original records with parents. The original records are forwarded to the new school.

Parents have the right to ask that their child's records be amended if they believe that the records are inaccurate, misleading, or in violation of the student's privacy rights. Willowwind reserves the right to determine whether to amend the records. The parents have a right to a hearing and a decision by Willowwind. If Willowwind disagrees with the parents and does not amend the student's records, the parents may place a statement in the records stating why the parent disagrees with Willowwind's information.

Except for parents, appropriate school employees, release of directory information, in compliance with a subpoena, and individuals with parental consent, Willowwind maintains a log of individuals accessing the records, the date of access and the purpose of the access.

Last Revised: October 12, 2018

326 TUITION / ACTIVITIES & MATERIALS FEE

Tuition

Tuition for the elementary school is based on a 10-month (August through May) school year. Tuition is paid monthly. The tuition is due by the 1st of each month. Tuition payments must be made via automatic withdraw (ACH). A deposit is required each spring to reserve enrollment for the next school year. It is applied towards tuition for the new school year. If an outstanding invoice for tuition and/ or fees exists by July, the child may not be allowed to reenroll for the following fall. For financial aid or scholarship questions, please see the Head of School.

Last Revised: July 1, 2014

Activities & Materials Fee

An annual activities and materials fee is charged that is separate from tuition. This fee is to cover the cost of materials and outside activities, such as field trips.

Last Revised: July 1, 2014

327 SERVICE HOURS POLICY

Purpose

At Willowwind School, families are provided with many opportunities to become involved with the school and the academic life of their child. Service is an essential element of the financial and philosophical foundation of the school. Through service, families show their commitment to the institution and the community of Willowwind.

Last Revised: July 1, 2014

Requirements

Each family of an elementary student or full-time preschool student will be required to provide service hours at the school for 20 hours each school year (this equates to roughly 2 hours each month). Part-time preschool families will be required to provide service hours at the school for 10 hours each school year (this equates to roughly 1 hour each month). Families will be charged a fee at the start of each school year of \$300. Families completing their service hours will be rebated \$15 per hour for each service hour completed up to the amount of the tuition supplement. Please read in the *Record-Keeping and Reimbursement* section to see your options on reimbursement procedures. Families of children who join Willowwind after the start of the academic year will be charged a \$150 fee for each semester.

Last Revised: October 12, 2018

Service Hours

In order to accommodate different family situations, a wide variety of service opportunities are available. Examples of things that count towards one's obligation include but are not limited to:

- Providing service work in the classroom
- Class trips
- Staffing open houses, holiday celebrations, and school events
- Helping with grounds keeping and building maintenance
- Providing service work in the office and helping with mailings
- Posting flyers advertising school events
- Writing thank you notes to contributors and prospective students' families
- Helping ready classrooms for the academic year and helping clean them at the end of the academic year
- Hours spent in service as a parent member of the Willowwind Board of Trustees

Activities that **do not** count towards the service obligation are:

- Parent-teacher conferences
- Attendance at school events

In addition, any donation of a food or beverage item may be counted as 0.5 service hours. This is regardless of the quantity or whether the item was prepared at home or purchased. Providing snack during a child's snack week does not count towards service hours.

Other opportunities may arise throughout the year; these are shared through paper and/ or electronic, the Willowwind Weekly News, classroom emails, and emails from the school. Questions about whether an activity can be counted towards fulfillment of one's obligation should be directed to the Head of School prior to initiation of the activity.

Last Revised: October 12, 2018

Recordkeeping and Reimbursement

Families are required to track their own service hours and to submit them when requested by Willowwind's Office Manager. All hours will be reviewed and approved by the Head of School.

Last Revised: September 26, 2022

328 BEHAVIORAL EXPECTATIONS & DISCIPLINARY PROCEDURES

Disruptive Behavior

Willowwind gives children the opportunity to develop self-discipline and independence. The goal is for each child to be intrinsically motivated to show self-control. Children are taught that logical consequences occur from their actions and the freedom they have at Willowwind must be balanced by responsibility on their part.

All children must feel safe at school. Behavior such as fighting, bullying and hitting will not be tolerated. Further, all students have the right to learn in a classroom that is free from excessive disruption. Behavior such as blurt-outs and being defiant or disrespectful in the classroom will not be tolerated.

When a child's behavior becomes a problem, the faculty and staff at Willowwind use a number of strategies beginning with re-teaching, reinforcing and acknowledging appropriate behavior and moving on to redirecting an individual student. Teachers, staff, parents and volunteers speak respectfully to all children and never belittle or demean a child. Children are helped compassionately to change disruptive or inappropriate behavior when necessary. Our goal is to help the child understand the effect her/his behavior is having on others and to avoid embarrassing or shaming the child in front of others.

Teachers and staff will collaborate and establish parameters of acceptable behavior and ways to remind children of correct behavior. The goal is to provide a consistent response that guides a child to identify the specific behavior to be extinguished and recognize more positive alternatives. Students will be involved in the process of defining and describing the actions associated with the core virtues of honesty, respect, responsibility, compassion, self-discipline, perseverance, and giving.

Last Revised: August 24, 2009

Minor or Infrequent Incidents of Inappropriate Behavior in the Elementary School

In cases where a child is having difficulty following the expectations of behavior within the classroom or playground, the teachers and/or Head of School will try a number of strategies in order to help the child change the behavior. These strategies include: noticing and commenting on appropriate behavior; reminding the child about expectations and correct behavior; or asking the child to move to another place in the classroom or to another room in the school.

If appropriate, a child may be asked to work apart from the group for a period of time and draw or write about the problem that occurred and how to solve it. The assignment of a clean-up job is a common response to less constructive behavior that draws adult time and/or attention away from more productive activities. The logic is that the behavior has taken away from the group; therefore, the consequence should be something that contributes to the well-being of the group.

In most cases the above steps are sufficient. This process allows teachers and staff to respond in a way that considers the child's developmental stage. Teachers and staff also may consider any special needs a child may have or extenuating circumstances in the child's life, such as a recent divorce or death in the family.

Last Revised: August 24, 2009

Major Disruptive Behavior or Pattern of Disruptive Behavior in the Elementary School

All students have the right to learn in a classroom that is free from excessive disruption. If a child's behavior becomes a pattern or is so disruptive that other children are being affected and the learning in the classroom suffers, then the school may employ the following strategies:

- If a child's behavior is so disruptive that the classroom learning environment is impacted, the child may be sent home for the remainder of the day and a conference scheduled with the child and parents.
- If a child's disruptive behavior becomes a pattern, the teacher and/or Head of School will contact the parents and keep them informed of all steps taken to help the child to change the behavior. The Head of School or teacher will offer support by observing the child and suggesting strategies and interventions that might be helpful.
- Children who do not respond to the interventions used by the school will be placed on a behavior contract. The contract will clearly provide the expected behavior from the child, outline support strategies for the child and establish follow up communication to monitor progress. The goal is

to find a workable solution that will enable the child to fully participate as an engaged and responsible member of the classroom. Parents and the child will be required to meet with the teacher and Head of School to sign the contract. A follow-up meeting will be scheduled at which time the success of the behavior plan and the child's progress will be evaluated.

- If necessary, regular meetings with the family will be planned to help the child and to provide additional support. These may include suggestions for outside counseling or professional help for the child. What happens from there depends on the child's particular circumstances. In all of these decisions, the teacher and school will take into account all relevant factors, including the child's developmental age, circumstances or unique needs.

In cases where understanding, encouragement, behavioral contracts and logical consequences are inadequate or where the teacher's attention is so focused on the child's behavior problems that the classroom environment suffers, the child's parents will be asked to withdraw the child from Willowwind. The decision to ask a family to seek an alternative placement is never taken lightly and is the last step in a process of consultations. In that case, tuition due for the rest of the year will be prorated.

The Head of School has the sole authority to expel a child from the school. In such cases, the Head School will consult with the President of the Board and/or Executive Committee, but the decision of the Head of School is final.

Last Revised: August 24, 2009

Behavioral Problems in the Preschool Classroom

Montessori is a structured environment that allows for the students to grow independently. There are no rewards or punishments. The environment is set up to encourage the growth of a child's natural well-being. The teacher sets a calm and understanding atmosphere.

In the preschool classrooms, there are behavioral issues that will not be tolerated. If a student is behaving in a way that consistently threatens the safety or learning of the children then steps will be taken to remedy the situation. Incident reports will be written and signed by the parent or guardian making them aware of the situation. At the teachers' discretion, a meeting will be set to discuss behavior, home environment, tactics, suggestions, etc. The Head of School will be informed of or participate in all of the meetings. After three meetings with the teacher and parent/guardian, if no improvement has been made, then the Head of School will decide on whether or not the child will continue at Willowwind.

Last Revised: August 24, 2009

329 CONFLICT RESOLUTION

Willowwind recognizes that conflicts will arise between children, children and adults and between adults. The school values and strives to model constructive conflict resolution. Accordingly, children are encouraged to work through disagreements with other children in a responsible and positive manner. Adults help by modeling how to listen to others and problem solve. Respectful conflict resolution includes speaking in a quiet voice, using respectful and non-abusive language, listening while someone else speaks, waiting for the anger to subside and never using any kind of verbal abuse or physical force.

When a problem arises between students, each child is given the opportunity to explain their view of what happened and how they felt about it. Each is required to restate what they heard the other say. An agreement is reached on how this situation could be handled more appropriately in the future. In the event that problems continue, a contract, and consequences for not following it, may be written and signed by the students.

The school has a specific policy that applies to resolving conflicts among adults. If parents have a concern or question about their child, the parents should contact the child's lead teacher. If questions remain after consulting the teacher, the parents should contact the Head of School.

All adults who work with children in the school, including but not limited to faculty, staff, aides, and parent volunteers are expected to abide by this conflict resolution standard. In the event of a violation by a volunteer, the Head of School shall be entitled to restrict or prohibit the volunteer from working with children at the school. Any violation of this policy by professional staff will result in disciplinary action by the Head of School.

Last Revised: July 1, 2014

330 VIOLENCE, WEAPONS &/ OR THREATENING LANGUAGE

Physical Violence

The school will not tolerate physical violence against another person. A child who engages in such actions may be asked to leave school for the remainder of the day and before re-entry, the parents and child will be required to meet with the Head of School. If a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. The Head of School will consider all relevant factors, including the developmental age of the child, the frequency and degree of the offending act and whether special circumstances or needs should be considered. The Head of School is the only person who may dismiss a child from school.

Last Revised: August 24, 2009

Weapons & Threatening Language

The school will not tolerate the threat, possession, display or use of a weapon or threats of harm being made against another person. A "weapon" is defined as any firearm, gun, knife or other sharp object,

bludgeon, fighting stick or baton, brass knuckles or any other object which by its design or use could cause bodily injury or property damage. The prohibition of weapons shall include any object that could reasonably be mistaken for a weapon, including a toy gun or toy knife.

A “threat” is any verbal or nonverbal act which is intended to or which may be reasonably foreseen to have the effect of causing another to fear or anticipate bodily harm to that person or another or injury to property; or any verbal or nonverbal act expressing an intent to harm another or one’s self.

The Head of School will investigate all threats and tips of threats, including calling the child’s family to determine if the child has access to a weapon. The school reserves the right to search a child’s backpack and/ or cubby/closet area if there is a suspicion that a weapon has been brought to school. If a weapon is discovered, the police will be notified. The school, with assistance from local police, if necessary, will seek to determine the danger from the threats.

A child who engages in such acts may be immediately dismissed from school. Re-entry will be at the discretion of the Head of School and will require a meeting between the parents, the child and Head of School. The school will document substantiated, serious and/ or repetitive threats made by students and such documentation will be kept in the student’s permanent file. In rare cases, the child may be asked to leave the school if there are repeated acts of aggression or a further incidence of the use or threat of a weapon and if all attempts to help the child have failed. The school will meet with the child’s family at the earliest opportunity to help with referrals for counseling and to offer support. The Head of School is the only person who may dismiss or expel a child from school.

Parents will be notified if their child has made a threat. In addition, the school will advise the parents of a child who is the victim of the threat. The right to confidentiality applicable to all students involved will be maintained.

Any violation of this policy by professional staff will result in disciplinary action by the Head of School. In the event a volunteer violates this policy, the Head of School shall be entitled to restrict or prohibit the volunteer from working with children at the school.

Last Revised: August 24, 2009

331 ANTI-BULLYING / HARASSMENT POLICY

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

Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school.

The school prohibits harassment, bullying, hazing, or any other victimization of students based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the school; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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

- Places a community member (student, parent, faculty or staff) in reasonable fear of harm to person or property,
- Has a substantially detrimental effect on a community members' physical or mental health,
- Has the effect of substantially interfering with the student's academic performance, or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/ or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

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

In situations between students and faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities, and/ or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person because the person has filed a bullying or harassment complaint, or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school will promptly and reasonably investigate allegations of bullying or harassment. The Head of School will be responsible for handling all complaints by students alleging bullying or harassment as

well as all complaints by employees alleging bullying or harassment. It also is the responsibility of the board in conjunction with the Head of School to develop procedures regarding this policy.

The Head of School also is responsible for organizing training for students, staff, faculty, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The Head of School will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school and report to the board on the policy.

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the Willowwind School's web site, and
- a copy shall be available at the school.

Last Revised: August 24, 2015

Addressing Bullying / Harassment

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a staff member to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher or the Head of School, and
 - write down exactly what happened, keep a copy and give another copy to the teacher or the Head of School including,
 - what, when and where it happened,
 - who was involved,
 - exactly what was said or what the harasser did,
 - witnesses to the harassment,
 - what the student said or did, either at the time or later,
 - how the student felt, and
 - how the harasser responded.

Last Revised: August 24, 2009

Complaint Procedure

The Head of School may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the

investigation is kept confidential to the extent possible. The Head of School has the authority to initiate an investigation in the absence of a written complaint.

Last Revised: August 24, 2009

Investigation Procedure

The Head of School will reasonably and promptly commence the investigation upon receipt of the complaint. The Head of School will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The Head of School may also interview witnesses as deemed appropriate.

Last Revised: August 24, 2009

Resolution of the Complaint

After the Head of School investigates, he or she shall decide of any appropriate additional steps that may include discipline. The Head of School shall file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant and the alleged harasser will receive notice as to the conclusion of the investigation. The Head of School shall inform the Board of Trustees of the incident as soon as possible if any entities outside of the school are involved. The Head of School will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

Last Revised: August 24, 2009

Points to Remember in the Investigation

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

If the Head of School is a witness to the incident, the President of the Board shall investigate.

Last Revised: August 24, 2009

332 OPPORTUNITIES FOR GIVING

Volunteering

The success of the Willowwind community depends upon the participation of all its members. Parents are encouraged to volunteer their help in several ways in order to keep costs down, maintain and improve the physical setting of the school, and assist in the educational goals of our dedicated staff. If you are interested in helping in your child's classroom regularly, occasionally, or by completing an at-home project, please contact the teacher. Since the cost of education for a child at Willowwind is more than the cost of tuition, the school must find ways to supplement income through fundraising, and lower costs through volunteer help.

Volunteer opportunities in the school or classroom provide opportunities for understanding the learning environment. Classroom teachers will be happy to arrange visits with the understanding that schedule and classroom space considerations may determine the timing of those visits. If you have a hobby, skill, or special interest you would like to share with a group of students, feel free to contact your child's teachers about making a "guest appearance" at Willowwind. Respect for the teacher's discretion in these matters is appreciated. All volunteers must check in at the school office before visiting classrooms.

Students at Willowwind often go on field trips to enrich the educational program. Parents are asked to help with driving, as their schedules permit. [See "Field Trips"]

Last Revised: July 1, 2014

Fundraising

Tuition covers only a portion of operating costs and consequently, additional operating expenses must be made up through fundraising. The quality of Willowwind's faculty and programs require significant funds. Our commitment to financial aid, teacher salaries, technology, and facility improvement also calls for additional monies.

Fundraising events, led by the Head of School, Office Staff, and Board of Trustees, with support from parents, are integral to the success of the school. We ask that each Willowwind family donate some amount beyond tuition. Our goal is 100% participation. Whether you can give \$5 or \$5,000, any amount is appreciated. When we achieve 100% giving internally, this demonstrates our commitment to outside donors who are then more likely to give.

Last Revised: July 1, 2014

333 BOARD OF TRUSTEES

The role of the Board of Trustees is to manage the business and concerns of the Willowwind nonprofit corporation. The Board is composed of both parent and non-parent members. The Head of School is a non-voting member. The Board also invites a representative of the faculty and staff and a representative of the parent organization to regularly attend meetings. The Board generally holds meetings on the fourth Monday of each month via Zoom.

Parents are welcome to attend the open session of the Board meetings with prior written notification of at least one (1) business day. In the event any or all of a meeting includes confidential information, as determined in the Board's Executive Committee's sole discretion, parents may be excluded from those portions of the meeting.

Minutes from Board Meetings are announced in the weekly newsletter.

Last Revised: September 26, 2022

334 ANNUAL MEETING OF MEMBERS

In the spring, Willowwind holds its Annual Meeting of Members. All parents are Members and will be notified of this meeting. The agenda of this meeting includes an annual report from the Board of Trustees and election of new Board members. All parents are encouraged to attend this meeting.

Added: December 18, 2020

2022-2023 Safety Measures Guide

Due to the pandemic, Willowwind has published a Safety Measures Guide outlining plans COVID mitigation measures that are in place to lower student and employees' risk of exposure to COVID-19. Click [HERE](#) to review Willowwind's 2022-2023 Safety Measures Guide. Copies are also available by email. All plans and procedures in the Safety Measures apply for the 2022-2023 academic year and take priority over the Family Handbook if the two are in conflict. Updates are made to Willowwind's Safety Measures Guide periodically as more information becomes available and guidance is updated.

Last Updated: September 26, 2022

IMPORTANT CONTACT INFORMATION

Contact information for faculty, staff, and the Board of Trustees' President is listed below.

<i>Willowwind Employee / Title</i>	<i>Email Address</i>
<i>Administrative Department</i>	
Head of School: Michelle Beninga	michelleb@willowwind.org
Office Manager / Admissions Coordinator: Rachel Butler	rachelb@willowwind.org
Director of Communications and Engagement: Dana Smith	danas@willowwind.org
Development Director: Yassie Buchanan	yassieb@willowwind.org
Business Office: Anne Ehlinger	busoffice@willowwind.org
Programs Coordinator: Mary Iverson	maryi@willowwind.org
Board of Trustees President	boardoftrustees@willowwind.org
<i>Preschool Faculty</i>	
Preschool Teacher: Kaye Lindsley	kayel@willowwind.org
Preschool Teacher Assistant: Cassidy Daugherty	cassidyd@willowwind.org
Preschool Teacher: Mae Kandler	maek@willowwind.org
Preschool Teacher Assistant: Bri Vogel	briannav@willowwind.org
Preschool Teacher Assistant: Hwida Awadalla	hwidaa@willowwind.org
<i>Elementary Faculty</i>	
K/1 Grade (Meadowlarks) Teacher: Erin Traicoff	erint@willowwind.org
2/3 Grade (Timber Rattlesnakes) Teacher: Darla Burr	darlab@willowwind.org
2/3 Grade (Painted Turtles) Teacher: Lisa Kavanaugh	lisak@willowwind.org
4/5 Grade (Burrowing Owls) Teacher: Christine Sobocinski	christines@willowwind.org
5/6 Grade (Red Foxes) Teacher: Ann Creasey	annc@willowwind.org
<i>Specials Faculty</i>	
K-6 Integrated Arts Coordinator / PreK-6 Visual Arts Teacher: Megan Bishop	meganb@willowwind.org
PreK-6 Physical Education Teacher: Alec Cassatt	alecc@willowwind.org
PreK-6 General Music Teacher: Alec Cassatt	alecc@willowwind.org
Student Support Specialist / K-6 SEL Teacher: Kelsey Bryant	kelseyb@willowwind.org

Last Revised: September 26, 2022