



SOUTH TAMA ELEMENTARY

Student Handbook

South Tama Elementary
1611 Country Club Drive
Tama, Iowa 52339
(641) 484-3999

2018-2019

Philosophy

The STC staff believes that good habits formed at an early age will continue throughout life. Learning and obeying the rules are the first steps to becoming responsible adults.

We believe that encouraging students in cooperative behavior and in respect for others will develop self-respect. We would like to provide an environment which nurtures a more democratic, more supportive, and more genuinely concerning relationship in the classroom and school.

Goals

STC Elementary personnel will...

- encourage children to become more responsible for themselves.
- help children look at choices, and make decisions based on expected consequences.
- have consistent expectations of student behaviors by all staff members.
- have consistent consequences for student behaviors by all staff members.
- provide consistent transitions from grade to grade and building to building.
- provide an environment that nurture self-esteem.

Expectations

As students leave STC Elementary....

- they will feel good about themselves and their school.
- they will be respectful of the property and personal rights of others.
- they will use appropriate behavior in school.
- they should be responsible for being at school on time and for having the necessary materials throughout the year.
- they should exhibit appropriate behavior at school-sponsored events.

Equal Educational Opportunity

It is the policy of South Tama County 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. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's equity coordinator, Shauna Smith, Director of Curriculum and Student Services, 1702 Harding Street, Tama, IA 52339 ph. 641-484-4811 or email at ssmith@s-tama.k12.ia.us

School Hours

Preschool

4 half days AM/PM

8:20 a.m. - 11:20 a.m. Monday, Tuesday, Thursday, Friday AM

12:15 p.m. – 3:20 p.m. Monday, Tuesday, Thursday, Friday PM

STC Elementary Grades K-4

8:20 a.m. - 3:30 p.m. Monday, Tuesday, Thursday, Friday

8:20 a.m. - 2:30 p.m. Wednesday

STC Elementary Dismissals

1. Bus Dismissal- **3:20 pm**
2. Parent Pick-up– **3:30 pm**
3. Walkers Dismissal- **3:35 pm**

All students are tardy if they are not in class at 8:20 AM

Note

Students will be counted ½ day absent when:

Arriving between 9:00 am-12:00 pm

Leaving before 3:00 pm

Absences

- **If a child is to be absent for the day, please call the elementary school office by 8:30 am the morning of the absence.** When the child returns to school after an illness, he/she should bring a written excuse giving the date of the absence, the reason, and the parent's signature. We want to insure that all of our students have the opportunity to be successful, which includes being on time to school every day, and staying all day. **Please help STRIVE FOR LESS THAN 5!**
- If an absence is anticipated, please call the office in advance, so that the teachers can help the student plan for the absence. If a child is out of school for several days and is able to do his/her work at home, you may call the office and make a request for make-up work.
- Students are counted tardy between 8:20 a.m.-9:00 a.m.
- Students are counted ½ day absent if they arrive between 9:00 a.m. and 12:00 p.m.
- Students are counted ½ day absent if they leave before 3:00 p.m.
- Students are permitted up to 10 days excused absences per school year. After 10 excused absences, all future absences will become unexcused unless the student has a written professional excuse.
- Mediation will be set up for excessive absences.
- Families are considered in violation of the State of Iowa truancy laws if the mediation contract is not met. A complaint will then be filed with the Tama County Attorney.
- It is advisable that in the event of a child needing to see a doctor, parents bring documentation of appointment upon returning to school.

Excessive Absences

Students are considered to have excessive absences when they have missed at least 10% of the days school has been in session. Ten percent of the total days in session are equal to 18 days, which is nearly one month of school. Excessive absences greatly impact a student's educational progress. (Students missing more than this number of days may have a legitimate excuse as determined by the building principals, school liaison, and guidance counselors.)

The following procedure will be used with those students who consistently miss school either with or without a legitimate excuse.

STEP 1: The contact teacher will visit with the student and notify the parent when the student has excessive absences and/or tardies.

STEP 2: The School Liaison, Guidance Counselors, or Principals may visit with the student to determine the reason for the absence/s. One of them may notify the parent. They may, in certain circumstances, make home visits to retrieve students. Consequences may be assigned such as time after school or in-school suspension.

STEP 3: A letter may be sent home from the School Liaison, Guidance Counselors, and Principals informing parents of the school policy and the state law. A copy of the letter will be sent to the superintendent and the juvenile county probation office. A parent conference may be required. Further illnesses may require a doctor's excuse.

STEP 4: The School Liaison will refer the student to the mediation team. The school will provide appropriate documentation and a representative at the mediation team meeting.

STEP 5: The student is referred to the county attorney for disposition.

Tardiness

Tardiness is being late to school or a class. If students arrive in the morning after school begins (**8:30**), they should report to the office to explain why they were tardy and receive their admittance to class. All tardiness will be handled in the same manner as an absence-they are either excused or unexcused. Excessive tardies will be handled by contact teachers, the School Liaison, Guidance Counselors, and Principals and could be referred to a mediation team.

Accidents

In the event of a serious accident at school, parents are called, or if necessary, the emergency number on the emergency contact information sheet is called. In the event that neither parent can be contacted, school authorities will attempt to take the necessary steps in the best interest of the child.

Arrival at School

Teachers arrive at school early to make preparations for the school day. For that reason, students are not to come to school before 8:10 a.m. unless they are eating breakfast.

Bicycles

Students may ride bicycles to school if parents approve. For safety reasons, bicycles may not be ridden on school property. If your child rides a bicycle to school, please help him/her plan a route that avoids major traffic. Bicycles are to be parked in the bicycle racks on the south side of the school. It is suggested that locks be used on bicycles, as the school cannot assume responsibility for theft or damage.

Breakfast, Lunch, and Milk Programs

We encourage your child to eat school lunch where well-balanced, nutritious meals are served. This will insure your child an adequate, healthy diet, as well as serving as a social learning experience.

Breakfast/Lunch System Procedures

Elementary student tickets will be issued a school lunch account number. No charging is permitted. If you have any questions or would like a printout of the activity for you child's account, contact the office between 8:00 A.M. to 4:00 P.M.

Breakfasts are served every morning at STC Elementary 7:45 A.M. - 8:15 A.M.

Breakfast prices Student Regular	\$1.85
Student Reduced	\$0.40
Adult	\$2.00

The school lunch program will begin serving meals on the first day of classes.

Lunch prices	Student	\$2.70
	Student Reduced	\$0.40
	Adult	\$4.00

A second (2nd) carton of milk is available at the cost of \$0.45. All cost will be deducted from the account balance.

Children bringing sack lunches and desiring milk or students desiring a second half-pint of milk are expected to open a school nutrition program account and maintain a positive balance.

When a parent feels their children will qualify for free lunches or reduced price lunches, they must personally make arrangements in the central office before free or reduced lunches will be granted. A new application must be completed each year. The forms will be available at registration. Parents/guardians should file a completed application as soon as they feel they would qualify.

Family lunch accounts should maintain a positive balance. If a family account should reach a negative balance of ten dollars (-\$10.00), students of that account will be served an alternative breakfast or lunch until the family account is no longer at a negative balance of ten dollars (-\$10.00).

If a guest is going to eat school lunch with a student, the office must be notified by 8:15 a.m. the day of the visit to ensure enough food will be prepared for the center.

Bullying

Harassment and bullying of students and employees are against federal, state, and District Policy. The District 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 board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. The district policy for Bullying and Harassment can be found in the Appendix of this handbook.

Cell Phones

Cell phones are not permitted in the classroom. They are to be left in backpacks and should be turned off during school hours. If cell phones are misused they will be taken to the office and will remain there for the rest of the day.

Change of Address

It is important that we have up to date information. All changes of address, phone numbers, etc. should be reported to the school office as soon as possible.

Child Custody

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If there is a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless there is a court order on file in the school, equal rights will be provided to both parents.

Church Night

In cooperation with the area churches, the school makes every effort to refrain from planning activities on Wednesday evenings.

Communications

Periodically notices are sent home either by individual teachers or the elementary principal regarding special events, school programs, parties, etc. Sometimes, these get tucked into back pockets and aren't discovered until later. Try to impress on your children the importance of handling any notes to you from the school so something is not missed.

Monthly Newsletters will be sent home on the last school day of each month. We send it home with the oldest child in the family. Newsletter is also available online at www.s-tama.k12.ia.us

Dress and Grooming

Students who wear clothing to school that would distract from instruction or is offensive are required to adjust the clothing to make it presentable or parents will be contacted for a change of clothes. Inappropriate dress includes displays of drug, alcohol, tobacco, or profanity, abbreviated tops or short-type P.E. shorts. We support attire for the cause of breast cancer awareness. However, please make sure the attire is age appropriate for all elementary students and not offensive to others. Students go outside in different types of weather conditions and should be prepared for such.

Emergency School Closing or Dismissal

In cases of severe weather and situations that might result in school being closed, listen to one of the following radio and TV stations:

WHO - Des Moines	(1040 KC)
KFJB - Marshalltown	(1230 KC)
KGRN - Grinnell	(1410 KC)
KXIA - Marshalltown	(101.1 FM)
KCRG - TV	(Channel 9)

During non-school hours you may receive a weather related message by dialing:

Elementary 484-3999 Secondary 484-4345

Every effort will be made to have announcements on the air before 7:00 a.m. Please do not contact school officials before 7:00 a.m. It is difficult to assess road conditions and call area radio stations prior to 7:00 a.m.

There are times when school must start late or be closed early due to bad weather. Working parents/legally appointed guardians should develop an emergency plan, discuss it with your child(ren), and let the school know. Notification of such early dismissal will be transmitted over all the stations listed above.

South Tama County Schools utilizes JMC Message Center to send important information to parents. If you receive a phone call or an email from JMC Message Center it is a message from the School District.

- Caller ID will display the JMC Message Center number, 641-569-6749, when a general announcement is delivered
- JMC Message Center will leave a message on any answering machine or voicemail.

Parent Online Access may be used to request which telephone numbers receive district messages.

Field Trips

A permission slip signed by the parents or guardian is required before a child may go on a field trip. Parents will be informed by a note from the teacher if students are planning to leave the school grounds on foot. Students need to return to school with their class.

Fidgets

A fidget can help calm a child with anxiety or help a child with attention deficit disorder focus on instruction and activities. Fidgets can range from therapy putty, to stress balls, to bendable objects. Teachers may also recommend a textured cushion to sit on, or a resistance band around chair legs for the student to push against while sitting. But recently, with the release of other sensory items, such as the spinners, these items are viewed by students as a toy and often become a distraction for those who may not require them.

Not all students require a fidget or sensory device. However, the students who do, may include this as part of an individualized plan developed in cooperation with the teacher, student, and family. Privacy laws prevent teachers and school personnel from explaining why some students are allowed sensory items and other students are not. The majority of children who are fascinated by fidget spinners are using them as a fun distraction, not as a therapeutic device. These spinners are being misused by children who don't know what they're intended for. It is our policy that students do not bring "toys" to school. Any concerns or requests for the use of fidget items, including spinners, must be individually addressed with the classroom teacher and school administration.

Fire and Emergency Drills

All STC Community Schools follow prescribed fire drill regulations and are regularly inspected by the local fire department and the State Fire Marshall's Office. Special drills are held for such possible disasters as tornadoes, bus evacuations, etc.

Gift Exchange

At the winter party each year, the classroom may have a gift exchange within the homeroom. Classroom teachers will notify parents/legally appointed guardians of the party dates and spending allowance for the gift exchange.

Gum, Candy, Pop

Gum, candy, and pop are not allowed during the school day. Parents are asked not to send pop or candy with those who carry a cold lunch.

Homework

Homework is considered an essential part of the learning process and is assigned at varying degrees depending on the child's level of learning. Homework can provide practice that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents/guardians can help their child by arranging a quiet, comfortable place for the child to work, by setting aside time for homework and by checking to see that assignments are completed.

We know that there will be times when families go on extended vacations or have other reasons why their child would need to miss an extended number of school days. Teachers may make efforts to have some of the homework ready for you to take with you if you request it far enough in advance. There may be items that cannot be prepared in advance and cannot be sent along as homework. Parents should also understand that the homework sent might be an approximation of what needs to be done. The teachers cannot always accurately predict how far they are going to get in all curricular areas. It is also the parent's responsibility to make sure that the requested work is completed when the student returns to school.

Illness

Parents need to be aware of their child's health each day and to keep them home from school when ill. As a general rule, students with a fever should stay home. A student will be sent home with a temperature of 100 degrees or more. **Students should have a normal temperature and vomit free for 24 hours before returning to school.** In the event a child becomes ill at school or is suspected of having a communicable disease, the parents will be called, or the emergency number on the registration will be used so that the child may be taken home. Please make arrangements so this can be handled effectively for the sake of the child.

Students with Communicable Diseases will be excluded from school according to standing orders or physician's guidelines.

Students whose parents do not want them to go outdoors for recess will be allowed to stay in for 2 (consecutive or non-consecutive) days per year with a note from his/her parent. A doctor's excuse is required for a student needing to stay indoors for more than two days.

Insurance

Low cost accident and dental policies will be offered as a service by the school. Complete details of this insurance, its coverage, and cost will be given to each student at registration time.

Invitations

Handing out party invitations at school can be a sticky situation. We encourage parents to call other parents to personally invite their child to the party. Invitations are not to be handed out at school. Names and addresses cannot be given out by the school because of confidentiality.

Ipads

Students in third and fourth grade will have one-on-one Ipad usage at school. If in the event that Ipads are misused for purposes other than teacher directed learning tasks, age appropriate consequences, including loss of iPad privileges will be implemented.

Library (Media Center)

The central library is used for reference, library instruction, and free reading. Students are encouraged to use the library as much as possible.

Check Out Policy

Students are encouraged to check out books from the library any time during the week. They will have a specific check out time during their library specials time once a week, but are welcome to come in during other times if allowed by their classroom teacher.

Students may check out books based on their grade level:

Kindergarten: 1 book at a time

1st and 2nd grade: 2 books at a time

3rd and 4th grade: 3 books at a time

Overdue Policy

Library materials are checked out for 1 week and may be renewed by bringing the materials back to the library. When a book is overdue, the following will occur:

1st week: Reminder page will be sent home with the child.

2nd week: Student will call home with the librarian as a reminder.

3rd week: Student will not be allowed to check out any more materials until the library book is returned, replaced, or paid for. A letter will be sent home via mail as a reminder and a phone call will be made by the librarian.

Lost or Damaged Library Materials

Students and families assume responsibility for all checked out materials. If an item is lost, stolen, or damaged, the child's account will be charged for the amount of replacing the book. Families can also replace items by donating a copy of the missing or damaged book to the library.

Lost and Found

Most of the lost and found items are turned into the Elementary Office. A lost and found bin is located in the Elementary Office. Please ask your child to check it frequently. Call the office with any questions.

Medication

If a child needs to take prescription medication at school, the law requires the school be provided with a consent form signed by the physician prescribing the medication. Copies of this form are available in the school office. The form should be signed at the doctor's office before sending the medication to school. Non-prescription medication can be given in the school office with a signed and dated note from the parent with the medication.

Movies

When a commercial video is shown in elementary classrooms it will have a 'G' rating. By following this practice, the students will not be exposed to 'inappropriate' materials.

Parent Calls

If you wish to call a teacher, please do so before or after school. If a teacher is not available to take your call, the secretary will take your number if you wish to have the teacher call you. Feel free to call the principal at any time during the day.

Parent-Teacher Conferences

Two scheduled parent-teacher conferences are held during the year, in the fall and again in the spring. Parents are encouraged to attend, as communication is critical to the success of each child. If the time scheduled for you is not convenient for you, we will reschedule a time that will work for you and your teacher.

Parties and Treats

All classes in the elementary school may have the following room parties: fall, winter, and Valentine's Day. On most occasions, families will be asked to furnish treats for these parties. Other than these listed and birthday treats, parties should be cleared through the classroom teacher. **Remember that treats should meet the district wellness guidelines.** See nutritional guidelines in back of the handbook. If your student wishes, he/she may bring birthday treats during the year. Enough treats are to be brought for every student in the classroom. STC Elementary is a "nut aware school." Please do not send snacks or food that includes peanuts or tree nuts.

Balloons, flowers, or other gifts delivered to students during school hours will be kept in the office until the end of the school day. Prior to dismissal time, students will pick them up to be taken home. Balloons and flowers are not allowed on the bus for safety reasons. Such items are not encouraged to be sent to students in the elementary school during school hours/ prime class time will not be disrupted to make gift deliveries. During Valentines' Day, families are asked to not have items delivered.

Personal Property

Students are discouraged from bringing extra money, toys, electronics, trading cards, and other objects from home unless the teacher has given them permission. The school cannot assume responsibility for the loss or damage of things brought from home or for ANY personal property at school. Staff members may collect items that disrupt the learning environment. No trading of personal property is allowed.

Pets

Students may share their non-dangerous pets with classmates during school time if parents obtain prior approval from their child's teacher. Parents must bring the animal(s) to school and take them home right after the sharing time.

Playground and Supervision

During regularly scheduled recesses, the playground is supervised by a staff member at all times. **There is no supervision prior to 8:00 a.m. or after school.** Thus, it is most important that children arrive on our playground no sooner than 8:00 a.m. and go directly home following school dismissal. The school is not responsible for students on school grounds during any other times.

Recess

Students have recess on the playground, or in case of inclement weather, in the classrooms, commons or gym.

Parents are responsible to ensure that students dress appropriately for weather conditions, as they will continue to play outside for recess during the winter. In making the decision to have recess outside, we look at actual temperature and the wind chill factor. Our general guideline is that if the actual temperature or the wind chill is 10 degrees or above we play outside. However, if it is borderline, we use other factors such as wind gusts, sunshine, cloudiness, dampness, etc. to assist in making the call.

Retention (Program Modification)

The student's needs to succeed in an appropriate educational program will be the main factor when considering retention.

Parents/legally appointed guardians, AEA consultants, and the student's teacher will conference before any decisions are made.

A student will never be retained without the parent's/ legally appointed guardian's prior knowledge. When parents/legally appointed guardian disallow a recommended retention the parents/legally appointed guardians will be asked to sign a form indicating the student has been passed, counter to the recommendation of the administration.

Special Programs

STC offers many special services to meet the needs of students. Students may receive speech, language, or special learning disabilities services. Many other services are also available. When parents, teachers, or the elementary principal feel a youngster may benefit from special services, a referral is made. Obtaining written parental permission is the first step in any assessment. Trained personnel will administer the tests. Follow-up conferences are then held with parents, teachers, and any special services personnel. If services are needed, a plan will be presented to the parents. Parents with questions concerning any of these programs should contact the Elementary Office or their child's teacher.

Student Records

The Community School District of South Tama County collects and maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the students. The records contain information about the student and may include information, but are not limited to, the following types of information:

- Identification data (birthdate, birthplace, etc.)
- Attendance data

- Achievement records (grades, test scores, etc.)
- Family background data
- Aptitude tests
- Discipline data
- External agency reports (vision, hearing, psychological, etc.)

Parents of students under the age of 18 may review the education records of the student. If you are interested in reviewing your child's cumulative record, please contact the school office to schedule a time to do so.

The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the parent/legally appointed guardian or student over the age of 18 years. Any other access to student records shall only be upon written consent or upon court order or legally issued subpoena. School officials, teachers, and AEA personnel with a legitimate educational interest

- Officials of other schools in which the student proposes to enroll.
- Representatives of state and local government when auditing and evaluating Federal education programs. In connection with a student's educational financial aid applications.
- Governmental officials to whom information is to be reported under state law adopted prior to Nov. 1974.
- Organizations that process and evaluate standardized tests.
- Accrediting organizations for accreditation purposes.
- Parents of dependent children regardless of child's age.
- Appropriate parties in health or safety emergency.

Student Use of the Telephone

Permission to use the phone will be given by teachers if special circumstances exist. Please make arrangements for appointments, babysitters, etc. at home prior to the school day.

Tobacco Free Environment

Use of tobacco or tobacco-related devices in public schools and vehicles or on public school property is prohibited. Disciplinary action will occur for any violations.

Transportation

Please take time to read through the bus rules included in this handbook with your child(ren) to make sure they understand bus rules and consequences for misbehavior.

Bus Changes

There will be no bus changes made during the 1st two weeks of school. All changes must be made at registration. No changes will be made at "Back to School Night."

There are only 2 stops per student – one primary stop and one alternate stop. In situations where there is shared custody and student alternates between homes, each parent would be allowed one primary stop and one alternate stop. There will be no changes made to the alternate stop after 2:30 pm.

There must be a 24-hour notice of alternate change. If they choose to change their alternate site, then it becomes a permanent stop. We are not allowing a day-to-day change or temporary changes.

If a student is on his or her assigned bus and wants to get off at a different stop, they may do that but should have a note from the office.

Students may not be allowed to go home with another student if it involves a bus change or transfer.

If there is an early out, the policy remains the same with the alternate stops that have been set in place. However, parents would be able to call the office the same day to confirm the stop their student should use.

Vandalism

Any person or persons willfully damaging school property will be assessed the total cost for all replacement or repairs. In the case of a minor child, the parents or guardians will be held responsible as provided in the Code of Iowa.

Videotaping - Student Photographs

Videotaping - photographing takes place in the classrooms, on school buses and during special student events/activities. These are used to assess classroom instruction; review activities; make observations and record special times in the elementary curriculum.

Sometimes local and surrounding newspapers are in our school to photograph students participating in events and feature articles about student achievements. The decision of what to include in the newspaper is made by the newspaper editors. If you do not want your student to be a participant, inform the elementary office in writing during registration.

Visiting Our School

Visitors are always welcome. When arriving to the school after 8:30 am please press the doorbell, and a secretary will assist visitors into the building, after identifying who a visitor is, and the nature of the visit. If parents or guests wish to visit school, arrangements for visiting should be made with the teacher so that your visit might be more informative to determine the day's activities. Please call at least 24 hours in advance of the visit. Check in at the elementary office to pick up a pass and sign in before going to any classroom. A visit kept to one hour is recommended. Invitations will be extended to parents on special occasions for programs and assemblies.

Volunteering

Volunteers are a welcome addition to our school community. We are grateful for the support and assistance that school volunteers can provide to STC students and staff. Please contact the administration office prior to volunteering and complete our volunteer sign up form and a background check form.

Waiver

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistant under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the building principal at the time of registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

STC ELEMENTARY BEHAVIOR PLAN (PBIS)

Positive Behavioral Interventions and Supports (PBIS) promote and maximize academic achievement through addressing choices of behaviors. PBIS is a school-wide strategy for helping all students achieve important social and learning goals.

As part of the PBIS program, we established several clear rules for the behavior we expect in all areas of our school. The expectations for all student behavior will be consistent throughout our classrooms, hallways, lunchroom, restrooms, and busses. You will be able to ask your student, "What are the rules in your school?" "How do you follow those rules?" "What happens when a teacher sees you following the rules?"

Our school rules address being Respectful, Responsible and Safe. We apply consistent consequences and positive reinforcement for all students. By detailing every expected behavior and teaching in a positive way, we will provide a common language for everyone in our building.

We believe that by helping students practice good behavior, we will build a school community where all students have an environment where they respect themselves and others, feel safe to learn, and enjoy their elementary school years.

The students at South Tama Elementary have been learning about school-wide behavioral expectations. These expectations have been agreed upon by the staff as an effective way to be proactive in managing behaviors. PBIS IS THE DISCIPLINE POLICY FOR STC ELEMENTARY.

Multi Tiered System of Supports (MTSS) for behaviors- Students fall into 3 possible tiers of behavior, with up to 80% of students who will be in the Tier I level and able to follow and utilize school wide expectations and supports with success, 15% of students who will be in Tier II level and require interventions and supports from additional sources for success, and up to 5% of students who will be in the Tier III level and require intensive levels of supports and interventions in order to succeed.

The PBIS strategies will not eliminate school consequences or limitations for students. It simply focuses on promoting positive support and guidance to lead students to understanding of expectations, and to feel motivated to regulate their own actions and behaviors with the support of their teachers and staff.

Please take this opportunity to talk to your child about the expectations at school and the importance of continuing to be successful through character. With your continued support and involvement, South Tama Elementary will remain a school where students can excel.

Thank you for sending your student to South Tama County Elementary School!
We take pride in providing an exceptional education. This is made possible by an outstanding staff, community, facility and administration.

We are glad you are here.

Bus Expectations

At all times, bus students must observe all bus expectations.

If a student chooses to break a rule, the following consequences are applied:

- | | |
|----------------------|----------------------------------------------------------------------------------------------------|
| 1st incident: | Office referral (Minor) Parents will be notified |
| 2nd incident: | Office referral (Major) Parents will be notified. |
| 3rd incident: | Conference with principal, driver, parents and student to develop a behavior plan for the student. |
| 4th incident: | Loss of riding privileges for at least two weeks |

Severe misbehavior:

Conference with the principal, parents and student. Student loss of riding privileges for a number of days or the remainder of the school year. (This could happen on the first or any incident.)

If a student chooses to follow the rules, he/she may earn:

- Positive information given to parents
- PBIS Tickets
- Self-satisfaction of being a responsible citizen of STC Elementary

Area Education Agency Services

The Community School District of South Tama County is part of an Area Educational Agency that allows access to materials and specialized staff beyond those supplied directly by the district. Those services come through the Area Education Agency (AEA).

The AEA, located in Marshalltown, has a centralized Media Center with instructional films, books, videotapes, records, art prints, filmstrips, models, and microcomputer software packages. A production department provides printing and graphic services. Requested materials are delivered to the district twice a week.

Consultants are available to assist the teaching staff with curriculum development, advanced training, and many other support services. The South Tama Community School Administration and Board may attend workshops on administrative and legal concerns. The superintendents of the area meet monthly at the agency to keep abreast on state and area educational concerns.

Students with special needs in our district have the services of the AEA Special Education staff. Highly trained psychologists, social workers, occupational therapists, physical therapists, speech clinicians, hearing clinicians, and vision specialists are available to assist with students' educational plans. The AEA Special Education staff provides training and support for teachers, aides, and parents.

Investigation of Child Abuse by a School Employee

In compliance with the child abuse policy passed by the State Board of Education, the Community School District of South Tama County designates the following investigators of physical and general abuse of students by school employees.

Anita Townsley- STC Elementary, 641-484-3999

The investigators will examine written reported incidents of physical and general abuse of students by school employees. All written allegations will be reviewed to determine whether a Level Two referral is warranted. The investigators must notify local law enforcement authorities in cases of founded serious physical and general abuse.

The investigators must also give a copy of the report to the employee's superintendent. All proven cases of abuse by certified employees will be reported to the Iowa Professional Teaching Practices Commission.

Mandatory Immunization Law

The 1977 Iowa Legislature passed into law, a mandate that all school children, before they can be enrolled in school, must present to school officials, certification that they have been properly immunized against six (6) diseases: polio, diphtheria, tetanus, whooping cough, measles, and rubella. The immunization certification may be secured from the school's office, Tama County Health Department, or your family physician.

Children entering kindergarten are required to have a physical, a dental exam, and proper immunizations. Parents/legally appointed guardians are asked to provide the school with a health history listing childhood diseases and any physical conditions or use of medication that may affect the functioning of the child in the classroom. Also, all new students entering the school system in other grades are asked to provide a healthy history.

Mandatory Reporter

Child abuse can be physical, mental or in the form of neglect. Iowa law effective 1977 makes it a requirement for all certified school employees to report all cases of suspected child abuse to the Department of Human Services. Failure to comply with this legislation subjects a certified school employee to a fine or imprisonment.

502.11

Anti-Bullying, Anti-Harassment, and Hazing Prohibited

The South Tama County Community School District 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. Harassment and bullying of or by students, staff, and volunteers are against federal, state, and District Policy and is not tolerated by the board. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, at any school function or school-sponsored activity and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

Definitions

The board prohibits harassment, bullying, hazing, or any other victimization, of students and employees based on any of the following actual or perceived traits or characteristics, including but not limited to, race, color, creed, age (for employment), sex, national origin, religion, marital status (for programs), gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status (for programs) or familial status.

“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” 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 the student in reasonable fear of harm to the student’s person or property
- Has a substantially detrimental effect on the student’s 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.

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; and/or
- 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.

In situations between students and school officials, 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.

“Hazing” occurs when the student intentionally or recklessly engages in any act or acts involving forced activity which endanger the physical health or safety of a student [for the purpose of initiation or admission into, or affiliation with, any organization operating in connection with the school]. Prohibited acts include but are not limited to, any act of a physical nature such as whipping, kidnapping, holding another student against his/her will, or any forced activity which endangers the physical health or safety of the student. Students who violate this section could be subject to criminal penalties in addition to school discipline.

“Sexual harassment” may include, but is not limited to, 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.

The South Tama County Community School District has a zero tolerance policy for sexual harassment.

“Stalking” and “hate crimes” are defined by state and federal law, and are to be reported to the proper legal authorities for prosecution.

“Volunteer” means an individual who has regular, significant contact with students for school purposes, but is not a district employee.

Filing a complaint

Any person alleging a violation of this policy may file a written complaint by using the Anti-Bullying, Anti-Harassment and Hazing Prohibited Complaint Form (502.11 E2) or the Anti-Bullying, Anti-Harassment and Hazing Prohibited Witness Disclosure Form (502.11 E3) at the end of this policy. Employees who are aware of harassment or bullying may file a written complaint or report the conduct to a building or District administrator. The complaint may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is believed to be involved in the alleged misconduct.

The complainant should file the initial complaint within 60 working days with the school’s principal, whose decision may be appealed

to the Superintendent. The complainant may be required to provide any evidence of harassment or bullying including, but not limited to, letters, emails, tapes, signs, and pictures. If a written complaint is filed, the equity coordinator will review within 15 working days review the allegations to determine if the complaint states a possible violation of this policy. If so, the equity coordinator will commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement as a part of the investigation. District employees, students and volunteers are expected to fully and fairly cooperate in the investigation. An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists.

A written investigative report will be completed following a formal investigation, and a summary of the report, including a determination that the complaint was founded, unfounded, or inconclusive will be forwarded to the complainant, to the parent or guardian, and to the alleged perpetrator. [Disposition of Complaint form (502.11 E4). The investigator will consider the totality of the circumstances presented in determining whether the conduct objectively constitutes discrimination, bullying or harassment.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Superintendent or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

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.

For further details on reporting and investigation, please see 502.11 E1 "Anti- Bullying/Anti-Harassment Investigation Procedures."

Complaint Procedure – Disability

The District has also established a complaint procedure to handle allegations of discrimination based on disability and to handle concerns regarding accommodation of disabled students. A parent, guardian, or student may utilize such complaint procedures.

Confidentiality

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations and to the extent possible in consideration of the need to investigate allegations of misconduct and take corrective action with misconduct has occurred.

Retaliation Prohibited

No person shall retaliate against a student or other person because that person has filed a discrimination or harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was in good faith. Persons who engage in retaliation or who knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion, termination of employment, or exclusion from school grounds and activities.

Corrective Actions

Upon completion of an investigation into a complaint filed under this policy, the District will take action to halt any improper discrimination, harassment, or bullying and will take other appropriate corrective actions to remedy all violations of this policy. Such actions include, but are not limited to, discharge, suspension, expulsion or exclusion from school grounds and activities of a perpetrator of discrimination, harassment, or bullying.

Individuals who knowingly file false bullying or harassment complaint and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy.

Assessment and Training

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop and revise procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include strategies for recognizing, handling, and

preventing harassment. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment.

The superintendent shall make regular reports to the Board to progress made toward reducing bullying and harassment.

Other Agencies

Students and their parents may also contact the Iowa Civil Rights Commission and the Office of Civil Rights of the United States Department of Education for assistance.

Notification

The board 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 school or school district's web site, and
 - A copy shall be made to any person at the Central Office, 1702 Harding Street, Tama, Iowa 52339.

Legal References: 20 U.S.C. §§ 1221-1234i (2004); 29 U.S.C. § 794 (2009); 42 U.S.C. §§ 2000d-2000d-7 (2004); 42 U.S.C. §§ 12001 et seq. (2004); Senate File 61, 1st Regular Session, 82nd General Assembly (2007); Iowa Code §§ 216.9; 280.3, 280.28 (2009); 281 Iowa Admin. Code §§ 12.3 (2), (6), (130).

Cross References: 502 Student Rights and Responsibilities 503 Student Conduct 506 Student Records 1006.10 Discrimination Grievance Procedure

(Revised January 17, 2005; July 16, 1007; May 18, 2009, March 15, 2010; March 21, 2011, July 8, 2013, July 7, 2014; January 19, 2015; March 9, 2015, September 19, 2016, January 8, 2018)

630.55 Wellness Policy

South Tama County Community School District chooses to promote a healthy life style for its students and staff. An important step is the development and implementation of this Wellness Policy covering nutrition education, physical activity, nutrition guidelines for foods available on each school campus including foods used for fundraising and rewards. These policies meet the requirements mandated in the Child Nutrition and WIC Reauthorization Act of 2004, Healthy Hunger-Free Kids Act of 2010, and the Iowa Healthy Kids Act of 2014.

Nutrition Education

The District believes that nutrition education is important and that students are more likely to practice good nutrition if it is modeled in a supportive school environment.

- Nutrition education will be provided according to the written South Tama County curriculum.
- The health benefits of good nutrition should be emphasized.
- The District encourages all staff to incorporate nutrition themes into their curriculum where appropriate.
- The nutrition education components of the health curriculum will be reviewed as a part of Board Policy 603.20, curriculum development and textbook adoption cycle.

When feasible, the District will offer on an annual basis professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school.

Physical Activity

The South Tama County Community School District will ensure that every student in grades K-5 has 30 minutes per day of physical activity and every student in grades 6-12 has 120 minutes per week of physical activity. This activity will come in the form of recess, intramurals or scheduled physical education classes. High School students are required to complete a Physical Activity Contract.

In an attempt to help students achieve and maintain a high level of personal fitness, the following will be included:

- Exposure to a wide variety of activities.
- Teach physical skills to help maintain a lifetime of health and fitness.
- Encourage self-monitoring so youngsters can see how active they are and set their own goals.

Whenever possible, intramurals will be scheduled at the High School to provide additional activity for students who cannot participate in established extra-curricular programs.

Physical activity during the school day (including but not limited to recess, physical activity breaks or physical education) **will not be withheld as punishment** for any reason.

CPR Certification

All students are required to complete a course that leads to certification in cardiopulmonary resuscitation (CPR) by the end of grade 12.

Food Service

The full school breakfast and meal program will follow the USDA requirements for federal breakfast and meal programs.

Sales & Marketing: The District will only allow marketing and advertising of foods and beverages that meet the Smart Snacks nutritional standards on campus.

All foods and beverages sold individually outside the reimbursable meal programs (including those sold through a la carte lines, vending machines, and student stores or fundraising activities) during the school day, or through programs for students after the school day will meet or exceed the USDA Smart Snacks in School nutrition standards as required by state or federal law. In an effort to support the consumption of nutrient dense food in the school setting, the district has adopted the following nutrition standards governing the sale of food and beverages on school grounds during the instructional day, complying with the Iowa Healthy Hunger-Free Kids Act of 2010, and the Iowa Healthy Kids Act of 2014.

Menus will be posted on the website.

Water: To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day on the school campus. The District will make drinking water available where school meals are served during mealtimes.

281—58.11(256) Nutritional content standards.

Foods Table		
Nutrient	Allowable à la Carte, Vending, and Regulated Fundraising Items	Exemptions
General Standards for Competitive Food	<p>To be allowable, a competitive food item must meet all of the competitive food nutrient standards AND:</p> <ol style="list-style-type: none"> 1. Be a grain product that contains 50% or more whole grains by weight or have whole grain as the first ingredient*; OR 2. Have as the first ingredient* one of the non-grain main food groups: fruits, vegetables, dairy, or protein foods (meat, beans, poultry, seafood, eggs, nuts, seeds, etc.); OR 3. Be a combination food that contains at least ¼ cup fruit and/or vegetable; OR 4. Only through July 1, 2016, the food may qualify by containing 10% of the Daily Value (DV) of a nutrient of public health concern (i.e., calcium, potassium, vitamin D, or dietary fiber). <p>*If water is the first ingredient, the second ingredient must be one of the items in 1, 2, or 3 above.</p>	<p>Any entrée item offered as part of the lunch program or the breakfast program is exempt from all competitive food standards if it is sold as a competitive food on the day of service or the day after service.</p> <p>Fresh fruits and vegetables with no added ingredients except water are exempt from all nutrient standards.</p> <p>Canned and frozen fruits with no added ingredients except water or that are packed in 100% juice, extra light syrup, or light syrup are exempt from all nutrient standards.</p> <p>Canned vegetables with no added ingredients except water or that contain a small amount of sugar for processing purposes to maintain the quality and structure of the vegetable are exempt from all nutrient standards.</p>
Calories	<p>Snack items and side dishes sold à la carte: ≤200 calories per item as served, including any added accompaniments</p> <p>Entrée items sold à la carte: ≤350 calories per item as served, including any added accompaniments</p>	<p>Entrée items served are exempt on the day of or day after service in the program meal.</p>
Sodium	<p>Snack items and side dishes sold à la carte must be ≤200 mg sodium per item as served, including any added accompaniments.</p> <p>Entrée items sold à la carte: ≤480 mg sodium per item as served, including any added accompaniments/condiments</p>	<p>Entrée items served are exempt on the day of or day after service in the program meal.</p>

Foods Table		
Nutrient	Allowable à la Carte, Vending, and Regulated Fundraising Items	Exemptions
Saturated Fats	<10% calories from saturated fat as served	<p>Entrée items served are exempt on the day of or day after service in the program meal.</p> <p>Reduced fat cheese (including part-skim mozzarella).</p> <p>Nuts and seeds and nut/seed butters.</p> <p>Products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats.</p> <p>Combination products when sold beyond day of service or day after service are not exempt and must meet all the nutrient standards.</p>
Trans Fat	0 g per portion	
Total Fats	≤35% calories from total fat as served	<p>Entrée items served are exempt on the day of or day after service in the program meal.</p> <p>Reduced fat cheese (including part-skim mozzarella).</p> <p>Nuts and seeds and nut/seed butters.</p> <p>Products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats.</p> <p>Seafood with no added fat.</p> <p>Combination products when sold beyond day of service or day after service are not exempt and must meet all the nutrient standards.</p>
Sugar	≤35% of weight from total sugar as served	<p>Entrée items served are exempt on the day of or day after service in the program meal.</p> <p>Dried whole fruits or vegetables; dried whole fruit or vegetable pieces; and dehydrated fruits or vegetables with no added nutritive sweeteners.</p> <p>Dried whole fruits, or pieces, with nutritive sweeteners that are required for processing and/or palatability purposes (i.e., cranberries, tart cherries or blueberries).</p> <p>Products consisting of only exempt dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats.</p>
Dietary Fiber/ Whole Grain	≥50% whole grains by weight or have whole grains as the first ingredient	
Sugar-Free Chewing Gum		Sugar-free chewing gum is exempt from all competitive food standards.

Accompaniments/ Condiments	Must be included in the nutrient profile as part of the food item served and meet all standards	
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Beverages Table		
Beverage	Allowable à la Carte, Vending, and Regulated Fundraising Items	Exemptions
Milk	Low-fat milk, unflavored, or nonfat milk, flavored or unflavored, including nutritionally equivalent milk alternatives as permitted by NSLP*: <ul style="list-style-type: none"> Elementary School ≤8 fl oz Middle and High School ≤12 fl oz 	
Fruit/Vegetable Juice	100% fruit/vegetable juice, or 100% fruit/vegetable juice diluted with water (with or without carbonation) and no added sweeteners: <ul style="list-style-type: none"> Elementary School ≤8 fl oz Middle and High School ≤12 fl oz 	
Water	Plain or plain carbonated water in any size	
Caffeine	<ul style="list-style-type: none"> Elementary and Middle School: Foods and beverages must be caffeine-free with the exception of trace amounts of naturally occurring caffeine substances. High School: Foods and beverages may contain caffeine. 	
Other Flavored and/or Carbonated Beverages	<ul style="list-style-type: none"> Elementary or Middle School: None allowed. High School: <ul style="list-style-type: none"> – Contain ≤5 calories per 8 fl oz, or ≤10 calories per 20 fl oz in sizes ≤20 fl oz – Contain ≤40 calories per 8 fl oz, or ≤60 calories per 12 fl oz in sizes ≤12 fl oz 	

*National School Lunch Program

Fundraisers:

Regulated fundraisers are those that offer the sale of foods or beverages on school property and that are targeted primarily to students by or through other students, student groups, school organizations, or on-campus school stores. Regulated fundraising activities must comply with the state nutrition guidelines set out above. Fundraisers involving foods that do not meet state guidelines will not be permitted from midnight to 30 minutes after the last bell. All other fundraising activities are encouraged, but not required, to comply with these guidelines if the activities involve food and beverages. Non-food fundraisers are strongly encouraged. A list of non-food

Classrooms

Any food or beverages used as awards, rewards, or incentives must meet the guidelines set out above. (Contact STC Food Service Director or see the District's web site (Student handbook) for a list of approved foods.) Classroom treats brought into the building must meet the nutritional guidelines as listed in the "Food" section above and must be commercially packaged. **Treats made at home will not be permitted.**

Foods and beverages will not be used as a rewards or withheld as punishment for any reason, such as for performance or behavior.

Adult staff are strongly encouraged to model the Wellness Guidelines for students.

Assessment

A Wellness committee comprised of a parent representative/general public, a student representative, Director of Food Service, a teacher, a school nurse, physical education teacher, school board member and an administrator will monitor and evaluate the implementation of this policy. Administration (superintendent) will appoint the chair of the Wellness Committee.

The Wellness Committee will present a written report to the Board of Education in June of each year. The report will contain a yearly update and any recommendations for changes/modifications of the policy. The report will be posted on the website.

District informs and updates the public per the website of the content and implementation of the wellness policy including progress made in attaining the goals of the policy.

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy.
- The extent to which the District's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is Food Service Director.

(July 19, 2006; September 20, 2010; July 9, 2012; January 19, 2015, September 21, 2015, November 6, 2017)

HEALTHY SNACK IDEAS

(MUST be prepackaged and unopened)

GENERAL:

Chex Cereal Mix packs
Crispix packs
Cereal Bars (Cheerios, Special K, etc)
Granola Bars (low fat)
Cracker Packs:
 Whole Grain
 Graham/Teddy Grahams
 Animal
 Oyster
 Goldfish
 Ritz
 Wheat Thins
 Triscuits
Energy Bars
Pretzel packs
Baked Chip pack
Cracker/Cheese packs
Trail Mix packs
Microwave popcorn (individual packs)
Beef Jerky packs (low fat)

Jello cups
Rice Krispie Treats (individual packs)
Fix Newton packs
Sherbet cups
Low Sugar Popsicle treats
Juice Box (100% juice)
Sugar-free Gum packs

DAIRY PRODUCTS:

String cheese
Cheese slices
Pudding sticks/cups
Ice cream treats/cups/bars (low fat)
Gogurt sticks
Yogurt cups

FRUITS AND VEGGIES:

Whole fruit... apples, pears, bananas, oranges, clementines
(or other fruits that are peeled)
Applesauce cups
Fruit cup