

Springville Elementary
Parent/Student Handbook
2018-2019



Welcome

Dear Parents,

Welcome to Springville Elementary School. We have a staff dedicated to your child's education. Your child's academic and social development is our main concern.

Because of the mutual interest in your child, we need to work closely together. Your child's progress depends greatly upon this cooperation and communication between home and school. Consequently, please feel free to call us when you have questions or concerns. We are planning an enjoyable and productive year for your child.

2018-2019 SPRINGVILLE ELEMENTARY STAFF
SPRINGVILLE ELEMENTARY SCHOOL PHONE 854-6195

PERSONNEL

PRINCIPAL – Shannon Robertson

Extension 2002

SECRETARY – Jenny Malanaphy

Extension 2000

Lindsay Stocki	School Nurse
Christina Zaruba	Preschool Teacher
Jonilynn Thompson	Preschool Teacher
New Hire	General Music
Andrew Escalante	5th/6th Grade Band
Tyler Husak	PE
Abby Stoll	Art/TAG
Alex Carls	Art
Angie Ceynar	Kindergarten Teacher
Kristen Nyberg	Kindergarten Teacher
Amber Nietert	1st Grade Teacher
Kylie Siddell	2nd Grade Teacher
Brandi Hamdorf	2nd Grade Teacher
Mike Roudabush	3rd Grade Teacher
Nick Hauptly	3rd Grade Teacher
Valerie Stone	4th Grade Teacher
Alexis Hulett	4th Grade Teacher
Andrea Bone	5th/6th Grade Teacher
Will Olson	5th/6th Grade Teacher
Sarah Holub	Librarian/Title I
Sandy Hoogland	Title I/At-Risk Reading Specialist
Melissa Carnahan	Special Education Teacher
Jaclyn Lussenhop	School Counselor
Meleah Jones	K-12 Instructional Coach
Cathy Deeney	Associate
Amanda Carson	Associate
Sarah Stolte	Associate
Tammy Evans	Associate
Rachel Dankbar	Associate
Michele McCoy	Food Service Director
Lane Schultz	Building and Grounds Director
Rick Post	Custodian
Scott Kilburg	Custodian

102.E1 NOTICE OF NON-DISCRIMINATION

Students, parents, employees and others doing business with or performing services for the Springville Community School District are hereby notified that this school district does not discriminate on the basis of race, color, national origin, gender, sexual orientation, gender identity, socioeconomic status, disability, religion, creed, age (except for permitting/prohibiting students to engage in certain activities), political party affiliation, marital status, or genetic information in admission or access to, or treatment in, its educational programs and activities, or its employment practices. Any person having inquiries concerning the school district's compliance federal and/or state non-discrimination laws is directed to contact the school district's compliance officer: Melissa Murphy, High School Counselor at 400 Academy Street, Springville, Iowa 52336, or 319-854-6196 from 7:45 a.m. to 3:45 p.m. who has been designated by the school district to coordinate the school district's efforts to comply with federal and/or state non-discrimination laws.

Absences and Attendance

Regular attendance at school is very important. If it is necessary for your child to be absent, please call the school office at 854-6195 extension 2000, before 8:30 a.m. each day. If the absence is due to illness we request that you tell us the type of illness since it is necessary to monitor contagious diseases. In some situations we may request a doctor's note to explain prolonged or frequent absences. **All students will participate in the physical education program unless excused by a physician.** Students are tardy after 8:15 a.m. Parents must sign their student(s) in at the office when tardy. **Students should not come to school before 8:00 a.m.** The doors are opened at 8:00 a.m. (7:50 a.m. for students eating breakfast in the morning).

Accident and Emergency Information

At registration time in August you will be asked to fill out a form indicating your home phone number, telephone number at work, and an emergency phone number of a neighbor or relative who could be in charge of your child and his/her needs when you cannot be reached. Please be sure that the neighbor or relative is aware that you have given their number as an emergency phone number. If at any point during the school year this information changes, please notify the school as soon as possible so that we may keep our records up to date.

Bicycles

Bicycles are to be parked and locked in the bicycle rack and not moved until the child is ready to leave for home. Bicycles are to be walked onto the school grounds when coming to the bicycle racks as well as walked off school grounds at the end of the day at departure time and can be ridden once the student is off school grounds. Students riding bicycles to and from school should wear helmets. Students are not to sit on the bicycle rack. **KINDERGARTEN STUDENTS ARE NOT TO RIDE THEIR BIKES TO SCHOOL.** This is for safety.

Bullying or Harassment

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials. Students who feel that they have been harassed or bullied should:

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

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of 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 includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- places the student in reasonable fear of harm to the student or his/her 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.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

Bus Transportation

When there will be a change (riding another bus, staying in town, going with parents or relatives, etc.) please notify us by sending a note with your child or you may call the office **before 2:30 p.m.** Mrs. Malanaphy will then advise the bus drivers. Please make sure the directions you want your child and us to follow are clear and include your signature and date. We will not let the child do something different than normal unless we have a call or note. These precautions are for your child's safety. If your child will not be riding the bus to school, please call Transportation so the bus does not stop and wait. Call 854-6197 extension 1050 before 7 a.m. and leave a message. Bus students MAY NOT leave the school grounds after dismissal and before boarding the school bus.

Please discuss the importance of bus safety with your children. The bus driver's job is to transport children safely. If students are requiring discipline or reminders, this interferes with the safety of others. Bus violations are issued to students when their actions interfere with the safety of others or bus rules are broken. Students are expected to enter the bus quietly and stay seated. Yelling, throwing things, and fighting are not permitted. If any of these are violated, a bus violation can be issued. Parents will be notified of the violation. Students may be issued a suspension or lose bus-riding privileges if a third violation is received and parents will need to make transportation arrangements for the designated period of time.

Sometimes children bring quarrels that started in the neighborhood with them to the bus and to school. It is really beneficial to the child to leave those problems there and to get off to a good start each day. Your cooperation and assistance with these bus safety matters are extremely important for the safety of ALL students.

C.A.S.T (Community And School Together)

Parents of students in the Springville School District and citizens of the community organized a Community And School Together association. Hopefully, you will find time to get involved with the **C.A.S.T.** If you are interested in getting involved for the sake of the students, please call the elementary school office at 854-6195. We will be happy to put you to work.

Change of Address

It is very important that you inform us immediately of any changes in your telephone number, address, or the identification of a person who is to be notified in case of an emergency.

Please notify the school a week in advance of a planned move from the Springville School District.

Classroom Placement

Each spring the classroom teachers & principal prepare the student lists for next year's classrooms. The principal, who has the final say on all placements, reviews the lists. **THIS DOES NOT ALLOW FOR REQUESTS FOR SPECIFIC TEACHERS.**

We consider the following criteria as we prepare these lists:

1. Gender, academic levels, and needs of students determine classrooms.
2. We also build our list carefully to make sure that we do not create combinations that will not be positive.
3. Siblings, cousins, and other relative combinations are separated. Research and experience tell us this is best for the students.

Conferences

Parent/Teacher Conferences are scheduled for all parents twice yearly. The conference dates this year are November 1st and 6th from 3:45-7:45 pm. There will also be Parent/Teacher conferences held on March 28th and April 2nd from 3:45-7:45 pm. We encourage parents/guardians to contact their child(ren)'s teachers whenever they have questions and/or concerns. Please do not feel that you have to wait until the scheduled conferences to get in touch with your child's teacher.

Concerns

Occasionally concerns arise about a child's educational program. We ask that all parents follow a simple chain of command to solve any problems that might occur:

1. Please discuss this concern with your child's teacher. Often this will clear up any misconception(s).
2. Contact the principal if you still have the same concern or feel the concern should be handled directly by the principal.
3. Contact the superintendent if you still are unsatisfied with the particular problem.
4. Finally, a time may be set to meet with the locally elected school board. The superintendent can arrange this.

We hope that all your concerns can be handled with your child's teacher. If not, please follow this procedure.

Discipline

Effective discipline is necessary for quality education. Our goal is to meet the needs of each individual student. In order to do this, it is essential for the home and school to work closely together in promoting self - discipline, responsibility, and the appreciation of the rights of others. Recognition will be given to students in various manners for displaying these kinds of behaviors.

The teacher is the administrator of the classroom discipline. Therefore, minor disciplinary offenses are the responsibility and obligation of the classroom teacher. When serious or persistent problems arise, discipline will become the joint responsibility of the principal and the teacher. Possible consequences are: teacher/student conferences, noon detention, after school detention 3:15 - 3:45 (parents will receive a one-day notice so transportation can be arranged), call home to parents, parent/teacher conference, office referral, in-school suspension, out of school suspension, or expulsion. It is the teacher's role to guide and direct the classroom. It is expected that parents will support and cooperate with the classroom teacher. Specific items that parents do not wish to support should be communicated personally to the teacher involved or with the principal. Parents are also asked to call the teacher or principal when unusual or temporary home conditions may be particularly upsetting to students. This may help to facilitate our understanding of behavior problems that may arise.

Dress Code

The students of Springville shall be dressed and groomed in a fashion that is complimentary to the school and your child. Cleanliness and neatness in both hair and clothes is essential. If the dress of a student is offensive to fellow students or faculty members then it has to be disruptive in some degree to the educational process. Clothing with profanity, inappropriate pictures, or suggestive wording will not be allowed. In addition, tops that allow the midriff or underwear to show and shorts/skirts that are too revealing will not be allowed. No halter-tops are to be worn. The state law requires all students to wear shirts and shoes for health reasons. The Springville School Board of Education have recognized that the administration must be the final judge of what is appropriate dress. Please: **NO HATS OR CAPS ARE TO BE WORN IN THE SCHOOL BUILDING.**

Drills

Fire and tornado drills are held regularly during the year according to Iowa laws.

Early Dismissal

If it is necessary for your child to leave school early, please send a note or email explaining when the child will be leaving. This note should be presented to the child's classroom teacher. The student must sign out in the office before leaving.

Please remember to come to the office when picking up your child. We will call you child down for you. You will be asked to wait in the office.

A student who becomes ill at school will be dismissed through the office after parents or emergency people have been contacted and someone has come to pick him/her up. They, too, will need to sign out in the office.

Under no circumstances is a student to leave school during school hours without a note from his/her parents or without signing out in the main office.

Educational Quality (Policy No. 602.1 and 413.3)

It is the policy of the Springville School District not to discriminate on the basis of sex, race, national origin, creed, marital status, or handicap in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

Inquiries regarding compliance with the Title IX, Title VI, or Section 504 may be directed to the Equity Officer of the Springville School District, Superintendent Pat Hocking 400 Academy Street, Springville, 854-6197; or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

Excuses

All students are expected to participate in outdoor recess activities. **Almost always, a child who is too sick to go out for a few minutes at recess is too sick to be in school.**

A teacher may keep a child in for recess as a consequence or in order to complete work resulting from absence from school.

Since physical education classes are a regularly scheduled part of the school day, all students will be required to participate in these classes unless they have a written excuse.

If an excessive number of excuses are received, the principal will ask for a note from the family doctor.

Field Trips

Field trips are planned in order to provide additional educational experiences for your children. Generally speaking, these field trips are an extension of a classroom experience and have educational value relevant to material being studied in the classroom.

Written permission is necessary for your child to go on field trips. A field trip permission sheet covering the entire year will be among the forms given to you at registration to be signed for our files. If a signed sheet is not in the teacher's possession, the child will remain in the building. You will always receive advance notice of upcoming field trips and on occasion, teachers may ask parents to assist in supervision on these trips. No parents can drive students to a field trip activity. Siblings of your student are not allowed to attend.

Fighting

Fighting is strictly forbidden in the school or on the school grounds. Breaking this rule will result in direct action by the principal and the parents will be notified.

Free or Reduced Price for Breakfast/Lunch

The Federal Government provides families with an opportunity to participate in the free or reduced lunch program. The application and income guidelines will be available at registration.

A new application is necessary each school year and with each new school. Please present income verifications at the time of submitting your application to Central Office.

Health Practices/Policies

Included in the following is a list of health practices, policies and ways the health staff at Springville Community Schools handle health problems for the students. If you have any further questions, please contact the school nurse at (319) 854-6195.

Required Health Practices:

- **Kindergarten** students must have an immunization record on file **before** school starts. Students will also need to provide a copy of a physical exam, dental screening, proof of a blood lead test and visual screening (recommended but not required).
- **All** students need to have a completed immunization certificate on file at school.

Illnesses - Should I keep my child home or send them off to school?

Keeping a sick child home prevents the spread of illness in the school. It also allows the child opportunity to rest and recover.

A student should remain home when he/she: (Please notify the school by 8:30 AM:)

- Vomits or has diarrhea in the last 24 hours.
- Has an oral temperature higher than 100 degrees.
- Coughs almost constantly or complains of difficulty breathing.
- Exhibits abdominal pain for more than two hours.
- Has sores on mouth or skin that are crusty, yellow or draining.
- Shows symptoms of contagious diseases such as chicken pox, mumps, whooping cough, strep throat, etc.
- Has a constant runny nose with green or yellow discharge.
- Displays an unexplained skin rash or red eye (with or without crusting/drainage).

Generally, a child can return to school when he or she:

- Has no fever (without fever reducing medicine), vomiting or diarrhea for 24 hours.
- Can eat and drink normally.
- Is rested and alert enough to pay attention in class.
- Has completed any period of doctor-recommended isolation.

If a child becomes ill during the school day, a call will be placed to the parents at home or work. In the event that this is not possible, one of the emergency numbers will be called. We ask that you make arrangements to have your child picked up from school within one hour from notification.

Prevention of illness is the key. Teach your child the basics. Good nutrition, 8-10 hours of sleep, hand washing, covering or using the elbow for coughs and sneezes, avoiding others who are sick are good preventive measures.

Communicable Diseases

Please notify the school nurse if your child is diagnosed with a communicable disease, i.e. 5th disease, chicken pox, cold sores/mouth sores, ear/nose/chest infections, diarrhea, fever, influenza, hepatitis A, impetigo, lice, meningitis, MRSA, mumps, pink eye, illness with rash, ringworm, scabies, strep throat, vomiting, and whooping cough (pertussis). More information can be found at http://www.idph.state.ia.us/hcci/common/pdf/childhood_illness_guide.pdf

Written permission for your child to return to school after a communicable disease should be obtained from your family physician.

Injuries:

We will administer first aid, notify parents of any injury in need of immediate doctor's care and call 911 if deemed necessary. One of your emergency contact persons listed should live in the vicinity. If your contact information changes, please let the office know.

Medications:

- Please supply a list of all medications your child takes at home, even if none need given at school.
- All medications – (***Over the counter and Prescription***) that are to be given during the school day must be accompanied by a Medication Administration Authorization form (available online or in the school office). No medications will be given without parental consent. Medications must be in the original containers. Many pharmacies will provide two labeled bottles if you request. Unless indicated by your physician, medication to be given three times a day should be given at home before school, after school, and at bedtime. An exception to this is medication to be taken with meals or on a full stomach.
- Inhalers – Iowa state law allows students who have an airway constricting disease/Asthma to self-administer inhalers for the condition when a consent form is signed by both the attending physician and parent. See Self Administration Consent form (available in the school office or online)
- Only epipens and inhalers may be carried with permission. Absolutely all other medication must be kept and controlled in the office.
- **Each parent must complete a Student Health Registration Information form yearly.**
 - This form allows the nurse to become familiar with your child's health history. This form is also used to contact you if your child comes into the nurse's office ill and needs to go home. A few over the counter medications are available in the health office. Parents are to decide what they would consent to their child receiving and sign the form. This form will be completed yearly.

Vision Screening:

A yearly professional examination of your child's eyes is highly recommended.

For Kindergarten and 3rd grade students, a minimum of one child vision screening must be performed on a child no earlier than one year prior to the date of the child's enrollment in kindergarten/3rd grade and no later than six months after the date of the child's enrollment in kindergarten/3rd grade.

Hearing Screening:

The Grant Wood AEA carries out a hearing-screening program. Selected grades, K – 6 and special education students, are screened. High school students are screened with a referral by the school nurse or parent. If you would prefer that your child not be screened, please contact the school nurse.

Dental Screening:

Good dental care is important to a child's health. Iowa law requires that any child who is newly enrolled into an Iowa Public elementary or high school shall provide the school with **proof of a certificate of dental screening prior to the start of kindergarten or 9th grade.** New students from another state shall also provide certificate of dental screening.

If you have any health questions or concerns or would like to discuss your child's individual health status, please call the elementary school nurse (854-6195).

Inclement Weather

All children are expected to go outside during recess unless it is raining or extremely cold weather. During cold weather, students should be dressed warmly, including hats, scarves, snow pants and gloves/mittens. Please see to it that your children have boots during wet or snowy weather.

Instrumental Music

Students may start a musical instrument in the fifth grade. Mr. Escalante is the fifth grade band instructor. There will be a band instrument display in September. Contact Mr. Escalante for further information.

Insurance

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the main office.

Library Policies

Check Out Policies:

Each check out is for two weeks. Materials can be returned or renewed, with library item in hand, anytime between weekly classroom visits. Students are allowed to have the following amount of materials checked out at one time:

- PreSchool: 1 book
- Kindergarten: 1 book
- First Grade: 1 book
- Second Grade: 2 books
- Third Grade: 3 books
- Fourth Grade: 3 books
- Fifth Grade: 3 books
- Sixth Grade: 3 books

Students are allowed to have additional books checked out per teacher wishes. (Ex. class project for a teacher, TAG students, Counseling assignment, etc.)

Fines:

Fines are not assessed for overdue books. If your student has lost or damaged a book you may choose one of the following options:

- Send payment for the school to purchase a new copy
- Purchase the exact book on your own and deliver the book to the school

Lost and Found

A lost and found area is located outside of the office. As soon as a student has lost an article, he/she should check for it immediately. We strongly urge that all clothing and personal property be labeled with the student's name. We welcome parents to check out this area anytime during school hours.

Oriole Daily

The district sends out a daily email to communicate information with families. This will show you what events we have coming up at the Elementary and other important district information. The lunch menu will also be included in this communication.

Nurse

Our school nurse is in the district two to three days a week. The nurse handles illnesses and injuries when she is present. During the remaining school days, students needing care or treatment are sent to the elementary office and the secretary will take care of them. If a child has a temperature of 100 degrees or more, he/she will be sent home.

Please keep your child home if they have a fever, rash, or any condition that warrants a doctor's permission to be present in school. **Your child should be fever/vomit/diarrhea free for 24 hours before they return to school (without Tylenol or Ibuprofen).**

If your child is sent to the nurse:

1. Their temperature is taken. If it is 100 degrees or over, parents are called and the child is sent home. If there is no temp, the child may rest for awhile and go back to class or may just go directly back, unless vomiting is involved, then a parent may be called.
2. Cuts and abrasions. These are cleansed and a band-aid is applied. A thorough cleaning when your student comes home is recommended.
3. For bumps. The child's pupils may be examined and if all is OK we give the child ice and send them back.
4. Serious injuries. The appropriate steps would be taken, and a parent/guardian notified.

Parties

Classes at Springville Elementary have room parties to celebrate the following times: Fall Party, Winter Holiday, and Valentine's Day. Other than those listed and birthday treats, parties should be cleared through the classroom teacher or principal. If treats are brought, a treat should be brought for every child in the room. Classroom parties are for the students of that classroom, not for siblings.

Pets

Due to the rise in students that have pet allergies, we ask that parents not bring pets into the building or on school grounds before, during, or after school unless this has been cleared with your child's teacher and/or the building principal.

Picture Release

School programs, concerts, classroom activities, Student Council activities, etc., are sources for media coverage. Pictures or news articles may be released regarding various aspects of the school. **If you do NOT want your child in any videotapes or picture released to the media, please indicate this on the form during registration.** This objection should be renewed at the beginning of each year.

Playground/Recess

During regularly scheduled recesses, adults supervise the playground at all times. All classroom teachers will cover specific playground rules, as these rules vary from grade to grade. Students are to avoid bringing potentially dangerous items to school for use on the playground area for any reason without permission from the supervisor. There are no skateboards allowed on school property. Our recess policy is as follows: If a child is well enough to be in school, the child is well enough to go outside at recess. Very few exceptions to this policy are considered. Toys from home are discouraged unless approved by the classroom teacher.

It is also our policy to send students out for recess when they come to school. We will go outside if the “real feel” is 10 degrees or above. You may want to consider keeping your child home if they are too ill to participate in activities (recess, PE, etc.).

Preschool

The school district operates a self-supporting Preschool at the Elementary School. We offer both full day and half day preschool to three and four year olds. If your child is attending half days, we offer a four-day morning class for three year olds. The time will be 8:15 a.m. – 11:00 a.m. The monthly fee for them will be \$125. We offer a 4-day afternoon class for four year olds from 12:00 p.m. – 3:10 p.m. There will be no cost for 4 year olds. If you would like your child to participate in full-day preschool, we offer the option to four year olds first. There would be a monthly fee of \$150. If space allows, we also offer a full day option to three year olds and the monthly fee is \$265. The only exception to the schedule is on Wednesdays due to professional development for the preschool teachers. If you would like more information about the preschool program, please contact the Elementary Office.

School Breakfast

Springville Community School District will be offering a breakfast program. Breakfast starts at 7:50 a.m. Students are given from 7:50 a.m. until 8:12 a.m. to eat and still have time to get to the classrooms before announcements at 8:15 a.m. The cost of the student breakfast will be \$1.50.

School Cancellations

If it becomes necessary to cancel school due to inclement weather or other emergency situations, please listen to the following radio and television stations for this information: WMT 600, KCRG Ch.9, KCRG 1600, KGAN Ch.2, KHAK 98.1 FM. Check out our web site at: www.springville.k12.ia.us & click on KCRG or KGAN. You can also sign-up to receive notification through OneCall Now. Please contact the elementary office if you are interested (319) 854-6195.

School Hours

The elementary school day is from 8:15 a.m. to 3:10 p.m. Students may enter the building after 8:00 a.m. (Students eating breakfast may enter at 7:50 a.m. at the secondary building entrance on the south side). The school will be locked until that time. There will be days during the school year that we have scheduled early dismissal or late starting times. Please check your school calendar for those dates.

School office hours	7:30 a.m. - 4:00 p.m.
Teacher hours	7:45 a.m. - 3:45 p.m.
Student hours	8:15 a.m. - 3:10 p.m. (Mon, Tues, Thurs, Fri)
	8:15 a.m. - 1:50 p.m. (Wed)

School Lunches/Milk

Lunches are \$2.45 and milk is \$.40 if taken with a cold lunch or at break in the classroom. Even if the student receives free or reduced lunches, if milk is taken with a cold lunch or at break it must be paid from your child's account. THE ONLY TIME MILK RECEIVES FREE OR REDUCED RATES IS WITH A HOT LUNCH.

School Pictures

School pictures will be taken. Parents with preschool age children may have the child's picture taken also if they bring them to the Elementary School Office at 8:00 a.m. on this date. Prices of the different package plans for the pictures will be sent home with the students approximately one week prior to the date of pictures.

We will also be taking spring pictures. This is a fundraiser for the school, with money raised going toward school technology.

School Records

The information listed below may be released to the public in regard to any individual student of the school district as necessity or desirability arises. Any student over the age of eighteen (18), parent, or guardian, not wanting this information released to the public must make objection in writing within fifteen (15) days of the date of this publication and within (15) days of enrollment should enrollment occur after that date, to the principal or other person in charge of the school which the student is attending. It is desirable to renew this objection at the beginning of each year.

Name, address, telephone listing, date and place of birth, major field of study, participation officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, degrees and awards received, the most recent previous school or institution attended by the student, and other similar information are included in these records.

Sexual Abuse and Harassment of Students

The school district does not tolerate employees physically or sexually abusing or harassing students or students doing so to other students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the Superintendent at 854-6197 as its Level I investigator. The Superintendent may also be contacted directly.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such 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 is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

Special Services

The following special services are available to your child as a student at Springville Elementary School: speech therapy, hearing, remedial reading, school psychologist, social worker, and resource room. At some time during the year it may be beneficial for teachers and parents to request the help of these specially trained individuals in order to provide a better educational program for your child. Other than the yearly vision and hearing screening done with all children, your written permission would always be obtained before any special services are initiated.

Textbook Rental

A textbook rental is charged and payable at registration. If this is not possible, please try to take care of it as soon as possible. All children are responsible for the books, which have been assigned to them. The student must pay any damage or loss of the books.

Toys/Electronic Equipment/Cell Phones

Toys/video games//cell phones/iPods/MP3 players should not be brought to school. Such items have a way of disappearing or getting lost at school and we do not have the time or resources to protect them. They may be confiscated if they cause a disruption in our school day and learning. This rule is for the protection of your child's personal property. Please help us enforce it. In addition to these items, if your child chooses to wear jewelry that is of value or sentimental value, the school cannot be responsible for the item in case it is lost here at school.

Vandalism

Any person or persons willfully damaging Springville School District property will be assessed the total cost for all replacement or repairs. In the case of a minor child, the parent or guardian will be responsible.

Visitors/Volunteers

Adult visitors/volunteers are always welcome to our school. We do ask that you call or send a note to the teacher before visiting or coming to volunteer. Regular volunteers will be asked to complete a form for a background check to be administered. If we know ahead of time, we can avoid any potential scheduling conflicts. We prefer that you not visit classrooms the day before a holiday, the first week, or the last week of school. We find that a visit of a couple hours is preferable. We also find that volunteering a couple hours a week is best.

Please follow these procedures:

1. Schedule your visit/volunteer time with the teacher.
2. Everyone going into the building must sign in at the office to obtain a visitor badge.
3. All visitors/volunteers should enter the instructional area as quietly as possible.
4. Visitors/volunteers should not expect a parent/teacher conference to be part of the visit.
5. Individuals must also sign out at the office before leaving.

Weapons Policy (Code No. 502.6)

The board believes weapons, other dangerous objects, look-a-likes and any instrument used as a weapon in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects, and look-a-likes or any instrument used as a weapon. Weapons and other dangerous objects, look-a-likes and any instrument used as a weapon will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Students bringing a weapon, look-a-like, other dangerous object, or any instrument used as a weapon onto school

property or onto property within the jurisdiction of the school may be suspended or expelled from school.

Parents of students found to possess weapons, dangerous objects, look-a-likes or any instrument used as a weapon on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons, firearms, or other dangerous objects under the control of law enforcement officials are exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display will also be exempt from this policy.

For purposes of this policy, the term "dangerous object" includes any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. The term "dangerous object" also includes any instrument or device or any sort whatsoever which is actually used in such a manner as to indicate that the individual intends to inflict death or injury upon the other, and which, when so used, is capable of inflicting death upon a human being. In addition, dangerous objects or any instrument used as a weapon in the school includes any object used to intimidate, coerce, scare or threaten a student, school district employee or visitor. Dangerous objects therefore include, but are not limited to, clubs, nunchakus, brass knuckles, knives regardless of blade length, stun guns, BB and pellet guns, toy guns used or displayed as real guns, and unloaded guns.