

Grinnell-Newburg Schools



K-4 Elementary Handbook

2014-2015 School Year

ADMINISTRATIVE PERSONNEL

Superintendent of Schools

Todd Abrahamson

Email: todd.abrahamson@grinnell-k12.org

927 Fourth Avenue

236-2700

Bailey Park

Chris Coffman, Principal

Email: chris.coffman@grinnell-k12.org

210 8th Avenue

236-2770

Fairview Elementary

Sarah Seney, Principal

Email: sarah.seney@grinnell-k12.org

1310 Hobart Street

236-2780

Davis Elementary

Jeff Kirby, Principal & Director of Technology Integration

Email: jeff.kirby@grinnell-k12.org

818 Hamilton

236-2790

Statement of Non-Discrimination

It is the policy of the Grinnell-Newburg School District not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (employment only), marital status, sexual orientation, gender identity and socioeconomic status (students/program only) 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, Heidi Durbin, Grinnell High School, 13333 Sunset St, Grinnell, IA 50112, 641-236-2720, heidi.durbin@grinnell-k12.org

Mission Statement:

The Grinnell-Newburg School District, in partnership with the entire community, will empower every student to become a lifelong learner who is a responsible, productive and engaged citizen within the global community.

Vision Statement:

Every student is achieving at his or her maximum potential in an engaging, inspiring, and challenging learning environment.

Welcome to the Grinnell-Newburg Elementary Schools! We look forward to working with you and your children as we provide excellent education opportunities. Please read the information provided and contact an administrator with any questions you may have.

THE ELEMENTARY SCHOOL DAY

Each elementary building officially begins the school day at 8:00 A.M. and is officially dismissed at 2:50 P.M. Dismissals for bus students begin about 2:50 P.M. Please check the school calendar for other early dismissal dates.

ADMISSION OF PUPILS

Kindergarten pupils **must be five years** of age on or before September 15. Children entering first grade must be six years of age on or before September 15. First graders who have not had kindergarten must take a test before entering first grade to determine their readiness for first grade work.

Iowa law states, that no child may enter school without having the basic immunizations. Required immunizations include the following:

Diphtheria	5 doses with 1 dose received \geq 4 years of age if born on or after Sept. 15, 2003; or 4 doses, with 1 dose received \geq 4 years of age if born after Sept. 15, 2000 but before Sept. 15 2003; or 3 doses, with 1 dose received \geq 4 years of age if born on or before Sept. 15, 2000.
Tetanus	
Pertussis	
Polio	4 doses with 1 dose received \geq 4 years of age if born after Sept. 15, 2003; or 3 doses with 1 dose received \geq 4 years of age if born on or before Sept. 15, 2003.
Measles	2 doses. First dose received \geq 12 months of age, second dose
Rubella	no less than 28 days after the first dose.

Hepatitis B	3 doses if born on or after July 1, 1994.
Varicella	2 doses received \geq 12 months of age if born on or after Sept. 15, 2003; or 1 dose received \geq 12 months of age if born on or after Sept. 15, 1997 but before Sept. 15, 2003; or a reliable history of natural disease.

VACCINATION & COMMUNICABLE DISEASES

1. Certain precautions need to be taken to protect the child's health. The Grinnell-Newburg Community School District is using the plan of a health checkup with the family doctor so that any physical concerns may be discovered early and corrected. Most schools now require physical examinations and immunizations against childhood disease before entering school.
2. Be sure to have the Immunization Card and Pupil Physical and Health Record Card completed for your child when school starts. Kindergarten students also need lead testing, vision and dental exams before starting school.
3. Absence due to illness: Children showing signs of illness, such as watery eyes, running nose, redness of throat, rash, headache, dizziness, fever, coughing, nausea (sick to stomach), vomiting, etc., should remain at home until they are well enough to be back in school.
4. Children with temperatures of 100 degrees and over will be sent home from school.
5. Please notify the school office if your child is absent because of a contagious disease. This will help in controlling any further spread of this disease.
6. The school needs parent permission in writing to give **NON-PRESCRIPTION MEDICATIONS**. We also need parent and doctor permission in writing to give **PRESCRIPTION MEDICATION**. Forms for these procedures are available in the school office or on the Grinnell Schools website.

HAWK-I INSURANCE

Parents can apply for low or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

PLACEMENT OF STUDENTS

Every attempt will be made to place K-2 students in their neighborhood school as established by school district boundaries. HOWEVER, THE DISTRICT ADMINISTRATION RESERVES THE RIGHT TO MOVE STUDENTS IN AN EFFORT TO BALANCE CLASS SIZES.

TRANSFERS

Students moving from the district should notify the teacher and principal in advance. The Grinnell-Newburg School District forwards student educational records upon request from the school in which a student seeks or intends to enroll. It is not necessary to have the written consent from the parent(s) to release these records.

PARENT INVOLVEMENT/QUESTIONS

Parents are essential to a student's success in school and we encourage involvement of parents in their child's education. In the Grinnell-Newburg Community School District, the process for

parents with concerns or questions in the classroom or playground should begin with contacting the classroom teacher, then the principal, and if necessary the superintendent. It is the intent of the school to resolve concerns at the school level if at all possible.

PARENT-TEACHER ORGANIZATION (PTO)

The education of your child can be most effective when home and school work together. In this way, parents and teachers can have a good understanding and cooperative spirit toward each other. For this reason all elementary schools have building Parent-Teacher Organizations. You are cordially invited to become a member and to participate fully.

COMMUNICATION TO AND FROM SCHOOL

When sending a note or money to school, the student should receive clear instruction from the parents about who the appropriate person is to receive the note or the money. Also, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school for the parents. Parents are responsible for knowing the contents of the notes or papers sent home. Newsletters and other information will also be sent out through emails.

VISIT OUR SCHOOL

Parents are most welcome to visit classes. Please check in at the office upon arrival. To make the visits most worthwhile, the school suggests that parents make their classroom visits **after the first two weeks and before the last two weeks of the school year.** **We also strongly encourage visitors to stay no longer than 45 minutes.**

The first nine weeks of kindergarten are a period of adjustment from home to school. Teachers prefer to be alone with the children during this period. After this time, parents are encouraged to visit until the last two weeks of school.

AN ADULT MUST Accompany CHILDREN WHO VISIT SCHOOL.

SPECIAL SERVICES

Students have special teachers for art, music, and physical education. A counselor, librarian, reading/math lab teachers, and an extended learning teacher are available. The counselor teaches guidance lessons in the classrooms as well as meeting with small groups and individual students as needed. The librarian teaches library classes for students and helps teachers and students as needed in the media center. The reading/math lab teachers work with individual or small groups of students on reading or math needs. The ELP teacher may work with individual or small groups of students as well as consulting with teachers and teaching lessons in classrooms.

The Grinnell-Newburg Community Schools also provide services for children who are challenged. To access these services a student must be referred and determined eligible for special education services by a team that includes teachers, administrators, AEA personnel, and parents/family members. Please contact the building administrator with questions.

Area Education 267 also provides the schools with the services of or consultation with the following personnel: speech pathologist, social worker, psychologist, consultant, audiologist, and home intervention teacher. The services of these people are available through a referral and eligibility process. Contact the building administrator for more information.

ATTENDANCE/TRUANCY

Students are expected to be in school and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning

lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

However, children should not be sent to school if they are ill. Good health is most important to school success. **Parents should contact the school either with a note or a telephone call (236-1414) to notify the school of the reason for absence.** If parents know in advance that a child will be absent or if the child will need to leave during the school day parents need to notify the school in advance.

School Board Policy 501.3

COMPULSORY ATTENDANCE

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days school is in session in accordance with the school calendar. Exceptions to this policy include children who:

- **have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;**
- **are attending religious services or receiving religious instruction;**
- **are attending an approved or probationally approved private college preparatory school;**
- **are attending an accredited nonpublic school; or,**
- **are receiving competent private instruction.**

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

The principal, or designee, will investigate the cause for a student's truancy. If the principal or designee is unable to secure the truant student's attendance, the principal should discuss the next step with the truancy officer. If, after truancy officer action, the student is still truant, the principal will refer the matter over to the county attorney.

The school will participate in mediation if requested by the county attorney. The principal or designee will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

At the K-4 elementary schools the following procedures will be used for attendance concerns:

- **Once the child reaches 10% absent, a letter will be sent home.**
- **If the child is still 10% absent the second month, a second letter is sent with a call from the Principal.**
- **If the child is still 10% absent the third month, a meeting will be held with parents, administrator, and counselor. A contract will be drawn up and signed by all parties.**
- **If the child is still 10% absent after the fourth month, a referral will be made to the county attorney and local police.**

Children should form the habit of being on time. Parents should also contact the office whenever a child is tardy. A student will be considered tardy if not in class or the assigned location on time, unless authorized by school personnel. If problems arise which prevent students from reaching school on time, parents are requested to notify the principal's office by telephone. Any student reporting to school late must check in at the principal's office. WE ENCOURAGE TOWN PUPILS

TO WAIT UNTIL 7:50 A.M. TO ARRIVE AT SCHOOL. EXCEPTIONS TO THIS ARE THOSE STUDENTS WHO RIDE TOWN SHUTTLE BUSES AND THOSE WHO EAT BREAKFAST.

DEVIATION FROM REGULAR DISMISSAL

Any time students are leaving school at a time other than the regular dismissal time of that day, or going to a place other than where they usually go, please give prior notification to the school.

END OF THE DAY ROUTINE

Establishing a routine for your child's care at the end of the school day is critical to your child's sense of security during the day and their safety at the end of the day. You will need to establish an end of the day routine with your child's teacher. That routine will be followed unless you send a note or call (a note is preferred). **We will not deviate from your child's routine unless a note is sent or a call is made.**

REPORT CARDS AND PARENT-TEACHER CONFERENCES

Two parent-teacher conferences are also held each year - one at the end of the first quarter and one at the end of the third quarter. Conferences are a very important part of education as they provide two-way communication about your child. Report cards are given to parents at parent-teacher conferences and a final report card is sent home with students at the end of the school year. Please try to make every effort to attend conferences during the allotted times.

SCHOOL DRESS

Students should wear appropriate school clothes in the classroom. Clothing or other apparel promoting products illegal for use by minors or clothing displaying obscene material, profanity, or reference to prohibited conduct is not allowed. All students should have tennis shoes for participation in P.E. class. Sandals and dress shoes are not appropriate for P.E. and outside recess. All students are expected to wear some form of foot covering at all times. When it is wet or snowy outdoors, children will need to wear boots, rubbers, or some form of footwear protection.

RECESS AND PLAYGROUND

Elementary students have three planned recesses each day, one in the middle of the morning, one close to lunchtime and another in the middle of the afternoon. In addition, if students arrive to school at 7:30 a.m. or shortly after they have a recess before school in the morning. Students are supervised by school personnel at all of these recesses. Students must follow the directions of the adults supervising the recess at all times.

Students are taught playground rules and expectations at the beginning of the school year and retaught the rules and expectations throughout the year as needed. Students may be asked to sit out for all or part of recess if they do not follow recess rules. A classroom teacher may also have a student stay in for recess to complete work when/if necessary.

Students are not allowed to "pretend fight" or play fighting games, throw snowballs, or participate in chase and catch games at school. Students are not to leave the recess/playground areas during recess without permission of the supervising adult. If a ball leaves the playground area the student should seek adult assistance to retrieve the ball. If a student is injured on the playground he/she needs to report the injury to a playground supervisor. The student may receive minor first aid treatment at school and parents may be contacted for a serious injury.

Toys and other items (such as I-pods, game boys, etc.) should not be brought from home. In the event that toys or other items are brought to school those items are the responsibility of the student who brought them.

EMERGENCY PROCEDURES

The school attempts to have on record for each child the following information: 1) the phone number of the parent's home and place of employment, 2) the name of the family physician, 3) the phone number of relative or friend. Should the child become ill or seriously injured at school, the office will first attempt to call the parent. If the student is too ill to remain at school, the student will be released to the student's parents or, with parental permission, to another person as directed by information on the emergency card.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

EMERGENCY DRILLS

The school will hold fire, tornado and lockdown emergency drills periodically. Students are taught procedures for drills early in the school year and reminded of those rules throughout the year. Emergency procedures are posted in all rooms. Students are to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

BICYCLES

It is strongly recommended by the School Administration that no student below 3rd grade ride a bike to school unless accompanied by a parent.

PARTIES

There will be 2 parties this school year: Fall party on Oct. 31, and Valentine's Day party on Feb. 13. The PTO for each school will arrange treats for the parties.

PARTY TREATS AT SCHOOL

We will only accept prepackaged party treats for birthdays and other parties during the year. Please do not send treats prepared at home. This includes those treats provided for the class parties during the school year. For safety reasons lollipops/candy suckers are not allowed at school.

LUNCH AT SCHOOL

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk.

Parents are invited to eat lunch with their child at different times during the school year. Please call the school office in the morning to let them know you are planning to eat. The building principals discourage parents from bringing in a purchased food lunch or sending "pop" with a cold lunch.

PET POLICY

The elementary buildings have a policy that parents must receive permission from their child's principal before bringing a pet for sharing. Approval is at the discretion of the building principal.

INVITATIONS

Please do not send party invitations to school unless all students in the classroom are to receive an invitation. If you need assistance for names and addresses of your child's classmates in order to send invitations, please ask in the office.

NO SCHOOL - SIGNALS

Our District will be utilizing Blackboard to notify parents and staff of cancellations and early dismissals. The District continues to utilize the local radio station, KGRN-1410, in announcing days of “**No School**” due to severe weather conditions or road conditions, which make them unsafe for bus travel. Every effort is also made to announce these school schedule changes with area television stations. The announcement is made as early as possible on days when there is **no school or a schedule change**. Early dismissals for weather emergencies are also announced. Please listen carefully for these announcements before calling the school for information. School dismissal or schedule changes are also available on the Grinnell-Newburg website (<http://www.grinnell-k12.org/>).

The Iowa School Laws governing our district prohibits the holding of school when buses are not running.

USE OF BUSES FOR OUTSIDE ACTIVITIES

The use of school buses shall be restricted to transporting pupils to and from school and to and from extra-curricular activities sponsored by the school when such extra-curricular activity is under the direction of a qualified member of the faculty and a part of the regular school program. **All students who ride school buses are subject to bus regulations as set by the Board of Education.**

TOWN BUS RIDERS

If a town student is riding the bus to visit the home of a rural student, please bring a note giving permission of the parent to the principal. Regular bus students who **are not** riding the bus should bring a note from the parent.

VOLUNTEER PROGRAM

If you are interested in volunteering your time and talents in our schools, please contact your child's classroom teacher or building principal. Volunteers are needed as room parents, to read to and with students, tutor students, and as general classroom helpers.

STUDENT DESKS

All desks in the school building are the property of the Grinnell-Newburg School District and remain school property even though they are temporarily assigned to students. Students are to use desks only for the storage of schoolbooks, school materials, possessions ordinarily used in day-to-day school activities and clothing. In the interest of a healthy and safe school environment the desks will be subject to unannounced inspections at any time for cleanliness, missing school property, evidence of vandalism and contraband. All students assigned to a desk are responsible for it and may be charged for damage to desks.

CARE OF SCHOOL PROPERTY

Students are expected to take care of school property including desks, chairs, books, and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

FREEDOM OF EXPRESSION

Students will be allowed to express their viewpoints as long as the expression is responsible. Student expression must be responsible.

WEAPONS

Weapons, other dangerous objects and look-alikes are not allowed on school property. Possession of weapons or dangerous objects will be subject to disciplinary action including suspension and expulsion.

Only the school board may remove a student from the school environment. Students may be expelled for violations of board policy, school rules or the law. Please see school board policy 503.2 for more details.

HEALTH/GUIDANCE CURRICULUM

The Grinnell-Newburg School District has long provided a coordinated health curriculum in grades K-12. New State Standards now require health instruction at all levels incorporating such topics as: Human Sexuality, Prevention and Control of Disease, and the Characteristics of Communicable Diseases including Acquired Immune Deficiency Syndrome (A.I.D.S.). Parents are hereby reminded that the school offers a health curriculum, which includes human growth, and development and those parents have access to the materials for inspection. Please feel free to contact your building principal.

RELIGIOUS-BASED EXCLUSION FROM A SCHOOL PROGRAM

Parents who wish to have their child excluded from a school program because of religious beliefs must inform the superintendent.

STUDENT USE OF INTERNET

Students shall use district computers and computer systems in a responsible, efficient, ethical and legal manner. Elementary students will use the Internet under the direction and supervision of school personnel.

PHYSICAL RESTRAINT OF STUDENTS

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's Website link <http://educateiowa.gov/> and search for Timeout, Seclusion and Restraint.

TEACHER QUALITY

The **No Child Left Behind** (NCLB) federal legislation requires school districts to notify parents and guardians of their right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. Parents/guardians may request this information from the Superintendent's office by calling 641-236-2700 or by sending a letter of request to 927-4th Avenue, Grinnell, IA 50112.

The Grinnell-Newburg Community School District ensures that parents will be notified if their child is assigned or has been taught for four or more weeks by a teacher who is not considered highly qualified.

WEBSITE

Visit the Grinnell Newburg Community School District website for information about the Grinnell School District and school board policies. <http://www.grinnell-k12.org/>

EQUAL EDUCATIONAL OPPORTUNITY

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status, creed, sexual orientation, gender identity or disability. Students are educated in programs that foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Supt. Todd Abrahamson and can be reached at 641-236-2703. Inquiries may also be directed in writing to the Director of the Region VII [Office of Civil Rights, U.S. Department of Education](#), 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the [Iowa Department of Education](#), Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

MULTICULTURAL/GENDER FAIR EDUCATION

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity or disability. See board policy 603.4.

HOMELESS CHILDREN AND YOUTH

The school will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education, which may exist in district policies or practices. The district liaison for homeless is Sara Hegg-Dunne. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the building principal. A homeless child is defined as a child or youth between the ages of five (5) and twenty-one (21) who lacks a fixed, regular, and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, abandoned building, or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age. If individuals know of someone who is homeless, please contact the building principal.

LIFE-THREATENING ALLERGIES

Food allergies are on the rise and more students with potentially life-threatening allergies are enrolling in the Grinnell-Newburg Community School District. A task force of administrators, teachers, nurses, food service personnel, and parents worked together to develop "Administrative Procedures for Students with Life-threatening Allergies."

The most common life-threatening allergies are to peanuts, tree nuts, and shellfish. For students who are highly allergic to nuts, contact with nut products can cause a life-threatening anaphylaxis reaction. The best way to protect these students is to minimize their exposure to nuts. "Administrative Procedures for Life-Threatening Allergies" is available on the school website along with the list of approved food items.

ANTI-BULLYING/HARASSMENT/SEXUAL HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board 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. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students

will not be tolerated in the school or school district.

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

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has significant contact with students.

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

- Places 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.

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

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- ANTI-BULLYING/HARASSMENT/SEXUAL HARASSMENT POLICY**
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
 - Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
 - Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
 - Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

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

In situations between students and 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.

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

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

The school 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.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop 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 how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

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 administrative office at 927 Fourth Avenue, Grinnell, Iowa 50112.

Approved: 04-23-08

Grinnell-Newburg School District, Grinnell, IA

The Level I investigator for the 2013-14 school is Julie Bisher, Grinnell Middle School guidance counselor.

Code No. 506.1E9 ANNUAL NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal or appropriate school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. (see Exhibit 506.1E5)

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. (see Exhibit 506.1E4)

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (see Exhibit 506.1E2)

(4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent. Any student over the age of eighteen or parent not wanting this information released to the public must make object in writing to the principal. The objection needs to be renewed annually.

Directory information is defined as: Name, Address, Telephone Listing, Date of Birth, Email Address, Grade Level, Enrollment Status, Major Field of Study, Participation in Officially Recognized Activities and Sports, Weight and Height of Members of Athletic Teams, Dates of

Attendance, Degrees and Awards Received, the Most Recent School or Institution Attended by the Student, Photograph and Likeness and Other Similar Information.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Ave., SW, Washington, DC, 20202-4605.

The School District may share any information with the Parties contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the School District to the Parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the School District to the Parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. (see Exhibit 506.1E8)

Information obtained from others shall not be used for the basis of disciplinary action of the student. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

Approved 1/6/10
Grinnell-Newburg School District, Grinnell, IA

FEES

Parents may sign up for free and reduced fees and lunches during registration and at any time during the school year.

Instructional Materials Fee:

K-4	\$40.00
K-4 (Reduced Fee)	\$20.00

LUNCH PRICES:

Student.....	\$ 2.55	Adult	\$ 3.30
Reduced	\$.40		

BREAKFAST

Student	\$1.50
Reduced	\$.30
Adult	\$ 2.00

MILK

Extra Milk	\$.35
Kindergarten Milk (Full Year)	\$60.00
Reduced Fee (Full Year)	\$27.50

Parents may send money to school with their children or bring it to the school. You may also pay fees and for meals by using PaySchools on the Grinnell-Newburg webpage (<http://www.grinnell-k12.org/>). If you have questions please call the building office