

# **GUTHRIE CENTER ELEMENTARY SCHOOL STUDENT HANDBOOK**

**Updated July 2018**



## **OUR DISTRICT MISSION STATEMENT**

The mission of Guthrie Center Schools is to develop all individual students to the best of their abilities so they can realize their full potential as responsible members of the community and be contributing members of society.

## **OUR DISTRICT VISION**

Our vision is success for all students at Guthrie Center Schools through proactive, unified action.

## **OUR DISTRICT GOAL**

Our Goal at Guthrie Center Schools is to develop STARS:

- S**elf-directed learners
- T**hinkers and problem-solvers
- A**ctive participants and communicators
- R**espectful and responsible citizens

## **OUR PBIS GOAL**

To nurture individuals to become Great Guthrie Center Citizens who are Respectful, Responsible, and Ready.

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Diane Flanery, Principal

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This handbook is a resource of school policies and procedures of Guthrie Center School Elementary. It is arranged alphabetically by content. Some redundancies may occur. If you have any questions regarding the contents of the handbook, please contact the elementary office.

## **1. ABSENCES AND TARDIES**

It is important that students attend school daily for continuity in their studies. Regular attendance helps teach responsibility, and students should only miss school for justifiable reasons. Students who have good attendance records are most likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. Lifelong patterns of responsibility and self-discipline are fostered by regular attendance.

While it is possible for an absent student to make up much of the schoolwork missed, it is impossible to completely compensate for absence from classes. Absences cause disruption in the educational progress of the student who is absent. In order to maintain interest and understanding in a program of instruction, students should not be absent more than absolutely necessary. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work.

Students who are absent from school for any part of the day, should submit a note from a parent providing the specific reason for their absence, the specific days or times they were absent, and verification by a doctor or dentist, if appropriate. This written documentation from a parent/guardian is due the day the student returns to school or the 2nd day following an absence. Failure to provide such written documentation will result in the absence being counted as unexcused.

### **1a. Tardy Determination**

Preschool through 6th grade students will be tardy if they are not in their classroom by 8:20.

### **1b. Excused Absences**

Absences for the following reasons will be considered excused:

1. Personal illness
2. Death or serious illness in the immediate family or household, an emergency at home vital to the family welfare.
3. The funeral of a relative or close friend.
4. Medical/dental/counseling appointments, which cannot be made other than during school time and for which verification of the appointment is presented prior to or immediately following the absence.
5. Court appearances
6. Recognized religious observances or holidays
7. Attendance at state sponsored activities in which Guthrie Center students are participating
8. Any absence pre-approved by the principal.

All other absences are considered unexcused.

Tardies will be classified as excused or unexcused using the guidelines above for excused and unexcused absences.

### **1c. Excessive Absences**

Any time a student accumulates five absences (excused or unexcused) in one semester, it is considered excessive.

### **1d. Protocol for Reporting Student Absences**

When a student is to be absent from school for any reason, parents must call the elementary school office before 8:45 a.m. A message can be left on the answering machine before office hours.

If a student is counted absent and the office has not heard from a parent by 8:45 a.m., the school will contact the home, parent(s) at work, or use emergency numbers listed with the school office. If the school is unable to make contact with a parent in a timely manner the Sheriff's Department may be notified to ensure the child is safe and with an adult.

### **1e. Scheduling Appointments**

It is encouraged that parents schedule doctor/dentist appointments so that a student does not have to miss an entire day for an appointment.

### **1f. Homework for Absent Student**

When a student is absent, it is encouraged that a parent picks up homework or the work be sent home with an elementary sibling. The best time for work pick up is 1:00 p.m. or at the end of the school day at 3:25 p.m. Call before picking up homework to ensure that it is ready.

### **1g. When to Keep Your Student at Home**

A student should be kept home if he/she is vomiting, has a fever and/or contagious illness, or has diarrhea. Students may return to school when they have been 24 hours without symptoms or antibiotics are in their system for 24 hours.

## **2. ARRIVAL TIME**

Supervision of students begins with the arrival of the first bus at approximately 7:40. Depending on weather conditions, students will sit in grade level groups on the cement slab or in the gym.

**Breakfast is served from 7:40-8:15.**

The school is not responsible for students if they are on school grounds outside of the school day.

## **3. BICYCLES**

Students in grades 3-6 may ride their bicycles to school and helmets are highly recommended. Bikes are to be parked and locked (optional) in the bicycle rack and are to be used for transportation to and from school only. Riding bikes during school is not allowed.

#### **4. BIRTHDAYS, INVITATIONS, AND SPECIAL OCCASIONS AT SCHOOL**

Students may bring treats to school to celebrate their birthday, but it is not required. Treats sent to school should be mess-free and able to be consumed without too much time and/or effort. In classrooms where there are known food allergies, store-bought treats with ingredient labels are required.

Students who are having a birthday party should NOT bring invitations to school unless the whole class is invited. If a student is found to be handing out invitations to just some students, the invitations will be collected and returned home with the child.

If your child would like to celebrate special occasions like Valentine's Day, May Day, or other holidays by bringing cards or treats, they may do so, but the whole class must be included. Teachers will inform parents if the class will be recognizing any special occasions. If you do not want your child to be included in such celebrations, please contact your child's teacher.

#### **5. BUS RIDING**

Riding the school bus is a privilege. Students are expected to follow bus rules and regulations at all times. If a student continues to disregard the rules, he/she may be assigned to a seat or suspended from riding the bus.

Students will not be dropped off at stops that are not on the regular bus route unless the principal first approves the stop.

#### **6. BUS RULES**

Rules for the bus include, but are not limited to:

Students are to remain in their seats at all times when the bus is moving.

Students should not extend anything out of the windows of the bus.

Food and drink will be allowed with permission.

Any trash is to be placed in the trash can.

Students are expected to be respectful and responsible.

Voices used should be sandpaper or student working voices.

#### **7. CLOTHING**

Acceptable clothing to wear to school is:

- Positive and reflects the values taught in school

- Appropriate for the day's weather

- Clean

- Well-fitting—not too tight, not too big

- Modest (For example, shorts should be fingertip length or longer when student is standing tall and hands are to his/her side, tops should cover stomach and chest and should have at least one-inch straps, bottoms should cover the buttocks when standing or sitting.)

Clothing that is not acceptable would include items that are demeaning to school in general or contain alcohol and/or tobacco references, offensive language, and/or double meanings of a sexual or offensive nature.

**Tennis shoes are highly recommended and are required for PE. Flip flops or strappy, non-substantial sandals, and high heels are not recommended. These types of footwear** limit mobility at recess and can cause accidents.

Footwear must be worn at all times and should provide a firm walking surface and allow for good balance.

Hats/Caps are to be removed as students, staff, and visitors enter the building and can be put back on when leaving the building.

If the school feels a student's clothing is not within the guidelines above or otherwise inappropriate for school, he/she may be provided other clothing to wear for the day.

Parents visiting the elementary are also asked to abide by the clothing guidelines to set a good example for students. This would include covering any inappropriate tattoos.

## **8. CONDUCT**

Students are expected to be Great Guthrie Center Citizens and Be Respectful, Responsible, and Ready. When in the hallways, they are to be considerate of other classes in session and use sandpaper voices. The lunchroom is a place to visit with friends who are seated near you. Sandpaper voices and Student Working voices are appropriate for the lunchroom. When playing at recess, students are expected to include others in games, treat each other with respect, and to play safely.

The elementary is a PBIS (Positive Behavior Interventions and Supports) school and students will learn the building expectations for classroom, hallway, lunchroom, and recess behavior. Students may receive tickets when adults see the expectations in use or receive consequences when they are not.

To help ensure student safety, students are not to be out of their classrooms without teacher permission and they may not enter the kitchen, boiler room, custodial room, work or supply rooms without permission. During school hours, students may not leave the school building or school grounds without permission.

## **9. CONFERENCES**

Teachers may contact parents at any time during the school year to discuss and/or meet concerning a student, but formal Parent Teacher Conferences are held at the end of the 1<sup>st</sup> Quarter. Teachers will make contact with parents a few weeks prior to set up a meeting time. These conferences are scheduled to last 15 minutes.

Conferences also occur at the end of the school year. See #9b, Credentialing Conferences below.

#### **9a. Parent Questions/Concerns**

Parents are encouraged to contact the elementary whenever there are questions or concerns. If the concern or question is about the classroom or can be answered by the classroom teacher, contact him/her first via email or phone call. When a call is made to the office to talk to the teacher, it will be determined if the teacher can come directly to the phone or if a message will be taken for the teacher to return the phone call. After addressing the questions or concern with the teacher and the parent feels the issue is not resolved, contact the principal.

Contact the principal first if the question or concern is about safety or non-classroom items. The district requests that parents call the office or teacher with concerns before posting on social media so clarification/resolution can be obtained before making the post.

#### **9b. CREDENTIALING CONFERENCES**

All PreK-6 students will have a credentialing conference between late May and June 30. The student, a parent, and the student's teacher must be in attendance. The content of this conference includes discussing the student's progress during the school year, performance on district-wide assessments, and creating goals for the next year.

District-wide assessments are used to determine whether a student is credentialed in the academic areas of math, reading, and writing. To be credentialed, students must meet the requirements set forth by the district. At most grade levels, students must meet or exceed the needed score in two of the three assessments for each academic area. This standard of performance indicates students will transition easier to the next grade level.

If a student is not credentialed, an intervention may be prescribed for the next school year to help students in the needed area.

Growth, or lack thereof, in academic areas will also be discussed while reviewing student assessment data. While meeting the needed score is important, academic growth is essential. A student who meets the needed score, but doesn't show growth can be as concerning as a student who is not credentialed.

Employability—attendance, work completion, and working well with others—is another area in which students may be credentialed.



**10. DAY 1-4 SCHEDULE** Guthrie Center Elementary runs on a four day schedule because there are four specials: Art, Library, Music, and PE. Your child's teacher will notify you of your child's schedule and when they have specials.

On the monthly lunch menu, there will be a circled number on each day which indicates what "Day" it will be at school.

If school is cancelled for the day due to weather or other circumstances, the days will continue as written on the calendar.

## **11. DISMISSAL**

The elementary school day ends at 3:25. Bus students start loading at 3:30, and "town" students are dismissed after buses leave, at approximately 3:40.

### **11a. Daily Routine/Change of Plans**

It is important that your child knows how s/he will be getting home daily, so be sure to have that discussion with him/her each morning. This is usually more of an issue for "town" students rather than students who ride a "country" bus. If there is a change of plans for how your child is getting home, call the elementary office by 3:00. If you email the office and/or your child's teacher, there is no guarantee that the message will be received and the action taken. Calling is the preferred way to communicate a change of plans.

### **11b. Being Picked Up By Someone Other Than Parents/Guardians**

The following will be observed for all children who are to be picked up at the end of the school day by someone other than one of the children's parents or guardians:

- The child must bring a written note or a phone call needs to be received from a parent and/or guardian indicating that someone will pick up him or her other than a parent or guardian. The note should include the person's name and relationship to the family.
- The non-parent who is picking up a child must present him/herself in the school office for identification before picking up the child.

### **11c. "Town" Students Being Picked Up**

A "town" student is a student who does not get on a bus at the end of the day, but instead walks home, is picked up by an adult, or attends Kid Zone Day Care, etc.

If a "town" student is being picked up by a parent/guardian/grandparent, etc., **please do not arrive at school before 3:30**. Waiting until 3:30 will allow the buses to enter the drive more easily and will help prevent a backup of cars along 4th Street.

When "town" students are dismissed, they will walk out to you. Please do not stand outside the entrance of the building or enter the building to get them.

When picking up your child please follow these guidelines:

- Arrive at 3:30.
- Park in a space in one of the parking lots or parking is allowed on the slab at the end of the day. Do not block parking lot entrances and do not block in other cars by parking behind them.
- You may also position your vehicle along 4<sup>th</sup> Street and wait for buses to leave.
- Once buses have departed, cars will move forward in a single file line down the length of the horseshoe.
  - Do not form a double line in the drive. This will allow buses to reenter the drive if needed and make it safer for students to walk to parked cars.
- Please have your children picked up by 3:40.

#### **11d. “Town” Students Who Walk Home**

A portable stop sign will be placed in the middle of Highway 25/5th Street before and after school to assist in providing a safer crossing for children.

The school is not responsible for students while they are walking to or from school or when they are off school grounds. Please review the rules of highway safety with your child so that the trip to and from school is a safe one.

Students who walk are to leave the school property immediately upon dismissal by way of the sidewalks and go to their after-school destination. If students wish to use the playground or the basketball hoops after school, they may return after 4:00.

#### **11e. After School**

The school is not responsible for students on school grounds after school hours or on days when school is not in session. School grounds are closed after dark.

### **12. EMERGENCY DRILL PROCEDURES**

Fire and severe weather (tornado) drill procedures are posted in each classroom. Students will be informed of these procedures the first week of classes. Fire, tornado, safety, and bus evacuation drills are conducted each school year in accordance with state regulations.

### **13. GRADING SCALE**

This district-wide grading scale will be used in grades 3-6 to determine grades for assignments and assessments. It will also be used when calculating quarter and semester grades and grade point averages.

A	4.00	93-100%
A-	3.67	90-92%
B+	3.33	87-89%
B	3.00	83-86%
B-	2.67	80-82%

C+	2.33	77-79%
C	2.00	73-76%
C-	1.67	70-72%
D+	1.33	67-69%
D	1.00	63-66%
D-	0.67	60-62%
F	0.00	0-59%

An A is the highest grade that may be given on an assignment or the highest grade that can be obtained in a class. The highest grade point average is 4.00.

Grades K-2 use a standards-based reporting system.

#### **14. GUM/CANDY**

Students are not to chew gum or eat candy during the school day unless a teacher has granted permission. Students who chew gum or eat candy without permission may be issued a consequence.

#### **15. IMMUNIZATIONS**

Iowa law requires children to be immunized against polio, diphtheria, tetanus, pertussis, measles, rubella, Hepatitis B and chickenpox (varicella) as a condition to enrollment in Kindergarten.

Children enrolling in preschool or early childhood special education are required to have immunizations for: polio, diphtheria, tetanus, pertussis, measles, rubella, HIB (aemophilus influenza B) and chickenpox (varicella). If a student has a reliable history of having had chickenpox, an immunization is not required.

Immunizations are to be completed and a validated certificate on file by the first day of school. Children not having necessary immunizations by the required date are not allowed to attend school until their immunizations are completed.

#### **16. INJURY OR ILLNESS AT SCHOOL**

When a student becomes ill or is injured at school, the school district will attempt to notify the student's parents as soon as possible.

When necessary, school district personnel will administer first aid. An ill or injured child will be turned over to the care of the parents or qualified medical employees as quickly as possible.

The office will contact parents and emergency contacts using information provided annually at registration. If this information changes, it is the parent's responsibility to contact the elementary office to update student contact information.

It is our policy to send a child home when his/her temperature is close to or reaches 100 degrees or higher, has diarrhea, or is vomiting.

When students have visited the office for a medical reason, they will be issued a copy of an OUCH REPORT to bring home. This form will indicate the reason your child was seen and what action was taken. If you have any questions about this report when you receive it, contact the office.

## **17. INTERNET/COMPUTER USAGE**

Students will be held accountable to the rules and guidelines set forth in the Elementary Technology Handbook. This handbook will be reviewed with students at the beginning of each school year. Students will also be instructed on the appropriate use of computers and the Internet and how to be good digital citizens.

Students will be able to access the Internet in the building so students and their parents must sign Internet usage forms annually. The Internet can provide a vast collection of educational resources for students. It is a global network, which makes it impossible to control all available information. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor each individual student and what they are accessing on the network.

## **18. JMC**

The Guthrie Center School District uses the JMC program for our Student Information System. Parents are able to register annually and access their children's grades, attendance, hot lunch account, etc. via this system. A username and password is needed for you to access this information. The elementary office will provide you with this information.

Parents and students may access grades on JMC at any time. If you have questions about assignments, tests, and/or grades, contact the teacher. At each midterm, parents will be reminded to access grades on JMC to see student progress. Students who do not have an email registered will receive a printed copy of their midterm to take home. Paper copies of quarterly grades will be sent home within a week of the quarter's end.

Parents may also choose to use JMC to be notified of absences, tardies, and assignments/assessments that are below the percentage of your choosing.

Please keep contact information current by updating this information in JMC or by calling the elementary office.

## **19. LEAVING SCHOOL EARLY**

Anyone picking up a student before the end of the school day must check the student out from the office. The front main doors must be used as all other doors are locked during school hours. Your child will be called to the office when you arrive. If anyone other than the parent or guardian is to pick up a student from school, prior arrangements must be made. (Please see Dismissal section.)

## **20. LOST AND FOUND ITEMS**

Lost and found items are to be turned into the office. Items of particular value (e.g., watches, rings, keys, money, etc.) will be kept in the office to be claimed. Clothing items will be put in the lost and found bin located by the stairs. Items not claimed in a timely manner will be donated to an organization that can make use of them.

## **21. LUNCH/BREAKFAST PRICES**

Current Lunch/Breakfast Prices can be found on the school website.

[http://www.acgcschools.org/1718\\_school\\_year/AC\\_Registration\\_Fees.pdf](http://www.acgcschools.org/1718_school_year/AC_Registration_Fees.pdf)

Parents can monitor the family lunch account balance on JMC, which is accessible through the school's website, or balance inquiries can be made to the office secretary.

### **21a. Negative Balances on Cafeteria Accounts**

Notes are emailed/sent home for students when they are carrying a low balance in their cafeteria accounts. According to state and federal guidelines, a family balance may not exceed negative \$25. When an account reaches this limit, a student shall not be allowed to charge further meals until the negative account balance is paid. Families may add money to student accounts by using PaySchools Central electronic payment system or by paying with cash or check at the school office.

The school district may provide an alternate meal to students who have charged the maximum allowance to the family account and cannot pay out of pocket for a meal.

Contact the office if you are unable to pay your family lunch balance. A payment plan can be agreed upon and your child/ren will be able to the hot lunch meal until money is available.

If your situation changes, and paying for lunches becomes a hardship, free and reduced lunch applications are available in the office throughout the school year.

### **21b. Free or Reduced Meals**

Free or reduced breakfasts and lunches are available to qualifying families who meet the income guidelines, the Family Investment Program (FIP), Supplemental Security Income (SSI), or children that are in foster care.

Students who received free or reduced-price lunches at the close of the last school year are again eligible to receive the same services for a period of one week into the new school year. However, in order for a student to continue on the free or reduced-price lunch program, a new application must be completed and returned to the school office by school day number 5.

Application forms for free or reduced-price lunches are available at the elementary office and can be picked up at any time throughout the year if your income changes. Prices for the reduced lunches are set by the state.

#### **21c. Snack Milk**

Preschoolers are the only students who receive milk with snacks.

#### **21d. Putting Money into Your Account**

Money can be put in lunch accounts electronically via **PaySchools Central** which is accessible on the homepage of the school website. Parents can set up a PaySchools Central account through the school's website. A username and password are needed to access the student's JMC account and can be obtained at the school's office.

Students can also bring the money to school and take it to the elementary office. **If sending cash, place it in an envelope with your child's/children's name on it so it can get deposited in the appropriate account.**

If writing a check, it should be made out to "GC Schools" for the amount to be deposited in the account.

Because all money received for meals is required to be deposited daily, the office is unable to credit accounts and hold checks.

#### **21e. Breakfast**

Breakfast is served from **7:40-8:15**, but it is not served on days we have a late start or on the last day of school.

#### **21f. Milk Allergies**

According to State and Federal guidelines, if your child has a milk allergy, the office needs to have a doctor's note stating such. Students with a milk allergy will be given juice. All students are required to take a carton of milk with their lunch unless a doctor's note is provided.

#### **21g. Sack Lunch Beverages**

Students may purchase a milk to accompany their sack lunches from home or there is water fountain in the lunchroom. Students are not to have pop/soda or other caffeine drinks. Sack lunches for field trips may be an exception to that rule at the teacher's discretion.

#### **21h. "Seconds" for Grades 5 and 6**

If 5<sup>th</sup> and 6<sup>th</sup> grade students have eaten all or all but one item on their tray, they are eligible for seconds. However, this is an additional cost, and it is not covered under free or reduced meal guidelines. Every student who takes seconds will be charged for the item(s). The parent permission form available at registration must be filled out electronically in JMC before students can receive seconds on menu items at an additional cost.

5th and 6th graders with a negative lunch balance will not be allowed to have seconds.

### **21i. BackPack Program**

In partnership with the FoodBank of Iowa, GC Elementary provides supplementary weekend food for families in need through the BackPack program. Students enrolled in the program receive a sack of food in their backpacks on Friday or the last day of the school week. This is done in a confidential manner to preserve the privacy of the student. This is a free program and once enrolled, families can discontinue at any time if they choose. Contact the Elementary Office for more information, or if you would like to enroll your child/ren.

### **22. MAKE-UP WORK AFTER AN ABSENCE**

If a student is absent, he/she is required to make up the work missed. A student is usually allowed twice the amount of time to make up work missed during an absence. For example, if one day is missed, two calendar days are allowed for make-up. The first day of returning will be counted as day one. Students not making up work within the two days may be required to stay in from recess or staff after school to get work completed.

Picking up homework or having it sent home with a sibling is recommended. If someone will be picking up homework, call ahead so the work will be ready and class is not interrupted by an impromptu pick up. The best time to pick up homework is 1:00 or at the end of the school day.

### **23. MEDICATION AT SCHOOL**

When your physician prescribes medication for your child, please ask if it is possible to schedule the medication to be given outside of school hours. If that is not possible the guidelines for prescription medication to be administered at school are:

- The prescription must be in the original container with the pharmacy label intact.
- The label must show the name of the student, name of medication, date of prescription, dosage and number of times to be given per day, etc., doctor's name, and pharmacist's name.
- You may wish to request that the pharmacist give you two bottles of medicine—one for school and one for home.

The above criterion also pertains to “over the counter” medications including aspirin, Tylenol, cough syrup, etc.

Before either non-prescription or prescription medication may be taken during school hours, WRITTEN authorization and instructions must be provided AND SIGNED by the parent or legal guardian of the student.

Parents are asked to keep appropriate school employees (nurse, teacher, secretary, etc.) up-to-date regarding their child's health condition, chronic or acute, which might affect them at school. Parents are also reminded to keep the school informed of any changes in emergency phone numbers.

#### **24. MONTHLY NEWSLETTER/CALENDARS/MENUS**

Monthly *School to Home* newsletters will be emailed to families before the end of the month. Listed in the newsletter will be any possible upcoming events, early dismissals, and other important notifications. Calendars and menus are also available at the end of each month and will be distributed in the same manner as the newsletter. Extra copies of the newsletter, calendars, and menus are available outside the office for pickup.

Elementary field trips and special events are not posted on the district calendar so emails and/or notes home will be used for these notifications. Checking backpacks frequently will help keep you informed about such events.

#### **25. NOTIFICATION of CONTACT INFORMATION CHANGES**

Report any changes of phone numbers, addresses, places of employment, and/or e-mail address to the school office in a timely manner so records are current. You can also make the changes online in your family's JMC account.

#### **26. PERMISSION TO PHOTOGRAPH/VIDEO FOR PUBLICATION**

During the school year your child may be photographed or videotaped for various reasons. These reasons may include articles highlighting school activities or coverage of school events in the newspaper or on our web site. Annual permission is needed for students to be photographed or videotaped for publication and will be requested at registration via JMC.

#### **27. PERSONAL PROPERTY AT SCHOOL**

Items that are considered dangerous, harmful, or disruptive are not allowed at school and will be confiscated. Students bringing such items may incur a consequence for doing so.

Personal items such as iPods, iPads, toys, card collections, etc. are not necessary during the school day, and students bringing them to school do so at their own risk. The school is not responsible for traded, lost, stolen, or broken personal items.

Toy weapons are not allowed at school as they are inappropriate for a school setting and cause a disruption among students.

Cell phones are not to be turned on or used during school unless given permission to do so. Students who use a cell phone during school hours without permission will have it confiscated.



Occasionally incidents occur in which one student's property is damaged or stolen by another student. If the item damaged/stolen is one that is school equipment, an investigation may ensue to try to determine who did it.

If the damaged/stolen item is a personal item mentioned above, it is possible that no action will be taken to determine the guilty person since the student brought the item to school at their own risk. The school will not be responsible for collecting any costs for the owner. It will be the responsibility of the students and their parents to determine how much will be paid and to collect the costs outside of the school day.

If it is proven that someone has damaged or stolen something, it is up to the teacher and/or principal to determine whether a punishment should be given.

Students may not get into the desks and backpacks of other students without their permission.

## **28. PETS/ANIMALS AT SCHOOL**

Permission from the principal must be granted prior to bringing pets to school. If permission is given, the pets may be required to remain outside and classrooms go outside to see them. Pets and their behavior are the responsibility of the pet owner.

## **29. SCHEDULE**

7:40-8:15	Breakfast available Students to playground slab or in the gym until dismissed to classrooms
8:10	Students dismissed to classrooms
8:20	Classes begin/Tardy time
11:10-12:35	Lunch is served. See classroom schedules for specific times. Grade levels go to recess following lunch.
3:25	End of day
3:30	Dismissal of bus students Dismissal of "town" students after buses leave

## **30. SCHOOL PROPERTY DAMAGE**

Damage to school property (e.g., desks, chairs, computers, textbooks, etc.) is to be reported as soon as possible to the classroom teacher or principal. Students may be assessed a fee for the damage if it is determined that the damage was caused by student malice or negligence.

## **31. STAYING INSIDE AT RECESS/EXCUSED FROM PE CLASS**

A student may be kept inside for recess or excused from PE if:

- A doctor's written excuse directs that the child be kept indoors or away from physical activity.
- The student's teacher directs that the child stay indoors at recess to work with him/her on homework, a special project, or to receive extra instruction.

The decision to have indoor or outdoor recess is made at the discretion of office personnel and is based on current weather conditions, temperature, and wind chill.

### **32. STUDENTS AT AFTER SCHOOL EVENTS**

Elementary students have performance obligations at different times during the school year. Parents may be notified via the monthly newsletter, monthly calendar, notes from teachers, emails, etc. Attendance at vocal and/or band concerts is highly encouraged so students can apply what they have been learning in class and share their talents with family, friends, and the community.

Family-oriented events (e.g., Family Fun Night, grade level activity nights, etc.) will also be scheduled throughout the school year. The elementary staff hopes these events are appealing to your family and that you will be able to attend.

Elementary students are also encouraged to attend JH and HS events. Students who attend these evening activities will need to budget their time carefully to make sure the next day's schoolwork is done.

If elementary students attend JH/HS events, it is encouraged that they sit with their parents or within clear view of the parents while spectating. The school is not responsible for the supervision of students, nor will it be responsible for students who arrive without an adult chaperone.

If an elementary student is not watching the event they are attending, but is instead running around or causing possible safety concerns to self, others, or school property, school officials can request the student go sit by his/her parent/guardian/chaperone.

If a student or adult becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way disrupts an activity, the individual in charge may remove them from the event. If necessary, law enforcement will be contacted for assistance.

If a student has been absent from school due to illness, s/he should not attend and/or participate in any after-school event in the district that evening.

### **33. SUSPENSION FROM CLASSES**

If a student has broken a school rule which has resulted in the serious violation of another person's rights or there are continuous or numerous rule violations, it might be necessary to remove the student from regular classes for a short period of time. This would be for the benefit of that person who broke the rule and his/her classmates. This is called a "suspension." There can be two types:

- In-school suspension, in which the student remains in school but is removed from the classroom to do all work and loses all privileges during that time.

- Out-of-school suspension, in which the student is sent home with work for a period of time.

Use of in-school or out-of-school suspension will depend upon individual circumstances.

Offenses that could result in suspension could include, but are not limited to:

- Hitting a teacher or other school employee
- Attacking and seriously injuring another student
- Harassment and/or bullying
- Use of inappropriate language
- Stealing
- Bringing a weapon to school
- Significant disruption of the school setting

### **34. TELEPHONE USAGE**

School telephones are to be used primarily by school personnel for school business. Students should make every attempt to make all their arrangements for sports, dance class, 4-H, etc. before coming to school. Students will not be allowed to use the phone to schedule after school events like going to the public library or going to a friend's house.

If you need to talk to your child during the school day, call the office. If it is an emergency, the child will be allowed to take the call. If it is not an emergency, the child will call you back at recess, lunch, or other non-instruction time.

### **35. VISITORS**

Parents and/or other guests are welcome to visit, eat lunch, attend special assemblies, and participate in school events. Follow these guidelines when doing so:

- Use the front doors. There is a buzzer system to enter. Press the button and face the camera. Office personnel will instruct you to enter through the middle door when you have been identified. Walk directly to the office to check in.
- Sign in and receive a visitor's sticker that is required to be worn while visiting. This ensures school facility that you have checked in with the office.
- Prior to exiting the building, sign out in the office.
- Parents and/or visitors are not allowed to go to the classrooms while class is in session without prior notice.
- If parents must deliver articles of clothing, instruments, homework, etc. to school, bring these items to the office.

#### **35a. Visiting Classrooms**

If you wish to observe a classroom, contact the principal or the teacher prior to the visit to establish an agreeable time. The principal/teacher may limit the number of observations during a week to ensure students have uninterrupted time with their teacher.

All visitors, including parents, will sign in at the office upon arrival and receive a visitor's sticker and sign out prior to departure.

### **36. WEATHER/EMERGENCY ANNOUNCEMENTS**

The Superintendent's Office will make the decision if school should start late or dismiss early because of weather conditions or other emergencies. In the event of a late start or early dismissal due to weather conditions/emergency, the Superintendent's Office will notify principals and local radio stations and television stations.

These announcements can be received within a few minutes after the decision to postpone or cancel has been made via Remind, a text messaging service (See information in 38a).

#### **36a. JMC and REMIND Text Message Alerts**

Weather-related early dismissals, late starts, no school announcements, and general school announcements will be sent via JMC text from the Elementary Office. To be sure you receive these text messages, update your contact information in JMC to do so. Emergency contacts may also receive these messages if you click on the box for them to receive it via their cell phone.

Remind will also be used for weather-related messages and some school announcements. Anyone can sign up for this service by texting @gcelem13 to 81010. You will receive a text back asking for your name.

Remind will be used to send out time sensitive announcements. Reading emails from the office and the school newsletter will keep parents informed about other matters.

If you want to stop receiving Remind messages from the elementary, text "STOP" to one of the text messages or call/email the Elementary Office and request to be removed.

### **37. WEBSITE FOR THE DISTRICT**

The district's website is [www.acgcschools.org](http://www.acgcschools.org). There is a plethora of information on the site including, but not limited to:

- Information about the district, its buildings, and staff
- The official school calendar
- Individual teacher websites that contain information and links specific to their classes
- Quick Links to frequently used programs such as JMC, PayForIt, etc.
- Access to handbooks, forms, policies, etc.

### **38. Threats**

When a spoken, written, or symbolic threat is made to individual or groups of students or staff or the district as a whole, a school team will determine if the threat has a low, medium, or high-level probability to be carried out. Law enforcement will be contacted as necessary.

If administration and/or law enforcement determine that the school community needs to be aware of a threat, parents will be notified via JMC text. (To ensure you will receive these JMC texts on your cell phone, log in to JMC, go to your contact information and edit contact information, and enable SMS text message by clicking in the box.) Text characters are limited, so parents may be texted to read an email sent from Administration.

A threat of high-level probability includes, but is not limited to

- Specific and plausible details such as a specific victim, time, place, and method
- Repeated over time or conveyed to differing individuals
- Involves planning, substantial thought, or preparatory steps
- Recruitment or involvement of accomplices
- Invitation for an audience to observe threat being carried out
- Physical evidence of intent to carry out threat (e.g., lists, drawings, written plan)

AC/GC Schools Threat Plan is a work in progress in conjunction with state and local agencies and will be amended as needed.

## **APPENDIX: SCHOOL STATEMENTS AND NOTIFICATIONS**

### **A1. Abuse Investigator**

Any student or employee of the Guthrie Center Community School District shall have the right to file a formal complaint alleging non-compliance with regulations outlined in Title IX of the Education Amendments of 1972.

Level One: Principal or immediate supervisor (informal and optional--may be by-passed by the grievant). Any employee with a grievance of sex discrimination may first discuss it with his/her principal or immediate supervisor, with the object of resolving the matter informally. A student with a complaint of sex discrimination may discuss it with his/her teacher, counselor, or building administrator.

Level Two: Title IX Compliance Officer, the Superintendent. If the grievance is not resolved at Level One and the employee or student wishes to pursue the grievance, the employee or student then may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Title IX Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within fifteen (15) working days from date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX Compliance Officer. A minor student may be accompanied at the meeting by a parent or guardian. The Title IX Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the grievant within fifteen (15) working days after receipt of the complaint.

Our Level One Investigator for student abuse by a school employee is the Superintendent at 332-2972 or the HS Counselor at 332-2236.

Our Level Two Investigator for student abuse by a school employee is Mike Sellers at (515) 221-0111.

## **A2. Asbestos Notice**

Chart Services, 4725 Merle Hay Road, Des Moines, Iowa, prepared the district management plan. During the current year the Guthrie Center Schools will be following their recommendation for maintenance and removal.

Complete management plans are available in the administrative offices at the respective buildings.

## **A3. Book Rent Waiver**

Students whose families meet the income guidelines for free and reduced price lunch for the current school year, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have the book rent 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 a book rent waiver should contact the Superintendent's Office at registration time for a waiver form. All waivers are due on or before September 15 of the current school year to waive the school yearbook rent. This waiver does not carry over from year to year and must be completed annually.

## **A4. Bullying, Harassment, Sexual Harassment, and Abuse Policy**

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, staff, and volunteers 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 or bully did
  - Witnesses to the harassment or bullying
  - What the student said or did, either at the time or later
  - How the student felt
  - How the harasser or bully 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'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
- 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
- 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.
- Demeaning jokes, stories, or activities

#### **A5. Compulsory Attendance Law**

Each child between the ages of seven and sixteen (or 8th grade) by September 15 is required to attend a certified public or private school. Failure to do so, or an excessive number of unexcused absences, can result in the child being declared truant and appropriate charges filed with the County Attorney.

#### **A6. Educational Records**

Student records containing personally identifiable information except for directory information are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the superintendent's office.

#### **A7. Emergency Procedures**

Emergency procedures for fire, severe weather, intruders, and other emergencies are available for parents to view at the principal's and superintendent's offices.

#### **A8. HAWK-I Insurance for Children**

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 or go to the website at [www.hawk-i.org](http://www.hawk-i.org) for more information.

#### **A9. Health Screenings**

Throughout the year, the school district sponsors health screenings including, but not limited to vision, hearing, and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student to be excused from the screening. The grade levels included in the

screening are determined annually. Heartland AEA 11 will conduct its annual Hearing Conservation Program during the upcoming school year.

#### **A10. Homeless Children and Youth**

The district 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.

A homeless child is defined as a child or youth between the ages of 5 and 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, or 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.

#### **A11. Human Growth and Development Statement**

Each parent or guardian has the right to review the Guthrie Center Community School's Human Growth and Development goals, objectives and materials. The child can be excused from a particular class period where parents object to material that is being infused into the curriculum. The child will incur no penalty but shall be required to complete an alternative assignment that relates to the class and is consistent with assignments required of all students in the class.

#### **A12. Jurisdiction Statement**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures or language.

This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide by the school district's policies, rules, and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.



The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the elementary office (641-332-2720) or the superintendent's (641-332-2972) for information about the current enforcement of the policies, rules or regulations of the school district.

### **A13. Non-Discriminatory Statement**

It is the policy of the Guthrie Center 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, Karla Mahaffey, Curriculum Director, 906 School St, Guthrie Center, IA 50115, 641-332-2236, [kmahaffey@acgcschools.org](mailto:kmahaffey@acgcschools.org)

**The notice may include:** Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

Our continuing goal shall be to provide educational programs for students as needed on the basis of individual interests, values, abilities, and potential. Our intent is:

1. To provide Guthrie Center students with the awareness and skills necessary to live productive lives based on their cultural values, preferences, and understanding of varied lifestyles.
2. To provide experiences that will assist students in the actualization of their full measure of human potential.
3. To prepare students for life and active participation in a changing, democratic society.
4. To eliminate bias, and alleviate the limiting effects of racial, ethnic cultural, and sex role stereotypes which exist in our society.
5. To utilize instructional materials that reflects the cultural and racial diversity present in the United States and the variety of careers, roles and lifestyles available to both women and men in our society.

The Guthrie Center School District will take all necessary actions to comply with the law as stated in Title VI of the Civil Rights Acts, Title IX of the Education Amendments of 1972, Title V of the Vocational Rehabilitation Act of 1973, and any other state and federal law which prohibits discrimination in educational programs and activities.

### **A14. Parents'/Guardians' Rights Notification**

Parents/Guardians in the Guthrie Center Community School District have the 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. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a school wide Title I program.

Parents/Guardians may request this information from the Office of the Superintendent by calling 641-332-2972 or sending a letter to the Office of the Superintendent, Attn: Steve Smith, 906 School Street, Guthrie Center, IA 50115.

### **A15. Search and Seizure**

If staff has reasonable suspicion to believe or witnesses that a student has an item imminently dangerous to the student or to others, the item will be confiscated. If the student does not relinquish said item, action will be taken which could include removal of the student to the office or, if he/she refuses, moving the other students out of the area.

Locker/Desk Searches: Student lockers and desks are school property and remain at all times under the control of the school. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student consent, and without a search warrant.

Car Searches: Students are permitted to park on school grounds as a matter of privilege, not of right. The school retains authority to conduct routine patrols of parking lots and inspections of the exteriors of automobiles on school property. The interiors of student vehicles may be inspected whenever there is reasonable suspicion to believe illegal or unauthorized materials are contained inside. These inspections and patrols may be conducted without notice, without student consent, and without a search warrant. Such searches will be done by administration or law enforcement.

School Computers: School computers and any data they contain remain under the control of the school and are subject to inspection at any time.

Punishment may be incurred by students who are found to be in possession of unacceptable items on school property (e.g., weapons, drugs, alcohol, stolen items, etc.)

### **A16. Special Education**

Federal laws now require that each school system provide a program for every student with special needs. This involves programs for children with all types of special education needs, including hearing and vision impaired, educable-mentally disabled, trainable-mentally disabled, emotionally disabled, severely handicapped. Also required is a program for any child with learning disabilities.

Before a child is placed in any of the above programs, a testing and staffing procedure is necessary. Parental involvement is required in each step of the procedure. Once a child is placed in the program, the school staff must develop and maintain an Individual Education Plan (IEP) for each child. The parent has the opportunity for input into the IEP.

The same law also requires that each child with special education needs operate in "the least restrictive environment." This means that the child be placed in a classroom setting which is as near as possible to the normal classroom, keeping in mind the individual needs of the child.

In the event of a disagreement between parent and the school over program placement, an appeal procedure is outlined by statute to investigate and resolve the disagreement.