



# CHARITON PRESCHOOL HANDBOOK

2018-2019

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Stephanie Coalbank	PK classroom teacher and Sp. Ed teacher
Susan Duley	PK classroom teacher
Angie Mark	PK classroom teacher
Derek Philips	PK-2 Principal

## Welcome

Welcome to the Chariton Preschool! We are pleased to have the opportunity to work with your child and your family this year. The purpose of this handbook is to provide you with information you need to for your child to have a successful first year of school. This handbook will provide you with our school's information and classroom information. Please contact your child's teacher or the building principal with any questions. Staff contact information are listed below:

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## About Chariton Preschool

Our goal is to provide a high quality preschool program meeting each child's needs, including children with disabilities and those from diverse backgrounds. The preschool provides a rich learning environment that encourages children's natural curiosity and supports them to take risks that lead to new skill development. It is a setting where children feel safe, respected and cared for. This is an opportunity for all four year old children to take part in planned active learning experiences to build their readiness skills. The preschool program meets the Iowa Quality Preschool Program Standards and follows the Iowa Early Learning Standards.

## School Hours

It is important that students arrive on time to receive a full day instruction. The arrival time of instructional personnel is set for 7:55 A.M. Preschool students attend school Monday-Thursday. There is no preschool on Fridays.

AM Preschool hours are 8:00-11:00am. Please make sure that your child is brought to school no later than 8am. Students must be picked up by 11:05am.

PM Preschool hours are 12:00-3:00pm. Please make sure that your child is brought to school no later than 12pm. Students must be picked up by 3:05pm.

Please notify the classroom teacher if you will be picking up a student earlier or later than the dismissal time. Students must be picked up from their classrooms by an adult responsible for their safety.

## Home Visits

As a part of the state requirements for preschool every child in our program will have a home visit from their teacher. Home visits will be scheduled with the teacher at the beginning of the school year or when the child begins school.

## Attendance Policy

(Approved June 2012)

Students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program, to develop habits of punctuality, self-discipline, responsibility, and to assist in keeping disruption of the educational environment to a minimum. While it is possible for an absent student to make up much of the school work missed, it is impossible to completely compensate for an absence from class. Absences cause disruption in the educational progress of the student who was absent. Irregular attendance or tardiness by students not only interferes with their own studies, but also interferes with the progress of those pupils who are regular and prompt in attendance. 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. Life long patterns of responsibility and self-discipline are fostered by good school attendance.

### STUDENTS ABSENT FROM SCHOOL

#### Absences Excused:

1. Personal Illness
2. Professional Appointments
3. Serious Family Problems, Reason to be approved by Principal
4. School Sponsored Activities
5. Family Time
6. Suspension from School
7. Other Reasons as approved by Principal

#### Absences Unexcused:

Absences caused by reasons other than those listed above will be classified as unexcused. Examples include, but are not limited to: oversleeping, skipping, shopping, haircuts, and other personal business. The student will be required to make up all missed assignments.

When a student is absent, the parents are to call the school before 8:30 AM. If it is not possible to phone the school, the parent will send written notice with the student when the student returns to school. If the student does not provide the office with a note, the absence is unexcused.

Please notify the office if you know in advance that your child will be absent. Arrangements should be made with your teachers to make up all assignments in advance of the absence.

It shall be the students' responsibility to check with the teachers as to the necessary make-up work.

Only the principal or another appointed staff member may issue admits to class or permits to leave the building.

Any student who leaves the school property during the day without permission from the office will be considered truant. School staff will immediately contact the police.

Students will not be allowed to leave school to go home or elsewhere to pick up or purchase forgotten items or materials for school unless parent permission has been given.

Students who are excused for school illness are expected to remain home. Students who are seen out and about or at school events the day of the absence by school personnel will receive an unexcused, rather than an excused absence.

Parents will be required to provide a doctors excuse when missing more than three consecutive days of school.

## Child Safety

If your child is going to have a change in their **NORMAL** routine, we need a note stating what the child is to do. Without a note, your child will be instructed to do their **NORMAL** routine as you had instructed in the fall registration. It is very important for us to know this information for the welfare and safety of your child.

We want all children to feel safe. When dropping off and picking up your child/ren from school, please be aware of the many children around you. **Please park your car in a designated parking spot when you are coming in to get a child.**

## School Delay/Cancellation Announcements

Announcements concerning school operation during severe weather will be aired over the radio stations WHO in Des Moines--- 1040 AM, KELR-----105.3 FM, KJJC----106.9FM; the local TV Channel 12; or the school information number--- 774-8511. You can also have school delay, early dismissal, or cancellation announcements texted directly to your phone/ e-mail etc. by setting up in advance your parent portal information for Infinite Campus on the Chariton Community School District website **[www.charitonschools.org](http://www.charitonschools.org)**

## Drills

Fire drills, tornado drills, and ALiCE are held regularly during the year as required by state law, and are an important safety precaution. Directions are posted in each classroom. Students are expected to be silent during the drills, listen to staff directions and to move in an orderly manner to the class' designated safety area.

In case of a fire or because the building must be evacuated due to a non-terroristic threat all elementary students and staff will be moved to the Johnson Auditorium until further instructions are given.

## Change of Address /Telephone Number

It is very important that you inform us immediately of any changes in your telephone number, address, the identification of a person who is to be notified in case of an emergency, family physician, or hospital used. Please notify the school in advance if you are planning to move within or from the Chariton Community Schools.

## Withdrawing a Student

If you move, let the elementary office know at least three days in advance. We will prepare transfer materials to help your child get started at a new school.

The following procedure should be followed if you are planning to withdraw your child:

1. Please give us advance notice when possible, so that the transitions from our school to another school will occur smoothly.
2. Be sure that all books are returned and lunch account settled.
3. Once our elementary receives a record request from the new school, we will transfer all records.

## Visitors and Volunteers

Parents are welcome and urged to visit school. They are asked to make arrangements with the teacher and notify the office of the period they are visiting. Since small children are a distraction to the educational process, parents should make arrangements for their care while visiting or volunteering in the classroom. Young friends and relatives of our students will not be allowed to come to school and spend the entire day visiting.

## Discipline Policy

Effective discipline is necessary for quality education. In order to guarantee your child and all the students in the school the excellent learning climate they deserve, it is essential for the home and school to work closely together teaching and developing self-discipline, responsibility for one's actions, and the respect for the rights of others.

It is the teacher's role to guide and direct the classroom. It is hoped that parents will support and cooperate with the classroom teacher. Good discipline should focus on the positive rather than the negative with self-discipline as the optimum goal to be achieved by each student.

The large majority of students in our schools are well behaved, hard working, and come with the intent on learning. However, for the small minority who do not respond to a positive approach toward discipline, we must have a means of enforcing discipline to enhance the educational process. For those few involved, discipline should be fair, consistent, dignified, administered in good temper, and with temperance.

Each teacher is encouraged to set guidelines for student behavior in his/her classroom by developing written classroom standards with the students and supplying the reason for them. The school has school wide expectations.

Should, at any time, the behavior of a student be as such that he/she is exhibiting behavior dangerous to self or others, or behavior so extreme that it is disrupting the educational process, steps and/or action may be taken to insure the safety and education of the other students. An example of this could be a room clear where the students are taken to another classroom to do their work.

Note: The school reserves the right to contact law enforcement to keep children and adults safe.

## **Dangerous Weapons**

Dangerous weapons or look-alike weapons (toy knives, toy guns, etc.) are not allowed on school grounds or at school sponsored events. Dangerous weapons will be taken from students and others who bring them onto the school property. If a dangerous weapon is taken from a student, the parent of the student will be contacted. In the discretion of the administration, law enforcement may also be contacted. The student will be subject to further disciplinary action.

## Student Records Notification

The Chariton Community School District will follow the provision as set forth in the Family Education Rights and Privacy Act of 1974. The parents of students attending the CCSD have the right "to inspect and review any and all official records, files, data directly related to their children, including material that is incorporated into each student's cumulative record folder." A complete student record is readily available for parents for inspection, and a copy of these records will be reproduced for a nominal charge. An appointment must be made with the principal to review student records.

## Progress Reports

Student Progress Reports are issued three times during the school year. Parent-teacher conferences are scheduled during the months of October and February. Teachers may use the report cards as an aid to the conference sessions.

Parents, teachers, or principals may request a conference for students in addition to the scheduled conference time. Parents and students are encouraged to discuss the student's progress or other matters with the student's teacher. When there are questions or concerns about a child's progress, communication between the home and school will allow the staff and parent to plan a better educational program to help the child.

## Assessments

The Chariton Preschool uses Teaching Strategies GOLD as their on-going formative assessment system each day in the classroom. Checkpoints are 3 times per year (October, February, and May). These progress reports are discussed at Parent/Teacher Conferences in October and March. We send home progress reports at the end of the year for families and extend an invitation to families to come in and visit about any questions or concerns.

Teaching Strategies GOLD can be used with any developmentally appropriate early childhood curriculum and is based on 38 research-based objectives that include the predictors of school success and are aligned with the Iowa Core Standards and the Iowa Early Learning Standards. Teaching Strategies GOLD is used to form individualized instruction groups. Its general purpose is to keep track of development in all areas including: Social Emotional, Physical, Cognitive, Language, Literacy, Math, Social Studies, Science and Technology, and The Arts. This assessment also includes Spanish Language, Spanish Literacy and English Language Acquisition if needed for Spanish speaking students. GOLD is also used to form individualized instructional groups within each classroom. These instructional groups help children learn in small group settings.

In addition, the Chariton Preschool uses the Individual Growth Development Indicators (IGDI's) assessment occurs three times per year in October, February, and May. For this assessment the classroom teacher and child work together for a series of tests. The tests are timed and the score is recorded, then child goes back with their peers after completion. These test scores are summative and reported to the Department of Education. Data from both GOLD and IGDI's are used to guide teacher instruction.

# HEALTH

## Health Information

The Chariton Community Schools enjoys the services of a school nurse. The nurse is not allowed to diagnose or treat illnesses, but to care for a bump, a bruise, a scratch or cut, or other injury that may occur. Since the nurse cannot be in all buildings at once, other personnel sometimes perform these services. In addition to comforting boys and girls, the nurse is a resource person that teachers can call on to assist them in teaching nutrition, cleanliness, dental care, basic safety and health rules.

Under the current blood pathogens guidelines, students will be taught how to clean any injuries to themselves that have blood exposure. Slivers and ticks will not be removed by school personnel. Instead, parents will be notified.

It is necessary to have one or more emergency numbers on file in the school office. When parents cannot be reached, the child needs a place to go for care. In extreme emergencies when parents cannot be located, the school has the privilege of notifying the family physician or local hospital for immediate attention

## Injury/Illness

A student who becomes ill or injured at school will be given first aid. The parents or alternate will be notified if the illness or injury is serious enough to warrant the student's absence from school, and they will be responsible for

arranging transportation. If an emergency exists and the parent or alternate cannot be reached, the student will be transported to the local hospital by ambulance.

Only a doctor is qualified to make a medical diagnosis. If the nurse or other school official has reason to suspect a serious health problem, the parents will be notified with the suggestion that the student see a doctor.

## Accidents at school

In the event of a serious accident or illness at school, the parents are called, if necessary, the emergency number is called. It is advisable to inform the neighbor or relative that you have given their number as an emergency contact. If it is an emergency that requires immediate medical assistance, the appropriate emergency personnel will be called.

Please be sure that the emergency information recorded for each child is accurate. If at any point during the school year this information changes, notify the office immediately so that we may keep our records up-to-date.

## Sending students home for health reasons

1. If a child is determined to meet any one or more of the following criteria he/she will be sent home.
  - a. A. The child fever 100 degrees or above.
  - b. The child is vomiting or bleeding profusely.
  - c. The child has subjective symptoms last longer than 30 minutes. Student would rather lie down than eat lunch or go to recess.
  - d. The child is too uncomfortable or distracting to remain in classroom (scratching, coughing).
  - e. The child is ill or injured and unable to do school work.
  - f. The child needs to see doctor.
  - g. The child may be contagious

The parent or guardian will be notified after one or more of the above criteria have been determined by nurse or person. Students waiting for transportation wait in the Nurses office or office area until an adult comes to pick the student up. If the parent or guardian cannot be reached attempts are made to reach the first or second alternate contact listed in Infinite Campus. If no adult caretaker can be reached, then student:

remains on cot, returns to class if able **OR IS** transported to ER per ambulance if serious. School employees **DO NOT** transport sick or injured students.

We ask your cooperation in keeping our school children healthy. If you have any questions, feel free to contact our school nurse; Donna Krutsinger, R.N.

## Immunizations

Each student enrolled in any school in Iowa must submit an Iowa State Department of Health Certificate of Immunizations to the school. It is the parent's responsibility to see that this certificate is completed and signed by the parent and either a doctor, an official of the health department, county health nurse, or school nurse. Blank certificates may be obtained from the school.

If a child has a medical condition which keeps him/her from being immunized, or if the child is a member or follower of a religion which opposes immunization, he/she may qualify for an exemption to the law. If this is true for your child, there is an exemption form that must be completed by a health professional.

### Communicable Diseases

A student strongly suspected of having a communicable disease: Strep Throat/Scarletina/Scarlet Fever, conjunctivitis (Pink eye), Fifth Disease, Impetigo, and Scabies or a condition that may endanger the health of others will be excluded from school. The nurse will make the determination and parents will be contacted. The student may return to school with a signed release from a doctor.

Parents who discover a communicable disease at home are asked to notify the school so precautionary measures can be taken.

### Absences

Please notify the school if your child is absent for any reason. If your child misses school for more than one week because of illness, please have your child return with a note from your doctor. We may also request a doctor's note if your child has frequent short absences for illness.

### Medications Guidelines

When a child must receive medication during school hours, the following guidelines will be followed. In the matter of all medications, the Chariton Schools are governed, as are all schools in Iowa, by the rulings of the Iowa State Department of Health. The steps below must be followed in order for any medication to be administered at school.

Guidelines for giving medications at school:

1. The medication must be prescribed by a licensed medical or osteopathic physician or dentist.
2. A medication form must be signed by the physician and must request that a specific medication, in a specific amount, at a specific time be dispensed to a designated pupil by school personnel. The parent must also sign the request form.
3. The medication **MUST** be brought to school by the parent or designated adult. This is for students in all grades and for the protection of the student, parent, and school.
4. The medication is kept in its current medication bottle (the last bottle received from the pharmacist).
5. All controlled medications will be counted when brought in and documented on the medication form by school personnel.
6. The school personnel giving the medications will be certified to give medications at school.
7. The school personnel giving the medication will initial the medication form, if the medication is given as ordered by the physician, and will document on the form any medication not given and the reason why.
8. Parents will be notified when a dose is missed or any other medication error.
9. On days when school is a late start, 8 AM doses normally administered at school **WILL NOT** be given. Parents will need to make arrangements for that dose to be given at home. Likewise, on days when school is out early, medication doses after that time **WILL NOT** be given.



10. At the end of the school year, any remaining medication will need to be picked up by an adult. If the medication is NOT picked up by the end of the last day of school, IT WILL BE DESTROYED.
11. Prescription medication will only be given when the request form for giving medication at school has been signed by the physician and parent.
12. Over the counter medications (non-aspirin) may be given if the medication form is filled out and signed by the parent. The medication must be age specific. We cannot give medication to children under 12 if the medicine is labeled "Not for children under 12", and if no child dosage is listed.
13. Forms for giving medicine at school may be obtained at the school offices or at the local doctors' offices.

## Head Lice

Head lice are not a sign of poor hygiene, but just as a child may get cold germs from another child, he/she may also get lice when exposed to an infested child. Most cases of lice (95%) are spread at sleep-overs, where heads are close together for long periods of time. If you do find lice or nits, you need to get a special shampoo, either by prescription or over-the-counter. The school nurse encourages parents to check their children weekly for head lice throughout the school year.

Head lice continue to be a problem for Iowa school-aged children. School nurses may spend a disproportionate amount of their time addressing head lice issues considering that they pose no health hazard. The Iowa Department of Public Health recommends the following prevention and control measures for managing head lice in schools. The following recommendations will be followed by Chariton Preschool, Columbus Elementary and Van Allen Elementary schools:

1. **Discontinue routine school-based screening.** Current evidence does not support classroom or school-wide screening as a method to stop head lice transmission. Instead, schools should educate parents and staff about lice detection, treatment, and prevention. Parents should be encouraged to regularly screen their children for lice. It should be assumed that head lice are in the community and schools at all times.
2. **Discontinue "no nit" policies.** "No nits" policies that require a child to be free of nits before they can return to school are not recommended. Children should not be excluded from school. Head lice can be a nuisance but have not been shown to spread disease.
3. **Children should remain in school for the rest of the day if head lice are detected.** Notify parents by phone, provide educational materials on treatment, and review treatment protocols. It is reasonable to expect that treatment be started before the child returns to school the next day.
4. **Do not use environmental sprays or chemical cleaners at home or in the classrooms, lockers, or on gym mats or other school equipment.** Head lice do not live "off" the body. The head louse must maintain a warm temperature. Only ordinary cleaning, vacuuming, and washing in hot water are needed. Do not use chemical sprays on such items as audio/video headsets, tables or mats, carpet, upholstered chairs, school bus benches, bed lines. Sprays and other chemicals can be potentially harmful, since they can be absorbed through the skin and are irritating to the lungs of some asthmatics.
5. **Teach and support parents in appropriate techniques for lice treatment.** The Iowa Department of Public Health advocates a two-week treatment plan that includes the use of an over-the-counter medicated shampoo which contains either permethrin or a pyrethrin. A handout for parents from the IDPH can be found at [www.idph.state.ia.us/hcci/common/pdf/headlice\\_brochure.pdf](http://www.idph.state.ia.us/hcci/common/pdf/headlice_brochure.pdf)

6. **What if treatment with over-the-counter shampoos and use of a nit comb fails?** Physicians may prescribe stronger treatments for head lice. Re-infestation is more common than treatment failure.

## Hearing Assessments

Great Prairie AEA will conduct its annual Hearing Conservation Program during the upcoming school year. Students in kindergarten thru 5<sup>th</sup> grade will receive a hearing screening. In addition, students in kindergarten through twelfth grade who are enrolled in special education programs may be screened. We will also be screening the students who have had hearing problems in the past. Students who do not pass this screening will receive an individual hearing test by the audiologist. Parents will be notified about the results of the hearing test only if their child does not pass the test. This is a screening process only and does not identify all hearing or ear problems. If your child has had hearing or ear problems recently, feel free to send this information to the audiologist. If you do not want your child to participate in the screening program and follow-up assessments by the school audiologist, please send in writing a request not to have your child tested to the school. If there are any questions about the hearing testing program in your school, please contact the audiologist at (641) 774-8212.

## Outdoor Learning

All students are expected to go outside for outdoor learning and need to dress appropriately for the weather. In the winter, winter coats, snow pants, mittens, hats, and snow boots are required. Outdoor learning may be held indoors if the temperature or wind chill is 15 degrees. This follows the guidelines of the Child Care Weather Watch recommended by the State of Iowa. Chariton Elementary Schools support the Healthy Kid's Act of getting physical exercise. If a student needs to miss any outdoor learning, a doctor's note will be needed.

Teachers will expect children to participate in these periods since outside time will seldom be more than 10 to 30 minutes in length. Almost always, a child who is too sick to go out for a few minutes at recess is too sick to be in school. A request from your family physician will be needed for a child to remain inside for an extended period.

Playground equipment is furnished by the school. Such articles as toys, skates, blade skates, skateboards, baseballs, bats, footballs, basketballs, etc. should not be brought to school by the students. If any of these items are confiscated by school personnel, parents will be requested to pick them up.

# ELEMENTARY SCHOOL PROGRAMS

## Multi-Tiered System of Support (MTSS) Program

Multi-Tiered System of Support (MTSS) in Iowa is an every-education decision-making framework of evidence-based practices in instruction and assessment that addresses the needs of all students starting in general education.

MTSS allows educators to judge the overall health of their educational system by examining data on all students, as well as identifying students who need additional supports. These supports are provided to students in both small group and individual settings, and measured to determine if these supports are making a difference to ensure all learners demonstrate proficiency in Iowa Early Learning Standards and Iowa Core Standards and leave school ready for life.

At Columbus and Van Allen we believe the implementation of Iowa Core curriculum is essential with evidence-based instruction and interventions in academic and behavioral areas. The key is to have early interventions and match the instruction to the assessment. This is a tiered intervention scale that requires on-going monitoring of data and make changes accordingly. All of our programs function under the Multi-Tier System of Support framework.

## Special Education

The Chariton Community School Board recognizes some students have different educational needs than other students. The board shall provide a free appropriate public education program and related services in the least restrictive environment to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed, age twenty-one or in accordance with the law. The board shall provide an appropriate education for a student in need of special education. Students extracurricular services and activities and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student shall be written in the student's Individualized Education Program (IEP). Special education students are required to meet the requirements stated in board policy or in their IEP's for graduation. Discipline of special education students shall be through their IEP's.

Great Prairie AEA staff will be available to partner with the district staff members to provide the best education possible for your child. These Great Prairie AEA staff includes, but are not limited to: audiologists, consultants, teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech-language pathologists. Your child's teacher may contact AEA staff for consultation, observation or interaction with your child. If you do not want the above services, please notify the school *IN WRITING*.

If you have any questions and/or concerns about these services, please call Mr. Schwarte Regional Special Education Director at the AEA at 774-2613

## Snack Foods

No child is required to eat any food or snack. We encourage children to try new foods. Special diets may be provided by the parents for snacks when requested by your doctor and accompanied with written instructions.

## Cell Phones/Electronic Devices

Cell phones/Electronic Devices are not to be brought into the classrooms and students are not to use cell phones during the school day while students are on school grounds. If unacceptable use of a phone occurs on school property the student will have consequences. Any electronic device left "on" in class will be considered a violation. First offense; electronic device will be given to the principal and returned to the student at the end of the day. Additionally offense; parents will need to pick up the electronic device in the office. Remember the school will not be held responsible for any electronic items children bring to school.

### **Unacceptable uses of cell phones include:**

- Use of cell phone during class for any reason
- Taking pictures in restroom
- Taking any picture of another person for the purpose of ridiculing the other person
- Use of cell phone or any device to cheat
- Use of cell phone or any device to harass another person

### **Possible Consequences:**

- Device shall be confiscated
- Cell phone may be turned over to law enforcement
- Parents shall be informed

- Suspension
- Cell phone may be turned over to law enforcement

## Animals

School permission, teacher or principal, must be obtained to bring any animal, insects or reptiles to school. It is necessary that pets be brought to the classroom by a parent, who then waits and takes the animal home.

## Birthdays

We welcome a celebration for a child's birthday. We do ask parents to use good judgment in what they send with birthday treats being store purchased and in original wrapping when brought to the school. Individual serving sizes are best. **No homemade food products will be allowed in the classrooms due to food safety concerns.** If your child has a summer birthday, we would encourage you to celebrate on a different date during the school year. If your child brings a birthday treat, there must be enough for every child in the classroom.

If a parent chooses to have a birthday party outside of the school day, the invitations are to be delivered outside of the school setting, unless one is given to **every** boy or girl in the classroom. Due to confidentiality reasons the school **will not** provide parent names, addresses, or phone numbers.

## Gum Chewing

Due to health, behavior factors, and good housekeeping, children are requested to refrain from chewing gum in elementary school. Violators will be asked to deposit gum in the wastebasket. Exceptions when gum chewing is allowed are during parties or special academic activities.

## Balloons, Flowers, and Gifts

In order to keep from disturbing the educational climate of the classroom, gifts such as flowers, balloons, etc. should be delivered to the student's home. All gifts delivered during the school day will be held in the office and the student will pick-up at the end of the school day.

## Field Trips

The principal must give prior authorization for all field trips and/or excursions. Written parental permission will be required prior to the student's participation in a field trip or excursion. This permission will be obtained when you register your child(ren) for school and will be effective for the entire school year. If you wish to change your original permission form, please contact the elementary office(s). Teachers will inform you of field trips and/or excursions as they occur throughout the school year.

## Child Custody

In most cases, when parents are divorced, one parent is designated by the court as the custodial parent. Student records will be shared with the non-custodial parent, if the non-custodial parent makes a request for information and provides the school with an address for sending the records. If, in the case of divorced or separated parents, there is a court order that limits any of the rights of one parent, a copy of the court order must be filed in the office.

## Homecoming

To allow more elementary student participation in the parade, Chariton Community Schools will start dismissing at the designated time given by the Superintendent's Office.

**Without a written note, we will be expecting students to follow their normal routine. Bus students will be sent on the bus and student who walk will be sent home.**

If you are going to get your child before, the dismissal time, you need to sign your child out in the office. Your cooperation will be greatly appreciated.

### Parties

Room parties are held 3 times a year including Fall Party, Winter Party, and Valentine's Day parties. The classroom teacher is responsible for the organization of these activities. Remember when bringing snacks, it is important to bring store purchased and wrapped food items due to food safety concerns.

### Student Pictures

During the fall and spring of each year all students will have the opportunity to have their picture taken. Notification of the picture date and price lists will be given to parents and students in advance of the picture date. Pictures will be taken of each student for class composites and permanent records in the fall. You are not required to purchase your child's school photos. If you choose not to purchase the **spring pictures** you are required to return all photos to the school.

### School Dress

Student dress or personal grooming should not interfere with the normal classroom educational process. Clothing promoting alcohol, tobacco, profanity, or weapons will not be allowed. Students that are wearing sexually suggestive clothing will be asked to call home for an appropriate set of clothes (tube tops, strapless dresses, plunging necklines, spaghetti straps etc.). Anyone wearing a dress to school is encourage to wear shorts underneath.

In wet, muddy, and snowy weather children are encouraged to wear appropriate shoes or boots. During inclement weather adequate outer garments must be worn. The students will be required to wear the clothing the parent has sent with them to school; unless in the judgment of the supervising teacher has changed to allow them not to be needed.

### Personal Property at School

Toys or other objects are not to be brought to school from home unless they are for show and tell purposes. If they are brought for show and tell, they should be left in the student's bag the remainder of the school day. The school cannot assume responsibility for the loss or breakage of things brought from home. CD players, I-pods, Game boys and similar items are not permitted in school or on the buses. They are expensive and the school cannot guarantee their safety.

### Money

Students should not bring money to school except for: book orders and school pictures. Students should pay amounts due upon arrival at school to eliminate the possibility of loss or theft. The school is NOT responsible for money lost.

## DISTRICT POLICIES AND PROCEDURES

### Multicultural, Nonsexist Policy:

The Chariton schools are concerned that students respect individual differences. The school staff has examined the curriculum and learning materials carefully to reduce stereotyping and to eliminate prejudice against those of another

race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, ancestry, political party preference, political party belief, socioeconomic status, and familial status.

The Chariton Community School District does not discriminate on the basis of race, national origin, creed, religion, marital status, or physical disabilities in its educational programs.

### Grievance Procedures:

A student's complaints and grievances shall be resolved through an orderly process and at the lowest organizational level. If a student feels he or she has not been dealt with fairly, the student may grieve the matter through the following process:

1. The opportunity shall be provided for any student and his/her parents to discuss with teacher or another licensed employee, a decision or situation which the student considers unfair.
2. If the matter remains unresolved, the student and his/her parents may request assistance from the principal within 5 days of the other employee's decision.
3. If the matter cannot be resolved by the principal, the student and his/her parents may discuss it with the superintendent within 10 days after speaking with the principal.
4. If the matter is not satisfactorily resolved by the superintendent, the student and his/her parents may ask to have the matter placed on the board agenda of a regularly scheduled board meeting.

### ANTI-BULLYING/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 is 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, gender identify, 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 regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one of more 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 or 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, non-verbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that has 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, request for sexual favors, or other verbal or physical conduct of a sexual nature when;

- Submission to the contact 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.

Building principal 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.

#### **OF STUDENTS BY EMPLOYEES**

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the Columbus Elementary Principal and Van Allen Principal as the Level I investigators. They may be contacted directly at their building, (Columbus 774-4712, Van Allen 774-5047).

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

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

#### **STUDENT TO STUDENT HARRASSMENT**

Sexual harassment may include unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, sex, disability, age or



marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities.
- Submission to or rejection of such conduct by a student is used as a basis for decisions affecting the student; or
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

Sexual harassment includes, but is not limited to:

- Verbal, physical or written harassment of abuse;
- Pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.
- Harassment based upon factors other than sex includes, but is not limited to:
  - Verbal, physical, or written harassment or abuse;
  - repeated remarks of demeaning nature;
  - Implied or explicit threats concerning one's grades, job, etc;
  - and demeaning jokes, stories or activities.

Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed should:

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

- what the student said or did, either at the time or later;
- how the student felt; and
- how the harasser responded.

### **Harassment Procedures**

Steps taken when harassment has occurred:

1. Warning: Discuss with the student/s harassment and what will happen if they continue it.
2. Notify parent: A written notice will be sent to the Parent/s explaining what has happened with the student's quote of what was said or happened. Also the note will state that the next step will be suspension, if it happens again.
3. Student suspension: Parents will be notified and board Policy #503.1R1 will be followed.

### EQUAL EDUCATIONAL OPPORTUNITY

Chariton Community School District will not discriminate in its education activities 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.

### NOTICE OF NONDISCRIMINATION

It is the policy of the Chariton 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, Derek Philips, 1215 Linden, Chariton, IA 50049, 641-774-4712, [equity.coordinator@chariton.k12.ia.us](mailto:equity.coordinator@chariton.k12.ia.us).

### HOMELESS CHILDREN AND YOUTH

A homeless child is defined as a child or youth between the ages of 3 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.

### HOMELESS NOTICE

The Chariton Community School District Board of Education is responsible for locating, identifying and educating homeless children and youth found within the Chariton Community School District. A homeless child or youth of school age is defined as "one between the ages of 3 and 21 who lacks a fixed, regular and adequate night-time residence." The Chariton Community School District will make available to homeless children and youth all services and assistance including, but not limited to, compensatory education, special education, EL, vocational courses or programs, programs for the gifted and talented, health services and food and nutrition programs on the same basis as those services

provided to resident students. Please contact the Homeless Liaison, at 641-774-5967 regarding specific questions and/or issues.

### FERPA

**FERPA Schools** may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.