



## **IKM-Manning Elementary**

### **Mission Statement**

*Leading and Challenging  
Our Students  
To  
Excel  
Through  
Rigorous and Relevant Instruction*

### **Mascot**

*Wolves*

### **School Colors**

*Black and Forest Green*

### **School Song**

*We the Wolves have come to fight united we will win.  
Green and black our colors true we'll battle to the end.  
GO WOLVES GO!  
Catch the spirit, stand up and cheer. Wolves are ready, this is our year.  
We the Wolves will fight with might and bring us a victory.  
Brought together,  
Strong and ready.  
It's victory for us tonight.  
We the Wolves have come to fight united we will win.  
Green and black our colors run true we'll battle to the end.  
GO WOLVES GO!  
Catch the spirit, stand up and cheer. Wolves are ready, this is our year.  
We the Wolves will fight with might and bring us a victory.*

### **Contact Information**

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Updated 2017-2018

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## IKM-Manning 2018-2019 School Calendar(2) – Aug. 23 Start

Summary of Calendar:  
 Days/Hrs. in classroom:  
 First Semester . . . . .83  
 Second Semester . . . . .96  
**TOTAL DAYS/HS**  
**179/1080**

**CALENDAR LEGEND**

Start/End   
 Quarter   
 Professional   
 Development   
**2:30 Dismissals**   
**1:30 Dismissal**   
 Conferences   
 Vacation Day 

Professional Development  
 Start of School 3 days  
 January 1.5 days  
 End of Year 1 work day  
 PT conference 2 days  
 Holidays 5 days

**HOLIDAYS:**

Labor Day (9/3)  
 Thanksgiving Day (11/22)  
 Christmas Day (12/25)  
 New Year's Day (1/1)  
 Memorial Day (5/27)

School Hours  
 Manning  
 8:15-3:25  
 IRWIN  
 8:20-3:20

**Contract Days:**

**Student Days** 179  
**PD/Work Days** 5  
**Comp Days** 2  
**Holidays** 5  
**Total** 191

**Graduation: May 19<sup>th</sup>**

Snow Day  
 April 18<sup>th</sup>  
 May 24  
 May 28

Board Approved Date  
 Feb. 15, 2018

August 2018					Student Days/Hours	
M	T	W	Th	F		
13	14	15	16	17		
20	21	22	23	24	2	
27	28	29	30	31	7	
September 2018						
3	4	5	6	7	11	
10	11	12	13	14	16	
17	18	19	20	21	21	
24	25	26	27	28	26	
October 2018						
1	2	3	4	5	31	
8	9	10	11	12	36	
15	16	17	18	19	41	
22	23	24	25	26	46	
29	30	31			49	
November 2018						
			1	2	51	
5	6	7	8	9	56	
12	13	14	15	16	61	
19	20	21	22	23	63	
26	27	28	29	30	68	
December 2018						
3	4	5	6	7	73	
10	11	12	13	14	78	
17	18	19	20	21	83	
24	25	26	27	28		
31						
January 2019						
	1	2	3	4	85	
7	8	9	10	11	90	
14	15	16	17	18	95	
21	22	23	24	25	99	
28	29	30	31		103	
February 2019						
				1	104	
4	5	6	7	8	109	
11	12	13	14	15	114	
18	19	20	21	22	119	
25	26	27	28		123	
March 2019						
				1	124	
4	5	6	7	8	129	
11	12	13	14	15	134	
18	19	20	21	22	138	
25	26	27	28	29	143	
April 2019						
1	2	3	4	5	148	
8	9	10	11	12	153	
15	16	17	18	19	156	
22	23	24	25	26	160	
29	30				162	
May 2019						
		1	2	3	165	
6	7	8	9	10	170	
13	14	15	16	17	175	
20	21	22	23	24	179	
27	28	29	30	31		
June 2019						
3	4	5	6	7		
10	11	12	13	14		

August 17<sup>th</sup> New Teacher Day  
 August 20-22 Professional Development/Work  
 Day/ 21<sup>st</sup> and 22<sup>nd</sup> will be open houses  
**Aug. 23 Begin 1<sup>st</sup> Semester**

**Sept. 3 Labor Day (No School)**

Oct. 19<sup>th</sup> End 1<sup>st</sup> Qtr. (41 days)  
 Oct. 23/25 PTC 4:00-8:00 Early Dismissal 2:30  
 Oct. 26<sup>th</sup> No School Conference Comp. Day (1)

**Nov. 21-23 Thanksgiving Holiday (No School)**

Dec. 21<sup>st</sup> End of 2<sup>nd</sup> Quarter (42 days)  
 Dec. 21<sup>st</sup> End First Semester (83 days)  
 Dec. 21<sup>st</sup> 1:00 Dismissal  
 Dec. 24-Jan. 1 Winter Break (No School)

Jan. 2<sup>nd</sup> Work Day  
 Jan. 3<sup>rd</sup> Start of Second Semester  
 Jan. 21<sup>st</sup> WIC Conference PD Day

Mar. 8<sup>th</sup> End of 3<sup>rd</sup> Quarter ( 47 days)  
 March 12/14 PTC (4-8) 2:30 Dismissal  
 Mar. 15<sup>th</sup> No School Conference Comp Day (2)  
 Mar. 18<sup>th</sup> Spring Break No School

Apr. 18<sup>th</sup>-22nd No School Holiday Break  
 Apr. 18<sup>th</sup> will be a snow make up day if needed

May 23 End 4<sup>th</sup> Qtr (49)  
 May 23 End 2nd Semester (96)  
 May 24<sup>th</sup> Check out  
 May 27 Memorial Day

## FACULTY AND STAFF IKM-MANNING ELEMENTARY

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## FORWARD

This booklet is being provided for you in an attempt to explain the general policies and procedures of our elementary school program. We hope that you will read it and use it as a guide during the school year. If you have any questions during the year, please feel free to contact the school, and we will attempt to answer them.

## OPENING STATEMENTS

### **District Student Learning Goals**

Based upon recommendations of the District Leadership Team and the School Improvement Advisory Committee (SIAC), the school board has adopted district goals aligned with student needs. Student learning goals are the general expectations for all its graduates. Students graduating from IKM-Manning Community School district will be able to do the following:

- \* Communicate effectively in various situations by various means.
- \* Recognize, understand, and appreciate contributions of the world's cultures.
- \* Use academic skills and technologies to solve problems.
- \* Use leadership skills to develop positive relationships and work collaboratively.
- \* Demonstrate skills and habits necessary to lead healthy lives and contribute to society.

### **District Long-Range Goals**

Long-range goals define the desired targets to be reached over an extended period of time. These long-range goals serve two purposes: 1) to meet locally determined student needs goals and 2) to address state and federal student accountability.

**Goal 1:** All K-12 students will achieve at high levels in reading comprehension, prepared for success beyond high school.

**Goal 2:** All K-12 students will achieve at high levels in mathematics, prepared for success beyond high school.

**Goal 3:** All K-12 students will achieve at high levels in science, prepared for success beyond high school.

**Goal 4:** All K-12 students will use technology in developing proficiency in reading, mathematics, and science.

**Goal 5:** All students will feel safe at and connected to school.

## **PRESCHOOL**

The mission of the IKM-Manning CSD Preschool is to provide every student in the program with a quality, research-based, comprehensive curriculum, which is adapted to meet the individual needs and goals of both the special education students, and their general education peers.

Children who are 4 years of age by September 15<sup>th</sup> of the current school year are eligible for the Manning program, which consists of a morning session (8:30-11:30 A.M.) and afternoon session (12:30-3:30 P.M.) The program in Irwin consists of 4 full days. The classes in both buildings meet 4 days a week with no preschool on Wednesdays. Class size is limited to 20 students. Preschoolers who live outside of the IKM-Manning CSD will be considered for enrollment on a “space available” basis. Priority will be given to all four-year-old children whose families meet the income eligibility guidelines for free and reduced lunches currently established by the National School Lunch Program, but reside in the IKM-Manning CSD will be served next on a first come, first served basis. Students who do not meet the income eligibility guidelines for free and reduced lunches, and reside inside the IKM-Manning CSD, will be served next on the first come, first serve basis.

Preschool students learn best through meaningful hands-on play experiences. Thus, the IKM-Manning CSD Preschool utilizes developmentally appropriate learning centers as well as small and large group instructional practices to teach pre-academic skills in language arts, mathematics, science, and the social sciences. All students involved with the IKM-Manning CSD Preschool gain from their experiences with peers. The general education students, as well as their special education peers, learn, grow, and play side-by-side in a caring, nurturing environment.

### **Early Childhood Screening**

Early childhood screening is a service provided in collaboration with Green Hills AEA specialists and the Lion’s Club and Iowa KidSight at the University of Iowa Hospitals and Clinics. Early Childhood screening conducted in the early spring is available to any child from birth to 4 years. This program conducts a developmental screening to assess a child's socialization, language, and cognitive/motor skills. Vision and hearing tests are also provided. Handouts for developmental activities for preschoolers will be available for parents. For further information or to place your child’s name on the early childhood screening list for next spring, please call the elementary office.

## **SPECIAL SERVICES**

It is the goal and responsibility of Elementary teachers to challenge and motivate each child within the regular classroom according to his/her special interests and abilities. Special education refers to additional educational programs/resources which may be needed to further address meeting individual needs of students. Specialized services and additional support programs available include: Special Education, Title I reading, Talented and Gifted (TAG) and Student Assistance Team (SAT.) A speech and language pathologist, audiologist, educational consultant, social worker, psychologist, and other specialists are available from Green Hills AEA to provide direct services or consultation

## TITLE I READING PROGRAM

Title I is a federally funded reading program designed to assist students with their reading progress including decoding skills, fluency, vocabulary, and comprehension. Students meet individually or in small groups with the Title I instructor 20-30 minutes, 3-5 days a week. Iowa Assessment scores, A Reading, FAST and Bolder Valley Math testing results and teacher recommendations are considered for placement decisions.

Parents of students involved in this program will be notified by mail of their child's inclusion in the special reading program. Diagnostic testing results and a plan for remediation will be discussed with parents at the fall parent-teacher conference.

### Equal Educational Opportunity

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status, creed, sexual orientation, gender identity or disability. Students are educated in programs, which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Brian Wall and can be reached at 712-655-3781 (High School Office). Inquiries may also be directed in writing to the Director of the Region VII [Office of Civil Rights, U.S. Department of Education](#), 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the [Iowa Department of Education](#), Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

### Jurisdictional and Behavioral Expectations Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school 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, teachers, employees and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language.

### School Fees

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the [Family Investment Program \(FIP\)](#), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the elementary secretary at registration for a waiver form. This waiver does not carry over from year to year and must be completed annually. ([Fines or charges assessed for damage or loss to school property are not fees and will not be waived.](#))

### Health Record Update

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year.

## STUDENT ATTENDANCE

### PHILOSOPHY

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 and 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 schoolwork missed, it is impossible to completely compensate for absence from classes.

Absences always cause some disruption in the educational progress of the student who was absent. In order to maintain interest and understanding in a program of instruction, students should not expect to be absent anymore than is absolutely necessary. Students who fail to make up work missed 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. Irregular attendance or tardiness by students not only retards 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. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of responsibility and self-discipline. Lifelong patterns of responsibility and self-discipline or regular attendance and promptness are fostered by attention given them during the years of school attendance.

Occasionally school officials may determine that an outside activity is beneficial for the student and will allow the absence to be excused.

### Excused Absences

Excused absences include, but are not limited to: illness, family emergencies, recognized religious observances, school-sponsored or approved activities.

Children, like adults, will feel more comfortable when they are ill, if they do not have to leave home or can be home soon after they become ill. The following conditions are sufficient causes for your child NOT to attend school; **a contagious disease (not including a normal cold), a fever or diarrhea, and/or vomiting.**

**Children should be fever free for at least 24 hours before returning to school.**

### Unexcused Absences

Unexcused absences include, but are not limited to: tardiness, shopping, babysitting, hunting, concerts, preparation or participation in parties and other celebrations, employment, and non-critical reasons as unapproved by the principal.

### Attendance Policy

- A day of attendance shall be a day during which a pupil is present and under the guidance and instruction of the instructional professional staff. An excused absence shall not be counted as a day of attendance.
- It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school.
- Excellent attendance will be honored at the end of each quarter. Students who miss only one day or less per quarter will receive a certificate honoring the accomplishment.
- Any day of absence, which is verified in writing to the teacher or principal by a medical doctor, dentist, or other health-related specialist within one week of the absence will be counted as an excused absence.
- If a child becomes ill while at school, the parent will be notified and expected to make arrangements for the child immediately. When a parent does not inform the school of the reason for an absence, school personnel will initiate communication with the parent to locate the student. If a student or parent cannot be located, the emergency contact person will be contacted. Law enforcement may be contacted and the student may be considered truant. If we become somewhat of a pest in our communications, we ask for your patience and understanding. For the safety and welfare of students, we must verify their whereabouts. We appreciate your cooperation in this matter.



When a student is absent from school seven days within in a semester, a notice shall be sent from the school informing the parents/guardians of the dates of the absences and reasons given, whether excused or unexcused. As absences accumulate, the following steps will be followed:

If a student has 8 or more **unexcused** absences:

- The principal will contact the parents
- The student will be referred to the Student Assistance Team where future meetings with parents/students will be scheduled to address the student's absenteeism and appropriate sanctions.

If a student has 10 or more **unexcused** absences:

- The parent will be given five school days to gather further written verification of days missed that should be excused absences.
- All future absences will be unexcused except for a personal illness verified by a doctor's written excuse or death in the immediate family.

Possible further actions may include one or more of the following:

- The parent, acting on behalf of the student, may be required to appear before the school board any time during the seventh unexcused absence within a semester to explain reasons for such absences.
- The parent may be required to participate in an Attendance Cooperation Process (APC) meeting for the purpose of discussing the issues causing the unexcused absences and developing a plan for improving attendance.
- Any of the following sources may be contacted by the principal or counselor for assistance in addressing the absences and/or neglect of a child- school interventionist, medical doctor, county attorney, juvenile services, AEA department of special education, department of social services, mental health resources, child protective services, law enforcement.

**Students must be in attendance the full day to participate in evening events (concerts/programs). Exceptions may be granted for scheduled doctor/dentist appointments, funerals or special permission by the principal.**

## Reporting Absences

The student's day begins at 8:15 AM. If your child is absent for any reason notify the principal's office by phone between 8:00-8:15 A.M. If your child is not in school and you have not called us, we will attempt to contact you by phone before 9:00 A.M.

When a pupil is present for only part of the day, that pupil's attendance shall be counted to the nearest half-day. *This means ---*

- *A student will be counted **tardy** when he/she is late in arriving to the classroom for school but does arrive before 9:00 A.M.*

In the cases of early departure students will have to be in attendance until 3:00 P.M. to be counted as a full day.

## Tardiness

Being on time is a virtue. When students are late, other people have to wait. Arriving late to school can mean that a student misses out on hearing the general plans for the day and ends up having a bad attitude for the remainder of the day. It is the parent's responsibility to see that students get to school on time. Lateness can lead to any of the following:

- \*Natural consequences
- \*Teacher-parent contact
- \*Referral to guidance counselor
- \*SAT meeting

Tardiness is a special problem that reflects on student behavior, attitude and proven job success. Tardiness for medical reasons will be considered an excused tardy and all others will be unexcused.

**Students who leave the building and/or school grounds without permission during a school day will be considered truant. Parents will be notified immediately. The student and parents must meet with the elementary principal before student is allowed back in school.**

## **Vacation with Parents**

1. Prior approval of the principal at least **5 days** notice of the departure date.
2. Reasons for absence from school, which can be justified from an educational standpoint may be approved by the principal. Permission for such absences should be obtained **in advance** of the absence from school. Failure to obtain prior permission may result in the absence being considered unexcused.
3. Parents should make arrangements to have homework sent home. Schoolwork missed due to any absence must be completed. For each day a student is absent he/she is allowed two days to make up the schoolwork. Vacation homework is to be completed upon the student's return to school.

## **Closings**

In the event of bad weather or other circumstances that make it necessary to close school, information can be obtained via the following resources:

Radio/TV station or web alerts:

- **KDSN-Denison 107.1,**
- **KNOD-Harlan 105.3**
- **KKRL-Carroll 93.7**
- **Manning Cable Channel 10**
- **Gov.Delivery (check our school website for instructions on how to sign up for Gov.Delivery Alert)**

## **Late Starts**

2 hour Late Start - **NO breakfast program and no morning preschool in Manning.**

# **STUDENT HEALTH, WELL- BEING AND SAFETY**

## **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 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

## **Immunizations / Medical Forms**

The state law requires that all preschoolers and new admission students must have up-to-date immunization cards. Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Parents who have questions should contact the office.

## **Emergency Drills**

Periodically the school holds emergency fire, tornado and bomb threat drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. In an evacuation drill, students would proceed to the Irwin Community Center. They are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

## **Medications**

Whenever a child is given oral or surface medication, parent written authorization must be given in advance. Medication is in a locked cabinet and distributed by the school nurse or qualified office personnel. Prescription medication shall be in the original container accompanied by a physician's/ pharmacist's directions. If the occasion for giving the medication is at your discretion or if it is to be given without an expiration date (i.e. allergies) written communication from the doctor to this effect is necessary. Students may not carry or use prescription or nonprescription drugs without the express permission of the parents and the principal. Whenever possible medication should be administered at home before a student comes to school.

## **Illness or Injury at School**

A student who becomes ill or is injured at school must notify his or her teacher or another adult as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment

## **Nurse**

A school nurse is available to the district during the school day. If your child is ill or injured, the following procedure will be followed:

1. The child will be examined by the school nurse or qualified office personnel.
2. Minor cuts, scrapes, and injuries will be treated with first aid methods.
3. Students with more serious injuries will receive first aid and their parents will be phoned.
4. When children who are ill are sent to the nurse, their temperature will be taken, and parents phoned as necessary.

## **Communicable and Infectious Diseases**

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles, and chicken pox.

## **Health Screening**

Throughout the year, the school district sponsors health screening for vision, hearing, and height/weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually.

## **Abuse and 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 Anna Schwarte at 712-655-3761 as it's Level I investigator. Sharon Whitson may also be contacted directly.

### **Asbestos notification**

Pursuant to the requirements of the Asbestos Hazard Emergency Response Act, a copy of the asbestos management plan for each school building is available for review in each respective facility. A complete set of management plans is available for review in the district administrative offices.

IKM-Manning Community School is an Equal Opportunity Education Institution and will not discriminate on the basis of race, color, National origin, sex and handicap in its activities, programs, or employment practices as required by the Title VI, Title IX and Section 504. For information regarding Civil Rights or grievance procedures, contact Dr. Thomas Ward, Title IX Coordinator, Section 504 Coordinator, at Manilla, Iowa 654-2852.

### **Physical Restraint**

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

### **Snacks**

The IKM-Manning Community School District will develop and adhere to recommendations for a wellness policy. It is a fact that healthy children are better learners. In following guidelines, we are asking that all snacks brought to school be prepackaged. It is also recommended that snacks be of a healthy nature.

### **Balloons**

Due to safety concerns balloons are not delivered to school. A problem occurs when buses, vans or surburbans take students with balloons home. Balloons create hazards as they become a distraction and can obstruct the vision of a bus driver. Balloons will not be allowed in school vehicles for this reason.

## **STUDENT RECORDS AND DIRECTORY INFORMATION POLICY**

The IKM-Manning Community School District maintains records on each student in order to facilitate the instruction and educational progress of the student. The records contain information about the student and his or her education and may include but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The records of each student are located in the school in which he or she is attending. Any exception will be noted in the student’s other records or by the person in charge of record maintenance for each school building. The name and position of the person responsible for maintenance of student records for each school building is listed below:

Elementary School	Sharon Whitson	Principal
Middle School	Sharon Whitson	Principal
High School	Brian Wall	Principal

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Another access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- A. School officials, teachers and AEA personnel with a legitimate educational interest.
- B. Officials of other schools in which the student proposes to enroll.
- C. Representatives of state and local government when auditing and evaluating federal education programs.
- D. Officials connected with a student’s educational financial aid application.
- E. Organizations, which process and evaluate standardized tests.
- F. Accrediting organizations for accrediting purposes.
- G. Parents of dependent children, regardless of child’s age.
- H. Appropriate parties in a health or safety emergency.
- I To comply with a court order or judicially issued subpoena.

J. Interagency agreement with juvenile justice agencies.

K. Directory Information.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level to high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

The parents of students with disabilities, or students with disabilities over age 18, will be informed when personally identifiable information in the records is no longer needed to provide educational services, and before the information is destroyed.

Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the records explained.

The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agency (agencies) involved. The procedure to be followed in exercising any of the rights under school policies or rules may be obtained from either of the aforementioned persons responsible for maintaining student records.

## STUDENT ACTIVITIES

### Activity tickets

There is a fee for an activity ticket that allows students admission into games and music concerts at a reduced cost. The activity ticket is NOT valid for the school play, musicals, state or conference activities.

### Courtesy at Extracurricular Activities

Concerts, assembly programs, athletic events, etc. are a privilege. We share the responsibility with you to teach our children appropriate behavior for the activities. All students are expected to show proper behavior at all school functions, whether it be athletic contests, concerts, plays, field trips, etc.

At athletic events children are expected to:

1. Be respectful and quiet during the national anthem.
2. Watch the game.
3. Support the team.
4. Visit with friends.
5. Be respectful and courteous to others.
6. Demonstrate good sportsmanship.
7. Be a positive credit to families, school, and community.

During concerts and plays, please have your children:

1. Sit with parents (unless student is participating in program with classmates). Remain in their seat throughout the entire program. Do not run around and disturb those people in attendance that desire to watch and listen to the program.
2. Be courteous to the performers. They have worked hard to provide a good program and demonstrate their skills in these given areas. Avoid visiting during the performance.
3. Applaud in an appropriate manner. Please DO NOT whistle, call out loudly, etc.
4. Stay for the whole performance.

Inappropriate behavior at activities may result in a student being suspended from attendance at such events.

**STUDENTS THROUGH GRADE FOUR WILL BE REQUIRED TO BE SEATED WITH AND SUPERVISED BY THEIR PARENT OR A RESPONSIBLE ADULT AT ALL SPORTING EVENTS.**

## STUDENT RIGHTS AND RESPONSIBILITIES

### **Lockers** (Student "Cubbies")

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. Students are responsible for keeping their locker area clean and orderly. A student's locker can be searched whenever an administrator or teacher has a reasonable suspicion that the search will produce evidence of a violation of school district policy, rules, or regulations. Items in violation will be held in the principal's office to be picked up by parents during a parent/principal conference or illegal items may be given to law enforcement officials.

### **Weapons**

Weapons and other dangerous objects shall be taken from students and others who bring them on to the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Parents will be notified of the incident. Law enforcement officials will be notified of confiscated weapons or dangerous objects. The student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis.

### **Appropriate Dress**

Students are expected to wear play clothes and dress appropriately according to weather. Taking part in activities is an important part of the elementary experience and no child should have to worry about getting messy or dirty. It is the parent or guardian's responsibility to also see that students are dressed appropriately at all times and for all types of weather. Clothing which carries beer or tobacco advertising or has words with antisocial, racial, or sexual connotations is not allowed. Boxer shorts are considered to be underwear and, as such, are not appropriate when visible or worn over other clothing. Hats, caps, sunglasses are not to be worn in the school building unless they are a part of a particular all-school approved activity. Disciplinary actions will be taken any time the way a student dresses or looks detracts from teachers teaching and students learning. Students inappropriately dressed or whose appearance is distracting are required to change their clothing or leave the school. The principal will make the final decision on an individual basis regarding dress and appearance.

**Recess** is held outside as much as the weather permits and your child can avoid unnecessary discomfort by wearing appropriate clothing. Our general guideline is based on the belief that it is good for everyone to get some fresh air and physical exercise on a daily basis. If the temperature or wind-chill is 0 or below, the students will stay inside for recess. During transitional weather, students are expected to come to school with sweaters, jackets, or sweatshirts that will permit them to be prepared and adjust according to varying weather conditions throughout the day.

### **Care of School Property**

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

### **Freedom of Expression**

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, or be obscene or indecent. The administration, when making this judgment, shall consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the student speech is related to an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district. Students who violate this policy may be subject to disciplinary measures. Employees shall be responsible for insuring students' expression is in keeping with this policy.

### **Telephone Use**

The school telephone should be considered a business phone. As a general rule, teachers and students should not be called out of class to answer the phone except in cases of utmost importance. Phone messages can be delivered by the secretary, thus

saving time and less instructional disruptions. Students must have the consent by the secretary, teacher, or principal before using the office telephone. **Proper planning should eliminate the need to call home for P.E. clothes, and homework.** The office telephone will **NOT** be used by students to call home regarding whether they can stay with a friend overnight, or if a friend can come home after school with them. Students are permitted to have cell phones at school but they should not be seen or heard in classrooms: for example wrist phones, iPods, tablets, etc.

### **Toys, Etc., to School (Interferences to School)**

When toys and trading cards are brought to school for Show and Sharing Time, they should be kept in student's book bags until time to share them. Students should bring only one item at a time. Anything that can be construed to be used as a weapon or can hurt someone is not permitted. The items will be taken away from the students and will either be returned to the student at a later date or must be picked up in the principal's office by parents. Items need to be picked up within two weeks or the item (s) may be discarded.

### **IKM-Manning Homeless Children Service Delivery Plan**

(With consideration given to the 2001 McKinney-Vento Homeless Assistance Act, Title X of NCLB, and Chapter 33, Educating the Homeless, Iowa Administrative Code)

The board shall 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 education which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the school nurse.

### **Definition of "Homeless"**

Chapter 33, Educating the Homeless, Iowa Administrative Code, defines a "Homeless Child 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.

### **So that enrollment of homeless children and youth of school age may be facilitated, the following policy areas shall be modified as follows:**

School Records: For students transferring out of the district, records may be provided directly to the student or the student's parents. In addition, students transferring into the school district may provide cumulative records directly to the district. The school district will not require that such records be forwarded from another school district before that student may enroll. The school shall then request the official records from the sending previous school.

Immunization Requirements: Homeless students shall not be denied enrollment for lack of immunization records if:

1. They have a statement signed by a physician stating that immunization would be injurious to the student.
2. They provide an affidavit stating such immunization would conflict with their religious beliefs.
3. They are in the process of being immunized; or
4. They are a transfer student from another school.

The district shall make a reasonable effort to locate immunization records from the information provided or shall arrange for the student to receive immunizations.

Waiver of Fees and Charges: Fees and charges that may present a barrier to the enrollment or transfer of a homeless child or youth may be waived in the discretion of the superintendent.

Enrollment Requirements/Placement:

Enrollment requirements that may constitute a barrier to the education of the homeless child or youth may be waived in the discretion of the superintendent. If the school district is unable to determine the grade level of the student because of missing or incomplete records, the school district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

Residency: For purposes of a homeless child or youth, residence for the purpose of attending school is where the child actually resides or the child's school district of origin. A child's school district of origin is the school district where the child was last enrolled. The deciding factor is the welfare of the child. As much as possible, the child will not be required to change attendance

centers within the school district every time the child changes residence unless that change results in the child no longer being classified as homeless.

Transportation: Policies or practices regarding transportation of students which might cause a barrier to the attendance of a homeless child or youth may be waived by the superintendent.

Special Services: All services that are available to resident students are made available to homeless children or youths enrolled in the school district. Services include special education, talented and gifted programs, vocational education, English as a second language programs, health services and food and nutrition programs.

The contents of this policy shall supersede any and all conflicting provisions in district policies dealing with the seven policy areas discussed above.

## **Harassment and Bully Policy**

It is the policy of the IKM-Manning Community School to maintain a learning and working environment that is free from harassment and bullying. Violation of this policy or procedure will be cause for disciplinary action up and including expulsion. Students who believe they have suffered harassment shall report such matters in a timely manner to a teacher, counselor or principal. 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 students 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 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; and
    - 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 conductor of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when the conduct:

Sexual harassment includes, but is not limited to:  
Verbal, physical or written harassment or abuse;  
Pressure for sexual activity;  
Repeated remarks to a person with sexual or demeaning implications; and  
Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:  
Verbal, physical, or written harassment or abuse;  
Repeated remarks of a demeaning nature;  
Implied or explicit threats concerning one's grades, job, etc.; and demeaning jokes, stories, or activities.

## **Student Complaints and Grievances**

Student complaints and grievances regarding board policy or administrative regulation violations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.



If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within five days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within five days after speaking with the principal. If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

## **STUDENT SCHOLASTIC ACHIEVEMENT**

### **Cumulative Records**

Each student's cumulative record is kept in the office of his or her attendance center. Parents may view their child's records by making a request to the building principal. The principal will answer any questions parents may have about the contents of a student's record. Persons other than school staff are not allowed to examine or receive information from a student's cumulative record without written parental consent.

### **Parent/Teacher Cooperation**

Cooperation between the parent and the school is important for profitable and enjoyable year for your child. Let's keep the lines of communication open between home and the school. Remember our school website contains e-mail addresses of teachers and administrators to help facilitate this process. Each teacher also has a link to his or her classroom webpage on the IKM-Manning website. By our working together your child will benefit.

### **Homework**

We believe that most of the students' academic activities should take place in the classroom under the supervision of the classroom teacher. Homework will be assigned to your child from time to time. This homework will follow the guidelines listed below:

1. Supplemental type activities to help teach, review, or give added experience to the normal classroom work.
2. Make up type activities for work missed due to absence in school.
3. Enrichment type activities to motivate the students.

### **Report Cards**

Our school system is organized on a nine-week reporting basis. Parents will receive a report card at the end of each nine weeks. An "I" (Incomplete) on a report card indicates that a student has not completed or handed in all required work for the given subject. Students who earn an incomplete must complete the assignment(s) within 10 school days after the start of the next quarter. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade.

### **Parent-Teacher Conferences**

Report card information is supplemented by providing parents with the opportunity to attend parent-teacher conferences. These conferences are important both for you and the teacher. They are a means for the parent and teacher to share information concerning how the student is progressing and what problems may be occurring that are hindering this process.

Although conferences may be held any time at the request of the parent or teacher, they are scheduled two times per school year.

**Parents are encouraged to request a conference with their child's teacher whenever you think one is necessary.**

### **Retention**

Whether to promote or retain a child is a difficult decision that must be made every Spring. We believe that students should be promoted on the basis of careful study and analysis of what is best for each individual. When retention is a possibility, a team decision-making approach involving parents and school will be used. We believe that retention should take place in the lower grades --- but that retention in the upper grades is sometimes necessary. Parents should be informed as early as possible that retention may be a possibility for their child. Parents should be made aware of their child's challenges and the need for implementing a cooperative, team effort to take corrective measures to overcome those challenges. The cooperation of parents is a necessary ingredient to successful retention, but the school must reserve the right to make the final decision.

## Standardized Tests

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students and/or for the school district. Results of these assessments are shared with parents.

## MISCELLANEOUS

### School Visitation

Parents are encouraged to visit their school. The following guidelines will help to make school visitation more meaningful to both parents and students. We ask your cooperation on the following points:

1. Parents are invited to visit school to become acquainted with the educational setting in which your child is involved. **Please contact the teacher or office prior to visitations.** Walk-ins can interrupt the educational process. For safety purposes, visitors need to check in at the office and secure a pass before going to the classroom.
2. Visitation is encouraged any time except during the first and last week of school or just prior to a holiday. Please limit each visit to one hour and avoid bringing cameras or young children. If you will be joining your child for lunch, it would be helpful if you have the exact amount for the adult lunch.
3. Students from other schools must have permission granted **IN ADVANCE** by the principal in order to visit.
4. Students may be picked up or dropped off in the lobby area. Parents wishing to escort their children to their classroom must sign in and pick up a visitor's pass in the office.

### Child Custody

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

### Cafeteria

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

### Buses and Other School District Vehicles

Buses are primarily used to transport students to and from school. Because riding the bus is a privilege, not a right, it is essential that students take responsibility for behaving in a manner that supports students' safety and avoids distractions to the driver. Students should line up in an orderly manner to board the bus, enter the bus carefully, select a seat, and remain seated until the bus reaches its destination. Any student who causes a disturbance on the bus or creates any type of a safety hazard for themselves or other students will be subject to serious consequences, which may include the denial of transportation services.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door.
- The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and

cheerfully.

- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.

The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.

### **Riding a Different Bus**

At no time is a student allowed to ride a bus to and from school other than the one to which he/she is regularly assigned.

**Parents must send a note or call the office to obtain permission for their child to ride another bus.** . If using the telephone for such a message, please call no later than 3:00 P.M.

### **Student Assistance Team (SAT)**

The elementary school uses a Student Assistance Team (SAT) to address PreS-3rd Grade student needs related to social, emotional, behavioral, and academic development. The team will consist of any combination of the following: classroom teacher, counselor, special education teacher, Title I teacher, parent, and elementary principal. A teacher completes a SAT Referral Request and gives it to the guidance counselor when a SAT meeting needs to be scheduled. The SAT process is initiated when differentiated instruction currently being implemented is not bringing about significant improvement and further intervention strategies are needed.

### **Lost and Found --- Bringing Money to School**

Lost and found articles are turned in to the office and periodically those articles are displayed. Have your child check to recover lost items or to turn in articles that are found. It is stressed that all articles are labeled, valuables and extra money should be left home (the school will not be responsible for personal items or items of value that get lost or broken at school) and encourage your child to immediately report information to the office if they lost something.

### **Books**

Textbooks and library books are furnished by the school system. Fines are charged for lost or damaged books. The amount of the fine depends on the amount of damage done to the book and on the cost of replacing the book.

## **SPECIAL ELEMENTARY RULES**

### **Recess Policy**

We schedule recess daily at the elementary grades. The district believes that if a child is well enough to come to school; he/she is well enough to participate in the daily program. Fresh air and a chance to "run off" excess enthusiasm are a must for young children. There may be times that a teacher requests that the child stay indoors to complete school work or because of behavior concerns. When a child is recovering from an illness and you do not want him/her to participate, please arrange for his/her dismissal with the teacher. A doctor's written excuse is necessary for a child to stay in from recesses for more than one day. Your child is not asked to go out in inclement weather or if the temperature or wind-chill is below zero. During severe weather, indoor activities will be coordinated. However, for the most part, students will be going outside when the temperature and wind chill factor is zero and above. Children need to wear boots, coats, hats, mittens and snow pants when conditions warrant such clothing. In order to encourage a safe, active free-play experience for our students, flip-flops are not to be worn during recess. Students may wear open toed shoes that have a back strap that secures the shoe in place. Athletic shoes are recommended but any shoe that is secured with at least a back strap is acceptable. **Please mark all items with first and last names in the event that owner identification is needed.**

### **Playground Policy**

The adult on playground duty is in complete charge, and students are expected to conform cheerfully to any directions he/she may give them. Following are a few activities, which **CANNOT** be tolerated on the playground. These should be discussed with your

child to help eliminate injury: tackle football, bicycle riding, fighting, profanity, rowdiness, throwing of snowballs, playing off the playground, kicking of balls close to the building where it could possibly break a window, playing close to the building where classes are in session, climbing on each other's backs, and picking on someone. School staff will request that students stay on the hard surface portion of the playground if they are not appropriately attired. Please DO NOT send playground toys from home. The school will not be responsible for broken or lost toys.

## Snacks/Birthday Treats

Birthdays are an important time in your child's life. We like recognizing your child at school on his/her birthday as well. If your child would like to bring treats for the class, it is acceptable, but not necessary. If a parent is planning to bring prepackaged treats, please contact the teacher to arrange an appropriate time. If your child's birthday is not during a regular school day, an alternate day may be chosen. Please contact your child's teacher at **least two days** in advance so a time during the day can be secured for this mini celebration. It is a fact that healthy children are better learners. In following guidelines, we are asking that all snacks brought to school are **prepackaged and individually wrapped**. The Healthy Kids Act recommends that snacks be of a healthy nature.

## Invitations to Parties

Problems may develop when invitations to parties or other non-school activities are being handed out at school. This may cause hurt feelings when invitations are not given to all students in a class. Therefore, party invitations are not to be distributed at school. Also, the school will not give out addresses and/or phone numbers of students. Party invitations for events outside of the school day must be mailed or handled outside of the school.

## Sharing Time

### Pets

Children are allowed to bring pets to school only with **advanced permission from the principal and if it matches an educational purpose**. Pets should not be transported to and from school on school buses. Any animal brought to school must be housed in a proper cage, or container, or restrained in such a way that they cannot harm anyone. The animal must appear to be in good health and have documentation from a veterinarian or an animal shelter to show that the animal is fully immunized (if the animal should be so protected) and suitable for contact with children. The teacher would ensure staff and children practice good hygiene and hand washing after coming into contact with the animal. Any children allergic to the pet will not be exposed to the animal. Reptiles are not allowed because of the risk for salmonella. The classroom teacher is responsible for checking that requirements have been met. Parents need to confer ahead of time with the teacher to determine appropriate time for bringing a pet to school.

## School Parties

We have 3 main parties each year in preschool – 3rd grade: Fall Harvest, winter, and Valentine's Day. We do not want students to plan birthday parties for teachers or to collect money for teachers or other staff gifts.

