

# Iowa Falls Elementary Schools

## Pineview & Rock Run



Student/Parent Handbook 2017-2018



Pre-K-5

<b>Pineview Elementary &amp; Rock Run Elementary</b>	
<i>Administration</i>	
Superintendent .....	John Robbins
Principal - Pineview .....	Ryan Robison
Principal - Rock Run .....	Mike Swartzendruber
<i>Staff</i>	
ELL .....	Melissa Murley
Music .....	Mike Moehlman
Physical Education .....	Kayleigh Weig
Media Specialist .....	Lisa Bartlett
Guidance Counselor (Pre-K-5) .....	Ginger Williams
Nurse .....	Laura Thies
<b>Pineview Elementary Staff</b>	
Preschool.....	Holly Barnhart
	Christine Burchfield
	Kaley Little
	Jennifer Schreck
	Emily Snyder
K-Prep .....	Jacki Nachazel
Kindergarten .....	Michelle Bridgewater
	Kate Hornung
	Tara Papendorf
	Kandi Roelfs
	Jennifer Winters
First Grade.....	Jayne Becker
	Kaylee Borchering
	Rachel Warrington
	Patty Willadsen
Reading Specialists .....	Amanda Hanson
	Martha Hastings
Reading Specialist/Student Success Coach .....	Becky Hunt
Resource Room .....	Mindy Held
	Christa Henry
Art .....	TBA
Teacher Associate .....	Cheryl Bates
	Barb Booth
	Sarah Clemens
	Jennifer Dougan
	Amanda Hall
	Amy Ites
	Mary Qualley
	Lizeth Reyes
	Carrie Vaughn
	Kim Wilson

Food Service .....	Annette Freebury
	Cindy Leitner
Custodian .....	Al Kuiper
	Annette Freebury
Secretary .....	Melanie Rice
<b>Rock Run Elementary Staff</b>	
Second Grade .....	Elizabeth Sheahan
	Brad Bridgewater
	Adam Johnson
	Jennifer Kulow
	Brittane Nederhoff
Third Grade .....	Kim Hartford
	Jordan Sheahan
	Kathy Stockdale
	Juli Weidemann
Fourth Grade .....	Tammy Meyer-Merklin
	Emily England
	Susan Jones
	Alicia Varrelmann
Fifth Grade.....	Nikki Allen
	Derrick Elman
	Kasey Horn
	Lori Schmitt
Reading Interventionist.....	Jill Fett
Resource Room.....	Megan Kulow
	Ashley Kuker
	Anita Osman
Resource Room/At Risk .....	Laura Hoover
Art .....	Chelsie Meyer
Instrumental Music .....	Ross Schumaker
Guidance Counselor.....	Ginger Williams
Teacher Associate .....	Bev Baldwin
	Diane Kappel
	Deana Sudtelgte
	Deb Super
Food Service .....	Deb Miller
	Nancy Waggoner
Custodians.....	James Ross
	Jerry Taylor
	Lisa Wolf-Miller
Secretary .....	Joslyn Lubbers
After School Program .....	Sarah Day
Talented & Gifted.....	Shelley Adams

TRANSFERS IN / OUT OF DISTRICT

Pineview & Rock Run automatically transfer a student’s records to a new school district upon receipt of a written request from the new school district for the student’s records. Parental consent is not necessary to forward a student’s records to the student’s new school district or for the district to request them from a student’s previous district. Additional information concerning transfers in and out of the district may be obtained from the Superintendent’s Office, 710 North, Iowa Falls, Iowa 50126; (641) 648-6400.

OPEN ENROLLMENT

Iowa’s Open enrollment law allows students residing in one school district to request transfer to another school district upon the parents’ request. Students wishing to open enroll to another school district must apply for open enrollment by January 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the superintendent’s office (648-6400) for information and forms.

IOWA FALLS LUNCH PROGRAM INFORMATION

Lunch accounts are not meant to be charge accounts, rather depositories for maintaining a positive balance in which to draw from for meals.

Meal Accounts and Negative Balance Policy:

The Iowa Falls Community School District Nutrition Service Department is a self-operating program. In order to maintain financial stability and equality of all lunch paying students, policies regarding lunch accounts have been adopted. The State of Iowa Bureau of Nutrition and Health Services recommends that negative balances should not be acceptable. Each student has a computerized meal account. Parents must pre-pay money into the student’s meal account. The computer records the meal and deducts the appropriate amount from the student’s account. To keep meal prices reasonable, the Food Service Department & office staff at each building closely monitor student accounts to prevent negative balances and charges. Here are some of the services we provide to parents to ensure their child has adequate funds for meals.

- Parents may monitor student accounts from home (via their parent Power School account.)
- Parents may sign up for automatic lunch balance notifications, which will be emailed via PowerSchool when a student’s lunch balance reaches \$10.00.
- An email or a letter of account status is sent home if balance falls below \$5.00 per student.

- High School students are encouraged to make phone calls home when their balance reaches \$5.00.
- Online prepayments with debit/credit card at the Iowa Falls website can be made thru pay schools. \*\*Please allow a minimum of 24 hours for deposits via Pay Schools to be processed and show up in student accounts\*\*
- Cash or check payments are accepted at your child’s school office.

Negative balances:

Once a student’s lunch balance is -\$10.00, parents will be notified via phone by the principal. Once the balance notification has been communicated, parents/guardians will have three (3) days to pay or make arrangements to pay outstanding student balances. Parents with negative student accounts will be asked to send a sack lunch from home until negative balances are taken care of or a payment plan schedule is arranged.

Students with negative balances who do not bring a sack lunch from home may receive a sandwich lunch (sandwich and milk) in place of the regular hot lunch that complies with USDA requirements. Middle school and high school students need to notify the office each day they are requesting a sandwich lunch due to an unpaid negative balance.

High school students on free or reduced priced meals may not be allowed to purchase seconds or additional a’ la carte items unless they have a positive lunch balance.

Negative balances are expected to be paid in full before the end of the school year or before graduation if a senior. Balances not paid in full will be carried over to the following school year.

Free/Reduced Lunch Applications

- A. Parents/guardians are strongly encouraged to submit free/ reduced lunch application forms annually, as well as, when their household information or income changes. Applications can be submitted at any time and are available during registration or through individual schools, as well, as on the district’s website: http://www.ifacadets.net/link3.php.
- B. Free/reduced applications are also a part of all paperwork provided to families of students transferring into the Iowa Falls Schools.
- C. Any lunch balances accrued before a free/reduced lunch application is approved is the responsibility of the parent/ guardian to pay.

CHANGE OF ADDRESS/CHILD CUSTODY/LUNCH PROGRAM

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

All changes of address, phone numbers, etc. should be reported to the school office as soon as they occur.

In most cases, when parents are divorced, both mom and dad 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.

The Iowa Falls School Board has adopted a definition of what homeless means. If your family lives in any of the following situations:

1. In a shelter, motel, vehicle, or campground
2. On the street
3. In an abandoned building, trailer, or other inadequate accommodation
4. Doubled up with friends or relatives because you cannot find or afford housing.

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

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

We ask that students not bring items to school to sell, even for charitable causes. There is a concern for money being lost or taken. Also items to be sold may break, disappear, or be eaten. The school assumes no liability for items brought to school.



*"We value Commitment, Attitude, Dedication, Effort,  
Teamwork and Success!"*

Breakfast Served	8:00 a.m.
Students Enter Building	8:15 a.m.
Classes Begin (tardy bell)	8:20 a.m.
School Dismissed	3:20 p.m.
Wednesday Early Dismissal	2:20 p.m.



## STAFF

## MISSION STATEMENT

# Pineview Elementary Supply List 2017-2018

## PRE-SCHOOL

- Backpack - No wheels
- 2 - 4 oz. bottles Elmer's glue (not school glue - it is too thick)
- 6 large glue sticks ("disappearing purple")
- 2 boxes of 24 crayons
- 1 box of 8 washable markers
- 1 Fiskars scissors
- 2 cans of playdough - any color
- Set of extra play clothes including underwear - labeled with name
- 1 pair of socks for Boost Up

## KINDERGARTEN PREP

- Backback - No wheels
- 4 Lg.Elmer's Disappearing Purple glue sticks
- 2-4 oz. bottle Elmer's glue (no gel)
- 2 boxes 16 ct. crayons, Crayola if possible
- 1-8 count Crayola slim washable markers
- 1 can of play dough (any color)
- 2 spiral notebooks (DO label with name)
- Headphones for computer use-no earbuds
- Extra set of clothes marked with name
- \*K-Prep students will need a rug or mat.
- DO NOT label K-Prep supplies.

## KINDERGARTEN

- Backpack - No wheels
- 1 bottle Elmer's Glue (4 oz.) please no gel
- 4 large glue sticks
- 1 wide rule spiral notebook
- School Box (5 x 8) - NOT K-Prep
- 1 box of 24 crayons, no neon or glitter
- 1 eraser
- 1 Fiskars scissors
- 1 box of 10 washable markers, no thin line
- 2 - #2 pencils
- 2 - 2 pocket folders with prongs, one solid red and one solid green, DO NOT put name on folders.
- 1 can of playdough - any color
- Headphones for computer use
- Extra set of clothes - mark with name
- \*Kindergarten students will not need a rug or mat.

## FIRST GRADE

- Backpack - No wheels
- 4 large glue sticks
- 1 box of 24 crayons
- 1 box - 8 washable markers
- 12 - #2 pencils (yellow only)
- 1 large eraser
- pencil top erasers
- Headphones for computer use
- Pair of socks for Boost Up
- DO NOT LABEL SUPPLIES

## BOOK FEES

Students pay an annual book fee. Some textbooks must be returned at the end of the year. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to the student.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or 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 principal at time of registration for a waiver form before school begins. This waiver does not carry over from year to year and must be completed annually.

## STUDENT COMPLAINTS

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure.

- If an employee is involved, discuss the complaint with the employee within 2 school days of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal ;
- If unsatisfied with the principal's response, talk to the superintendent ;
- If unsatisfied with the superintendent's response, students may request to speak to the board. The board determines whether it will address the complaint.

## STUDENT LOCKERS

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. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

A student's locker can be searched whenever an administrator or teacher has a reasonable and articulable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Locker maintenance inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept. Locks may not be placed on student lockers. Students are requested NOT to bring valuables and/or money and leave them in their lockers.

## STUDENT WELL-BEING AND SAFETY

Students are requested to notify a teacher or the principal if they become aware of anything that has potential for the risk of injury or harm to themselves or others.

While coming to school or going home, we recommend that these suggestions be observed:



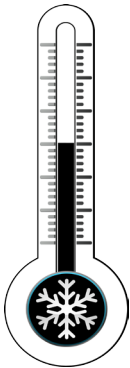
1. Never accept a ride with a stranger.
2. Do not talk with suspicious people whom you see on or about the school grounds. Come in to the office and report it immediately.
3. It is always better to walk with others on the way to or from school.
4. Keep your parents informed as to your whereabouts after school.
5. Walk along the left side of the road or street. Stay on the sidewalk, if one is available.
6. Do not push or shove or in any other way interfere with traffic on the street.

## VISITORS

We welcome parents as visitors to our various classrooms. Visitors, please check into the office before proceeding to a classroom. You will be asked to sign in and obtain a visitor's badge. This badge must be worn throughout the building when visiting. When possible, please notify the teacher at least one day ahead to discuss your child's schedule with you and to suggest the time that would be most beneficial to you as a parent to see your child in action. Short visits are preferred over one lengthy visit. We would like to suggest that no visitations be made the first two weeks of school (this is a time of adjustment for your child) and the last week of school (classrooms are testing and closing out the year).

Students are not allowed to bring visiting friends or relatives to school unless under special circumstances and under adult supervision.





SCHOOL CANCELLATION OR DELAY

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over KIFG (95.3 FM/1510 AM) and WHO (1040 AM) radio stations as well as KCCI (Channel 8) and WOI (Channel 5) television. The missed day may have to be made up at a later date.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. We ask that each family discuss and have an alternative plan for early dismissal of classes. Not enough phones and phone lines exist for all students to call and make arrangements on the day of an early dismissal. **MAKE SURE YOUR CHILD KNOWS WHAT TO DO.** If there is a late start due to inclement weather on a Wednesday, there will not be an early dismissal for teacher inservice.



IOWA SCHOOL ALERTS PROGRAM

Iowa Falls Schools are participating in a state-sponsored communication program entitled, Iowa Alerts.

Iowa Alerts provides another means by which parents, community members, and other interested persons can be notified when our schools are delayed, released early, or cancelled due to adverse weather.

Participation in the Iowa Alerts program is **free** as funding is provided by the IOWAcess Advisory Council.

It is easy to receive notices through the Iowa Alerts program. Interested persons can subscribe by going to the designated website (<https://schoolalerts.iowa.gov/>) and create an account by clicking on the “Sign Up!” link. Once the account is created, notices can be received via e-mail or cell phones. There is no limit to the number of addresses in the account.

EARLY  
DISMISSAL  
SUGGESTIONS

We are concerned about sending children home in cases of storms or other emergencies before the school day is over. We fear that parents will not always be home and doors could be locked.

If you have reason for similar concern, please make arrangements for such an emergency, whether your child lives in town or rides the bus. You can do several things such as:

\* Instruct your child as to where he/she should go if school is dismissed early for bad weather or emergencies.

\*\* Instruct relatives, friends, or neighbors at whose house you expect your child to stop.

\*\*\*Instruct older brothers, sisters, or friend’s children to take custody of the younger child whether in town or on the bus route.

Rock Run Elementary Supply List 2017-2018

SECOND GRADE

- Book Bag – NO wheels
- 2 – 1 Subject Wide Rule Notebooks
- 2 – Large Glue Sticks
- 1 Glue Bottle
- 1 Box of crayons 24 count
- 2 pkgs. #2 lead pencils - Ticonderoga Brand
- 2 red pens
- 1 pkg. dry erase markers 8 count
- 2 pkgs. Pencil top erasers (Not Rose Art)
- 1 large eraser
- School Box (5 x 8)
- 1 – Fiskars scissors
- 1 – 3 ring binder zippered pencil bag
- 1 pkg. Avery Brand Two-Pocket Insertable Plastic Dividers, 5 tabs - #81828
- 1 Avery Brand Clear Cover Heavy Duty 1” 3-Ring white binder #79138
- Headphones or ear buds for computers
- All 2nd Graders Must Return United Book that was read this Summer:  
*Cam Jansen of the Mystery of The Babe Ruth Baseball*

THIRD GRADE

- Book Bag – NO wheels
- 1 1-subject spiral notebook (wide rule)
- 2 3-subject spiral notebook (wide rule)
- 1 2-pocket folder with prongs
- 2 large glue sticks
- 1 box crayons (16 count)
- 2 pkgs. #2 lead pencils – Ticonderoga brand (to be shared with class)
- 2 red pens
- 1 box markers (8 count)
- 1 pkg. dry erase markers (8 count)
- 1 pkg. highlighter markers
- 3 pkgs. pencil top erasers (NOT Rose Art) (to be shared with class)
- scissors
- 1 3 ring-binder zippered pencil bag
- 1 pkg. Avery Brand Two-Pocket Insertable Plastic Dividers, 5 tabs - #81828

THIRD GRADE (Con’t)

- 1 Avery Brand Clear Cover Heavy Duty 1.5” 3-ring black binder - #697766 (Leadership Binder)
- Headphones OR ear buds for computers
- Art: 12 pack Crayola colored pencils
- 1 pkg. of 3” Post-It Notes
- All 3rd Graders must return the United Book that was read during the summer: *Dinosaurs Before Dark*

FOURTH GRADE

- Book Bag – NO wheels
- 2 large glue sticks
- crayons (16 count) OR colored pencils
- 3 pkgs. #2 lead pencils (24 count) OR mechanical pencils w/ lead refills (.7mm)
- 2 3-subject spiral notebook (wide rule)
- 1 1-subject spiral notebook (wide rule)
- 1 pkg. highlighter markers
- 2 pkgs. dry erase markers (8 ct.)
- 1 large eraser AND pencil top erasers
- scissors
- 1 pkg. Avery Brand Two-Pocket Insertable Plastic Dividers, 5 tabs - #81828
- red pen
- 1 3 ring-binder zip pencil bag
- 1 3 prong folder (heavy-duty, plastic)
- 1 enclosed pencil sharpener for desk
- 1 pkg. of 3” Post-It Notes
- NO trapper keepers
- 1 Avery Brand Clear Cover Heavy Duty 1.5” 3-ring black binder - #697766 (Leadership Binder)
- headphones OR ear buds for computers
- Art: 24 pack Crayola colored pencils
- All 4th Graders must return the United Book that was read during the summer: *Being Teddy Roosevelt*

FIFTH GRADE

- Book Bag – NO wheels
- 1 pkg. Avery Brand Two-Pocket Insertable Plastic Dividers, 5 tabs - #81828
- .7 mm mechanical pencils

FIFTH GRADE (Con’t)

- 2 pkgs. .7 mm lead refills
- 1 pkg. dry erase markers (8 count)
- scissors (Fiskars)
- 1 pkg. pencil top erasers
- 1 enclosed pencil sharpener for desk
- colored pencils
- 2 1-subject spiral notebooks (wide rule)
- 1 3-subject spiral notebook (wide rule)
- 1 pkg. of 3” Post-It Notes
- 1 pkg. highlighter markers (2 count)
- 2 large glue sticks
- pencil case or box
- 2 boxes #2 pencils (24 count)
- NO trapper keepers
- 1 Avery Brand Clear Cover Heavy Duty 1.5” 3-ring black binder - #697766 (Leadership Binder)
- headphones OR ear buds for computers
- Art: 12 pack Crayola washable markers
- All 5th Graders must return the United Book the was read during the summer: *Runaway Twin*

CAFETERIA

The school district operates a breakfast and lunch program. Free or reduced lunch and breakfast is available for some students. Application forms and qualifying guidelines are available at the office. Students may either bring their own lunches to school or purchase a lunch, including milk. All lunches, school lunch as well as lunches brought from home, must be eaten in the cafeteria. Delivery of food from restaurants to students for lunch is not allowed. Carbonated beverages (pop) are NOT allowed in the cafeteria. Guests for lunch must make reservations by 9:00 a.m. of the day they will be eating school lunch by contacting the office (Pineview 648-6410 or Rock Run 648-6420).

New lunch prices TBA



**ATTENDANCE/ABSENCES / TARDY**

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are the keys to active learning. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

If your child is absent from school for any reason, please call the school by 8:00 a.m. to report the absence and reason. Call Pineview at 648-6410 or Rock Run at 648-6420.

We would also ask that your child’s teacher be notified at least 1/2 day prior to obtaining homework from your child. It is very difficult to get all of the necessary information gathered with a short notice.

If arriving after the tardy bell, a student should first report to the office before going to the classroom. Please refrain from asking permission for your child to leave classes early. (Except in cases of emergency.) Classroom presentations and discussions are next to impossible to make up.

**CONSEQUENCES FOR ATTENDANCE POLICY VIOLATIONS**

Whenever possible, discipline imposed because of absence problems shall not create further class absences. The following disciplinary measures may be used by school authorities as consequences for attendance violations:

- 1. Upon acquiring 6 absences (excused or unexcused) parents or guardians will be contacted by a member of the at risk team stressing the importance of attendance and the connection to educational success.
- 2. Upon acquiring 8 absences from school a meeting will be set up with parents by a member of the at risk team to discuss reducing absences. The county attorney will also be carbon copied with notes from this meeting.
- 3. Upon acquiring 10 absences from school, a meeting will be held between a member of the at-risk team, student, and parent to develop a formal attendance contract. A copy of this contract will be forwarded to the county attorney. Students who miss three consecutive days of school due to illness, may be asked provide a doctor’s note or may have contact with the school nurse.

**ANIMALS IN THE CLASSROOM**

Live animals are not to be brought to school except for educational purposes. Permission from the teacher should be granted of anyone wishing to bring an animal on school property at least one day in advance. The person bringing the animal must furnish transportation for the animal brought to school, remain with the animal while it is being shared for educational purposes, and then immediately take the animal home. Animals will not be allowed to travel to and from the student’s attendance center on the school bus. (Code No. 606.5)

**SCHOOL MESSAGES**

If you need to call school and leave a message for your child, please do so by 2:00 p.m. (1:00 p.m. on Wednesdays). We ask that you keep your calls to a minimum.

Generally, students receiving telephone calls during school hours are not called to the telephone. The office will take a message and forward it to the student.

**SPECIAL DELIVERIES TO STUDENTS AT SCHOOL**

The delivery of flowers, balloons, etc., to students during the school day in observance of birthdays, special events, etc., creates a disruption to the learning atmosphere for the students. We encourage these deliveries to be made to the student at his/her home.

**SPECIAL PROGRAMS: RESOURCE / TITLE 1/READING RECOVERY**

Pineview Elementary and Rock Run Elementary offer special programs to better meet the educational needs of each student. Remedial help in reading is provided for students in grades K – 5. Resource support for qualifying students is available at all grade levels. Reading Recovery, an individualized reading program, is also offered to first grade students. Referrals or questions concerning a child’s academic performance can be directed to your child’s homeroom teacher or the principal.



**STANDARDIZED TESTS**

Pineview Elementary students in kindergarten, first and Rock Run students in second, third, fourth and fifth grade will be tested three times a year using the FAST assessments (Formative Assessment System for Teachers). This assessment is a standardized individually administered measure of early literacy development.

Rock Run students in grades 3-5 are assessed using the Iowa Assessments. The Iowa Assessments test is a norm referenced test and is used to look at how students compared to other students in Iowa and nationally.



**STUDENT ACTIVITY TICKETS**

Students may purchase a student activity ticket for admission to certain district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities. You must have your activity ticket with you to get into the event.

PARENT TEACHER CONFERENCES

Parent Teacher Conferences have been scheduled throughout the school year to provide parents and teachers the opportunity to discuss a child’s progress during the school year. Teachers may schedule conferences at other times of the school year, if needed, and parents/guardians may also contact a teacher or the office to schedule a conference.



MEDICATION

Students may need to take prescription or non-prescription medication during school hours. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication.

Medication is held in a cabinet and distributed by the school nurse or her appointee. Medication must be in the original container with the following information:

- name of the student
- directions for use including dosage, times and duration
- date of the prescription (if applicable)
- potential side effects
- name of the medication
- name, phone number and address of the pharmacy (if applicable)
- name of the physician (if applicable)

PLAYGROUND RULES

We want every child to enjoy time that is spent on the playground. We do not want any students injured, nor do we want any property damaged. Students must not leave the playground without permission from the supervisor.

The following behaviors, activities, and items are NOT permitted on the school grounds:

- |                      |   |
|----------------------|---|
| tackle football      | throwing rocks, snow, sand, and other natural objects |
| intimidation         | hard balls (baseballs, golf balls, superballs, etc.)  |
| skateboards          | radio/tape players                                    |
| roller skates/blades | matches or lighters                                   |
| trading cards        |   |

We discourage children from bringing personal toys to school. Problems may occur with breakage or loss, and hurt feelings and problems may arise.

Students should come to school prepared to go to the playground. During the winter months a warm coat, hats, mittens, snow pants and boots are a necessity. No playground period is longer than 25 minutes, but students need to dress for snow and cold. If the temperature or wind chill is below 0 degrees F, the playground period may be shortened or students kept inside.

ASBESTOS

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. Most of the asbestos products used as building materials were banned by 1978.

The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled, and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

ASSEMBLIES

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly, and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away.

BICYCLES/SCOOTERS/SKATEBOARDS

Children in Pre-Kindergarten through first grade are not allowed to ride bicycles to school. Children in grades two through five may ride bikes to school, however, there are no scooters, rollerblades or skateboards allowed. Bicycles are not to be ridden on the sidewalks or playgrounds around the school building. All bikes will be parked in the bike rack. Bringing bicycles to school is to be considered a privilege. Violations of the privilege will result in losing the privilege to ride a bike to school.



BIRTHDAY INVITATIONS

We ask that if your child is having a birthday party, please do not pass out the invitations in school unless the whole class is invited. In the past we have had some children who have not been included in birthday parties and this does cause some hurt feelings among young children.

CLASSROOM TREATS/SNACKS

The Iowa Falls Community School District will make every effort to assure that all food served in the school district is safe for consumption by children served by the district. As a part of that commitment, the district requests that all food brought from home for consumption in the classroom by purchased ready-to-eat and wrapped in the original packaging. We encourage all snacks to be healthy and soda or pop is not allowed.

We have children with severe allergies enrolled in our elementary schools. Shared snack items must be brought to school in the original wrapper so that staff may verify contents. Our breakfast and lunch programs are peanut/tree nut free.

BUSES AND OTHER SCHOOL DISTRICT VEHICLES

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, on field trips, or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student’s inappropriate bus conduct.

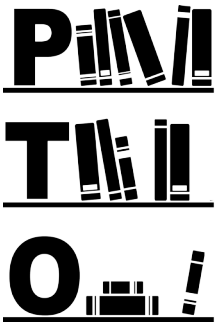
Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor, and chaperones are to follow the school district policies, rules, and regulations for student violations.

- 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.
- 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, including paper wads, nor out through the windows.
- 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.
- The good conduct rule is in effect.



COMMUNICATIONS TO AND FROM SCHOOL

When sending a note or money to school, the student should receive clear instructions from the parents about who is the appropriate person to receive the note or the money. The note or money should be sent in an envelope clearly marked with the destination/purpose. The school regularly sends notes and papers home with students in their Wednesday Envelopes/Leadership notebooks. Parents need to remind their child to notify them of notes and/or papers from school. Parents are responsible for knowing the contents of the notes or papers sent home.



IOWA FALLS PARENT/TEACHER ORGANIZATION AND VOLUNTEERS

Iowa Falls has an active Parent Organization that supports our elementaries. Parents’ involvement and membership help to insure that support. Special events in the building such as Open House and the Annual Carnival are sponsored by the Parent Organization. Parent volunteers are also contacted through the PTO. The volunteer organization involves the community in the education of its youth.

A volunteer can perform non-teaching duties involving supervision and assistance to the teacher to enable them to better perform their teaching duties. Any person who is responsible, dependable, and cares about children and would work under the direction of a classroom teacher can be a volunteer. If you want to be a volunteer, you need to contact your child’s teacher for further information.

JURISDICTIONAL STATEMENT

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

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, or regulation may result in disciplinary action.

KINDERGARTEN and K-Prep ENTRANCE REQUIREMENTS

The state law provides that “no child shall be admitted to school for the year immediately preceding the first grade unless he/she is five years of age on or before the fifteenth of September of the current school year.”

A physical examination, proper immunizations, and a birth certificate are required for all children entering kindergarten. This is necessary to be certain that the child is in good health and free from any condition which could interfere with school progress.

LOST AND FOUND

Items found on the playground, in classrooms, hallways, etc. are returned to a designated area in the building or to the office. We encourage parents to periodically check this area for their child’s lost belongings.



HARASSMENT/BULLYING/IF PTO/KINDERGARTEN & K-PREP REQUIREMENTS



**INITIATIONS, HAZING, BULLYING, OR HARASSMENT**

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

- 1. Places the student in reasonable fear of harm to the student’s person or property.
- 2. Has a substantially detrimental effect on the student’s physical or mental health.
- 3. Has the effect of substantially interfering with the student’s academic performance.
- 4. Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.”

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 the behavior 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 or bullying does not stop, or the student does not feel comfortable confronting the harasser, the student should:

- \* tell a teacher, counselor, or principal; and
- \* write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
  - 1. what, when and where it happened;
  - 2. who was involved;
  - 3. exactly what was said or what the harasser or bully did;
  - 4. witnesses to the harassment or bullying;
  - 5. what the student said or did, either at the time or later;
  - 6. how the student felt; and
  - 7. how the harasser or bully responded.

Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when it meets one of the four criteria listed above.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. 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 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.

Students are encouraged to file an official bullying and harassment report with the school counselor, Mrs. Ginger Williams, when necessary.

**DANGEROUS WEAPONS**

The Iowa Falls Community School District will not tolerate weapons in our schools.

The possession of dangerous weapons on school premises and at school related activities is a serious violation of the discipline policies of the Iowa Falls Community School District. This can cause disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district.

Any object which could be used to injure another person and which has no school related purpose for being on school property or at school related activities will be considered a dangerous weapon for the purposes of this policy. Without limiting the examples or definition, the following instruments or objects generally are considered weapons within jurisdiction of this policy: knives of all types, guns, replicas of weapons, squirt guns, ammunition with primer capable of ignition, fireworks, explosives, or dangerous chemicals.

Any student while on school property or at a school related activity found to be in possession or purporting to be in possession of a weapon, displaying a weapon, or utilizing a weapon in a threatening manner including the infliction of harm or injury to another person shall be subject to suspension or expulsion. Each case will be handled individually considering age, the evidence, and circumstances. The District will continue to enforce a safe learning environment for students, parents, visitors, and faculty.

Weapons under the control of law enforcement employees shall be exempt from this policy. Any display of dangerous weapons for educational purposes must be approved by the principal.

**DAY CARE**

The Iowa Falls Elementary Schools offer after school day care services to students in grades K-Prep - 5. This service is available beginning after school until 6:00 p.m. To find out more information, or to register your child please call the program director at 648-6420.

**DISCIPLINE**

Effective discipline is necessary for quality education. It is the teacher’s role to guide and direct the classroom. It is expected that parents will support and cooperate with the classroom teacher.

Students are expected to show respect for teachers, supervisors, staff, and each other. They will not use vulgar or obscene language or signs, nor profanity. The term “suck” is inappropriate for student use. When student behavior is deemed inappropriate by the supervising school employee, the following consequences may be imposed.

- |                                    |  |
|------------------------------------|--|
| • Loss of recess                   | • Loss of special privileges   |
| • Before or after school detention | • In-school suspension   |
| • Out-of school suspension         | • Expulsion from school (This action must be taken by the Board of Directors.) |

**Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention**

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

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

Rock Run Elementary does have a safe room (seclusion room) that is used to provide a safe location for some students to calm down in a safe location. Any student placed in the room will have their parent/guardian notified. This room may be viewed upon request.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s web site: [www.iowa.gov/educate](http://www.iowa.gov/educate).

**DRESS CODE**

There is a strong connection between academic performance, students’ appearance and students’ conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco, and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks. Footwear is to be worn at all times. Clothes that are too tight, too short or too revealing, such as halter tops, are not to be worn. The principal makes the final determination of the appropriateness of the student’s appearance. Students inappropriately dressed are required to change their clothing.

Students should come to school prepared to go to the playground. During the winter months hats, mittens, and boots are a necessity. No playground period is longer than 25 minutes, but students need to dress for snow and cold. If the temperature or wind chill is below 0 degrees F, the playground period may be shortened or students kept inside.

**DUAL ENROLLMENT STUDENTS**

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the superintendent’s office.

**EQUAL EDUCATIONAL OPPORTUNITY AND NOTICE OF NONDISCRIMINATION**

The Iowa Falls and Alden School Districts do not discriminate in their education programs or educational activities, or with students, parents, employees and others doing business with or performing services on the basis of race, color, creed, age(except students), religion, sex, marital status, national origin, sexual orientation, gender identity, socio-economic status, or disability in admission or access to, or treatment in, its programs and activities, hiring and employment practices.

It is also the policy for both districts to have curriculum and instructional materials reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women and men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias due to race, color, creed, sex, national origin, religion, marital status, sexual orientation, gender identity, or disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a multicultural/gender fair society.

Any person who feel they have been discriminated against are encouraged to contact the Alden and Iowa Falls School District’s Affirmative Action Coordinator. The Affirmative Action Coordinator for both districts is Dr. John Robbins, Superintendent and can be reached at either the Alden Elementary, 209 Center Street, Alden,Iowa,50006, email: jrobbins@ifacadets.net, tel:515-859-3393 or at the Iowa Falls Superintendent’s Office, 710 North Street, Iowa Falls, Iowa,50126, email: jrobbins@ifacadets.net,tel:641-648-6400.

Any person having inquires concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact for the Iowa Falls School District: Michelle Kriegel’s, High School Guidance Counselor, at IFA High School, 1903 Taylor Ave., Iowa Falls, Iowa 50126, email: awitt@ifacadets.net, tel: 641-648-6440 and for the Alden School District: Kim Nelson, Alden Principal at 209 Center Street, Alden, Iowa, 50006, email:knelson@ifacadets.net,tel:515-859-3393 who have been designated by the Iowa Falls and Alden School Districts to coordinate the school district’s efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, §504 and Iowa Code 280.3. Any person may also contact the Director of the Region VII office Civil Rights, U.S. Department of Education, Kansas City, Missouri, regarding the school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 or the director of the Iowa Civil Rights Commission, Des Moines, Iowa.

**HEALTH SCREENING**

Throughout the year, the school district sponsors health screening for vision, hearing, and scoliosis. 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.

**EDUCATIONAL RECORDS**

Student records containing personally identifiable information, except for directory information, are confidential. The Family Education Rights and Privacy Act of 1974 (FERPA) required school districts to keep educational records confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student’s records without the parent’s permission. Parents may access, request amendments to and copy their child’s records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child’s records have been violated. For a complete copy of the school district’s policy on student records or the procedure for filing a complaint, contact the board secretary, central administration office.

Student directory information may be released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, participation in officially recognized activities, awards received, and year in school.

**EMERGENCY FORMS**

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 principal’s office if the information on the emergency form changes during the school year.



**HEALTH / HUMAN GROWTH AND DEVELOPMENT**

Each year parents are given the opportunity to review health curriculum materials which are used in the classroom. Parents may make a written request that their child be excused from specific instruction.

**HOMEWORK**

Teachers assign homework, extra class activities, or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities, or to make up incomplete class work. Students are expected to complete homework on time.Students may be required to stay after school to complete missing or late work.

**ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS’ POSSESSION**

Students are prohibited from distributing, dispensing,manufacturing, possessing, using, and being under the influence of alcohol, drugs, or look-a-like substances; and possessing or using tobacco, tobacco products, or look-a-like substances. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

**ILLNESS AND INJURY**

Students will be sent home with any of the following:

- Temperature of 100 degrees or more
- Inflammation or redness of the eye
- Vomiting
- Suspected ringworm or impetigo

If a student becomes ill or is injured at school, the school shall attempt to notify the parents as soon as possible. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. Injured or ill student will be turned over to the care of the student’s parents or medical personnel as quickly as possible. A student must free of nausea and vomiting for 24 hours before returning to school. Students need to have a temperature not exceeding 100 degrees for the past 24 hours before they will be allowed to return to school. If a student is prescribed as antibiotic, they need to have taken a full day’s worth (or 24 hours) of the antibiotic before returning to school. A student that is found to have head lice or nits may remain at school for the remainder of the day. The parents will be notified by the school nurse and given instructions on treating the child at home with special lice shampoo and a lice comb before returning to school. Every year parents will be asked to complete and emergency medical form providing necessary information to be used in the case of an illness or injury.

**INSPECTION OF EDUCATIONAL MATERIALS**

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the principal in the office.