

# West Elementary Handbook



Emmetsburg Community  
Schools

2018-2019

## INTRODUCTION

This booklet is being provided for you in an attempt to explain the general policies of the elementary school program. Some things may be left out, but this is unintentional. It has been updated and should be used as a guide for this school year. **There are changes in this handbook; therefore, you should destroy your old handbook** so that you will be using the proper and up-to-date edition of the Parents' Handbook.

We hope that this handbook will bring the best possible cooperation and understanding between the home and the elementary school. Please take some time to read the handbook over and discuss it with your children. After reading this handbook, place it in some convenient location for reference throughout the year.

If you find any part of this book to be confusing or unclear, please contact the principal or the elementary staff. We welcome suggestions on information that you would like to have in the handbook.

The principal's office is always open to you. If you have any suggestions, concerns, or comments, feel free to call or stop by the office and discuss the issue.

Sincerely,

Mr. Carter and Staff  
(Principal)

Revised and Board Approved  
6/18

## **Emmetsburg Elementary Schools**

### **Vision**

To meet the needs of all children so they will feel successful.

### **Mission**

To guide children through a meaningful curriculum in a safe environment.

### **Values**

#### Guide children:

Respect one another.  
Positive, affirming statements.  
Staff members leading by example.  
Encouragement of community involvement.  
Children's efforts are accepted and built upon.  
Clear instructions with modeling of expected results.  
Parents, students and staff working/interacting together.

#### Meaningful Curriculum:

Child-centered.  
Hands-on experiences.  
Content standards defined.  
Developmentally appropriate.  
Keeping up with the technology.  
Sequential instruction in basics.  
Varied assessments of the process of learning.  
Promote application of skills to other situations.  
Materials presented in an interesting and creative way.  
Clearly stated student expectations provided before instruction.  
Lifelong learning standards of:  
problem solving, decision making, thinking skills, self-directed learners.  
Meeting students' needs according to ability. (remediation/extended learning/enrichment).

#### Safe Environment:

##### *EMOTIONAL:*

No fear of others.  
Value children's opinions.  
Staff takes time to listen.  
Conflicts resolved in non-violent ways.  
Concern for others is shown by everyone.  
Modifications made for students when needed.  
Children feel they can ask questions. (Openness.)  
Building positive esteem: no put downs/rephrasing questions/teach for success/  
respond positively to incorrect answers.

##### *PHYSICAL:*

Follow legal guidelines.  
Organized environment.  
Safety to and from school.  
Rules displayed and enforced.  
Clean facilities and in good repair.  
Action plans for difficult situations.  
Medical personnel available at key times/emergencies.  
Safe and accessible buildings and playground equipment.  
Staff visible on playground and in hallways. (Children are not left unattended.)  
Adequate space for number of children and staff involved whether large group or small group.

## LIST OF ELEMENTARY SCHOOL PERSONNEL AND THEIR ASSIGNMENTS

### WEST ELEMENTARY

Principal, Joe Carter  
Secretary, Dawn Siemers  
Secretary, Rhonda McCartan  
Nurse, Cheri Hinners  
Counselor, Kate Schiek

### Teachers West

Jodi Shirk	Voluntary Preschool
Danielle Auten	Voluntary Preschool
Molly Rodemeyer	Voluntary Preschool
SueAnne Dietering	Pre-Kindergarten
Emily Jobst	Kindergarten
Amy Thompson	Kindergarten
Tami Jensen	Kindergarten
Tyler Bjuström	1st Grade
Anna Fiene	1 <sup>st</sup> Grade
Mary Ellen Jackson	2 <sup>nd</sup> Grade
Missy Birkey	2 <sup>nd</sup> Grade
Kari Schany	2 <sup>nd</sup> Grade
Bill Geelan	3 <sup>rd</sup> Grade
Diana Stafford	3rd Grade
Katie Hedding	3rd Grade
Tim Swanson	4 <sup>th</sup> Grade
Jeremy Zeigler	4 <sup>th</sup> Grade
Darca Saxton	TAG K-12
Dee Hellmich	Library
Ben Thomsen	PE
Dan Hewitt	ART
Laura Gustafson	Music (K-4)
Karen Thilges	Title I/Cath. Special Ed. – Title I
Randy Olson	Title I
Renee Iverson	Sp. Ed.
Jeannie Shimon	Sp. Ed.
Sara Straw	Instructional Coach

### Paraeducators

Leslie Hofstad  
Cathy Backstrom  
Rachel Bleuer  
Elizabeth Schany  
Cindy Thompson  
Jeannie Maaland  
Patty Kelly  
Jan McCombs  
Mary Mader  
Jennifer Geelan  
Travis Hayenga

Deb Walsh	Lib. Assistant
Diane Brennan	At-Risk

### Hot Lunch Staff

Margaret Miller	Server
Carol Ensley	Server
Espy Hemann	Server
Rosa Russo	Server

### West Custodians:

Jim Carpenter  
Mickey Cooke

### Absences and Excuses

Regular attendance is a desirable trait and a necessity if you want your children to be successful now, and later in life. At West Elementary the average attendance rate is 97%, or approximately 5½ days a year. However, we all find it necessary to be absent from work occasionally. Please keep your children home when they are sick, as they will not be able to do their work properly and can easily spread their sickness to others in the school.

If your children have been absent from school for any reason, please send an excuse for their absence to the teacher. If your child is to be absent for reasons other than sickness, we would appreciate a call telling us of the upcoming absence so adjustments in your child's school work may be made.

Absences for trips to a dentist, doctor, optometrist, or other specialists are considered to be excused absences. In case of extended illness, one call is sufficient. If parents are unable to call, a designee may do so or a note may be sent with a friend or sibling.

Students arriving prior to 10:00 a.m. will be considered Tardy, rather than absent. When making appointments, please consider that your child will not be considered absent if he/she leaves after 2:00 p.m.

**Calls to the school should be made before 8:30 A.M. please.**

### Activity Tickets

Activity Tickets are available to elementary students (1-4), and are optional. The activity ticket gives admission to all athletic contests, music programs, and other activities, both at the middle school and high school. Students must present the ticket for admission to each activity. The prices are established yearly. A replacement fee will be charged for lost activity tickets.

### Address Change

The West Elementary School Office should be informed if a change of address, name, or telephone number occurs during the school year or is planned during the non-school months. The school should be notified if you, parents/guardians, will be out of town for an extended period of time and names need to be provided for emergency response situations.

### Area Education Agency (AEA) Services

Prairie Lakes AEA provides a wide variety of educational services to the Emmetsburg School District. The following are some of the student services most frequently used:

**Speech Clinician:** Assistance from a speech clinician is available to any student, on a referral basis by school personnel or by parent request. Hearing tests may be given as well.

**Special Education Consultant:** A Special Education consultant is utilized when students are referred for placement into a Special Education Program. Parent's rights are explained.

### Asbestos

An Asbestos Management Handbook for the elementary schools is available in the principal's office. Friable asbestos has been removed from the building.

### Bell Schedules & Student Arrival at School

Listed below is the basic bell schedule for the elementary school.

Breakfast	7:50 - 8:15 a.m.
Teachers' Day Begins	7:45
<b>First Bell (Students to Classes)</b>	<b>8:00</b>
<b>(Tardy bell)</b>	<b>8:15</b>
Morning Recess (varies with grade)	9:30, 9:45 & 10:00
Lunch (varies with grade)	11:00 -12:00 p.m.
Recess (varies with grade)	11:20 -12:20
Afternoon Recess (1 <sup>st</sup> and 2 <sup>nd</sup> Grade)	1:45 & 2:05
<b>Dismissal</b>	<b>3:19</b>

### **\*\* IMPORTANT !! -Student Arrival at School \*\***

Parents, we ask that your children not arrive on the school grounds until **8:00 A.M.**, or after. (Students who ride buses are exempt.) We would prefer a later time, but we understand some of your work situations.

Teachers are not required to begin their day until 7:45. This is one of the reasons why we do not wish students to be at school before 8:00 A.M. Another reason students should not arrive prior to 8:00 is that classes are not scheduled to begin until 8:00, after all the buses have arrived.

The school playgrounds are not supervised before 8:00 A.M. and after 3:25 P.M.

Your child will be asked to leave the school playground immediately after school is dismissed. Children may return to the play areas after 4:00 P.M.

### **Bicycles, Rollerblades, Skateboards**

Riding a bicycle to school can be a convenience or a hazard depending on the student who is riding the bike. Any student who rides a bike to school should have parent's permission and will be required to obey the school rules for riding such. Parents should remember that you are primarily responsible for the children when you give them permission to ride their bikes or other means of transportation in the street coming to and from school. The following guidelines have been established:

1. Your child will be requested to observe traffic rules while riding to school.
2. Each child will be required to park the bike in the racks provided as soon as he/she arrives at school.
3. The school will not assume the responsibility for damages or theft to bicycles, rollerblades or skateboards while they are at school.
4. All bicycles must be walked off of school property, at a crosswalk.

(Please note: We discourage skateboards, scooters and rollerblades as means of getting to and from school.)

### **Birthday Treats**

Students are allowed to bring treats to celebrate their Birthday. We encourage prepackaged items.

By no means is bringing birthday treats for the class required.

SPECIAL NOTE: We do not want our students to plan birthday parties for the teacher.

SPECIAL NOTE: Invitations to birthday parties should not be given out at school, home parties are not school related.

### **Book Fees and Book Fines**

The Emmetsburg Community Elementary Schools charge a book fee to help defray the cost of providing workbooks. This fee is payable when you enroll your child in school. These fees may be waived in some cases. A form for waiver of fees is available when you register your child.

Should you leave the district during the school year a refund of a portion of this fee is available.

The fees to be charged and refunds to be granted upon transfer from the school district are as follows:

During First Quarter	75% of amount paid
During Second Quarter	50% of amount paid
During Third Quarter	25% of amount paid
During Fourth Quarter	No refunds made

Textbook fines will be charged to your child (you) for lost, mutilated or excessively worn textbooks. It is the responsibility of each student to respect and be responsible for all books they use. Classroom teachers are charged with the responsibility of monitoring this regulation.

### **Bus Riding**

Riding **rural** buses is prohibited unless you are assigned to the bus on a permanent basis. A principal must approve of any student riding who has NOT been assigned to the bus. Parents must write a note allowing their student to ride a rural bus route, the principal or office staff will sign the note and the students must give the note to the bus driver. Please read the following complete list of bus rules.

Safety is the primary concern for every child that rides an Emmetsburg Community School District bus. Therefore, every precaution will be taken to see that children arrive at their destination, safely. This can only be accomplished if we have the cooperation of both students and parents. Driving a bus is a difficult and responsible task. The attention of the driver must be on the driving responsibilities, at all times, and any deviation from this task could endanger the safety of all passengers. It is absolutely necessary that students assume responsibility for their behavior, and any infraction of procedures necessary for the safe transportation of students be reported immediately to the appropriate supervisor/principal. The following guidelines will be used to ensure the safe and efficient operation of our buses.

### **Regulations Governing Pupils Riding School Buses**

1. Students are under the authority of the bus driver.
2. Students shall be on time.
3. Students shall remain seated while the bus is in motion.
4. Students will not swear while riding the bus.
5. Students will not take property from another bus rider.
6. Students will talk in a normal voice and not shout at other students, or the driver.
7. After entering the bus, students will go directly to their seats and remain in those seats until leaving the bus.
8. Students will not destroy property belonging to another student, nor shall the student deface or destroy school property while on the bus.
9. Students will keep their feet on the floor, not on the seats.
10. Students will not threaten or strike another student while on the bus.
11. Students will keep hands and arms inside the bus and will not throw items out of the bus windows.
12. Students will not throw or spit items while on the bus.
13. If an elementary student is to leave school by means other than his/her regular arrangement, a note from the parents will be necessary.
14. No student will be permitted to ride a school bus unless he/she has an assigned seat.

(Exception: In-town shuttle students)

### **Unacceptable Behavior**

The following list of behaviors shall not be permitted on the Emmetsburg Community School District buses. This list shall include but is not limited to the following: hitting, spitting, profanity, out of seat, throwing objects, obstructing aisles, making loud noises, hanging out of windows, assault, fighting, vandalism, insubordination, possession of a weapon, possession or use of tobacco, and possession or use of alcohol and/or any other controlled substance. All spray and mist products are not to be used on the bus. Sprays and mist products can be a danger to others with allergies and pollute the bus environment. Deodorant, cologne, perfume, hairspray and any other spray or mist product is prohibited.

If the infraction/behavior is a violation of the law, the proper authorities shall be notified and all riding privileges for the student shall be suspended for a period not to exceed the remainder of the school year. If the infraction results in property damage, restitution must be paid or a plan for restitution must be agreed upon before riding privileges are reinstated.

### **Consequences for Infractions**

<u>First Offense:</u>	Driver conferences with the student, identifies the infraction, and writes the behavior referral with copies to the parent(s) and the appropriate administrator.
<u>Second Offense:</u>	Driver conferences with the student, identifies the infraction, and writes the behavior referral with copies to the parent(s) and the appropriate administrator. The appropriate administrator contacts the parent(s), reviews the incident, and may suspend the student's riding privileges for a period not to exceed five (5) school days.
<u>Third Offense:</u>	Driver conferences with the student, identifies the infraction, and writes the behavior referral with copies to the parent(s) and the appropriate administrator. The appropriate administrator contacts the parent(s), reviews the incident, and may suspend the student's riding privileges for a period not to exceed fifteen (15) school days.

Any succeeding violations shall result in suspension of all riding privileges for a period not to exceed the remainder of the school year.

If a student performs an act that obviously jeopardizes the safe operation of the bus and endangers the safety of others on the evening route, the driver may suspend the student from riding the bus the next morning. The driver must notify the parent(s) and the appropriate administrator of this action upon completion of the evening route. A written report shall also be filled out and delivered to the appropriate administrator immediately following the next morning's route detailing the incident. Riding privileges can't be reinstated until a conference is held with the driver, parent(s), student and appropriate administrator.

### **Church Night**

Wednesday evening throughout the school year has been designated as "church night". The school system cooperates by not scheduling parties, practices, trips, performances or contests on that evening. The only exceptions are when our school has an obligation to participate because of membership in one of the state athletic or activity associations and the Fall Parent Conferences.

### **Conduct of Students**

Students are subject to disciplinary action for misconduct on the school grounds, in the school buildings during or immediately before and after school hours, or at any time that school facilities are being used for a school function where students are in attendance. Students are also subject to disciplinary action off the school grounds at a school activity or event, at any school building or facility owned or leased by the school district, and buses owned or leased by the school district.

### **Communications to and from the Elementary School**

When sending a note or money to school, the child should receive clear instructions from you, the parents, as to who is the appropriate person to receive the note or the money. For younger children, pinning the note to the child's clothing works well. Also, notes and papers from school are sent home in a clear folder with your child on a regular basis. Check your child's book bag daily and help your child to become responsible in getting school information to you. Ultimately, however, as parents you are responsible for knowing the contents of the notes or papers brought home by your child.

### **Communication with the Emmetsburg School District.**

Basic to effective communication is knowing to whom and how to direct a suggestion, an inquiry or problem.

TO WHOM.....Questions, suggestions, or problems should be directed to the person in the position closest to the situation of the concern.

HOW.....Questions, suggestions or problems should be presented in a positive way with the understanding that school personnel want to do a good job. Schedule a mutually convenient time, gather/clarify information that applies, and work cooperatively toward a satisfactory conclusion. Avoid emotional and aggressive methods.

### **Computers/Technology**

Your School District has invested heavily in improving the technology capabilities of all the schools in the District. Each school has a computer in every classroom and those computers are connected together so that each computer can contact every other computer in the building. Also, all the schools are connected together and information can be shared between computers in other buildings, and each computer can connect to the Internet. Pictures of students may be used on the internet but student names will not be associated with the pictures. We encourage students and staff to utilize advanced technology at every opportunity, as we continue to strive to keep pace with the

world around us. Any student damage or vandalism to the equipment or software will result in suspension from school and financial accountability for all damages. Improper use of the computers and/or Internet will result in the loss of privileges.

### **Divorced or Separated Families and School**

Many children are part of a non-traditional family unit. As far as the school is concerned, our only interest is in the education and well being of the child. We cannot become involved in family or spousal disagreements. Unless there is legal documentation outlining restrictions, all school policies and normal practices are afforded to all parents. We do, however, limit ourselves to sending out one report card to the parent who has physical custody, and arranging one conference time during regularly scheduled conference times. Differences, if at all possible, need to be set aside when it comes to the welfare and education of your child(ren).

### **Dressing For School-Suggestions**

We have simple dress suggestions in our elementary schools. We ask that you cooperate with us in this matter. The following guidelines have been established:

We would prefer that boys and girls wear apparel that is appropriate for school.

Blue jeans are by all means acceptable.

Shorts and skirts that are at least fingertip of length are permissible during extremely warm or hot weather.

Not acceptable would be spaghetti straps, bare midriffs, and clothing with inappropriate logos.

During our Iowa winters, children must be dressed properly for outside play. Hats, mittens, snowpants and boots are necessary for cold weather and/or snow. Boots will be required until the temperature is such that the feet will not become excessively cold. Signs will be posted in the hall as to what winter attire is needed for each recess.

Students who "forget" to wear boots will be asked to stand in a spot where there is no snow, so that their feet don't get wet.

Children are required to have at school a pair of shoes/sneakers when they are wearing boots outdoors. It is not good practice to have children in a classroom without shoes.

Labeling of clothing items really helps the teacher when things are lost or misplaced. (First and last name)

If you have any questions concerning these suggestions, please call the building principal.

### **Equal Opportunity/Non Discrimination**

It is the policy of the Emmetsburg Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (Employment only), marital status, sexual orientation, gender identity and socioeconomic status (students/program only) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Amanda Schmidt, Superintendent, 205 King Street, 712 852 3201, [aschmidt@e-hawks.org](mailto:aschmidt@e-hawks.org)

The Emmetsburg Community School District complaint procedure is located in the board of directors' policies. Procedures for parents, students, staff and community members are referred to in board policy 107.1.

### **Effective Schools Committee**

Our Effective Schools Committee was begun in the Fall of 1992. The committee is engaged in gathering input from the staff and community, collecting data about students and compiling the information. This information is then used to guide the decisions we make in our schools to improve the educational environment for the students. On your Master Calendar it is labeled as the Supt. Advisory Committee.

### **Field Trips**

Your child will be taken on various field trips during the school year. We feel that these trips are an extension of the school curriculum and are very worthwhile. As such, the children are required to go as if part of the regular school day. You will be notified of any field trips your child will be taking that involves leaving the school district. The students will be supervised during any field trip they may take and will be expected to follow the guidelines set down before the trip commences. If there are unusual circumstances that we should know about that would limit or exclude your child's participation, please contact the teacher. On the school registration form there is a place to sign allowing your child to participate in these field trips.

### **Guidance Counselor**

The counselor is shared between the elementary and middle school and her times will be posted at various points throughout all buildings.

### **Anti-Bullying/Harassment Policy**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.



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

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

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

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

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

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

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

Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.

- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

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

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

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

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

measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

### **Homework**

We believe that most of the students' academic activities should take place in the classroom. Some homework may be assigned to your child from time to time. This homework will follow the guidelines listed as follows:

1. Supplemental type activities to help teach, review, or give added experiences to the normal classroom work.
2. Make-up type activities for work missed due to absence from school.
3. Enrichment type activities.

If you have questions concerning the amount of work that your child is bringing home from school, please feel free to contact the classroom teacher. He/she will investigate the circumstances concerning the problem.

### **Insurance Program**

A school time accident program is available to each student on a voluntary basis. You will be given the opportunity to purchase this protection early in the school year. No student is required to purchase this insurance. It is provided as a service only.

### ***How to File for Benefits***

The West Elementary School Office (852-4485) should be notified of the accident immediately, as well as the homeroom teacher. The school office has appropriate forms to be filled out, and then sent to the doctor for him/her to complete. A claim must be filed within 90 days of the accident.

### **Kindergarten Roundup**

A kindergarten roundup is held each year for the purpose of explaining the kindergarten program to the parents of students who will be starting school in the Fall. Students are eligible to start kindergarten if they have reached their fifth birthday on or before the 15th of September of the current year. A certificate of birth and a physical examination are required of all students entering the kindergarten program. Not all children who have reached the age of five years are ready to start kindergarten. We would be happy to discuss any problems or concerns that you may have about your child's readiness to start school. A spring time pre-kindergarten observation program is used in our school system. The purpose of this observation program is to give parents and school staff an insight into how the child is developing and how he or she might function in the school setting.

### **West Elementary Library**

The West Elementary Library is open from 8:00 AM to 4:00 PM for staff and from 8:20 AM to 3:30 PM for students.

Whole class visits and story times are scheduled, but students are most welcome to come to the library for browsing or reading when large groups aren't scheduled. Appropriate behavior by students is expected and they will be asked to leave if there is a problem. The teacher will be notified if this occurs. When the schedule of classes is established a copy will be given to each teacher. Library skills classes will also be scheduled with teachers and the staff will be notified when they are being taught. Teachers are encouraged to visit the library on a regular basis to see new materials.

Everything borrowed from the library needs to be checked out, no matter how long it will be used. Usage statistics are important when evaluating the collection for weeding or purchasing. As in classrooms, some items in the library are not for general use, so please ask before taking anything.

We appreciate a few days notice before you need materials on a particular topic. Last minute requests may not be able to be filled promptly because of other responsibilities at the time. It is best if you don't check out all items on a topic because students come to the library excited to check out a book on the introduced topic. It is also helpful if we know ahead of time about any research assignments so we can better help students when they come to the library on their own.

### ***Library Loan Periods for Students***

- Library books -- 2 weeks
- Magazines -- 2 weeks
- VCR tapes/DVD -- overnight, due before school
- Reference material -- overnight

Library overdue notices will be given to teachers daily to be handed out to the students. Please help us in getting items returned in a timely manner. If a student knows a material is lost they should discuss it with Mrs. Larson or Mrs. Hellmich. It is school policy that families pay for any materials not returned by May. Refunds will be given for items returned after payment.

### **Lost and Found Articles**

You would be amazed at the number of clothing and footwear items that are left at school and go unclaimed at year's end. The lost items that have been found during the school year are placed in a box outside the office. If your child has lost something, we will make an effort to help you find it. Please instruct your child that if he or she finds anything at school, it should be turned into the office or to a teacher. If this practice is carried out by everyone, we should have a minimum of articles lost during the year. If you think your child has left something at school, feel free to call, and we will help you look for it.

### **Lunch Program**

A school lunch will be served each noon to all attendance centers in the Emmetsburg Community School District. Students may purchase lunch or may bring their own from home. Students who have a negative balance of \$25.00 or more may result in your child not being able to eat or maybe asked to bring their own from home until the balance has been paid. The costs of the hot lunch meals are determined yearly. Information on current prices may be obtained by calling the West Elementary Office. Please check the menu that is sent home each month with your child.

#### ***Free or Reduced Prices:***

If you qualify, you may receive free or reduced lunch prices (and breakfast). Please contact the office for further information and application.

#### ***Extra Milk:***

A half pint of milk is furnished with a hot lunch meal. If your child desires more than one carton of milk with their hot lunch, they may purchase another. If you qualify for free or reduced lunches an extra milk is not included. The price of this extra half pint will be set according to the price of milk being paid at the time.

Your child may bring a cold lunch to school if he/she desires. Milk may be purchased at the same cost per half pint of milk as that purchased with a hot lunch.

### **Lunchroom Rules**

The following rules have been established for our lunchroom. These basic rules have been established to provide guidelines so as to have a peaceful eating environment for all students.

- Keep your hands and feet to yourself
  - Be seated as is your place in line
  - Talk quietly to your neighbors
  - Wait patiently to be dismissed
  - Eat over the table

### **Medication at School**

State law prohibits staff members from administering any medication not prescribed by a physician or without parental approval, including aspirin and all "over-the-counter" medication. Prescription medication to be administered during school hours must be approved in writing by a physician and parent/guardian. The following information must be clearly labeled on the bottle: (1) name of medicine, (2) dosage, (3) time medication is to be given at school, (4) student name, and (5) physician's name. Medication authorization forms are distributed at registration time and are available from the school nurse. It is preferred that morning medications are given at home before school.

### **Mid-Term Reports**

In most cases Teachers will contact the home should a student be having difficulty with work at school. Mid-Term reports might be sent home midway through a quarter to make you aware that your child is having some difficulty in some area(s). We urge you to contact the teacher should your child get a Mid-Term report indicating difficulties of any kind. Report cards should not be the first indication of your child having difficulty in a particular area. Staff may also send positive notes home at mid-term to indicate the fine work or progress the student may be doing.

### **"New Parent" Rights**

There are situations where other adults, who are not actual parents or legal guardians, play a parent role in a child's life. It will be our policy to cooperate with those adults for the good of the child as long as doing so does not violate legal precept or writ.

### **Newsletters and Bulletins**

Periodically throughout the school year a *Parent Newsletter* is sent home with the children. This newsletter is compiled to help inform you of things that have happened and will happen throughout the school year in the elementary schools. Occasional *Special News Bulletins* addressing a single item will be sent home with the children when the need arises.

### **Nurse Program**

The Emmetsburg Community Schools have the services of the full-time school nurse. The nurse attends to the health needs of the students while they are at school and is available for parent consultation when necessary. The school nurse will administer the following programs in our school:

- |                               |  |
|-------------------------------|--|
| 1. Emergency First -Aid       | 7. Developmental Progress Checks                   |
| 2. Dental checks              | 8. Information for Parents at Kindergarten Roundup |
| 3. Vision checks              | 9. Maintenance of permanent health records         |
| 4. Immunization cards records | 10. Scoliosis screenings                           |
| 5. Heights and weights        | 11. Recording of communicable diseases             |
| 6. Special lectures           |  |

### **Parent-Teacher Conferences**

We hold our Fall conferences in November each year. Fall Parent Teacher Conferences will be held on **October 30 and November 2nd, 2018**, Spring Parent Teacher Conferences will be **March 12th and March 14th, 2019**. A master schedule will be worked out by the elementary teachers. You will be sent a conference appointment time. It is then necessary for you to return the acceptance form to your child's teacher to confirm your scheduled time.

Please remember, it is very difficult to work out the master conference schedule. We need and appreciate your cooperation in accepting your assigned time. Plan to attend your scheduled conference. We invite both parents to attend. We encourage child attendance of the conference as well.

### **Parent Volunteers**

Parent Volunteers wishing to help out in specific instances and with specific students in the elementary school are always welcome. We will make every attempt to set up a program which will be workable for both the school and the volunteer worker. If you belong to a group, or are an interested individual who would like to become involved in as a parent volunteer, please call the building principal or a staff member for information. We welcome your interest and participation.

### **Parties (At School and Invitations to)**

We have three main parties each year. They are: Fall, Holiday, and Valentine's Day Parties. Most teachers will divide their class into groups for bringing treats. We consider school parties to be a *FUN* activity. If you don't want your child to participate in these events, please notify your building principal or your child's teacher and suitable arrangements will be made to exclude them.

Birthday treats are given at the discretion of the pupil or parent. You are not required to furnish treats for your child's birthday unless you desire to do so.

**SPECIAL NOTE: We do not want our students to plan birthday parties for the teacher.**

SPECIAL NOTE: Invitations to birthday parties should not be given out at school, home parties are not school related.

### **Personal Items of Students**

Students are asked not to bring items of value (such as toys, game cards, iPods, gameboys, etc.) to school which could be misplaced, lost, or stolen. The school does not take responsibility for the replacement of personal items.

### **Pets on the Playground**

Dogs and cats can most always be found on school playgrounds. They can be dangerous. We ask for your cooperation in keeping your pets at home and not in the building. You may receive a call to come and get your dog or cat if it wanders onto the school playground. Also, please help us remind the children that they shouldn't approach or play with strange dogs or cats. It is also requested that students not bring animals to school for sharing. Thanks for your cooperation.

### **Playground Supervision**

The playground is supervised by staff members at all recess periods and noon hour periods.

During cold stormy weather pupils will remain in the building and will be expected to remain quietly in their assigned areas.

The following is a list of guidelines, or rules that has been established for the playground at West Elementary.

### **Playground Goal**

Students will play safely in all games and on all equipment.

### **Responsible Playground Behavior**

Students will show respect for others and follow instructions given by staff.

Rough play is not allowed on the playground.

*EXAMPLES: tackle football, king of the mountain, crack the whip, tripping, wrestling, karate chops or kicks, punching, shoving, bumping into others, etc.*

Unsafe play is not allowed on the playground.

*EXAMPLES: snowballs, sliding on ice, throwing ice, climbing swing poles, tag on equipment, being on top of the tube tunnel, throwing rocks, baling out of swings, objects on the slide, sliding down head first or backwards, etc.*

Dangerous objects are not allowed.

*EXAMPLES: hard balls, baseballs, hard bats, guns, knives, matches, etc.*

Students will settle differences peacefully.

When the bell rings, students are to stop what they are doing and go quietly into the building in a safe and orderly fashion.

Students are to remain in their assigned play areas:

*Students will stay in assigned play areas as shown in the maps.*

Students must have permission to go outside the fence, and to re-enter the building.

Keep a safe distance from windows.

Take turns on the equipment.

When on the snow hill, students can, when dressed appropriately:

*-Slide down from the top, feet first, one at a time toward the playground - Build forts, where others aren't sliding - Stay on top and front side of the hill - Follow all other school rules.*

Team games which can be played include tag football, kickball, and basketball.

*Follow guidelines as discussed in the classroom.*

Students will not chew gum or eat candy or food on the playground.

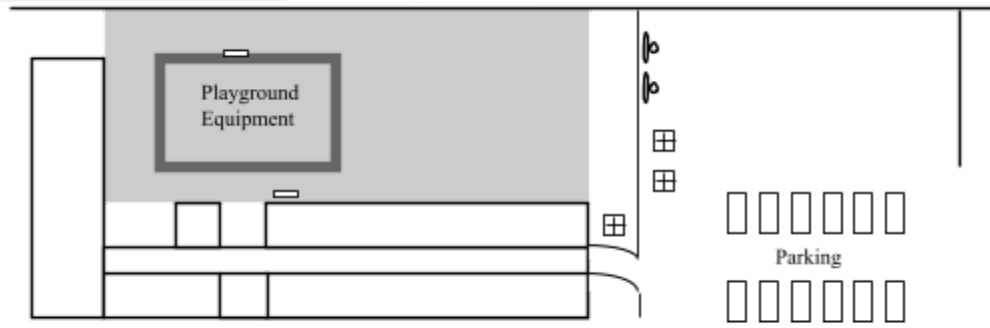
Students will wear coats if the temperature is 49 degrees or below, and a light jacket or sweatshirt 50 - 60 degrees, 61 degrees and above no coats are necessary.

*Teachers should check the signs.*

Boots need to be worn when the sign says they are required. When the sign says boots are not required, students must stay in dry areas.

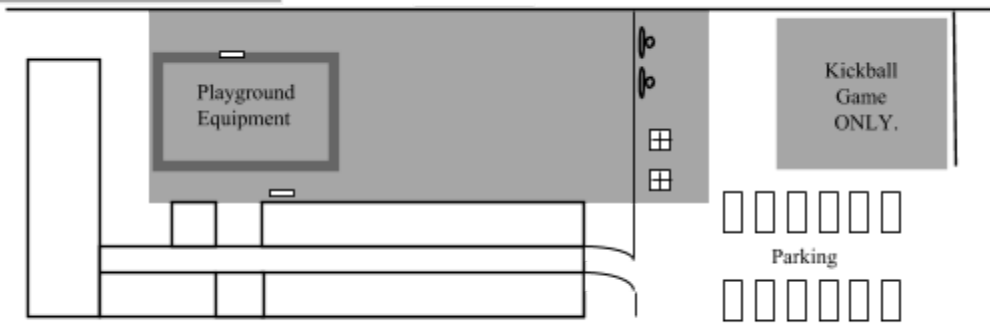
ECSE thru 2<sup>nd</sup> Grade play area when by themselves.

Fence



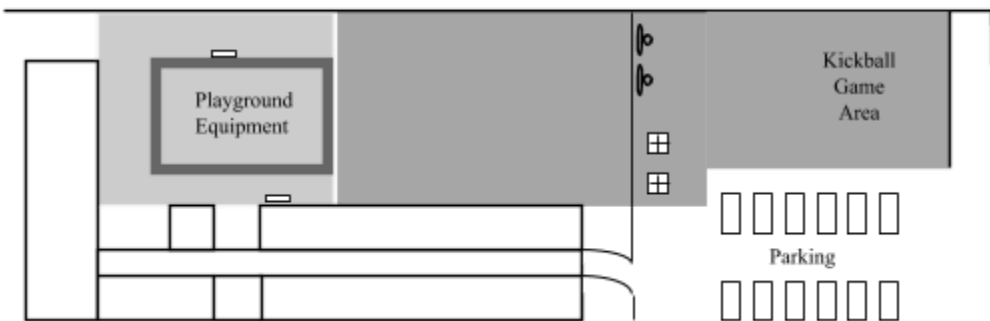
3<sup>rd</sup> & 4<sup>th</sup> Grade play area when by themselves.

Fence



Play areas when all grades are out.

Fence



## **TEN COMMITMENTS FOR PARENTS**

It's been long recognized that active parent interest in their child's school work and education dramatically improves a child's academic performance, as well as self-esteem. The following commitments provide a strong support bond between home and school.

1. I will read to my child daily.
2. I will help my child start a word collection of at least one unknown word daily.
3. I will listen to my child read daily.
4. I will take dictation (talk written down) of the stories, poems, and sayings my child creates.
5. I will help my child pursue an interest and find five books to read on this topic.
6. I will praise my child for at least one success daily.
7. I will arrange for my child to use the library and visit bookstores or counters to select his or her own books.
8. I will provide for my child books and educational games.
9. I will help my child find a listener to read to: (another child, grandparent or a friend.)
10. I will listen to my child daily about his or her school reading of stories and progress in learning to read.

## **Recess Policy**

In all grades the children have a mid-morning recess scheduled. There is also a recess after lunch for all grades and a mid-afternoon recess for students in grades K-2. Each child needs these recess breaks from their work and will be expected to participate. Occasionally, a teacher may use a recess as a directed play period to extend the activities being taught in the classroom. If you do not want your child to participate in the recess activities for some reason, please arrange for an excuse from the activity with your child's teacher or the building principal. Occasionally, a student is kept in the room at recess time to complete unfinished work or for disciplinary reasons. Our teachers usually do not withhold recesses unless there is a serious problem with the child. If you feel that this guideline is being abused, please call their classroom teacher to discuss the situation.

**NOTE: Children should not be kept in from recess because they are ill. If a child is ill they need to be home resting.**

## **Report Cards**

Reading News letters are sent home monthly to help increase parent involvement at home.

We report student progress to the parent in two ways, by use of report cards and parent conferences. Our school system is organized on a nine week reporting basis. This means that we report student progress to the parents four times each year. The parent receives a report card following the end of the 9th week (1st Qtr.), first semester (2nd Qtr.), 27th week (3rd Qtr.), and second semester (4th Qtr.). Please understand that Parent/Student/Teacher conferences are much more effective in communicating student progress than any report card.

## **Special Education**

We have a Special Education teacher who works with individual or small groups of students who have been found to have a specific learning disability, which is hindering their progress in school. Students are recommended for referral to the program by the Problem-Solving Team or by parent request.

The student will then be tested by the school psychologist and other special area personnel to determine whether they are eligible for this special help. You, as the parent of a student, will be consulted through a staffing procedure concerning your approval of the placement of your child into this special program.

Students in the program are worked into Special Education for part of the day and in the regular classroom for the vast majority of the day. There are specialized materials for use in the resource rooms. We feel that this program gives us the opportunity to work with any student who needs special attention due to learning disabilities.

## **Retention After School**

Retention after school is necessary in some instances. The main reason for retention after regular school hours is to provide time for a student to complete work not finished due to absence from school or lack of effort during the regular school day. Students will not be kept after school without the parent being notified. Bus students will not be kept after school without the parent's permission. Your cooperation is requested in this matter. If you feel that your child is being retained after school too often, please confer with the classroom teacher and an agreeable solution to the problem will be worked out. Often times the student will call the parent to let them know that they are required to stay after school. This is so that the child takes some responsibility for the event. The teacher should do a follow-up call in any case.

## **Retention in Grade Policy**

Retention often infers that the child does not fit into the constrictions of a grade level of students and is not succeeding at school when in fact the student is doing as well as he/she can. Instead of retaining the child, we prefer to modify that child's academic program, adjusting the school to the child instead of the child to the school, thus allowing a child to remain with his/her peers.

Research has shown that retention of students rarely provides more than a short relief period for a student who is having difficulties at school. There are, however, a very few number of children who may benefit from retention due to prolonged illness or extreme immaturity. On the rare occasion that retention is recommended it becomes a cooperative situation between the parent, child and the school. Retention occurs only when all involved are enthusiastic and committed about the prospect for gains for the child, including the child.

## **Safety**

Here at school, we constantly remind children to practice safe habits and include them in the curriculum. We also ask children use extreme caution in crossing the street and to do so at the corners only. As children leave and come to school this is especially important due to the buses and traffic. Please watch your children closely to make our school area a safe environment.

Also, throughout the school year there are regular **Fire and Severe Weather** drills, which are an integral part of our elementary school. These drills are noted on the District Calendar.

## **School Rules**

The following rules have been established for our school. These basic rules have been established to provide guidelines for acceptable behavior in all circumstances.

- Respect the rights and property of others
  - Use equipment correctly
  - Stay in assigned areas
  - No dangerous objects
  - Follow directions
  - No fighting

## **School Spirit**

We are proud of our schools and the activities provided. We encourage the children to attend activities, but only if they are interested in watching. They are to remain seated during the activity, at least until the half-time or intermission. They are not to run to the concession stand or rest rooms until there is a break. If they have difficulty in following these requests, then they may be asked to leave, or stay next to you, the parent. We encourage pride, enthusiasm, and sportsmanship with the understanding that we must act like winners in all situations.

## **Snow or Emergency Vacations**

Occasionally it is necessary to call off school because of extreme weather conditions or other emergencies. If this situation occurs, you will be notified of the school closing by the following procedures: Any announcement will be made over radio stations as soon as the decision to close school has been made, a REMIND message will also be sent from the school. Please subscribe to the REMIND account to be notified (sign up directions will be available at registration and in the office). Please listen to Y100 100.1 FM - KICD 107.7 FM *Please note:* You are requested not to call the radio station or school to find out if there will be school or not. If school is to be called off, the radio station will make the announcement repeatedly prior to the normal starting time of school.

## **Solving School Problems**

The Emmetsburg Community Schools have a total of three building administrators and one superintendent. Each particular building has one administrator, who is directly responsible for the total operation of that attendance center. If you have a problem concerning your child at school, please contact a staff member or the principal of the building your child attends. If the staff or the building principal is unable to handle your problems, he will refer you to the Superintendent of Schools. Always attempt to resolve a problem with the people closest to the problem.

## **"Specials" Programs: Art, Music, Physical Education**

Each class meets with the Physical Education, Art, and Music instructor every third day for a period of twenty to thirty-five minutes. (This time varies based on age/grade level).

## **Student Selection for Classes**

Each year, during the last month of school, Mr. Carter makes tentative class lists for the next school year. The staff use the following guidelines in creating class lists: A balance of boys and girls, a balance of academic achievement among the students, and consideration of known personality differences between children and nonproductive cliques.

## **Telephone use by Students**

The school telephones should be considered business phones. However, they are for the use and convenience of all. As a general rule, teachers and students will not be called out of class to answer the phone except in case of an urgent necessity. You may request that a message be delivered to a teacher or a student. Your child may use the school phone after obtaining permission from his teacher, secretary, or building principal. We discourage this practice however, as a matter of practicality.

## **Teacher Assistance Team-Problem Solving**

Occasionally students display difficulty in either academic or social areas. A team consisting of the Principal, Counselor, Psychologist, AEA consultants, and the referring teacher(s) meet weekly or as needed, before the start of the school day to come up with possible solutions, which could improve the child's performance at school. The initial meeting is limited to the professional staff. Parents are invited to all follow-up meetings and encouraged to attend.



### **Testing Program**

We give a variety of tests in an attempt to evaluate student progress and the effectiveness of the curriculum that we use. All tests given are mandated by the state. The tests used and the grades in which we use them are as follows:

- Iowa Assessments- Grades 2-8..... Determines students' achievement, compared to other students in Iowa and the Nation, in basic learning skills. The results are also used for placement of students into the Title I reading program.
- FAST Literacy Assessment - Grades K-4-..... Determines student's growth in reading. (Given the Fall, Winter and Spring of the year.)
- Psychological Test Battery..... Given to selected students at any grade level by school psychologist. Used for diagnostic purposes for students with academic, or social, and/or emotional problems. Results are used to assist school staff and parents in making program placement, selecting proper curriculum materials, and working with social adjustment situations.

### **Title I Reading Program**

Our Title I Reading Program is funded by a Federal Grant to the States. Through this Program we hire supplemental staff. Their objective is to work with individual pupils or small groups of students who are experiencing difficulty with reading. The Title I Reading Program is provided for the student in addition to the regular reading program. We are using many varied types of instruction and equipment in this program in an attempt to spark an interest in reading or to teach specific skills that have not been mastered. Students are eligible for this program if they score lower than the proficient on the Iowa Assessment reading test or are recommended by the classroom teacher. Students are placed in and removed from this program as their need for it exists. We feel that this program has been effective for most of the students involved in it. When funds are available, a summer program is provided through this grant. Parents of Title I reading students may be asked to become involved in a Parent Advisory Council which assists in planning and operation of the program.

### **TOBACCO FREE ENVIRONMENT**

It is the intention of the Emmetsburg Community School District to provide a healthy learning and working environment for students, employees, and visitors. With this in mind, no student, employee, or visitor may display or use any tobacco product on any school building, property, or vehicle owned or maintained by the district.

School property includes any parking lot, sidewalk, athletic complex, bleachers, or other area that is owned and/or maintained by the Emmetsburg Community School District.

### **Transfer Out of the District**

Whenever a student moves from our school district to another school district the following procedures will be followed:

Call the West Elementary office, 852-4485, when you intend to move from our district.

Your child's report card will be brought up to date and you may take this with you to the new school district you will be attending. If for some reason, you are unable to do so, it will be mailed with the regular school records to the new school.

Your child's cumulative record will be brought up to date. It will be sent to your new district upon request of the school you transfer to.

### **Visitation and Guests at School**

Parents are always welcome to visit our schools. We do, however, have some guidelines to help make school visitations more meaningful for both parents and students. We ask your cooperation on the following points:

Parent visitations during the first two and last two weeks of school are usually not too successful. These times can be non-routine with more than normal teacher direction.

Children will not be allowed to visit school unless they are accompanied by an adult or have received prior permission from the principal and classroom teacher.

We discourage all day visitors. Please keep visits to a minimum as these are a distraction to the classroom.

Please check in at the office before you visit a classroom.

### **Web Publishing**

West Elementary has a web site which can be accessed via the District's Web site at [www.e-hawks.org](http://www.e-hawks.org). The purpose of this web site is: 1.) to introduce visitors to the schools and programs; 2.) to assist users within the district and outside the district in locating resources offered by our district; 3.) to assist users within the district in locating good external resources. At the elementary level, student work or pictures will be published only with permission of a parent or guardian. No last names of students will be published. Parents/guardians will be notified annually and given the opportunity to grant or deny permission for their child's work or picture to be on the West Elementary web site.

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

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

### **Weapons**

Policy Code No.: 502.6

The board believes weapons and other dangerous objects and look-a-likes in school district facilities cause material and substantial 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.

School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto 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 of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possess firearms at school shall be expelled for not less than one year. Students bringing to school or possess dangerous weapons, including firearms, will be referred to a law enforcement authority. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference: Improving America's Schools Act of 1994, P.L. 103-382.  
18 U.S.C. 921 (1988).  
McClain v. Lafayette County Bd. of Education, 673 F.2d 106  
(5<sup>th</sup> Cir. 1982).  
Iowa Code 279.8; 724 (1995).  
Iowa Code 280.21B (Supp. 1995)

Cross Reference: 502 Student Rights and Responsibilities  
503 Student Discipline  
507 Student Health and Well-Being