



2018-2019
PARENT/STUDENT HANDBOOK

SOUTH O'BRIEN ELEMENTARY
GRADES TK-6th GRADE

WELCOME TO SOUTH O'BRIEN SCHOOL

The purpose of this handbook is to inform parents and students of school rules and regulations. Your child's school progress will be greatly affected by how well we work together. Students, who realize their parents are working closely with teachers usually work harder, feel more confident, and do well in their schoolwork. This handbook is given to all students in grades TK through 6th.

MISSION OF THE SOUTH O'BRIEN COMMUNITY SCHOOL

The mission of the South O'Brien Community School is to prepare students to be responsible citizens and lifelong learners.

SOUTH O'BRIEN LEARNER OUTCOMES

Graduates of South O'Brien School will:

- Be responsible citizens
- Be able to work with and for others
- Be users of resources including technology for information seeking
- Be effective communicators have job skills and be aware of career expectations
- Be aware of positive options for recreation and leisure
- Be life-long independent learners

PHONE NUMBERS

The school district has a radio network in which the two centers are joined. All buses are also a part of that network. It is possible for a person to call their home center and relay a message to buses or another center by radio message. In this way, patrons can get messages back and forth without paying for long distance phone calls. Numbers of the two centers are:

Paullina – JH & High School – (712) 949-3454; toll free 877-493-2545

Paullina – Superintendent – (712) 949-2115

Primghar – Elementary – (712) 957-3755

BOARD APPROVAL

All rules and regulations in this handbook are an extension of board policy and have been approved by the Board of Education. Board policy handbooks are available for viewing at each building's administration office.

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

EDUCATIONAL EQUITY POLICY STATEMENT (Code 102)

It is the policy of the South O'Brien Community School not to discriminate on the basis of gender, race, national origin, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status or disability in its educational programs, activities, or employment policies as required by Title VI or VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety in our society. One of the objectives of the total curriculum and teacher strategies is to reduce stereotyping and to eliminate bias on the basis of gender, race, ethnicity, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status and/or disability. The curriculum should foster respect and appreciation for the individual as a member of a pluralistic society.

Inquiries regarding compliance with Title IX, Title VI or Section 504 may be directed to the: Superintendent of Schools, at Paullina, (712) 949-2115 or 216 N. Rutledge, P.E. Box 638, Paullina, IA 51046.

ASBESTOS NOTIFICATION (Code 804.4)

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 superintendent's office.

EMERGENCY CLOSING OR INCLEMENT WEATHER

If school is cancelled in the morning before school starts, or is dismissed during the day, or a decision is made to start late due to weather, please be advised that it will be announced on the following radio stations:

KICD Spencer AM 1240 FM 107

KCHE Cherokee AM 1440 FM 92.1

KIWA Sheldon AM 1550 FM 105.3

Extracurricular activities or practices scheduled for the day or evening of a day when school is cancelled or dismissed early, are generally cancelled or rescheduled.

EMERGENCY DRILLS (Code 507.5 & 804.2)

Periodically the school holds emergency fire and tornado drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill.

Students are expected to remain quiet and orderly during a drill or an emergency. **Students who pull the fire alarm or call in false alarms, in addition to being disciplined by the school authorities, may be reported to law enforcement officials.**

South O'Brien will have two fire and two tornado drills before December 31, and two fire and two tornado drills after January 1, for a total of eight each school year. Teachers and students will follow the posted procedures for fire and tornado drills that are openly displayed in each room. The school may also hold lockdown or other emergency evacuation drills throughout the school year.

ABSENCES (Code 501.9)

Attendance Policy for South O'Brien Elementary

Regular attendance is essential to a student's success in school. Research has proven that attendance at school is a key factor in improving student achievement. Regular attendance is expected of all students. It is impossible to completely make up everything that is missed during the course of the school day. A typical school day is filled with learning that is not limited to books, i.e. group projects, subject area activities, labs, discussions, and technology activities. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentations. Persistent absenteeism can create a genuine hardship for the student and is regarded as a serious problem.

There are times when absences from school are unavoidable. If your child will not be at school, please call the school at 957-3755 between 7:45 and 8:30. If the school does not receive a phone call from the parent, an official from the school will call the parent to check on the student's whereabouts.

All absences will be recorded. The following reasons have been established when students may have an excused absence:

1. Illness when attendance at school would endanger their health or the health of others.
2. A serious illness or death in the immediate family that necessitates an absence.
3. Celebrating religious holidays observed by the student's faith.
4. Conditions render attendance impossible or hazardous to health and safety.

We request that doctor and dental appointments be made outside of school time. If this is not possible, these appointments will be excused. We ask that students stay at school until their scheduled appointment time and are brought back to school after the appointment.

When a parent finds it necessary for a student to be out of school for any reason other than listed above, prior approval must be obtained from the school administrator or school nurse. If not approved, they will be considered unexcused absences.

Please make every effort to have your child at school on time. If a student is tardy, a parent or guardian must come to the office with the child to check them in. The student will be given a pass to give to their teacher. Students must arrive by 8:25 or they will be considered tardy. The number of tardies will also be recorded.

If students have excused absences or unexcused absences the following procedures will be in place:

Level One – 10 Absences - Attendance Letter – If the students are absent for ten days, a letter will be sent to the parents or guardians of the student notifying them of the number of absences during the present school year. The letter will indicate the concern that the district has for the high number of absences and allow the opportunity for the parents/guardians to confer with the school. A copy of this letter will be kept in the principal's office.

Level Two – 20 Absences - Attendance Conference with Principal/Designee – If the student continues to be absent after the notification letter and the number of absences reaches twenty, the building principal or designee will contact the parents or guardians by letter and request a date and time for the attendance conference. In this letter, the parents/guardians will be informed of the total number of absences and a requested conference with school personnel to discuss their child's attendance and ways to improve. A copy of this letter will be kept in the principal's office and a copy will be sent to the superintendent. The principal and/or designee will conduct the conference which may be done at school or over the phone. Parents or guardians will be informed of the seriousness of the number of absences and its negative impact on the child's educational program. Parents will also be informed that any additional absences will be unexcused unless they are approved by the school nurse, they have a doctor's note, or the principal gives special approval. A plan will be developed to ensure that the student completes all make up work in a timely manner.

Level Three – 25 Absences - Attendance Conference with Principal and Superintendent – If the student is absent for twenty-five days, a letter will again be sent and a time for a Level Three Conference will be determined. The principal and superintendent will conduct the Level Three conference. The classroom teacher, school nurse and student advocate may attend in addition to the parents. If appropriate, the student may attend as well. The parents/guardians will be informed of the impact that limited school attendance has on the child's educational success. The parents/guardians will also be informed that if attendance does not improve, agencies including, but not limited to, the following will be contacted: Department of Human Services, County Attorney, Public Health, family physician, mental health professionals, Area Education Agency, and Juvenile Court Services. Ultimately, summer school and/or retention may be considered if the student, due to poor attendance, is unable to meet academic expectations. A written summary of the conference will be placed in the student's file.

MAKE UP WORK

In the upper grades, students are allowed one day to make up work for each day he/she was absent, plus one day. Make up work completed on time will receive full credit. Late work will be penalized by lowering the grade proportionately at teacher discretion. No credit will be given if the work is three or more days late. Unusual circumstances may require the school personnel to rule on the merits of each case.

LEAVING THE BUILDING (Code 501.11)

Students are not allowed to leave the building or grounds without permission from the principal. If parents request in writing or verbally, the principal may approve that the student leaves school. All students must sign out in the office. **A parent or designated adult must sign PK-6 students out in the office.**

When parents come to take their child, they MUST STOP in the office and sign their child out. Then they should bring the sign out slip to the child's teacher. If plans change for a student's transportation after school, please call the school by 2:30 p.m. so we can get the message to the teacher before dismissal.

Should a student leave the school building or grounds without permission, law enforcement will be contacted for the safety of the child.

CHARACTER COUNTS

The South O'Brien School District has set as a goal that students graduating from our school will have the social skills to be responsible citizens. Character Counts is a philosophy that promotes the development of good character through these six pillars of character:

Trustworthiness
Respect
Responsibility

Fairness
Caring
Citizenship

These pillars of character will be modeled and taught to all students K-12. We will have monthly themes with activities. Community and parents are encouraged to be a part of the activities.

SOUTH O'BRIEN STUDENT CONDUCT PROGRAM

Each student and situation will be handled on an individual basis. Students will be given the opportunity for social skills instruction. The conduct program at South O'Brien Elementary is based on Positive Behavior Intervention Supports (PBIS). Outlined PBIS plans and school policies will be followed.

Consequences- if a student is reported for inappropriate behavior, the Principal or At Risk Coordinator will take the following disciplinary action:

3 major/6 minor behavior referrals for a semester- a warning to the student with a report sent to his/her parents. It is hoped that parents will help prevent reoccurrence.

6 major/ 18 minor behavior referrals for a semester- a one-day out of school suspension will be served. **Student will be referred to the Elementary PBIS Team III Behavior Team with a mandatory behavior meeting.**

9 major/27 minor behavior referrals for a semester- a two day out of school suspension will be served. A parental conference with the principal must be held prior to student being reinstated. The superintendent will be notified concerning the persistent situation.

10+ major behavior referrals for a semester- further problems may result in a longer suspension. These situations will be handled on a case by case basis.

- 3 minor referrals= 1 major referral
- Student referral totals will start over at the end of each semester.

South O'Brien Elementary School Behavior Report Definitions

Major

Area	Definition
Abusive Language	Verbal messages that include swearing, profanity, name calling or use of words in an inappropriate way in any language
Severe Defiance/Disrespect	Refusal to follow directions/insubordination, talking back and/or socially rude behavior
Severe Disruption	Behavior causing a prolonged or repeated interruption in a class or activity
Fighting/Physical Aggression	Actions involving serious physical contact <u>where injury may occur</u>
Harassment/Bullying	One child or a group of children deliberately and <u>repeatedly</u> hurt or threaten another child through words or actions
Severe Property Damage/Theft	A student deliberately damages or destroys another

	person's property or the school's property; taking something that does not belong to you with the intention of keeping it, or the student giving misleading information in writing
Weapons/Dangerous Objects	Student is in possession of knives or guns, (real or look alike) or other objects, readily capable of causing bodily harm or threat
Other	Any other major problem behaviors that do not fall within the above categories; staff using this will specify the problem behavior observed.

Minor

Area	Definition
Inappropriate Language	Using inappropriate language including slang terms and gestures
Physical Contact	Non-serious, but inappropriate physical contact
Defiance/Disrespect/Non-compliance	Failure to respond to adult requests
Disruption	Inappropriate disruption
Property Misuse	Misuse of another person's property or school property
Teasing/Taunting	One child or a group of children teasing or taunting another student
Other	Any other minor problem behaviors that do not fall within the above categories; staff using this will specify the problem behavior observed

CITIZENSHIP AND STUDENT BEHAVIOR

One of the most important lessons education should teach is self-discipline. It underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to being a good citizen.

We believe all students can behave appropriately in school. We will tolerate no student interfering with teachers teaching or fellow students learning. One of our biggest goals is to instill a positive attitude toward learning and the social skills to work and play with others.

STUDENT EXPECTATIONS

1. Respect a teacher's right to teach and classmates' rights to learn.
 - a. Follow your classroom rules.
 - b. Be responsible to do all your work neatly and on time.
 - c. Come to class prepared and do your best.
 - d. Keep your hands, feet, and objects to yourself.
 - e. Observe proper behavior in all areas of the school: hallways, restroom, lunchroom, playground, and gym.
2. Students will walk throughout the school and talk in quiet voices during school hours and will demonstrate appropriate behavior while attending all school activities.
 - a. Running in the hall will not be permitted.
 - b. Students will use assigned doors when entering and leaving the building.
 - c. While attending school activities such as ballgames, students should be seated in the bleachers; they should not be running around the gym, school hallways, or football field.
3. Students will treat others with respect.
 - a. Keep hands, feet, and objects to yourself.
 - b. Cooperate and follow instructions.
 - c. Use good manners, not bad language.
 - d. Don't threaten, hit, or hurt others. NO BULLYING!!!
 - e. Show others you care, no put downs, rude gestures, or swearing.
4. Students will respect school personal property.
 - a. The school environment will not be willfully littered, damaged, or destroyed.
 - b. Students will stay out of other's desks and lockers including the teachers.
 - c. Things will not be taken that do not belong to the student without the owner's permission.
5. Students will be responsible to use self-control in their behavior choices.
 - a. NO fighting (fighting will result in an office referral)
 - b. Deal peacefully with anger, insults, and disagreements
 - c. Ask a responsible individual to help.
6. Students are not to have candy, gum, or food in their lockers or in their possession at school. Sack lunches should be place in the homerooms or lockers upon arrival.
7. Respect a teacher's right to teach and classmates' rights to learn.
 - a. Follow your classroom rules.
 - b. Be responsible to do all your work neatly and on time.

- c. Come to class prepared and do your best.
 - d. Keep your hands, feet, and objects to yourself.
 - e. Observe proper behavior in all areas of the school: hallways, restroom, lunchroom, playground, and gym.
8. Students will walk throughout the school and talk in quiet voices during school hours and will demonstrate appropriate behavior while attending all school activities.
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11. Students will be responsible to use self-control in their behavior choices.
- a. NO fighting (fighting will result in an office referral)
 - b. Deal peacefully with anger, insults, and disagreements
 - c. Ask a responsible individual to help.
12. Students are not to have candy, gum, or food in their lockers or in their possession at school. Sack lunches should be place in the homerooms or lockers upon arrival.

DETENTION POLICY

- 1. Detentions will be assigned by a faculty member or an administrator according to the discipline plan for the school and the classroom.
- 2. There are classroom and school wide rules that students need to follow. When a student chooses to not follow the rules he or she may be dealt with in the following manner:
 - Be given a warning
 - Be assigned detention time during recess or after school
 - Be assigned a double detention if the original detention is not served as agreed to
 - An office referral will be given for serious infractions or for continued misbehavior over time
- 3. The detention time will be served on the day the detention is assigned whenever possible, unless other arrangements are made by the faculty member or the principal.
- 4. Detentions willfully not served will result in an in-school suspension.

SUSPENSION POLICY

Suspensions may be given for the following reasons:

- 1. Threatening comments or actions made to any school staff member.
- 2. Refusing to serve a detention that has been assigned by a school staff. (A student that serves a detention, but did not serve it at the assigned time will serve double the amount of time assigned.)
- 3. Repeated office referrals for the same infraction or multiple infractions.
- 4. Other reasons as determined by the principal.

Suspension means an in-school suspension, an out-of-school suspension, or a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days unless there is an extraordinary circumstance.

PARENT CONCERNS

If a parent has a concern about their child they are encouraged to call or visit the child's classroom teacher as a first step in addressing the concern. The building principal should be contacted if there is a serious concern or if additional assistance is needed.

POSITIVE BEHAVIOR INTERVENTION & SUPPORTS (PBIS)

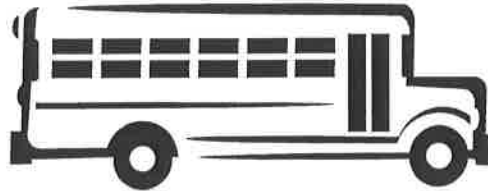
The Positive Behavior Intervention Supports model will continue for all students in South O'Brien Elementary. Students will learn and practice the following school wide expectations based on the expectations described above:

P – Please Listen
A – Always be Prepared
W – Work/Act Responsibly
S – Show Respect

Students will be acknowledged and earn privileges for displaying the PAWS expectations. Parent conferences will be held for students who do not follow the expectations and receive 6+ major discipline referrals within a semester. If a student receives 6+ majors, the PBIS team will meet to develop a behavior plan.

STUDENT CONDUCT ON SCHOOL TRANSPORTATION (Code 711.2)

All students in our school system who ride a bus are subject to regulations until they get off at their school or the bus stop near their home. Any misbehavior which distracts the driver is a **VERY SERIOUS HAZARD** to the safe operations of the vehicle, and as such, jeopardized the safety of all passengers. Each school bus and driver has been supplied with a School Bus Incident Reporting System which reflects the rules of student conduct. The bus safety rules and consequences are listed on the following page.



BUS SAFETY RULES

1. FOLLOW DIRECTIONS FROM THE BUS DRIVER OR SUPPORT STAFF.
2. BE COURTEOUS.
3. NO PROFANITY, SMOKING OR ALCOHOL.
4. KEEP THE BUS CLEAN; PICK UP AFTER YOURSELF.
5. VIOLENCE IS PROHIBITED.
6. REMAIN SEATED AT ALL TIMES AND KEEP AISLE CLEAR.
7. NO EATING OR DRINKING ALLOWED ON THE BUS.
8. KEEP HANDS, FEET AND OBJECTS TO YOURSELF AND INSIDE THE BUS.
9. DO NOT DESTROY PROPERTY.
10. DO NOT DISTRACT THE DRIVER THROUGH MISBEHAVIOR.
11. LOAD AND UNLOAD THROUGH THE FRONT DOOR ONLY.
12. BE ON TIME AT DESIGNATED STOP.
13. PERMISSION SLIP NEEDED FOR ANY BUS CHANGES.
14. GOOD CONDUCT POLICY RULE IN EFFECT.
15. NO LIGHTING MATCHES, CIGARETTE LIGHTER, ETC.
16. ALWAYS CROSS IN FRONT OF THE BUS AFTER THE DRIVER SIGNALS.
17. OTHER INAPPROPRIATE BEHAVIORS MAY RESULT IN BUS INCIDENT REPORTS.

CONSEQUENCES – If a student is reported for inappropriate behavior, the principal will take the following disciplinary action:

Offense #1 – A warning to the student with a report to his/her parents. It is hoped that the parents will help prevent reoccurrence.

Offense #2 – One-day suspension of riding privileges. A report will be given to parents and the superintendent.

Offense #3 – Automatic suspension of riding privileges – the length of time to depend on the seriousness of the infraction. A parental conference with the principal must be held prior to riding privileges being reinstated.

Severe Cases – If the first offense is of a serious nature, a student may be suspended after the first offense. Further problems may result in permanent suspension of riding privileges for the year.

Damage Report – A student that does damage to any school vehicle will be held accountable for the damages.

Students are expected to follow school rules at the bus stop and while waiting for the bus.

BUS NOTES

A note is required from parents if students PK-6th grade plan to ride on buses which are different from the permanent assignment or for any other change from their normal routine. Students that don't normally ride a bus need a note from their parents any time they plan to ride a bus. There is not always room for more students. **Parents must contact the transportation director in Paullina at least one day in advance for permission for extra passengers to ride.**

ACTIVITY BUS (Code 711.3)

The school district may sponsor an activity bus to transport students to and from school activities or practices. Riding on the activity bus is a privilege that can be taken away.

Students who ride an activity bus must ride to and from the event on the bus. Students will ride home on the activity bus unless prior arrangements have been made with the principal or the student's parents personally appear and request to transport their child home.

BICYCLES

Students may ride their bicycles to school. Parents are asked to instruct their children in rules of safety on the busy streets around the schools. All bicycles must be placed in school bike racks. The school does not take responsibility for damage or stealing of the bikes.

RECESS POLICY

It is our belief that recess or a break time is very important for all students. Recess provides the opportunity for children to learn to play and socialize with their peers. Students need the exercise to rejuvenate them physically and mentally. Recess will be outside unless temperatures and/or wind chills are below zero or there is inclement weather. Students will be kept inside before school and at the longer noon recess if the temperature and/or wind chills are below ten degrees.

OUTSIDE RECESS CLOTHING

Iowa weather is changeable. Students should come to school prepared for changing conditions. Students need to have a jacket or sweatshirt with them in the spring and fall.

1. Footwear – All-weather boots will be worn when it is cold and/or wet outside. These boots need to be waterproof, not cowboy or fashion boots. Footwear worn outside must be changed to inside shoes. Wet shoes create a dangerous slick area where students or adults could fall. Students should not wear flip flops or open toed sandals at recess due to the potential for injury. Please send a pair of tennis shoes for your child to wear at recess.
2. Coats, caps, gloves, snow pants, and boots – these clothing items are required for all Preschool - 4th grade students during cold weather. 5th and 6th grade students are not mandated to wear snowpants.

Students without appropriate clothing will be required to play on the dry cement area south of the elementary building or a teacher will direct them to a designated area.

INSIDE RECESS RULES

1. Only quiet, sit-down games allowed.
2. When the whistle is blown three times for dismissal, pick up toys and line up.
3. Duty teacher will walk students through the hallway to classrooms.

RECESS NOTES:

Students should miss recess or break time only when it is essential to their health. Parents will need to send a daily note. Students without a note will participate in regular recess break time. If an excessive amount of requests are received, the principal or school nurse may request a note from a medical doctor.

LOSS OF RECESS:

A teacher or administrator may, on occasion, keep a child in for recess as a form of discipline or to complete work.

KIDS OF CHARACTER ON THE PLAYGROUND

1. SHOW RESPONSIBILITY

- Play safely on and with all equipment. Do not jump on or off.
- Do not throw rocks, sticks, snowballs, or ice
- Ask the teacher **BEFORE** you leave the playground for any reason
- Stay off snow piles and ice patches (No King of the Mountain or sliding on ice)

2. PLAY FAIRLY

- Share all equipment
- No tackling or tripping in any games
- Take turns
- ABSOLUTELY NO FIGHTING

3. MODEL RESPECT FOR EQUIPMENT, CLASSMATES, AND TEACHERS

- No sitting on top of picnic tables
- Do not carve or write on equipment
- Use appropriate language
- Do not play in areas that disturb classrooms
- Stay off fence and bicycle racks
- Do not sit on top of the jungle gym

4. GOOD CITIZENSHIP

- Report injuries or unsafe conditions to supervising teacher
- Include others in your games
- Be kind and caring to all students and staff

5. TRUSTWORTHINESS

- Be honest with friends and teachers
- TK-6th students need to stay out of the Little Paws Preschool play area

Bullying and teasing will not be tolerated at school. Students who say negative comments to others including: putdowns, name calling, teasing, sarcastic remarks, and threats will face consequences that may include lost recess time, after school or in-school detention, in-school suspension, out of school suspension or community service work. We expect our schools to have a positive environment where all students feel safe and welcome. See the board policy handbook for specific policy.

GRADING

PK-TK-Kindergarten - Marks are self-explanatory

Grades 1-3 -	O – outstanding effort and progress		
	S - satisfactory effort and progress		
	N – needs improvement		
	U – unsatisfactory		
Grades 4-6 -	100-93	A	Outstanding effort and progress
	92-86	B	Above average
	85-78	C	Average
	77-70	D	Below Average
	69-Below	F	Unsatisfactory
	INC		Incomplete

Report cards are issued on a nine-week basis. They are a record of the student's individual progress. The purpose of the report card is to inform the pupil and the parents of the child's progress in school work. These cards need not be returned to school. Parents will receive reports on their child's proficiency in reading and math each quarter. Students must meet Iowa Core proficiency levels or may attend summer school.

COURT ORDERS (Code 507.7)

The school should be made aware of any existing court orders related to students in our system. A copy must be on file with the building principal and superintendent in order for the school to recognize the court order. No contact orders restraining the defendant from having contact with the victim or victim's family. Contact is herein defined to include messages from the defendant which would be threatening, harassing or annoying relayed by other persons, or by phone.

CHILD CUSTODY (Code 506.1 & 507.7)

In most cases, when parents are divorced, both mother and father continue to have equal rights where the 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,** including a picture if available. Unless your court order is on file with us, we must provide equal rights to both parents.

CARE OF SCHOOL PROPERTY (Code 502.2)

Students are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Vandalism is not tolerated. Student 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. Students may be required to perform community service.

CHANGE OF ADDRESS (Code 507.4)

It is very important, for emergency reasons, that every student maintains an up-to-date address or telephone number during the school year. If there is no phone available or service has been discontinued, parent must provide the office with a contact person.

CONFERENCES (Code 505.1)

Parent/teacher conferences are held shortly after the first quarter ends. Spring conferences will also be held by request of the parent and/or teacher. These conferences are scheduled for all students in grades TK-sixth. Preschool teachers require two conferences each year. We encourage all parents wishing a special conference during the year to make an appointment with the teacher. Likewise, a teacher may find it necessary to request a special conference with a parent. Please make every effort to attend conferences.

LUNCH PROGRAMS (Code 710.1)

All meals must be eaten in the lunchroom. This includes sack lunches brought from home. Please do not send pop with lunches brought from home. Pop is not allowed in lunchroom over the lunch period. We encourage packing nutritious foods if you choose to pack your child's lunch. New federal guidelines for healthy meals are in effect. All students will be charged for seconds. Lunch money must be paid in the office. A carton of milk is \$.35. Our lunch records are kept on a computerized accounting system. Any number of lunches may be purchased in advance. Notices of depleted accounts will be sent home or via email or text message. PaySchools, a system provided by the Iowa Association of School Boards (IASB) and Information Services USA, a feature for meal payment for all South O'Brien families. PaySchools allows parents to pay for student meals from the convenience of their own home at any time. Parents can securely make payments on the school district website at www.soswolverines.org with an e-check or credit card.

POLICY FOR CHARGING MEALS

Overdrawing lunch accounts is discouraged, however, if the need arises students will be allowed to charge up to \$5.00. **The superintendent has established the policy that if a student's account reaches a negative balance of \$5.00 or more they will not be allowed to eat regular school lunch meals. They will be given a butter sandwich, cup of fruit and a carton of milk. You will receive notification if the lunch account balance is nearing a negative \$5.00 so you will have time to send money to the office or pay online.** At no time will students be allowed to overdraw their lunch account for snack or extra milk or meals.

FREE OR REDUCED MEALS (Code 710.2)

In order to qualify for free or reduced price lunches an application must be filled out. Forms may be picked up at the school district offices. Students will not be credited for free or reduced price breakfasts or lunches until such time their application has been returned and approved. Families can apply for free or reduced meals at any time throughout the school year.

BREAKFAST PROGRAM (Code 710.1)

Breakfast will be served in both centers. Shuttle bus and town students eat at the school site where they reside. Breakfast schedule times are:

7:45 a.m.	Shuttle bus and town students may enter buildings for breakfast
8:00 a.m.	Route bus students may enter the building for breakfast as soon as their bus arrives

BUILDING ROUTINE

7:45 – Playground supervision begins

8:15 – Students enter the building

8:25 – Classes begin

3:25 – Students are dismissed and buses depart

Students are not allowed in the school buildings outside school hours unless supervised by authorized school staff. Students staying in the building to attend junior high events must go to the office until an adult comes to pick them up. They are not allowed to wander through the building at any time during junior high games.

SCHOOL TELEPHONE

Students will not be called from class to answer the telephone except in cases of emergency. Messages will be delivered, but we would appreciate keeping this to a minimum. Students are to ask permission before using the school telephone. Permission will only be given by school staff for emergency reasons.

After school and/or overnight plans with friends should be made before coming to school. Your cooperation in this area will help to insure that the use of the phone be restricted to school business.

FIELD TRIPS (Code 606.5)

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is scheduled for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. All parents will be asked to sign a field trip permission slip when they register their children. This permission slip gives permission for your child to go on all school field trips. Parents will always be informed in advance of an upcoming field trip. Preschool aged children are not allowed to accompany parents on a school field trip.

RIGHT TO EXAMINE RECORDS (Code 506.1)

Parents may request examination of their child's cumulative folder and records. The request should be made through the building principal and parents will need to sign a verification form.

LEVEL I INVESTIGATORS (Code 402.3)

The legislature requires all schools in the State of Iowa to adopt a uniform procedure for investigating allegations of abuse of students by school employees. South O'Brien School Board has established administrative rules and policy regarding investigations of such allegations. The School Board, in compliance with regulations, has appointed a Level I investigator and an alternate as the contact persons within the school system with whom to initiate a formal complaint regarding possible abuse of a student by school employees. The Abuse of Student Report Form 402.3E1 must be on file with the Superintendent before an investigation can occur. The Level I investigators are Connie Flynn and Jeremy Gloden. See Board Policy Code 402.3R1 for regulations.

STUDENT APPEARANCE (Code 502.1)

Students are expected to dress neatly so as not to distract from the educational process. Clothing or other apparel promoting products which are illegal for use by minors, such as alcohol, tobacco, or drugs or clothing displaying obscene material, profanity, or material which promotes a negative attitude toward school, or a person's self-image, are not appropriate. Pants that are worn well below the normal waist or belt line are not permitted due to distraction from the educational process. Chains attached to clothing or the body may not be worn. While the primary responsibility for appearance rests with parents, the administration reserves the right to judge what is proper and what is not. If clothing is deemed inappropriate by school personnel, a change of clothing will be made.

SEARCH AND SEIZURE (Code 502.8)

School authorities may, without a search warrant, search a student, student lockers, desks, school bags, work areas, based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel.

FUNDRAISING (Code 504.5)

Students may raise funds for school-sponsored events with the permission of the principal. Fundraising by students for events other than school-sponsored events is not allowed on school property.

DANGEROUS WEAPONS (Code 502.6)

School district facilities are not an appropriate place for weapons or look-alike weapons or dangerous objects. Weapons and other dangerous objects 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 a weapon or look-alike or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm, look-alike firearm or other dangerous objects to school shall be expelled for not less than twelve months **and will be referred to law enforcement authorities**. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

INTERROGATION BY OUTSIDE AGENCY (Code 502.9)

As a general rule, students may not be interrogated by individuals from outside the school district. If an individual, such as a law enforcement officer, wished to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, at the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. Prior to allowing an interrogation by a person or agency other than a child abuse investigator or an interrogation required through a court order, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

TOBACCO-ALCOHOL-DRUGS (Code 502.7)

The use or possession of tobacco, and the use or possession or being under the influence of alcohol, other controlled substances, or "look-alike" substances that appear to be tobacco, alcohol or controlled substances by individuals under legal age and all students regardless of age on school property or at any activities sponsored by the school is strictly forbidden. Violators may be reported to law enforcement. Good Conduct Policy will be enforced.

STUDENT LOCKERS (Code 502.5)

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 his or her 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 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 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. Illegal items may be given to law enforcement officials.

Locker maintenance inspections can be conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept. Prior to a maintenance inspection, students are given 24 hours' notice.

VISITORS/GUESTS

Visitors to the school grounds **MUST** check in at the principal's office. Parents are always welcome at South O'Brien Schools. **Parents or guests must contact the child's teacher in advance to arrange a suitable time.** Visits of about an hour seem to be best for everyone. Please feel welcome to stay for lunch and eat with your child and his or her class.

Students attending other schools often request to visit friends or relatives in our school. We may limit the length of the visit. Arrangements and permission must be requested from the building principal and the classroom teacher in advance. This plan is to reduce any disruptions to our school routine. Former members of a specific class that have moved may be given exceptions to this rule. Students who are not enrolled at South O'Brien Community Schools may not ride the bus to and from school.

HARASSMENT (Code 403.5 & 502.1)

South O'Brien Community School policy prohibits harassment. The school district includes district facilities, school district premises and non-school property if the employee or student is at any school sponsored, school approved, or school related activity or function, such as a field trip or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Harassment includes but is not limited to acts, gestures, jokes, pictures, or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals or groups.

Copies of the complete policy and harassment complaint forms are available in the Superintendent's Office and each building office. Persons who believe they have been victims of harassment should contact the building administrator. There are also state and federal laws prohibiting harassment. This provides the opportunity to file harassment charges through the court system.

LOST OR DAMAGED STUDENT TEXTBOOKS/LIBRARY MATERIALS

Each student is responsible for the books issued to them. They will have to pay for damage or loss of a book. Do not tear or make in/pencil marks in the books. Fines will be assessed according to the replacement cost of the book. **Library:** All library materials are available to all students on an equal basis. Students will be required to pay the cost of replacement for damaged or lost materials.

ELECTRONIC DEVICES/VALUABLES/PERSONAL PROPERTY AT SCHOOL OR RECESS

The district is NOT responsible for student personal belongings lost or damaged at school or at school sponsored events. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by leaving them at the main office. **Electronic devices such as iPods, video games, cell phones, or CD/DVD players must be turned off and left in backpacks/lockers during school hours. If an electronic device is seen in the possession of a student or heard by a staff member during regular school hours, the device will be confiscated from the student and turned into the principal's office until the end of the day.** If a student violates this policy on a second occasion within the school year, the student's parent/guardian will be notified and only said parent or guardian will be allowed to retrieve the device from the office. If a student violates this policy on a third occasion within the school year, the device will be confiscated and held by the school for a period of thirty days. After thirty days it will be returned to the parent. An additional violation by the student will result in suspension from school and a written report filed with the Board of Education. Collectible trading cards are also not allowed. If these items are brought to school, they will be taken to the office and the student may take them home at a time determined by the principal. Children are discouraged from bringing any type of toy, money or objects to school. Skateboards may not be brought to school. **The school does not assume any responsibility for the loss or breakage of any items brought from home.**

COMPUTER USE POLICY (Code 605.6)

Use of computers provides great educational benefits to students. Access is given as a privilege to students who agree to act in a considerate and responsible manner. Abuse of the computing system may result in a loss of access as well as other disciplinary or legal action. The following are examples of unacceptable behavior:

- Sending, displaying, or printing offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others – cyber bullying is strictly prohibited
- Damaging computers, computer systems, or computer networks (subject to immediate Third or Fourth Violation)
- Violating copyright laws
- Using another's password or trespassing in another's folders, work, or files
- Tampering with school equipment by trying to add or delete programs
- Students will not be allowed to subscribe to listservs
- Use of chat rooms is prohibited.
- If a student gains access to any service via the Internet that has a cost involved or if a student incurs other types of cost, the student accessing such a service will be responsible for those costs.

COMPUTER USE POLICY (Code 605.6) - CONTINUED

Students who violate computer or Internet use policy guidelines shall be subject to the following consequences according to school board policy code 605.6:

- I. Student Violations--Consequences and Notifications.
Students who violate Computer Appropriate Use policy guidelines shall be subject to the following consequences.
Consequences start over from year to year, with the exception of an Option B Level 3 Violation:

Level 1 Consequences and Notifications

1. First Level 1 Violation - A verbal and written "First Level 1 Offense" notice will be issued to the student. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal. The student will only be allowed computer privileges when it is for a class activity and under the direct supervision of a teacher for a minimum of 10 school days.
2. Second Level 1 Violation - A verbal and written "Second Level 1 Offense" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will only be allowed computer privileges when it is for a class activity and under the direct supervision of a teacher for a minimum of 20 school days.
3. Third Level 1 Violation - A verbal and written "Third Level 1 Offense" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will only be allowed computer privileges when it is for a class activity and under the direct supervision of a teacher for a minimum of 30 school days.

*Fourth Level 1 Violation will be considered a Level 2 Violation.

Level 2 Consequences and Notifications

1. First Level 2 Violation - A verbal and written "Level 2 Offense" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will only be allowed computer privileges when it is for a class activity and under the direct supervision of a teacher for a minimum of 60 school days.
2. Second Level 2 Violation - A verbal and written "Level 2 Offense" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will only be allowed computer privileges when it is for a class activity and under the direct supervision of a teacher for a minimum of 90 school days.

*Third Level 2 Violation will be considered a Level 3 Violation.

Level 3 Consequences and Notifications

1. Severity of the offense will be determined by the building principal. Lower levels of severity will lead to an option A consequence, while higher levels of severity will lead to an option B consequence.
2. Option A Level 3 Violation - A verbal and written "Level 3 Offense" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will only be allowed computer privileges when it is for a class activity and under the direct supervision of a teacher for the remainder of school year. In addition, the student will receive a minimum of 1 day of out-of-school suspension. The student will also be expected to reimburse the District for any damages.
3. Option B Level 3 Violation - A verbal and written "Level 3 Offense" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will only be allowed computer privileges when it is for a class activity and under the direct supervision of a teacher for the remainder of his/her time in K-6, 7-8, or 9-12. In addition, the student will receive a minimum of 1 day of out-of-school suspension. The student will also be expected to reimburse the District for any damages.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network that makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential record treated like other student records.

Employees and student will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

Health Services

The South O'Brien Community School District has a part-time nurse in the district. The school nurse conducts vision screenings and pre-adolescent information in various classes each year. Hearing screenings are conducted for grades ECSE – 5th by Northwest Area Education Agency.

Health and immunization records are maintained on each student. Before each school year parents are encouraged to have their child visit his/her physician and dentist for complete examination. When your child is in good physical health he or she will have plenty of energy allowing for a positive experience at school.

Parents are urged to call without hesitation when they feel the need to discuss a student health matter. Students who become ill at school will be sent home. Parents will be called to pick their up at the Nurse's Office or at the Secretary's Office. Students will need to be signed out in the office.

Immunizations Requirements:

DTaP	5 doses required with one dose after age 4
Polio	4 doses required with one dose after age 4
MMR	2 doses required
Hepatitis B	3 doses required
Varicella	2 doses required after age 12 months, or proof of having had the disease

Iowa law **requires** that every child must have a completed immunization record on file at the school by the **first day** of school. If immunizations are in process, the child is enrolled in school on a provisional status. The law allows 60 days for completion. At the end of the 60 days, students will not be allowed to attend school until immunizations have been completed. All immunization records are audited by the O'Brien County Health Department.

A medical exemption may be granted to an applicant when in the doctor's opinion the required immunization would be injurious to the health and well-being of the applicant or any member of the applicant's family or household. A doctor must sign this form.

A religious exemption may be granted to an applicant who is a member of a recognized denomination in which immunizations are in conflict with these religious beliefs. This must be notarized. Religious exemptions will become null and void during times of emergency as determined by the State Board of Health and declared by the commission of Public Health.

Lead Screening:

Iowa law requires all incoming kindergarten students must have a lead screening completed prior to the first day of school.

Dental Screening:

Iowa law requires that all incoming kindergarten students, freshmen, and out of state transfer students must have proof of a dental exam completed prior to the first day of school. A specific form will need to be completed and signed. A healthy mouth and teeth are important to keep the body healthy, smile, learn without pain and eat. Call the Smile dental program at 712-362-6786 to help find a dentist.

Vision Screening:

Iowa law requires that all incoming Kindergarten and 3rd grade students have a vision screening prior to the start of the school year. A specific form will need to be completed and signed and returned to school.

Safety/Abuse

The leading cause of death of small children is accidents. Safety is a concern of both the home and school. We have first aid guidelines to provide first aid at school. If a child has a severe accident, you will be notified.

The state of Iowa has mandated all school staff to report any suspected child abuse. We are required, by law, to report any suspected abuse to the Department of Human Services.

Health Concerns:

It is important to inform the school of any health concerns regarding your child that may affect school performance. Examples of health concerns are: Asthma, ADD/ADHD, Allergies (including food allergies), Diabetes, Seizures, Headaches.

Communicable Diseases:

It is important to inform the school of any communicable diseases that your child has contracted. Examples would be chicken pox, impetigo, strep throat, fifth disease, pink eye, ringworm.

When to Keep Your Child Home From School:

Knowing whether a child is well enough to attend school can be difficult to assess at times. Ways of keeping your child healthy are through proper nutrition, rest, safety, immunizations, and healthy family relationships. Even when one follows these guidelines, your child may become ill. This is especially true when we are all exposed to germs at various places.

The medication profession strongly recommends that you do not give your child aspirin products when he has flu symptoms or chickenpox. The disease Reye's syndrome has been linked to the use of aspirin during chicken pox, upper respiratory illness or other viral infections. Generally the child's viral infection will run its course and the child will feel better. When the following symptoms occur, they should be treated as serious and possibly the first signs of Reye's syndrome. These symptoms are vomiting, listlessness, personality changes (such as irritability, slurred speech, etc.), inability to identify whereabouts, and convulsions. Contact your physician immediately if any such symptoms occur. Early diagnosis is important in recovery.

The following are times when you should NOT send your child to school:

- Vomiting or diarrhea within the past 24 hours
- Fever of 100 degrees or higher – should be fever free, without medication, for 24 hours before returning.
- When he or she has a severe cold and/or bad runny nose
- Undiagnosed rash (healthcare provider will need to diagnose)
- Persistent cough
- Sore throat
- If on an antibiotic – should be home the initial 24 hours of treatment
- When your child "looks sick" or has other symptoms that common sense tells you to keep your child home.
- If your child becomes sick at school, you will be called to pick up your child, please make sure the school has up to date phone numbers.

The reason for keeping your child home is that the illness may last longer if the child is out and about and not given care and it may develop into something more serious. The unnecessary exposure of other children and school staff may cause those people to become ill as well.

Attendance Policy:

Call the school if your child is not going to be in school – please state the reason and if the child is ill, give symptoms. 712-957-3755

Medications Administration Procedures:

We do not encourage medication being given at school. Arrangements can be made to give most medications at home. If the child is to receive a medication 3 times a day, one dose could be given before the child leaves for school, one right after school, and the last before bed.

If medications MUST be given at school, the following guidelines must be followed:

- **Send medication in the prescription bottle only.** The bottle must contain the child's name, the name of the medication, the dosage and number of times to be given, doctor's name and the other usual information on an prescription.
- Send over-the-counter medications in the manufacturer bottle only.
- **DO NOT** send any medication in an envelope, plastic bag, or any other container. Medication that is not in its original prescription or over the counter container will not be given.
- Written parental permission is required for all prescription and over-the-counter medications to be given at school.
- Students with asthma or other airway constricting diseases or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency.
- School staff shall make a reasonable attempt to return expired, discontinued, recalled or unused medications to parents/guardians by written notification. Medications not picked up by the date specified will be disposed of in accordance with the Iowa School Medication Waste Management Guidance.

Allergy Aware Protocol

- All of South O'Brien CSD will be designated as allergy aware, during school hours.
- Parents/guardians shall be responsible for notifying the district regarding any allergies or special dietary needs of their child.
- Parents/guardians are responsible for notifying the district of any extra-curricular activities your child is participating in.
- Parents/guardians may fill out a diet modification form if your child has a food allergy.
- The district will notify school personnel of student's allergies.

- All snacks sent to the classroom must be store bought, with an ingredient label that school staff can read or the snack will not be distributed to the students.
- At the elementary school, students that bring cold lunches will be seated at a designated table.
- Parents/guardians may request a section 504 evaluation.

Alternative Medication Procedures:

Alternative medications such as remedies, enzymes, essential oils, herbs, vitamins, dietary supplements, homeopathic medicines, or medications from other countries will not be administered to schoolchildren without the following information listed below. We do not encourage these types of medications to be given at school. Arrangements can be made to give these medications at home. These medications will be kept in the school office and the student will be responsible for self-administering or parent may come to the school to administer. School staff will not administer any of these medications. Herbal diffusers/misters will not be allowed in child's classroom or anywhere in the school setting.

The following information must be accompanied with medication or the medication will **NOT** be allowed at school:

1. A written order from a healthcare provider (DO, MD, PA, NP) with legal Iowa prescriptive authority. We will not accept orders from a chiropractor. The order **MUST** include the following:
 - The condition for which the product is being used,
 - Appropriateness,
 - Safety,
 - Appropriate dose for a child of a specific age, weight, and body surface area,
 - Length of time to give medication
 - Possible side effects, toxic effects, and/or interactions, and
 - Treatment of overdose.
2. A written request from the parent/guardian to follow the health care provider's order.

Legal Note: In accordance with the Iowa Board of Nursing 655 ICA 6.2 and Declaratory Ruling No. 81, the Registered Nurse has the responsibility to refuse to administer any medication when unable to determine the appropriateness; the condition for which the medication is being used; safety; possible side effects, toxic effects, or interactions; appropriate dose based on age, weight, and body surface; and treatment of overdose.

5th & 6th GRADE BAND DROP POLICY

5th & 6th grade students who are enrolled in band in August are expected to participate for the entire year. If a student desires to drop out of band, the student may do so at the end of the semester without consequences. Written notification from the parent confirming the student's desire to drop must be given to the band director and the elementary office at that time. Rarely permission may be given at any other time during a semester to drop band and only after conferring with the band director and principal.

YOUR CHILD'S CLOTHING

Your child's clothing should be washable and comfortable. Clothing should be neat, clean, and appropriate for the weather (coat, gloves, snow pants, boots, etc.) Gym shoes are needed for classes in physical education. It is beneficial to send an extra pair of dry socks for your child in wet or snowy weather. It is best to send long pants on spring days if your child wears shorts, as the weather may turn cool.

Shorts may be worn to school. The shorts must be in good taste and meet the approval of the teacher and/or principal. Shoes with "wheelies" should not be worn to school.

Wearing apparel should be marked with either tape attached to the articles or a marking pencil with the name stated in the garment.

1. **Mark both boots.**
2. **Mark all coats and hats.**
3. **Mark sweaters.**
4. **Show your child the marking in his/her clothes so he or she knows what to look for.**

Students are expected to dress neatly and appropriately. If clothing is determined inappropriate by the teacher or administrator, the student may be asked to call home for a change of clothing or the student may borrow clothing in the school office.

If clothing is borrowed from the school for any reason, that clothing needs to be cleaned and returned to school.

PHYSICAL EDUCATION

All students are required to participate in Physical Education classes. The school must be notified officially if a child is to be excused from those classes due to physical reasons. Students need a doctor's excuse to be excused for more than one class period. If there is a doctor or parent request that a student not participate in P.E. that also applies to recess. We do this so students don't injure themselves further. Students unable to participate in recess and P.E. may sit on the sidelines. Students should bring deodorant to reapply following P.E. classes. Students will need comfortable clothing and separate gym shoes for class. The gym shoes should not have black soles and should not be the same ones worn during school.

PARTIES/SNACK/TREATS

Birthday treats may be brought during the school year. No treats or snacks should be brought without special permission from the teachers. **All snacks must be PRE-PACKAGED, store bought, with an ingredient label that the school staff can read, or the snack will not be distributed.. Please DO NOT send any treats that have peanuts or peanut butter in them. Birthday party invitations may only be brought to school if the entire section of a grade level is invited.** If invitations are brought for only a few students, they will be sent back home with the student. PK, TK, kindergarten, and first grade will continue to have holiday parties. Second, third, and fourth grades will only have a party at Christmas time and trade valentines on Valentine's Day.

GUM CHEWING

Gum chewing in the school is NOT allowed at all unless special permission is given by a teacher or staff member.

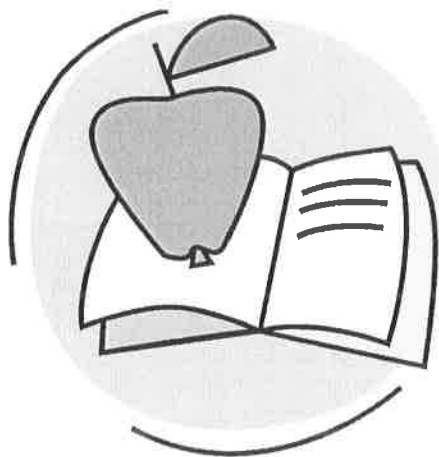
STUDENT HOMEWORK

K-3rd grade students will have Saxon Math homework assignments or special projects that they are asked to do at home. Parents should encourage their child to complete the homework on time and should provide any assistance the child may need. This helps children to develop good work habits and responsibility. It is very important that parents read to children as well as listen to them read on a daily basis. This time spent reading together is extremely beneficial to a child's reading progress.

Fourth, fifth, and sixth grade students should be encouraged to make the best use possible of their study time in school. If the student has homework they should be encouraged to complete homework assignments on time and independently whenever possible. Parents need to check their child's assignment books on a regular basis. Homework will be LIMITED on Wednesday night (church night), weekends, and nights when there are concerts or other special events. It is extremely important that homework be turned in on the due date. Consequences may be given if the student does not complete work responsibly.

RESPONSIBILITY ROOM

Students may be signed up to go to the Responsibility Room over the noon hour. If a student has incomplete work, make up work, or has had a discipline referral, they may be assigned to go to the Responsibility Room. School staff is available to assist students in any homework they may have.



REQUEST FOR MEDICATION ADMINISTRATION AT SCHOOL

(Complete One Sheet for Each Medication)

PUPIL'S NAME _____

MEDICATION _____ **DOSAGE** _____

TIME TO BE ADMINISTERED _____ **A.M.** **TIME TO BE ADMINISTERED** _____ **P.M.**

DATES MEDICATION SHOULD BE ADMINISTERED: _____ **TO** _____

This medicine is furnished by parent or guardian with the regular prescription label from the pharmacist, plus the name and strength of the medicine. This request must be signed by parent or guardian to authorize giving the medication during school hours.

PARENT/GUARDIAN SIGNATURE _____

DATE _____

SIGNIFICANT INFORMATION NEEDED:

PRESCHOOL THROUGH 6TH GRADE

Parents:

Thank you for taking the time to review and discuss with your child or children the 2018 - 2019 Parent / Student Handbook. We are looking forward to another enjoyable and rewarding year at South O'Brien Preschool.

Just a reminder that all snacks brought to the school must be prepackaged. Also, we are a peanut allergy aware environment, so please refrain from sending snacks that have any type of peanut product in them.

Please return this signed sheet to your child's teacher within the first week of school. Your signature will indicate that you have received and reviewed the handbook.

Sincerely,



Mr. Michael J. Morran,
South O'Brien Elementary School Principal

I acknowledge that I have received and reviewed a copy of the
2018-2019 South O'Brien Parent / Student Handbook.

(Student Name)

(Parent Signature)

(Date)

(Student Name)

(Student Name)

PLEASE RETURN THIS FORM WITH THE FIRST WEEK OF SCHOOL. ONLY ONE FORM NEEDS TO BE RETURNED PER PRESCHOOL FAMILY.

Thank you