

2017 - 2018



West Monona

**ELEMENTARY
HANDBOOK**

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The West Monona Community School District offers career and technical programs in the following service areas: Family and Consumer Science Education, Business Education, Health Occupations Education, and Industrial Education. It is the policy of the West Monona Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Julie Treppe, Superintendent, 1314 15th Street Onawa, Iowa 51040, [712-433-2043](tel:712-433-2043), julie.treppe@westmonona.org.

The teachers, staff, and administration are excited to begin a new school year! We are proud of West Monona and our educational programs. This handbook is prepared for the parents of our students and the students themselves.

The West Monona Elementary Handbook contains important guidelines concerning our school. It identifies school rules and policies, which **all** students are responsible for knowing and observing. **Parents, we need your help.** We believe that successfully educating students requires a partnership between parents and school. Parents share in the responsibility of making sure their child understands the information in this handbook. This information will be helpful to parents as we begin the new school year. We hope that by informing you of our policies, we can work hand in hand in making our schools a safe learning environment that fosters student achievement and success.

Please review the handbook carefully with your child as soon as possible. Thanks for your help! The entire staff joins me as we welcome you to West Monona Elementary for the 2017-2018 school year.

Mary Black
Elementary Principal
mary.black@westmonona.org

If there are any questions regarding the Elementary School, please contact us. We want to be of service to you. Please feel free to come and visit us or call at:

West Monona Elementary 712-433-1393
Superintendent 433-2043
School web site:
www.westmonona.org

EDUCATIONAL PHILOSOPHY AND COMMITMENTS (101)

The West Monona Community School District is committed to the developing potential of all students. The objective is to help each child develop as a mature individual and as a contributing member of society. The Board believes this objective can best be met through the development of a school program with the scope to encompass the intellectual, physical, civic, social and aesthetic needs of all students. While the Board recognizes that an effective program must be directed toward the common needs of all students, it also realizes that the unique differences and needs of individuals must be incorporated into an effective program.

The Board encourages study, discussion, and active participation by all concerned in the promotion of the best possible education program. By encouraging active participation by administration, staff, and the public in policy-making decisions affecting the education of students, the Board does not abdicate responsibility for a final decision of all matter of policy and educational programs. The Board and Administration will support its staff with prioritizing academic development in an environment in which its faculty, supporting staff, and students do not feel threatened, insecure or unsafe. It is their just right and expectations not to compromise education.

MISSION STATEMENT

The objective is to provide the educational climate and curriculum necessary to allow each student to achieve his/her fullest potential. Through a partnership of students, school staff, parents and community, our goal is to produce graduates who recognize their self-worth, are effective communicators, critical thinkers, effective problem solvers and have the abilities and knowledge to be productive citizens.

WEST MONONA ELEMENTARY PHILOSOPHY STATEMENT

West Monona Elementary School works to provide an education that treats each child as an individual and includes the opportunity for success at his/her own level or rate. Our goal is for social, emotional, physical, intellectual and personal growth. It is the premise of this educational institution that

"ALL CHILDREN CAN LEARN."

NO CHILD LEFT BEHIND REQUIREMENT PARENTS'/GUARDIANS' RIGHTS OF NOTIFICATION

Parents/Guardians in the West Monona Community School District have the right to learn about the following qualifications of their child's teacher/paraprofessional: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher/paraprofessional, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a school wide Title I program. Parents/Guardians may request this information from the Office of the Superintendent by calling 712-433-2043 or by sending a letter of request to the Office of the Superintendent:

Julie Trepka, Superintendent
West Monona Community School District
1314 15th Street
Onawa, IA 51040

The West Monona Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks by a teacher who is not considered highly qualified.

ADMISSIONS TO SCHOOL

New kindergarten students must be five (5) years old on or before September 15th of the school year in which they are enrolling. New first grade students must be six (6) years old on or before September 15th. The following is a list of requirements for enrollment.

- Physical examination is required when a child enters preschool and kindergarten the first time.
- A birth certificate or other forms of proof of age.
- Immunization records.
- Lead screenings.
- Dental screenings.

Parents of students who are transferring from another school should arrange to provide copies of their child's academic record.

WAIVER OF STUDENT FEES

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program, Supplemental Security Income, transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Parents who believe they may qualify for financial hardships should complete a waiver form at registration. This waiver does not carry over from year to year and must be completed annually.

HOMELESS CHILDREN AND YOUTH (501.16)

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education, which may exist in district policies or practices. The designated coordinators for identification of homeless children and for tracking and monitoring programs and activities for these children are Cindy King, MS/HS Counselor, and Gina Steinhoff, Elementary Counselor.

Who is homeless? (According to McKinney-Vento Homeless Assistance Act):

- A. Individuals who lack a fixed, regular, and adequate nighttime residence... and
- B. Includes-
 - Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
 - Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings...
 - Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - Migratory children who qualify as homes of the purposes of this subtitle because the children are living in circumstances described in the above clauses.

Please contact the coordinators, if you are aware of any child and youths, who may qualify using the above clauses.

STUDENT ATTENDANCE

Regular attendance is essential to a student's success in school. Most classes are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student, and it is regarded as a very serious problem. The following list includes circumstances of excused school absences, but is not limited to this list: (1) Personal illness, (2) Family illness, (3) Death in the family, (4) Religious holidays, (5) Court order, (6) Medical appointments, (7) Legal appointments, and/or (8) School sponsored activities. Student absences pre-approved by the administration shall be excused absences. **Notes or phone calls will be required of parents for excused absences.**

Students will be counted tardy if they come to school between 8:30 and 9:30 a.m. After this time they will be counted one half day absent. Students will be counted a half day absent if they leave school before 2:15.

When your student is absent, please make arrangements to pick up student work. Students need to complete the work in a timely manner, as agreed upon by the student's teacher.

INTERVENTION POLICY FOR EXCESSIVE ABSENCES

Education is a vital element in the success of individuals and good attendance habits should be developed and maintained at an early age. Chapter 299 of the Iowa Code outlines the requirements for Compulsory Education. The West Monona Community School District has adopted the following Attendance Policy in support of the outlined requirements established within Chapter 299 of the Iowa Code.

Level I Hearing

When a Student has reached 3 unexcused absences or 6 total absences **or tardies** per semester they will be referred to the Liaison Officer or Principal and Parent/Guardian contact will be made via telephone, letter, or both. **After you have reached a level I, you are required to bring a doctor's excuse for 3 consecutive days of absence.**

Level II Hearing

When a student has reached 5 unexcused absences or 10 total absences **or tardies** per semester a Problem Solving Meeting maybe conducted with the Student, Principal and School Liaison Officer. The outcome of the Problem Solving Meeting will be shared with the Parent/Guardian via telephone, letter or both. A Review Problem Solving Meeting will be scheduled if attendance concerns continue with the student. When a Review Problem Solving Meeting is scheduled the Parent/Guardians will be notified by telephone or mail. The Review Problem Solving Meeting allows the Student, Parent/Guardians, AEA Officials, School Officials and School Liaison Officer to strategize on educational goals for students. A Cooperative Expectation Agreement may be established to outline expectations placed upon the Student, Parent and School Officials to aid in the Student achieving attendance and academic goals. There may be another Problem Solving Meeting scheduled within 30 days to outline participation with the Cooperative Expectation Agreement. The Cooperative Expectation Agreement will continue to be monitored by the School Liaison Officer throughout the school year. If at any time the School Liaison Officer or Principal feels as though any party subject to the Cooperative Expectation Agreement has failed to adhere to the outline expectations a Level II Hearing will be repeated or a Level III Hearing will be scheduled without further notification.

In the matter of those students who do not meet the age requirements of Compulsory Attendance Age Laws, but hold a valid driver's license, the School Liaison Officer or Principal will contact the Iowa Department of Transportation to notify the Department of the Student's non-compliance of the School District's attendance policy. The Student may be subject to the loss of their driver's license.

Level III Hearing

When a student has reached 8 unexcused absences or 15 total absences **or tardies** per semester the Principal, School Liaison Officer, and School Superintendent will meet to discuss if Truancy Mediation by the County Attorney is necessary. A Level III Hearing may be held several times prior to actual referral to the County Attorney's Office. If a referral for Truancy Mediation has been made the Student and Parent/Guardians will be notified of this decision via telephone, letter, or both.

If Truancy Mediation is completed by the County Attorney the cost of the Truancy Mediation (\$50.00) will be the responsibility of the Parent and/or School District.

EARLY LITERACY IMPLEMENTATION

Iowa Code section 279.68 and 281--Iowa Administrative Code 62 promote effective evidence-based programming, instruction and assessment practices across schools to support all students to become proficient readers by the end of the third grade. General requirements of Iowa Code section 279.68 and 281--Iowa Administrative Code 62 are listed below. All requirements go into effect immediately and are expected to be implemented no later than August 1, 2014 unless otherwise indicated.

- Provision of universal screening in reading for students in kindergarten through fifth grade.
- Students will receive core reading and writing instruction and layered interventions will be provided to those students who have demonstrated a need through the universal screening.
- Progress monitoring of all students will occur consistently by quarter. Students in interventions will be monitored more closely and frequently.
- Parents will be notified when their child is receiving an intervention and progress will be shared with them. Parents and teachers will collaborate on strategies that can be used at home.

ARRIVAL PROCEDURES

Classes begin at 8:25 a.m. each day. Students may come at 8:00 or after. Breakfast starts at 8:00 a.m. and students will be allowed into the Commons at that time. Professional development occurs each Wednesday morning and school begins at 9:25 a.m. Breakfast begins at 9:00 on Wednesdays. Please follow the listed guidelines for arrival:

- Students who ride the bus are dropped off in the bus zone on 3rd Street and will enter the building through the SE entrance. We will have a person on duty to supervise the entrance.
- Students should not be dropped off on 3rd Street
- Students who are driven to school should be dropped off on the 4th street side of the building at the Main Entrance or at the playground on the assigned days.
 - Grades 3, 4, and 5 will be on the playground on Monday, Wednesday and Friday each week and in the Commons the other days of the week.
 - Grades K, 1, and 2 will be on the playground on Tuesday and Thursday each week and in the Commons the other days of the week.
- **No parking in the circle drive on 4th Street will be allowed during drop off time of 8:00 to 8:30.**
- If your student arrives late to school, parents must sign them into the office

DISMISSAL

Bus riders will be walked to the buses through the SE entrance to the bus zone. Students should walk to their assigned buses. Supervision will be provided.

Students who are picked up will be dismissed between 3:25 and 3:30 through the main entrance of the building on 4th Street. No pick-ups should occur on 3rd Street. Walkers and bike riders will be dismissed after that at approximately at 3:35. Please follow the listed guidelines for dismissal:

- **No parking in the circle drive between 3:00 and 3:35.**
- Please wait for your student outside the building, do not come into the entry way to wait for your student
- The crosswalks need to be used when crossing 4th Street. Supervision is provided at the crosswalks for student safety.
- Bikes need to be walked across the street and off school property for the safety of everyone

Children should leave the school playground immediately after school is dismissed. Please note, there is NO supervision provided for the playgrounds after 3:30 p.m. Students may return to the playground after 4:00 p.m.

PARENT NOTES

The school will follow the normal pick-up procedures unless informed by the parent. This is for the safety of the students. **ANY CHANGE IN DAILY ROUTINE REQUIRES A NOTE OR PARENT PHONE CALL. PLEASE CALL BEFORE 3:00 P.M. IF THERE IS A CHANGE.**

CHILD LEAVING SCHOOL EARLY

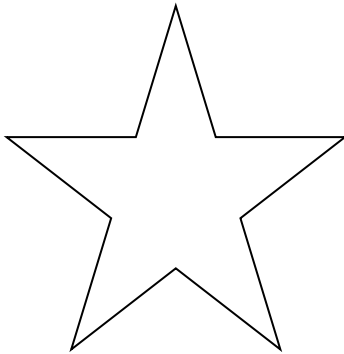
Parents need to notify the office with a note or phone call when a child needs to leave early. The homeroom teacher is responsible for informing the office. Parents need to sign out their child when leaving. **Students will be counted a half day absent if they leave school before 2:15.**



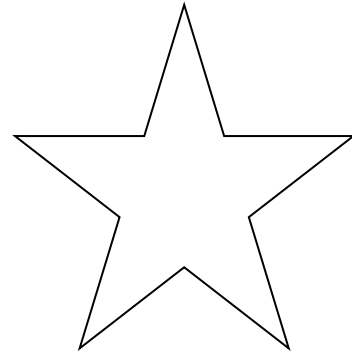
SPARTAN STARS EXPECTATIONS



The students of West Monona Elementary Schools are entitled to learn and develop in a setting which promotes respect of self, others, and property. To maintain a safe learning environment, we have developed the following Discipline/Awards Plan.



S- Show respect
T- Think first
A- Always do your best
R- Responsibility
S- Safety



Insert Matrix here
Needs to be hand inserted.

PLAYGROUND

1. LISTEN TO RECESS SUPERVISORS AND FOLLOW DIRECTIONS
2. Bell or whistle, freeze and mouth closed.
3. Second whistle, pick up balls and line up for dismissal from recess. Listen for further instructions.
4. No pushing each other on swings.
5. Swing single, front to back, bottoms on seat of swing.
6. Walk up steps of the playground equipment, only sliding down on bottoms.
7. No playing tag on the playground equipment.
8. No jump ropes or balls on the playground equipment.
9. No standing on the top of any playground equipment.
10. Frisbees and kicking of balls only in outer field.
11. If you are placed by the wall or on the bench, sit or stand correctly and no talking.
12. Jump ropes are for jumping only.
13. Team games, such as kickball, soccer, and football, need to be played in the field, not on the blacktop.
14. Report problems to the supervisors immediately. Follow the reporting/teasing and bullying steps when needed.
15. Ask the supervisors for permission to go into the building. You are not allowed to be in the hallways or at your locker during recess, except to get coats at the beginning of recess.

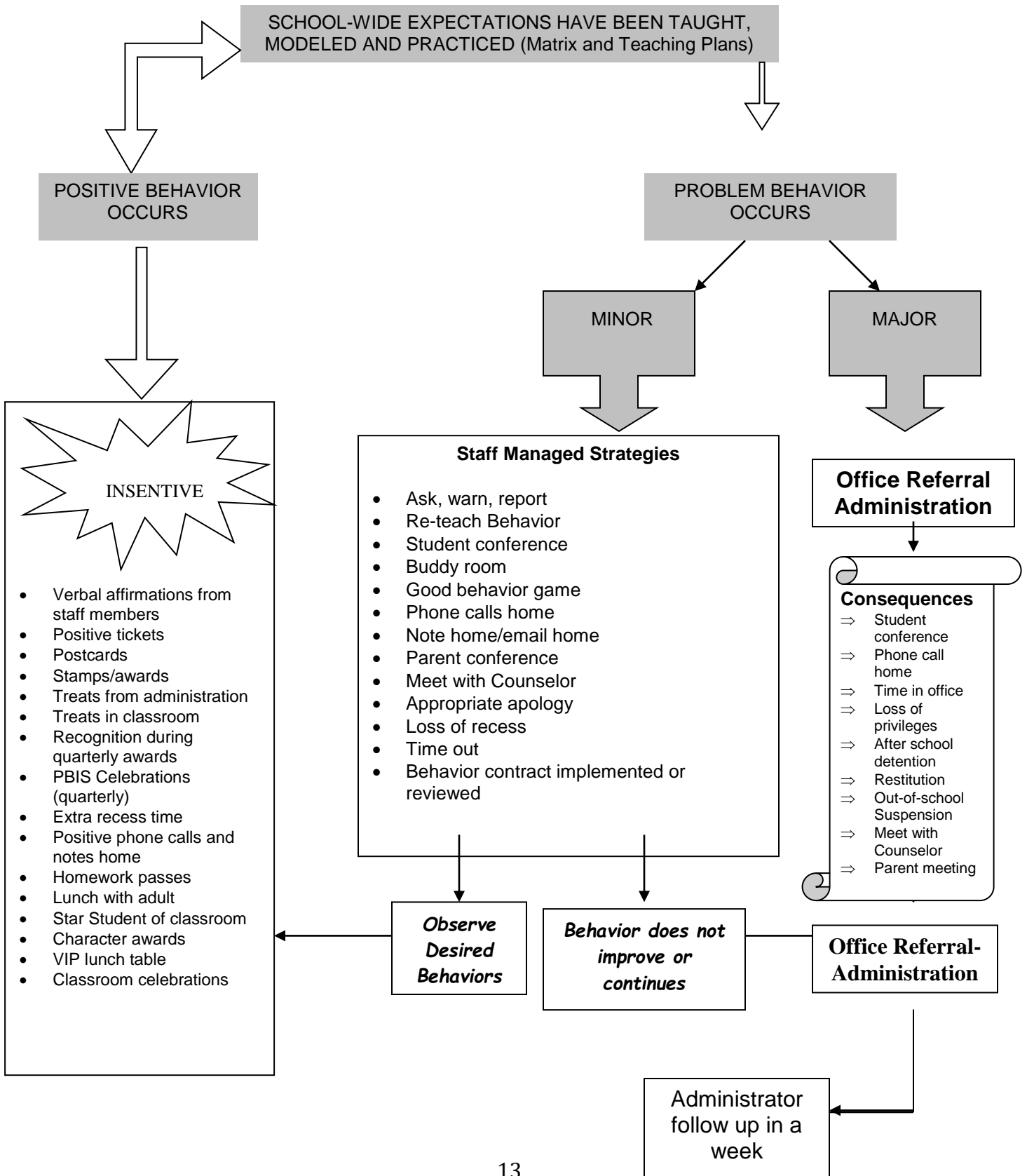
INDOOR RECESS RULES

1. Bring a quiet activity and/or game to recess.
2. If the Commons is available, students may use the tables for games.
3. The recess supervisors will decide if there can be an organized game in the gym.
4. Students will sit at the tables or on the floor and use a Level 2 voice.
5. **No balls or throwing anything during the a.m., noon, and p.m. recesses. Students may get out 3 basketballs during the 8:00-8:25 recess, with supervision.**
6. No running in the gym or the Commons.
7. Cooperate with the group.
8. Follow directions
9. Ask the supervisors for permission to leave the indoor recess area. You may not leave the assigned areas.
10. **First whistle, freeze, second whistle, pick up toys and line up on the line where you sit for programs in the gym.**

WINTER WEATHER RULES FOR PLAYGROUND

1. Students without boots must stay on designated area.
2. All students are to wear snow pants and boots if going off hard surface.
3. NO SNOWBALL THROWING.
4. Students may dig in piles and build forts as long as there is no pushing or sliding.
5. Temperature & wind chill factor must be **5 degrees** or above to be outdoors.
Other factors will be considered. *We use www.weather.com as a guideline.*
6. No sliding on the ice.

West Monona Continuum of Strategies to Respond to Appropriate and Problem Behaviors



STUDENT BEHAVIOR AND RESPECT FOR TEACHERS

Students at West Monona are great people, and we have high expectations for appropriate classroom behavior. Each teacher will explain his/her classroom rules in addition to the rules defined in this handbook. Students are responsible for their own behavior. Order in classrooms must be maintained for learning to occur. In most cases, the teacher will handle classroom discipline. There may be occasions when students may be sent to the office for disciplinary reasons. If a student is sent to the office for disciplinary reasons, students will complete a reflection sheet. The reflection sheet will be a summary of what happened and what other choices the student may have had that would not have been disruptive. If there are continued disciplinary issues, a meeting with the student, their parents, and the teacher will be scheduled prior to the student returning to class.

Teaching school is a difficult but rewarding profession. If our school is to function effectively, we need parent and student cooperation. We expect each student to show all teachers and employees at our school the proper degree of respect both in and out of school. This includes addressing them as Mr., Miss, Mrs., Ms. or Coach, whichever they prefer. Student language around a teacher, or directed at a teacher, should be of the highest standards. The actions of students should be appropriate for the school setting. When a teacher makes a reasonable request of a student, it is expected that the student will carry out that request without argument. If a student disagrees with the instructor and do not feel he/she can discuss the problem in a respectful manner, go to the principal.

Each student may not personally like every teacher. We will demand, however, that students respect the position the teacher holds.

INCENTIVE PROGRAM

By quarter, West Monona Elementary rewards its students for their actions inside the classroom and in the general school setting. At the end of each quarter there will be incentives offered to students for their accomplishments, based on the total number of behavior reports for each student.

Quarters 1 and 2	5 or less behavior reports, no majors
Quarters 3 and 4	3 or less behavior reports, no majors

Major behavior reports are those that are referred to the principal.

At the start of each quarter, all students begin with an equal opportunity to be involved in the next incentive.

FIELD TRIPS/SPECIAL OUTINGS

Students at all grade levels are expected to follow the rules and show respect to their peers and the staff. Students are also expected to be safe in the classroom and out. If a student cannot follow the rules and be safe, consistently, privileges, such as field trips, field day, and other special outings, will need to be earned. Students who are suspended during the time period will be excluded from the outing/field trip. In-school, out of school suspensions are treated the same. Parents will be contacted, meetings will be held with individual parents and students to determine a goal to set up a behavior plan for the student to earn their outings and/or field trip. It may require that parents go on the field trip to supervise their child or it may also result no outing and/or field trip for your child.

GENERAL GUIDELINES FOR ASSESSING DISCIPLINE PENALTIES

When imposing discipline, district personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees or property, and to maintain essential order.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case and age appropriateness. The discipline grid will be used as a guide to determine the consequences of each situation.

Corrective Consequences 2015-16	TEACHER ACTION:	ADMINISTRATIVE ACTION:
Classroom rules infraction:	1. Classroom consequences as appropriate	None
Playground rules infraction:	1. Playground consequences as appropriate	None
Subsequent infractions of school/playground rules:	1. Send student to the Principal's Office 2. Complete office referral and send to the Principal's Office with another student, as soon as possible. No action will be taken until the referral has been received by the Principal.	1. Student interview and completion of student reflection sheet. 2. Determination of consequence*/** 3. Parent contact 4. Action entered in Discipline Log 5. Referral completed
Continued infractions: disrespect, classroom disruptions	1. Send student to the Principal's Office 2. Complete office referral and send to the Principal's Office with another student, as soon as possible. No action will be taken until the referral has been received by the Principal.	1. Student interview and completion of student reflection sheet. 2. Determination of consequence*/** 3. Parent/Student/Teacher conference 4. Action entered in Discipline Log 5. Referral completed
Extreme infractions: Fighting, bullying/harassment, physical aggression, illegal substance use/possession, damaging/stealing personal or school property, obscene acts,	1. Send student to the Principal's Office 2. Complete office referral and send to the Principal's Office with another student, as soon as possible. No action will be taken until the referral has been received by the Principal	1. Student interview and completion of student reflection sheet. 2. Determination of consequence*/** Suspension possible 3. Parent contact/conference 4. Action entered in Discipline Log 5. Referral completed

<p><i>* Administrative consequences:</i></p>		<ul style="list-style-type: none"> • <i>School Service (cleaning up, etc.)</i> • <i>Loss of morning and/or lunch recess</i> • <i>Loss of privileges as appropriate—computer use, library, etc.</i> • <i>Referral to social skills group</i> • <i>Written apology</i> • <i>Restitution</i> • <i>Behavioral contract</i> • <i>After school time out</i> • <i>Parent conference</i> • <i>Refer to Child Study Team</i> • <i>Suspension (in school, out of school, bus)</i>
<p><i>** Students with Individual Education Plans</i></p>	<p><i>Same procedures may be followed as for regular education students, but an I.E.P. meeting should be held to develop a behavioral plan as soon as behavioral problems begin to manifest.</i></p>	<p><i>1. Principal will convene an I.E.P. meeting to develop/modify a behavioral plan.</i></p>

ANTI-BULLYING/HARASSMENT POLICY

It is the policy of the West Monona Community Schools to maintain learning and working environment that is free from harassment. It shall be a violation of this policy for students to harass other students or staff through conduct of a sexual nature or conduct designed to reduce the dignity of that individual with respect to race, color, creed, sex, political party preference, physical/mental disability, religion, national origin, gender, gender identity, age, disability, marital status, or any other form of harassment.

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 other students, by school employees, and by 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 the employee's 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, which may include suspension or 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, which may include, 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 which may include, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, 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:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or,
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee 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 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 should 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.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The principal or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site, and a copy shall be made to any person at the central administrative office at 1314 – 15th Street, Onawa, IA 51054

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES (106.R1)

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - Tell a teacher, counselor or principal; and,
 - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including this information:
- What, when and where it happened;
- Who was involved;
- Exactly what was said or what the harasser did;
- Witnesses to the harassment;
- What the student said or did, either at the time or later;
- How the student felt; and,
- How the harasser responded.

You may also report incidents by going to the school's website, www.westmonona.org, under "student resources" and complete the Bully/Harassment form. A hard copy is also included in this handbook.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the principal, the designated investigator. The alternate investigator is the guidance counselor. The investigator may request that the individual complete the Harassment/Bullying Complaint form on the following page and turn over evidence of the harassment, including, but not limited to, pictures, letters, social and/or electronic media. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible. The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint. The website form may be used.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICT OF INTEREST

If the investigator is a witness to the incident, the alternate investigator shall investigate.

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Name of student or employee target: _____

Name of alleged harasser or bully: _____

Date and place of incident or incidents: _____

Nature of Discrimination or Harassment Alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>			

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: ____/____/____

EDUCATIONAL SERVICES AT THE ELEMENTARY SCHOOL

1. Students may receive interventions, additional instructional or behavioral support, within the classroom from their teacher, if needed in literacy, math and/or behavior through the multi-tiered system of support.
2. Classroom teachers may request additional interventions for students based on assessments and individual student needs. Additional interventions may be provided through interventionists. Problem solving meetings, called CARE team meetings, are held to discuss student progress and address concerns. Meetings are held as needed and discontinued when adequate student progress is shown. The CARE team includes the parents, classroom teacher, interventionist, NWAEA strategist and principal.
3. If adequate progress is not made, adjustments may be made to the interventions and a follow up meeting scheduled. Students may be recommended for an evaluation to gain more information about the student's learning styles and abilities.
4. An eligibility meeting will be held after the evaluation is complete and the team will determine a plan of action to address the student's needs, which may include special education.

West Monona provides a broad variety of special services in cooperation with Northwest Area Education Agency: speech, language, audiology, social work, psychological, and preschool services. These interventions are available to our students with parent's permission. A request may be made through the Principal's office.

ELEMENTARY GUIDANCE DEPARTMENT

The West Monona School District offers a counseling and guidance program for grades K-5th grade. This is a comprehensive, developmental program, which offers many services. These may include: a school problem, peer relationships, self-concepts, family relationships, and changes in his/her life among many others. Referral services are also available.

The guidance program at West Monona offers individual counseling (this is not intended to be therapy), small group counseling, and weekly classroom lessons. It is the goal of the school counselor that the student identify the problem or issue, problem solve, and come up with strategies and make a plan to focus on the problem.

The Second Step program is used for classroom lessons. This research-based curriculum focuses on four major areas: Skills for Learning, Empathy, Emotion Management, and Problem Solving. This curriculum is designed to help prevent problem behaviors, peer rejection, impulsivity, antisocial behavior, and low academic achievement. Students are taught to develop self-regulation skills, social-emotional competencies, and school connectedness.

TALENTED AND GIFTED/ENRICHMENT

The K-12 Talented and Gifted Program is structured to provide educational experiences and opportunities not available in the classroom. The focus of the TAG program is to strengthen the student's oral and written communication skills, informational reading skills, critical and creative thinking skills, as well as promoting leadership skills. The kindergarten students participate in whole class enrichment thinking skills activities with the TAG coordinator. Students in grades 1-5 meet in small groups to complete project based learning projects that are cross-curricular in nature. These students may also complete an independent study project of their own choice. There are various methods and criteria used to identify student for the TAG program, such as a combination of standardized test scores, teacher recommendations, gifted checklists, and other assessments.

PHYSICAL EDUCATION

All students must participate in P.E. unless they have a doctor's written excuse and it is on file in the office. If a student has flip-flops or sandals on (any shoe that the teacher thinks is unsafe) they will not be able to participate in PE. They will be given an alternative activity for that class period.

ARTICLES BROUGHT TO SCHOOL

Students should not bring money, toys **and balls** to school. 5th Graders will have lockers, without locks. The school is neither responsible nor liable for lost, stolen or damaged items.

Other articles not permitted:

- Toy weapons
- NO ELECTRONIC DEVICES, used within the building.
- NO TRADING CARDS OF ANY KIND.

CELL PHONES

We would prefer no cell phones. If parents determine that they are necessary the phones should be off and turned into the office for the day. Cell phones may also be turned into individual teachers, based on their classroom policies. Cell phones are not to be used during the school day, unless supervised by a staff member. This includes recess times, before and after school within the building. The school is neither responsible nor liable for lost, stolen or damaged items.

SNACKS/TREATS

School treats for birthdays, parties, and snacks must be bought from a store/bakery. Homemade treats will not be allowed.

SCHOOL PARTIES

There are three school parties during the course of the school year: Halloween, Christmas and Valentine's Day. This is for grades Pre-Kindergarten through Fifth. Birthday parties will not be permitted during the school day. However, treats may be shared with classmates.

Party invitations may NOT be handed out at school, **unless the whole class is invited.**

TEXTBOOKS AND LIBRARY BOOKS

All students are supplied with books at the opening of school. Students are responsible for keeping them in good condition. Textbooks and library books are the property of the school district and the student at the cost of replacement must pay for lost or damaged books.

ATTENDANCE AT SCHOOL EVENTS

We ask all parents to visit with your youngsters about proper etiquette when attending school activities. Here are some general guidelines for your child:

- Be quiet and respectful during the flag presentation.
- When you come to an activity the purpose is to watch and listen.
- Remain in the bleachers or seats **with your parents** while the event is in progress (not running around the grounds, building or running up and down the bleachers or hallways).
- Trips to the concession stands should be reserved for half time or intermissions.
- Do not wear caps or hats in public building or during the National Anthem.

If parents and students will assist in following these guidelines, everyone will be able to come to school activities and enjoy watching the talents of our young people.

BICYCLES, SCOOTERS, AND SKATEBOARDS

Bicycles and scooters are to be parked in the bike racks. Skateboards should be turned into the office. **The school is not responsible for any theft or damage that might occur to a bicycle, scooter or skateboard.** Students riding bicycles, scooters, and skateboards are reminded to use proper safety rules. Due to the lack of storage, roller blades & roller skates are not permitted. Bicycles, scooters, and skateboards need to be walked off school grounds.

CARE OF SCHOOL PROPERTY

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property **at any time** will be required to reimburse the school district, as well as being subject to additional consequences. **The playground is under video surveillance at all times.** At the discretion of the administration, such students may be turned over to local law enforcement officers. Destroying school property is a federal crime.

VISITORS/VOLUNTEERS

Parents/guardians are welcome and encouraged to visit the schools. All doors are locked and visitors need to come in the main door. Visitors need to ring the buzzer and the office will respond. Please be ready to state the reason for your visit. All visitors are expected to report to the office, and sign in prior to going to classrooms or to recess and get a visitor's badge. Visitors to the schools must respect the learning environment, staff, and students. Please notify the recess supervisors before approaching your child during recess.

Parent-Teacher Organization (PTO)

The PTO is a volunteer organization where parents and friends make themselves available for activities. This allows the West Monona staff time to focus on instruction, which directly impacts the education and success of West Monona students. Activities may include helping in the classrooms, baking items for bake sales, organizing multiple fund-raisers, providing meals to school staff during conferences, providing financial support for field trips, instructional materials, and much, much more!

West Monona Elementary welcomes volunteers and extends an invitation to any friend, parent, or grandparent of the school to come and join this special organization. The staff and administration wish to express our appreciation to this fine organization for the contribution made to our students.

If you are interested in being a volunteer, please contact the office for further information at 433-1393 or email westmononapto@yahoo.com.

ACCEPTABLE USE POLICY FOR TECHNOLOGY

West Monona Community School District provides iPads and computers to enhance the education of our students. The Internet is also available to students, according to the Appropriate Usage Policy (605.6). As parents, I know that my student must follow these rules:

1. The student will only use the Internet and computers with the teacher's permission, and for the purpose that the teacher has requested.
2. The student will respect copyright laws and will make sure to show where information is found. The student will not copy it without permission.
3. The student will not enter inappropriate or hurtful language into the computer.
4. The student will stay safe on the Internet by never sharing personal information, ex. full name, address, or telephone number. If anyone on the Internet tries to meet with the student, he/she will refuse, and tell parents or teachers immediately.
5. The student will let the teacher know immediately if he/she sees anything on the Internet that is inappropriate or that makes the student uncomfortable.
6. The student will respect the school computer equipment. The student will be sure to take good care of the equipment, and will not change any desktops, controls or anyone else's files.
7. The student will only use his/her own passwords that have been given by the teacher.
8. The student will not put any disks or CDs into the computer unless they are approved by the teacher.
9. The student will only use email for a class project directed by the teacher. Any mail will be sent or received by the teacher.
10. The student will only download information onto school computers under the direction of the teacher.
11. The student will not buy or sell anything using the school computers.
12. The student understands that he/she will only be able to use school computers if these rules are followed.

STUDENT RECORDS (506.1)

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

Parents or guardians will be asked to sign a release of information form should they or the school request information be shared with another agency, stating to whom the information is to be released, the reason or purpose for the release of information, when it expires, and way the parents can withdraw permission in they so choose to do so.

STUDENT DIRECTORY (506.2)

Student directory information is designed to be used internally within the school district. Directory information may include student's name, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, photograph and other likeness. Parents or eligible students have the right and responsibility to tell the school district they do not want directory information released.

WEAPONS POLICY (502.8)

The board believes weapons, 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, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will 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, dangerous objects or look-a-likes on school property is notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has 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, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas

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

It shall be the responsibility of the superintendent, in conjunction with principals, to develop administrative regulations regarding this policy.

The following paragraph comes from the Iowa Homeland Security Safety Guidelines

POSSESSION OF WEAPONS OR ILLEGAL DRUGS

Each offense - Out of School Suspension, Refer to Superintendent

POSSESSION OF TOBACCO/ALCOHOL

1st offense - 2 days In School Suspension

2nd offense - 2 days Out of School Suspension

3rd offense - 4 days Out of School Suspension

USE OF TOBACCO/ALCOHOL

1st offense - 2 days Out of School Suspension

2nd offense - 4 day Out of School Suspension

3rd offense - 8 Days Out of School Suspension (School board hearing, possible expulsion.)

FIRE/TORNADO/BUS EVACUATION/LOCKDOWN DRILLS

We are required by law to hold several drills per year. Students should be familiar with rules and exit routes in the event of a real emergency. Students who are unable to comply with the evacuation because of disability will be assisted by their classroom teacher. In classrooms where there are staff members to assist students with disabilities, assignments for assisting individual students will be made by the classroom teacher. Students will be asked to be quiet, walk and remain calm during these drills. Each classroom has an emergency bucket to use during an evacuation and/or drill.

BREAKFAST AND LUNCH

Breakfast is served from 8:00-8:25 each day. Students must be in class by 8:30, unless their bus is late.

Our lunch program provides a well-balanced meal each day. Parents are encouraged to complete the forms to qualify for free or reduced lunch. The forms are available at registration and at the school office. This information is confidential and is treated as such. Deposits may be made to the family or individual lunch accounts by sending money to school with your child. The daily cost of breakfast and lunch is:

Breakfast: \$1.40 for students	\$2.90 for adults
Lunch: \$2.15 for students	\$3.65 for adults

MILK FEES

Snack milk will be available to students in grades K-3 at \$25 per semester or 40 cents/day. **Snack milk does not fall under the Free & Reduced Program.** Milk will be sold daily to cold lunch students for 40 cents.

CHARGES

Charging lunches is discouraged. If a deposit is not made, parents are notified by email, notes home or by a phone call. **Families with a negative balance of \$20 or more will be notified and students will receive an alternative lunch of a cheese sandwich and milk for a lesser fee. Students will receive the standard lunch when the family account is up to date.**

MEDICATION

No medication can be given to the students unless it is in the original bottle from the pharmacist, accompanied by a written consent from the parent. If parents are going to keep some medication at home, send the amount needed for school in the original bottle with a parental permission note. This includes all over the counter medications. Cough drops may be sent to school but must be accompanied with a note from parents and child's name on the package or baggy.

8:00 a.m. medicine doses need to be given prior to arriving to school, unless special arrangements are made with the school nurse and the principal.

We prefer that inhalers be left in the office or nurse's office to monitor frequency of use. Inhalers must be sent with a note from parent.

State Law requires that the school lock all medication in a safe place, and that the medicine be administered only by certified personnel. Tylenol or Advil will be given only with parent permission and notes will be sent home with the student.

ILLNESS AND FEVERS

Parents will be contacted for students who have a fever and display symptoms to be picked up from school. Once the fever has been controlled for 24 hours **without medication**, the student is usually safe to return to school. However, your child may still need to stay home if they continue to experience other symptoms.

CONSENT FOR EMERGENCY TREATMENT FORM

Every year we ask the parents to complete and sign the consent for emergency treatment form. We need the information for any unforeseen contingency that might affect your child. If the school can't reach you, we need to know the following:

1. The name of your family doctor.
2. The name and phone number of persons to contact.
3. Your permission for emergency care.
4. The name of your family dentist.

HEAD LICE

The school nurse will periodically conduct checks for students with head lice. When a student has either live lice or nits, parents will be notified and the student will be sent home for treatment. Information on the treatment process will be sent home with the student and parent. The nurse (or in the nurse's absence, a qualified individual) will check the student's head prior to entering class the next day. Students should be reminded not to share headgear, brushes, combs or other items. Please notify the office if a case of head lice occurs so we can help contain it.

5th GRADE LOCKERS

Lockers are for coats, snow gear, school supplies, and school bags. No food or drink, with the exception of a sack/cold lunch or weekly snack bags. Magnets are allowed for decoration, but no stickers. No electronics, perfumes or cologne are to be stored in school lockers. Our lockers do not lock. Students should only open their own lockers and respect the privacy of others.

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued every nine weeks, to keep the parent informed of their child's progress. Please sign and return the envelope, in a timely manner. You may check your child's progress online at www.westmonona.org, under Parent Resources. Passwords are needed to access JMC grade book, contact the office if you need a password. Forms are available at registration.

EXPLANATION OF GRADE EVALUATION SYSTEM

Students in grades K-3 do not receive grades in science and social studies. Instruction aligns to the Iowa Core and may be assessed through literacy activities.

Students in grades K-5 will receive progress reports that are aligned to the Iowa Core Curriculum with specific standards/expectations in each subject. An overall percentage will be listed in each area with checks in the specific standards/expectations where the student needs to improve. The percentages and grading system are as follows:

Grades K-3

E – Exceeding	100 - 90%
M – Meeting	70 - 89%
Ap – Approaching	60 - 69%
Be – Below	59 – 0%

K-5 Music, Art, P.E.:

E - Excellent Progress	100 - 95%
G - Good, above satisfactory	94 - 85%
S – Satisfactory	84 - 70%
N- Needs Improvement	69 - 60%
U - Unsatisfactory	59 - 0%

Grades 4 and 5

A	=	100 - 95%
A-	=	94 - 90%
B+	=	89 - 87%
B	=	86 - 83%
B-	=	82 - 80%
C+	=	79 - 77%
C	=	76 - 73%
C-	=	72 - 70%
D+	=	69 - 67%
D	=	66-63%
D-	=	62-60%
F	=	59% and below

TRANSPORTATION

The school bus and bus stop are extensions of the classroom. Students at the bus stop and on the bus are subject to district rules and regulations. Any misconduct will be reported to the principal. Students who become a disciplinary problem may have his/her riding privileges suspended. In such cases, the responsibility of getting a student to and from school will rest on the parents.

1. Students are expected to follow the directions the first time given.
2. Students shall sit in the seat assigned by the driver and are expected to stay there while the bus is moving.
3. There shall be no pushing, shoving, fighting or throwing things on the school bus.
4. There shall be no eating or drinking on the bus without the permission of the driver.
5. Students shall keep all parts of their bodies inside the bus.
6. All other conduct rules for school behavior apply on the bus as well.

Consequence:

1st incident --- Driver warns students

2nd incident --- Student assigned to front seat

3rd incident --- Student sent to principal

4th incident --- Conference with parents, driver, Principal/Superintendent. Suspension of riding privileges may result.

Severe incident -- no warning; a conference with parents, driver, Principal/Superintendent will be held. (Suspension may result.)

The West Monona Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

BUS STOPS IN ONAWA

Bus stops are available within the town of Onawa to help students get to and from school. These stops would also be available in case of flooding in the streets around the elementary school. There is no supervision available at the bus stops. The following is a list of the current bus stops and approximate morning times:

Bus 17

9th & Maple 7:58 a.m.

High School 8:03 a.m.

Bus 19

Lucas St. & Lucas Place 7:56

16th & Harms 7:58 a.m.

High School 8:00 a.m.

Central 8:03 a.m. only

Bus 21

15th & Elmwood 7:53 a.m.

12th & Cameo 7:55 a.m.

17th & Sunset 7:57 a.m.

High School 8:05 a.m.

Bus 18

6th & Cameo 7:56 a.m.

Bus 20

3rd & Granite 7:52 a.m.

4th & Diamond 7:54 a.m.

SCHOOL CLOSINGS

The West Monona Schools will be open on all regularly scheduled days unless closed because of a weather alert or some other contingency. When the school is confronted with an emergency, an announcement will be given to radio and television stations at the earliest possible hour. Emergency or early dismissal during the school day will be announced via radio and television as soon as possible. Each child should know where to go if such an emergency arises. School closings will be announced over KCAU, KMEG, and KTIV TV stations as well as KMNS radio.

You will be notified through JMC student information system, by phone calls, texts/and or emails. **It is important to keep JMC contact information current in order to receive these notifications.**

SCHOOL DRESS AND APPEARANCE

The school must prohibit any activity, which would interfere with the orderly operation of the school and affects the learning environment. Part of the school's responsibility is to teach compliance with the law, proper health, hygiene and safety, and to prohibit sexually explicit or obscene expression. If clothing is considered unsuitable, students will be asked to change clothing and/or parent will be called and asked to bring in more suitable clothing for the student. Therefore, students' dress and appearance in school must comply with these guidelines:

1. Students must wear reasonable, appropriate, and safe footwear (ex: tennis shoes, closed toe shoes, etc.). Recess and P.E. involve running and students must be safe. Some types of shoes are difficult to run/play in and may cause injury to your child (such as flip flops, high heels). Our playground surface is wood fiber and may cause slivers to exposed parts of the feet. No shoes with wheels are allowed.
2. The wearing of clothing bearing profane language or with pornographic overtones or sexual innuendo, illegal substances and activities is prohibited.
3. Halter-tops, spaghetti straps and tube tops are unsuitable attire. Any article of clothing, which exposes a bare midriff, is also unsuitable. Students may wear sleeveless shirts, but the **shoulder seam must be 2 inches wide**. Side-less shirts (shirts with oversized arm holes) and shirts that allow bra straps to be exposed will not be allowed.
4. Hats, caps, bandanas, headscarves, or sunglasses are unsuitable in the school buildings.
5. **Short shorts, Boxer shorts, Spandex shorts are not allowed**. Shorts and skirts must be an appropriate mid-thigh length.
6. Students cannot change clothes at school.

SUPPLEMENTAL STUDENT INSURANCE

The school district is not an insurance agency and does not provide any insurance or representations about insurance coverage to pay for injuries incurred by your student at school. Parents must review supplemental student coverage and policies with the Hoffman Agency, 1016 10th St., Onawa, Iowa to determine actual policy provisions. Student insurance is designed to complement your personal health insurance coverage, not replace it. We encourage parents to obtain and/or review their coverage with a licensed agent before students attend school or participate in any school sport or activity.

MULTICULTURAL NONSEXIST GUIDELINES

NON-DISCRIMINATION IN GENERAL

It is the policy of the Board of Education of the West Monona Community School District that the board will not discriminate in its educational activities on the bases of race, color, creed, national origin, religion, disability, sex, sexual orientation, gender identity, marital status, or socioeconomic status. The board fully conforms to all state and federal laws against discrimination in employment and educational programs

GRIEVANCE PROCEDURE

Any student, parent/guardian (of a student) or employee of the West Monona Community School District shall have the right to file a formal complaint alleging noncompliance with regulations outlined by federal law, state law, or school policy.

LEVEL ONE - PRINCIPAL OR IMMEDIATE SUPERVISOR

Level One is an informal and optional step and may be by-passed by the grievant. Any student, parent/guardian or employee with a grievance may first discuss the complaint with his/her principal or immediate supervisor with object of resolving the matter informally. A student with a complaint of discrimination may discuss it with his/her teacher, counselor or building principal.

LEVEL TWO - COMPLIANCE OFFICER

If the grievance is not resolved at Level One and the student, parent/guardian or employee wishes to pursue the grievance, the student, parent/guardian or employee may formalize the complaint by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the compliance officer or the superintendent. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal written complaint at Level Two must be within fifteen (15) working days from date of the event-giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the compliance officer who shall investigate the complaint and attempt to resolve it. A written report from the compliance officer regarding action taken will be sent to the grievant within fifteen (15) working days after receipt of complaint.

LEVEL THREE - SUPERINTENDENT

If the complaint is not resolved at Level Two, the grievant may process it to Level Three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the compliance officer. The grievant may request a meeting with the superintendent or his designee. The superintendent or his designee has the option of meeting with the grievant to discuss the appeal. The superintendent or his designee will render a decision within ten (10) working days after receipt of the written appeal.

LEVEL FOUR - BOARD OF EDUCATION

If the complainant deems it desirable to carry the complaint beyond the decision reached in Level Three, he/she may within ten (10) school days file his/her complaint with the Board of Education. Upon receiving the complaint, the matter shall be placed upon the agenda of the Board of Education, for consideration at the next regular meeting of the board, and a final determination shall be made within thirty (30) calendar days from said meeting.

WITHDRAWAL:

A complaint may be withdrawn by the complainant at any level without prejudice or record.

This procedure in no way denies the right of the grievant to file formal complaints with the Civil Rights Commission, other agencies available for mediation or rectification of affirmative action grievances, or to seek private counsel for complaints alleging discrimination.

COMPLIANCE:

Once a year the West Monona School officials shall conduct an assessment of all board policies, administrative regulations, operational procedures, and all other school functions to determine and assure compliance with all of Section 504 of the Rehabilitation Act of 1973, Title IX of the Civil Rights Act, the Educational Amendment of 1972, and the Multicultural Nonsexist Guidelines as adopted by the State Board in July 1975.

Disability Equity Coordinator:

Telephone: (712) 433-1393

It is the policy of the West Monona Community School District to not discriminate on the basis of race, creed, color, religion, national origin, gender identity, sexual orientation, age, or disability in its educational programs, activities, and employment practices.

SEXUAL ABUSE/HARASSMENT OF STUDENTS BY EMPLOYEES (402.3)

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators shall be listed in the student handbook, published annually in the local newspaper and posted in all school facilities.

The superintendent is responsible for drafting administrative regulations to implement this policy. Please see WMCS D Board Policy for additional guidance.

SUPPLY LISTS

Preschool

- 1 Pkg. (2-4 count) fine tip dry erase markers
- 4 glue sticks
- 1 Bottle of Elmer's glue
- 1 Box Crayola 24 ct. crayons
- 1 Pkg. Crayola broad tip washable markers-classic colors
- 1 Pkg. Crayola fine tip washable markers-classic colors
- 1 Box of Crayola watercolor paints
- 2 Boxes of Kleenex
- 1 2-pocket folder
- 1 Pair blunt tip fiskars scissors
- 1 Rest Mat
- 1 Small blanket, (if your child wants/needs one) for naptime.
Extra change of clothes for summer and winter.
- **Please label rest mat, scissors, and extra clothes with your child's name**
- **Replace all items as needed**

Kindergarten—No Nap Mats Needed

- 2 Boxes 8 count Crayola crayons
- 2 Boxes 16 count Crayola crayons
- 1 Spiral notebook (wide line 40 to 70 pages)
- 2 Folders (durable plastic)
- 1 Plastic folder with prongs in the middle to hold paper
- 1 Pkg. Yellow #2 pencils
- 3 Elmer glue sticks
- 1 bottle of Elmer's glue
- 6 Dry erase Expo markers
- 1 Scissors (blunt ends)
- 1 Box of antibacterial wipes
- 1 Box of Kleenex
- 1 Pair Headphones (over head - may need to be replaced during the year)
- 1 Small zipper school pouch for crayons, pencils, & scissors
- **Replace all items as needed**

Grade One

- 1 Box of #2 pencils
- 2 Box of crayons (16 colors or less, small)
- 4 Glue sticks
- 1 Large box of Kleenex
- 1 School box (For pencils and crayons)
- 2 Magazines for cutting
- 1 Scissors (5 inch)
- 1 Old sock
- 1 Pencil eraser
- 2 Pocket folders
- 1 Box of antibacterial wipes
- 2 Spiral notebooks (wide line 40 to 70 pages)
- 1 1 inch 3 ring binder
- Binder dividers
- 4 Expo dry erase markers
- 1 Pair of headphones
- **Please mark all items with student's name**
- **Please replace items as needed**

Grade Two

- 2 Boxes No. 2 pencils
- 1 Composition Notebook
- 1 Spiral notebooks (Wide line-40 to 70 pages)
- 2 Erasers
- 3 Two-pocket folders
- 1 Red pocket folder with prongs
- 1 1-inch binder for Writing portfolio
- 1 Scissors (5inch)
- 2 Boxes of crayons
- 2 Glue sticks
- 1 Bottle of Elmer's glue
- 1 Package of Expo markers
- 1 Box washable markers
- 1 Pencil box or pouch
- 2 Large box of Kleenex
- 2 Box of antibacterial wipes
- 1 Pair of headphones or ear buds (preferably headphones)
- **Please mark all items with student's name**
- **Replace items as needed**

Grade Three

- 1 2-inch binder
- 2 Glue Sticks
- 1 Bottle of glue
- 1 red pocket folder
- 3 Boxes of 10 each pencils-plain #2 pencils
- 1 Pkg. pencil top erasers
- 1 Pair scissors
- 1 Box of 8 classic color markers
- 1 Box of colored pencils
- 2 Large boxes of Kleenex
- 1 Box for supplies
- 1 Pkg. loose-leaf notebook paper (wide lined)
- 1 Pair of headphones
- 4 Fine point (blue or black) Expo marker board markers
- Clorox Wipes
- **Replace all items as needed**

Grade Four

- 2 Boxes of No. 2 Pencils
- 2 Erasers
- 1 Ruler (12 inch with metric)
- 1 Trapper Keeper OR 7 folders
- 1 box of crayons/colored pencils
- 2 bottles of glue
- 6 Spiral notebooks (wide-lined 70-100 sheets)
- 1 Composition notebook
- 2 Pkg. wide ruled paper (loose-leaf, not spiral)
- 2 Boxes of Kleenex
- 1 Pencil bag
- 1 Crayon box
- 1 Scissors (5 inch)
- 1 pkg. Expo white board markers
- 1 pkg. highlighters
- Clorox Wipes
- 1 Pair of ear buds or headphones
- **Replace all items as needed**

Grade Five**Individual use:**

- 6 Pocket folders
- 6 Spiral notebooks
- 1 Set of crayons
- 1 Set of colored pencils
- 1 Calculator for Math class
- 1 Small to medium pencil case (Zipper pouch, not a box)
- 1 Package 4x6 index cards
- 2 Dry erase marker
- 1 1-inch 3-Ring binder
- Checking pens (as needed)
- 1 Pair scissors
- 1 Glue
- Ear buds or headphones (Required)

Classroom Use:

- 1 Container Clorox wipes
- 1 Package loose leaf paper (wide-ruled, 150-200 count) Reinforced edge if possible
- 1 Package of pencil top erasers
- 3 Boxes of Kleenex
- Box of 24-48 No. 2 pencils
- **Replace all items as needed**

STAFF INFORMATION

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