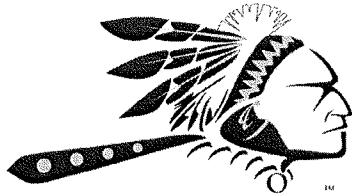


Oskaloosa Elementary School

Parent/Student Handbook



2018-2019 School Year



Opening Statement

Vision Statement: “Believe, Achieve, and Create with Pride”

Mission Statement: “Engaging ALL students to Embrace the Power of Learning”

Jurisdiction and Behavioral Expectations Statement

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

This handbook and school district policies, rules and regulations, are in effect while students are on school grounds, school district property or property within the jurisdiction of the school district; while attending or engaging in school activities; and while away from school grounds if the misconduct directly effects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules, and regulations are in effect twelve months a year. A violation of a school district policy, rule, regulation, or student handbook provision, may result in disciplinary action.

Disciplinary measures include, but are not limited to, removal from the classroom, time away, suspension, probation and expulsion. The discipline imposed is based upon the facts and circumstances surrounding the incident and student record.

The school retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students and parents with questions or concerns may contact the elementary office.

Teachers, counselors, school administrators and other school employees are here to be of service to you and your child. Please feel free to contact the school when you have any questions or concerns (673-8092).

Definitions

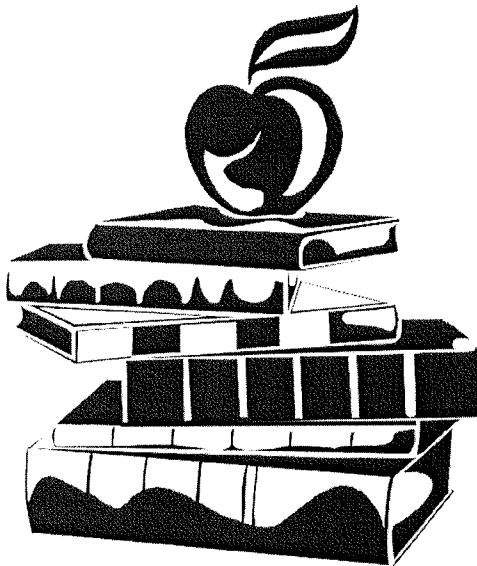
In this handbook the word “parent” also means guardian unless otherwise stated. An administrator’s title such as Superintendent or Principal also means that individual’s designee unless otherwise stated. The term “school activities” means all school activities in which students are involved whether they are school-sponsored or school approved, whether they are an event or an activity, and whether they are held on or off school grounds.

Equal Education Opportunity

It is the policy of the Oskaloosa Community School District not to discriminate on the basis of sex, race, color, religion, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the Civil Rights Act, Title IX of the 1972 Education Amendments, the Federal Rehabilitation Act of 1973, Public Law 94-142, and Individual with Disabilities Education Act.

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 of careers, roles, and lifestyles open to women as well as men in our society. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a multicultural, nonsexist society.

Inquiries regarding compliance with the non-discrimination policy may be directed through the administrative staff as indicated by the Non-Discrimination Grievance Procedure.



Non-Discrimination Policy Grievance Procedure

A grievance is a claim by an employee, parent or student that there has been a violation, misinterpretation, or misapplication of Title VI or VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, the Federal Rehabilitation Act of 1973, Public Law 94-142 or Individuals with Disabilities Education Act.

Step One – The aggrieved shall first discuss the grievance with the principal or immediate supervisor with the objective of resolving the matter informally. If the grievance involves more than one building, it may be filed with the Superintendent or her designee. If the grievance still exists after the informal conversation, the aggrieved shall file within ten (10) days a claim with the Multicultural/Nonsexist Advisory Committee.

Step Two – The Advisory Committee shall indicate its position in writing within twenty (20) school days. If the aggrieved party is not satisfied with the position of the grievance or no reply is received within twenty (20) school days, the grievance shall be filed with the Board of Directors.

Step Three – The Board of Directors shall meet with the aggrieved party with ten (10) school days of receipt of the grievance. Within ten (10) school days of the grievance, the Board of Directors shall indicate its position.

Step Four – If not satisfied, the grievance may be presented to the Director of the Region VII Office of Civil Rights in Kansas City, Missouri.

Non-Discrimination Disclaimer

It is the policy of the Oskaloosa Community School not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion or physical or mental disability in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 19B.11, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. & 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. & 206, et seq.), Title IX (Educational Amendments 20 U.S.C.&& 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. & 794), and the Americans with Disabilities Act (42 U.S.C. & 12101, et seq.).

If you wish to receive more information about this policy, please contact Andrew Hotek, Equity Coordinator, at Oskaloosa Middle School, 1704 North 3rd St., Oskaloosa, Iowa 52577.

General Information and Procedures

Office Hours:

The elementary offices will be open from 7:30-4:00 Monday-Friday when school is in session.

Secured Doors:

All doors will be secured during the school day except the west entrance doors. This entrance will be left unlocked during the school day. We ask that all parents/guardians/visitors stop by the office and sign in. Parents and visitors will be asked to wear identification tags while in the building or on school premises.

Appointments:

If your child needs to be dismissed for an appointment, please notify the office in the morning. We ask that you come to the office and the secretary will notify the teacher to send your child to the office.

Messages and Change of Plans:

Please be reminded to call prior to 2:00 in the afternoon if your child's plans

have changed after school. In the past, we have experienced a large number of calls between 2:45-3:00. This makes it difficult to properly communicate to your child's teacher.

Illness:

If your child becomes ill during the school day, the school nurse will notify the parent(s).

Arrival Time:

The EAST doors are for MS bus students only. ALL elementary students are to wait at the WEST doors.

Student Arrival Car:

If you plan on dropping off your student/students, you may drop them off along the red fire lane on the west side of the building. This is a drop off area only. The right lane of traffic is intended to be stop and go. The left lane of traffic is a thru lane only. Once you have dropped off

your child/children in the right lane, please move to the left lane to exit the parking loop. No students should be dropped off from the left lane.

If you wish to bring your child into the building, you must park in the west parking lot and walk your child/children to the west entrance. We ask that you encourage your child/children to independently go to their classroom or the commons area for breakfast.

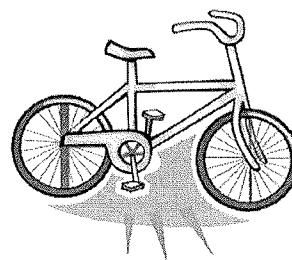
When exiting the west parking lot, please follow the direction signs and exit to the west. At the west exit, you will be able to turn to either the left or right on Orchard Avenue. Please be aware of the portable stop signs and crosswalk areas.

Student Arrival Walkers:

All walkers will follow the sidewalk on the south side of Orchard Avenue. Students will only cross at the designated crosswalks. These controlled crosswalks are located at Santa Clara Street and Orchard Avenue. There is also a crosswalk at Orchard Avenue and where the school buses turn to deliver bus students. You will follow the sidewalk, cross at the controlled crosswalk and follow the sidewalk to the west entrance of the elementary building. Only bus students should use the east entrance.

Student Arrival Bike:

All bike riders are asked to follow the same rules as walkers. You should only cross at the designated crosswalks. Once you are on school property you must get off your bike and walk it to the bike rack located on the west side of the elementary building.



Student Arrival Bus:

All students will be dropped off on the east side of the building. Only bus students will use this entrance. All other students and adults will be asked to walk around to the west entrance.

Instruction begins:

We expect all students to be in their seats and ready to learn by 8:10.

Student Dismissal Car:

Students will be dismissed at 3:15. All students will exit the west doors. We ask that you please pick up your child/children promptly at the end of the school day. At 3:25, any unattended students will be escorted to the west office. The office will attempt to contact all listed persons. At 3:45, and if all contacts have failed, the Oskaloosa Police Department will be contacted to assist in finding the parents/guardians.

When school is dismissed, you will need to park your car in the west parking lot. You may then come into the building and wait in the commons area until students are dismissed or you may also wait in your car and your child/children can come to where you are parked. It is important that all students use the designated crosswalks.

Please do not park along the curbed areas (this includes the fire lane). This action disrupts the traffic flow for the entire parking lot. The right lane of traffic is intended to be stop and go. The left lane of traffic is a thru lane only. Once you have picked up your child/children in the right lane, please move to the left lane to exit the parking loop. No students should be picked up in the left lane.

When exiting the west parking lot, please follow the direction signs and exit to the west. At the west exit, you will be able to turn to either the left or right on Orchard Avenue. Please be aware of the portable stop signs and crosswalk areas. See appendix for a map of the WEST parking lot.

Student Dismissal Walkers:

Students will be dismissed at 3:15. We ask that our walkers follow the same procedures as before school.

Student Dismissal Bike:

Students will be dismissed at 3:15. We ask that our bike riders follow the same procedures as before school.

2018 - 2019 Elementary Staff List

Mike Dursky	Building Principal	Marlene Etter	Fourth Grade
Tim Veiseth	KG-2 Grade Principal	Heather Sult-Van Gorp	Fourth Grade
Annah Pollock	3-5 Grade Principal	Courtney Groenendyk	Fourth Grade
Chris Shannon	Secretary	Lisa Van Kooten	Fourth Grade
Amanda Foster	Secretary	Jaime Kecy	Fourth Grade
Corey Trainer	School Counselor	Katie Taylor	Fourth Grade
Janet Johnson	School Counselor	Sharon Wilkin	Fourth Grade
Ayla Leopold	School Counselor	Kaylie Balducki	Fourth Grade
Carolyn Pederson	Beheavior Specilaist	Mindy Archer	Fifth Grade
Gary Kutcher	School Resource Officer	Hayley Konek	Fifth Grade
Ryan Howard	Tech	Melissa Van Dyne	Fifth Grade
Lona Brager	Nurse	Nicole Bunnell	Fifth Grade
Dawn Anderson	Kindergarten	Pam Chapman	Fifth Grade
Amy Blythe	Kindergarten	Shaina Edwards	Fifth Grade
Haley Jenkins	Kindergarten	Jan VanWaardhuizen	Fifth Grade
Mary Hersom	Kindergarten	Mikayla Hintz	Fifth Grade
Beth Hodges	Kindergarten	Erik McGee	K-5 BD
Katie Trainer	Kindergarten	Jenny Braundmeier	K - 2 Social Skills
Shelli Eveland	Kindergarten	Betsy Anderson	K - 5 SPED (Life Skills)
Katie Fox	Kindergarten	Wyleen Johnston	SPED
Kathy Richmond	First Grade	Michelle Patton	SPED
Samantha Robinson	First Grade	Amanda Russell	SPED
Leslie Meyer	First Grade	Amanda Russell	SPED
Denise Morris	First Grade	Allison Stout	Title 1
Lorelle Cheney	First Grade	Joi Stout	Title 1
Shannon Nikkel	First Grade	Kristi McPherren	Title 1
Megan Vande Voort	First Grade	Melissa Letzring	Title 1
Ashley Westhoff	First Grade	Stacy Veiseth	Title 1
Dawn Deffenbaugh	Talented & Gifted	Jodi Steinlage	Title 1
Kim Predergst	Talented & Gifted	Val VanMaanen	Title 1
Taeko Cochran	English Language Learner	Maggie Riggs	Title 1
Renee Gatton	Second Grade	Kendra Roquet	K - 2 Math Instruc. Coach
Jessie Ryals	Second Grade	Amanda Doud	K - 2 Literacy Instruc. Coach
Angie Grubb	Second Grade	Hillary Gingerich	3 - 5 Literacy Instruc. Coach
Jane Bambrook	Second Grade	Elizabeth Good	3 - 5 Math Instruc. Coach
Shannon De Penning	Second Grade	Andrea Taylor	Librarian
Sharon Sage	Second Grade	Crystal Von Ahsen	K-2 Music
Alex Edwards	Second Grade	Michelle Coleman	Music
Jessica Bjornson	Second Grade	Justin Von Ahsen	3-5 Music/Orchestra
Savanna Mason	Third Grade	Jennifer Peterson	Band
Stephanie Roberts	Third Grade	Connor Kem	Physical Education
Keri Murphy	Third Grade	Briana Bartlett	Physical Education
Kahlie Green	Third Grade	Orla Stodghill	Art
Steven Overbergen	Third Grade		Art
Liz Roe	Third Grade		
Dana Sereg	Third Grade		

Emergency Forms

During registration, parents must fill out current emergency information on the registration form. These forms include telephone numbers of the parents, as well as alternate persons to contact, in the event the school is unable to locate the parents. Parents must notify the office if the information changes during the school year.

Hawk-I Insurance for Children

Parents can now apply for low or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (Hawk-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy, hospital services, etc. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

Physical Examinations

Parents are encouraged to have their children receive periodic physical examinations.

Immunizations

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Health Immunization Certificate signed by a health care provider stating that the student has received all immunizations required by law. Students without the proper certificate may not attend school until they receive the immunizations or made arrangements with the school nurse. Only for specific medical or religious purposes are students exempted from the immunization requirements. Parents who have questions should contact the school nurse.

Beginning the 2008 – 2009 school year, Iowa law required that children newly enrolling in elementary and high school have received a screening for dental disease. This requirement would include students entering kindergarten, 9th grade, and out of state transfer students. The purpose of the dental screening

requirement is to improve the oral health of Iowa's children. Dental screenings will facilitate early detection and referral for treatment of dental disease and promote the importance of oral health as an integral component of preparation for school and learning. No child will be prevented from attending school without proof of dental screening. If families have difficulty meeting the requirement, the Iowa Department of Public Health and local public health will provide assistance to children and schools to ensure that dental screenings are obtained.

School Fees

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced priced lunches, the family investment program (FIP), supplemental security income (SSI), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived.

Emergency Drills

Periodically, the school holds emergency fire and tornado drills. At the beginning of the school year, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or emergency. Students who pull fire alarms or call in false alarms, will be disciplined under the school district's policies, rules and regulations. In addition, they may be reported to law enforcement officials.

Tornado Disaster Plan

A tornado disaster plan for Oskaloosa Schools was prepared to provide for a systematic approach for conducting the school system during times of severe storm emergencies. In the event a tornado strikes the community, elementary students who live in town will be released only when a parent or guardian comes for the youngsters. Students who are regularly trans-



ported to and from school by bus will be transported home by bus as soon as travel conditions are deemed safe and as soon as bus transportation is available.

Twice each fall and spring, all schools in Iowa are required to conduct disaster drills. Each school in Oskaloosa has definite procedures for students and staff to follow in order for all to proceed to designated safety areas as orderly and quickly as possible.

Crisis Plan Information

Lockdown Procedures

It is the policy of the Oskaloosa Community School District to conduct lockdown drill procedures with the intended purpose of securing the building in the event of an intruder. Lockdown procedures may also be put in place to address any event, natural or other, which poses a threat to the safety of students, staff, and/or visitors in any building within the district or for any school sponsored event. The determination to enact lockdown procedures may be made by school officials, law enforcement personnel, or may be determined jointly as deemed necessary. When the lockdown announcement is made, teachers will immediately lock doors and move students away from sight of doorways and windows. Students shall assume a posture as low to the ground as possible. Teachers will then conduct emergency measures as rehearsed with staff. If the determination is made to evacuate the building, teachers and staff will follow recommendations given to them by school officials or first responders. The All Clear will signal staff to resume normal school operations. In the event of a building event, cell phones should not be used and would hinder communication with the law center. Parents should not come to the site in the event of a lockdown or evacuation. Such actions would seriously hamper the ability of first responders to safely address the threat.

Cell Phone Use

Use of cell phones at school can seriously jeopardize the effectiveness of first responders. For this reason, no calls at school should be made or received. This also extends to the use of text messaging. Use of a cell phone during a crisis can result in serious legal action taken against the user. Information regarding the nature of a crisis and/or details is expressly the role of the superintendent, our district

media spokesperson.

Health Screening

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

Parents are notified prior to health screening; however, upon a teacher's recommendation and with parental permission, a student may be scheduled for a screening.

Health Assessment

Parents please notify the school nurse if your child has a health or medical condition, (asthma, diabetes, heart condition) ect. and any medications taken at home and/or school. This information will need to be updated yearly or as often as needed to keep the school informed of changes to your child's condition or treatment.

Head Lice

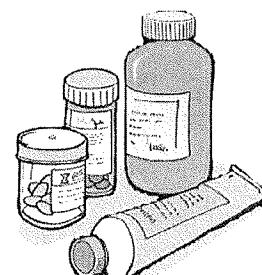
The School District follows treatment guidelines for managing head lice developed by the Iowa Department of Education Public Health. Current guidelines state the following: "Children should remain in school for the rest of the day if head lice are detected. Notify parents by phone, provide educational materials on treatment, and review treatment protocols. It is reasonable to expect that treatment be started before the child returns to school the next day."

To keep the incidence of head lice from being transmitted, parents are asked to check all family members for head lice regularly and to treat those found to have live lice or new eggs. If lice are found, parents are asked to notify the school nurse so that the incidence of lice in the school can be monitored. If you have questions about the district's Head Lice guidelines or need assistance in the treatment of lice, please contact your School Nurse.

Administration of Medication

The school is prepared to administer essential medications to your child during school hours. Please consider these points if your child needs medicine at school:

1. Medication should not be brought to school unless absolutely necessary. Give all medication doses at home if possible. If medicine is ordered 3X/day, give doses before school, after school, and at bedtime. If ordered 4X/day, only one dose needs to be given at school. If your child must receive medicine at school, ask your pharmacist to put the prescription in two separate bottles so one can be left at school.
2. Aspirin and products containing aspirin will not be given to elementary students without a doctor's order.
3. We do not give medicine at school for "fever." If your child has a fever above 100 degrees, he or she should not be in school. If a child experiences a fever of 100 degrees or above during the course of the school day, he/she will be sent home.
4. The school does not provide any medication. All medications must come from home. The school does provide plastic medicine cups. Do not send a spoon or measurer from home unless your child has special needs.
5. All medications must be in the original container, with label directions visible.
6. All medications must be accompanied by a Medication Request form with the parent's signature.
7. Over-the-counter meds - label with your child's name. We will follow label directions unless instructed differently by a doctor's written order. We cannot give medicines to children under 12 if medicine is labeled, "Not for children under 12," or if no child's dosage is listed. OTC medicines will not be given if expired. Doctor signature is required if the medicine is to be given for longer than one week.
8. Prescription Meds - Prescription drugs must have a current date and will be given only to the person named on the label. Doctor signature is required if the medicine is to be given for longer than two weeks.
9. Elementary students may not self-administer medication without written permission from the doctor. All medication must be given to the school nurse and/or school medicator.
10. Asthma inhalers:
 - a. Short-term (less than two weeks) - must have parent's signature and prescription label.
 - b. Long-term (more than two weeks) - must have parent's signature, prescription label, and doctor's signature.
 - c. School-administered - must have parent's signature, prescription label, and doctor's signature for long-term. Inhalers may be kept in the medicine cupboard or the teacher's desk.
 - d. Self-administered - must have parent's signature and doctor's signature even if short term. Must show to teacher, who will return it to student if signatures are in order. Nurse will check periodically. Student must



11. Cough drops – These are considered over-the-counter medicine and must be sent to school in the original, labeled container, with parent's signature. Do not send more than three per day for more than three days. If your child needs more, he/she must bring a doctor's signature.

The student must give the cough drops and signatures to the teacher. The teacher may keep the cough drops in the teacher's desk and give them out one at a time as needed.

12. Parents may administer medicine to their children at school. Please be sure to sign in at the office.

Please call the school nurse or talk to your child's teacher if you have any questions.

Communicable Disease

To help prevent the spread of contagious diseases at school, any child who exhibits the following conditions may be sent home at the nurse's discretion:

- Fever of 100 or higher
- vomiting
- diarrhea

Students should be fever-free for 24 hours before returning to school.

Responsibilities to Students with Individual and/or Chronic Health Problems: Arrangements will be made by the school nurse with the assistance of the student, parents, physician, and staff to accommodate special health needs. • Record Keeping: A health record will be kept for each student. Documentation of screenings, accidents, immunizations and medications given at school will be kept on file. (Refer to Board Policy Code No. 507.1)

Student Parent/Guardian Preparedness and Prevention Strategies:

- Promote and reinforce healthy hygiene habits (i.e. frequent hand washing after restroom use or prior to and after mealtime, covering coughs and sneezes, use and proper disposal of personal tissues).
- 1. Encouraging frequent hand washing using an antibacterial soap especially after using the restroom and before and after mealtimes.
Students should remember to rub hands together after creating lather for 10-15 seconds for best results.
- 2. Not sharing drinking glasses or eating utensils.
- 3. Using and properly disposing of soiled tissues in garbage.
- 4. Covering mouth with all coughs and sneezes.
- 5. Encouraging eating a well-balanced diet and getting plenty of rest during time of illness.
- 6. Contacting your primary health care provider if you have any questions.
- 7. Disinfecting commonly shared surfaces.
- 8. Students-Contacting your school nurse if you are feeling ill while at school.
- 9. Parents – Being prepared to pick up your child from school as soon as possible if notified by school personnel your child is ill.
- Strongly encourage voluntary participation in annual influenza or flu shot clinics as offered through Health Services or through your personal health care provider or physician.
- Be familiar with the valuable role you have in promoting healthy behaviors and following any recommendations regarding the execution of this Pandemic Influenza Response Plan. Response to Pandemic or Period of High incidence illnesses.
- Initiate the above listed prevention strategies if not already being utilized,
- Communications will be forwarded to you as appropriate via school newsletters, web site postings, posters, video segments per close circuit television, or printed materials (Appendix III).
- Health communications will be distributed through the schools under the direction of Public Health Department Health Service or Administration. Encourage distancing individuals to reduce the spread of pathogens using the following strategies:
- Discourage participation in large group activities/events.
- Isolate ill family members as appropriate to minimize further spread of infection.
- Classes or activities that typically place individuals in close proximity may need to be cancelled.
- Be aware that administration may take measures to decrease close student contact such as staggering lunchtimes or shortening time in the cafeteria, to minimize the number of students in the cafeteria at one time. This may require schedule changes and flexibility to accommodate this component of the pandemic response plan.
- Promote frequent air exchanges in the home by opening the windows if available and as weather and outdoor temperatures warrant. Schools will continue to promote continuity of educational process. In the event of school closure, alternative educational strategies will be announced. In the event that schools would be closed by order of the public health department, students and school staff will be directed to return home and stay home during the school closure. Closing school will be a consideration and is only effective for disease containment if individuals eliminate contact with others by staying home.

keep inhaler, with prescription label, in a clean, safe place, and must show responsibility in its use.

Transferring to Another School District

Families moving from the Oskaloosa Community School District should notify the teacher and/or principal in advance of a move. We appreciate advance notice because of the details involved in preparation of student records for the transfer.

Inclement Weather

When severe weather or road conditions might cause school cancellation or early dismissals, please listen to the following radio and television stations:

Radio:

WHO 1040 AM Des Moines
KBOE 740 AM Oskaloosa
KBOE 104.9 FM Oskaloosa
KISS 101.5 FM Ottumwa

Television:

WHO TV 13 Des Moines
KCCI TV 8 Des Moines
KTVO TV 3 Ottumwa
WOI TV 5 Ames

Please plan procedures your child/children should follow when school is dismissed early due to emergency reasons.

There may be occasions when school will be cancelled for the day due to bad weather. If you have questions of whether or not there is school, please listen to one of the radio or television stations listed above. You may also call the Oskaloosa Community Schools message telephone, before or after office hours at 673-8370.

Recess Policy

All students are expected to go outside for recess. Please do not request that your child stay in for recess. If there is a special health concern and there is a reason your child must remain indoors, you need to send a note stating the concern. A note from your doctor may be requested. If the air temperature or wind chill is 0 degrees or below, the students will stay inside

during their scheduled recesses. The students will remain in their rooms and adequate supervision will be provided. The temperature is carefully monitored and outside recesses are shortened if needed. This typically occurs when air temperatures or wind chill is between 1 degree and 15 degrees. Please dress your children appropriately and do not assume that recess will be inside. Please see Recess Rules and Expectations in the appendix.

Asbestos Notification

A certified management planner has developed an asbestos management plan for the school district facility which includes: a notification letter, 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 in the office for inspection.

Use of District Facilities by Student Organizations

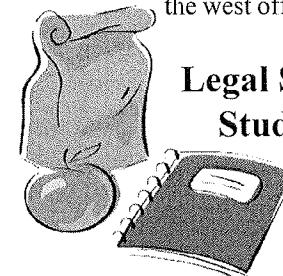
School district facilities are available during non-school hours to school-sponsored and non-school sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules, and regulations are in effect during these meetings. A fee may be charged for the use of the facilities.

Telephone Use During the School Day

Children are discouraged from using the school phone. Permission to use the phone may be granted by the teacher, principal, or secretary only when the call is necessary. Students are called to the telephone only in case of an emergency. The school office will take any calls for students and deliver only those of an important or emergency nature. We ask you to please avoid calling the school to deliver a message, which can be arranged before school.

Visitors/Guests

Parents are encouraged to visit their child's classroom whenever possible. Classroom visits afford one of the best means to gain information about the school's educational program. Classroom visitations are encouraged except for the beginning and closing weeks of school and any day preceding a vacation period. You do not need to make an appointment. But in order for your visit to be more informative, you might wish to contact your child's teacher to determine the day's activities. Children may come as visitors only when accompanied by a parent or with permission from the building principal. ALL visitors are asked to sign in at the west office.



Legal Status of Students

If a student's legal status, such as the student's name or the student's

custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

Cafeteria

The school district operates a breakfast and lunch program. Students may either bring their own lunch to school or purchase a lunch.

Account Balances

Your child will receive a low balance notification slip (looks similar to a store receipt) on each Tuesday and Thursday. You will begin to receive slips when your child's account reaches \$5.10. Please respond quickly to the low balance notification slip by placing money in your child's account.

If your child's account reaches **-5.00** you will receive a phone call from the school notifying you in regards to the balance of your child's account.

If a child's lunch account has a negative balance, the student will be provided a cheese sandwich & milk rather than the advertised meal for that day.

You now can also be notified by

e-mail when your student's account is getting low. Please contact the office to have your e-mail address entered into the lunch program. When your student's account balance reaches \$5.10, you will receive an e-mail notification that will include the account number and password to be able to access the lunch account on the school district's web site from your home computer.

The web site is www.oskaloosa.k12.ia.us. Under News and Information, click on Food Service, then School Dining System Login. You can enter your account number and password that are on the low balance e-mail, and then will be able to check your account balance, edit the level for when a low balance e-mail will be sent (however it cannot be changed below the level set by the district), change your e-mail address, change your password, and other important links.

All students in your family, grades kindergarten through 12, can be set up in a family lunch account. By doing this, your children share the same account, and you only need to keep track of one account. However, middle and high school students are not allowed to eat hot lunch if their account balance is below zero. Therefore, it is important to closely monitor a family account with older children and elementary children sharing the same account.

Any questions you may have can be directed to the district's food service director at 673-3407.

Free and Reduced Priced Meals

Families are encouraged to apply for free or reduced priced meals if payment is a problem. These forms are available in the elementary office.

Noon Lunch Policy

The elementary school has a closed lunch period. Students are required to eat noon lunch at the elementary school. Exceptions to this are as follows:

1. Student has received permission to go home for lunch.
2. Parent has made arrangements to pick child up.

Breakfast

Breakfast is served at the elementary building from 7:50 a.m. to 8:10 a.m.

Transportation

The safety of every child on buses operated by the Oskaloosa School District is of great concern to all. Every precaution is taken to see that the children arrive at their destinations safely. In order to operate a safe and efficient transportation program, it is necessary that all passengers maintain a high standard of behavior on the bus. Misbehavior on a school bus may result in the temporary or permanent loss of transportation privileges.

TRANSPORTATION PROCEDURES (STUDENTS NOT ELIGIBLE FOR STATE FUNDED TRANSPORTATION)

All students must be registered to ride the bus. This must be done annually and at the time of student registration.

Students will be offered seating on a first come first served bases as long as seating is available.

Seating will not be reserved for students who do not regularly utilize the district's transportation service for extended periods.

Students will be transported to a maximum of one pick-up and one drop-off location. Deviations from these designated locations will be the parent's responsibility to transport. Exceptions may be made in the case of an emergency. When an emergency or exception is granted, the transportation office must be contacted and a temporary pass shall be issued.

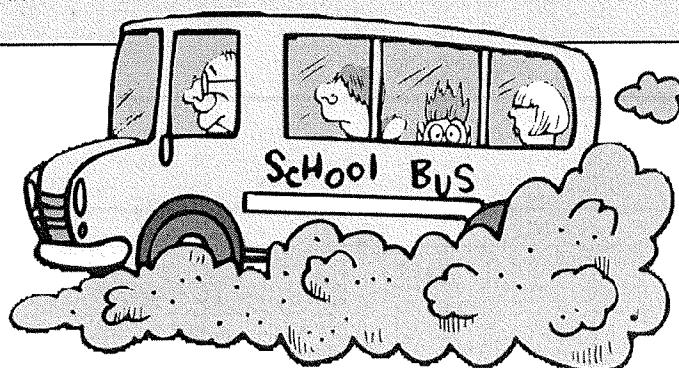
Any change in the student's transportation shall require a minimum notice of 24 hours.

Buses will stop at designated stops only. Students will not be allowed to board or exit the bus except at a designated stop.

Students may ride ONLY their assigned bus. Any deviation without a pass will result in a loss of bus privileges.

Student Conduct Code and Bus Rules will be strictly enforced.

Walk zones of $\frac{1}{4}$ mile are established. Students who live $\frac{1}{4}$ mile or within $\frac{1}{4}$ mile distance of a campus shall not be transported to that campus.



Student Assistance Team

Oskaloosa Elementary School will have student assistance teams to help determine interventions to be used in the case that a student is experiencing difficulties. The student's teacher will identify the students and document any information that is necessary for the team to determine what is the best for that student.

Lost and Found

Oskaloosa Elementary School keeps a lost and found box in the activity areas. Students should check the box to recover lost articles or to turn in articles that are found. Labeling of student clothing and other property is most helpful. Please encourage your children to be responsible for their personal property. The lost and found items will be periodically donated to a local charity.

Cell Phone

We ask that students do not bring cell phones unless they are needed to communicate with family after school hours. If a student needs to bring a cell phone for an after school purpose, the phone should be turned off and remain in the student's backpack. A failure to adhere to this expectation will result in the phone being removed from the student and returned to the parent. The student/parent assumes all responsibility if the phone is lost, damaged, or stolen.

Toys

Toys, trading cards, playground equipment, etc., brought from home to school may become lost or damaged. Students must obtain permission from the teacher before bringing any items. The student/parent assumes all responsibility if any items are lost, traded, or stolen.

Technology

The district encourages the responsible use of technology-based tools and information resources by students. These resources include district-provided computers, productivity software tools, instructional software, networks, electronic media, and telecommunications tools, such as access to Internet resources. These district-provided resources and tools are the property of the district and are provided solely for the advancement and promotion of learning and teaching. The use of these resources will be consistent with the district's educational vision,

mission and core values, as well as state and federal laws and regulations.

Access to district networks and electronic information resources is a privilege and not a right, and will be provided for the student as is appropriate to the school building and grade level. Students are to use district technology and communications resources at times and locations where they are directly or indirectly supervised by district staff. Students may be given access to Internet resources external to the district without specific parent/guardian permission.

Parent/Teacher Organization

Oskaloosa Elementary School has a parent/teacher organization. For information, contact the school office.

Inspection of Educational Materials

Parents and other members of the school district may view the instructional materials used by students. Copies may be obtained according to board policy. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the building principal.

Communication To and From School

When sending a note or money to school, the student should receive clear instruction from the parents about who the appropriate person is to receive the note or the money. Also, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school for the parents. Parents are responsible for knowing the contents of the notes or papers sent home. Notes from the office will be printed on salmon paper.

Birthday Treats

Birthday treats are up to the teacher's discretion. If birthday treats are allowed, we ask that the treats be store purchased and individually or naturally wrapped ie: bananas, apples, oranges. OES approved healthy snack list is available at: <http://www.oskaloosa.k12.ia.us/OCSD/Elementary/index.html> or by calling 673-8092. A list of ingredients left on the packages will help our teachers recognize potential food allergies. It is our request

that snacks provided to the classroom meet the dietary guidelines found in the district's Wellness Policy, Code No. 507.9.

Invitations to Parties

Invitations for birthday parties should not be handed out at school unless each student in the class is invited (all boys or girls depending on the sex of the birthday person). If not all of the students are invited the invitations should not be handed out at school.

School Supplies

A list of supplies that students will need for school will be available in the office.

School Parties

The school observes holidays throughout the school year. Students who do not wish to participate in these holiday celebrations or activities may be silent or excused by the building principal.

Pets

The presence of dogs and cats on the street around the school and on the school playground presents a safety hazard to students. Please keep your dog or cat at home. The local Animal Control Officer will be called when necessary to control the presence of dogs and cats. Students, with adult supervision, are allowed to bring dogs, cats, and/or other pets to school only with permission from the teacher. Any animal brought to school must be housed in a proper cage, or container, or restrained in such a way that it cannot harm anyone.

Selling Items and Soliciting Pledges at School

It is the policy of the Oskaloosa Elementary School not to permit students to:

1. Solicit for, exhibit or sell any articles at school.
2. Solicit for funds or pledges for out-of-school activities at school.

Students involved with school sponsored drives and sales campaigns may be given permission by the building principal to sell items at school.

Grade Reports

Parent/Teacher Conferences are scheduled in October and March. Other conferences may also be scheduled as needed. At the conferences, parents and teacher discuss the child's strengths and weaknesses and plan a corrective course of action if needed.

Report cards for students are sent home to parents at the end of each trimester.

Students in grades K-5 receive report cards that communicate progress towards meeting the district's Grade Level Benchmarks and Components . The students are given periodic district assessments, as well as curricular assessments, to measure student achievement.

If you have any questions about the progress of your child/children, please communicate to your child's teacher.

Homework

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity to practice skills and activities, to share and discuss ideas, to review material, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time.



Student Scholastic Achievement

Expanded meaning of academic performance on Grade Level Benchmarks

Code on Report Card	Expanded Meaning
4 Demonstrates Excellence	Student demonstrates a thorough understanding and consistently applies the content/skill in a variety of contexts independently. The student has demonstrated excellence of the Grade Level Benchmark and/or Work Habits.
3 Meets Expectations	Student demonstrates an understanding and applies the concepts/skills consistently in a variety of contexts with minimal support. The student meets the expectations of the Grade Level Benchmark and/or Work Habits.
2 Progressing Toward Expectations	Student demonstrates an understanding but inconsistently applies the content/skill and/or requires support from the teacher. The student is progressing toward meeting the expectations of the Grade Level Benchmark and/or Work Habits.
1 Does Not Meet Expectations	Student demonstrates limited understanding of the concepts/skill and/or requires substantial support from the teacher. The student does not yet meet the expectations of the Grade Level Benchmark and/or Work Habits.
NA Not Assessed This Trimester	NA --- This Grade Level Benchmark has not been assessed during this trimester
IP In Progress	In Progress --- This Grade Level Benchmark is currently being taught and will be assessed next trimester
INC Incomplete	Incomplete – The student has not completed all necessary work to be given a grade at this time.

Standardized Tests

The standardized testing program in the Oskaloosa Elementary School is maintained for the following purposes:

1. Evaluate student performance.
2. Serve as a standard in comparing individual growth from one year to the next.
3. Provide a comparison of student achievement in the Oskaloosa School System to students in other school systems.
4. Provide teachers and administrators with information that is useful in evaluating curriculum, curriculum emphasis and instructional procedures.
5. Indicate pupils who may qualify for programs maintained by the school district, such as TUG.

All students in grades 3-5 are given the Iowa Assessments in March.

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from that instructional period. Parents should contact the building principal or school nurse if they wish to review the curriculum or excuse their child from growth and development instruction.

Curriculum and Programs

Positive Behavioral Interventions and Supports (PBIS):

PBIS, also referred to as Osky Pride, is a school-wide set of strategies and systems designed to reduce school disruptions and to educate students on school expectations. Students earn tickets as rewards for good behavior and assemblies are held to celebrate successes. The focus is on being respectful, responsible, safe, and caring.

Guidance Program

Classroom guidance and individual counseling sessions are available in the Oskaloosa Elementary Schools.

Elementary Art

The primary aim in elementary art is the sincere expression of ideas by the child as he/she sees them. In the K-5 art curriculum, poems, pictures, stories, and day-by-day happenings are used as motivations. Media such as charcoal, pencil, chalk, watercolor, paper, ink. Scrap materials of all kinds, wood, wire, etc. are used to make collage, paper sculpture, crayon etchings, crayon resist, paintings of watercolor or tempera, bloc prints, cut paper, and sketches with pencil charcoal and pastel. Perspective, design, color theory, and many other aspects are studied. Whenever appropriate, art may be correlated with other school activities or projects.

Elementary Art Goals:

1. To help each child discover unique and individual ways of expressing an idea via his/her art project.
2. To provide opportunities for experimentation with a variety of material.
3. To develop good working habits.
4. To help the child learn proper use and care for art materials.
5. To provide a social atmosphere where students can learn how to work cooperatively with others.

Elementary Curriculum

The curriculum in the Oskaloosa Community School District is a planned program of learning and growth experiences of the students. This includes the following subject areas.

1. The language arts, which embrace reading, handwriting, spelling, oral and written English, and literature.
2. Mathematics
3. Science, including conversations of natural resources and environmental awareness.
4. The social studies, which embrace geography, history of the United States and Iowa, cultures of other peoples and nations, and American citizenship.
5. Health and physical education, including effects of alcohol, tobacco, drugs and poisons.
6. Safety, including bicycle, bus, and pedestrians' traffic safety.
7. Music
8. Arts and crafts

Teaching procedures and materials are used to emphasize the development of study and work habits, citizenship, character and morality, and ideas of group and individual behavior.

Elementary Physical Education

Physical Education in the elementary grades is an important part of the school curriculum. The instructors strive to promote physical literacy in their classrooms. Physical literacy is the ability to move with competence and confidence in a wide variety of physical activities in multiple environments that benefit the healthy development of the whole person.

Students are graded using the SHAPE America National Standards. SHAPE America's National Standards & Grade-Level Outcomes for K-12 Physical Education define what a student should know and be able to do as result of a highly effective physical education program.

Standard 1 - The physically literate individual demonstrates competency in a variety of motor skills and movement patterns.

Standard 2 - The physically literate individual applies knowledge of concepts, principles, strategies and tactics related to movement and performance.

Standard 3 - The physically literate individual demonstrates the knowledge and skills to achieve and maintain a health-enhancing level of physical activity and fitness.

Standard 4 - The physically literate individual exhibits responsible personal and social behavior that respects self and others.

Standard 5 - The physically literate individual recognizes the value of physical activity for health, enjoyment, challenge, self-expression and/or social interaction.

**All Students are required to have a pair of clean PE shoes to wear on the gym floor. This is to keep the gym free of outside dirt so the students have a clean area to learn in. Due to the special service of the gym floor, students also need shoes with non-marking soles. Please note that some black soles leave marks and will not work on the gym floor. Students are also encouraged to wear athletic clothing while in the gym so they won't be restricted when trying different movements.

In Physical Education the instructors help the child to think about his/her abilities, needs, and the contribution physical activity can make in his/her whole development.

Elementary Vocal Music

Vocal music classes in the elementary schools promote the enjoyment, appreciation, and understanding of music. The general objectives of the program are as follows:

1. To develop a love and appreciation of music.
2. To develop a nice, pleasing, singing voice.
3. To develop a sense of rhythm.
4. To develop a desire for active participation in music.

Music at the elementary level is taught by a highly-qualified music teacher. Whenever appropriate, elementary music is correlated with other subjects or school activities.

ELL

The English Language Learner program serves identified students who have language barriers. The program's goal is to build proficiency in the English language so the student can function without supports in the general education classroom.

Title I

OES is a Title I school-wide program. Any student in need of support in the area of reading may receive the services of highly qualified Title I Instructional Strategists. This support is provided in the general education classroom with pull-out service if needed. The School-Wide Title I Parent-Student-Teacher-Principal Compact can be found in the appendix.

As a Title One school the district is required to communicate to parents that alternate programming is available to students at other Title One schools in the district. However, since we are the only elementary school in our district, alternate programming at a different school is not available.

Elementary Band

Students may begin playing a band instrument anytime from fifth grade through high school. This flexibility enables students to begin when they feel they are ready. All students are encouraged to participate in the band program. There is no screening or testing of prospective band

members.

The main purpose of the elementary band program is to develop each student's technical and musical ability on his/her instrument.

The program provides students with the immediate pleasure and satisfaction of taking an active part in band. Because of this experience, students can look forward to what should become a lifetime enjoyment of music.

Each student has a weekly lesson and the young musicians join the group band when they have reached a level of proficiency that will allow them to fully benefit from participation in the group. There are two thirty-minute group band rehearsals each week during the lunch hour. To develop musicianship, students may participate in the state solo and ensemble contest, school recitals, and concerts. Each year the entire band program presents a "Super Friday" half-time football show and a "Band-O'Rama" which includes all the Oskaloosa Public School bands in concert.

Elementary Orchestra

Lessons on the violin, viola and cello are given to interested students in grades four and five. Individual lessons are given weekly. In orchestra, the students learn the fundamentals of their instrument and advance into more difficult material at their own pace. The students learn to read music, play familiar pieces and perfect solo and ensemble music for performances.

In the orchestras, the students learn the techniques of group playing and use what they've learned to prepare ensemble pieces for performances in school and for parents.

Services, Special Classes and Programs

Services, special classes and programs designed to meet the educational and physical needs of elementary students are provided in the Oskaloosa Schools. The school staff, Great Prairie AEA staff, and parents will determine eligibility for such services, classes and programs. Services and special classes and programs provided in the elementary schools through the services of the Oskaloosa Schools and Great Prairie Area Education Agency are:

1. Speech – screening and programming
2. Hearing – testing and screening
3. Vision screening
4. Testing – aptitude and achievement
5. Specially designed instruction for support in learning, behavior, hearing, or other special needs.

If you have any questions, please contact the building principal or Great Prairie Area Education Agency at 672-2546.

Parent Input

The assignment of students to their classes will be a collaborative effort that involves input from the classroom teachers at each grade level. Decisions about placement may also include information gathered from guidance counselors, Title I teachers, special education staff, other professional staff, and school administration.

Parents often ask how class placements are determined and what role they may play in that process. Consideration needs to be given to learning styles and developmental levels, as well as the type and amount of support services that your child may need.

It is our belief that the cooperative effort of classroom teachers and other professional staff members in assigning students to particular classrooms will result in the best possible placement and a positive learning experience for all of our students. Our placement process will focus on creating diverse, well-balanced, heterogeneous classes.

We welcome input from parents/guardians, but we will not accept requests for individual teachers. If you have information that would be of assistance in helping us to provide the best placement for your child, such as learning style or special interests, please email your grade level principal.

Field Trips

Field trips planned by the teacher serve as important learning experiences for the class. The class is always accompanied by at least one adult and transportation by bus is provided unless the destination is within walking distance. Parent or guardian permission slips should be signed during registration. Chaperones shall be assigned on a first come, first serve basis. We do not allow siblings to attend the field trips so that adequate attention may be given to students and their learning process. If parents choose to transport their own child to/from the field trip event, a travel release form must be completed prior to the trip (see appendix). If a child's bus privileges have been removed at the time of the field trip, the parent may transport the student.

Rights and Responsibilities

Student Searches

The Board of Directors holds all school property in public trust. School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles under certain circumstances to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. It is recognized that such materials generally cause substantial disruption to the school environment or threaten the health and safety of students, employees, or visitors. Items of contraband include but are not limited to: marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by students anywhere on the school premises.

All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

Student Lockers and Desks

Locker Inspections

In 1997, the General Assembly made two changes to the law regarding locker inspections. The first change eliminates the 24-hour notice requirement for locker maintenance inspections. The second change allows a school district to periodically inspect all lockers or a random selection of lockers; however, the district must give students and parents written notice that the school district may conduct periodic inspections of school lockers without prior notice. The school district is providing such notification via the elementary handbook. A school official must have a reasonable suspicion that a school rule or policy has been violated in order to search a student's locker.

The term "locker inspection" has not been interpreted by the Iowa Department of Education at this time. A locker inspection is generally considered more of a cursory look at the contents of the locker. A locker inspection is used merely for locker maintenance when school officials are looking for library books, food etc. A locker search involves actually getting into the locker to investigate suspected misconduct and may involve a search of items in the locker such as backpacks, purses, coats, etc. The purpose of a search is to look for evidence of violations of policies or rules. Any contraband found during a search will be removed and locked in the principal's or Superintendent's office and turned over to law enforcement officials, if appropriate.

Threats of Violence

Threats of violence, whether oral, written, or symbolic against students, employees, visitors, or school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts orderly and efficient operation of the school.

Dress Code

All pupils should dress appropriately for school bearing in mind the weather and the activities for the day. Students should wear boots when weather is snowy. Cleanliness and neatness are also important for students. Personal appearance and forms of student dress will be acceptable as long as they are not distracting to the learning atmosphere of the school. If, in the opinion of the principal and teacher, a child's dress or personal hygiene is inappropriate, the parents will be called.

Care of School Property

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

Items found in School or Student Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, or look alike substances; possessing or using tobacco, tobacco products, or look alike substances. Weapons are not allowed on school grounds or at school activities. The district has a no tolerance policy for weapons of any kind. Knives, guns, lighters and explosives of any type are weapons and are considered dangerous. They are NEVER to be brought to school under any circumstance. Items that should not be brought to school also include water guns, or any kind of water squirter, play guns, play knives, or play swords. These items have the potential for being mistaken as true weapons and for causing disruption to the learning process. Students bringing any of the above items will immediately be sent to the principal's office where the item will be confiscated and parents will be notified.

Cheating

Students are expected to do their own work. Cheating is not tolerated. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit and use of media center or computer privileges.

Dual Enrollment Students

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

Open Enrollment

Open enrollment allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply by January 1st of the school year proceeding the school year in which they enroll, except in certain circumstances. Open enrolled students from low-income families may qualify for transportation assistance. Students wishing to open enroll out of the school district must contact the Central Office for information and forms.

Posting of Information

Anyone who wishes to post or distribute information must receive permission from the building principal. This applies to information regarding school sponsored and non-school sponsored activities.

Student Complaints

If a student or parent has a complaint concerning a discipline situation, the complaint should be handled in the following manner:

Step One – The complaint should be brought to the attention of the teacher involved with the discipline situation.

Step Two – If the student or parent is not satisfied with the situation after the meet-

ing with the teacher, you may contact your child's grade level principal.

Step Three – After involvement of the principal, the student or parent may choose to contact the Superintendent of Schools.

Step Four – The complaint can be taken to the Board of Education if the student or parent is still not satisfied with the situation.

Complaints about school rules, routines, matters that do not directly concern a specific teacher or matters that involve support staff should be directed to your child's grade level principal at Step Two.

School Discipline

In order to ensure maximum educational benefits for all students, each student is expected to follow the regulations of the school and conduct himself/herself in an appropriate manner. The home and school should work together so that each student will develop self-discipline and proper attitudes toward school. The school staff will work cooperatively with parents to see that any pupil who persists in misconduct or whose behavior is so extreme that it disrupts the school is provided with the appropriate guidance to alleviate or minimize the problem.

Please see behavior matrix in the appendix

Misbehavior may include, but not limited to the following:

1. Loud and boisterous conduct which disturbs the orderly atmosphere and operation of the school.
2. Willful disobedience and/or continued disrespect for school rules and regulations.
3. Refusal to comply with the request or direction of teachers, administrators and other school personnel.
4. Use of discriminatory language.
5. The willful defacing and/or destruction of school property,
6. Physical assault and/or threats of physical attack to students, teachers, or any other school personnel.
7. Theft.
8. Carrying dangerous items such as knives on school property.
9. Fighting on school property.

10. Acts that endanger safety of students.
11. Smoking or any use or possession of tobacco (including snuff and chewing tobacco) on school property.
12. Possessing, using, selling, supplying and distributing drugs, controlled substances, alcohol, and alcoholic beverages on school property.

Areas where disciplinary control of pupils will be exercised are:

1. While on school premises.
2. While in proximity to school premises.
3. While on school owned and operated school buses or on chartered buses.
4. While attending school sponsored or school related activities.

The following measures taken in cases of breach of discipline include, but are not limited to the following:

1. Measures designed to meet the needs of a particular discipline situation.
2. Denial of privileges.
3. Detention (before, during and after the normal school day).
4. Temporary in-school suspension.
5. Home suspension
6. Restraint – the use of reasonable and appropriate means as may be necessary to prevent a pupil from harming him or others, to prevent a breach of discipline, or to stop a continuing breach of discipline. Oskaloosa Elementary will make every effort to keep your child safe. However, an individual student's behavior may occasionally result in the need to act to keep others safe. This may include actions like clearing a classroom (having all other students quickly leave the classroom/area), restraining a student, and secluding a student from others.

Procedures for the solution of discipline problems in the elementary schools are generally as follows:

1. Conference(s) with any of the following: parent, teacher, student, principal, or Superintendent.
Intentional physical punishment of a student by a school employee is prohibited.

Physical Restraint of Students

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

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

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's Website link <http://www.iowa.gov/educate/> and search for Timeout, Seclusion and Restraint.

Calming Rooms or Time-out Rooms

Our public schools serve many children with a wide variety of strengths and needs. On occasion, we serve children who may struggle with appropriate school behavior. A student's behavior may endanger themselves, other students, school staff, or disrupt the learning of other students. In instances when a student's behavior is chronically disruptive he or she is often served through a special education program. A school staffing team closely monitors the student's special education program. This staffing team includes the child's parents or guardians. Professionals working with a child may determine that the function or purpose of the child's behavior is to seek attention by engaging in escalated behaviors. If this is the case, then attention needs to be withheld when the student engages in these behaviors. An effective way of withholding attention is through the use of time-out.

The setting of time-out depends on the behavior of the student. Some students are able to serve their time-out at their desks in the classroom or at separate time-out

areas in the classroom. Students with more extensive behavioral challenges may need to serve their time-out in a room especially designed for that purpose. The time-out room provides a safe environment for students to display their anger, minimizes the amount of attention that is given to the student by adults and peers when they are engaging in inappropriate behaviors, maintains some dignity for the student in that peers are not observing their inappropriate behavior, and minimizes the distractions in the classroom so that other students may continue to learn.

Each of our elementary schools has a Calming Room. These rooms are strategically placed within each school. They are usually near special education classrooms and are removed from the flow of hallway traffic. Please know that our Calming Rooms would never be utilized without parent permission and they are only utilized after a wide variety of alternative positive and proactive measures have been attempted. Also, in the event that a Calming Room must be used, the use is closely monitored each moment by school staff.

Room Clears

On occasion, we have students in our public schools that struggle with their behavior in the classroom setting. If a student's behavior is out of instructional control and the student may be endangering themselves, other students, school staff, or disrupting the learning of other students, school staff may make the decision to clear the classroom of children so the situation may be addressed. This action, called a "room clear," minimizes the amount of attention that is given to the student by adults and peers when they are engaging in inappropriate behaviors, maintains some dignity for the student in that their peers are not observing their inappropriate behavior, and allows an adult the opportunity to calmly escort the remaining children to an alternate setting, typically a neighboring classroom, so that they may continue to learn. Please know that the safety, dignity, and education of ALL children are our top priority. We closely monitor the number of times a classroom must be cleared and we use this data to make informed decisions for the good of all children. No student, either the child in crisis or his peers, is ever left unattended. Also, plans are always in place for the children involved in a room

clear to get back to their educational program as soon as possible.

Student Leaving The Building Without Permission

It is our desire that all students remain safe and make good choices while at school. In the event a student leaves the building and/or school grounds without permission, it will be standard protocol for the school to alert the police department.

Section 504

General Purpose of Section 504

Section 504 of the Rehabilitation Act of 1973 is a broad Civil Rights Law that protects the rights of individuals in programs and activities that receive Federal financial assistance from the U.S. Department of Education.

Who is Protected?

All individuals (including school age children) who are identified as handicapped and who meet the definition of a qualified handicapped person; i.e. (1) has or (2) has had a physical or mental impairment which substantially limits major life activities, or (3) is seeing, hearing, speaking, breathing, learning, working, caring for oneself and performing manual tasks. The handicapping condition need only substantially limit one major life activity in order for the individual to be eligible.

Responsibility to Provide a Free and Appropriate Education (FAPE)

The law requires the Oskaloosa Community School District to provide eligible students a free, appropriate education; including individually designed instruction. Section 504 does not require a written IEP as in IDEA; however, it does require a plan. Specific instructions and documents for creating sections in 504 accommodations will be outlined and explained in this plan.

If you wish to receive more information about this policy, please contact Mr. Andrew Hotek, 504 Coordinator, 1704 North 3rd St.

Harassment

(See Oskaloosa Community School District website for current board policies.)

Complaint Procedure

An employee or student who believes that they have been harassed shall notify his/her grade level principal, or immediate supervisor, or the designated investigator. The alternative investigator is the superintendent. The investigator may request that the employee or student complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation shall be kept confidential to the extent possible.

The investigator, with the approval of the superintendent, or the superintendent has the authority to initiate a harassment investigation in the absence of a written complaint.

Investigation Procedure

The investigator shall reasonably and promptly commence the investigation upon receipt of the complaint. The investigator shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the grade level principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment

of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions, such as the following:

- (1) College or other postsecondary education recruitment, or military recruitment.
- (2) Book clubs, magazines and programs providing access to low-cost literary products.
- (3) Curriculum and instructional materials used by elementary schools and secondary schools.
- (4) Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
- (5) The sale by students of products or services to raise funds for school-related or education-related activities.
- (6) Student recognition programs.

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires (School District) to notify you and obtain consent or allow you to opt your child out of participating in certain activities. These activities include a student survey, analysis or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations or

beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical program eligibility.

The School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

Homeless Child or Youth

Oskaloosa Community School District extends the opportunity for enrollment to a homeless child or youth. A homeless child is defined as "a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent or abandoned building or some other form of shelter not designated as a permanent home; who is living in a community shelter/facility; or who is living with non-nuclear family members or with friends, who may or may not have a legal guardianship over the child or youth of school age."

If you are a homeless child or youth, or know of a homeless child or youth in need of assistance for schooling in the district, please contact: Janet Johnson, Elementary Guidance Counselor, 673-8092.

Student Attendance

Regular attendance at school, just like attendance on the job, is an important ingredient of success. Regular attendance at school is essential for a student to obtain maximum opportunities from the educational program and to develop self-discipline and responsibil-

ity. It is the parent's responsibility to assure that their child is in attendance.

Students are expected to be in class and to make it a top priority. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares them for future years.

Compulsory Age Attendance Policy: NO. 501.3

The Oskaloosa Community School District is committed to ensuring that every reasonable attempt is made to secure the attendance in school of all children residing in the district, and particularly those of compulsory attendance age. To that end, the superintendent, in conjunction with the building principals, is directed to cooperate with the county attorney, officials of private schools in the district, and other relevant agencies, to enforce the state law of compulsory school attendance.

Children between the ages of six and sixteen, as of September 15, residing in the Oskaloosa Community School District, are required to be enrolled in and attending an Iowa accredited public or private school, or receiving competent instruction pursuant to state law, Iowa Code #299.1A. Children of compulsory attendance age who are enrolled in the Oskaloosa Community School District shall attend school for at least (174) days per school year, unless excused under the terms of the district's attendance policy, Iowa Code #299.1.

TRUANCY

It is the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school that day.

Truancy shall be defined as failure to attend school without excused reason, Iowa Code #299.8. Excused absences are medically documented illness, medically documented appointments, funeral of family member, court appearances, school-sponsored activities, and other absences may be approved by the building principals, Iowa Code #299.1. The truancy officer may, with the approval of

the Board, refer to the County Attorney's office a student and his or her parent for violation of the compulsory attendance laws for excessive excused absences, Iowa Code #299.5A.

If a child is truant from school, district officials shall make every reasonable attempt to secure the child's attendance and document in writing all such efforts, Iowa Code #299.5A. However, if a child of compulsory attendance age who is enrolled in the district is truant for more than (six) days per year, the truancy officer/building principal shall notify the County Attorney in writing, of the apparent violation of the compulsory attendance law by the child and child's parent or guardian, Iowa Code #299.11. In addition, the building principal may impose discipline on a truant child in accordance with the district's attendance policy, Iowa Code #299.9.

The superintendent or designee shall cooperate with officials of accredited non public schools in the district in enforcing the compulsory attendance law as to students enrolled in those schools, Iowa Code # 299.A.3. The superintendent or designee shall also notify the County Attorney if a child between the ages of six and sixteen who is said to be receiving competent private instruction fails to make adequate progress as defined by Iowa Code #299.A.6.

The superintendent or designee shall notify the nearest office of the Department of Transportation at any time a student over the compulsory attendance age drops out of school without enrolling elsewhere, Iowa Code #299.1B.

CROSS REF.:		
501 Student Attendance	503	
Student Discipline	504	Stu-
Student Activities	505	
Student Records		

LEGAL REF.:
Iowa Code #299.4; 299 (2001). 281
I.A.C. 12.2 (4).

Approved: _____ Reviewed: _____
Revised: _____

Compulsory Age Attendance Policy Concerning Absence – Truancy – Tardiness

WHEN A STUDENT IS ABSENT EXCESSIVELY:

(U.S. Department of Education defines Chronic Absenteeism as 20% Absence, or 1 day in 5 absent from school).

These steps will be followed as shown, or as modified to accommodate individual situations as determined by and/or at the discretion of the student's building administrator (principal).

STEP 1. When the absences experienced by a student are determined to be excessive (as stated above), or are such frequency that school staff is concerned that the success of the student is truly in jeopardy, a notice of "EXCESSIVE ABSENCE" shall be sent to the parent/guardian and attendance information regarding the student forwarded to the Building Attendance Representative (BAR).
STEP 1A. If the actions taken in step one do not resolve the issue of excessive absences by the subject student, the BAR will make personal contact with the student and the parent/guardian in a further attempt to resolve the issue of excessive absences. School progress (grades and absences) will be discussed as appropriate and as determined by the BAR.

STEP 1B. In the event that the two previous steps fail to resolve the issue of poor attendance, a uniformed officer will hand deliver a request for an "Administrative Attendance Hearing" (excessive absences), and it will be held with the parent/guardian, counselor, principal, teacher (s), and BAR in attendance. The student's academic progress and attendance history will be reviewed and procedures established (and agreed to by the participants) to improve attendance and may include but not limited to the following courses of action:

- a. Requiring doctor's excuse to confirm illness
- b. Confirmation of bereavement leave/absence
- c. Referral to the school counselor
- d. Referral to an outside agency
- e. Referral to the school liaison officer
- f. Assign detention
- g. Recommend retention in grade
- h. Referral to BAR
- i. Declare the student "Truant of Record"

STEP 2. WHEN A STUDENT IS TRUANT

(Defined as Six (6) Unexcused Absences after failure to meet the required 174 days or 12 days unexcused and/or, as stated by the U.S. Department of Education. Or the student is considered truly in jeopardy (as outlined in Step 1 above), the school will refer the student to the Mahaska County Attorney for assistance in rectifying the attendance issue.

STEP 2A. If the County Attorney agrees that an attendance problem exists, he will issue a warning letter and a "Reasonable Parent Efforts Checklist" to assist both student and parent in their efforts to improve attendance.

STEP 3. If the BAR determines that the attendance problem still exists as shown in steps 1 and 2, and the student has reached 12 days of unexcused absences, the parent/guardian will be contacted for the last time by the school and informed that a referral for mediation through the County Attorney has been recommended.

STEP 4. Mediation hearing held with the Mahaska County Attorney's office.

STEP 5. The school will conduct an ongoing follow-up to determine if the mediation was successful.

STEP 5A. If it is determined that attendance continues to be a problem and in violation of the mediation agreement, a referral to the County Attorney's office or other appropriate agencies will be sent with a recommendation for immediate action.

These steps will be followed as shown, or as modified to accommodate individual situations as determined by and/or at the discretion of the student's building administrator (principal).

Oskaloosa Community Schools District Wide Attendance Codes

E: Excused Absence

– “official slips” such as medically documented illnesses, medically documented appointment, funeral of family member, court appearances, school-sponsored activities, or other absences approved by building principals.

V: Verified Absence

– parent provides written or verbal notification to the school of student absence.

T: Truant

– After 6 verified absences, any non-excused absence is a truancy.

U: Unexcused

– For district’s purposes, unexcused will refer to the following:

1. Any student who skips any portion of the school day
2. Student who sleeps in and is late to school

Tardy Policy

A half day of attendance will be credited to a student for each morning and/or afternoon the student is in school. In order for a half day of attendance to be credited to a student, the student must be in the regular instructional session by 9:45 am. Students who leave after 1:45 pm, will be counted as present for that day.



Educational Records

Student records are collected and maintained to facilitate the instruction, guidance and educational progress of each student and for legitimate research. Student records are confidential and are accessible only to school personnel, official school agencies and parents. Parents may request to see their child’s records at any time. Parents have the right to challenge the contents of their child’s school records.

The following information may be released to the public in regard to an individual student as necessity or desirability arises. Any student, parent, or guardian not wanting this information released to the public must make an objection in writing to the student’s principal. It is desirable to renew this objection at the beginning of each school year.

Name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, the most recent school or institution attended by the student and other similar information.

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

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

SCHOOL,
NAME, POSITION

Senior High School,
Stacy Bandy, Principal

Middle School,
Andy Hotek, Principal

Elementary School,
Tim Veiseth, Principal
Jolene Liebl, Principal

Mike Dursky, Principal

Webster Pre-school,
Mike Dursky, Principal

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

1. School officials and teachers with a legitimate educational interest.
2. Officials of other school(s) in which the student proposes to enroll.
3. Representatives of state and local government when auditing and evaluating Federal educational programs.
4. In connection with a student's educational financial aid applications.
5. Government officials to whom information is to be reported under state law adopted prior to November 18, 1974.
6. Organizations who process and evaluate standardized tests.
7. Accrediting organizations for accrediting purposes.
8. Parents of dependent children under age 18.
9. In connection with an emergency

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

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

The procedure to be followed regarding this issue may be obtained from the student's building principal.

The principal or person in charge of each attendance center may release the following types of information to the public as he/she sees fit: name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, the most recent previous school or institution attended by the student and other similar information.

Any parent objecting to the public release of such information must file a written objection with the aforementioned person responsible for maintaining student records in each building and that information objected to shall not be publicly released.

Students and parents may file with the Department of Health, Education, and Welfare complaints concerning alleged failure of the district to comply with Federal Legislation regarding student records. Correspondence should be addressed to:

The Family Educational Rights and Privacy Act Office, Department of Health, Education and Welfare, 330 Independence Ave. SW, Washington, DC 20201.

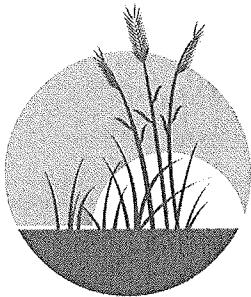
Appendix

OSKLAOOSA 2018 - 19

Summary	
Hours in classroom:	
First Trimester	373
Second Trimester	385
Third Trimester	359
Total Hours:	1117

August					
M	T	W	TH	F	S
			1	2	3
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	
September					
(3)	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
October					
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			
November					
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	(22)	23	
26	27	28	29	30	
December					
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	(25)	26	27	28	
31					
January					
(1)	2	3	4		
7	8	9	10	11	
14	15	16	17	18	
(21)	22	23	24	25	
28	29	30	31		
February					
			1		
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28		
March					
			1		
4	5	6	(7)	(8)	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
April					
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				
May					
	1	2	3		
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
(27)	28	29	30	31	

Date	
Aug. 6	Student registration
Aug. 17	New Teachers Orientation
Aug. 20, 21, 22	Teacher fall workshop
Aug. 23	Classes begin (60 min. early dismissal) PD
Aug. 23, 24	Early Dismissal (60 min. early dismissal) PD
Aug. 29	Early Dismissal (60 min. early dismissal) PD
Sept. 3	No school - Labor Day
Sept. 12, 19	Early Dismissal (60 min. early) PD
Sept. 21	Data Day, No School
Sept. 26	Early Dismissal (60 min. early) PD
Oct. 3	Early Dismissal (60 min. early) PD
Oct. 11	Early Dismissal (3 Hrs) PT Conf. 1 - 8 PM
Oct. 12	No School / PT Conf. 8:30 - 11:30 AM
Oct. 17	Early Dismissal (60 min. early) PD
Oct. 23	No School - Full Day PD (@GPAEA)
Oct. 24, 31	Early Dismissal (60 min. early) PD
Nov. 7	Early Dismissal (60 min. early) PD
Nov. 16	End 1st Trimester
Nov. 21	No School / Workday
Nov. 22	Thanksgiving/Fall break
Nov. 28	Early Dismissal (60 min. early) PD
Dec. 5, 12	Early Dismissal (60 min. early) PD
Dec. 21	90 minute Early Out
Dec. 22-31	Holiday break
Jan. 1, 2	Holiday break
Jan. 3	School Begins - Full Day
Jan. 11	Mid-term
Jan. 9, 16	Early Dismissal (60 min. early) PD
Jan. 21	No School / PD day / MLK Day
Jan. 23, 30	Early Dismissal (60 min. early) PD
Feb. 6, 13	Early Dismissal (60 min. early) PD
Feb. 15	Data Day / No School
Feb. 20	Early Dismissal (60 min. early) PD
Feb. 28	End 2nd Trimester
March 1	No School / Work / PD Day
March 7	Early Dismissal (3 Hrs) PT Conf. 1-8pm
March 8	No School / PT Conf. 8 AM - 11:00AM
March 11-15	Spring Break
March 20, 27	Early Dismissal (60 min. early) PD
April 3, 10	Early Dismissal (60 min. early) PD
April 17, 24	Early Dismissal (60 min. early) PD
May 1, 8, 15, 22	Early Dismissal (60 min. early) PD
May 17	Last day for Seniors
May 19	Graduation
May 29	Last day for students (90 min. early dis)
May 30	Teacher workday
	P-T Conferences 60 min Early Out / (Prof. Development)
	No School - Vacation
	No School - Holiday
	No School - Full Day PD
	90 Minute Early Out



Great Prairie

AREA EDUCATION AGENCY

Great Prairie AEA

Great Prairie AEA staff will be available to partner with Oskaloosa Community School District staff members to provide the best education possible for your child. These Great Prairie AEA staff include, but are not limited to: audiologists, consultants, teachers for hearing impaired and visually impaired, occupational therapists, Physical therapists, school psychologists, school social workers, and speech---language pathologists. Your child's teacher may contact the AEA staff for consultations, observation or interaction with your child. If you do not want the above services, please notify the school IN WRITING.

If you have any questions and/or concerns about these services, please call Nathan Wood, Regional Special Education Director at the AEA at 1-800-382-8970 ext. 5512.

Recess Rules and Expectations

General Playground Behavior:

- Students will not play rough or inappropriately on the playground.
- Show respect for others.
- Students will not run or play tag on the equipment.
- Students will stay out of mud and puddle areas.
- Students will leave wood chips, sticks, snow, and other objects on the ground.
- Students will play in the designated areas.
- Students will follow the procedures for exiting and entering the building for recess.

Use play equipment properly to stay safe:

Slides

- Students will slide feet first and not climb up the wrong way.
- When it is your turn, slide down and get up so the next person can take their turn.

Swings

- Students will not twist in them or jump off while they are moving.
- Stay clear of the swings. Do not run or walk between them.
- Count to 100 to take turns on the swing.

Balls and Jump Ropes

- Students will jump rope on the cement only.
- Students will not play with balls on the equipment.
- Teachers will retrieve balls that roll into the parking lot.
- If a ball rolls into mud, leave it there and report it to an adult.

Students will settle differences peacefully – stop and think.

- Ignore the person bothering you.
- Tell them, "I want you to stop," then move away from them.
- Avoid that person, play somewhere else.
- If a student has tried these things and is still being bothered, ask an adult for help.
- If someone threatens you, report it immediately to an adult.

Winter Recess Rules

- Shoes only: pavement
- Boots only: pavement and equipment
- Boots and snowpants: anywhere on playground

Snow piles: Students may play on the snow piles as long as there is no pushing or shoving other students off the pile. If this becomes a problem for some students, then they will not be allowed to play in that area.

Outside recess is determined by air temperature or wind chill. If either is 0 degrees or below, students will stay inside. They will remain in their rooms. Supervision is provided by those assigned on duty. The weather vane is in the office, and it will be monitored closely. An announcement will be made from the office. Recess may be shortened if the air temperature or wind chill is between 1 degree and 15 degrees.

OES Leveled Behaviors (K-2)

Level 1 Behaviors (Managed by Teacher)	MINOR (Managed by Teacher)	MAJOR (Managed by Office)
Managed in the Classroom: <ul style="list-style-type: none"> - Not following directions/noncompliance - Not doing assignments - Late work/Not returning homework - Leaning/tipping in chair - Off task - Lying/Not taking responsibility for actions - Dress code violation - Inappropriate line basics - Inappropriate talking, conversations, interrupting, noises - Touching others-not keeping hands, feet, objects to self - Misuse of property/school supplies - Disrespectful body language (i.e. sighing, rolling eyes). - Littering - Tattling - Mimicking another student - Roughhousing (i.e. wrestling). 	Classroom Referral: <ul style="list-style-type: none"> - Arguing/talking back to adults - Teasing/putdowns/name calling - Cheating - Inappropriate bathroom use - Profane gestures - Roughhousing resulting in harm/injury - Inappropriate use of technology (camera/phone/internet/iPod/gaming system) - Stealing (food, pencils). - Actions that caused or are likely to cause harm (i.e. pulling chairs out from under peers) - Mimicking the teacher/adult - Swearing - Spitting - Habitual Level 1 behaviors - Throwing things - Leaving room without permission - Intentionally climbing/jumping off school property inside the building <p style="margin-left: 20px;">• 3 or more Minor behaviors within a day constitutes a Major (office referral)</p> <p style="margin-left: 20px;">** Specials teachers and general staff will communicate with general education teachers about daily infractions using clipboard.</p> <p style="margin-left: 20px;">*** If a behavior occurs in your classroom (specials or gen ed.), parents MUST be contacted by that teacher.</p>	Office Referral: <ul style="list-style-type: none"> - Fighting or physical aggression (punching, hitting, choking, biting). - Verbally or physically threatening to cause injury/harm to person or property (i.e. picture drawing, intimidation). - Harassment/Bullying (physical, race/ethnicity, sexual and/or sexual orientation, other) - Stealing (theft, money, school property). - Drugs/drug paraphernalia - Weapons - Throwing furniture - Bomb threats - Pulling fire alarm intentionally - Vandalizing - Leaving classroom/building/school property without permission - Exposing oneself - Sexually inappropriate touching - Forgery <p style="margin-left: 20px;">• 3 or more of the same Minor behaviors within a week</p>
Level 1 Procedures: <ul style="list-style-type: none"> ✓ Managed in the classroom ✓ Use teacher discretion regarding developmentally appropriate consequences <p>1st level 1 behavior = warning and re-teach 2nd level 1 behavior = active recess pass (1/2 recess time) and re-teach 3rd level 1 behavior = Behavior Reflection form (copy sent home to parent) and re-teach – MOVE to MINOR</p> <p>Teacher is responsible for re-teaching.</p>	Minor Procedures: <ul style="list-style-type: none"> ✓ K-1 or 2-5 Behavior Reflection Form Filled out by the teacher ✓ Teacher delivers consequences ✓ Phone call home by the teacher ✓ Use teacher discretion regarding developmentally appropriate consequences 	Major Procedures: <ul style="list-style-type: none"> ✓ Complete on-line Google referral form. Next contact Dean, School Counselor, Admin. ✓ Administrator calls parent to inform them of incident ✓ Actual consequence will be determined by administrator - HOME CONTACT (by administrator) - Detention (before/after school) - Restitution - Suspension (OSS or ISS) - Contact SRO (Officer Alexander) - Contact DHS - Contact Juvenile Court (Patty)
Level 1 Consequences: <ul style="list-style-type: none"> • Non-verbal cue • Proximity • Conference with student • Verbal warning • Time-out in classroom • Apology • Loss of recess/privilege • Behavior books/literature <p>Note to Teacher: <u>It is the teacher's responsibility to manage Level 1 behaviors.</u></p> <p>The teacher needs to document these behaviors on the PBIS log IF the behavior is constant.</p>	Minor Consequences: <ul style="list-style-type: none"> • Re-teaching Detention – by teacher • Restitution • Parent meeting • Meeting with administrator, parent, student, and teacher • Behavior contract • Behavior intervention <p>Note to Teacher: The teacher should manage ALL minor behaviors in the classroom. An administrator will not be following up on these referrals. * If you need problem-solving support, first use your PLC, then contact the Dean of Students, School Counselor then the Principal.</p>	Major Consequences: <p>All physical aggression is automatic parent notification.</p> <p>1st Offense: Re-teach 2nd Offense: Re-teach, loss of recess 3rd Offense: Restricted Recess/ Behavior Intervention 4th + Offense: Restricted Recess/ Behavior Intervention/Suspension</p> <p>Note to Teacher: The administrator should manage major behaviors. These are behaviors that threaten the safety of others and/or are against district policies. The teacher will promptly complete the online office referral form and make contact with office staff before sending student.</p>

OES Leveled Behaviors (3-5)

Level 1 Behaviors (Managed by Teacher)	MINOR (Managed by Teacher)	MAJOR (Managed by Office)
Managed in the Classroom: <ul style="list-style-type: none"> - Not following directions/noncompliance - Not doing assignments - Late work/Not returning homework - Leaning/tipping in chair - Off task - Lying/Not taking responsibility for actions - Dress code violation - Inappropriate line basics - Inappropriate talking, conversations, interrupting, noises - Touching others-not keeping hands, feet, objects to self - Misuse of property/school supplies - Disrespectful body language (i.e. sighing, rolling eyes). - Littering - Tattling - Mimicking another student - Roughhousing (i.e. wrestling). 	<p>Classroom Referral:</p> <ul style="list-style-type: none"> - Arguing/talking back to adults - Teasing/putdowns/name calling - Cheating - Inappropriate bathroom use - Profane gestures - Roughhousing resulting in harm/injury - Inappropriate use of technology (camera/phone/internet/iPod/gaming system) - Stealing (food, pencils). - Actions that caused or are likely to cause harm (i.e. pulling chairs out from under peers) - Mimicking the teacher/adult - Swearing - Spitting - Habitual Level 1 behaviors - Throwing things - Leaving room without permission - Intentionally climbing/jumping off school property inside the building <p>• 3 or more Minor behaviors within a day constitutes a Major (office referral)</p> <p>**Specials teachers and general staff will communicate with general education teachers about daily infractions using clipboard.</p> <p>***If a behavior occurs in your classroom (specials or gen ed.), parents MUST be contacted by that teacher.</p>	<p>Office Referral:</p> <ul style="list-style-type: none"> - Fighting or physical aggression (punching, hitting, choking, biting). - Verbally or physically threatening to cause injury/harm to person or property (i.e. picture drawing, intimidation). - Harassment/Bullying (physical, race/ethnicity, sexual and/or sexual orientation, other) - Stealing (theft, money, school property). - Drugs/drug paraphernalia - Weapons - Throwing furniture - Bomb threats - Pulling fire alarm intentionally - Vandalizing - Leaving classroom/building/school property without permission - Exposing oneself - Sexually inappropriate touching - Forgery <p>• 3 or more of the same Minor behaviors within a week</p>
Level 1 Procedures:	Minor Procedures:	Major Procedures:
<ul style="list-style-type: none"> ✓ Managed in the classroom ✓ Use teacher discretion regarding developmentally appropriate consequences <p>1st level 1 behavior = warning and re-teach 2nd level 1 behavior = active recess pass (1/2 recess time) and re-teach 3rd level 1 behavior = Behavior Reflection form (copy sent home to parent) and re-teach – MOVE to MINOR</p> <p>Teacher is responsible for re-teaching.</p>	<ul style="list-style-type: none"> ✓ K-1 or 2-5 Behavior Reflection Form Filled out by the teacher ✓ Teacher delivers consequences ✓ Phone call home by the teacher ✓ Use teacher discretion regarding developmentally appropriate consequences 	<ul style="list-style-type: none"> ✓ Complete on-line Google referral form. Next contact Dean, School Counselor, Admin. ✓ Administrator calls parent to inform them of incident ✓ Actual consequence will be determined by administrator <ul style="list-style-type: none"> - HOME CONTACT (by administrator) - Detention (before/after school) - Restitution - Suspension (OSS or ISS) - Contact SRO (Officer Alexander) - Contact DHS - Contact Juvenile Court (Patty)
Level 1 Consequences:	Minor Consequences:	Major Consequences:
<ul style="list-style-type: none"> • Non-verbal cue • Proximity • Conference with student • Verbal warning • Time-out in classroom • Apology • Loss of recess/privilege • Behavior books/literature <p>Note to Teacher: <u>It is the teacher's responsibility to manage Level 1 behaviors.</u></p> <p>The teacher needs to document these behaviors on the PBIS log IF the behavior is constant.</p>	<ul style="list-style-type: none"> • Re-teaching Detention – by teacher • Restitution • Parent meeting • Meeting with administrator, parent, student, and teacher • Behavior contract • Behavior intervention <p>Note to Teacher: The teacher should manage ALL minor behaviors in the classroom. An administrator will not be following up on these referrals. * If you need problem-solving support, first use your PLC, then contact the Dean of Students, School Counselor then the Principal.</p>	<p>1st & 2nd Offense: Detention/Re-teach 3rd & 4th Offense: In-school suspension 5th & 6th Offense: Out-of-school suspension</p> <ul style="list-style-type: none"> • All possible Level 1 & Minor consequences .. 1. Administrator conference with student 2. Detention - office 3. In-school suspension 4. Out-of-school suspension 5. Contact law enforcement 6. Expulsion 7. Referral to the school board 8. District investigation (e.g., for bullying and harassment) <p>**All physical aggression will result in ISS or OSS.</p> <p>Note to Teacher: The administrator should manage major behaviors. These are behaviors that threaten the safety of others and/or are against district policies. The teacher will promptly complete the online office referral form and make contact with office staff before sending student.</p>

**Oskaloosa Community School District
Oskaloosa Elementary School**

**School-Wide Title 1 Reading
Parent-Student-Teacher-Principal Compact**

As a Teacher, I, _____, will:

- * believe that each student can learn;
- * show respect for each child and his/her family;
- * come to class prepared to teach;
- * provide an environment conducive to learning;
- * help each child grow to his/her fullest potential
- * provide meaningful and appropriate homework activities;
- * enforce school and classroom rules fairly and consistently;
- * maintain open lines of communication with each student and his/her family;
- * seek ways to involve parents in the school program;
- * demonstrate professional behavior and a positive attitude.

As a Parent/Guardian, I, _____, will:

- * see that my child attends school regularly and on time;
- * provide a home environment that encourages my child to learn;
- * insist that all homework assignments are completed;
- * communicate regularly with my child's teachers;
- * support the school in developing positive behaviors;
- * talk with my child about his/her school activities daily;
- * encourage my child to read at home and to monitor his/her reading;
- * attend all conferences and any meetings concerning my child;
- * see to it that my child returns books and information on time.

As a Student, I, _____, will:

- * always try to do my best in my work and my behavior;
- * work cooperatively with my classmates;
- * show respect for myself, my school, and other people;
- * obey the school and the bus rules;
- * take pride in my school;
- * come to school prepared with my homework and supplies;
- * return books, notes, and other important information on time;
- * believe that I can learn and will learn.

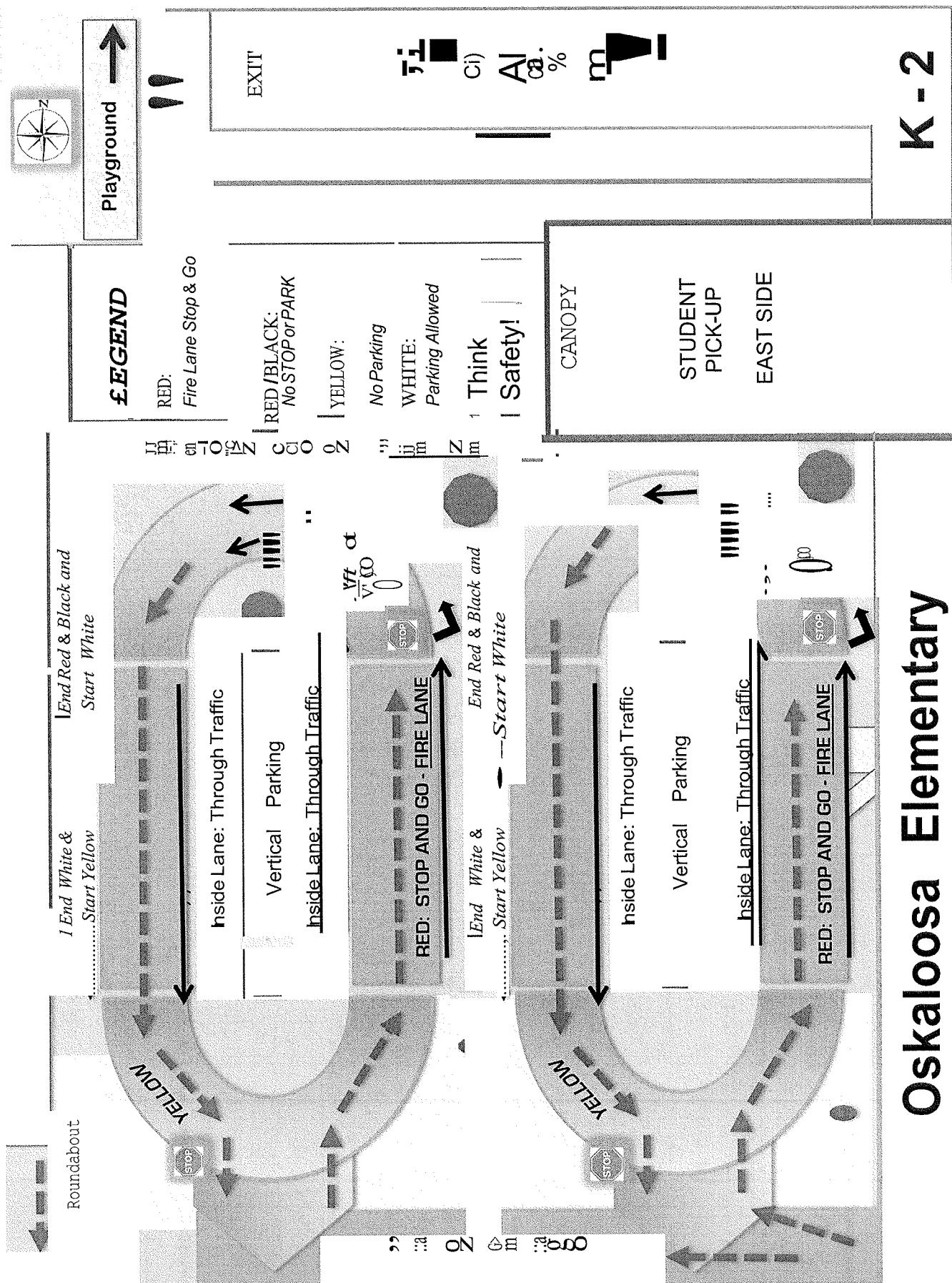
As a Principal, I, _____, will:

- Encourage parental involvement;
- provide the students with highly professional, qualified staff;
- provide an environment that allows for positive communication between the students, parents and staff;
- enforce the Code of Conduct.

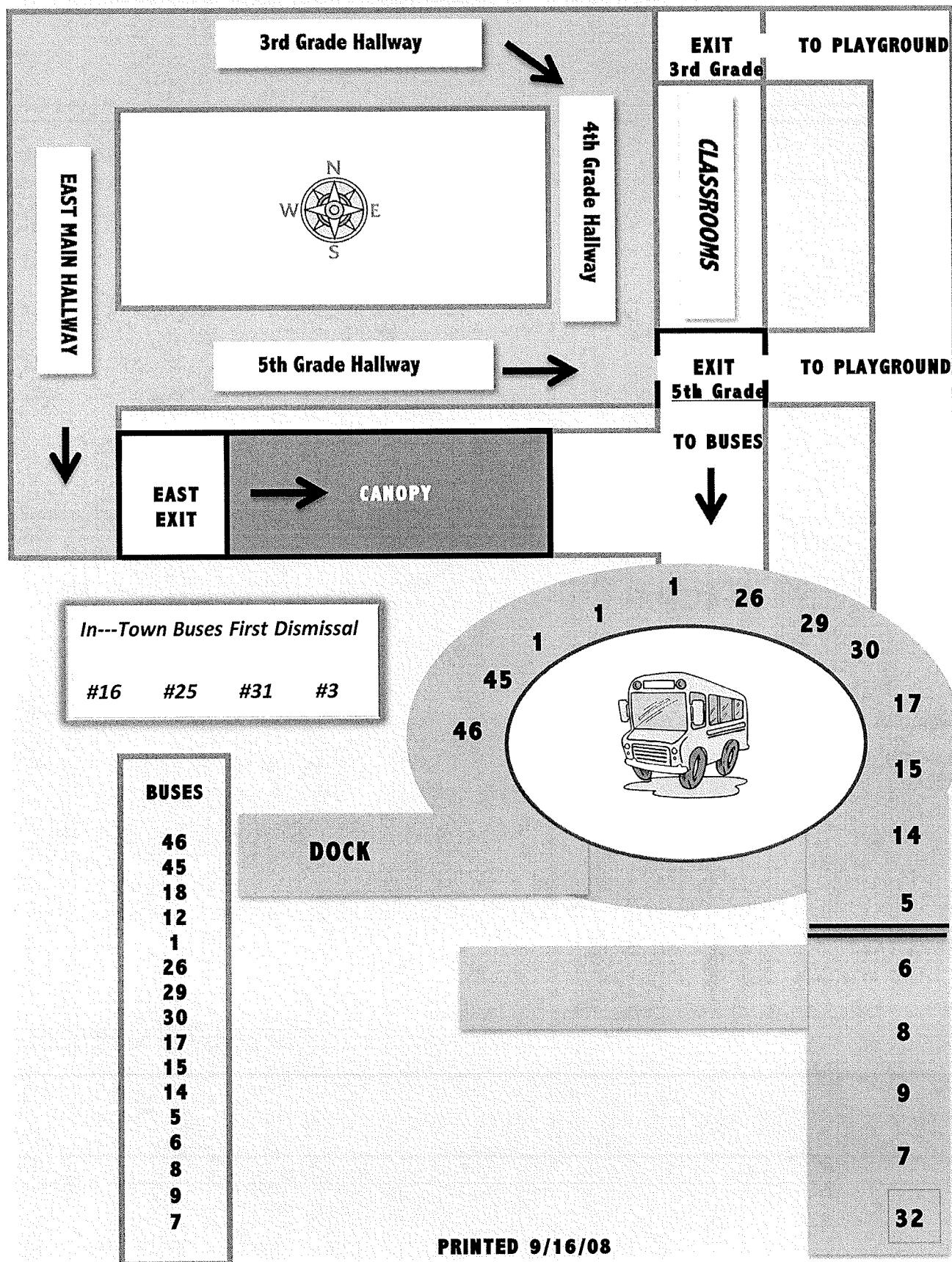
*Hand in hand we can learn and work together to build a better world.
Hand in hand we will work together to carry out the agreement of this contract.*

K - 2

Oskaloosa Elementary



Oskaloosa Elementary Bus Dismissal



OSKALOOSA ELEMENTARY SCHOOL

TRAVEL RELEASE

DATE _____

THIS IS TO CERTIFY THAT _____ HAS MY PERMISSION TO
(student name)

RIDE (TO - FROM - BOTH) THE _____ ON
(event)

20_____, _____
(location)

I CERTIFY THAT I AM PERSONALLY TRANSPORTING THE ABOVE NAMED STUDENT OR HAVE ARRANGED FOR TRANSPORTATION WITH AN ADULT (NON-STUDENT) OF MY CHOOSING FOR THIS STUDENT

(name of adult)

THE REASON FOR NOT RIDING THE BUS IS _____

I UNDERSTAND THAT THE OSKALOOSA ELEMENTARY SCHOOL AND THE OSKALOOSA BOARD OF EDUCATION REQUIRE THAT THE STUDENTS RIDE THE BUSES TO AND FROM ALL ACTIVITIES AND A DEPARTURE FROM THIS REQUIREMENT WILL RELEASE THE OSKALOOSA SCHOOL DISTRICT FROM ANY LIABILITY FOR ANY ADVERSE RESULTS THAT MAY OCCUR.

I AGREE TO RELEASE THE OSKALOOSA SCHOOL DISTRICT AND ITS EMPLOYEES AND OFFICERS FROM ALL LIABILITY WITH REFERENCE TO THE ABOVE-STAED TRANSPORTATION.

THIS FORM MUST BE ON FILE IN THE MAIN OFFICE PRIOR TO THE DISMISSAL OF SCHOOL ON THE DAY OF THE EVENT.

Signature of Parent or Guardian

Signature of Principal

School Wide Title 1 Reading Parent Involvement Policy

Reviewed and Updated for the 2017-2018 School Year

It is the policy of the Oskaloosa Community Schools that parents shall have the opportunity to be involved jointly in the development of the district plan and in the district's review process for the purpose of school improvement. Recognizing that parental involvement is the key to academic achievement, we seek to involve parents in an effective home/school partnership that will provide the best possible education for our students. The district provides coordination, technical assistance, and other supports necessary to aid in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports this partnership through providing information about standards and assessments; providing training and materials for parents to help their children; educating school personnel about involving parents and the value of parent contributions; and developing roles for community organizations and businesses to work with parents and schools.

1. This jointly developed and agreed upon written policy is distributed to all parents through the Parent Handbook, which is given to every family at the time of registration and can be accessed on our school website.
2. An annual meeting to share the School-wide Title I Plan and their parental rights to be involved will be held for all parents in the fall. Additional educational opportunities may be held throughout the year.
3. Parents will be given assistance in understanding the Title I requirements, standards, and assessments through the annual meeting and parent-teacher conferences. Meeting times will be offered during the day and evening to accommodate parent schedules. Parents have the right to request transportation, childcare or home visits to enable them to participate in Title I school-related meetings or training sessions.
4. Parents receive an explanation of academic assessments used to measure student progress. These will be distributed to parents through individual reports given at conference time, and through report cards. Parents also have access to their child's academic progress through Infinite Campus.
5. In the event, Oskaloosa Elementary would become a targeted assistance building, parents will be informed of and involved with their child's participation in the Title I program. They also will be informed about the curriculum, instructional objectives, and methods used in the program. This information will be delivered through newsletters, conferences, and the annual meetings.
6. A jointly developed school/parent compact outlines how parents, Title I staff, and students all share responsibility for improved student achievement. The compact also describes the means by which the school and parents will build and develop a partnership to help children achieve our local high standards. It is distributed to all parents at the beginning of the school year.
7. The Title I program provides opportunities for parents to become partners with the school in promoting education of their children both at home and at school. Parents are given help monitoring their students' progress and provided assistance on how to participate in decisions related to their students' education. The school also provides other reasonable support for parental involvement activities as requested by parents. Parents are encouraged to participate as volunteers in the school setting. Individual conferences will be held twice a year. Additional conferences will be held upon request of parents at other times during the year. A reading library, which contains reports on educational issues, books, and videos, are available to parents for check out at the Oskaloosa Elementary building.
8. Parents were involved in the development of the School-wide Title I Plan for the 2017-2018 school year. An annual evaluation of this parental involvement policy shall be conducted to determine effectiveness. Findings will be used to design strategies for school improvement and revision policies. The annual meeting will serve as the site for the discussions of program adjustments.

Providing all Oskaloosa Community School District's children with equal access to quality education is of primary purpose. It is crucial that all partners (students, parents, teachers and community) have the opportunity to provide input and offer resources to meet this purpose. As these partnerships are mutually beneficial, developing cooperative efforts will ensure improved academic achievement for all students.

Oskaloosa Elementary School

Title I Reading

Administration and Staff

2018-2019

Administrators:

Tim Veiseth: Principal/Title I Administrator

XXXXXXX: Principal

Mike Dursky: Principal

Title I Staff:

Val VanMaanen	Instructional Strategist
Joi Stout	Instructional Strategist
Kristi McPherren	Instructional Strategist
Maggie Riggs	Instructional Strategist
Melissa Letzring	Instructional Strategist
Jodi Steinlage	Instructional Strategist
Stacy Veiseth	Instructional Strategist
Allison Stout	Instructional Strategist

All teachers are certified in the state of Iowa and hold specialized endorsements and additional training in their area of expertise. Parents have the right to request information on teacher qualifications from the Central Administration Office. Parents will be notified by the school district if a teacher who is not highly qualified is teaching their child for more than four weeks.