

# Gilbert Community School District Elementary Family Handbook

## TABLE OF CONTENTS

**Principal's Welcome....2**

**District Priorities...2**

**Elementary Staff...3**

### **General School Information**

[School Fees...4](#)

School Breakfast/Lunch...4

Backpack Buddies...4

Elementary Schedule...5

Attendance...5

Students arriving early...6

Students arriving late...6

Students leaving early...6

After School Child Care...6

Birthdays/Special Days...6

Field Trips...6

Homework...6

Lost and Found...6

Student Supplies...6

Recess/Morning Activity...7

Assignment of students to classes...7

School Pictures...7

Student dress and appearance...7

Telephone and Cell Phone Usage...7

Items Brought to School...7

Visitors...7

Pets...8

### **Educational Programs...8**

Library Checkout...8

Retention...9

Student Teachers/University Students...9

### **Communication and Parental Involvement**

Volunteers...9

School Newsletters...9

Online District Resources...9

Posting Notices/Flyers...9

Social Media...10

Parent/Teacher Conferences...10

Public Complaint...10

### **Student Safety**

Security Camers...11

Entry/Dismissal Routine...11

Drop-off/Pick-up...11

Bicycles, Skateboards, Scooters..12

Bus Safety...12

Emergency School Closing...12

Fire/Torndado/Intruder Drills...12

PBIS...12

Weapons...13

### **Student Services**

Health Services...13

Immunizations...13

Required Kindergarten Health Testing...14

Medication Administration Policy...14

Health Screening...14

### **Legal Notices**

Nondiscrimination Policy...14

Bullying/Harrassment Policy...14

Publication of Directory Information...16

Entrance/Admission Requirements...16

Search and Seizure...17

Human Growth and Development...17

Interrogation by outside agency...17

Child abuse by staff...17

Copyrighted Materials...18

Tobacco Free Zone...18

Parents' Rights...18

Dear Families,

Welcome to Gilbert Elementary where we work to ensure that we meet the needs of Every Student. Every Day. We are excited about the 2018-2019 school year! We welcome back our returning students and families, and we look forward to meeting our new students and families.

At Gilbert Elementary, we have assembled a staff of highly qualified teachers who will work to create learning experiences for children to develop them socially, physically, creatively, as well as academically.

We realize that communication and family involvement is a critical component in the success of the students. Because of that, do not hesitate to contact the school with your ideas, questions, concerns or information. We strongly believe that it is our parent involvement that makes Gilbert Elementary unique.

Thank you for allowing us to be a part of your child's education. We truly look forward to a successful school year.

Respectfully,

Staci Edwards

Gilbert Elementary Principal



Every Student. Every Day.

## **Mission Statement**

The Gilbert Learning Community will foster a passion for learning and empower each student to become a productive citizen in today's global society.

## **District Priorities**

- 21st Century Learning
- Strategic Resourcing and Supporting the Vision
- Culture of Continuous Learning

<b>Staff Member</b>	<b>Assignment</b>	<b>Staff Member</b>	<b>Assignment</b>
Heather Currans	Preschool	Steph Klaffke	Physical Education
Colbi Terrones	Preschool	Ashley Brown	Music
Angie Bonthuis	Kindergarten	Deanna Haselhoff	Guidance Counselor
Joni Tickle	Kindergarten	Lisa O'Neal	ELL
Nicole Klaver	Kindergarten	Jamie Melody	Associate
Emily Danner	Kindergarten	Adam Nelson	Associate
Katie Wallace	Kindergarten	Sonya Peterson	Associate
Beth Hochstetler	1 <sup>st</sup> Grade	Terri Nelson	Associate
Jody Weber	1 <sup>st</sup> Grade	Sehiza Grosic	Associate
Stephanie Strudthoff	1 <sup>st</sup> Grade	Jeri Saltzman	Associate
Stacy Johnson	1 <sup>st</sup> Grade	Kylie Drzycimski	Associate
Emily Skjerpig	1 <sup>st</sup> Grade	Katie Vanderpool	Associate
Cayla Forest	2 <sup>nd</sup> Grade	Holly Bellon	Interventionist
Jeff Gillette	2 <sup>nd</sup> Grade	Carmen Roetman	Media Associate
Halli Oberender	2 <sup>nd</sup> Grade	Kandy Romsey	Math Intervention
Jenni Pudenz	2 <sup>nd</sup> Grade	Trent Spear	Custodian
Steven Burianek	2 <sup>nd</sup> Grade	Dawn Smith	Custodian
Kendra Braucher	Resource Teacher	Lynet Fisher	Food Service
Amber Zepeda	Resource Teacher	Mel Clouser	Food Service
Sharon Popp	K/2 Title I Reading	Staci Edwards	Principal
Kathy Halleland	1 <sup>st</sup> Grade Reading	Chris Stokke	Secretary
Linda Livingston	K-2 TAG	Deb Bohn	Secretary
Teri Imerman	Media Specialist	Dana Leners	Nurse Associate
Ashley Soma	Mentor/Instructional Strategist	Jenna Kester	School Nurse
Emily Kobliska	Art	Kristyn Mostek	Associate

## School Fees

The textbook fee for the 2018-2019 school year is \$92. Additionally, parents may opt to purchase an elementary yearbook for \$15 or an activity pass for \$55.

## School Lunch/Breakfast Program

As a service to our parents and students, Gilbert Elementary maintains a program for nutritious lunches and breakfasts. Lunch/breakfast credit may be purchased at the elementary office or on the district website via the RevTrak system. Below are the prices:

	K-2	3-5	6-8	9-12	Reduced	Adult
Lunch	2.60	2.60	2.65	2.75	0.40	3.65
Breakfast	1.65	1.65	1.65	1.65	0.30	1.90
Snack Milk	.50	.50	.50	.50	.50	.50

We love having visitors for lunch! However, with the reduced size of our cafeteria, we have limited space for additional guests. Therefore, it is essential that you please call ahead to give the food service department an accurate count of those who will be eating that day. There may be times when we will have to ask if there is a different time for guests to come and eat with students. You can pay in cash, exact change please, as you go through the line, or parents can use their family account. All children in the district use the same account regardless of the building.

Students in kindergarten-2nd grade have a snack milk daily. Snack milk is not covered by free or reduced lunch waivers. At the beginning of the year, a consent form will be sent home for an extra milk at lunch, an additional main course entree and breakfast.

Low balance reminders will be sent home on hot pink sheets.

Free or reduced price lunches are available for those who qualify. Each fall material is sent home via our district newsletter. Application forms are also available on the district website and in the elementary office. Free or reduced priced status needs to be renewed each school year.

## Backpack Buddies

Backpack Buddies is a program that is operated by a local organization. It provides food on a weekly basis to those who need additional assistance. Items included are healthy snacks and individual meal items that are easy for children to eat and prepare. The bags are placed in student backpacks in a discreet manner. Letters of interest are sent to families at the beginning of each school year. If you would like to participate in the program, Deanna Haselhoff, the elementary guidance counselor, can assist.

## Elementary School Day Schedule

7:30 Breakfast begins

7:45 Morning Activity/buses arrive

8:05 Tardy Bell: students dismissed to classrooms

3:15 Students Dismissed

### AM Preschool (Tuesday-Friday)

8:05 Students Dismissed to classrooms

11:05 Students Dismissed for Parent Pick-up

### PM Preschool (Tuesday-Friday)

12:15 Students arrive

3:15 Students Dismissed to Bus

## Early Release Schedule

AM Preschool (early release Wednesdays ONLY)

8:05am-10:05am

PM Preschool (early release Wednesdays ONLY)

10:30am-12:30pm

Kindergarten-2nd grade

12:30pm Dismissal

## Inclement Weather Late Start

- No AM Preschool
- Buses will run exactly 2 hours late
- 10:05 Tardy Bell (students may go to classrooms)
- PM Preschool and afternoon dismissal as usual

## Attendance

**Attendance: According to the Iowa Code, it is the responsibility of parents to ensure that their students attend school.** Regular attendance and punctuality are vital to academic success. Students are expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program and to minimize the disruptions to the educational process for all students. Students who have good attendance records are

more likely to achieve higher grades, enjoy school life to a greater degree, and create habits of punctuality that will serve them well after they leave school.

However, there are times when students must miss school. Some of these absences will be unanticipated such as illness, death in the immediate family, or a student being needed at home for an emergency situation. For unanticipated absences the parent/guardian should call the school between 7:30 AM and 8:30 AM and explain the reason that his/her child will not be in school that day. Some absences will be anticipated, such as funerals, medical appointments, family trips, and school trips. For anticipated absences, a written note, e-mail, or telephone call explaining the absence should come to the school from the student's parent/guardian at least one day before the absence will occur.

Missing school for any reason impacts a student's ability to successfully complete work and learn the material necessary to be successful for the remainder of the school year and in future school years. **Absences** for any reason will be addressed as follows:

1. **Eight** absences in a given school year will result in a letter to parents indicating the number of absences and explaining the importance of regular attendance.

2. **Fifteen** absences in a given school year will result in a meeting with parents, the guidance counselor or principal, juvenile court officer (as needed) and the student. The purpose of the meeting will be to discuss the reason for absences, the possible consequences of the absences, and to determine whether or not the absences warrant a referral to the county attorney.

**Tardiness:** A tardy is defined as arrival to class after the published start time. **Any student arriving at school after the school day has started should report to the office immediately upon his/her arrival at school to record the time of arrival and the reason for being late.** Students who are tardy will be addressed as follows:

1. **4th-7th Tardy per quarter** will result in a letter to parents after the 4th tardy indicating the number of times the student has been tardy and explaining the importance of being on-time to classes.

2. **7th Tardy per quarter** will result in a parent meeting with the Principal and Juvenile Court Liaison to discuss violation of the mandatory attendance laws.

3. **8th Tardy per quarter** will result in a meeting with parents, the guidance counselor or principal, juvenile court officer, and the student. The purpose of the meeting will be to discuss the reason for tardiness, the possible consequences of continued tardiness, and to determine whether or not the tardiness warrants a referral to the county attorney.

## Students Arriving Early

Unless students need to arrive early for a school-sponsored event or breakfast, students should not arrive on the school grounds prior to 7:30am. Due to other responsibilities staff members are not available for supervision for students until that designated entrance time into the building. The building will not be unlocked until 7:30am. If you are dropping your child off close to the 7:30am time, please make sure they are safely in the building before leaving the school.

## Students Arriving Late

If a student will be arriving late to school, a phone call notifying the school should be made or a note from home should accompany your child stating the reason for his/her arrival. All late arriving students are required to stop in the office and sign-in. Because all exterior doors will be locked at 8:05, it is important for an adult to come with a child into the building to both gain access, and sign them in.

## Students Leaving Early

Students leaving the school early must check-out through the office. Please send a note or call ahead if your student will be leaving early. If someone other than the parent will be picking the child up, a note or phone call must expressly indicate who will be picking the child up. Proper identification may be required. All students will be required to wait for parents in the office. Parents arriving early to pick up a child must sign out at the office before leaving with their child.

## After School Child Care

Kids Club provides after school child care for students at Gilbert Elementary. For those students in Kindergarten-2<sup>nd</sup> grade, the program will be held at Gilbert Elementary. For students in grades 3-5, the program will be held in the intermediate building. An application must be completed with Kids Club. More information can be found at: [http://www.yss.ames.ia.us/en/programs/afterschool\\_programs/kids\\_club/](http://www.yss.ames.ia.us/en/programs/afterschool_programs/kids_club/) or by calling 515-291-1048.

## Birthdays/Special Days

Birthday treats may be shared with classmates. We ask that all birthday treats that come to school be peanut-free. Children who wish to share with others on their birthday are encouraged to donate a book to the media center. A flyer will be sent home with your child about the Birthday Book program on or around your child's birthday.

If a balloon or flower bouquet is sent to the school, it will be kept in the office until the end of the day. Please know that there is not room on our buses for these things, so a parent will be called to pick them up.

Please do not send home party invitations to be distributed at school unless the whole class is being invited. This will help to avoid hurt feelings. The classroom teacher will compile a list of students and their information at the beginning of the year with parent permission. The school cannot release email addresses.

The school will celebrate three special days throughout the year with a class party: Fall, Winter and Valentine's. Parents will be asked to sign up for these parties.

## Field Trips

There may be times when your child's teacher chooses to enhance the curriculum by taking a field trip. A field trip permission is signed at the beginning of the year. Teachers will notify parents by emails and classroom newsletters as field trips approach. There will be sign-ups for parent volunteers on field trips. Field trips are an opportunity for your child and their class to further their learning and social relationships. For this reason, bringing younger siblings takes away from that experience. We respectfully ask that no younger siblings be taken on field trips. As a chaperone, we need you to be able to be fully responsible for the group we assign you to, and additional children can be a distraction. There is not always room on the bus for parents, and some field trips have limited space. Parents may not transport children to a field trip. However, at the conclusion of an activity, parents may provide a written note to take their own child home with them in their own vehicle.

## Homework

At the preschool-2<sup>nd</sup> grade age level, homework will be rare. We highly encourage students to use time to read books of their choice. However, work may be sent by teachers for enrichment, reinforcement or extension.

## Lost and Found

The elementary school has a lost and found which is located in the front hallway outside of the office. Families and students are encouraged to check as needed. Items not claimed will be donated at the end of each trimester.

## Student Supplies

It is helpful when students bring supplies at the beginning of the year. Grade level school supply lists can be found on the district website. Please contact the school if you need assistance obtaining supplies. At certain times throughout the school year, teachers may ask parents for other items for special projects. PTO also maintains a "Teacher Supply Closet" which can be donated to throughout the school year.

## Recess

Recess provides children opportunities for physical exercise, release of energies, relaxation with friends and social skill development. Outdoor recess is held except in the case of inclement weather. We will use weather.com to determine whether or not the windchill is acceptable to go outside or not. We will go outside as long as the windchill is above 0°. Students are encouraged to dress appropriately for the weather.

- 60 degrees and above: Kids' Choice
- 50-59 degrees: Long Sleeves
- 33-49 degrees: Coats
- 1-32 degrees: Coats, hats, gloves (snowpants and boots once it has snowed)
- 0 degrees: Inside

## Assignment of Students to Classes

Each spring the staff spends a great deal of time and care in assigning students to class lists for the following year. Consideration is given to class size, behavior, academic records, boy/girl balance, peer relationships, and students' needs. Parents cannot request a specific teacher. We do understand that parents have concerns and input that is very valuable. If there is a specific teacher that you would prefer that your child does not have or if you have relevant information that you believe would help assist the staff in the placement of your child, please put that information in writing and submit to the principal by April 15.

## School Pictures

School pictures for all children are taken in the fall. Information will be sent home with students prior to the day pictures are taken. Parents can choose to purchase pictures, but all students will be photographed.

## Student Dress/Appearance

The dress of our elementary students is expected to be age appropriate. Students should not wear clothing that advertises violence, weapons, alcohol or drugs. Students who are dressed inappropriately will be asked to change or be given something appropriate to change into for the day. Shoes must be worn at all times for health and safety reasons. Hats are not allowed, except on special occasions (i.e. hat days, costume days). As stated in the section about recess, it is important that students dress appropriate for the weather. Often, the weather in the morning is much cooler, so make sure students dress in layers to be prepared for recess at all times of the day (before school, morning and afternoon).

## Telephone Usage/Cell Phones

Students will have access to the phone in the office in case of emergency situations. Students must have permission from office staff and classroom teachers to use the phone in the office. Phone calls will not be permitted for students to make "after school plans" with other students. Students are discouraged from bringing cell phones to schools. The school is not responsible for lost, damaged or stolen cell phones. If a student is using a cell phone during the school day, whether to make a call or play a game, the phone will be confiscated by the classroom teacher and taken to the office for the student to retrieve at the end of the day. The second time a student is caught with the cell phone out during school hours, a parent will need to come to retrieve the phone. Repeated misuse will be treated as a major office referral in the PBIS system. Students should NOT take pictures of other students with their cell phones.

## Items Brought To School

Unless it is a special day, students should not bring extra things to school like video games, trading cards, and other toys. These can often times be a distraction, and they can cause problems between students. Fidget spinners and other fidget devices should not be brought to school unless previously discussed with the teacher and for a specific reason. The school is not responsible for items brought to school that are lost or broken.

## Visitors

We welcome parents into the classrooms! All visitors must report to the office to sign in and pick-up a visitor badge to wear throughout the visit. Please know that all exterior doors will be locked from 8:05-3:15. Therefore, it will be necessary to ring the bell and notify the office of your purpose for coming to school before gaining entry into the building. Please schedule classroom visits ahead of time with your child's classroom teacher. If you are coming to school to drop off materials or cold lunch for a student, please do so in the office to avoid disruption to student learning. We do not routinely allow for visits from school-aged friends or family members from other schools. This provides a distraction to learning.

Remember that school is the "work" of your children. Please recognize that we are actively learning here at school. Having a grandparent or even parent just "hanging out" all day can be distracting. If you would like to come, please call the teacher ahead of time and plan to be put to work.

## Pets

From time to time, students wish to bring their pets to school. This is to be done only with the teacher's permission as we have several children with allergies, so there may be times when it is not appropriate to bring a pet into some classrooms. It is best that a parent bring the pet to school to show the class, and then return home with it after the class has seen it. Visits in the fall and spring are best as outdoor visits can be arranged. Snakes and other reptiles are never allowed due to salmonella.

## Educational Programs

**Art:** All students in the kindergarten-2<sup>nd</sup> grade will have art once per week.

**Music:** All students in kindergarten-2<sup>nd</sup> grade will have music twice per week.

**Physical Education:** All students in kindergarten-2<sup>nd</sup> grade will have physical education twice per week.

**Library:** All students in preschool-2<sup>nd</sup> grade will have library class once per week.

**Guidance:** The guidance counselor will also be available for individual and group counseling for students as needed. Whole class lessons will be presented twice per week.

**Math:** The elementary uses the Cognitively Guided Instruction framework, a constructivist approach, as a basis for our math program. Go Math materials are used along with teacher created materials with a strong emphasis on individual and small group work to best meet the needs of each student.

**Reading/Writing:** A large portion of each day is spent on literacy. Each classroom uses a small group/individual lessons along with large group mini-lessons to provide a balanced literacy program including phonics, phonemic awareness, vocabulary, comprehension, and fluency. Various guided reading materials are used along with Foundations, Making Meaning and Being a Writer. If parents have questions about the literacy materials being used in the classroom, contact the teacher or elementary principal.

**Science:** The elementary uses an inquiry approach in its science instruction. Each grade level has at least one STEM unit of study along with its other inquiry units.

**21st Century Skills:** "Soft skills" such as collaboration, creativity, and perseverance are incredibly important for today's students. Each grade level has at least one Project Based Learning unit of study specifically focused on these

skills. However, as a district, we are taking an active approach to integrate these in our everyday learning.

**Title I Reading/1<sup>st</sup> Grade Reading:** Students in kindergarten-2<sup>nd</sup> grade who need additional support in the area of reading may qualify for Title I (kindergarten and second grade) or our 1<sup>st</sup> grade reading programs. Assessments are given at the beginning of the year to determine who may need assistance. Our reading teachers work closely with grade level teachers to determine student needs and integrate classroom expectations into their lesson plans.

**Tiger Time (formerly interventions):** Every student in kindergarten-2<sup>nd</sup> grade participates in our intervention period. Twenty to thirty minutes of each day is set aside for reteaching, drill/practice or extension of skills and concepts being learned in the classroom. Additional staff are brought in to create smaller groups. Common assessments are used to determine student needs for intervention placement.

**English Language Learners:** Upon entry to school, a determination will be made as to whether a student qualifies for ELL programming. This is based on the Home Language Survey and subsequent assessments. Pull-out support or in-class support is provided, as needed.

**Talented and Gifted:** Talented and gifted programming is provided at the elementary level. Students are identified through informal observations, assessments, and parent or teacher nomination. Students engage in a variety of enrichment activities that best meet their needs. Acceleration is also available via compacting, single-subject, and whole-grade. Formal TAG identification is done at the end of 2<sup>nd</sup> grade.

## Library Check-Out

All students in preschool through second grade will be checking out books from our library. We love to put books into our students hands. If a child does not bring their library book by the next check-out time to renew or turn in, they will be allowed to check out another book. However, after two books being checked out, but not returned, students will only be able to check out books to be left at school. Any books that are deemed lost (not returned by the end of the year), will need to be paid for by parents. To assist with keeping library books in good condition, and to help students know where their books are, each student is given a library book bag at the beginning of the year. Students should keep the books in those bags when they are not reading them.



## **Retention (Board Policy 505.2)**

Parents should be apprised of the possibility of retention at an early date. They should be conferred with no later than January with a final decision deferred until May. Parents have the right to initiate retention consideration. Parents should be in agreement with the decision to retain. No one will be retained unless the Principal and Superintendent are in agreement with the decision.

## **Student Teachers/University Students in Classrooms**

Each year there may be several student teachers from one or more of the Iowa universities working in the classrooms. Arrangements are made so that no classroom teacher has more than one student teacher per school year. The elementary school also cooperates with the universities in allowing volunteer teacher aides (students in their early years of teacher education programs) to work in the building. Usually these college students visit one day each week for about a half day at a time. A third way of cooperating with institutions of higher education is through various educational research projects. These projects may originate in various departments at the colleges and usually involve some kind of data gathering and student observation. These projects are limited to two per year on a first come first serve basis. The amount of time that such research takes students away from class work is strictly controlled and none of this research is allowed without parent permission.

## **Communication and Parent Involvement Volunteers**

We love volunteers. There are many ways to volunteer through the building and the district. PTO often arranges volunteer opportunities such as the Carnival and Mileage Club, and the Gilbert Education Foundation provides many avenues with the Rock Hop. We also have many opportunities for parents to be on advisory committees such as District Advisory, Early Childhood and communication. Here at school, we can never have enough hands. Contacting your child's teacher is the best place to start. Please make sure if you are scheduled to come that you communicate if you cannot. Our teachers often plan lesson around volunteers, so it makes for a chaotic classroom when someone cannot come.

## **District/School/Classroom Newsletters**

The district publishes a newsletter that is published on the district website each month. The school lunch menu and activity calendar is included in that newsletter. The newsletter, as well as archives of all previous newsletters, are available on the district website. If you would like to receive the newsletter electronically, you can sign-up on the district website under the newsletter tab. The elementary school will publish a newsletter on a monthly basis. This will include information specific to the elementary, activities, celebrations, and announcements. This will be sent electronically to all parents on the email system. Each classroom teacher sends out newsletters at their discretion. Most send them home on at weekly basis electronically.

## **Online District Resources (Website, App, and Digital Backpack)**

Information about current events throughout the district and elementary, as well as important registration forms and links to staff webpages, can be found on the district website at [www.gilbertcsd.org](http://www.gilbertcsd.org).

Digital Backpack is a resource found on the district webpage. All forms and announcements such as camp flyers, sports sign-ups and community events can be found there. If you have something that you would like to have added, there is a link on the website. The link can be accessed through the red backpack on the [gilbertcsd.org](http://gilbertcsd.org) front page.

In addition, the district has developed an app for iPhones and Android. Menus, schedules, and announcements can be accessed through through the Gilbert CSD app.

Gilbert Elementary also has a Twitter account that highlights what the students are doing and links relevant resources for parents. Please follow us at [@GilbertElem](https://twitter.com/GilbertElem).

## **Posting Notices and Flyers**

The elementary has a community board located in the front entryway. If community members have events that they would like to advertise, stop in the office and the building principal will sign-off and post. FLYERS WILL NOT BE SENT HOME. A community section is located on both the district website and newsletter. Contact the superintendent's office at 232-3740 if there is an announcement you would like added. Groups can upload their own flyers to our digital backpack via the link on the website.

## Social Media and E-mail Release/Permission

At the beginning of the school year, all parents will receive a permission letter that needs to be filled out and returned to your child's teacher. This will indicate whether or not you give your child's teacher and Gilbert Elementary School permission to use photographs on closed social media accounts, such as Twitter or SeeSaw. We will never identify student names, rather than use it to help tell our story of learning activities or celebrations supporting Every Student, Every Day. On this same permission form, parents will give permission to the teacher to communicate via email about their child throughout the school year.

Please refrain from posting pictures taken at class parties and field trips on Facebook or other social media sites. We also ask that our parents, as well as our staff, be respectful of the content that is posted on social media about issues that arise with other students, teachers, and the district. Face-to-face communication is always a better way to solve any issues that you might have that you would like addressed. Remember that you will get the most accurate answer about school events, dates, times and expectations by contacting the school.

## Parent/Teacher Conferences

A parent/teacher conference will be held at the end of both the 1<sup>st</sup> and 2<sup>nd</sup> trimester. The purpose of this conference is to inform parents of progress, share celebrations and create goals. Conferences are scheduled electronically in both the fall and spring with MyConferenceTime.com which is linked from the district website. Additional conferences may be scheduled at parent request with the individual teacher.

## Public Complaint

The board recognizes that situations may arise in the operation of the school district, which is of concern to the parents and other members of the school community. While the board welcomes constructive criticism, the board will attempt to keep unnecessary spiteful or negative complaints that do not offer positive advice to a minimum.

The board strongly encourages concerned individuals to attempt to solve problems on an informal basis by discussing concerns with the school employee most closely involved. However, school district patrons may initiate a formal three-step complaint procedure if they feel it is necessary to do so. Failure to follow the formal three-step complaint procedure shall not

preclude individuals from giving testimony at a termination hearing.

This process is as follows:

**Step 1:** The concerned individual must request a meeting with the appropriate building principal. The building principal must discuss the complainant and identify the complaint with school employee.

**Step 2:** If the concerned individual has not found satisfaction after the meeting described in step 1, that individual may request a meeting with the superintendent to discuss the concern.

**Step 3:** If the concerned individual has not found satisfaction after completing steps 1 and 2, that individual may bring the concern to the Board of Directors of the school district. To bring a concern about a school district employee, the individual must notify the board president in writing and the board president will bring the complaint to the attention of the entire board and the item will be placed on the agenda of a Board meeting.

The board will address complaints from the members of the school district community if they are in writing, signed, and the complainant has complied with this policy.

If multiple individuals concerned about the same or closely related items have used the above public complaint procedure and the issue is still causing widespread concern within the school district community, then the Board of Directors may bring the issue to the attention of the superintendent and request the superintendent to re-investigate the issue and attempt to resolve the problem before making recommendations to solve the problem.

## School Safety

### Security Cameras

For the safety of our students and staff, security cameras are located throughout the building and grounds at Gilbert Elementary. If an issue arises where the cameras are necessary, the building principal will be responsible for watching the footage.

### Entry/Dismissal Routines

Parents who are dropping off their children before school should use the drop-off lane on the west side of the school. Do not enter the circle drive between the hours of 7:40am and 3:30pm. This lane is for buses only..

Students who are arriving prior to 7:45 should be doing so only to eat breakfast. All students arriving before 7:45 should report to the commons.

Students arriving at 7:45 or after may go directly to morning activity. If students are being dropped off at the west side, students should walk on the sidewalk along the front of the school and proceed to the east playground. Students who are making an inside choice should go directly to the commons to wait for the bell and sit at the tables. Once a choice is made, the student needs to stay inside or out. Consideration is given if the weather is cold and a student would like to "reconsider" by going inside.

Buses will begin arriving at 7:45. Those students should walk directly to the east playground if making an outside choice. If choosing to eat breakfast or wait indoors, the students should use the east door near the kitchen to enter the building.

In case of inclement weather, the kindergarten and 1<sup>st</sup> grade students will wait in the gym. The second grade students will wait in the commons area.

At dismissal time, each grade level will break the children up by buses with each teacher taking all of the students for two or three buses. **Because students are not with their homeroom teacher for dismissal, it is important that any changes in schedule are made by 2:00pm to ensure everyone gets the message.** The teacher will be responsible for walking the students directly to the bus. One teacher in each grade level will be responsible for the walkers and parent pick-up students. **The walkers and parent pick-up students will be released on the west side of the building only.**

### Drop-Off/Pick-Up Routines

In the morning, parents should use the drop off lane on the west side of the school. No parking is allowed on Rothmoor Street (east) or Park Street (north), or the bus lane. If a

parent needs to communicate with a teacher or the office, please park in a space and please sign in at the office. Do not leave a car parked in the drop-off lane unattended.

**To drop off students, these steps should be followed:**

1. Use the drop-off lane on the west side of the building.
2. Refrain from using cell phone while dropping off.
3. Pull as far to the north as you can in the drop off lane to allow as many students to get out as possible.
4. Never stop on the crosswalk.
5. Have your child exit the car. There is an attendant there to assist, so there is no need for parents to exit the car. **If you feel that you need to get out of the car to assist your child, please park in the lot and assist your child to the crosswalk.**
6. Do not pass another car in front of you. Sometimes our students get out on the driver's side.
7. Once your child has exited the car, continue to pull forward until you can exit the drop-off lane.

After school, parents who are picking up their children should line up in the pick-up lane on the west side of the building. If you need to enter the building, please find a parking spot. A reminder that there is no parking on Rothmoor between the signs that the city has posted, so please do not make that a meeting spot for your child. All children who are either picked up or walk home after school, will exit the west side of the building.

**To pick-up students, the following steps should be followed:**

1. Use the pick-up lane west of the building.
2. Place the card provided at Back to School Night in your passenger window with your child's name and grade.
3. Refrain from using cell phones while picking up.
4. Pull as far to the north as you can. No students will be loaded into a car unless the car is along the curb faced north.
5. **Do not exit your car.** We will have teachers helping get students to cars. Getting out of your car will only slow the process down. Teachers can also assist with seat belts and car seats.
6. After your child has been loaded, **please do not pass cars in front of you.** As cars are loaded, the line will continue to move forward, and we will load more cars.
7. Keep your speed low. We have developed our pick-up/drop-off routine to be as safe for students as possible while still being efficient. However, patience

is of utmost importance during our before and after school times.

## **Bicycles/Skateboards/Rollerblades/Scooters**

Skateboards, scooters, and rollerblades should not be brought to school as there is nowhere to store them. If students choose to ride their bicycles to school, they should remain on the sidewalk. Once the playground area is reached on the south side and the parking lot on the north side, students get off of their bike and should walk the rest of the way. Bicycle racks are provided on the northeast corner of the school. Bicycle locks are encouraged. Damage or theft of bicycles will be reported to the police department. Students who ride their bicycles to school will be allowed to leave the school once the buses have left the school grounds.

## **Bus Safety**

Bus safety drills are conducted by the district transportation. Students should follow the bus expectations that are posted in the front of every bus and taught at the beginning of the school year. Our buses are very full. For that reason, if your child has a birthday party or invites a friend over, please come to the school to pick the children up. Do not assume that there is extra seating on the bus to accommodate additional children. If your child will be going to a different stop, please provide a note to both the office and your child's driver. If your student needs something to keep busy on the bus, please provide a book. Please do not send iPads or other handheld video games as a method of keeping them occupied. They cause multiple issues on the bus.

If a driver deems that a student has not been ready, safe or kind on the bus according to the bus expectations, the following will occur:

1. First written referral will be a warning. Reteaching will occur with office and teacher support. Parents will be contacted.
2. The second written referral will result in a 1 week removal from the bus. Parents will be contacted and reteaching will occur.
3. The third written referral will result in a 2 week removal from the bus and a parent meeting.
4. The fourth written referral will result in removal from the bus for the remainder of the quarter.

## **Emergency School Closings**

The Gilbert Community School District has established a text/email alert system in case of school cancellation, postponement or early dismissal. In the event of a school closing or early dismissal, you will be notified as soon as the decision has been made. Television stations WHO channel

13, KCCI channel 8 and WOI-TV channel 5 will be contacted. Parents and students are to have contingency plans for such events. It is not possible to notify every parent of school closings. Calling the school may not always be possible as phone lines may be tied up. On days of late start, there is no breakfast served. In addition, staff do not report until later, so do not drop children prior to 9:45 on 2 hour delays.

## **Fire/Tornado/Intruder Drills**

Drills are done for fire and tornado four times each year. This allows students to be familiar with the procedures in case of a real emergency. In addition, students will receive ALICE training in the fall, and they will have an "alternate exit" drill once per year. This will include walking to our meeting spot in case school evacuation is required.

## **Positive Behavioral Intervention and Supports (PBIS)**

The elementary has newly established a systemic approach to student behavior called PBIS. Throughout the building we have established a common language for expectations in common areas such as the lunchroom, recess, hallway, and restrooms. In addition, we have established a system of teaching those expectations and a method for positively reinforcing the behaviors that we wish to see. Terrific Tigers are students who are recognized school-wide. Two students in each classroom are chosen as Terrific Tigers. Terrific Tigers sit at a special table and receive a special treat on Friday during lunch. Teachers will share with you their specific classroom plans for recognizing positive behavior.

### **Voice Levels**

The elementary is implementing a voice level system to let students know what level of voice is appropriate in what area. Below are the numbers and their definitions.

- 0 Silence is Golden: Absolute silence. Nobody is talking.
- 1 Spy Talk: Whispering with a 6" voice. Only 1 person can hear you.
- 2 Conversation: Only your group can hear you.
- 3 Teacher Voice: Everyone can hear you.
- 4 Playground Noise: Outside only!!

PBIS Expectations can be found on the district website on the elementary page.

## Consequences for Behavior

Consequences for misbehavior include, but are not limited to: re-teaching, apology, office referral, removal from activity, limited privileges, home contact, suspension and expulsion. We realize that every situation is unique, and we work hard to problem solve with the children during each case of misbehavior. We also strongly encourage students to be active participants in the problem solving process.

## Weapons

The board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption of the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of the policy, the term "firearm" includes, but is not limited to, any weapon which is designated to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

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

## Student Services

### Health Services

The elementary is staffed with someone in the nurse's office all day. Either the nurse or nurse associate is available to answer questions and assist children. The nurse, nurse associate or secretary will call if your child becomes ill at school. Please have contingency plans and reliable emergency contacts. These can be updated as needed on the Powerschool system. Critical emergencies such as broken bones, burns, and severe cuts will be subject to the judgement of school staff. If an injured student has to be transported immediately, whether by school vehicle or ambulance, parents will be called immediately to meet at the hospital or doctor's office depending on emergency. Regular attendance is key to school success; however, young children do get sick. Your child should only attend school if he/she has been fever free without the help of medication for 24 hours and has not vomited within the last 8 hours. If your child is ill, please call the school secretary to report the absence and reason. A message can be left if before school hours. The school nurse cannot dispense medication without parent or doctor's instructions. If students are taking prescription medications on a regular basis, please inform the school nurse. Students who cannot participate in PE for health reasons should have a doctor's excuse. In addition, if a child is too ill to go out to recess, a doctor's note should be sent.

### Immunization

Iowa law requires that evidence of immunizations be presented before any student will be enrolled in the Gilbert Community Schools. Immunizations required include diphtheria, whooping cough, tetanus, polio, measles and rubella. Mumps immunization is encouraged, but not required. A certificate documenting these immunizations is to be on file at school for each student attending and may be obtained through your medical office or issued by the school nurse. All children entering kindergarten are required to have received two doses of measles and rubella vaccine prior to entry. Where records indicate prior completion of these requirements, a provisional certificate will be issued allowing 120 days for remaining immunizations to be documented. All students registering to attend Gilbert Community Schools, who have lived in another country other than the USA within the past year, must provide proof of a recent Mantoux TB test.

## Required Kindergarten Health Testing

All incoming kindergarten students are required to have the following screenings/testing:

- Blood Lead Testing
- Dental Screening: A dental screening must occur no earlier than age 3 and no later than 4 months after enrollment.
- Vision Screening: A screening needs to be done no earlier than 1 year before and no later than 6 months after school starts.

\*Forms are available on the district website.

## Medication Administration Policy

School medication is administered following these guidelines:

- Form signed by parents
- Medication is in the original labeled container
- Medication label contains the student name, name of the medication, dose and time
- Annual review of the authorization and immediate notification, in writing, of changes

The medication permission form that requires a signature can be obtained from the school. Any medication brought to school must be kept in its original container. This includes Tylenol and other over-the-counter medications. All medication must be stored in a locked cabinet in the office area and is to be administered and consumed in the presence of designated school personnel. NO medications are to be administered at school without compliance with this procedure. Students using inhalers may keep that medication with them and self-administer with physician and parent approval. Please inform the school if your child will be using an inhaler.

## Health Screenings

Heartland AEA 11 will conduct an annual Hearing Conservation program yearly. Students in Preschool through 5th grade will receive a hearing screening. Parents will be notified about results of the hearing test if their child does not pass the test. If you do not want your child to participate in the screening program and follow-up assessments by the audiologist, please notify the school.

## Legal Notices

### Nondiscrimination Policy

The Gilbert offers career and technical programs in the following service areas: Industrial Education, Agricultural Education, Business Education and Family & Consumer Science.

It is the policy of the Gilbert Community School not to discriminate on the basis of age, race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socioeconomic background in its educational programs, activities, or employment policies as required by Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973 and Section 216.9 of the Iowa Code. The policy of the District shall be to provide educational programs and opportunities for students as needed on the basis of individual needs, interests, abilities and potential.

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 variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total 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 pluralistic society.

Inquiries and grievances regarding compliance with Title IX, Title VI, Section 504, or Section 216.9 should be directed to the district's Equity Coordinator: Carrie Clark, Director of Curriculum; District Office; 103 Mathews Drive; Gilbert, Iowa 50105; 515-232-3740 or [clarkc@gilbert.k12.ia.us](mailto:clarkc@gilbert.k12.ia.us).

### Bullying and Harassment Policy

The district is committed to providing all students a safe and civil educational environment in which all are treated with dignity and respect. The district is also committed to promoting understanding and appreciation of the cultural diversity of our society. The district will educate students about our cultural diversity and will promote tolerance of individual differences.

Harassment and bullying of students is against the State of Iowa as well as the district. The district will promote procedures and practices to reduce and eliminate harassment and bullying. The district prohibits harassment and bullying of students by other students, by employees, and by volunteers.

while in school, on school property and at any school function or school-sponsored event. This includes harassment or bullying based on any student's actual or perceived traits or characteristics, including, but not limited to, the student's actual or perceived age, race, color, creed, national origin, sex, physical or mental ability or disability, religion, sexual orientation, gender identity, marital status, physical attributes, political party preference, political belief, socioeconomic status or familial status. Employees, volunteers or students will not engage in reprisal, retaliation or false accusation against a bullying complaint, an individual who is the subject of a bullying complaint then files a bullying complaint, the individual will not be considered to have engaged in an act of retaliation unless the complaint is based on a false accusation.

Acts of harassment or bullying may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student, suspension or termination of an employee's employment and/or exclusion of a volunteer from district activities or premises.

### **Definitions**

Harassment and bullying may include any electronic (such as emails or instant messages), written or verbal communication and/or physical act or conduct toward a student that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment that:

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

Examples of prohibited behavior may include, but are not limited to, the following:

- Unwelcome touching
- Inappropriate or demeaning remarks, jokes, stories, activities, symbols, signs or posters
- Implied or explicit threats concerning grades, awards, property, or opportunities
- Requiring, explicitly or implicitly, that a student submit to harassment or bullying as a term or condition of the student's participation in any educational program or activity.

### **Sexual Harassment**

It is the policy of the Gilbert School District to maintain a learning environment that is free from sexual harassment. All employees, visitors, and students must avoid any action or conduct which could reasonably be perceived as sexual harassment. It will be a violation of this policy for any person to harass a student through conduct or communications of a sexual nature as defined in this policy.

**Definition.** Sexual harassment will consist of unwelcome sexual advances, requests for sexual acts or favors and other verbal or physical conduct of a sexual nature when:

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

### **Sexual Harassment may include, but is not limited to:**

- Requests or pressure for sexual activity
- Unwelcome touching
- Other verbal or physical conduct of a sexual nature, such as inappropriate jokes, symbols, signs or posters of a sexual nature
- Repeated remarks to or about a person with sexual or demeaning implications.

### **Individuals who feel that they have been harassed should:**

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harasser does not stop, or the harasser does not feel comfortable confronting the harasser, the individual should:
  - Tell a teacher, counselor or principal; write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal

- Include what, when, and where it happened
- Who was involved
- Exactly what was said or what the harasser did
- Witnesses to the harassment; what the student said or did, either at the time or later
- How the student felt
- How the harasser responded

### **Complaint Procedure**

Any person alleging a violation of this policy may file a complaint with an administrator in the student's school or by using the Bullying and Harassment Complaint Form. The alternate investigator is the district superintendent. Information received during the investigation will be kept confidential to the extent possible.

### **Investigation Procedure**

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

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

### **Resolution of the Complaint**

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

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

### **Points to Remember in the Investigation**

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliation will be disciplined up to and including suspension and expulsion.
- If the investigator is witness to the incident, the alternate investigator shall investigate.

## **Publication and Release of Directory Information**

The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises. Any student, parent, guardian not wanting this information to be released must make objection, in writing, to the principal or other person in charge of the school building that student is attending. It is desirable to renew this objection in writing at the beginning of each school year. Information that may be released: name, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received.

At the beginning of the year, homeroom teachers will ask parent permission for compiling a list of student names and emails to allow parents to communicate with other parents in the class for things such as play-dates and birthday parties.

## **Entrance/Admission**

According to Iowa Code, Children wishing to enroll in kindergarten must be at least five (5) years of age on or before September 15 of the year they wish to enroll. All students wishing to attend first grade must be six (6) on or before September 15. Evidence of age must be presented in the form of a birth certificate, adoption record, physician statement, or other reliable source. Prior to enrollment, parents must provide a completed health record and immunization certificate. All registration is done online via the Powerschool system. Registration will open in early August. Homeroom information will be available on Powerschool.



## Search and Seizure

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, student lockers, personal effects, desks, work areas, or student vehicles or protected student areas based on a reasonable suspicion that a school district policy, rule, regulation, or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees, and visitors to the school district facilities. **The furnishing of a locker, desk, or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.**

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and

while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

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

## Human Growth and Development

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the superintendent. The superintendent will have the final authority to determine the alternate activity or study.

## Interrogation By Outside Agency

As a general rule, individuals from outside of the school district may not interrogate students. If an individual, such as a law enforcement officer, wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare. The administration must grant permission to requests made by child abuse investigators and court orders without informing parents.

## Abuse of Students by School Employees

The Iowa Code, Chapter 102, requires all school districts to appoint investigators to review allegations of "Abuse of Students by School Employees." The Level 1 Investigator for the Gilbert Community School District is Carrie Clark, District Equity Coordinator. Alternate investigators are Staci Edwards, Elementary Principal and Mike Danilson, Middle School Principal. Individuals with concerns regarding allegations of student abuse by school employees should contact one of these Level 1 investigators.

Carrie Clark

103 Mathews Drive, Gilbert, Iowa 50105

515-232-3740

Staci Edwards

109 Rothmoor Drive, Gilbert, Iowa 50105

515-232-3744

Inquiries may also be directed in writing to:

Director of Region 7 Office of Civil Rights

310 West Wisconsin Ave. Suite 800

Milwaukee, WI 53203-2292

414.291.1111

Iowa Department of Education

Grimes State Office Building

Des Moines, IA 50319-0146

515.281.5294

## **Copyrighted Materials**

It is the intent of the Gilbert Community School District to adhere to the provisions of copyright laws. Illegal copies of copyrighted materials may not be made or used at school.

## **Tobacco Free Zone**

In order to maintain the health of students, employees and visitors, tobacco/nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine is prohibited in school facilities, including school vehicles, and on school grounds. This policy applies at all times, including school-sponsored and nonschool-sponsored events. This ban extends to all school district personnel and visitors. Persons failing to abide by this policy are required to dispose of their tobacco materials or leave the school district premises immediately. It is the responsibility of all school personnel to enforce this policy. It is the responsibility of the superintendent to develop administrative guidelines to enforce this policy.

## **Parents' Rights**

Parents may view any of their own students' records. Copies may be obtained given notice. A fee may be required for the copying of the records. Parents are invited to visit classes. Classroom teachers do appreciate some advance notice of a visit. There are times when visitation rights are limited due to a divorce/child custody decree. In those cases, it is important that the school has a copy of the decree that is relevant to the visitation rights to ensure that all parties' rights are protected.