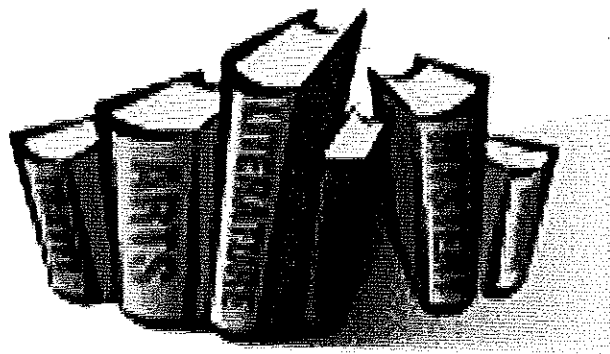
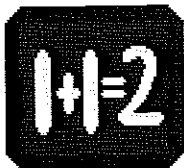


# **Logan-Magnolia Elementary School Handbook**

**2018-2019**



## TABLE OF CONTENTS

### OPENING STATEMENT

School District Mission and Belief Statements.....	1
Equal Educational Opportunity.....	1
Jurisdictional Statement.....	2
Definitions.....	3
Income Guidelines for School Fees.....	3
Emergency Forms .....	3

### STUDENT ATTENDANCE

Daily Schedule.....	4
Student Attendance.....	4
Tardies.....	6
Emergency Dismissals.....	6

### STUDENT HEALTH, WELL-BEING AND SAFETY

School Day.....	7
Personal Information.....	7
Immunizations.....	7
Physical Examinations.....	8
Emergency Drills.....	8
Building Security/Visitors to the School.....	8
Administration of Medication.....	8
Student Illness or Injury at School.....	9
Student Insurance.....	9
School Nurse.....	10
Communicable and Infectious Diseases.....	10
Head Lice.....	10
Health Screening.....	11
Sexual Abuse and Harassment of Students by Employees.....	11
Asbestos Notification.....	12
Physical Restraint of Students.....	12
Homeless Definition.....	13
Suspected Substance Abuse.....	13

## **STUDENT ACTIVITIES**

Assemblies.....	14
Field Trips.....	14
School-Sponsored Student Organizations.....	14
Activity Bus.....	15
Student Funds and Fund Raising.....	15
Use of School District Facilities by Student Organizations.....	15
Community Use of School District Buildings & Sites & Equip....	16

## **STUDENT RECORDS**

Educational Records.....	16
Student Photographs.....	19

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Dress Code.....	19
Care of School Property.....	20
Student Lockers and Desks.....	20
Student Searches.....	21
Internet and Acceptable Use Policy.....	22
Bicycles, Rollerblades, Roller-skates, and Skateboards.....	27
Illegal Items Found in School or in Students' Possession.....	27
Materials Fees.....	27
Cheating.....	28
Dual Enrollment Students.....	28
Electronics in School.....	28
Cell Phones at School.....	28
Posting of Information.....	29
Initiations, Hazing or Harassment.....	29
Student Complaints.....	31

## **STUDENT SCHOLASTIC ACHIEVEMENT**

Grade Reports.....	31
Parent/Teacher Conferences.....	31
Homework.....	32
Standardized Tests.....	32
Honor Roll and Academic Honors.....	32

## MISCELLANEOUS

Open Enrollment.....	32
Telephone Use During the School Day.....	33
Parent Requests for Teachers.....	33
Legal Status of Student.....	33
Cafeteria.....	34
Buses and Other School District Vehicles.....	34
Media Center/Library.....	36
Teacher Assistance Team.....	36
Lost and Found.....	36
Guidance Program.....	37
Citizenship.....	37
Inspection of Educational Materials.....	37
School Website.....	38
Communications To and From School.....	38
Recess and Playground Rules.....	38
Birthday Treats.....	41
Invitations to Parties.....	41
Sharing Time.....	41
School Supplies.....	42
School Parties, Ceremonies, and Observances.....	42
Kid Care.....	42

## **OPENING STATEMENTS**

### **Vision Statement for the Logan-Magnolia Community Schools**

*Relentlessly pursuing educational excellence for every child every day.*

### **Mission Statement for the Logan-Magnolia Community Schools**

*The Logan-Magnolia School District will have a culture of learning that embraces:*

- *technological innovation*
- *community involvement*
- *personalized authentic education*
- *challenging curriculum*

## **ANNUAL NOTICE OF NONDISCRIMINATION**

It is the policy of the Logan-Magnolia Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions related to this policy please contact Jacob Hedger, Equity Coordinator, 1200 North 200 Avenue, Logan, IA 51546, 712-644-2250, [jhedger@lomaschools.org](mailto:jhedger@lomaschools.org).

### **Teacher Assistance Team**

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Teacher Assistance Team is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact Principal Tom Ridder at 644-2168.

**Jurisdictional Statement**

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

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects 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 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the elementary principal's office for information about the current enforcement of the policies, rules or regulations of the school district.

## **Definitions**

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

## **Income Guidelines for 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 price lunch, 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. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the school at registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

## **Emergency Forms**

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the Logan-Magnolia elementary school office if the information on the emergency form changes during the school year.

## **STUDENT ATTENDANCE**

### **Daily Schedule**

7:50

Breakfast students only may enter the building

8:05	All students may enter the building
8:15	Classes begin <b>(9:30 a.m. on Fridays)</b>
10:00-10:15	Recess for kindergarten and first grades
10:55-12:30	Lunch for kindergarten through sixth grades
11:30-1:00	Noon recess (staggered for K-6)
2:15-2:35	Recess for second, third and fourth grades
2:35-2:50	Recess for kindergarten and first
3:30	Dismissal

### **Student Attendance**

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. 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 students for adulthood.

Parents who know their child will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the office at 644-2168 on the day of the absence prior to 8:25 a.m. If notification is not received, the office attempts to contact the parents. After an absence in which the school was not notified, the student must bring a note signed by the student's parents to the office explaining the reason for the absence.

The school determines whether an absence is excused or unexcused. Excused absences include, but are not limited to, illness, family emergency, recognized religious observances and school activities. Unexcused absences include, but are not limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties or other celebrations. Students are expected to be in class on time. Students are counted as tardy until 9:00 a.m., after which they are counted absent. If students leave school before 2:15 pm, they are counted as absent for that afternoon. Excessive absences will be reported to the proper authorities which may include the County Attorney, Department of Human Services and/or the AEA. Contacting the above agencies will only be done after all other efforts to improve attendance have been exhausted.



Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up. Students who return to class or arrive after the school day has begun must present a signed note from their parents to the office for readmission. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parents.

**Students participating in school activities must be here by noon on the day of the event in order to participate or attend a school function. Any exceptions to this rule must be cleared by the principal a day in advance.**

Students are responsible for arranging to make up schoolwork and are allowed to make up schoolwork only upon the approval of their teacher. Students who know they are going to be absent prior to an absence must make arrangements with their teachers in advance to make up schoolwork.

Students have one day for each day absent plus one additional day to make up schoolwork upon return from the absence.

### **Tardies**

If you are running late, please inform the office ASAP. The tardy bell rings at 8:15 a.m. A student will be considered tardy until 9:00 a.m. After 9:00 a.m. they will be considered absent. After five unexcused tardies, a reminder letter will be sent home to the parents/guardians. A notation will also be kept in the student's discipline file. After ten tardies the parents may be contacted by the principal. The school determines whether a tardy is excused or unexcused. Unexcused will include, but not limited to, running late, oversleeping and missing the bus. Excused tardies will include all dr./dentist appointments.

### **Emergency Dismissals**

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over all local TV channels (3, 6, and 7). Parents will also be contacted via email and/or text message through JMC.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school.

Extracurricular activities, practices or programs scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. The principal may determine whether to hold extracurricular activities or practices.

**It is important that parents have procedures in place ahead of time in case we have to dismiss early for any reason. Their children should know what to do and where to go in case school is dismissed early. We do not have enough time to call everybody to see where your children are supposed to go in case of an unplanned early dismissal.**

## **STUDENT HEALTH, WELL-BEING AND SAFETY**

### **School Day**

Students may not be present on school grounds before 7:55 a.m. or after 3:30 p.m. unless they are under the supervision of an employee (e.g. Kid Care) or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 5 minutes of dismissal.

### **Personal Information**

The school will **not** release personal information, addresses or telephone numbers for students.

### **Immunizations**

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

## Physical Examinations

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

## Emergency Drills

Periodically the school holds emergency fire, storm, bus safety, and lockdown drills. At the beginning of each semester, 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 an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

## Building Security/Visitors to the School

When visiting the school, all persons will need to press the button in front of the building in order to be allowed inside. **We require that all visitors to the school check in at the office upon entering the school building. Visitors/parents will be issued a *Visitor's Pass* that shall be worn when inside the building.** Visitors should use the front doors when entering and leaving the building. All other doors will remain locked during the school day.

## Administration of Medication

Students may need to take prescription or nonprescription medication during school hours. Students may carry prescription medication only with the permission of the parents and principal. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication.

Medication is held in a locked cabinet and distributed by the school nurse or secretaries. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

## **Student Illness or Injury at School**

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment.

## **Student Insurance**

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact Logan-Magnolia High School.

Parents can 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's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at [www.hawk-i.org](http://www.hawk-i.org) for more information.

## **School Nurse**

Our school nurse is **Cassie Voge**. She is at school from 7:50 a.m. until 3:50 p.m. each school day and can be reached there at 644-2168.

## **Communicable and Infectious Diseases**

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question

about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chicken pox.

### **Head Lice**

If a child is found with live lice, he or she must be taken from school, treated, and then permitted to return to school. The student must be checked by the school nurse upon return to school. If there are no live lice and the nurse determines that substantial progress has been made in treating the hair and in removing the eggs (called nits), the student shall be allowed to remain in school. The student will be checked periodically to make sure that the nits are being removed. Repeated outbreaks on the same student may result in that student being removed from school until he or she is nit free.

Actual treatment of the lice, according to State recommendation, should consist of an initial treatment with retreatment 7-10 days later. All family members should also be checked and treated at the same time.

The main goal to control a lice outbreak is to quickly identify those children infested and send them home for treatment with the least amount of disruption to the school schedule.

### **Health Screening**

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Students not scheduled for screening may also be screened with parental permission.

### **Sexual Abuse and Harassment of Students by Employees**

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an

independent investigator to look into the allegations. The school district has designated Melissa Coen, the school nurse, as its Level I investigator. The alternate Level I investigator is the high school guidance counselor, Jacob Hedger.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

### **Asbestos Notification**

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

### **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 web site: [www.iowa.gov/educate](http://www.iowa.gov/educate) and search for Timeout, Seclusion and Restraint.

### **Homeless Definition**

Due to several questions regarding the definition of homeless throughout the school year, we have better aligned our guidance document with the Iowa Administrative Code. See the definitions of "Educating the Homeless" as defined in 281-Iowa Administrative Code 33.2.

- A homeless child or youth ages 3-21
- A child who lacks a fixed, regular and adequate nighttime residence
- A child who is sharing the housing of others (includes doubled-up families) due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, or camping grounds due to the lack of alternative accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital, or is awaiting foster care placement
- A child who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- A child who is living in a car, park, abandoned building, substandard housing, bus or train station, or similar setting
- A migratory child/youth who qualifies as homeless because of the living circumstances described above
- Youth who have run away or youth being forced to leave home

### **Suspected Substance Abuse**

Persons under the influence of drugs or alcohol will not be permitted on the premises of the Logan-Magnolia Community School District. At no time will children be released to a person under the influence of alcohol or drugs and school officials will call the proper authorities if warranted.

## **STUDENT ACTIVITIES**

### **Assemblies**

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to the office during assemblies.

### **Field Trips**

In certain classes field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

Field trip forms are included in the registration packet of each student. This form needs to be returned to the school before the student will be allowed on any field trip. This form grants the student permission to attend all field trips upon notification from the school. The school does not charge fees for field trips. However, we do accept voluntary donations to help cover the cost of field trips.

### **School-Sponsored Student Organizations**

School-sponsored student organizations are those which are recognized by the school district and board. Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations.



## **Activity Bus**

The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away.

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

## **Student Funds and Fund Raising**

Students may raise funds for school activities upon approval of the principal at least two weeks prior to the fundraising event or the start of a fundraising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Students may not solicit funds from teachers, employees or other students during the school day. Students who violate this rule are asked to stop. Violations of this rule may result in future fund raising activities being denied.

## **Use of School 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. Student organizations wishing to use the school district facilities should fill out a facility use form. School district policies, rules and regulations are in effect during these meetings.

## **Community Use of School District Buildings & Sites & Equipment**

The buildings and sites and equipment of the school district will be made available for a fee to local nonprofit entities, which promote cultural, educational, civic, community, or recreational activities. Such use will be permitted only when the use does not interfere with or disrupt the educational program or school-related activity, the use is consistent with state law, and will end no later than midnight. The board reserves the right to deny use of the buildings and sites and the equipment to any group. Organizations, individuals, and other

entities who wish to use the school district property must apply at the superintendent's office.

## **STUDENT RECORDS**

### **Educational Records**

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

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. They are:

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

Parents or eligible students would submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal 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 district to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the district decides not to amend the record as requested by the parent or eligible student, the district 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 district 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 district has contracted to perform a special task (such as attorney, auditor, AEA employees, medical consultant, or therapist) or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, 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 district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to inform the school district that the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, EMAIL ADDRESS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue. Washington, DC, 20202-5901 or visit their web site at:  
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The School District may share any information with the Logan Police Department, the Sheriff Department, Human Services, and the County Attorney contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication, information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement shall be used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any school disciplinary proceeding or court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

The purpose for the sharing of information prior to a student's adjudication is to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions and support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education. Information shared will not be used in a school disciplinary proceeding.

### **Student Photographs**

Student "portrait" photographs are taken on school premises by a commercial photographer as a service to the students and their families.

Parents will be notified prior to the taking of pictures by a commercial photographer for student "portraits." Parents may purchase the pictures along with a composite of their child's class. In no case will students be required to have their picture taken or be pressured to purchase pictures.

Students who do have their pictures taken will receive a picture ID.

Students or commercial photographers may take pictures of students upon consent for such things as the yearbook or newspaper.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Dress Code**

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; from wearing hats and other head coverings indoors; from wearing spaghetti strapped, mid-drift, backless or low cut tops; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

### **Care of School Property**

Students are expected to take care of school property including desks, chairs, books 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. In certain circumstances, students may be reported to law enforcement officials.

### **Student Lockers and Desks**

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep his/her assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

### **Student Searches**

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order. Reasonable suspicion may be formed by considering factors such as the following:

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; or,
- the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonable related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student;
- the sex of the student;
- the nature of the infraction; and
- the emergency requiring the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

#### **Internet/Computer/Electronic Devices Appropriate Use**

Technology is a vital part of the school district curriculum and the Internet and computers/electronic devices will be made available to employees and students. Appropriate and equitable use of the Internet and electronic devices will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet and electronic devices for educational purposes through their teachers and other school employees. Individual student accounts and electronic mail addresses will be issued to students each school year. Even if a student already has an electronic mail address at home, he/she will be given a school account to use for academic purposes only. Students will NOT be permitted to access and/or use their personal email address to send and receive mail at school.

The Internet and electronic devices can provide a vast collection of educational resources for students and employees. The Internet is a global network that makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under staff supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet and

computer/iPad access records will adhere to guidelines set forth by the Educational Rights and Privacy Act.  
Consequences for violating the Internet/Computer Use Policy may include, but are not limited to, suspension from or revocation of Internet or computer use at school.

### **Internet/Computer Appropriate Use Policy**

#### **Responsibility for Internet/Computer Appropriate Use**

Ø The authority for appropriate use of electronic Internet/Computer resources is delegated to supervising staff members. It is a collaboration of private, public, educational, governmental and industrial sponsored networks whose operators cooperate to maintain the network infrastructure.

Ø Instruction in the proper use of the Internet/Computer system will be available to employees who will then provide similar instruction to their students.

Ø Students are expected to practice appropriate use of the Internet/Computer and violations may result in discipline up to and including suspension.

#### **Internet/Computer Access**

Ø Access to the Internet/Computer is available to staff members and students as a source of information and a vehicle of communication.

Ø Employees and students will be instructed on the appropriate use of the Internet and electronic devices.

Ø Students will be able to access the Internet/Computer through supervising staff members. Individual student accounts and electronic mail addresses may be issued to students each year.

Ø Making Internet/Computer access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet/Computer appears, disappears and changes, it is not possible to predict or control what students may locate.

Ø It is a goal to allow teachers and students access to the rich opportunities on the Internet while protecting the rights of students and parents who choose not to risk exposure to questionable material.

Ø The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines that require efficient, ethical and legal utilization of network resources.



- Ø To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.
- Ø Transmission of material, information or software in violation of any board policy or regulation is prohibited.
- Ø System users will perform a virus check on downloaded files to avoid spreading computer viruses.
- Ø The school district makes no guarantees as to the accuracy of information received on the Internet.

#### Understood Permission to use Internet/Computer

- Ø Parents/guardians shall grant permission for their student to use the Internet/Computer unless a formal excusal request is signed to deny their child(ren)'s usage.

#### Student use of the Internet/Computer

- Ø Equal Opportunity
- Ø The Internet/Computer shall be available to all students within the school district through direct and indirect staff supervision. The amount of time available for each student may be limited to the number of available terminals and the demands for each terminal.
- Ø The use of the network is a privilege and may be taken away for violation of board policy or regulations. As users of the Internet/Computer, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
- Ø Students shall adhere to on-line protocol:
- Ø Respect all copyright and license agreements.
- Ø Cite all quotes, references and sources.
- Ø Remain on the system long enough to get needed information, then exit the system.
- Ø Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- Ø Student access for electronic mail will be through the district's Google Apps account. Students will adhere to the following guidelines:
- Ø Private messages may not be sent from the student's account. The district staff will monitor emails sent from student accounts and are authorized to read all email sent from student email accounts;
- Ø Delete unwanted messages immediately;
- Ø Use of objectionable language is prohibited;
- Ø Always sign messages;
- Ø Always acknowledge receipt of a document or file.
- Ø Restricted Material

Ø Students shall not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause material and substantial disruption of the proper and orderly operation and discipline of the school or school activities or will cause the commission of unlawful acts or the violation of lawful school regulations.

Ø Unauthorized Costs

Ø If a student gains access to any service via the Internet/Computer that has a cost involved, or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

**Internet/Computer Appropriate Use Violation Notice**

Students who access restricted items on the Internet/Computer shall be subject to the appropriate action described in board policy or regulations or the following consequences:

**1. First Violation**

A verbal and written "Warning First Violation" notice will be issued to the student. The student may lose all Internet/Computer access privileges for a period of up to 3 weeks at the discretion of the supervising staff member and/or principal. A phone call from the supervising teacher explaining the incident will occur within 24 hours. A copy of the notice will also be mailed to the student's parent/guardian and a copy will be provided to the building principal.

**2. Second Violation**

A verbal and written "Second Violation" notice will be issued to the student. The student shall forfeit may lose all Internet/Computer privileges for a period of up to 9 weeks at the discretion of the supervising staff member and/or principal. A phone call from the supervising teacher explaining the incident will occur within 24 hours. A copy of the notice will also be mailed to the student's parent/guardian and a copy will be provided to the building principal.

**3. Third Violation**

A verbal and written "Third Violation" notice will be issued to the student. The student may be treated as a habitual violator and lose all Internet/Computer privileges for a period of up to 18 weeks or beyond at the discretion of the supervising staff member and/or principal. A phone call from the supervising teacher to explain the incident and to schedule a meeting with the student, parent, supervising teacher, and building principal will occur within 24 hours. A copy of the notice will also be mailed

to the student's parent/guardian and a copy will be provided to the building principal.

Severe violations may result in accelerating this process and/or privileges may be denied. Violations and consequences will carry over to the following school year. Students identified as "Habitual Violators" may be denied access to school Internet and electronic devices.

## **IPAD ACCEPTABLE USE POLICY**

### **STUDENT IPAD 1:1**

The purpose of this policy is to define expectations for all users. The focus of the iPad 1:1 program at Logan-Magnolia Community School District is to provide tools and resources to the 21st Century Learner.

Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students is the use of the iPad. The individual use of the iPad is a way to empower students to maximize their full potential and to prepare them for college and the workplace. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with an iPad integrates technology into the curriculum anytime, anyplace. The policies, procedures and information within this document apply to all mobile devices used at Logan-Magnolia Community School District, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

### **RECEIVING & CHECK-IN OF YOUR IPAD**

iPads and accessories will be distributed each fall during Advisory on the first day of school (High School only). Elementary iPads will remain in the student's classrooms. iPads and accessories will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of the Logan-Magnolia Community School District during the school year, the iPad and accessories will be returned at that time. Individual school iPads and accessories must be returned to the LoMa Technology Department or designated room at the end of each school year. Students who graduate early, with draw, are suspended or

expelled, or terminate enrollment at Logan-Magnolia for any other reason must return their individual school iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at Logan-Magnolia, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad, or, if applicable, any fees that are deemed necessary. Failure to return the iPad will result in a theft report being filed with the Police Department.

#### **TAKING CARE OF IPAD**

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the LoMa Technology Department for an evaluation of the equipment.

#### **USING YOUR IPAD AT SCHOOL**

The iPad is intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

#### **ACCEPTABLE USE**

The guidelines are provided so that students and parents are aware of the responsibilities students accept when they use Logan- Magnolia Community School District owned iPads. The use of the Logan-Magnolia Community School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Logan-Magnolia Community School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Logan-Magnolia Community School District. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school District technology resources may be denied, and the appropriate disciplinary action shall be applied. The Logan-Magnolia Community School District's Student Handbook shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

## **Bicycles, Roller Blades, Roller Skates, and Skateboards**

Bicycles ridden to school are to be parked immediately upon arrival and are not to be ridden around the school grounds or adjoining streets during school hours. When arriving to and leaving from school, students shall not ride their bicycles across the bus loading and unloading area.

The use of roller blades, roller skates, scooters, and skateboards are not allowed at school.

## **Illegal Items Found in School or in Students' Possession**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

## **Materials Fees**

Students in grades PK-6 pay an annual materials fee that is due on registration day. Books must be returned at the end of the class. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to the student.

## **Cheating**

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit.

## **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 and 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 superintendent.

## **Electronics in School**

Students may not possess radios, 2-way radios, CD players, televisions, water guns, toys and other similar items on school grounds or at school activities which may result in disruption of the school day. The items are taken away from the students and returned at a later date.

## **Cell Phones at School**

Students may bring cell phones to school, but they must be turned off and put away during the school day. Violations of this will result in the cell phones being taken away and returned to the student or parent later. The school is not responsible for lost, stolen, or damaged cell phones.

## **Posting of Information**

Students or parents who wish to post or distribute information must receive permission from the principal at least two days before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

## **Initiations, Hazing, Bullying or Harassment**

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - 1) tell a teacher, counselor or principal; and
  - 2) write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;

- what, when and where it happened;
- who was involved;
- exactly what was said or what the harasser or bully did;
  - witnesses to the harassment or bullying;
- what the student said or did, either at the time or later;
  - how the student felt; and
  - how the harasser or bully responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when it:

- 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 or benefit from the services, activities, or privileges provided by a school.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc.; and
- demeaning jokes, stories or activities.

## **Student Complaints**

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee.
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 3 school days of the employee's response or the incident;
- If unsatisfied with the principal's response, talk to the superintendent within 3 days of the principal's response;
- If unsatisfied with the superintendent's response, students may request to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

## **STUDENT SCHOLASTIC ACHIEVEMENT**

### **Grade Reports**

Parents will receive progress reports in the form of report cards at parent/teacher conferences in the fall and spring. All other grade reports, including mid-term reports and semester grades will be sent home electronically. Please notify the school office if you have a change in your email address.

### **Parent/Teacher Conferences**

Parent/teacher conferences are scheduled two times during the school year. Parents are encouraged to contact their child's teacher if they would like to conference with them at additional times.

### **Homework**

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, 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.



## **Standardized Tests**

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law. Students are tested unless they are excused by the principal. Grades 1-6 are given the Iowa Assessments in the spring of each year.

## **Honor Roll and Academic Honors**

The school recognizes students in grades 3-6 for high academic achievement. Students who earn a grade point average of 3.0 or higher will receive the P.R.I.D.E. award after each of the first three quarters. Students who show significant improvement in their grades will receive the P.R.I.D.E. after the second and third quarters.

## **MISCELLANEOUS**

### **Open Enrollment**

Iowa's open enrollment law 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 for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll. There are two exceptions to the March 1 deadline. First, an open enrollment request for a prospective kindergarten student may be filed with the receiving district up to September 1st of the school year of enrollment into kindergarten. Second, is having "good cause" to file after March 1. In general, these reasons must relate to a change in the student's residence or a change in the status of the student's district of residence. Students interested in open enrolling out of the school district must contact the superintendent for information and forms. Open enrolled students from low-income families may qualify for transportation assistance.

### **Telephone Use During the School Day**

Generally, students receiving telephone calls during school hours are not called to the telephone. The secretary will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive or make a telephone call.

See Cell Phone section on page 28.

## **Parent Requests for Teachers**

A parent request to have their child placed in a specific teacher's classroom will be considered, along with other factors, if the requests are timely. Written requests must be in the principal's office by May 1. **Any requests received after May 1 will not be honored.**

## **Legal Status of Student**

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 and provide the school with legal documentation. 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 lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk. Pop is not allowed in the cafeteria during lunch hours. Students in grades PK-6 may also purchase a carton of milk for milk break. Please notify the cafeteria with any allergies your child may have.

Free and reduced lunch applications are available upon request from the office.

## **Buses and Other School District Vehicles**

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Video cameras may be in use on school buses for the safety of the students riding the bus. The content of the video tapes may be used to discipline students. Students are not informed when the video cameras are or are not in use.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
- The good conduct rule is in effect.

### **Media Center/Library**

The media center is available to students during school hours. The media center is a place for study and research. It is not a place to socialize. Students are

expected to conduct themselves as if they were in class while in the media center.

### **Teacher Assistance Team**

The Teacher Assistance Team (TAT) is made up of teachers from our elementary staff. Its purpose is to assist teachers with students who are having difficulty, either academically or behaviorally. The team schedules monthly meetings.

Prior to referring a student to the Teacher Assistance Team, the classroom teacher has already tried a number of strategies and conferred with the student's parents. The TAT will attempt to come up with additional solutions to help the student be successful at school.

### **Lost and Found**

When students lose items at school they are placed in a box located in the commons. Unclaimed items are kept for at least a semester before being discarded or given to a charitable organization.

Some smaller items of significant value are kept in the office until such time as they are identified and claimed.

### **Guidance Program**

The elementary school employs a one-half time guidance counselor. The guidance counselor teaches regular lessons to all students. Small group and individual counseling is available to students with special needs.

The guidance counselor is Lori Lockwood, and she is in the elementary building each day.

### **Citizenship**

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

### **Inspection of Educational Materials**

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the superintendent at the high school.

### **School Website**

The school maintains a website for the public at: [www.lomaschools.org](http://www.lomaschools.org)

### **Communications to and from School**

When sending a note or money to school, the student should receive clear instruction from the parents about who is the appropriate person to receive the note or the money. **If your son or daughter is to follow a different routine at dismissal time, please send a note to the teacher, or call the office.** 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.

The school district also emails a newsletter once every other month. This contains the breakfast and lunch menus and the monthly school calendar along with other important information.

This information is also on the school website at: [www.lomaschools.org](http://www.lomaschools.org)

### **Recess and Playground Rules**

1. All students are expected to go outside for recess unless school officials determine it is too cold to go outside, or if they have a doctor's note excusing them from recess.
2. Play in assigned areas. Students are to stay off of the hill on the west end of the playground unless they have permission from the recess supervisor.

Students are not to play in or beyond the pine trees on the north side of the playground.

3. When it is wet, only the hard surfaced areas may be used. There are times when it is wet when students with boots will be allowed to play on the wood chip and rubber areas. An old pair of shoes will not replace boots.
4. The following are prohibited:
  - A. Tackling
  - B. Piggy back riding
  - C. Wrestling, fighting, rough play and using foul language
  - D. Pulling on each others' clothing
  - E. Throwing snowballs, rocks, sticks or other objects
  - F. Climbing on the fence
  - G. Sliding on icy areas
  - H. Running on the sidewalks
  - I. Bouncing ball on the sidewalks
  - J. Moving wood chips or rubber from place to place
  - K. Jumping off the bridge
  - L. Playing with toys on the equipment
  - M. Sitting on slide steps or supports under the slide
  - N. Walkie Talkies, cell phones or other electronic devices
  - O. Playing chicken on the climbing equipment
  - P. Roller skates, roller blades, or skateboards
  - Q. Football or Soccer on the black top
5. Children should play away from the building at all times. Balls should be kicked and thrown away from the building.
6. Only one child is to be on a swing. No twisting of the swings, no standing up and no jumping out of the swings. Do not stand close to the swings while waiting to swing and do not play near the swings.
7. When playing on the slides, only one child should be going down the slide at a time and only one child is allowed on the ladder at one time. No one is allowed to go up the wrong way on the slide.
8. Only one student at a time may go across the arch climber. No climbing on top of the arch climber.
9. No standing on top of the dome climber.

10. No more than 16 people on the merry-go-round at a time. This means 2 children per colored section. Do not jump off the merry-go-round while it is moving. Any unsafe activities are prohibited.
11. No hanging from basketball rims or the rubber padding around the backboards.
12. Students are not allowed to play tag on any of the playground equipment.
13. Students are not allowed to play on the playground immediately before or after school unless they are participating in the Kidcare Program and/or are supervised by a school employee.
14. All students must obey the adult supervising the playground and not just their classroom teacher.
15. Students are not to leave the playground. If a ball goes outside the fence, they must ask the playground supervisor permission to get it.
16. If a student is injured or hurt on the playground they are to report it immediately to the playground supervisor.
17. Toys or other items brought from home are the responsibility of the student who brought them, however, the school strongly discourages this.
18. If you have an adult guest with you please introduce them to the recess supervisor so we know that there are no strangers on the playground. Adult guests should also wear the yellow visitor name tag while on the playground.
19. Playing must stop when the whistle blows.

Consequences for breaking the above rules include verbal reprimand, time-out for the duration of the recess, being prohibited from playing on the equipment that was being misused, being prohibited from playing the game in which the student was breaking the rules and missing future recesses.

Balls or toys that go up on the roof will not be retrieved immediately. Once or twice each year we will retrieve items from the roof.

### **Birthday Treats**

Many students want to bring treats to share with their class on their birthday. Parents are encouraged to contact their child's teacher before bringing treats so

that they can arrange a time and day to bring the treats that does not conflict with another child's birthday or another special activity going on that day and for any allergy concerns in the class.

### **Invitations to Parties**

The school would prefer that invitations are mailed unless all children in the class are invited to the party. This avoids unnecessary hurt feelings to children who are not invited.

If invitations are to be distributed to every child in the classroom, the child should ask the teacher when he or she can distribute them. This will help eliminate possible disruptions in the academic day.

### **Sharing Time**

Several teachers have a sharing day when students may bring things from home to share with their class. If there is a question as to whether an item is appropriate or not, the classroom teacher should be contacted ahead of time.

If a child wants to bring a pet to school, this must be cleared with the classroom teacher and the principal ahead of time. If cleared ahead of time, parents must bring the pet to school since pets are not allowed on the school bus.

### **School Supplies**

The list of necessary school supplies is given to parents in the registration packet before the start of the school year. This list can also be found on the school website. It is also a good idea for students to have a water repellent backpack to carry materials to and from school.

### **School Parties, Ceremonies and Observances**

The school will continue school parties, ceremonies and observances which have become a tradition and a custom of the educational program. These include, but are not limited to, reciting the Pledge of Allegiance and observance of holidays, such as Halloween, Christmas, and Valentine's Day by parties, programs, and performances. Such parties, ceremonies or observances shall have a secular purpose and shall not advocate or sponsor a particular religion.

Students who do not wish to participate in these holiday celebrations or activities may be silent or be excused by the principal.



## **Kid Care**

Beginning in January of 2016, Kid Care has been officially licensed through the Department of Human Services (DHS). This program is a before and after school care service for school-age students who attend our school. It opens at 6:00 A.M. and runs until breakfast is served. It begins when school is dismissed and runs until 6:00 P.M. Kid Care is open Mondays through Fridays and also on days when school is not in session because of staff development or school vacation. Vicki Placek is the director of the Kid Care Program. Please refer to the Kid Care handbook for hourly Kid Care rates.