

NORTH TAMA ELEMENTARY HANDBOOK

North Tama Elementary Top 5

Here are the five most frequent situations that cause elementary students the most stress at our school. Your attention to these details now will save you, your child, and the teacher much time and concern.

1. When the student does not know how to contact their parent.

Please be sure to talk to your child about how they can contact you or another adult when necessary.

2. What to do when school is let out early

Discuss with your child what they should do in this situation so the student does not need to use the phone. We are calling bus drivers, radio and TV stations, and need to keep the lines free.

3. When the student's after school routine is changed.

Remember that we must have a note or phone call if the student is to change their after-school routine. This is especially critical if it involves bus transportation. *Students will be required to go home in the regular way if we have not heard from a parent in writing or by phone.*

4. When students are not dressed for the weather.

Students will go outside unless they have the appropriate excuse. Proper clothes, especially in winter, are critical. *Boots are required when it is snowy.*

5. When a student is absent.

Please call the school to alert us to your child's absence. This will save us a lot of time, as we try to contact any student not at school. Notes are necessary when the student returns to school if we were unable to contact you.

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At North Tama our mission is:

“Opening Doors to Life-Long Learning”

INTRODUCTORY LETTER TO PARENTS

Dear Parents,

This handbook has been prepared to familiarize parents and students with the procedures followed within the elementary school. We believe education can be accomplished best through a positive, mutual partnership between home and school. We look forward to a worth-while relationship which will benefit your child.

Hopefully this handbook will answer many of your questions and help you understand the programs and policies of the North Tama Elementary School. We expect you will discuss the contents of this handbook with your child and make sure they understand its contents. If you have a question please contact us. We are YOUR school, and we try to do our best. Communication is the key to school success. We frequently will send papers home or post announcements on the school website. Please communicate with us as you feel the need. We especially hope you will communicate with us when you have a question, concern, or complaint.

North Tama School: Equity Statement

It is the policy of the North Tama County Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender, identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination on the North Tama Website: www.n-tama.k12.ia.us under Parents/Students section. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Craig Josh Youel, Elementary Principal, 605 Walnut Street, Traer, Iowa 50675, 319-478-2265, E-mail: jyouel@n-tama.k12.ia.us.

North Tama School: Parents'/Guardians' Rights to know Notification

Parents/Guardians in the North Tama County Community School District have the right to learn about the following qualifications of their child's teacher/paraprofessional: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher/paraprofessional, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in any Federal Title Program. Parents/Guardians may request this information from the Office of the Superintendent by calling 319-478-2265 or by sending a letter of request to the Office of the Superintendent, 605 Walnut St., Traer, Iowa 50675.

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

Thanks,

Craig Josh Youel - NT Elementary Principal

NORTH TAMA ELEMENTARY FACULTY BELIEF STATEMENTS

The faculty and staff of North Tama Elementary School would like to share their core educational beliefs with parents and the community. We try to evaluate everything we do against these beliefs in an effort to guide and control the process of change. We hope that by sharing these beliefs with parents and the community, we can further the mutual understanding that is vital to a shared community interest in education. We believe:

- * Home and the community need to be in partnership with the school for quality education to take place.
- * A quality education will help develop individuals who will be physically and mentally healthy, creative, and life-long learners.
- * Students should be given opportunities to learn cooperatively.
- * A variety of methods, materials, and activities that interest and challenge the student should be used.
- * Children should be evaluated continually in many different ways.
- * Subject areas can be combined to make learning more meaningful.
- * Children are unique and will develop and learn at different rates and in different ways.
- * The school can help children learn to work well with others.
- * Children learn best through active participation in their own learning.
- * The school, home, and community need to encourage children to become responsible, caring citizens.
- * Children are creative, and will express ideas in a variety of ways.
- * Teachers should plan and supervise curriculum with students having opportunities to be decision makers in their learning.
- * Technology will be regularly incorporated into the curriculum.
- * Skills mastered will provide the appropriate foundation for career development.

ELEMENTARY FACULTY

Elementary Principal	Craig Josh Youel
Preschool 4yr. Old	Jill Miller
Kindergarten	Anne Turner
	Leigh Sell
Grade One	Vonna Watson
	Jene Daub
Grade Two	Brenda Kaufmann
Grade Three	Connie Courbat
Grade Four & Five	Jana Monat (Math)
	Alivia McClain(Language Arts)
Grade Six	Lisa Chizek (Science 4 th &5 th)
	Jody Gieseman (Math & Science 6th)
	Becky Adams (Reading/Language 6 th)
Guidance	Teresa O'Meara
Chapter I Reading	Amy Lidgett
TAG/Media	Brenda Jensen
MC Resource	Marla Seda, Jessica Schults, Tina Schlichting
Physical Education	Michael Estes
5&6 th Grade Band	Channing Halstead
K-6 th Vocal Music	Terry Shay
Art	Danika Minard
Elementary Media Associate	Julie Cufu
Nurse	2 part time nurses: Kathy Loaf & Dee Benda
Secretary	Sandy Dengler
Associate	Rhonda Pokorny
Associate	Connie Owens
Associate	Tammy Jones
Associate	Nancy Monat
Associate	Jenna Svoboda
Associate	Viki Karr
Associate	Tammy Herink
Associate	Jennifer Ambrose
Associate Preschool	Anne Kemen

AEA 267 Personnel

Speech Clinician	Jennifer Cooper
Consultant/Strategist	Rochelle Richards

All of the faculty at North Tama Elementary meet the state and federal requirements of No Child Left Behind and are considered to be "highly qualified".

AFTER SCHOOL PROCEDURES

If a student is to leave school by means other than their regular arrangement, it is necessary to call or send a written note. This is important so teachers will know definitely whether to put the student on his regular bus or to keep them at school to be picked up. **If there is no note, we will insist on the student following their normal procedure.**

ATTENDANCE

Every student who is absent from school must be accounted for. If your child must be absent from school, please contact us by phone or written note, so we know you are aware of their absence. We do check on the whereabouts of every student on a daily basis.

Parents are discouraged from taking their children out of school. Because of the limited number of instructional days in the school year, we urge parents who do have to take their children out of school to contact the child's teacher in advance, so that all necessary work can be made up before the child misses school. We realize that absences for illness or funerals are at times unavoidable, and will be excused.

Avoidable absences, such as shopping trips, or to babysit for younger siblings, will not be excused, and the student may be required to make up the assignments, work and time missed. We believe an education is very important and it should be a top priority to be at school every day if possible.

*** ATTENDANCE POLICY FOR ELEMENTARY***

The attendance philosophy of the North Tama Elementary School is: Students will be expected to attend school regularly and to be on time in order to receive maximum benefit from the instructional program, to develop habits of punctuality, self-discipline and responsibility, and to assist in keeping disruption of the educational environment to a minimum. While it is possible for an absent student to make up much of the schoolwork missed, it is impossible to completely compensate for an absence from school.

Students who have good attendance records are most likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. Prospective

employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of responsibility and self-discipline. Life-long patterns of responsibility and self-discipline of regular attendance and promptness are fostered by attention given them during the years of school attendance.

There are times, however, when school officials may determine that the problems associated with absence from school are outweighed by the advantages of an activity in which the student participates and they may endorse or sponsor an activity or trip. Attendance at such approved trips and activities will not be considered an absence from school.

Parents and students are urged to cooperate with the school in securing good attendance. Each student contributes to the success of the entire school by what he or she has to offer to the rest of the student body. A major part of a student's educational process is to assume the responsibility of being where they are supposed to be and being on time.

The official North Tama Elementary policy on attendance is as follows:

Students who miss the first or any portion of 1 1/2 hours of school in a day will be counted as tardy. Missing from 1 1/2 to 3 hours will be counted as a half day absence. Anything over 3 hours will be counted as a whole day absent.

We ask parents send a note in advance or call the school at 319-478-2265 and let the Elementary Secretary ext. 155 or the Superintendent Secretary ext. 153 know when their son or daughter will be missing school for any reason. If the parent has not called, Power

Announcement will call and inform you of your child's absence and ask you to call the school to acknowledge this fact. The Principal will have the final say on classifying the absence as an "**Absence**" or an "**Exempt Absence(does not count towards the 10 absences)**".

Exempt absences include, but are not limited to:

- school related/school sponsored trips or activities.
- Illnesses that required a doctor visit or hospital stay.
- A death or wedding in the family.
- Medical appointments with a doctor, dentist, or eye doctor.

Absences that count towards the 10 in one semester include, but not limited to:

- Being sick and not needing a doctor visit or hospitalization.
- Hair cut appointments and shopping trips.
- Family vacations, reunions or hunting trips.
- Babysitting younger siblings.
- Needed at home to work or assist parents.

***There may be special circumstances that the principal will handle on a case by case situation and make a determination on absence being exempt or not. The student is responsible for getting the assignments and doing the make up work after being absent. Students will be given one day plus the number of days absent to complete the make up work. Schoolwork missed due to absences must be made up to the satisfaction of the teacher involved. When students anticipate being absent, every effort should be made that schoolwork is completed in advance. The Principal may determine that advance completion of schoolwork is a prerequisite to exempting the absence. Students anticipating an absence should give the school

timely notice, in writing from the parent/guardian. Failure to notify the school of an absence ahead of time may make an exempt absence, a regular absence that counts towards the 10 day limit.

PROCESS FOR EXCESSIVE ABSENCES: When a student reaches **8** absences for the semester, a call, a letter or email will be made or sent to parents by the teacher. The student will also be verbally notified by the teacher. If a student goes over **10 absences for the semester the student will:**

1. Have their teacher indicate what assignments, projects, or work needs to be done in order to meet the objectives of the course.
2. Setup the time to make up the 2 hours after school for every day past 10 days absent in one semester. This after school time can be 1 hour for 2 days or 2 hours in 1 day. The student will work on late assignments or missing skills and subject content; read a book or do school/community service for the 2 hours.

Tardy: 3 times tardy counts as an absence and will be added to the students limit of 10 absences in one semester. In most cases there are not any tardies that are considered exempt. If there is some kind of special circumstances the principal will determine if the tardy is exempt. In setting it at 3 times equals one absence, we feel like that is enough allowance for those rare times when you over sleep or you are running late getting to school. It shouldn't put a student in jeopardy of going over the absence limit if he or she has good attendance habits.

*****6th Grade Credit Recovery Summer School Class*****

6th Grade Credit Recovery Summer School Class. Intended to hold students accountable for failing 2 quarters of reading, math or science in 1 semester. If a student fails 2 quarters in 1 semester of reading, math or science they will have to take summer school and do E2020 (self-paced online curriculum) for reading, math and science or IXL online math program to make up and gain the skills they missed or don't have in that subject area. The students will be part of our regular summer school

program. If students know they will get to move on to the next grade no matter what they do in the class, they won't try or care!

BICYCLE and SKATEBOARD REGULATIONS

Students are encouraged to ride their bikes and skateboards to school. Bicycle racks are provided on the northwest side of the elementary school. Bikes and skateboards should be walked while on school sidewalks. Failure to follow this rule can lead to the student being banned from bringing a bike or skateboard on school grounds and the principal taking the bike or skateboard away till a parent can retrieve it.

BOOKS AND SUPPLIES

Textbooks, library books, and equipment are rented from the North Tama School District. A fee is charged at the beginning of the school year to cover the rental costs and other consumable materials. Children are encouraged to take good care of the school's books, materials and equipment. Students who misuse school property may be asked to pay for any damage. **All lost books will be charged out at replacement cost.** Refunds on book rent will be made on a prorated basis.

Children are asked to furnish some consumable supplies. Each teacher tells the children the specific supplies they will need.

CLOTHING AND BOOTS

Parents are urged to be observant of their children's dress before sending them to school. Warm coats, jackets, and mittens should be worn when the weather calls for them. **For health, custodial, and safety reasons students in grades K-6 are required to wear boots during snowy weather.** Boots may not be worn during the day in the classroom. Be sure names are on all personal and valuable possessions. Those without boots will have limited playground privileges.

Children are not sent outdoors during the recess or noon periods when it is raining or extremely cold. The chill factor among other things is considered in making the decision whether children go outside for recess.

No clothing is allowed at school which refers to alcohol or drugs, which uses suggestive or obscene language, or which is itself suggestive or in any way distracting to the learning environment. (This includes clothing for upper elementary girls that does not cover the stomach.) Clothing of this type runs counter to the educational mission of the school, and will not be allowed.

CONFLICT MANAGEMENT

North Tama Conflict Managers are fifth and sixth grade students who are trained in conflict resolution. These students work with partners during the lower elementary noon recess and all of the upper elementary recesses. The Conflict Managers are not police, nor do they take the place of teachers monitoring the playground. Conflict Managers are not involved in physical disputes between students. Although teachers may recommend that students talk with the Conflict Managers, it is always each student's choice.

THE NORTH TAMA ELEMENTARY CURRICULUM

It is the goal of the elementary faculty to design and implement an educational program that exceeds state standards.

The North Tama Kindergarten program tries to emphasize the development of the child. Main areas of emphasis are:

1. Language arts and communication skills
2. Arithmetic and counting skills
3. Study skills and work habits
4. Healthy emotional and social habits.
5. Ability to protect and increase physical well-being
6. Creative and artistic experiences

A mix of basic skills and extending activities complete the elementary grades curriculum.

1. Language arts
2. Social Studies
3. Mathematics
4. Science and Health
5. Physical education
6. Traffic/personal safety

7. Vocal and instrumental music
8. Visual Arts
9. Library and media services
10. Guidance services

- Special programs:
1. Chapter 1
 2. TAG
 3. Resource Room
 4. Safety Patrol
 5. Conflict Management

The school district works to maintain a multi-cultural, gender fair educational program, and has a grievance procedure to oversee and maintain it's compliance to state and federal law. For more information contact Craig Josh Youel, Elementary Principal.

Under state law and North Tama Board Policy, parents have the right to inspect curricular materials and exclude their children from certain school programs for religious reasons by arranging an appropriate alternative. Contact the Elementary Principal for further information.

Cell phones

Cell phones are brought to school at your own risk. They must be off and kept in the lockers during the school day. Phones may be turned on after leaving the building at the end of the day. The penalty for unauthorized use is confiscation of the phone until it can be picked up at the end of the school day or returned to the parent, and a possible ban from bringing the phone to school in the future.

STUDENT EXPECTATIONS AT SCHOOL

• Bus Expectations

Respect: Follow the drivers directions and keep the bus clean.

Responsibility: Stay seated, use appropriate language & volume, keep aisle clear

Relationships: Make good choices, honor personal space and belongings.

Any behavior which distracts the driver is a very serious hazard to the safe operation of a school bus, and as such, jeopardizes the safety of all passengers. Therefore, the bus is considered an extension of the classroom, and all rules of behavior and conduct apply to students on the bus as well as in the school. Students who violate bus safety rules will be subject to all forms of disciplinary action available to the principal up to and including suspension from riding the bus, and suspension from school.

Bus students and their parents will be warned of bus rules at registration, in school publications, in the mail, and in person on the first day of school. Afterwards, violations of bus safety rules will be dealt with directly by the principal. For more information concerning transportation policy and administrative rules, see the elementary principal.

BUS DISCIPLINE POLICY

PHILOSOPHY

Every time a student violates a bus rule raises the chance the driver is distracted.

Every time the driver is distracted raises the chance of an accident happening.

Therefore, every time a student violates a bus rule, he or she directly raises the chance of the bus being in an accident!

To assist us in assuring the safety of all children riding our buses, the North Tama School District has established a school bus discipline policy. This policy will provide the principals with adequate authority to maintain discipline on our buses. All bus rules will be strictly enforced. This will apply to all district vehicles including activity buses.

Students will be informed of the bus rules and consequences on the first day of school. Thereafter, all students will be held accountable for their behavior.

It is suggested that all parents review the following bus safety rules with their children prior to the beginning of the 2013-2014 school year. The assistance of parents will greatly reduce the possibility of behavior problems and thereby greatly improve the safety of all riders.

David Hill, Superintendent

BUS SAFETY & DISCIPLINE

- * School bus riders shall conduct themselves in a respectful manner. The use of profane language is prohibited.

- * Bus drivers have authority over all students riding their buses and they have the responsibility for the safety of passengers.

- * All school vehicles and all those rented or leased by the district are an extension of the classroom and school. Therefore, students are subject to all school rules while riding school vehicles.

- * Students shall follow the directions of the bus driver. Failure to do so will be considered a serious offense.

- * The student shall be at the designated loading point before the bus arrival time. Students will be notified of the approximate pick-up time. Because of last minute changes by some riders, these times can vary. Everyone's cooperation will be appreciated.

- * A student must notify the driver in advance when he/she will not be riding the bus. This notice should be given the night before if at all possible.

- * Eating and drinking on school vehicles will be permitted providing wrappers and containers are disposed of properly. If these materials are left on the floor and students fail to comply with the driver's directions regarding food and drink, the driver may prohibit food and beverages for a specified period of time.

- * Respectful communications among riders and between riders and driver shall be observed at all times.

- * Riders shall observe the "quiet" rule when the bus is approaching and crossing railroad tracks.

- * A student must wait for the bus in his/her driveway or on the shoulder of the road.

- * A student who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than ten (10) feet), look in both directions, and proceed to cross the road only on signal from the driver.

- * All students shall be received and discharged through the right front entrance door. The EMERGENCY door is for EMERGENCY USE ONLY. Unauthorized use of the EMERGENCY door may result in a five (5) day suspension from riding the bus.

- * A student will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver by the parents or school authority.

- * A student may be assigned a seat by the driver.

- * Riders shall remain in a normal, seated position while the bus is in motion. Books and other belongings shall be kept out of the aisles.

- * Students are not permitted to play with toys on the bus. Toys must be kept stored in a container while on the bus.

* Permission to open windows must be obtained from the driver. All articles and objects shall remain within the walls of the bus until the student departs.

* Quiet talk and subdued laughter at all times will help prevent the diversion of the driver's attention, thus averting the possibility of an unnecessary and serious accident.

* A student who damages seats or other equipment will be required to pay the cost for the repairs or replacement.

*** Guests will not be permitted to ride home with regular route students without the written permission of the parents involved. This will be strictly enforced. Mandatory notes should be given to your student's elementary teacher. JH/HS students should deliver their notes to the secondary office. The transportation secretary will be notified and inform the bus driver involved.**

The principals will enforce all school rules and all bus rules. Consequences for breaking school rules or bus rules while riding a bus will include the following:

1. In school suspension.
2. Out of school suspension.
3. Short term suspension from riding school vehicles for a period of time.
4. Detention.
5. Loss of riding privileges for remainder of school year.

* Students who are not regular route students are subject to all bus rules and school rules while riding school vehicles. This includes students riding activity buses. Students who violate bus or school rules while riding an activity bus will be subject to consequences from the principal as well as from the activity sponsor or coach.

• **Expectations at School Functions**

Respect: Follow adult directions, listen, participate and be good audience

Responsibility: Accept criticism and no for an answer

Relationships: Greet and thank people appropriately and have positive attitude.

Students who attend school functions of any kind are expected to display proper conduct. Parents are asked to cooperate with the school by not allowing their children to run around unattended. Sitting as a family to enjoy the activity will help prevent such problems. Students that do not control their behavior can be asked to leave, and may not be allowed to attend other events.

• **Expectations in Classroom**

Respect: Follow adult directions and rules, pay attention, value personal and School property, raise hand and talk with permission.

Responsibility: Be prepared, on time and on task, do your best.

Relationships: Be honest, fair and trustworthy; be a good friend, treat other like you want treated and have a positive attitude.

The teacher and students in each classroom set up the rules of the room. These rules are to be reasonable, understood by the children, and consistently enforced. This allows for minor variations in rules among the various rooms.

- **Expectations in Hallways**

- Respect:** Follow adult directions, use line basics, keep hallway clean.

- Responsibility:** Walk quietly & quickly, keep lockers clean and quiet, stay to the right.

- Relationships:** Use appropriate greetings and volume in hallways.

For traffic control purposes children in grades K-1-2-3 are asked to use the south elementary door and grades 4-5-6 the north elementary door upon entering and leaving the building. Bus students entering the building in the morning may use the door closest to their bus departure point. While in the halls, children are expected to walk in an orderly manner and noise is to be kept at a minimum. Children needing to go to the office, nurse, library, etc. should secure permission from their teacher.

- **Expectations in Lunchroom**

- Respect:** Follow adult directions, use good manners, wait patiently in line

- Responsibility:** Keep your area clean, use quiet voice, put tray, trash and utensils in proper area, eat only your food and try each food.

- Relationships:** thank lunch staff and be polite.

Teachers accompany their classes to the lunchroom and back. We allow children to carry on normal conversation and enjoy each other's company, but we cannot allow one child's freedom to interfere with another child's rights. Loud talking, playing or throwing food, and making remarks about the food which may upset another's appetite will not be allowed. Upper elementary students (4th-6th) may ask for seconds and extra milks, but will be charged for the extras.

- **Expectations in Restroom**

- Respect:** Follow adult directions, respect others privacy, use facilities appropriately.

- Responsibility:** Keep area clean, talk with inside voice, get in and out as quickly as possible, and wash hands.

- Relationships:** Honor personal space and belongings.

The restrooms are an area that we can't always have an adult supervise, especially the boys restroom. We are expecting all students to use the facilities appropriately and quickly. We will use peer bathroom monitors to help build leadership and responsibility in students and cut down on problems in the restrooms.

- **Expectations on Playground**

- Respect:** Follow adult directions and take care of equipment in area.

- Responsibility:** Line up quickly and quietly, play safely, use line basics, follow playground rules, and keep playground area safe and clear.

- Relationships:** Solve conflicts peacefully or seek an adult, show good sportsmanship, use conflict managers.

The playground is one of the most enjoyed areas of the school as well as one of the biggest trouble areas too. Our goal is to have all students use and enjoy the playground safely. We will have 5th and 6th grade students at the big recess around noon being conflict managers to help solve problems. There will always be at least two adults on the playground supervising too. There is no supervision of the playground before 8:15 AM. or after 3:25 PM, and the school is not responsible for students using the playground at those times. **Students who violate playground rules will be denied outside recess privileges and may be assessed other consequences. When recess is outside, all students must go outside, unless a doctor's note is provided or the teacher gives special permission.**

DETENTION

Detention after school is sometimes used at the Elementary School for incomplete work, unfinished work, and classroom or school discipline problems. In assigning detention we will follow these guidelines.

1. If the detention will cause the student to miss the bus, the detention will not occur until the parents have been informed and can make the necessary transportation arrangements, often the next day.
2. Detention will not interfere with any necessary functions; e.g.; eating, using the restrooms, etc.
3. Detention time will be during the 3:30-5:30 P.M. if necessary Monday-Friday.
4. When detention is because of incomplete work or some other deficiency in a subject, the detention time will be spent working on that subject.
5. Parents are responsible for transportation home from school if their child misses the bus because of after school detention.

DISCIPLINE POLICY

The overall goal of our discipline policies is to maintain an excellent classroom learning environment, and to help children develop self-control, patience, and the recognition of the rights of others. We try to keep rules to a realistic limit. We try to be firm, fair, and consistent, while showing respect, responsibility and relationships to all our students.

The following matrix gives many examples, but does not list all of what we consider a major and minor infraction of North Tama Elementary Rules.

These problems will be immediately handled by the teacher/adult in charge or referred to the principal. Consequences will be determined by the severity of the incident and the student's previous discipline record. Possible consequences are:

- Verbal reprimand with student making apology and/or restitution where appropriate.

- Loss of recess or other privileges
- Parental contact
- Suspension (in school or out of school)
- Behavior essay
- Detention
- Referral to an outside agency (Sheriff, Human Services, etc.)

Various North Tama board policies regulate the implementation of these and other consequences. Contact the office with questions or to receive copies of relevant policies.

North Tama Elementary: Major-Minor Matrix

Inappropriate Language: Minor	Inappropriate Language: Major
<ul style="list-style-type: none"> • Use of milder inappropriate words(i.e. shut-up, crap, sucks...) • Yelling after a reminder • Profanity not directed at someone, just slips out • Using non-verbal profanity • Unintended hurtful words – shows remorse • Sexual words or innuendo 	<ul style="list-style-type: none"> • Student delivers verbal messages that include swearing at someone, specific name calling or high- intensity use of inappropriate language • Repeated use of inappropriate words

Fighting/Physical Aggression: Minor	Fighting/Physical Aggression: Major
<ul style="list-style-type: none"> • Pushing & pushing back to someone who initiated contact • Throwing an object with no intended target • Bumping into other intentionally • “Play” fighting • Invading personal space purposefully • Mild body contact 	<ul style="list-style-type: none"> • Hitting/punching with closed fist • Throwing object with dangerous intent at someone • Pushing to ground with injury • Kicking, biting, hair pulling spitting, and slapping • Initiating a fight or premeditated assault • Assault that leaves a mark or injury • Threatening gesture w/dangerous object(bat, stick, rock)

Defiance/Disrespect/Noncompliance: Minor	Defiance/Disrespect/Noncompliance: Major

<ul style="list-style-type: none"> • Making noises after being asked to stop • Walking away from an adult when being spoken to or arguing with an adult • Running in the hall after a reminder • Refusing to follow directions • Yelling at others • Refusing to comply with adult request • Leaving room without permission 	<ul style="list-style-type: none"> • Total refusal to comply/shuts down and requires removal from situation by adult/principal • Leaving building • Hiding in locker or building
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Disruption: Minor	Disruption: Major
<ul style="list-style-type: none"> • Keeping others from learning through noise or action • Talking out of turn/interrupting constantly • Unnecessary constant talking/blurting • Repeated burping/passing gas • Drumming to intentionally disrupt • Unnecessary roaming in room or building • Note passing • Closing someone in locker or closet • Yelling/screaming in the building • Slamming lockers, desks, or chairs • Refusing to work 	<ul style="list-style-type: none"> • Throwing chairs, tables, desks, ect. • Standing on furniture or counters • Threatening an unsafe action(i.e. hitting wall/glass • Serious/threatening action done in anger

Harassment/Teasing/Taunting: Minor	Harassment/Teasing/Taunting: Major
<ul style="list-style-type: none"> • Isolated name calling or bullying • Threatening gesture or words(i.e. showing fist) • Intentionally blocking path of others • Spreading rumors • Intentionally embarrassing someone • Maliciously talking about someone's family • Invading someone's privacy (i.e. peeking in bathroom stall, watching at urinal • Isolated disrespectful remark or message including negative comments based on race, religion, gender age, national origin, 	<ul style="list-style-type: none"> • Direct threats toward personal safety (i.e. threatening to kill or shoot someone • Organized teasing toward specific victims • Repeated bullying • Inappropriate toughing • Sexual comments: written or spoken • Serious threats to fight or get someone after school • "De-pants-ing" another • Repeated disrespectful remark or message including negative comments based on race, religion, gender age, national origin, disabilities or other personal matters

disabilities or other personal matters	<ul style="list-style-type: none"> • Taking pictures in restroom that are inappropriate
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Property Damage: Minor	Property Damage: Major
<ul style="list-style-type: none"> • Making marks on any school property • Punching/kicking/hitting lockers • Misusing or destroying others property • Making a mess in restrooms 	<ul style="list-style-type: none"> • Going to bathroom on floor or inappropriate area • Punching/kicking/hitting locker with damage • Intentionally breaking something • Vandalism or writing on school property

Technology Violation: Minor	Technology Violation: Major
<ul style="list-style-type: none"> • Failure to follow directions or expectations of an adult while using technology 	<ul style="list-style-type: none"> • Student engages in inappropriate and/or repeated inappropriate use of technology • Repeated or flagrant violation of the schools Authorized User Policy

Lying/Cheating/Theft: Minor	Lying/Cheating/Theft: Major
<ul style="list-style-type: none"> • Single time of taking another's property (minor value i.e. pencil) • Refusing to return a borrowed item • Substituting someone else's work for yours' • Hiding another's property • Unintentional plagiarism 	<ul style="list-style-type: none"> • Taking another property (significant sentimental or monetary value) • Not telling the truth when it involves someone's personal safety or property damage • Intentional plagiarism

Possession of Controlled/Inappropriate item: Minor	Possession of Controlled/Inappropriate item: Major
<ul style="list-style-type: none"> • Unintentionally and without display or threat has a gun, knife, or other weapon which is obviously a toy(i.e. water gun, rubber, or plastic) and voluntarily gives it up to an adult • Possession of a formerly combustible or dangerous item that is no longer capable of causing bodily or property damage(i.e. empty 	<ul style="list-style-type: none"> • Possession of gun, knife , other weapon, matches, lighter, combustible items or any item capable of causing bodily or property damage • Displays or threatens with a toy gun, knife, other weapon with the intent of making others believe it is real

book of matches, lighter that is empty, spent gun shell) • Possessing picture or graphic of questionable sexual content (ie. women in bikini's)	• Possession of drug paraphernalia or look alike • Possession of alcohol, tobacco, drug or look alike • Possession of pornographic(XXX, adult only, x-rated material)

THREATS OF VIOLENCE

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

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terrorist behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental or emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

BULLYING AND HARASSMENT

The North Tama County Community School District maintains an officially adopted school Board policy (*Code #105.1*) concerning harassment. Harassment and bullying of students and employees are against federal, state and local policy, and are not to be tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment.

Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

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

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or

The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or

- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

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

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

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site

and a copy shall be made to any person at the central administrative office at 605 Walnut Street, Traer, Iowa, 50675.

HOMEWORK RULES FOR UPPER ELEMENTARY

In grades 4-5-6 student work habits will be monitored by teachers in an effort to help students learn to manage homework and develop good work habits. Teachers will keep a record of work habits by keeping track of two types of problems. Separate records will be kept for work left in homeroom, and for work not done on time. When a student has recorded three incomplete or unfinished assignments in any class, the teacher will consult with the student, send a note home to the parent, and the student will receive noon hour detention. Noon hour detention will follow any subsequent incomplete or unfinished assignment in that subject.

PHYSICAL PUNISHMENT/RESTRAINT

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Reasonable and necessary physical force, not designed nor intended to cause pain, may be used upon a student with or without advance notice in order to accomplish any of the following: quell a disturbance or prevent an act that threatens physical harm to any person; obtain possession of a weapon or other dangerous object within a pupil's control; self-defense or defense of others; protection of property; to remove a disruptive pupil from class or any area of school premises; to prevent a student from self-infliction of harm; and to protect the safety of others.

Reasonable physical force used should be commensurate with the circumstances of the situation and it should be moderate so as not to cause permanent physical harm to the student.

In the event reasonable physical force must be used for the reasons described above, students disciplined under this policy shall receive appropriate due process. This includes oral or written notice of the allegations, oral or written statement of facts which are the basis of the allegations, an opportunity for the student to respond, and an opportunity to appeal to the next higher level - teacher to Principal to Superintendent to North Tama Board of Education to State Board of Education.

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

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

"TIME-OUTS"

Upon occasion it may be necessary for the principal to discipline a student by suspending them "in-school" for a period of time. In the Elementary this is called giving the student a "time-out" to think about their actions. If that occurs the following guidelines will be followed:

1. The student will be assigned to a location in the office area for the period of the time-out.
2. If the student's assignments are not provided for them they will be expected to make up the work missed.
3. Lunch and rest room will be provided for students during time-outs.

FEES

The North Tama Board of Education believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property.

The Board recognizes that while certain fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The North Tama School District will grant either full waivers, partial waivers or temporary waivers depending upon the circumstances and the student or student's parents ability to meet the financial criteria. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program, Supplemental Security Income, transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Parents or students eligible for a fee waiver shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually. The North Tama School District will treat the application and application process as any other school record and student confidentiality and access provisions will be followed. Denials of a waiver may be appealed to the school district. *Fines or charges assessed for damage or loss to school property are NOT fees and will NOT be waived.*

FIELD TRIPS

Many valuable learning experiences are gained on field trips. Parents will be asked to sign a parental permission slip to allow their children to take part in these activities. Teachers will send home notices whenever they are taking their classes on field trips. Field trips are usually seen as required educational activities. **Students who have not shown they can be trusted to act responsibly during the regular school day may not be allowed to attend field trips. Children who are behavior problems during a field trip may be punished later, and be removed from further trips. Students who do not go on field trips will be provided alternate educational activities and are expected to be in school unless other plans are approved by the principal.**

FOOD PROGRAM

Tickets for our food program can be purchased each morning at the central office, or children may bring lunches from home. The cost of a one day lunch ticket is \$2.25. Breakfast tickets cost \$1.55. Breakfast is served from 8:00 to 8:10 AM daily. Kindergarten snack is \$16.80 for the year and Kindergarten milk is \$67.20 for the year. Parents may pay as much as they like into their lunch account. If the student's card is lost or ruined, a \$3.50 fee is necessary to replace it. Extra milk is available to students. Parents may pay for the milk on a daily, weekly or monthly basis. The cost of an individual milk is 40¢. Free and reduced priced meal information is available to parents in the main office. Refunds will be made on unused portions of lunch ticket.

Children who live within walking distance of school can go home for lunch. If your child plans to go home for lunch, please send a note to the teacher regarding the day or days you want your child to come home.

ELEMENTARY GUIDANCE PROGRAM

Each student is a worthy individual possessing unique qualities, abilities, and needs. Thus the elementary guidance and counseling program focuses on the identifying and providing for the individual needs of all students. Each person has the right to dignity as a human being without regard to sex, race, religion, color, socioeconomic status, or handicapping condition. As with other programs within the school which are designed for all children, special written permission to meet with students is not required, however a parent will be notified if there becomes a need for special individual counseling for their child.

GUIDANCE IS DEVELOPMENTAL

The elementary guidance program is based on the premise that there are needs and concerns which are common to everyone. These common needs can best be met through carefully planned, sequence programs which are provided to all students. The developmental program recognizes the value of this counselor as child advocate and change agent.

GUIDANCE IS PREVENTIVE

Life skills are developmental and counselor's primary focus is assisting in the development of these skills.

GUIDANCE IS CONCERNED WITH REMEDIATION AND CRISIS COUNSELING

Counselors are aware that some children will need continued counseling for the development of life skills. In addition, if crisis does occur, the counselor will make him or herself available as soon as possible.

GUIDANCE IS CONCERNED WITH SOCIETY AS A WHOLE

Emphasis of the elementary guidance program includes:

1. Understanding the dynamics of human behavior;
2. The development of interpersonal relationship skills;
3. The development of satisfying and socially acceptable methods of coping;
4. The development of responsible decision making skills

GUIDANCE IS AN INTEGRAL PART OF THE TOTAL EDUCATIONAL PROGRAM

Guidance is a cooperative school effort involving students, staff members, parents, and community. It attempts to provide a healthy school environment in which each child may grow and learn optimally. The elementary guidance program is provided for all children directly through the counselor and/or the teacher in the classroom and by the counselor who counsels students and consults with teachers, other staff members, parents, and community agencies. The classroom teacher is a key person by helping to identify guidance needs and by facilitating positive and healthy attitudes in students on a daily basis. The team approach to guidance and counseling is crucial to the success of the program.

HOMELESS CHILDREN AND YOUTH

A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have

legal guardianship over the child or youth of school age. It is our goal to identify homeless children and youth of school age within the district, encourage their enrollment in school, and eliminate existing barriers to their receiving an education.

HOURS OF SCHOOL

The Elementary School day consists of approximately six and one-half hours of instruction, not including lunch.

The building opens for the day at 7:55 A.M. Students eating breakfast may enter the building at 7:55 A.M. when the breakfast bell rings. **Students should not be at school earlier than this because there is no playground supervision.** The morning session of school begins at 8:15 A.M. **The elementary building doors will be locked between the hours of 8:25 AM and 3:15 PM.**

Elementary students will eat lunch in 30 minute shifts between 10:50 and 12:05. Kindergarten will go to lunch first, and sixth grade will go last. Small variations occur in time schedules to provide for a smooth flow of traffic in our lunch room.

Elementary School town students are dismissed at 3:20 with bus students leaving at 3:23 time.

INCLEMENT WEATHER

In the event it is necessary to cancel or dismiss school early due to bad weather or poor road conditions, the following radio and TV stations will carry notices.

RADIO	TV
WMT 600 AM & 96.5 FM	KGAN - CHANNEL 2
KXEL 1540 AM & KOKZ 105.7 FM	KCRG - CHANNEL 9
KWLO 1330 AM & KFMW 108 FM	KWWL - CHANNEL 7
KOEL 950 AM or 92.3 FM & KKCV 98.5 FM	
KFJB 1230 AM & KXIA 101.1 FM	
KCRR 97.7 FM & KDAO 99.5 FM & KCRG 1600 AM	

WEB: www.kgan.com & www.kwwl.com & www.kcrg.com

BE SURE YOUR CHILDREN KNOW WHAT TO DO IN CASE SCHOOL IS DISMISSED EARLY!!!

North Tama has an emergency plan utilizing the safest possible areas for protecting students in the event of a severe storm.

If a severe storm warning comes at the end of the school day, the dismissal of students will be delayed until it is safe for children to go home. Parents should wait until the danger is over before picking up their students.

INSURANCE

A program of student insurance is available to all students on a voluntary basis. An envelope will be sent home with an explanation of the coverage offered and the fee on registration day.

LOCKER AND DESK INSPECTION

We will inspect lockers, desks, and any other areas belonging to the school and used for storage by the students without additional notice or any type of suspicion. The student is not required to be present.

LOST AND FOUND

A lost and found area is located at the T in the hallway. Many times articles of value are also turned in to the principal's office. As soon as a student has lost an article, they should check the lost and found area and with the office. We strongly urge that all clothing personal property be labeled with the student's name. Periodically, unclaimed items will be donated to charitable organizations.

MEDICAL ISSUES

ILLNESS AND MEDICATION AT SCHOOL

Amy Monat and Dee Benda will be sharing our nursing duties this school year. Parents may contact Bev Colvin (ext.155) or Suzanne Earley (ext.153) by **phone at 478-2265** before 8:15 a.m., if their child is going to be absent for illness or any other reason. Power Announcement will be automatically calling you to notify you if your child is not at school during the start of the day. Please call the school back letting us know you are aware of this absence and what the reason is for missing school.

PLEASE NOTIFY THE SCHOOL IF YOUR PHONE NUMBER CHANGES.

ADMINISTERING MEDICATION

We cannot give medication at school without all of the following:

1. All medication prescribed by a licensed medical physician, osteopathic Physician, Chiropractor, or dentist should be left in it's original container.
2. Send only amount needed to take while at school, usually pharmacists will provide an extra bottle when requested.
3. A signed permission slip from the parents stating why they are taking the medication and how long they are to receive it must accompany the medication and any over the counter medication.
4. Parents must send a note concerning their child taking over the counter medication: why, how long, how many a day to the school nurse for administration of the medication.

EMERGENCY FORMS

At the beginning of the 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 contact the parents. Parents must notify the school if this information changes during the year.

ILLNESS

A child should not be sent to school if they are not feeling well. Keep them at home if they have:

- ... ear ache or severe headache
- ... fever (oral temperature of 100F or above) *The school will use the temperature of 100F as the point to call parents. The nurses can also use their discretion to send a student home with less than 100F temperature if they believe it is of the best interest and safety of the sick student and other students in the classroom.*
- ... an acute cold
- ... communicable disease
- ... mattering or inflammation of eyes
- ... nausea, vomiting or diarrhea
- ... untreated head lice or live head lice

Please contact the school if your child comes down with a communicable disease such as chicken pox.

Please use the following guide as an aid in determining when your child is ready to return to school.

1. Fever has been absent for 24 hours without the use of medication.
2. Nausea and vomiting and/or diarrhea has subsided for 24 hours.
3. Stage or contagions for specific communicable diseases have passed.
4. Child has been under a doctor's care and has been given permission to return to school.
5. The child who is well enough to come to school should be well enough to go outside for recess. Exceptions are by doctor's excuse.

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. Only for specific medical or religious purposes are students exempted from the immunization requirements.

NON-CUSTODIAL PARENT ACCESS TO STUDENTS AND RECORDS

Legal custody: Decision making regarding major life issues including medication and education.

If both biological parents have legal custody either parent can make decisions about the child's welfare (for instance, one signature for an AEA placement)

Physical Custody: The child's primary residence.

When parents are divorced, we request the parents provide the school a copy of any legal determination restricting legal or physical custody of the children. North Tama Schools will use these documents to make certain that your child's best interests as well as both of the parents' interests/rights (as determined by law) are being served.

Without a court order terminating or determining parental rights, or a restraining order denying access to the children, school, or children's records **both** parents have access to the following:

copies of report cards

parent-teacher conferences

access to the child's school records and cumulative files

If the divorce decree shows "joint legal custody" **either** parent has the right to sign consent forms for the child.

The parent without physical custody may visit the child at school or pick them up from school if these actions fall within the custody agreement. We will attempt to contact the custodial parent before releasing the child to the non-custodial parent, unless we have prior permission from the custodial parent.

The school will not know if a person's parental rights have been removed or modified by the courts unless we are so informed by the child's caretaker. This information must be in the form of a copy of the official court documents.

OPEN ENROLLMENT

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following dates:

September 1, 2017 - Last date for open enrollment requests for entering kindergarten students for the 2018-2019 school year

March 1, 2018 - Last date for regular open enrollment requests for the 2018-2019 school year.

**** A parent/guardian may apply for open enrollment after the filing deadline of March 1, 2018 if good cause exists for the failure to meet the deadline. The following are examples of good cause, if they occur after March 1.**

Change in family district of residence.

Change in marital status of the student's parents

Placement of the child in foster care
Adoption
Participation in a foreign exchange program
Participation in a substance abuse or mental health treatment program
Failure of a school reorganization action
Failure of a whole grade sharing action
Loss of accreditation of nonpublic school
Severe health need or pervasive harassment.

Parents/guardians of open enrolled students whose income falls below the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents should be aware that open enrollment might result in the loss of athletic eligibility. For further details, contact the central office.

PARTY INVITATIONS

Past experience has shown that problems often develop when children distribute party invitations at school. Therefore, we do NOT allow this practice, unless all classmates are to be invited.

PERSONAL PROPERTY AT SCHOOL

All personal property should be labeled and marked for identification. Children should not bring extra money, radios, tape recorders, toys, or other objects from home unless they have been given special permission by the teacher. Items that are brought from home should be clearly marked so they can be easily identified. The school cannot assume responsibility for the loss or breakage of things brought from home.

PHYSICAL EDUCATION

Physical Education classes are considered the same as any other academic class.

Please send a written excuse if you wish to have your child excused from a P.E. class for some reason. For a prolonged absence we need a slip from the doctor stating the reason and the length of time a child is to be excused.

To protect our gym floor, all children are required to have separate shoes for gym class. They must be tennis shoes that are only used for gym class. They can be old shoes, as long as they are clean. Students without gym shoes will participate in their stocking feet. Elementary PE shirts and shorts are available for purchase at Reuman's Clothing downtown Traer. Shirts cost \$7.00 and shorts cost \$12.00. These are optional and do not have to be purchased.

PHYSICAL ACTIVITY REQUIREMENT

North Tama Elementary School uses PE class time and recess time to meet the 30 minutes per day state requirement for physical activity. Details may be requested through the principal's office.

PICKING STUDENTS UP AT SCHOOL

Parents who pick up their children during the day will need to go to the main office and check in before going to the classroom to pick their student. Please "check in" with the classroom teacher before leaving with your child so we know they have left school appropriately.

PICTURES

School pictures will be taken during the first weeks of school. A note will be sent home prior to the actual date. The purchase of the pictures is a choice on the part of the family. Since parents are dealing directly with the photographer, payment for the picture package takes place at the time the child has his/her picture taken. Questions and problems should be referred to the photographer.

REPORT CARDS AND CONFERENCES

It is now the standard practice at North Tama for K -6th grade report cards and mid-term reports to be sent home electronically through Power Announcement. Sending home reports electronically saves the school money in postage, paper, printing and many, hours of labor. Only families without a computer or internet connection at home will be able to receive a paper copy of report cards and mid-terms.

The report card indicates the progress, and attitude of your child and also areas that need some improvement. Grades K-2 utilize a (1, 2, 3, 4) system for grading and grades 3-6 utilize the traditional (A, B, C, D, F) system for grading. Both systems grade the student in terms of their own educational growth as well as their achievement measured against the standards and benchmarks of the grade level.

Parent-Teacher conferences are held during the middle of the first nine week period. At this time all parents are provided with the opportunity for a scheduled conference. A second conference will be scheduled during the third nine week period of the school year. We encourage parents to set up additional conferences as they see the need.

Conferences with parents are very important to us! Do not hesitate to contact us about any learning need your child may have.

SAFETY PATROL

The school has a safety patrol to assist students in crossing the streets immediately adjacent to the school. Students are to obey the orders or directions of the safety patrol.

SPECIAL LEARNING NEEDS

The school offers the following special student services through the use of AEA 267 personnel: speech therapist, hearing clinician, educational strategist, psychologist and social worker. The district will identify, evaluate, and provide an appropriate public education to students who are disabled within the meaning of Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act (IDEA). Questions about parent rights and our local procedures may be directed to the elementary principal.

In addition, we provide additional reading and math programs for those students needing a little extra help in reaching and staying proficient. Students are identified for these programs from test results and teacher and parent recommendation.

STUDENT RECORDS, DIRECTORY, AND TRANSFERS

Student Records will include information beyond the basic Directory Information. Student Records will be reasonably accessible to the appropriate school personnel, the parents, or the student if they are 18 years or older. Student Records will not be released without a "Release Form" signed by the parents. This form is available through the Counselor, Principal, or Superintendent. These records are used by teachers and administrators to provide a sound educational program for your child. Board policy includes a process for parental amendment of records.

The North Tama County Community School District maintains an officially adopted school board policy of Student Directory Information.

Directory information relating to a student shall be public information. It will include only the following information: student's name, address, telephone number, date and place of birth, participation in officially recognized activities, dates of attendance, awards received, and the most previous educational institution attended by the student. Those who do not wish to have even this

information released may request so to the North Tama School within the first two weeks of school each year.

To transfer from North Tama School District, parents should notify the elementary school office as soon as possible. Cumulative records will be sent to the new school when that school sends us a written request.

SUSPECTED CHILD ABUSE BY SCHOOL EMPLOYEES

All complaints or questions regarding suspected child abuse by a school employee shall be directed to the Superintendent of Schools, Tom McDermott, who has been designated by the North Tama Board of Education as the Level I Investigator.

David Hill, Superintendent
North Tama County Community School
605 Walnut Street
Traer, Iowa 50675
School Phone 319-478-2265

TELEPHONE USE

Telephones at school are to be used for school business. We ask that children use the telephone only for an emergency. Forgetting homework or band instruments is not usually considered an emergency. When children need to use the telephone they must get their teacher's permission. Children are not called to the telephone during school, but parents may call and leave a message with the elementary secretary.

Arrangements for after school social activities should be made before leaving home.

TITLE 1 PARENT INVOLVEMENT POLICY

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

1. This jointly developed and agreed upon written policy is available to parents of participating Title 1 children and all parents in school wide buildings through the Student Handbook which is located on the school website: www.n-tama.k12.ia.us
2. One annual meeting is held, for all parents of participating children. Additional meetings with flexible times shall be held throughout the year and be determined by parent suggestions. The North Tama elementary building will hold one annual meeting, two parent-teacher conferences, fall and spring, as well as informal meetings/conferences arranged by the parents or the Title 1 teacher. Notification will be sent in the monthly Title 1 newsletters and the monthly NT elementary newsletter.
3. Parents are given assistance in understanding the Title 1 requirements, standards, and assessments through the annual meetings and parent-teacher conferences.
4. Parents receive an explanation of the school's performance profile, the forms of academic assessments used to measure student progress, and expected proficiency levels in the annual progress report distributed to all box holders in the spring of the year, through individual reports given to parents at conference time, and through report cards.
5. In targeted assistance buildings parents are informed of and involved with their child's participation in the Title 1 program. They also are informed about the curriculum, instructional objectives, and methods used in the program. This information is delivered through newsletters, conferences and the annual meeting.
6. Parent recommendations are encouraged and responded to in a timely manner. Verbal or written responses will be given for all recommendations.
7. Parents will be involved with the planning, review, and improvement of the school wide programs. The vehicle used will be the School Improvement Advisory Committee (SIAC). If the school wide program is not satisfactory to the parents of participating children, they may submit comments to the SIAC.
8. A jointly developed school/parent compact outlines how parents, the entire school staff, and students all share responsibility for improved student achievement. The compact describes the means by which the school and parents will build and develop a partnership to help children achieve our local high standards. It is distributed in the student handbook and is reviewed at the annual meeting.
9. The Title 1 program provides opportunities for parents to become partners with the school in promoting the education of their children both at home and at school. Parents are given help monitoring their student's progress and provided assistance on how to participate in decisions related to their student's education. The school also provides other reasonable support for parental involvement activities as requested by parents. Parents are encouraged to participate as volunteers in the school setting. Individual conferences will also be held upon request. A reading library, which contains reports on educational issues, books, and videos, are available to parents for check out at the North Tama Elementary Title 1 room.

10. The school continues to coordinate and integrate, to the extent feasible and appropriate, the parent involvement policy and other programs and activities within the district.

11. An annual evaluation of this parental involvement policy shall be conducted to determine its effectiveness. Findings will be used to design strategies for school improvement and revision of policies. The annual Title 1 spring questionnaire will serve as the means of discussions/input of program adjustments.

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

VISITING SCHOOL

The school encourages parents to visit their child's classroom. However, we feel that your visits will be much more satisfying to you if they are not made during the first or last two weeks of school, or a day or two before any vacation period. *Please feel free to visit, but try to alert the teacher ahead of time, and do not bring preschool children, as they can be distracting to the children in the class.* Also, keep in mind that long visits tend to interrupt the classroom. Eating lunch with your child at school can be a fun way to visit! The school discourages other children (visiting friends or relatives) from visiting school. Special permission by the principal and the teacher must be received before students enrolled in another school district may visit. If permission is granted, the hours of visitation are between 10:30 AM and 12:30 PM.

CHILD SAFETY RESOURCES

Here are some community and web based resources for parents to use to help teach children basic child safety principles including the prevention of bullying, sexual abuse and harassment.

Child Abuse Prevention Services

641-752-1730

Works in collaboration with local school districts to provide classroom presentations to K-12 students in the areas of abuse, sexual harassment, bullying, and assault. Also serves as a resource to parents and educators.

Domestic Violence Alternatives**1-800-779-3512**

Provides services to women and children who are sexual assault victims. Offers a 24 hour crisis line, one-to-one counseling, support groups, safe shelter, information and referrals, and advocacy.

Tama County Department of Human Services**641-484-3406**

Provides support, information and serves as a resource to families.

How to Protect Your Child from Child Abuse
www.bsa-ia.org**1-800-999-SCOUT****No Way, Don't Go There, & I Don't Think So**
www.girlscouts.org**Pacer Center's Kids Against Bullying**
www.pacerkidsagainstabullying.org***President's Award for Educational Excellence – 6th Grade Award only***

The purpose of this award is to recognize academic success in the upper elementary classrooms. Principals and teachers have found that students do their best when we expect the best from them. Specific goals and high aspirations encourage our young people to learn more and at much higher levels. The award includes a certificate signed by the President of the United States, the Secretary of Education and the school principal; and a lapel pin. This is a great honor to qualify and win the President's Award for Educational Excellence!

To be eligible for the President's Award for Educational Excellence, 6th grade students must meet the following two requirements:

1. Have a cumulative Grade Point Average (GPA) of 3.5 or better for their 4th through 6th grade years.
2. Have at least a 85 or better percentile rank on either the Math or Reading score on the Iowa Assessment Test during their 6th grade year.

Students, is this one of your goals? Parents, are you helping and supporting your child to achieve at this high level and qualify for this award? As a 4th grader, it is time to set this goal and start working towards it. As the principal I hope everyone is working towards this prestigious award!!!!

Elementary Talented and Gifted Program (TAG):

The Iowa Administrative Code requires that every school provide a Talented and Gifted program to help meet the needs of children who are determined gifted in at least one the following areas:

- General intellectual ability
- Creativity
- Leadership
- Visual and performing arts
- Other specific ability or aptitude

In order to be considered intellectually gifted, teachers and the TAG coordinator look for scores above a 90% in at least one area on the MAPS or Iowa Assessments. Students showing outstanding creativity, leadership, artistic ability, or another aptitude must be considered by at least one qualified teacher to be in the top 90% of the students' peers. One other important factor in the identification process is motivation. The program exists for students eager to learn and need additional challenges beyond the regular classroom.

In addition to a weekly meeting when the child leaves his or her classroom for TAG, students may sometimes be asked to work on their projects outside of this class. Also, TAG students are encouraged to ask their regular classroom teachers for further challenges in their areas of giftedness.

Students are considered for TAG on an annual basis and being in TAG one year is not a guarantee to be in TAG the following year. In the past NT Elementary has an average of 10% of the elementary student body being accepted each year, even though many schools only take 5% into their TAG Program. But this is not a goal to have 10% and we will only take qualified students no matter how low the percentage is.