

2017-2018

Student Handbook



Storm Lake Elementary
1810 Hyland Drive
Storm Lake, IA 50588

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Absence/Attendance

- Daily attendance and being on time are necessary.
- School begins at 8:25 am and dismisses at 3:25 pm.
- Should the student develop a questionable pattern of absences, the principal may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence or absences will be excused or unexcused.
- A doctor's note will be requested if your child misses more than three days in a row.
- Please inform the school of any planned absence – excused absences include funerals and illnesses. Trips, vacations, and other absences will be marked as unexcused unless prior approval is given by administration and student work is completed as necessary.
- Parents will receive a reminder letter from the school about the importance of attendance if a child misses more than 5 days or is tardy more than 5 times.
- If a child misses more than 10 days, the absenteeism will be turned over to the County Attorney.

Accident and Emergency Information

- Please provide an emergency contact and their phone number in case of an emergency.
- Inform the school if this information changes.

Anti-Bullying/Harassment Policy

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
- Unreasonable interference with a student's performance.

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits.
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student.
- 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
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

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

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

Bus Information

Riding the bus is a privilege

The rules for riding the bus are:

- Sit facing forward.
- Make room for other students to sit down.
- Show respect for other students riding the bus and the bus driver.
- Talk quietly at all times.
- Remain seated unless instructed by the driver.
- Keep your hands and feet to yourself.

The consequences for not obeying the rules are:

FIRST OFFENSE

- Warning
- Student meets with the building administrator to develop a plan that explains how the student will solve the problem he/she has created
- Notification letter will be sent by mail to parent/guardian.
- Bus driver will determine if assigned seating is necessary.
- School discipline plan may be invoked.

SECOND OFFENSE

- Student loses privilege of riding the bus until a meeting occurs with the student, parent/guardian, administrator or designee, and transportation director or designee. This group will develop a plan to avoid future problems.
- The district reserves the right to suspend bus privileges for 1 to 20 school days.
- The school discipline plan may be invoked.

THIRD OFFENSE

- Student loses bus privileges for 20 school days.
- In order to be reinstated, the student must meet with the parent, school administrator, transportation director and superintendent. At that time the student and parent/guardian will submit a written plan about how the student will modify his/her behavior. The school discipline plan may be invoked.

FOURTH OFFENSE

Student loses bus privileges for 45 school days.

Note:

Because each situation is unique, the Storm Lake Community School District reserves the right to revoke riding privileges at any time. Should this occur, the parent/guardian will be notified verbally and by letter.

Bus referral one will be removed from the student record after 90 school days. This applies only if the student has not received a second bus referral within 90 school days of bus referral one.

Care of School Property/Vandalism

- Students are expected to treat school property with care and respect.
- Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district.
- Additional disciplinary measures may also be applied.

Change of Address

Please notify the school, as soon as possible, if your address changes.

Title One

Storm Lake Elementary is a Title One building. All students benefit from extra support and materials in reading and math.

Child Custody

- When parents are divorced or separated, both have equal rights where their child/children are concerned.
- The only exception to this would be if a court order exists that limits the rights of one parent.
- A copy of any court orders must be provided to the school.
- If a court order is not on file in the office, equal rights will be provided to both parents.

Conferences

Conferences will be held three times per year; Welcome Conferences in August, First Quarter Conferences in October, and Third Quarter Conferences in March. You will be informed of a time.

A skills checklist of your child's progress will be provided four times a year. These will be given to you during regularly scheduled conferences or sent home.

Discipline

The Storm Lake Community Schools follow the principles of Love and Logic. The Pillars of Character Counts will also be taught and followed. The pillars are: trustworthiness, respect, responsibility, fairness, caring and citizenship.

Dress Code

We expect students in the Storm Lake Community Schools to dress in an acceptable manner. If we deem that clothing is inappropriate for school we will call parents and ask that the child change their clothing.

Early Dismissals/Late Starts

- Local radio stations and television stations will announce school closings as soon as they are notified.
- Parents may sign up for Iowa Alerts and will receive school closing via text messages or emails.
- Please have an emergency plan for your child and discuss with him/her what he/she is to do if you are not at home.
- Children's use of the phone lines during these times is discouraged because phone lines need to be free for emergency calls.

Elementary Counselors

- Elementary counselors are available.
- Parents, teachers, administration, and students can refer students to see the counselor.

Emergency Drills

- A minimum of two fire and two tornado drills are held each semester.
- A minimum of one lock-down drill will be held each semester.

Field Trips

- Permission slips are signed by parents at registration.
- Letters will be sent home announcing the date, purpose, and student needs prior to any trip off campus.

Health Concerns

Dental Screening Requirement

- Iowa Law requires every child entering kindergarten, ninth grade or as an out of state transfer, to provide the school with a signed Certificate of Dental Screening. This indicates proof of a dental check-up. Kindergarten through 8th grade students may have this check-up done by a dentist, a dental hygienist, a physician or a nurse.

Guidelines for Keeping Sick Children at Home from School

- If your child has a communicable disease such as chicken pox, scarlet fever, the flu, etc.
- If your child is vomiting or has diarrhea they should be kept home for 24 hours after the vomiting or diarrhea goes away. If there are no further episodes, he/she may return to school.
- If your child has an oral fever of 100 degrees or higher (if taken rectally 101 degrees) he/she should be kept home for 24 hours after the fever is normal without Tylenol. Then, if the child is free of fever, he/she may return to school.
- If your child has a sore throat, they should be checked for a strep infection by your doctor.

Illness

- If your child is ill, please keep your child home until he/she is able to be in school to learn and participate in school activities, including recess and PE. It is also important for you to check with your doctor and to follow his/her directions in all communicable disease situations.

Immunization Requirement

- Each child shall be immunized according to Iowa Immunization Laws before being admitted to school. One of the following must be presented to the school upon entering:
 - A Certificate of Immunization
 - A Provisional Certificate
 - A Certificate of Immunization Exemption
- Students who have a Provisional Certificate must have the immunization completed immediately according to the Iowa Immunization schedule or within 60 days. Medical exemption can only be granted by a doctor. If you have questions, please contact the school nurse.

Lead Testing Requirement

- Proof of one blood lead test is required for all kindergarten students.

Medication at School

If it is necessary to administer medication during the school day, the following procedures must be followed:

- A parent/guardian or responsible adult must bring the medication to school.
- All medication must be in the PRESCRIPTION/ORIGINAL CONTAINER clearly labeled with the student's name, the name and dose of the medication, and directions for administration.
- The Medication Administration Request must be completed by the parent/guardian (and Doctor if receiving Special Health Services) each year and when there is a medication or dosage change.
- Only FDA approved pharmaceuticals manufactured in the United States will be administered. HOMEOPATHIC PREPARATIONS WILL NOT BE ACCEPTED.
- MEDICATIONS WILL NOT BE SENT HOME WITH STUDENTS. All medication must be picked up by a parent/guardian or adult designee.
- Medication will be administered under the direction of the school nurse. Please contact the school nurse if you have questions concerning medication.

Physical Exam Requirement

- All students enrolling in the Storm Lake School District in the pre-kindergarten or kindergarten programs are required to submit documentation of a physical exam from a licensed health care provider.
- An exam obtained up to one year prior to enrollment is acceptable.
- A preschool physical will be accepted for admission to kindergarten.

TB Requirement

- Prior to admission, students enrolling in the Storm Lake Community School District, who meet certain criteria, must show proof of tuberculosis screening.
- Results for tests within one year prior to admission will be accepted.
- If a student enters the Storm Lake Community School District with a previous history of a positive Mantoux, he/she must be asymptomatic and show evidence of current compliance with prophylactic TB medication, having successfully completed a TB Medication regime or produce a negative chest x-ray for active TB and have a physician's statement that treatment isn't indicated. A statement from the student's personal physician, the Public Health Department, or a school nurse from a previous district confirming completion of prophylactic TB therapy shall be required to allow admittance to the Storm Lake School District.

Insurance

- School day, 24-hour accident, and dental insurances are available for students at parent expense. This opportunity can be accessed at school registration each fall.

Lunch and Breakfast Programs

- Breakfast and lunch are provided by the school for a fee.
- The information and forms for free and reduced meals will be available at school registration as per legal requirement.
- Students maintain a meal account in which you may deposit any amount that you wish.
- Parents will be notified when their child's balance is negative. Please be prompt in your payment of this account.

Mandatory Reporters

- According to Code 232.69 of the State of Iowa, all school personnel are required by law to report suspected child abuse.
- According to Iowa State Code 232.75 any personnel not making such a report is guilty of a misdemeanor.

Storm Lake Community School District's Non-Discrimination Statement

It is the policy of the Storm Lake 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 program and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Kellie Anderson, 930 East 5th Street, Storm Lake, Iowa 50588, 712-732-8076, kanderson@slcsd.org.

Parental Rights

- Parents have the right to review their child's permanent records at any time.
- A release of information is necessary in order for the school to give information regarding your child to outside agencies.

Party or Celebration Healthy Snacks

Providing healthy snacks for children helps them grow and develop and supports life-long eating habits. Serving nutritious snacks as part of a healthy diet is encouraged at school. If parents desire to send birthday or other party treats to school, they are asked to provide healthy snacks.

Permission to Leave School

- Children are not allowed to leave school without permission.
- Please make doctor's appointments outside of the school hours whenever possible. If your child becomes ill at school, parents will be contacted and will not be dismissed until an adult arrives.

Recess

The policy of the school during the noon and recess play periods in relation to the weather is as follows:

- All children are expected to go outside during recess unless it is raining or extremely cold. During cold weather, students should be dressed in appropriate apparel.
- When a child returns to school following an illness, he /she should be prepared to participate in all activities including recess. Exception will be made upon receipt of a doctor's excuse. If there are questions, please contact the school nurse.
- The teacher on duty and/or the principal will make the decision if it is advisable for outside play.

Saddlebags

Saddlebags are large envelopes that your child will bring home once a week. It will contain special notes, homework assignments, finished papers, etc. Saddlebags are sent home each Monday. We encourage you to spend some time that evening with your child going through the items in his/her saddlebag. The saddlebag should then be returned to the classroom teacher the next day with your dated signature verifying that you received it.

Each child will receive one saddlebag per year. A fee will be charged to replace lost saddlebags.

Special Services

Special services may be available to your child through the child study process. These services are made available on the basis of need and include speech/language therapy and special education programming. Your written permission will always be required before these services can begin.

Telephone Usage

Use of the telephone by students is permitted only in the case of an emergency. Cell phones or iPods will not be permitted by students at school.

Testing

Your child's academic skills will be assessed at various times during the school year. You will be notified prior to any standardized testing situation.

If you have questions about this process, please contact the office.

Visitors to School

You are welcomed and encouraged to visit school. We do ask that you call ahead and report to the Principal's office to sign in before you go to a classroom.

Volunteers

We encourage and welcome parent volunteers. If you are interested in volunteering, please call the school office.