



WEST CENTRAL ELEMENTARY

HOME OF THE BLUE DEVILS



STUDENT CENTERED, FUTURE FOCUSED

www.westcentral.school



Student Centered, Future Focused

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Elementary Staff



A Welcome To All Blue Devils,

The goal of the handbook is communication of school policies, procedures, and expectations. Proactively addressing our collaborative approach with the handbook will help us function in an effective, efficient manner throughout the entire school year. Please take time with your students to discuss the key content provided in this document and develop habits where students will be mentally and physically at their best when they enter the school building.

Together we can aim to meet our district vision, mission, and goals for our students. We all have responsibilities to execute in order to provide a safe, positive, enriching learning environment.

West Central focuses on a safe environment for students. We will teach, reinforce, and expect all Blue Devils to be KIND, RESPECTFUL, AND RESPONSIBLE.

We WILL have a great school year!!

Joshua M. Bahr

PK-12 Principal



2018-2019 School Calendar – Aug. 23 Start

Summary of Calendar:

Days/Hrs. in classroom:

First Semester 82/533

Second Semester 94/511

TOTAL DAYS/HRs 176/1144

CALENDAR LEGEND

Start/End

Work Day

Conferences

PD

Holidays

Vacation Days

Does not include Professional Development days/hours.

HOLIDAYS:

Labor Day (9/3)

Thanksgiving Day (11/22)

Christmas Day (12/25)

New Year's Day (1/1)

Good Friday (4/19)

Memorial Day (5/27)

Snow makeup days will be April 17 & 18. Snow Days before 12-17 are 1-4 then 1-3.

Note: In-service Days may be classified as Career Development and/or Professional Development depending on the content of the activities being performed.

| August 2018 | | | | | | Student Days/Hours | | |
|----------------|-----|-----|----|-----|-----|--------------------|--|------------------------------------------------------|
| M | T | W | Th | F | S | | | |
| | | 1 | 2 | 3 | | | | Aug 20 Optional Work Day |
| 6 | 7 | 8 | 9 | 10 | | | | Aug 21-22 Professional Development |
| 13 | 14 | 15 | 16 | 17 | | | | Aug 23 Begin 1 st Semester |
| 20 | 21 | 22 | 23 | 24 | 2 | | | Aug 23 & 24 2-Hr. Early Out |
| 27 | 28 | 29 | 30 | 31 | 7 | | | |
| September 2018 | | | | | | | | |
| | | | | | | | | |
| 3 | 4 | 5 | 6 | 7 | 11 | | | Sept 3 Labor Day (No School) |
| 10 | 11 | 12 | 13 | 14 | 16 | | | Sept 17 PD – No School Day |
| 17 | 18 | 19 | 20 | 21 | 20 | | | |
| 24 | 25 | 26 | 27 | 28 | 25 | | | |
| October 2018 | | | | | | | | |
| | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 30 | | | Oct 15 PD – No School Day |
| 8 | 9 | 10 | 11 | 12 | 35 | | | Oct 26 End of Quarter 1 – 44 Days |
| 15 | 16 | 17 | 18 | 19 | 39 | | | Oct 30 Parent-Teacher Conferences |
| 22 | 23 | 24 | 25 | 26* | 44 | | | |
| 29 | 30 | 31 | | | 47 | | | |
| November 2018 | | | | | | | | |
| | | | 1 | 2 | 49 | | | Nov 1 Parent-Teacher Conferences |
| 5 | 6 | 7 | 8 | 9 | 54 | | | Nov 2 Comp Day for Teachers |
| 12 | 13 | 14 | 15 | 16 | 59 | | | Nov 21 * 2-Hr. Early Out |
| 19 | 20 | 21* | 22 | 23 | 62 | | | Nov 22-23 Thanksgiving Holiday (No School) |
| 26 | 27 | 28 | 29 | 30 | 67 | | | |
| December 2018 | | | | | | | | |
| | | | | | | | | |
| 3 | 4 | 5 | 6 | 7 | 72 | | | Dec 21 End of 1 st Semester |
| 10 | 11 | 12 | 13 | 14 | 77 | | | Dec 21 2-Hr. Early Out - Teachers Contracted to 3:30 |
| 17 | 18 | 19 | 20 | 21* | 82 | | | Dec 24-Jan. 4 Winter Break (No School) |
| 24 | 25 | 26 | 27 | 28 | | | | |
| 31 | | | | | | | | |
| January 2019 | | | | | | | | |
| | 1 | 2 | 3 | 4 | | | | |
| 7 | 8 | 9 | 10 | 11 | 87 | | | Jan 7 Begin 2nd Semester |
| 14 | 15 | 16 | 17 | 18 | 92 | | | Jan. 21 PD – No School Day |
| 21 | 22 | 23 | 24 | 25 | 96 | | | |
| 28 | 29 | 30 | 31 | | 100 | | | |
| February 2019 | | | | | | | | |
| | | | | 1 | 101 | | | |
| 4 | 5 | 6 | 7 | 8 | 106 | | | Feb 18 President's Day (PD-No School) |
| 11 | 12 | 13 | 14 | 15 | 111 | | | Feb 26 Parent Teacher Conference |
| 18 | 19 | 20 | 21 | 22 | 115 | | | Feb 28 Parent Teacher Conference |
| 25 | 26 | 27 | 28 | | 119 | | | |
| March | | | | | | | | |
| | | | | 1 | 120 | | | |
| 4 | 5 | 6 | 7 | 8 | 125 | | | March 1 Teacher Comp Day |
| 11 | 12 | 13 | 14 | 15* | 129 | | | March 11 PD – No School Day |
| 18 | 19 | 20 | 21 | 22 | 134 | | | March 15 End of 3 rd Quarter |
| 25 | 26 | 27 | 28 | 29 | 139 | | | |
| April | | | | | | | | |
| | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 144 | | | |
| 8 | 9 | 10 | 11 | 12 | 149 | | | April 17 & 18 Spring Break |
| 15 | 16 | 17 | 18 | 19 | 151 | | | Are Snow Make-Up Days If Needed |
| 22 | 23 | 24 | 25 | 26 | 155 | | | April 19 Good Friday – No School |
| 29 | 30 | | | | 157 | | | April 22 Spring Break |
| May | | | | | | | | |
| | | 1 | 2 | 3 | 160 | | | May 22 Senior Last Day |
| 6 | 7 | 8 | 9 | 10 | 165 | | | May 24 Graduation 7:00 PM |
| 13 | 14 | 15 | 16 | 17 | 170 | | | May 27 Memorial Day |
| 20 | 21 | 22 | 23 | 24 | 175 | | | May 28 Last Day of School |
| 27 | 28* | 29 | 30 | 31 | 176 | | | May 29 Optional Work Day |



Elementary Staff (PK-6)

| <u>Name</u> | <u>Position</u> | <u>Email Address</u> | <u>Phone Extension</u> |
|---------------------|-----------------------|------------------------------------------------------------------------------|------------------------|
| Josh Bahr | PK-12 Principal | jbahr@wc.k12.ia.us | |
| Lois Tyler | Secretary | lt Tyler@wc.k12.ia.us | |
| Renae Streittmatter | Secretary | rstreittmatter@wc.k12.ia.us | |
| Steve Milder | Guidance | smilder@wc.k12.ia.us | |
| Samantha Gage | Pre School | sgage@wc.k12.ia.us | |
| Katie Wymer | Kindergarten | kwymer@wc.k12.ia.us | |
| Stacy Kuennen | 1 st Grade | skuennen@wc.k12.ia.us | |
| Diane Anderson | 2 nd Grade | danderson@wc.k12.ia.us | |
| Diane Boltz | 3 rd Grade | dboltz@wc.k12.ia.us | |
| Carla Even | 4 th Grade | ceven@wc.k12.ia.us | |
| Hannah Miller | 5 th Grade | hmill er@wc.k12.ia.us | |
| Jessica Kirby | 6 th Grade | jkirby@wc.k12.ia.us | |
| Mackynzi Brandt | Special Education | mbrandt@wc.k12.ia.us | |
| Alicia Lawrence | Special Education | alawrence@wc.k12.ia.us | |
| Valerie Buehler | Title 1 | vbuehler@wc.k12.ia.us | |
| Stacy Fink | Vocal Music | sfink@wc.k12.ia.us | |
| Todd Walter | Band | twalter@wc.k12.ia.us | |
| Matthew Hagemen | Physical Education | mhageman@wc.k12.ia.us | |
| Bruce Huckins | Physical Education | bhuckins@wc.k12.ia.us | |
| Meredith Hamm | Art | mhamm@wc.k12.ia.us | |
| Matthew Molumby | Instructional Coach | | |
| Cathy Timmerman | Curriculum Director | | |
| Mike Heinemeyer | Technology Director | | |
| Galen Kelly | Custodian | | |
| | Para | | |



Student Centered, Future Focused

Wilma Miller

Head Food & Nutrition

Food Service

Bus



Student Centered, Future Focused

WEST CENTRAL COMMUNITY SCHOOL

Vision Statement

Student Centered, Future Focused

The mission of West Central Community School District is to work together with parents and community and to provide the highest quality education where children and adults grow in knowledge, skills, and respect for the challenges of school and the life beyond.

This foundation will include:

- learning as a lifelong skill
- maximum academic achievement
- appreciation of the arts
- vocational and career preparation
- respect for self and others
- appreciation of human relations
- performing as responsible citizens

Student Responsibilities - ALL STUDENTS HAVE THE RESPONSIBILITY TO:

1. RESPECT THE RIGHTS OF OTHERS TO STUDY AND LEARN:

Students come to school for an education. An individual may decide not to take advantage of opportunity. However, no one has the right to interfere with the education of others.

2. ATTEND SCHOOL DAILY UNLESS ILL OR LEGALLY EXCUSED:

Students are required by Iowa law to attend school. They have the responsibility to take advantage of every opportunity they have to learn so they can function effectively in society.

3. BE ON TIME FOR ALL CLASSES:

Students who enter a classroom after a class has begun are interfering with the rights of others to learn and study.

4. COMPLETE ALL IN-CLASS AND HOMEWORK ASSIGNMENTS AND MEET DEADLINES.

The full responsibility for learning cannot be transferred from the student to the teacher. There can be no effective education when students are free to decide whether they will do the assigned work. Since everything that must be learned cannot be accomplished during the school day, there will be homework.



It is the student's responsibility to get homework or make-up work for absences. Remember, education is not an eight-hour day job, but an ongoing process that never stops.

5. COME TO CLASS WITH NECESSARY BOOKS AND MATERIALS:

A teacher should not have to delay starting class because a student has come unprepared to begin work. This is interfering with the rights of others to learn and study. Getting an education requires more than being in class, just as keeping a job requires more than showing up for work.

6. RESPECT PUBLIC PROPERTY AND CAREFULLY USE AND RETURN ALL MATERIAL AND EQUIPMENT:

Schools are a community's gift to its young people. It is wrong to abuse that gift. Responsible student behavior in the area will provide the same opportunities for those students who follow.

7. OBEY ALL SCHOOL RULES:

Rules are designed to allow a school to meet its obligation to educate students. Students have a responsibility to obey these rules so they and others have the proper environment in which to learn.

8. VOLUNTEER INFORMATION AND COOPERATE WITH SCHOOL STAFF IN DISCIPLINARY CASES:

Every community depends upon the willingness of citizens to play a part in upholding the rules by which everyone has agreed to live. To volunteer information and cooperate with school staff are the obligations of a good citizen.

9. SEE THAT SCHOOL CORRESPONDENCE TO PARENT REACHES HOME:

Education requires a partnership between the home and the school. For a partnership to work, those involved must know what is happening - good or bad. Sometimes students are asked to be the messenger. More often, students are merely asked to meet their responsibility to be honest and not intercept and destroy progress reports, attendance information, and report cards.



COMMUNITY EXPECTATIONS FOR WEST CENTRAL COMMUNITY SCHOOL DISTRICT

Cognitive

- Students will possess the ability to transition from Kindergarten through grade 12 and on to higher education
- Each student will reach maximum potential in reading, writing, math and science. Through maintenance of high expectations and frequent monitoring of progress
- The district will offer accelerated classes to challenge student in all subjects, starting at the Junior High level.
- Students will develop an appreciation of learning as a life-long skill
- All students will demonstrate effective written and oral communication skills and the ability to express selves with peers, adults, employers and through public speaking
- All students will be provided a computer knowledge base from K-12 and become familiar with other technology
- All students will demonstrate possession of entry level skills for employability
- All students will experience and develop an appreciation for the fine arts
- All students will demonstrate an appreciation for human relations and interactions
- All students will demonstrate knowledge of the effects of drugs/alcohol

Affective

- School will prepare students for a happy and productive life
- School will prepare students to become quality citizens and reinforce moral values
- School will provide for cultural appreciation and understanding
- School will establish an appreciation of differences among all students
- Students will demonstrate self-esteem through good emotional and intellectual success
- Students will demonstrate responsibility for self, their actions and one's own feelings
- Students will demonstrate generosity and giving of themselves to help others

Staff

- Provide a highly trained, effective and motivational staff
- Train personnel to be a caring staff to help prevent drop outs/early leaving of school
- Provide strong instructional leadership and maintain a safe learning environment with adequate discipline
- Provide a nurturing environment for all children

Community

- Parental involvement as an integral component in the education process
- Reach out to parents by providing them with skills training as part of lifelong learning
- Encourage volunteers and develop community partnerships
- Reach each child at the earliest possible stage



ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not 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 students, school employees, and 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 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 up to, and including, suspension and 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 up to, and including, 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 up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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.



ANTI-BULLYING/HARASSMENT POLICY

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment 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.



ANTI-BULLYING/HARASSMENT POLICY

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Building Principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. **The Level 1 Investigator** or designee will be responsible for handling all complaints by employees alleging bullying or 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 board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

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 website,
- (other) _____,

and a copy shall be made to any person at the central administrative office at (305 Pember Street, Maynard, Iowa, 50655

Legal References: 20 U.S.C. §§ 1221-1234i (2004).
 29 U.S.C. § 794 (1994).
 42 U.S.C. §§ 2000d-2000d-7 (2004).
 42 U.S.C. §§ 12001 *et. seq.* (2004).
 Senate File 61, 1st Regular Session, 82nd General Assembly, (2007).
 Iowa Code §§ 216.9; 280.3 (2007).
 281 I.A.C. 12.3(6).

Cross References: 403.6 Harassment
 502 Student Rights and Responsibilities
 503 Student Discipline
 506 Student Records

Approved: July 16, 2007

Reviewed: July 16, 2007

Revised: August 13, 2007



Code No. 104.E1

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser or
bully: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if
possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature
: _____

Date: / /



ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: / /



ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify **The Building Principal**, or the designated **level one investigator, Steve Milder**. If a case warrants a level two investigation, the **level two investigator is the Fayette County Sheriff's Office** will be contacted. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

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

INVESTIGATION PROCEDURE

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

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



ANTI-BULLYING/ HARASSMENT INVESTIGATION PROCEDURES

RESOLUTION OF THE COMPLAINT

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

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

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.



ATTENDANCE

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. There is a strong correlation between good attendance and successful completion of school. Students are expected to attend classes in a timely manner, on a daily basis allowing staff to do the best possible job educating students entrusted to them. A successful educational program requires the cooperation of the parents, student, and staff to achieve this basic expectation. Students who receive excessive excused or unexcused absences can expect that their learning will be affected even though work may be made up. Certain absences may be excused under this policy, but students will still be required to make up work missed due to an absence.

Attendance required by law

State law requires every person having custody of a school-aged child to send the child to a public school for the full time school is in session. Normally this is 180 days, or the equivalent as approved by the Superintendent of Public Instruction. Schools are required to report attendance data to the state and explain absences above moderate levels, therefore we will aggressively have conversations about students who are showing gaps in attendance.

Attendance Procedures

When a student is going to be absent, parents are requested to telephone the school office at 563-637-2283 each day. This should be done **before** 8:30 a.m. This pertains to students of all grade levels. Please provide the following information:

1. Name of the absent child
2. Name of the child's teacher
3. Reason for absence

Students who will be out of school for an extended period of time, such as a family trip, are required to contact the school.

Following all absences, a written excuse, dated and signed by the parent/guardian, must be sent to school for our records. Thank you in advance for your help with this matter.

Tardiness

Students are expected to be in the classroom when school begins at 8:15 a.m. It is the responsibility of the parent and the student to see that the student arrives on time. Children who report to school in the morning after 8:15 a.m., will be considered tardy.



Note: We do not count the student tardy if he/she rides the bus and the bus arrives late. Students who leave before 2:10 will be counted 1/2 day absent.

In cases of frequent tardiness, the parent will be notified.

BEFORE/AFTER SCHOOL SUPERVISION

For elementary students to be at the school building, supervision must be in place. Supervision is provided by school staff in the morning beginning at 7:30 a.m. and at the end of the day until 4:30 p.m. School staff will support students academically and/or provide an opportunity for physical activity. Under the guidance of staff, students will be physically active, read, practice, and/or do homework.

BUS

Student Conduct on School Buses

School transportation is an integral aspect of the educational process and should be thought of as an extension of the instructional day. Therefore, students will be given the same consideration for due process as is afforded to them in the classroom situation. At the same time, student behavior must be guided by the same rules and regulations that apply in the classroom. In the bus setting there is the additional aspect of safety due to the possibility of accidents occurring. The following guidelines shall be followed regarding penalties in situations in which students break the rules.

Guidelines for Student Bus Riders

Children will have a safer trip if drivers can concentrate on driving, not discipline. Students, under the authority of the bus driver, are expected to observe the following rules:

Bus Safety Expectations

Be Kind

1. Always listen to the bus driver.
2. Speak in quiet voices with kind words.

Be Respectful

3. Sit with your legs facing forward keeping aisles clear.
4. Keep the bus clean by not eating or drinking on the bus.

Be Responsible

5. Get on and off the bus slowly and safely.
6. Stay seated quietly and clear of windows



If students are frequently reminded to follow the rules and fail to do so, bus riding privileges may be revoked.

Students who wish to go home with a bus student must bring a note from their parents and give the school as much advance notice as possible. Bus students wishing to be dropped off in a spot different from their designated drop off point must have written permission from their parents to do so.

CHILD ABUSE

Chapter 102 Regulations Requirement

The West Central Community Board has adopted a procedure for investigating allegations of alleged abuse of students by school employees. Any alleged abuse situation should be reported to the Superintendent.

CHILD CUSTODY

If there is a court order that limits the rights of one of the parents, such as custody or visitation, the office must have a copy of the court order. If no order is provided, then it is assumed that both parents have equal rights to pick up children at school and all other contact situations.

COMMUNICATIONS TO AND FROM SCHOOL

Email

Email, which is paperless and efficient, will be a main form of communication with families at West Central on an individual, class, or building level. All families will be encouraged to supply the school with an email address and frequently check emails. Families can contact the office to receive daily announcements and other information that comes from the community and area agencies. If families do not have an email, the school will make contact via mail or phone.

Newsletters

A district newsletter will be published monthly. It has important information from all school attendance centers as well as from the Superintendent's Office. It can be viewed on our website www.westcentral.school. If you would like a mailed copy please call the school office at 563-637-2283 to request one.

Open House and Conferences

The school will hold an open house and conferences in the fall and spring to keep the communication on going. It is extremely important that you attend the school events and let us know your interest and concerns.

West Central Website



Please check the West Central Community School District website at www.westcentral.school for activities calendar, master calendar, board minutes, etc. Watch for other important announcements and pertinent information.

Remind

Remind is a free app for your phone. The school sends out information through remind to further inform parents of general information that a large population would benefit from.

Notes/Money to and from school

When sending a note or money to school, the student should receive clear instructions from the parents about who is the appropriate person to receive the note or money. Also, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school because the parents are responsible for knowing their contents.

Whenever it is necessary for the student to bring money to school to pay for school lunch, special assessments, etc., place the money in a sealed envelope with the child's name, grade, amount, and purpose for which the money is sent appearing on the outside of the envelope. It is also desirable for large amounts to be sent in the form of a check, whenever possible.

Postings/Handouts of Information

Students or adults wishing to post or distribute information or signs need administrative approval.

CONFERENCES

Parent – Teacher conferences for all students will be held in the fall and in the spring. During the conference, teachers and parents will discuss student's progress toward academic and behavioral goals. Please join the teachers in finding the best way to help your child learn. Report cards are issued following each of the four 9 week grading periods.

ENGAGEMENT, CONDUCT, AND BEHAVIOR

As educators and parents it is our job to teach children to become caring and responsible, productive citizens. At West Central Elementary, it is our goal to maintain an excellent classroom learning environment and to help children develop self-control, patience, recognition of the rights of others as well as developing positive character traits. It is also our goal to help children understand the effects of a poor choice and the opportunity to have a fresh start.

It is our vision to establish an environment which:

- * Allows the student to know that the adults care about how they behave



- * Focuses on the child's positive behaviors
- * Uses positive reinforcement first
- * Helps the child know the consequences of their behavior and understands that it is his/her choice to receive them
- * Involves the parents early if a concern develops
- * Involves the principal if the problem persists

Classroom rules are established by each teacher in their own classroom. These rules shall be appropriate school expectations that are impartial and fair to all students. They shall be posted in the classroom and shared with students, parents and school administration. When minor infractions occur, staff members are responsible for dealing with the problem quickly and logically.

Schoolwide Expectations are Be Kind, Be Respectful, and Be Responsible

Office Referral

It is our goal to be firm, fair and consistent with our students. Sometimes, it is necessary for a student to be referred to the principal's office for negative behavior. We consider the following to be examples of offenses which would lead to this type of referral:

- * Disrespect or disobedience to any authorized adult in the school setting
- * Behavior that keeps the student and/or the class from learning
- * Fighting
- * Vandalism
- * Spoken or written obscene or suggestive behavior or language
- * Possession, sale, use, or promotion of alcoholic beverages, tobacco, or other illegal substance.

Possible consequences are:

- * Verbal reprimand/warning with student making apology and/or restitution where appropriate.
- * Loss of privileges (such as recess with the group)
- * Parental contact
- * Time Out
- * Completion of behavior essay or reflection
- * Detention
- * Suspension/Expulsion
- * Referral to an outside agency

Consequences will be determined based upon the facts, the circumstances surrounding the incident, and the student's discipline record.

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

Physical Restraint of Students

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school



employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

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

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

CONCERNS

If parents have concerns regarding a situation at school, you are urged to follow this procedure:

Step 1: Contact your child’s teacher to discuss the problem and possible solutions.

Step 2: If the concern is not resolved, request a conference with the principal.

Step 3: If the concern is not resolved, request a conference with the superintendent.

DISMISSALS

Students arriving late/leaving early

Students will not be excused from school unless the request is made by the parents/guardians. Students should only be released to parents or legal guardians unless specifically indicated otherwise in writing or by phone.

If you are picking your child up anytime throughout the school day and at the end of the day, please pick your child up in front of the main building. At the end of the school day, please plan to pick them up immediately after school is dismissed. **Please do not ask your child to come across traffic to your vehicle.** If you wish to park, please come and pick your child up personally.

*****PLEASE NOTE: IF YOUR CHILD’S TRANSPORTATION AT THE END OF THE DAY IS TO BE CHANGED FOR ANY REASON, THE SCHOOL OFFICE MUST BE PROVIDED WITH A WRITTEN NOTE OR PHONE CALL OR THE CHILD WILL BE EXPECTED TO USE THEIR USUAL PROCEDURE.*****

If your child needs to be dismissed during the day (doctor, dentist appointments, etc.) please send a note, dated and signed, with your child, or phone the information in to the office. If you need to take your child out of school unexpectedly during the day, please come to the office, and ask the secretary to send for him/her. For our students’ protection, they are not allowed to leave without checking out through the school office.

DISTRICT WIDE ASSESSMENTS



Student Centered, Future Focused

*Iowa Assessments

*FAST Literacy, Math, and Behavior

SCHOOL HOURS

All classes start at 8:15 a.m.

School dismissed at 3:15 p.m.

DRESS CODE

What students wear to school and how they fix their hair is the responsibility of students and parents. We encourage students to dress for freedom of play and comfortable learning. Certain types of clothing may be appropriate for other settings such as the beach, the mall, the park, or your neighborhood, but are not appropriate for school. Our intention is to help students understand the message that is sent to others by their choice of clothing. We encourage parents to talk with their children about appropriate attire for school.

Clothing promoting items illegal for use by minors (i.e. monograms or writing referring to drugs, alcohol, tobacco products, sexual or racial references, or swearing) cannot be worn at school. .

Clothing causing damage or required maintenance to school property may not be worn

- * Shirt tops must overlap bottoms
- * Shorts will fully cover “fannies” when bending and playing
- * No underclothing may show
- * No suggestive or inappropriate logos (e.g. cigarettes, alcohol, language etc.)
- * No oversized muscle shirts
- * No open backs or halter tops
- * Straps must be wide enough to keep the top portion of tanks high and unrevealing

Students should think ahead for the kind of weather that may occur later in the day and dress appropriately for potential changes. Wear warm clothing, boots, warm coats, hats, and mittens when the weather is cold. Coats or jackets must be worn when the temperature is below 60° F. Boots and snow pants must be worn to play in the snow or in muddy spring weather. Students will go out to recess if the wind chill remains above 10 degrees.

DRILLS

Two fire and tornado drills are held each semester. Students will also participate in school safety drills such as lockdown with warning and lockdown with intruder.

EMERGENCY INFORMATION

When you register your child, you will be asked to fill out a form indicating your home phone, work phone, and an emergency phone number of a neighbor or a relative living in the immediate



area that you designate as an emergency contact (i.e. who could be in charge of your child in case you cannot be reached). Please be sure that the person indicated as the emergency contact is aware that his/her numbers are being given to the school for this purpose. If this emergency contact number changes during the school year, notify the school secretary immediately. If a life-threatening emergency exists and no one can be reached, the school personnel will call an ambulance.

EDUCATIONAL EQUITY

It is the policy of the West Central Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (Employment only), marital status, sexual orientation, gender identity and socioeconomic status (students/program only) in its educational programs 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:

Fred Matlage

Superintendent of Schools

305 Pember St.

Maynard, Iowa 50655

563.637.2283

EXCUSES FROM PARTICIPATION

Children are expected to participate in all school activities including Physical education, recess, and field trips if they are sent to school. Parents/guardians need to have a doctor send a letter recommending that the student be excused from Physical Education or recess. A teacher may keep a child in for recess in order to assist them to complete work resulting from a long absence from school. Recess privileges may also be denied on an occasional basis if a student has not made productive use of class or recess time.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. The Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of those records; 3) receive a list of individuals who have access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to a report on the grounds it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.



If there are any questions, please feel free to contact West Central Guidance Counselor, Section 504 Coordinator for the West Central Community School District, P.O. Box 54, Maynard, Iowa 50655, or call (563) 637-2283 between the hours of 7:30 AM and 3:30 PM.

FIELD TRIPS

Field trips are occasionally planned as educational experiences. Parents will be notified prior to such field trips. A note will be sent home to be signed by the parent/guardian granting permission for the child to participate. Some trips may involve parent volunteers. If you wish to be a volunteer, please feel free to inform your child's teacher.

Students will also be involved in the last day of school elementary field day.

HAZARDOUS MATERIALS

West Central is in compliance on:
ASBESTOS - RADON - LEAD

The management plan that has been followed may be viewed in the superintendent's office at any time during business hours.

Asbestos: all the asbestos in our building is encapsulated or has been removed. The Iowa Hazardous Chemical Risk "Right to Know" Act was passed by the legislature in 1984 and is currently in Chapter 455D, Code of Iowa. Chapter 110, 120, 130, and 140 of the rules are used to implement this code.

Lead: All buildings accessible drinking water sources have been tested for levels of lead and were found to be below the level found to be hazardous.

Chemicals: All chemicals contained within the buildings are listed in the "Right to Know" book in the superintendent's office. Warning and informational signs are prominently displayed in areas containing chemicals.

Management Plan: The management plan that has been followed may be reviewed in the superintendent's office at anytime during business hours.

HEALTH SERVICES

School personnel are here to assist students with illness, medical needs, or injuries. It is required that all parents complete an Emergency Medical Referral card for each of their children. This will tell us how to contact you or another responsible and agreeable adult if your child becomes ill or is injured at school. Please list health problems, including allergies to foods, medicine and insect bites/stings. Please notify the school if your



address, home phone, business phone or emergency phone number changes during the school year. Every attempt will be made to notify parents in case of an emergency.

Immunizations:

Students must be immunized against –

- Rubella (measles)
- Rubella (German measles)
- Poliomyelitis
- Diphtheria/Tetanus/Pertussis
- Haemophilus Influenzae type B
- Hepatitis B
- Varicella

According to Iowa law, you must have your child immunized and present a completed immunization card for school files before they may be enrolled.

Medication:

If your child needs to take medicine at school, a parent or guardian must bring it to the Main Office. Please send a note including the child's name, the dosage, and time of day to be taken and expected duration of treatment. **By law, we cannot dispense medication unless it's in the original, labeled container.** Over-the-counter drugs, such as aspirin and cough syrup, are dispensed under the same guidelines, because seemingly harmless drugs can be misused and cause severe reactions. Students should never bring medicine to school.

Health Habits:

Prevention really is the best medicine. There are lots of ways you can help keep your child feeling well and working well. What health habits will help your child in school?

- * Get plenty of sleep
- * Eating a balanced diet
- * Wearing comfortable clothing and sturdy shoes
- * Bathing regularly
- * Brushing teeth after eating and before going to bed
- * Washing hair regularly

*The simple act of regularly washing hands is a very simple way to inhibit or prevent the spread of disease.

Head lice: Head lice infestation is a recurring problem in schools. Although not life threatening, head lice are a nuisance. The school's head lice policy shall be aimed at reducing the stigma associated with head lice problems and reducing the number of days missed by the student. If a student is diagnosed with head lice she/he will be allowed to



complete the school day. At the end of the day, the student will receive a copy of instructions reflecting the most recent medical suggestions for head lice treatment and a treatment kit, which includes a special comb. Parents are responsible for eradicating head lice on their children. If absenteeism exceeds two (2) days, the school may refer the case to Palmer Community Health Department for assistance.

HOMELESSNESS

Iowa law provides a free public education to all qualifying children, including those who might be temporarily homeless. West Central Community School stands ready to provide education services to all qualifying children currently residing in our district.

Chapter 33 of Iowa Administrative Code defines “Homeless child or youth” as a child or youth from the age of 3 years through 21 years who lacks fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus, train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs “1” through “3” above.

If you have information regarding qualified children not currently enrolled, please contact **Joshua M. Bahr, PK-12 Principal at 563-637-2283.**

If you are the parent/guardian of a homeless child, please contact our school. We are committed to providing a quality education to all children.

HOMEWORK

Homework is assigned work to be done at home to strengthen study skills. Classroom teachers at all grade levels will determine homework assignments. Parents should become familiar with each teacher’s homework policy and consistently support your student’s academic expectations. Teachers will share homework expectations with families at the beginning of the year. Students



are expected to make-up work from absences. In the case of a planned absence, parents should contact the classroom teacher so that the make-up work can be explained to the parent. For lengthy absences, please provide more time for the teacher to effectively assemble the books and materials needed in order to carry out the request.

INTERNET USE

Internet access is available to students and teachers in the West Central Elementary buildings. Internet accessibility is to support research and education in schools. Use of the Internet is a privilege, not a right, and inappropriate use may result in disciplinary action. The West Central School District has a firewall and filtering system in place that will monitor and log Internet activity, as well as block unacceptable websites but the school district cannot guarantee that a student will not be able access objectionable material on the Internet. Proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district. You will be asked to sign a permission form at registration time so that your child(ren) can use the Internet.

LOST AND FOUND

Please put your child's name on all personal belongings that could get lost or misplaced. There is a lost and found location at each elementary building. Please check lost and found items periodically to reclaim your child's belongings.

LUNCH AND BREAKFAST

Students may take advantage of the school hot lunch or they may bring their own lunch. Milk can be purchased for a child to drink with his/her cold lunch. Parents are always welcome to eat lunch at school with their child. Adult single tickets are available in the main office.

Breakfast

Breakfast is available daily when school starts as scheduled. When students report to school in the morning and plan to eat breakfast, they should report to the cafeteria.

Free and Reduced Lunch

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Parents or students who believe they may qualify for a fee waiver should contact Kim Arndt, Board Secretary/Business Manager, for a waiver form by the end of the second week of school. This waiver does not carry over from year to year and must be completed annually.

Children from families whose income is at or below the levels established by the federal government are eligible for both free or reduced breakfasts and lunches. Students who receive



free or reduced lunches may choose to bring a sack lunch; however, milk to go with this sack lunch is not covered by this program and must be paid for in cash. Milk for milk breaks must also be paid for in cash and is not covered by this program, either. Applications for free or reduced lunch eligibility are at all school offices. If you have questions regarding this program, please call the Superintendent's Office.

Lunch Account

The school serves good-tasting, nutritious lunches every school day, and we invite your student to take advantage of this service. Board policy prohibits students from "charging" lunches. Consequently, it is imperative that you maintain an adequate balance in your student's hot lunch account. Our computerized hot lunch accounting system begins notifying students of impending problems with account balance that will run out in 5 days' time. You are notified when this takes place. It is the parent/guardian/caretaker's responsibility to insure an adequate balance in each student's hot lunch account.

Students wishing to bring cold lunch will have to place money in their lunch account if they wish to have school milk or juice with their lunch. The noon hour is closed, which means all students are required to stay at school for lunch. Students who bring their lunch must eat it in the cafeteria. Pop and juices from home or the machines may not be used during lunch.

Students who wish to have milk or juice in the afternoon will also need to have an adequate balance in the lunch account. **If your account balance falls to a negative \$5.00 balance, your child(ren) will automatically receive an alternative lunch and will receive no afternoon milk/juice until the account represents a positive balance.**

You may deposit funds into your child's meal account at any time. Please send a check or cash with your child or drop it off in the office. You will be able to check your balances on-line. This will help you manage your account and avoid a negative balance. The hot lunch secretary will also notify you by note or phone call when your balance is running low or is negative.

MEDIA CENTER (LIBRARY)

The main purpose of the media center is to promote literacy and information-seeking skills. With printed materials and modern technology, children are given unlimited opportunities to research and explore.

Children are encouraged to check out materials from the media center. The number of items allowed to check out and the frequency of checkout times vary by grade level. Students may be charged for late, damaged or lost items.

PARTIES



All students may have room parties to celebrate special days. Students can bring a birthday treat to celebrate their birthday. If parents prefer that their children do not participate in any of these activities, they should send a note and students will be provided an alternative activity. ***If students have a party outside of school, please mail the invitations. This will avoid hurt feelings at school.***

PERSONAL PROPERTY

Children are not to bring any personal items to school such as: cell phones, iPods, radios, CD players, game boys, extra money, collectible cards, or toys. Valuable objects require extra attention from school personnel and we cannot guarantee their safe return. Because toys may distract from instruction and learning, please allow children to bring them only on days designated by the teacher. Items may be confiscated and can be reclaimed by a parent/guardian.

PETS

Students can bring pets to school only with permission from their teacher. If permission is given, an adult must bring the pet and take it home. Students are not allowed to bring pets to or from school themselves or on the school bus. If a student is allergic to animals or if parents do not want their child to participate in learning experiences (including assemblies) that involve animals or birds, please send a written note to the school.

PHONE CALLS

Students must get permission from their classroom teacher to use the telephone. This should be for emergencies only. Parents should communicate with their children regarding transportation, school supplies, appointments, childcare or other after school activities at home to avoid unnecessary learning interruptions. Students may not use cell phones at school. If a child must bring a cell phone in order for you to keep in contact outside of school hours, the child will be asked to leave the cell phone in the office during the day. He/she may pick it up after school is dismissed.

If a parent would like to talk to a teacher, please call before 8:10 or after 3:15. Teachers cannot leave children unattended, so in most cases, they are unable to leave the class to take a call. Please leave a message with the secretary. The teachers will try to return your call as soon as possible. We also encourage parents to communicate through e-mail.

PLAYGROUND FACILITIES

Playground Rules

- Rough play of any kind is discouraged
- Be considerate of the other students
- Do as the playground supervisors tell you
- Use the equipment appropriately



A WEST CENTRAL STUDENT ALSO

- Walks their bike or skateboard while on school property
- Leaves gum or other treats at home unless teacher permission is given
- **Leaves cell phones, iPods, radios, tape players and all toys at home**
- Does not wear hats/caps of any kind in school (unless a teacher approved special occasion)

Infractions of the above rules may result in loss of items.

RELEASE OF STUDENT RECORDS

As a parent, you have access to your child's school records. School Board policy also makes the records of students 18 years old or older available to parents.

School employees respect the privacy of student records and recognize that only important, factual information should be in the permanent records.

In addition, board policies limit information that can be given to people outside the district without emancipated students' parental permission. West Central policies on access to student records and other parent and student rights comply with the Family Education Rights and Privacy Act of 1974. Procedure for reviewing records and a summary of other parent rights are available in the school's office.

RESIDENCY REQUIREMENTS

Students must reside within the boundaries of the West Central School District to qualify as resident students. They must reside with parents or guardians. Students who do not meet this criterion may be admitted by paying tuition or by meeting the conditions of the open enrollment law. Contact the Superintendent's Office if you have any questions.

SCHOOL CANCELLATIONS/CLOSING AND COMMUNICATION

School cancellations caused by weather conditions or other emergencies will be announced as early as possible on these local TV and radio stations:

Radio: KOEL 950 AM

Television: KWWL Channel 7 and KCRG Channel 9

Weather-related emergencies

When school is cancelled or starting late because of weather, students and parents are notified over KOEL 950 AM radio. KWWL-TV 7 and KCRG TV-9 will also be utilized.



If school is to be dismissed because of inclement weather after the school day has begun; parents are notified using the same means. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they will follow emergency routes that will be published in the Fayette Leader and sent home with students or the parents are responsible for picking up the students at school. In case of early dismissal, please do not tie up school telephone lines by calling unless you have a message pertaining to the well being of your child(ren). Sometimes parents, guardians, or caretakers must get a message to students but are unable to do so because the lines are full.

Other emergencies

In the case of an unforeseen emergency, (i.e. power outage, bomb threat) an emergency plan will be implemented and parents will be called as soon as possible.

SEARCHES

Students and parents are hereby notified that locker inspections may occur without prior notice periodically throughout the school year. When conducted, the student(s) will be present for the inspection of their lockers. Searches of student property, including bags, purses, wallets, pockets, and socks may be conducted when the principal or their designee has a reasonable cause to believe that the student may be carrying, possessing, using or distributing items or materials that violate district policy, are illegal, and/or may cause harm to self or others. Parent involvement will be requested should a more intensive search be warranted.

SPECIAL SERVICES

Services are offered by the Keystone AEA. If you are concerned about your child feel free to call the principal at 563-637-2283 and you will be put in touch with the proper services.

STUDENT FEES

Student fees for the 2016 - 2017 school year will be \$55.00 for students in kindergarten and \$60.00 for students in grades 1-6. There will be a required planned fee of \$3.00 for all children in grades 3-8. Children from families whose income is at or below the levels established by the federal government are eligible for a waiver or reduction of these fees. Approval will be made by the Superintendent and based on the income level of the family. If you have questions regarding this, please call the Superintendent's Office.

TEACHER QUALIFICATIONS

Parents in the West Central Community School District have the right to information regarding their child's teachers' qualifications, state licensure requirements for the grade level and content



areas taught current licensing status of your child's teacher, and baccalaureate/graduate certification/degree.

Parents/Guardians may request this information from the Superintendent's Office by calling 563.637.2283.

VANDALISM

Because incidents of willful or malicious abuse, destruction, defacing, and theft of property of the school district are clearly contrary to the best interests of the school district and injurious to the rights and welfare of the entire community, it will be the policy of the Board of Directors to seek all legal redress against persons found to have committed such acts.

Full restitution for the damage caused will be sought from such persons, or in the case of minors, from their parents – under the state law of Iowa.

VISITATION

School visits are encouraged. As a courtesy, we ask you to notify the teacher one (1) day before visiting. To minimize disruptions we request that you follow these guidelines when you visit -

- * When coming for a classroom visit, **you must check in at the Main Office.**
- * When leaving the school premises, **please check out at the office.** For the safety of our children, the office must be aware of the identity and location of anyone on school grounds when classes are in session.
- * Because small children can distract our students in the classroom, we ask that children less than 10 years of age visit only with prior approval.
- * We do not allow children from other schools to visit West Central students during school hours.
- * **It is recommended that there be no visits during the first 2 weeks of the busy opening of school and the last 2 closing weeks of the school.**

VOLUNTEER PROGRAM

Volunteers are welcome at the elementary. Please visit with the administrator to determine placement and to discuss confidentiality. Volunteers are welcome to assist in the day to day operation of the school by:

- * Listening to students read
- * Providing assistance with math and reading skills
- * Help in the library
- * Being a guest speaker
- * Assisting with classroom plays, projects or assignments
- * Providing extra supervision during fields trips or outdoor events
- * Developing hands-on learning activities



- * Assisting in the cafeteria
- * Providing specific care for individuals or groups of students

WEAPONS

Code No. 502.6

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

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

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

Students bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term “firearm” includes any weapon which is designed to expel a projectile by the action of an explosive, spring, or compressed air, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

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

Legal Reference: Improving America’s Schools Act of 1994, P.L. 103-382.
McClain v. Lafayette County Bd. of Education, 673 F.2d 106 (5th Cir. 1982).
Iowa Code §§ 279.8; 724 (1995).

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline



Student Centered, Future Focused

507 Student Health and Well-Being

Approved:

Reviewed

Revised

Cross Reference:

502 Student Rights and Responsibilities
503 Student Discipline
507 Student Health and Well-Being

Approved:

Reviewed

Revised