**2017-2018**

Elementary Handbook

****

**Melcher-Dallas Community School District**

**Melcher-Dallas Elementary School**

**1003 Park Street**

**Dallas, IA 50062**

**(641) 947-3151**

**Mike Horstman**

**Elementary Principal/Technology Director**

**Mary Knutson**

**Elementary Secretary/Nutrition Specialist**



It is the policy of the Melcher-Dallas Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district’s Superintendent.

**Mission Statement**

The mission of the Melcher-Dallas Community School District is to serve the educational needs of the community by providing a positive learning environment that challenges all participants to realize their full potential as members of a diverse society.

**ANNUAL NOTIFICATION STATEMENTS**

**Corporal Punishment, Restraint, and Physical Confinement and Detention**

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

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s web site: [www.iowa.gov/educate](http://www.iowa.gov/educate).

**EQUAL EDUCATIONAL OPPORTUNITY**

The board will not discriminate in its educational activities 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.   
   
The board requires all persons, agencies, vendors, contractors and other persons doing business with or performing services for the district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.  
   
The board will not exclude any otherwise qualified person from employment on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.  Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

**ESSA RIGHTS OF NOTIFICATION**

PARENTS/GUARDIANS in the Melcher-Dallas 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 a Title I program or if your school operates a school-wide Title I program. Parents/Guardians may request this information from the Office of the Superintendent, Randy Alger, by calling (641) 947-3731 or by sending a letter of request to the Office of the Superintendent, 214 South Main Street, PO Box 489, Melcher, Iowa 50163. E-mail: algerr@melcher-dallas.k12.ia.us

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

**NOTICE FOR FREE & REDUCED LUNCH**

A free or reduced lunch consists of bread, protein, vegetable, fruit, and one carton of milk.  The State of Iowa allows only one meal per day.  If a student wants two cartons of milk, they must pay for the second carton.  If the child brings lunch from home, they must bring a drink, buy a carton of milk for $.35, or get a drink from the water cooler.  If parents have a question, please feel free to call the district office (641) 947-3731 (Mrs. Damon or Mrs. Knutson)

If at any time during the school year there is a change of income, you may fill out a free/reduced application to help you and your children with lunch and breakfast needs.  Applications are available at each school.  All information is kept confidential.

**FAMILY RIGHTS AND PRIVACY ACT**

Directory Information:  In compliance with the “Family Rights and Privacy Act of 1974” parents and students should be aware that the following information may be released in regard to any individual student of the Melcher-Dallas Community School District as necessary or desirability arises:  Name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, degrees and awards received, and the most recent previous school or institution attended by the student.

Any student, parent, or guardian not wanting this information released to the public, must make objection in writing to the principal, Mr. Horstman- Elementary Building or Mr. Alger- Jr/Sr High Building, in charge of the school which the student is attending at the time of registration. Phone: Elementary- 641-947-3151 Jr/Sr High 641-947-3731

**ASBESTOS NOTICE**

With regard to the requirement of the Asbestos Hazard Emergency Response Act, a copy of the Asbestos Management Plan for each school building is available for review in each school’s office of the principal of each respective facility.  A complete set of management plans is available for review in the district’s administrative office at 214 South Main Street Melcher, IA. 50163

**HOMELESS NOTICE**

The Board of Education is responsible for locating, identifying and educating homeless children and youth found within the Melcher-Dallas Community School District.

"Homeless child or youth" as a child or youth from the age of 3 years through 21 years who lacks a 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 or 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.

The Melcher-Dallas Community School District will make available to homeless children and youth all services and assistance including, but not limited to, compensatory education, special education, ELL, vocational courses or programs, programs for the gifted and talented, health services, transportation, and food and nutrition programs on the same basis as those services provided to resident students. Please contact Mike Horstman or Randy Alger, Homeless Liaison, at 641-947-3151 or 641 947-3731 regarding specific questions and/or issues.

**NOTICE OF ACCESSIBILITY**

The Melcher-Dallas Community School District will take steps as are necessary to ensure that no qualified handicapped person is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of inaccessibility of educational programs and activities operated by the Melcher-Dallas Community School District.  To obtain information as to the existence and location of services, activities, and facilities that are accessible to handicapped persons, interested persons should contact Randy Alger, Superintendent; Melcher-Dallas Community School District, 214 South Main Street, P.O. Box 489, Melcher , IA  50163, phone: 641-947-3731. E-mail: algerr@melcher-dallas.k12.ia.us

**NON-DISCRIMINATION STATEMENT**

It is the policy of the Melcher-Dallas Community School District not to illegally discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or disability in any program or activity. Such discriminatory practices shall include but not be limited to the following practices: employment; participation in academic, extracurricular, research, intramural, and other programs offered by the educational institution. Nothing in this section shall be construed as prohibiting any bona fide religious institution from imposing qualifications based on religion, sexual orientation, or gender identity when such qualifications are related to a bona fide religious purpose or any institution from admitting students of only one sex

If you, have questions or grievances related to this policy please contact Randy Alger, Equity Coordinator, 214 South Main Street, P.O. Box 489, Melcher , IA  50163, phone: 641-947-3731. E-mail: algerr@melcher-dallas.k12.ia.us

**Bullying & Harassment Resources for Parents (check Policy # 104; Page 1of 3)**

The Melcher-Dallas Community School District takes bullying and harassment seriously.  The administration has been trained in bullying investigation and are appointed as the level 1 investigators for the school district.  All bullying & harassment complaints should be submitted in writing to the building principal, Mr.Horstman- Elementary & Mr. Alger- Jr/Sr High, of each building.  Forms are available in every building office for students to complete.

**NONDSCRIMINATION STATEMENT**

**NONDISCRIMINATION NOTICES**

**ANNUAL NOTICE**

The Melcher-Dallas Community School District offers career and technical programs in the following service areas:

* Agribusiness Management Education
* Marketing Education
* Business/Commerce, General Education
* Family Consumer Science Education

It is the policy of the Melcher-Dallas Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district’s Equity Coordinator: Jon Suntken ; suntkenj@melcher-dallas.k12.ia.us or Randy Alger, Principal/Superintendent, 214 South Main Street, P.O. Box 489, Melcher, IA  50163, phone: 641-947-3731. algerr@melcher-dallas.k12.ia.us

**Melcher-Dallas Community Schools**

Michael Horstman Melcher-Dallas Elementary Mary Knutson

Principal Box 489, 1003 Park Street Secretary

Dallas, IA 50062

641-947-3151

Dear Parents and Students:

I would like to extend a warm welcome to you and your family as we embark upon the 2017-2018 school year. Last year was another amazing year and it was refreshing to see the progress being made both academically and socially. As we begin this journey for the upcoming school year, I hope that we continue to work collaboratively to ensure that our children can grow into caring, productive citizens of the community. We work hard to serve our students’, after all our motto for our building is “Students First.”

***Expectations of Melcher-Dallas Elementary***

Our learning environment is safe and supportive. The teachers focus on the individual academic, social, emotional and behavioral needs of the students. If at any time you have a concern, please feel free to contact your child’s teacher. If situations are not improved in working together, please contact me. Our clients are your kids and we want to make sure they are in an environment in which that they can learn. We try to work together with our families in order to provide an environment conducive to learning. We want our kids to feel that they are in a safe and supportive environment.

Students should come to our elementary ready to learn. The teachers have the mindset that failure is not an option and we will strive to provide structures in order for our students to succeed. We expect each child to come to school prepared to work and learn every day. If a student does not do well on an assignment or test, they will have an opportunity for a re-teaching session and then will be able to retake or redo the test/assignment. Our goal is to provide opportunities for success for each and every student.

The 2017-2018 school year will also bring about a change to some of our culture in that we are also placing some emphasis in building strong leadership skills. Students will have an opportunity to lead both school and community service projects. Our philosophy is to make students problem solve and create critical thinking skills. We need to be able to push a growth mindset in this area as we want students to be in a culture of empowerment and self-discipline - a focus more on teaching our students interpersonal and teamwork skills.

Mike Horstman

Elementary Principal

**Super Saints Elementary Staff**

|  |  |  |
| --- | --- | --- |
| **Name** | **Grade** | **E-mail** |
| Randy Alger | Superintendent | [algerr@melcher-dallas.k12.ia.us](mailto:algerr@melcher-dallas.k12.ia.us) |
| Nicole Miller | PK-12 Music | millern@melcher-dallas.k12.ia.us |
| Mandy Branson | 4th Grade | bransonm@melcher-dallas.k12.ia.us |
| Hayli Crozier | 3rd Grade | [crozierh@melcher-dallas.k12.ia.us](mailto:crozierh@melcher-dallas.k12.ia.us) |
| Jodi Milner | 5th Grade/Special Education | [devorel@melcher-dallas.k12.ia.us](mailto:devorel@melcher-dallas.k12.ia.us) |
| Jessica Gullion | 3rd Grade | [gullionj@melcher-dallas.k12.ia.us](mailto:gullionj@melcher-dallas.k12.ia.us) |
| Caitlyn Haning | 5th Grade | haningc@melcher-dallas.k12.ia.us |
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| Mike Horstman | Elementary Principal | [horstmanm@melcher-dallas.k12.ia.us](mailto:horstmanm@melcher-dallas.k12.ia.us) |
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| Carey Zwaschka | 2nd Grade | [zwaschkac@melcher-dallas.k12.ia.us](mailto:zwaschkac@melcher-dallas.k12.ia.us) |
| Tanya Cooper | Guidance Counselor | [coopert@melcher-dallas.k12.ia.us](mailto:coopert@melcher-dallas.k12.ia.us) |
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| Pat Ferguson | At-Risk /PE | [fergusonp@melcher-dallas.k12.ia.us](mailto:fergusonp@melcher-dallas.k12.ia.us) |
| Brittany Toben | 5th Grade | [tobenb@melcher-dallas.k12.ia.us](mailto:tobenb@melcher-dallas.k12.ia.us) |
| Sheryl VanGenderen | 1st Grade | [Vangenderens@melcher-dallas.k12.ia.us](mailto:Vangenderens@melcher-dallas.k12.ia.us) |

**Support Staff**

Terri Franklin special education associate franklint@melcher-dallas.k12.ia.us

Lisa Riebhoff Kindergarten Associate [riebhoffl@melcher-dallas.k12.ia.us](mailto:riebhoffl@melcher-dallas.k12.ia.us)

Janon Johnson Janitorial/Cook/Reading [johnsonj@melcher-dallas.k12.ia.us](mailto:johnsonj@melcher-dallas.k12.ia.us)

Mary Knutson Nutrition and Admin [knutsonm@melcher-dallas.k12.ia.us](mailto:knutsonm@melcher-dallas.k12.ia.us)

Mike Kennedy Head custodian [kennedym@melcher-dallas.k12.ia.us](mailto:kennedym@melcher-dallas.k12.ia.us)

Jaime Reed Head Cook [reedj@melcher-dallas.k12.ia.us](mailto:reedj@melcher-dallas.k12.ia.us)

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Kaylee Ashburn special education associate [ashburnk@melcher-dallas.k12.ia.us](mailto:ashburnk@melcher-dallas.k12.ia.us)

**School Board**

Bob Lepley-President Shane Ripperger – Vice President Travis Hansacker Christine Williams Jake Mathes

## PREFACE

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

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect during the school year.

Students are expected to comply with and abide by the school district's rule and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

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

## DEFINITIONS

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

**PARENT-STUDENT-TEACHER PLEDGE**

School Name: Melcher-Dallas Elementary

School Mission: The mission of the Melcher-Dallas Community School District is to serve the educational needs of the community by providing a positive learning environment that challenges all participants to realize their full potential as members of a diverse society.

**As a Teacher, I will**

--Believe that each student can learn;

--Show respect for each child and his/her family;

--Come to class prepared to teach;

--Provide an environment conducive to learning;

--Enforce school and classroom rules fairly and consistently;

--Maintain open lines of communication with student and his/her parents;

--Seek ways to involve parents in the school program;

--Demonstrate professional behavior and a positive attitude.

**As a Student, I will**

--Always try to do my best in my work and in my behavior;

--work cooperatively with my classmates;

--show respect for myself, my school and other people;

--obey the school and the bus rules;

--take pride in my school;

--come to school prepared with my homework and my supplies;

--believe that I can learn and will learn.

**As a Parent/Guardian, I will**

--see that my child attends school regularly and on time;

--provide a home environment that encourages my child to learn;

--insist that all homework assignments are completed;

--communicate regularly with my child's teachers;

--support the school in developing positive behaviors;

--talk with my child about his/her school activities every day;

--encourage my child to read at home and to monitor his/her TV viewing;

--attempt to volunteer time at my child's school;

--show respect and support for my child, the teacher and the school.

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# GENERAL INFORMATION

**SCHOOL Day/Hours: (Bd. Policy 600 series)**

School is in session from 8:10 a.m. until 3:15 p.m. The school doors will be opened at 7:45 (7:50 for those eating School Breakfast). Outdoor areas are not supervised before 7:45 so students should time their arrival for no earlier than 7:45.

PK-6th grade bus students depart at 3:15 p.m. Walkers are released following bus departure.

**Notes will be sent home to inform parents of occasional differences in the beginning or ending times of school.**

Students need to be dropped off in the morning on the north side of the building, until all buses have unloaded. Town students need to be picked up in the afternoon on the north side of the building as well.

**OFFICE HOURS**

Elementary office hours are 7:45 a.m. until 3:30 p.m. Parents need to call the office before 9:00 a.m. to report absences for the day. If school has not received a call before 9:00 am you may be contacted. Office number (641) 947-3151

**ADDRESS/PHONE NUMBERS:**

Melcher-Dallas Elementary School

1003 Park Street

Dallas, IA. 50062

Mailing address:

PO Box 489

Melcher, IA 50163

Phone: (641) 947-3151

Principal –Office (641) 947-3151

Fax – (641) 947-4032

Superintendent- (641) 947-3731

High School Office (641) 947-3731

**VISITORS**

Visitors to the school should report to the elementary office; this shall include anyone visiting students. A lanyard and badge will be issued by office staff. You should not be in the hallways without signing in. Our security system is also in place and you will need to enter through the front entrance using our video camera system.

**FIRE AND TORNADO SAFETY (BP 507.3)**

**Fire alarm**: **is three rings followed by a pause**. Refer to instruction card in room and file orderly through designated exit, following teacher's instructions. Move away from building. Wait for "all clear" signal.

**Tornado alarm**: **is an announcement followed by an air horn blast.**

Refer to instruction card in room and follow teacher's directions. Tornado safety areas are: Copy room, Little kids bathroom, South Blue room, Staff Bathroom, Big kids bathroom, Teacher’s lounge, South storage area.

**CHILD ABUSE INVESTIGATION**

Concerns regarding discipline procedures or actions by staff members should be directed to the administration. Students or parents who have complaints regarding alleged child abuse by a school employee may contact the following people:

Primary investigator: Secondary Principal (641) 947-3731

Alternate Investigator: School Nurse, Marion County Sheriff’s Department

**ELEMENTARY FEES AND INFORMATION**

**School Lunches/Breakfasts**

*Hot Lunch Ticket (includes milk)*

Per Meal (single ticket)......................... $ 2.50

*Breakfast Ticket*

Per Meal (single ticket).......................... $1.75

*Milk Ticket*

Extra milk…………………………….. .35

Parents may deposit any convenient amount in student meal accounts, which are maintained by a computer. Reminders will be sent home when additional funds need to be sent to school. Copies of the monthly menus are printed in the monthly newsletter and posted on school website.

**Additional Fees:**

**Book Rent (K - 6)......................................... $25.00**

**Student Insurance (optional) varies**

**4 year old monthly fees: Full day is $100.00**

**One time Registration is $20.00**

**Preschool and Kindergarten School Provided Snack**

The Melcher-Dallas Wellness Committee recommended that the school change to a school provided snack for Preschool and kindergarten. The hope is the benefits of school provided snack (convenience, food safety, more fruits/vegetables offered, and no more last minute trips to the store, forgotten snacks) will outweigh the loss of homemade snacks. Should a parent decide not to have the school-provided snack, an individual snack may be sent, but it must come from the Healthy Snack List and be peanut free. The fee covers the snack, plus either milk or juice. The fees are as follows.

**Kindergarten: $60.00/semester ($30.00 milk fee/$30.00 snack fee)**

**Preschool: 4 days/week: $120/semester ($60 for milk/$60 for snack fee)**

**1 day/week (3 year olds): $25/semester**

**Parent Involvement Policy**

**Melcher-Dallas Community School District**

It is the Policy of Melcher-Dallas Community Schools that parents be involved in the development of the district plan and review process for the purpose of school improvement. Parental involvement is the key to academic achievement.

“Honest, open, effective communication between administration, board members, staff, students, parents, and community members allows learning to occur,” as stated in the Melcher-Dallas, Community School Belief Statements and Philosophy.

The district provided coordination, technical assistance and other supports necessary to aid in the planning and implementation of parent involvement activities. The district encourages parent involvement by providing information about standards and assessments. The school personnel involve parents, and their contributions, and the community businesses and organizations are highly valued as partners in the education process, “School facilitates the life-long learning process of the community,” is stated in the Melcher-Dallas Community School Belief Statement and Philosophy.

**Melcher-Dallas Community School Board of Education Belief Statements and Philosophy**

1. All learning experiences are meaningful.
2. Graduates are prepared to be meaningful contributors to society.
3. School facilitates the life-long learning process of the community.
4. Honest, open, effective communication between school administration, board members, staff, students, parents, and community members allows learning to occur.
5. Successful education occurs in a safe, stimulating, challenging and positive environment.
6. All students are motivated to learn.
7. Constantly changing knowledge and educational methods provide avenues for all students to realize their full potential by experiencing a diverse curriculum and methods of instruction.
8. Self-esteem enhances the learning process.
9. School provides the tolls and skills necessary to make use of available information and technology for our learning community.
10. The educational environment challenges all students.

**Melcher-Dallas Community School District Board of Education Goals**

1. Provide for K-12 curriculum articulation and alternative assessments to improve student achievement and a positive learning environment.
2. Develop a long-range financial plan to improve the overall solvency of the district.
3. Improve school and community relations.
4. Improve staff recruitment, retention, development and evaluation.
5. Update the elementary facility.
6. Improve all facilities including maintenance and transportation programs.
7. Pursue early childhood development programs and identify pre-k at-risk students.
8. Pursue expansion of learning opportunities utilizing all resources: ICN, District Sharing, School to Work grants, Business/Career Awareness, Higher Education and Technology.

**School Wide Positive Behavior Interventions and Support (PBIS)**

**Purpose:**

Melcher-Dallas Elementary utilizes a school wide Positive Behavior Interventions and Supports system (PBIS), is a systemic approach for achieving social and academic goals while preventing problem behaviors with ALL students. Through this approach we will establish clearly defined outcomes, implement research-based practices, and use the SWIS data system for decision-making and problem solving. It is the goal of our staff to provide a school wide proactive culture that is positive and consistent where behavioral expectations are understood, taught and modeled by the adults. AEA 11 experts are providing ongoing training for the principal and PBIS team members. Our logo, the Super Saint, which lists the behavioral expectations for ALL students (Be Safe, Be Respectful, Be Responsible) is listed and posted throughout the school. It is our goal for the entire community to know and support these expectations.

**Guiding Principles**

Academic achievement and appropriate behavioral skills are the results of school, staff, and families working together to provide a continuum of support for all students. A continuum of academic and behavioral support includes:

1. School-wide instruction for all students (Core instruction)

2. Instructional interventions for students who are at risk for academic or social

and behavioral problems (Supplemental instruction)

3. Individualized instruction for students with intense or chronic academic or

behavioral problems (Intensive instruction)

**School-wide Expectations**

**Be Respectful Be Responsible Be Safe**

Staff members teach all students these expectations during the first month of school. Students learn about the expectations in the classroom, hallway, restroom, cafeteria, and on the playground. Additional instruction is provided as necessary.

**How Can You Get Involved?**

1. Ask your child about the “Super Saint” Expectations at Melcher-Dallas Elementary
2. Praise your child for earning tickets and rewards at school
3. Refer to the expectations when you are talking about expected behaviors at home or in the community
4. Volunteer at school or get involved with the Super Saint Program

## ATTENDANCE / ABSENCES (Board Policy 501 and 501.3)

Regular and punctual patterns of attendance will be expected of each student enrolled in the Melcher-Dallas elementary school. Students should strive to maintain a good attendance record because there is a direct correlation between attendance and academic success in school. Students are expected to attend school from 8:10 a.m. – 3:15 p.m. every day.

It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers, and administrators to keep absences and tardiness to a minimum. Frequent absences disrupt the continuity of the instructional process. The school cannot properly teach students who are not present on a daily basis. Parents and students are strongly advised to limit any absence.

Parents are to notify the school office of a student’s absence on or before the morning of that absence. If notification is not received, the secretary may attempt to contact parents at home or at work.

The following absences will be excused, providing the parent or guardian of the absence has notified the office within **one school day** of notice

* Personal illness
* Family death or emergency
* Medical appointment which can only be made during school time (students may be asked for a note from the doctor)
* Court appearances
* Administration-approved absences
* School-initiated absence (no parent notification of office required)

The parents/guardians and the students share the responsibility of having the student in school. The student may be excused from school provided the student is with parent/guardian. Parents/guardians may request the student to do a specific activity that requires the student to be absent from school; however, the parent/guardian must make a verbal request to the principal if the student desires to be considered for an excused absence. The school reserves the right to determine an excused absence.

The following absences will be treated as unexcused and are not all-inclusive:

* Any absence not properly excused related to personal illness
  + 1. Leaving the building or school grounds during the day without parental excuse and authorization from the office
* Working for parents or an employer
* Truancy
* Haircuts
* Oversleeping
* Shopping trips

**Attendance Policy:**

After **3 unexcused** absences, parents and students will be informed by text message/email using JMC school information system.

1. When a student reaches **8 Total Absences** (excused and unexcused) in a period per semester, a text/email will be sent using JMC automated generated to parents/guardians informing them.
2. When a student reaches **10 Total Absences** (excused and unexcused) in a period per semester, the student and parents will meet with the Principal.
3. When a student reaches **12 Total Absences** (excused and unexcused) in a period per semester students will be referred to the County Attorney for truancy (if applicable).

A student who needs to leave school during the regular school day must have a parent/guardian make verbal or written arrangements with the office if they desire to be considered for an excused absence. All students must alert the office when they are leaving the building or being picked up by a parent. If a child is being picked up or dropped off during the school day, they must check in the office first.

In the case of an excused absence as described above, students whose absence is approved shall have an opportunity to make up; if possible, the work missed and receive full credit for the missed schoolwork. It is the opinion of the Board of Directors, the Administrators and the Staff of the Melcher-Dallas Community School District, however that a student is never able to "make up" the educational benefits gained from actual attendance in the scheduled class. Students may or may not be allowed to make up schoolwork or submit late schoolwork due to an unexcused absence. Students who wish to participate in school-sponsored activities must attend school the entire day of the activity unless the principal for the student to be absent has given permission.

For assignments that are required to be completed in class, the student will make up assignments from the actual classes missed and may receive full or partial credit for them. Arrangements must be made with the classroom teacher as to when the time will be made up to successfully master the material missed. Failure to do so will result in no credit for the assignments not completed.

When students return from an absence, they are expected to collect notes and their make-up work. The students are expected to do make-up assignments during non-school hours. Students will be permitted one (1) day for each day absent, plus one (1) additional day to complete the make-up work.

* Punctuality is also one of the self-disciplines that are essential for students. Any student who arrives to school later than 8:10 a.m. must go to the office for a pass in order to be admitted to class. Excessive tardiness to school could result in disciplinary action including loss of recess, detention, suspension, or referral to Juvenile Court.

Chapter 299.1 of the Iowa Code entitled "Compulsory Education," requires the parent, guardian, or custodian of a child who is of school age by September 15th, in proper physical and mental condition, to attend school. Melcher-Dallas policy requires each student to attend school the number of day’s school is in session in accordance with the school calendar. A minimum of 40 days per quarter and 160 days per year are required. If a student fails to meet these requirements without reasonable excuse for the absence, he/she shall be deemed truant. It is the responsibility of the parent to provide evidence of the child's mental and physical inability to attend school. *The Melcher-Dallas School board will and does enforce this policy.*

**See Back of Handbook for Table and Communicable Disease Chart**

**ACCIDENTS**

In case of an accident at school, emergency first aid will be administered and parents or guardians will be notified. If the school is unable to reach the parents, emergency numbers will be used. Only staff members who have agreed to receive appropriate training will treat injuries, which might involve blood or other body fluid contact. The emergency unit will be called when deemed necessary and the police will be notified if necessary.

## BAD WEATHER

School may be postponed, canceled or dismissed early due to inclement weather conditions. Information may be obtained by listening to radio stations WHO, KJJY, KLYF or watching WHO, KCCI or WOI television. Please utilize our Remind101 system and receive a text message from an administrator on cancellations.

**BAND PROGRAM**

Fifth and Sixth grade students may participate in the elementary instrumental music program.

Late in the school year, the instrumental director will visit the fourth grade class to explain the instrumental program and demonstrate instruments. The parents of each child, interested in playing an instrument, will receive a letter inviting them to a meeting where the program will be explained.

**BICYCLES**

It is the responsibility of parents to determine whether a bicycle may be ridden to school. Students are not allowed to ride bicycles on the school grounds during the school day.

Students who ride bicycles to school are expected to follow these guidelines:

1. Do not ride on the grass
2. Do not ride through pedestrians
3. Park bikes in designated areas and lock (south side of building).
4. Observe all traffic and safety rules to avoid accidents
5. Do not lend a bicycle to another person
6. Biking to school is a privilege that can be eliminated

## BIRTHDAY PARTIES

Birthday and other treats may be brought to school if arranged with the classroom teacher. Please do not allow party invitations to be distributed at school unless a whole class is being invited. This will help to avoid hurt feelings of students who do not receive invitations. Treats are not to contain nuts or nut products due to possible allergic reactions. If a child has this allergy, it could be life threatening. Parties are at the discretion of the teacher. They are a privilege as well as a celebration and are subject to cancellation at the teacher’s discretion. Parents who wish to do something special for their child's classmates at birthday time should make arrangements with the teacher. All snacks must be individual and pre-wrapped.

## CAFETERIA / LUNCH

The school provides a hot lunch program with well-planned and varied menus. If cold lunches are sent, they should be equally nutritious. **Due to several nut allergies, all peanut and nut related products are prohibited.** Monthly menus are published in the district newsletter and announced daily during morning announcements. Carbonated pop beverages are not allowed during lunch.

Students may bring lunch for themselves or eat cafeteria food. Parents or students are not allowed to bring in or purchase outside food for a small group of students (i.e. Subway, McDonalds, etc.…). Food purchases for the whole class would be allowed if cleared by the office. This will help to avoid hurt feelings of students who do not receive the purchased lunch.

Some children are eligible for either free meals or reduced-price meals, based on family income. The forms for free or reduced meals were handed out at registration, if you did not get a form, please let us know. To apply for free or reduced-price meals, please fill out the appropriate application as soon as possible, sign it, and return it to the school. Please answer all questions on the form. The school cannot use an application, which does not contain complete information on household members and income. If information is missing, your child may be denied the meal benefits. You will be notified when the application is approved or denied. This information is confidential.

Students will receive written reminders if the balance in their lunch accounts becomes low. We strongly encourage all elementary students to eat lunch. If for some reason, you do not wish your child to eat lunch, you must send us a written note for each instance.

When in the lunchroom, all students are expected to comply with the following guidelines:

1. Low voices should be used that can be heard only by those who are seated close by.
2. Proper use of napkins and silverware should be practiced.
3. Straws, napkins, and milk cartons should always be returned with the trays. The table and floor should be kept free of paper and food.
4. No uneaten food is to be carried from the lunchroom unless it is in a lunchbox.
5. Food, whether it is a sack lunch or hot lunch, is never to be shared.
6. Good table manners should be practiced.
7. Children are to remain seated in their place at the table until dismissed by the lunchroom supervisor.

**Cafeteria/Lunches – Meal Charges**

In accordance with state and federal law, the Melcher-Dallas Community Schooladopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

**Payment of Meals** *[The district must select one option from the following choices and delete the remaining options].*

Parent/Guardian(s) and students have use of a meal account through our student identification system, JMC. When the balance reaches $0.00 a student may charge no more than $25.00 to this account. When an account reaches this limit, a student shall not be allowed to charge further meals until the negative account balance is paid. When the account reaches any negative balance, a patron shall not be allowed to charge any a la carte items until the negative balance is paid. Families may add money to a student’s account at either building Elementary or Jr. /Sr. High. \*\*An added feature we are working on for the school year is access to on-line paying through our JMC.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

**Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low, less than $15.00. Melcher-Dallas Community School District will be notifying families by text, email, letter or phone.

Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges.

Negative balancesnot paid prior to the end of the school yearwill be turned over to the superintendent or superintendent’s designee for collection. Options for collection may include: collection agencies, small claims court, or any other legal method permitted by law.

## CHANGE OF ADDRESS / PHONE NUMBERS (CELL and EMAILS)

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address record at the school office. Notify the school immediately if you have a change of address during the school year. Also, if your work or home phone number changes, please notify us immediately. We also require a Cell number for automated text messages.

## CHILD CUSTODY

According to Iowa statute: "School employees should assume both parents have the right to access information. The burden is on the parent who argues to the contrary to provide proof (the decree) showing the court has removed the other parent's access right. Access includes participation in conferences, obtaining or making copies of grade cards, records, test results and the like."

I. Access to Information:

Consider the following procedures for providing information to parents with whom the students do not live.

A. We will assume the parental rights of the absent parent have not been severed unless contrary evidence is presented. A court document is needed for evidence.

1. It is the responsibility of the absent parent to contact the school to express a desire for information about the child. If the absent parent has not contacted us this school year, we have no responsibilities to them.
2. If the absent parent has contacted someone at school; asked to be informed of school events and his/her child's progress; and provided an accurate address, we will provide the following information:

1. Parent newsletters

1. Notice of parent-teacher conferences
2. A copy of the report card/progress report

4. Notice of a staffing or other significant event in which the child's progress is discussed

5. Access to the student's school records

## CHILD ILLNESS/ABSENCES

Regular attendance is a very important part of education. In order to decrease the chance for spreading illness to others at school, please keep your child home if he/she has:

- Had a temperature of 100 degrees or more in the past 24 hours;

- Vomited in the past 24 hours;

- Had diarrhea in the past 24 hours;

- A bacterial infection (strep throat, etc.) that has not been treated with an antibiotic for 24 hours;

- Constant cough that would disturb both your child and the class;

- A communicable disease (chicken pox, impetigo, etc.) and has not received written authorization from your doctor or school nurse for readmission to the classroom; or

- An ailment that would override your child’s learning.

Please call EACH day your child is absent. You may call and leave a message on the answering machine at any time.

**Please note: If, at the determination of the principal and/or the school nurse, a child is not well enough to be in school, the parents will be notified and expected to pick their child up from school as soon as possible. This is for the protection of the sick child as well as all of the other children and the staff.**

## COMMUNICATIONS TO AND FROM SCHOOL

When sending a note or money to school, the student should receive clear instruction from the parents about who is the appropriate person to receive the note or the money. Also, the school regularly sends notes and papers home with students. Parents are responsible for knowing the contents of the notes or papers sent home.

Report cards are issued at the end of each nine-week period.

Some teachers will be using the remind101 system to let parents know of schedule changes, classroom projects, and homework notices. Please see your classroom teacher to learn how to join the text system. We will also use JMC to send information to your phone via text message or in an email. Please have a current email address and cell number on file.

Parent-teacher conferences are held at the end of the first quarter and again in the spring. We encourage both father and mother to attend these conferences. It is important that parents and teachers together discuss the goals that are set for students and the ways in which these goals may be reached. Additional conferences may be scheduled at the request of parents, teacher, or principal.

**COMPLAINTS AND GRIEVANCE PROCEDURES**

It is the policy of the Melcher-DallasCommunity School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Randy Alger, 214 S Main Street, Melcher-Dallas, IA 50163, 641-947-3731, algerr@melcher-dallas.k12.ia.us*.*

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. **Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).**

**Filing a Complaint**

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 daysof the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence*.* The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

**Investigation**

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter “equity coordinator”). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

*  A request for the Complainant to provide a written statement regarding the nature of the complaint;
*  A request for the individual named in the complaint to provide a written statement;
*  A request for witnesses identified during the course of the investigation to provide a written statement;
*  Interviews of the Complainant, Respondent, or witnesses;
*  An opportunity to present witnesses or other relevant information; and
*  Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5working days of completing the written report. Notification shall be by U.S. mail, first class.

**Decision and Appeal**

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

If the grievant is not satisfied with the superintendent’s decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

**Computer, Network, and Internet – Acceptable Use Policy**

**1. Acceptable Use**At school, use of computers and the Internet is for education only. Students may conduct research, learn, and communicate with others. All students agree to follow the rules of appropriate behavior:

* Students may not copy material and say that they wrote it.
* Students will visit only Internet sites suitable for children and for educational purposes.

**2. Privileges**The use of school computers is a privilege. The teachers and principal decide when students may use computers or the Internet. If a student uses a computer or the Internet in ways that are not appropriate, he or she may have privileges taken away. Also, remember that computer files are not private. School and system administrators may see your work.

**3. Etiquette**Students will follow rules for appropriate behavior. Some (but not all) of those rules are listed below:·

* Be polite when writing.
* Use appropriate language.
* Students may use computers for research, but must identify where information is found.
* Do not share account or password information with others, and do not try to log on as someone else.
* Do not try to see the folders, work, or files of others.

**4. Online Safety**Please follow these rules about online safety:

* Do not give your phone number or address to anyone over the Internet.
* Notify an adult immediately if you find information on the computer that makes you uncomfortable or nervous.

**5. Truthfulness**The Melcher-Dallas CSD is not responsible for the truth or the quality of the information found on the Internet.

**6. Privacy**Your information and records of what you viewed, received and saved are not private. Teachers and technical staff may review files to be sure everyone is using computers responsibly.

**7. Security**Security on any computer system is important. If a student knows of any times when these rules are broken, he/she must tell a teacher or principal. School personnel are in charge of Internet access. Students will not connect to the Internet unless directed to do so under the supervision of a teacher. Do not tell anyone else your password and do not log in as anyone else.

**8. Filtering**Melcher-Dallas CSD uses a Fortigard to filter or block material harmful to children, as required by the Children's Internet Protection Act. Students should not attempt to get around filters.

**9. Vandalism**Any vandalism will result in the loss of privilege to use the Internet, and/or the computers, themselves.  
Vandalism includes:·

* physical damage to the computers
* damage to files that belong to others
* changing any computer settings or software
* any attempts to bypass security settings

**10. Consequences**Violations of any of these rules may result in the loss of access. There may also be disciplinary actions that your teacher or school principal determine are appropriate consequences to violating the Acceptable Use rules.

If a student damages a computer/laptop/iPad on purpose as to damage or destroy system, replacement costs will be applied and billed to the parents.

## DANGEROUS WEAPONS

Dangerous weapons are not allowed on school grounds or at school sponsored events. Dangerous weapons will be taken from students and others who bring them onto the school property. If a dangerous weapon is taken from a student, the parent of that student will be contacted. In the discretion of the administration, law enforcement may also be contacted. The student will be subject to further disciplinary action. Students who are in possession of “lookalike”

weapons may be disciplined under this policy.

**DRESS AND APPEARANCE**

Parents and student together share the responsibility for proper student grooming. Grooming should be a credit to the student and also conducive to safety, good health, and cleanliness.

During warmer weather we ask that students wear light, warm weather clothing, which is appropriate to a school environment. During cold winter weather, when outside, we ask that students wear coats, snow pants, boots, mittens/gloves, and a hat.

Clothing which displays vulgar or profane language or slogans and/or advertising for alcohol or tobacco products will be considered inappropriate for a school environment.

**Clothing which reveals a student’s bare back, navel/midriff region, or undergarments are unacceptable.**

With each student’s cooperation we hope to maintain a good learning environment throughout the school year at Melcher-Dallas School. Students who, in the opinion of the teacher and the principal, are inappropriately dressed will be asked to phone home for a change of clothing.

## DUAL ENROLLMENT STUDENTS

Home school students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the elementary school office.

## DUE PROCESS

Procedural due process as it applies to students in public schools requires that in any form of disciplinary action the following basic elements must be present:

* The student must have prior knowledge of the conduct, which is required of or prohibited to them.
* The student must be aware of the specific matters giving rise to any of the proposed penalties or discipline.
* The student must have some opportunity to express or convey to the decision-making authority his/her views or rebuttals regarding the incident, prior to the use of any discipline.
* The decision-making authority must base its decision on the incidents or matter about which the student has been apprised as indicated above.

## EARLY DISMISSALS

The district has several early-dismissals days built into the school calendar. Please be aware of these dates and have transportation and supervision plans made accordingly. In the event of an unexpected early dismissal, please make sure that the office has a current copy of your emergency dismissal plan so that we are aware where your child(ren) needs to go during these occurrences. We will also use REMIND and JMC text system for dismissals.

**ELEMENTARY DISCIPLINE ACT**

Any school employee has the authority to enforce the rules and to expect any child to obey them. Cases of misconduct and disobeying rules will be dealt with by the teacher, principal, superintendent and/or board of directors of the Melcher-Dallas Community School.

Individual classroom teachers handle most discipline. Occasionally, students are referred to the principal’s office for disciplinary guidance. In such an instance, the first step is to arrive at a determination of the facts based on information from the student(s) involved.

If, based on the determination of the facts, disciplinary action is required, and then one or more of the following may result:

Counseling by the principal or guidance counselor.

After school detention.

Written and/or oral apologies delivered.

In school suspension.

Loss of recess time and/or privileges.

Out of school suspension.

Assignment of a writing project.

Assignment of work, helping to clean the building or grounds.

Repayment, in cash or labor, for damaged school property.

Other action deemed necessary and appropriate.

Student age, severity of the behavior and the past behavior record are factors which will be taken into account in determining the appropriate disciplinary action. In cases of severe or repeated violations of school rules and behavior expectations, students may be required to phone parents at home or at work to explain their behavior and its consequences.

**STUDENT BEHAVIOR**

Rules of student conduct are made in the interest of safety and for the development of social courtesies. All students are expected to obey the rules and regulations given to them by their teacher and principal. School authorities want from students the same kind of conduct that any well-meaning parent would want from his or her children.

The following are a few general rules that are in effect:

1. Good care of all school property will be insisted upon.
2. We must insist that each child walk in the school building, keeping to the right in halls.
3. There is to be no pushing, shoving, or fighting in or out of the building.
4. Children are to enter the building quietly.
5. No baseballs or hard balls will be permitted unless it is being played as part of physical education class.
6. Playing on the front lawn and sidewalk is prohibited.
7. Snowballing, water pistols, stick throwing, spit-balling, and etc. are forbidden
8. Children are not to climb trees or other high and dangerous places.
9. Children are not to leave the building or playground without permission.
10. Profanity, talking back, and insubordination **will not be tolerated.**
11. Once you are out, you stay out except for emergencies. Students should not return to the building for equipment.
12. Gum and candy is not allowed at recess.
13. Cell phones or other electronic devices, etc., should not be brought out to recess due to the possibility of damage and the inability of the staff to monitor content.

**PLAYGROUND RULES**

The supervising teachers will present playground rules to the students at the beginning of the school year. At all times, the use of common sense and responsible play, which does not endanger the individual or others, will be expected.

Students will be expected to go outside during recess if the wind chill factor is at or above 0 (zero) degrees, unless a written note from the parent is given to the teacher. A parent note will be honored for the period of 1 day. Excuses for missing outside recess for more than one day will require a doctor’s note stating the reason the child may not go outside. Temperatures below 50° require that students wear a jacket/coat/ or sweatshirt during recess. Temperatures below 32° require that students wear a winter coat during recess. Teacher discretion will be used in monitoring the weather and outside conditions.

**RECESS BEHAVIOR INTERVENTIONS**

**Minor Infractions:** Arguing over rules interpretations; bad language heard or reported; rough play (grabbing clothes, taking hats, tackling, kicking, pulling down, as part of the play); taking equipment; not sharing; picking up/throwing sticks, stones, etc.; not following rules for playground equipment, failure to stop play and come line up when called. Could result in one of the following consequences, final decision will be determined by recess supervisor or elementary principal, depending on students age, severity, and past behavior

1. Verbal warning.
2. Set students out for 10 minutes.
3. Discontinue the game.
4. Restrict offenders from certain activities.

**Major Infractions:** Physically fighting with imminent danger of bodily harm (consequences generally apply to all parties in a fight); dangerous activity, gross insubordination; students will be sent to the office. The office is to assume that a student sent to the office from recess has committed a serious infraction. Could result in one of the following consequences, final decision will be determined by the elementary principal, depending on students age, severity, and past behavior

First Offense: Lose at least next recess. Written apology to offended parties. Lost recess time will be monitored as appropriate and agreed upon by: the principal, the classroom teacher, and classroom aides.

Second Offense: Lose at least 1 week of recess. Student phones parents to explain misbehavior. Written apology delivered to offend parties.

Third Offense: Lose at least 1 week of recess. At least one night after school. Student phones parents to explain misbehavior. Written apology delivered to offended parties.

Fourth or More: Parent conference with Principal before student is allowed back to recess. Written plan developed with parents detailing school and home consequences for continued misbehavior.

## EDUCATIONAL RECORDS

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

## EMERGENCY INFORMATION

In case of an emergency each student is required to have on file at the school office the following information:

1. The names and phone numbers of the parents' home and place of employment.

2. Complete and up-to-date address.

3. The name of the family physician.

4. Relatives or friends to be called in case of an emergency.

5. Authorization by the parent to take the injured child to the family physician.

If any of the above information changes during the school year, please notify the office immediately.

Should the child become ill or injured at school, the nurse or school office will first call the parent. If no response can be obtained, the family physician will then be called if the conditions warrant his/her attention. If a child is too ill to remain in school, it is the responsibility of the parent to provide the transportation home.

## EXCUSING PUPILS FROM RECESS/PE

A doctor’s note is required to stay inside for recess for more than one day or not to participate in physical education classes. With no apparent illness, he/she will be expected to go to recess or participate in physical education. Otherwise, the student will quietly remain in the teacher’s classroom or office during recess or sit on the sidelines during physical education activities.

## EXPULSION AND SUSPENSION

Expulsions:

Only the Board may expel any student from school for a violation of rules and regulations approved by the Board, or when the presence of that student is considered to be detrimental to other students within the educational process.

Suspensions:

The principal for serious or repeated infractions of school rules and policy gives suspensions from school. Teachers cannot give suspensions. If your child is suspended, you will be required to have a conference with the principal before reinstatement can take place. Most suspensions at the elementary level will be served in school.

## FIELD TRIPS

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips will in advance of the scheduled trip date and will be asked to sign field trip permission forms. If written permission is not received, students may be required to remain in the building. Younger siblings of elementary students will not be allowed to attend field trips for safety reasons.

In some cases a nominal charge may be required on field trips. Families for whom such a charge is a hardship should contact the elementary office. When trips include a lunch stop, sack lunches are always acceptable and with advance notice, the school lunch program will provide a sack lunch at the same cost as a regular hot lunch.

## GUM

Gum chewing is not allowed in school unless the classroom teacher has granted special exception.

## GYMNASIUM

**The gymnasium may not be used for recreational purposes except when a faculty member provides direct supervision and when approved by the administration.**

## HARASSMENT OF STUDENT (S) BY OTHER STUDENT (S),

## INITIATIONS, OR HAZING (BP 700 Series)

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, sex, disability, age or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

* Submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities;
* Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
* Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

Sexual harassment includes, but is not limited to:

* Verbal, physical or written harassment or abuse
* Pressure for sexual activity
* Repeated remarks to a person with sexual or demeaning implications
* Suggesting or demanding sexual involvement, accompanied by implied or explicit threats

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

* Verbal, physical or written harassment or abuse
* Repeated remarks of a demeaning nature
* Implied or explicit threats concerning one's grades, job, etc.
* Demeaning jokes, stories or activities

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

Students who feel they have been harassed should communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.

If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should tell a teacher, counselor or principal and fill out a bullying/harassment complaint form, located in the elementary office.

## HARASSMENT OR ABUSE OF STUDENTS BY EMPLOYEES

The school district does not tolerate employee’s physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Mr. Michael Horstman as its Level I investigators. The level II investigator is the Marion County Sheriff's Department in Knoxville, Iowa.

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

**ANTI-BULLYING/HARASSMENT POLICY**

**See Board policy code no 104 at the end of handbook.**

**HAZARDOUS ITEM**

Hazardous items are not to be brought to school by students. Teachers are authorized to confiscate such items immediately.

## HEALTH / IMMUNIZATIONS / MEDICATION (BP 507.1)

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 certification are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements.

It is mandatory that your child has an adequate certification of immunization on file in the school office. Please keep your child's immunization record up-to-date. Failure to do so may lead to suspension or expulsion from school. The requirements are:

* DPT - (Diphtheria/Whooping Cough/Tetanus) 5 doses with at least 1 dose received on or after age 4 years if born on or after September 15, 2003; or 4 doses with 1 dose received on or after 4 years if born after September 15, 2000 but before September 15, 2003; or at least 3 doses and one booster must have been received after the child's fourth birthday if born on or before September 15, 2000.
* OPV - At least 3 doses of oral polio vaccine and at least one booster dose must have been received after the child's fourth birthday.
* MMR - At least 2 doses; the first dose given on or after the age of 12 months, and the second dose given at least 30 days later.
* Varicella – At least one dose if born on or after September 15, 1997, or have a reliable history of natural disease. This dose shall have been received on or after the applicant was at least 12 months of age.
* Hepatitis B – 3 doses for children born after July 1, 1994.

**Immunization Requirements for Preschool**

Age 24 months and older:

**Diptheria-Tetanus-Pertusis (Dtap): 4 doses**

**Polio: 3 doses**

**HIB: 3 doses** with the final dose in the series at or greater than age 12 months of age, or 1 dose received on or after 15 months of age.

**MMR (Measles/Mumps/Rubella): 1 dose** after age 12 months of age.

**Varicella: 1 dose** at or after age 12 months of age if born on or after September 15, 1997 or a reliable history of natural disease.

**Pneumococcal (Prevnar) 4 doses;** or 3 doses if received 3 doses less than age 12 months; or 3 doses if received 2 doses less than age 12 months; or 2 doses if received 1 dose less than age 12 months of age or received 1 dose between ages 12 months and 23 months of age; or 1 dose if no doses had been received prior to 24 months of age.

**Prescription Medications:**

* An appropriate and licensed health care professional must prescribe the medication.
* Only those medications that are necessary for a student’s medical care will be administered at school. Most medications that are needed even up to 3 times a day can be given at home and should not be sent to school.
* All medications will be store in a locked cabinet in the health office. The only exception to this will be emergency medications such as inhalers, when it is necessary for the student to have the medication with him/her at all times.
* A licensed nurse will administer medications or other qualified designated school personnel.
* When a student’s medication must be stored or administered at school, Iowa Law requires **both of the following:**

1. Medication must be in its **Original, Pharmacy Labeled** container (ask the pharmacy to prepare two labeled containers, marking one for “School Use” so you have properly labeled containers at home and at school. \*\*\*Please make sure that pharmacy labels have all the following information: Student’s name, name of the medication, directions-including dose and amount, times of day to administer medication, current date, and how student takes medication (by mouth, inhaler). \*\*\*
2. Written request, directions and signed authorization by parent or guardian must be on file at the school **before** school personnel may give any medications.

**Over-the-counter Medications (Tylenol, Ibuprofen)**

* Over-the-counter medications will be allowed at school under the following conditions:

1. Parents/guardians must supply the mediation for their child.
2. Medications must be in the original container. Please label the container with the student’s name.
3. Written directions for giving the medication including reason for use.
4. The medication will be kept in a locked cabinet in the health office. Students should **not** carry any over-the-counter medications with them.
5. Written request, directions and signed authorization by parent/guardian/licensed health care provider must be on file at the school **before** school personnel may give any medications.

* The school nurse, using education and experience, may determine that the use of over-the-counter medication, ordered by a parent, is the appropriate care for some children. Thus, the registered nurse may follow a parent’s direction to give such medication. However, the registered nurse may also determine that an over-the-counter medication, ordered by a parent, could be detrimental to the child. In this case the registered nurse may refuse to administer the medication and state the reasons, in writing, to the parent. If the parent pursues the matter and returns with a physician’s prescription for the medication, the registered nurse must them “execute the regime prescribed by the physician” unless the registered nurse notifies the physician in a timely manner, as stated in Iowa Administrative Code, Nursing Board (590), Chapter 6, sub rule 6.2 (5), paragraph

**HOMEWORK**

Homework that is sent home is expected to be completed and turned in to the instructor the following morning unless other arrangements have been made with the teacher

## ILLNESS AND INJURY

If a student becomes ill or is injured at school, the school shall attempt to notify the student's parent(s)/guardian(s) as soon as possible. Emergency or minor first aid will be administered if a person competent to do so is available. In any event, ill or injured students will be turned over to the care of the students' parent(s)/guardian(s) or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury. Injuries shall be reported and within 24 hours a "Preliminary Accident Report" will be filed in the principal's office.

When your child is ill the evening before or day of school, please keep him/her at home. Children who run a fever, vomit, experience diarrhea, coughing, or sore throat or other cold/flu related symptoms are not ready for a rigorous day of school. They need at least 24 hours rest before returning to school.

## LEAVING CAMPUS

Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of their teacher and administration. Permission to leave the school grounds will only be granted upon written or verbal request from the student's parent or guardian.

## LOST AND FOUND

Articles of clothing, such as coats, caps, mittens, sweaters, boots, etc., should be marked with adequate identification. If an article is lost, please check at the office and also inform the homeroom teachers. All clothing found on the campus, regardless of its value, is placed in the lost and found box in the elementary office. Money, jewelry, or any other articles of value are turned into the office. Students may claim them after proper identification. The school is not responsible for lost or damaged items. Items, which are not claimed by the end of the year, are donated to local charitable institutions.

## MEDIA CENTER

The library is open on a regularly scheduled basis and the librarian supervises it. Library classes are held for grades PreK-6. They are held for the purpose of library instruction as well as for the enjoyment of the materials and books.

Students are allowed to use the library during library hours with the permission of their classroom teacher. They may use the library to read, check out books, return books, use audio-visual materials, do reference work or work on special projects. There is a small fine for overdue books, but lost or damaged books must be paid for.

## PARENT/GRANDPARENT VISITATION

Parents are always welcome and are encouraged to visit classes. Classroom visits afford one of the best means to gain information about the educational program and to observe their children's performance in a classroom-learning situation. To make the visits most worthwhile, the school suggests that parents should make their classroom visits after the first two weeks and before the last two weeks of the school year. The first several weeks of the kindergarten class are a period of adjustment from home to school. Teachers prefer to be alone with these children during this period. After this time, parents are encouraged to visit the classroom. Please prearrange your visits with the classroom teacher whenever possible. All day visits are discouraged unless prearranged with the classroom teacher. All volunteers are asked to sign in at the office and to pick up the appropriate identifying badge. Younger siblings may not attend your child’s classroom without the prior principal or teacher’s approval.

## PETS

No pets, of any kind, are allowed at school. Teachers may give special permission for pets to be brought to school as part of a special display/activity. A parent must bring the pet to school and take it home. Under no circumstances is a potentially dangerous pet to be brought to school.

## PHONE USE

Students may use the school phone for emergency calls after first obtaining permission from the secretary or principal. Students receiving an emergency telephone call will have a message forwarded to the student. Only in rare emergency situations will the student be called to the phone. Parents will be able to access classrooms directly and leave messages for teachers in voicemail. Teachers will check voicemail daily and return calls when they are free. Students may not use cell phones during school hours.

## PROMOTIONS AND RETENTIONS

Promotions and retentions are based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are indifference or lack of effort on the part of a capable student; physical or social immaturity; and frequent or long absences. Retention is usually considered a more positive alternative during kindergarten, first and second grades than in later grades. Parents will be involved in any retention decision

**RECESS AND COLD WEATHER CONDITIONS**

Currently, there is no national temperature standard for when to keep kids inside during the winter months, according to the U.S. Department of Education. However, schools usually make their own decisions by their own assessments based upon temperature, (including wind chill factor or real feel temperature); the condition of the play surfaces; weather forecasts; and the number of days the children have already been inside.

We will intend to go outside everyday as long as the wind chill is above zero and it is not precipitating (we might go out if it is snowing as long as the play surface is safe). The following is the policy for outdoor recess:

If the temperature is at **32 degrees or below (temperature or real feel)**, students must wear the following:

-Winter coat

-Closed shoes or boots

-Stocking caps and gloves

If the temperature is between **33 and 50 degrees (temperature or real feel)**, students must wear the following:

-Jacket or long sleeved clothing

-Closed shoes

The conditions around 50 degrees in Iowa often permit students to wear short sleeve shirts.

**If the conditions are close enough, the office staff will make a final determination for what to wear outdoors during recess.**

Parents/guardians and care givers are encouraged to monitor their children’s clothing selections to make sure they are prepared for colder temperatures and are appropriately dressed for outdoor recesses.   Please ensure your child brings to school the proper winter clothing attire to participate at recess, as we have a limited number of winter coats, hats and gloves to borrow. Please also try to label your children’s winter clothes so if they misplace them at school we can get them returned.

## RELEASE OF INFORMATION AND PHOTOGRAPHS

Information and photographs or likenesses may be released without written consent unless qualified objectors inform the superintendent’s office within two weeks after classes begin. This information may include student name, address, telephone number, and grade level. Some of this information may be compiled in an annual directory, published and distributed by parent groups at school.

Limited student information may be posted on the World Wide Web on the district’s site. That information may include a student’s first name (for purposes of recognition, posting artwork or written work, etc.) or a photo of a group of students (without individual student identification).

Objections to release of information or photographs must be submitted to Superintendent, 210 South Main, PO Box 489 Melcher, IA 50163. Appropriate district staff will be informed of the objection to release of information or photographs.

## RESOURCE PERSONNEL AVAILABLE TO PARENTS/STUDENTS

There are many individuals available through the Heartland AEA to assist you or your child(ren) with many areas of need. These areas may include; Hearing, Speech, Physical Therapy, Audiologist, Vision Screenings, Early Childhood Special Education, etc.…

## RIDING A SCHOOL BUS (BP 712.1)

Safe school transportation is considered an integral part of the total educational program within the Melcher-Dallas Community School District. The primary purpose of school buses is to transport pupils from home to school and return safely. The Melcher-Dallas Board of Education recognizes that a safe school bus operation is only possible with the full cooperation of our parents, students, and school staff. Please read the following duties and responsibilities of school bus passengers carefully and do your part in ensuring an accident-free school bus transportation program for Melcher-Dallas Schools.

To make the bus ride safer, please help your child adhere to these guidelines:

1. Leave home early enough to keep bus on schedule.

2. Enter the bus in an orderly manner, and take your seat.

3. Follow the instructions of the school bus driver.

4. Remain seated while bus is in motion.

5. Keep your head, arms, and hands inside the bus.

6. Keep aisles clear at all times.

7. Be courteous to bus driver and fellow passengers:

Loud voices, profanity, fighting or throwing objects will not be allowed.

8. Help keep your bus clean. Use waste paper baskets.

Violation of one or more of the requirements listed above could result in one of the following consequences, final decision will be determined by the elementary principal, after discussing the situation with the bus driver and student, depending on student’s age, severity, and past behavior.

CONSEQUENCES

1st Offense - Verbal warning from bus driver

2nd Offense - Written warning to parents & principal from bus driver

3rd Offense - Meeting with student, parent(s), principal and bus driver

4th Offense - Two-week suspension from bus

**BUS NOTE**

If a student is to be dropped off at a different location than the one agreed upon the parent/guardian must provide the office with a note or phone call stating the change and how long this change is to take place. The Elementary Secretary will give a form to the teacher or bus driver to let them know of the change. If the office does not receive a note or phone call the student will not be allowed to be dropped off at a different location or at a friend’s house.

## SEARCH AND SEIZURE

The Board of Directors holds all school property in public trust. School authorities may conduct periodic inspections of all or a randomly selected area of school grounds or if reasonable suspicion exists without a search warrant. These searches could include but are not limited to searching a student, a student locker, desks, or work areas under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search.

All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

## STANDARDIZED TESTING

Students are given FAST testing for grades PreK-5th three times a year. Basic Skills tests are given in grades 3rd-5th in the winter. MAP Testing two times per year for grades 3rd-5th. All students are tested unless they are specifically excluded by their Individual Education Plans.

## STUDENT FEES

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. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should the elementary secretary for a waiver form. This waiver does not carry over from year to year and must be completed annually.

## STUDENT VISITORS

Students who attend other schools in the area will not be allowed to visit local elementary classrooms. Often these requests are made when other schools are on vacation and friends and cousins wish to attend a day or two with our children enrolled in Melcher-Dallas Elementary School. This is disruptive to school routine and special attention and time is taken from the students enrolled.

**TEACHER CLASSROOM RULES**

Each teacher will discuss classroom rules, academic expectations and consequences with students at the beginning of the school year and a copy for parents will be sent home

## TEXTBOOKS

Basic textbooks are issued to each student on a rental basis. Each book is numbered and a record of issued books is maintained. At the end of the school year all books checked out in the student’s name are returned to the teachers. Books not returned or books damaged are to be paid for before full clearance can be given. Official school records are not released unless you have met this obligation. Any remaining balance for preceding years will be added to registration fees for the upcoming year.

**THREAT OF VIOLENCE**

All threats of violence, whether oral, written, or symbolic, against students, staff or to the 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 terroristic 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 and 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 students 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.

## TOBACCO - ALCOHOL - DRUGS

Code No. 905.2

\*Tobacco use is prohibited by students, faculty (certified and non-certified) and visitors on school property, in school vehicles (school-owned, rented and leased) and at all school sponsored and non-school sponsored functions on or away from school property.

\*Student tobacco possession, use, distribution or sale of tobacco, including any smoking device, is strictly prohibited.

\*Tobacco advertising (signs/posters) is prohibited in school buildings, at school functions and in school publications.

This policy will be communicated as follows:

* This tobacco policy will be printed in student and employee handbooks and posted in appropriate student and employee work areas.
* Parents/guardians shall be sent notification in writing of this tobacco policy in an appropriate mailing at the beginning of the school year.
* Signs will be posted in a manner and location that adequately notifies all students, faculty, staff and visitors about the tobacco-free school policy.
* Notification of the school district tobacco-free policy will be announced at all school sponsored events.

Persons violating this policy shall be asked to refrain from smoking in using smokeless tobacco products. Visitors failing to abide by this request shall be required to leave the school district premises immediately. School district personnel failing to abide by the request may be subject to disciplinary action.

It shall be the responsibility of school personnel to enforce this policy.

Legal Reference: Iowa Code 98A, 279.9,297 (1993)

Cross Reference: 404.6 Employee Conduct and Appearance

* 1. Regulations Concerning the Use of School District Facilities

## VANDALISM

Our school and school equipment is public property. Willfully damaging or destroying this property may be cause for immediate suspension and possible expulsion. The school may require that vandal damage be paid for before a student is allowed to return to class. If a student accidentally causes damage they should report it to their teacher immediately, so that the damage is not misconstrued as vandalism. Students are expected to take care of school property including desks, chairs, books, computers, lockers and school equipment. Vandalism is not tolerated.

## WITHDRAWALS

The parents of any student who is withdrawing in the middle of a semester should complete an application for withdrawal. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school of enrollment.

**Communicable Disease Chart**

Iowa Department of Public Health Recommendations for Schools and Day Care Facilities

|  |  |  |  |
| --- | --- | --- | --- |
| **Disease**  **\*Immunization is available** | **Usual Interval Between Exposure and Final Symptoms of Disease** | **Main Symptoms** | **Minimum Exclusion From School** |
| \***Chicken Pox** | 13-17 days | Mild symptoms and fever Pocks are "blistery" have scabs, most on covered parts of body | 5 days from onset of pocks or until pocks become dry |
| **Common Cold** | 12-72 hours | Sneezing, temperature, malaise, cough |  |
| **Conjunctivitis**  **(Pink eye)** | 24-72 hours | Tearing, redness & puffy eye lids  Eye discharge | Until treatment with drops for 24 hours or physician approves readmission |
| **Fifth Disease** | 4-20 days  Unusual in adults | Usual age 5 to 14 years  Low grade fever followed by slapped cheek appearance on cheek  A hot like rash on extremities lasting a few days to 5 weeks Rash seems to reappear | After diagnosis no exclusion from school and fever free x 24 hours without medication |
| **\*German Measles** | 14-21 days | Usually mild  Enlarged glands, neck & behind ears, red rash | 7 days from onset of rash; fever free x 24 hours without medication.  Keep away from pregnant women |
| **Hand, Foot and Mouth Disease** | 3-5 days | Rash on cheeks, gums & tongue  May also occur on palms, fingers & soles of feet | During acute stage of illness or as advised; may return when fever free x 24 hours without medication; feeling well |
| **\*Haemophilius Meningitis** | 2-4 days | Fever, vomiting, lethargy, stiff neck & back | Until physician permits return |
| **\*Hepatitis A** | Variable 15-50 days | Abdominal pain, nausea, usually fever, eyes & skin may turn yellow | 7 days from onset of symptoms |
| **Impetigo** | 4-10 days | Inflamed sores, with pus | Cover lesions when attending school |
| **\*Measles** | 3-7 days to rash | Begins with fever, conjunctivitis runny nose, cough, then blotchy red rash | 4 days from onset |
| **\*Meningococcal Meningitis** | 2-10 days  (Commonly 3-4 days) | Headache, nausea, stiff neck, fever | Antibiotics for 24 hours or until physician permits return |
| **\*Mumps** | 12-25 days  (Commonly 18 days) | Fever, swelling & tenderness of glands at angle of jaw | 9 days after onset of swollen glands or until swelling disappears |
| **Pediculosis**  **(Head/Body Lice)** | 7 days for eggs hatch | Lice & nits (eggs) in hair | May return after treatment; case by case basis |
| **Ringworm of Scalp** | 10-14 days | Scaly patch, usually ring shaped, on scalp | No exclusion from school. Exclude from gymnasium, swimming pools, contact sports |
| **Scabies** | 2-6 weeks initial exposure: 1-4 days re-exposure | Tiny burrows in skin caused by mites; itching | 24 hours after first treatment |
| **Scarlet Fever**  **Scarletina** | 1-3 days | Sudden onset, vomiting, sore throat, fine rash | 24 hours after antibiotics started and fever free x 24 hours without medication |
| **Strep Throat** | 1-3 days | Fever, later fine rash (not on face). Rash usually only with first infection | 24 hours after antibiotics started and fever free x 24 hours without medication |
| **\*Whooping Cough** | 6-20 days | Head cold, slight fever, cough, characteristic whoop after about 2 weeks | 5 days after start of antibiotic treatment, fever free, feeling well enough to be in school |

Code No. 104

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ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of or by students, staff, and volunteers 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, 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.

Approved 07-16-2007 Reviewed                    Revised

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 Superintendent or designee will be responsible for handling all complaints by students alleging bullying or harassment. TheSuperintendentor 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 web site,
* (other)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

and a copy shall be made to any person at the central administrative office at (street address).

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: 502 Student Rights and Responsibilities

503 Student Discipline

506 Student Records

ANTI-BULLYING/ HARASSMENT COMPLAINT FORM

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| Position of complainant: | | | | | |  | | | | | | | |
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| Date of complaint: | | |  | | | | | | | | | | |
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| Name of alleged harasser or bully: | | | | | | |  | | | | | | |
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| Date and place of incident or incidents: | | | | | | | | | |  | | | |
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| Name of witnesses (if any): | | | | | | | |  | | | | | |
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| Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible): | | | | | | | | | | | | |  |
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ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

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| Position of witness: | | | |  | | | | | |
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| Date of testimony, interview: | | | | | |  | | | |
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| Description of incident witnessed: | | | | | | |  | | |
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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 Superintendent, the designated investigator. The alternate investigator is the Principal. 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 to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

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.