A decorative border of colored pencils surrounds the text. At the top, there are three pencils: brown, green, and red. On the left side, there are four pencils: yellow, blue, red, and green. On the right side, there are three pencils: blue, yellow, and a cup containing several pencils (red, yellow, blue, green, brown). At the bottom, there are three pencils: brown, yellow, and blue.

WEST BURLINGTON ELEMENTARY HANDBOOK 2021-2022

**545 Ramsey St.
West Burlington, IA 52655
Phone 319-754-5726
Fax 319-758-6768**

www.wbisd.us

This handbook is a fluid document this year. Please be aware sections could change at any time. You will be notified of changes via our usual notification system.

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**INDEPENDENT SCHOOL DISTRICT OF WEST BURLINGTON
WEST BURLINGTON, IOWA
theresa.kirkman@wbschools.us**

Dear Students and Parents/Guardians:

Welcome to the West Burlington Elementary School. We are very excited about your child attending the upcoming 2021-22 school year. It is our intent to help every student develop to their fullest potential by providing a safe and quality-learning environment for your child every day.

Communication between school and home is vital in making sure that students experience success early in the year and that there is a clear understanding of expectations. The following pages of the handbook will provide you with information on the policies and rules established for the safety and welfare of all children. Please discuss the contents of this handbook with your child.

Your partnership with the school in educating your child is important and vital to their success. If questions arise about activities or incidences here at school, please bring those to your child's teacher or me. Questions or comments about West Burlington Elementary School are always welcome. We are looking forward to a wonderful school year and are thrilled that you are a part of our Falcon Family!

Kids first always,

Theresa Kirkman, Principal
West Burlington Elementary School

BOARD APPROVAL

The contents of this administrative policy book have been reviewed and approved as official policies of West Burlington Elementary School by the Board of Education of the Independent School District of West Burlington in June 2021. We support the enforcement of the rules and procedures contained within this policy book; furthermore, the board will hold the staff accountable for following and enforcing procedures.

WEST BURLINGTON DISTRICT MISSION

The mission of the West Burlington Independent School District, in partnership with parents and community, is to accept students where they are academically, socially, physically, and emotionally and to guide them to develop to their fullest potential while instilling pride and self-respect in becoming responsible citizens.

BUILDING GOALS

- Students, staff, and parents/guardians work to develop a more caring atmosphere with positive feelings toward each other.
- Identify learning problems at an early age and deal with them using supportive special services to help these children.
- Help each student reach his/her potential in each area of education to the level that will enable him or her to function in adult life.
- Help students learn respect for those in authority and for rules, thus learning acceptable ways to interact with others.
- Help each student learn good study and work habits.
- Help each student acquire the desire for developing a positive self-worth.
- Help each student develop the ability and desire to become a life-long learner.
- Help each student develop competence in the basic skills of communication, computation, and knowledge of basic facts.

NOTICE OF NONDISCRIMINATION

It is the policy of the West Burlington Independent 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 Equity Coordinator, 607 Ramsey St., 319-752-8747, Equity.Coordinator@wbschools.us.

EXPECTATIONS OF THE STUDENT

The student will:

- be responsible, as is age appropriate, for his/her physical and mental health,
- be responsible for his or her safety,
- be respectful of other people and property,
- be productive at home and school,
- assume responsibility for learning,
- be attentive in class,
- come to school prepared and ready to learn,
- be organized,
- use time wisely,
- be a peer role model,

- cooperate with peers and teachers,
- respect school and classroom rules, and
- communicate at home and at school concerning everyday activities.

EXPECTATIONS OF THE PARENT(S)/GUARDIAN(S)

The parent(s) will:

- ensure the child attends school and is on time,
- provide time and place for studying and reading,
- help child organize time; will check to see that homework is completed, if necessary,
- send child to school prepared and ready to learn,
- regularly communicate with child and teacher,
- impress upon the child the importance of hard work and learning,
- the child will understand that school is a priority by what the parent says and does,
- allow the child to be responsible and accountable for his or her actions, and
- encourage and support the child's progress throughout the school year.

EXPECTATIONS OF THE TEACHER

The teacher will:

- come to school prepared,
- teach lessons in a competent, professional manner,
- attend to organizational skills,
- be aware of the whole child,
- advocate for each student,
- encourage students to uphold the rules of the school and of the class,
- be a positive role model for students,
- work cooperatively with members of the staff,
- regularly communicate the progress of the student to the student as well as to the parents,
- maintain accountability and standards,
- encourage and promote improvement,
- provide many varied opportunities through which students can succeed,
- provide a positive, inclusive atmosphere where feelings of trust, respect and acceptance are conveyed, and
- discuss with parents issues which influence students' success at school.

WEST BURLINGTON ELEMENTARY FACULTY AND STAFF
SCHOOL TELEPHONE – (319) 754-5726

Principal	Theresa Kirkman	Theresa.Kirkman@wbschools.us
Secretary/Lunch	Robin Bartels	Robin.Bartels@wbschools.us
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Nurse	Stephanie King	Stephanie.King@wbschools.us
Secretary	Martha Nelson	Martha.Nelson@wbschools.us
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Resource	Lynette VanScoy	Lynette.Vanscoy@wbschools.us
Resource	Christa Ruther	Christa.Ruther@wbschools.us
Art K-5	Dylan Morgan	Dylan.Morgan@wbschools.us
TAG K-5	TBD	
Band Grade 5	Carmen Lachnitt	Carmen.Lachnitt@wbschools.us
Vocal Music K-5	Jeremy Henman	Jeremy.Henman@wbschools.us
Physical Education	Ryan O'Hern	Ryan.Ohern@wbschools.us
LAU	TBD	
Instructional Coach	Alicia Sherwood	Alicia.Sherwood@wbschools.us
Paraprofessionals	C.J. Bolding Connie Carter Trisha Diewold Ginger Ricketts Melissa Milligan Amy Doyle Judy Riffel Deb Ritters Keala Reich Nichole Bergman Amy Howell	

STUDENT ATTENDANCE

It is very important that students arrive at school in a timely manner and attend school on a regular basis. Timely arrival and daily attendance better enable students to perform their best.

Students should not arrive prior to 7:45 a.m. There is no supervision outside prior to 7:45 a.m. When children congregate early, safety and discipline problems occur. Thank you for your understanding and your support in this area.

Student attendance hours

7:45 AM: Supervision by school staff begins. All students may begin arriving at this time.

7:45 AM – 7:55 AM: Breakfast is served in the elementary gym.
Breakfast will not be served after 7:55 AM

8:10 AM: Doors open for students to enter the building.

8:15 AM: Tardy bell rings - all students must be in the building at this time.

3:15 PM: Dismissal for walkers, off-site pick up, city bus riders

3:20 PM: Pick-up lane & meet siblings at Jr./Sr. High

3:35 PM: All students must be picked up/off school property

Tardiness

Students will be counted tardy if arriving at school after 8:15 AM. We recognize traffic around our school campus is often congested. We will evaluate the traffic congestion on a day-to-day basis and adjust tardy times accordingly.

Student tardiness will be handled in the following manner:

- Tardies will be excused on a very limited basis. The school reserves the right to determine what constitutes an excused tardy. The expectation is that all students are in their seats to begin learning by 8:15 a.m. Any tardy beyond 8:30 a.m. will be counted towards an absence.

Absences

Students who are absent will be counted absent by ½ days:

The reporting periods are as follows:

½ Day	8:15 a.m. – 11:45 a.m.
Full Day	11:45 a.m. – 3:20 p.m.

Reporting Absences

A parent/guardian must telephone the school when a student will be absent. Please remember that the district has a voicemail system. A parent/guardian may leave a voicemail message any time of the day or night. The office staff does not check voicemail messages until after 8:30 am. The voicemail messages are checked regularly during the school day by the office staff. If a parent/guardian does not telephone or leave a voicemail message by 9:00 am, the school office will contact the parent or guardian. **If there is no phone in the home or work place,** written notification will be sent to the parent/guardian notifying them of their child's absence. Written acknowledgement of the absence must be sent by the parent/guardian upon the student's return to school. An absence will be considered unexcused until this communication takes place. After parental/guardian

communication has been completed, a decision will be made to consider whether the absence is excused or unexcused. This is a managerial as well as a safety issue for our children.

Attendance Policy

In order to control and mitigate the spread of illness at various times throughout the school year, attendance procedures may be followed and applied with flexibility and caution. We want to ensure the safety of our WBISD students, families, and staff.

New students are required to provide a copy of the immunization card and proof of birth to register and attend school.

Kindergarten students must be 5 years old and 1st grade students must be 6 years old by September 15th of the current school year.

Regular attendance by students is essential and required by law for students to obtain the maximum opportunities from the education program. Parents/guardians and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal. In order to be eligible to participate in or attend evening school activities, a student must be present the final half of the school day.

Students who need to leave school during the school day should be coordinated through the elementary office. Requests for students to be dismissed during the day can be made in writing or by phone. Students will not be released to anyone other than their contacts listed in Infinite Campus unless other communication has been made. The elementary office will ask for proof of identification when a non-Infinite Campus contact is picking up a student.

Tardies and absences have become an increasing problem. It is very important that the student, the parents/guardians, and the school work together to decrease the number of student tardies and absences. A student's ability to learn becomes more difficult if he/she has numerous tardies and absences. We realize that at times it may be necessary that students miss school. However, the school requests the parents'/guardians' fullest cooperation in keeping absences to a minimum.

The following plans have been adopted to reduce tardies and absences. Absences are classified in two divisions: (1) Excused and (2) Unexcused.

Absences for reasons considered legitimate will be excused and the student will be allowed to make up work missed during this time for full credit.

Excused Absences include:

- Student's medical or dental appointments
- Illness (A doctor's note may be requested)
- Family funeral attendance
- Required court appearances
- Family tragedy/emergency
- Family vacations – We would appreciate a 4-school-day notification from the parent or guardian to schedule make-up work. Please complete the **Pre-Arranged Absence Form**. This is available in the elementary office. If the vacations become excessive, communication with the principal will be required for an absence to be excused.

- Extended weekend - We would appreciate a 4-school-day notification from the parent or guardian to schedule make-up work. If the extended weekends become excessive, communication with the principal will be required for an absence to be excused.
- School-sponsored field trips or activities
- Recognized religious observances
- In-school suspension
- Out-of-school suspension
- Expulsion

Unexcused Absences include but are not limited to:

- Shopping
- Relative's medical or dental appointments
- Family tragedy/emergency not cleared with the principal
- Over sleeping
- Hunting
- Fishing
- Grooming (hair, nails, etc.)
- Recreation
- Non-prearranged vacations
- Non-family vacations
- Babysitting
- Preparation or participation in parties or other celebrations
- Work
- Unverified absences

Excessive Absence

Policies and procedures that will be followed throughout the school year if a child reaches various number of absences:

5 Total Absences: Letter of Concern

At 6 Total Absences: The school will analyze each absence to determine whether it was excused or unexcused. If the number of **unexcused** absences reaches six or more at any time during the school year, the student will be referred to the Des Moines County Attorney as truant.

When the number of "sick" days is considered to be excessive (12 Total): The following may be required in order for an absence to be excused.

1. You must provide a doctor's note verifying your child's absence for any day(s) missed.

OR

2. You must bring your child to school and have the school nurse excuse your child's absence for that day.

If absences are for other reasons than illness, you must coordinate the absences with the principal or counselor. (Excused absences for family vacations will be granted on a very limited basis when students get to this level.)

Absences that do not meet the definition of legitimate absences will be considered unexcused. The consequences for unexcused absences will include any or all of the following:

- Letter of Concern
- See Truancy Policy
- Referral to Des Moines County Attorney

Truancy Policy

The Independent School District of West Burlington is committed to ensuring that every reasonable attempt to be made to secure the attendance in school of all children residing in the District, and particularly those of compulsory attendance age. To that end, the superintendent, in conjunction with building principals, is directed to cooperate with the county attorney, officials of private schools in the district, and other relevant agencies, to enforce the state law of compulsory school attendance.

Children between the ages of six and sixteen, as of September 15, registered for school or residing in the Independent School District of West Burlington are required to be enrolled in and attending an Iowa accredited public or private school or receiving competent private instruction pursuant to state law. Children of compulsory attendance age who are enrolled in the Independent School District of West Burlington shall attend school for at least 174 days, unless excused under the terms of the district's attendance policy.

Truancy shall be defined as failure to attend school without reasonable excuse for the absence. Legitimate reasons for absence will be illness, family emergency, recognized religious observances, pre-arranged family vacations, funerals, legal obligations, school activities, and other absences approved by the building principal. If a child is truant from school, district officials shall make every reasonable attempt to secure the child's attendance and document in writing all such efforts. However, if a child of compulsory attendance age who is enrolled in the district is truant for more than **6 days per year**, the truancy officer/building principal may notify the county attorney in writing of the apparent violation of the compulsory attendance law by the child and the child's parent/guardian. In addition, the building principal may impose discipline on the truant child in accordance with the district's attendance policy.

ARRIVAL & DISMISSAL PROCEDURES (Drop Off/Pick Up)

There are a 3 options/plans for student safety. Please choose the one that fits your family best.

Option 1 - Parking Lot Pick Up/Drop Off Lane

- The Lane is located on the south side of the lot. (next to the yellow posts/chains)
- Pull all the way (or as far as you can) up before dropping off/picking up your child. Vehicles should not stop at the back of the lot to pick up/drop off students.
- At pick up, students will wait on cement pad called The Falcon's Nest and be directed to vehicles when their ride is stopped and parked in the pick-up/drop-off lane. Students will not be released to cars in the driving lanes or in parking spots.
- Students will not be allowed to enter the parking lot for any reason without an accompanying adult.
- Keep the driving lanes moving in the parking lot.
- Be careful pulling in and out of spots/driving lanes.
- Please remember to remain in your vehicle at all times.

Option 2 - On Ramsey Street (these areas are very limited in front of the school)

- You must be parked in a LEGAL parking area along the curb.
 - Legal areas include: NON-red & NON-yellow curbs, areas NOT designated with NO Parking signs. Pick up/Drop off in front of the school on the yellow/red curbs and in-between signs will NOT be allowed.
- Pick up/Drop off at the Crosswalk or stop sign will NOT be allowed under any circumstance.

Option 3 - Side Streets

- Many families designate a side street as a pick up location for their child. Talk about this ahead of time. All students will need to cross the street at the crosswalk, which will be manned by a crossing guard.

Dress Code (Appropriate School Dress)

Students are expected to dress in a fashion that does not disrupt the orderly, disciplined atmosphere of the school or classroom learning environment. Free speech (buttons, T-shirt sayings/graphics, etc.) rights are limited to non-obscene messages and those that do not depict or promote illegal activity.

Shoes must be worn at all times.

The following is a list of inappropriate clothing/attire for the educational environment and other school activities:

- Hats, caps, bandanas, sweat bands, hoods on hooded sweatshirts, other head attire and sunglasses (unless necessary medical reason is documented or special dress-up day is declared)
- Attire which is considered too revealing, including but not limited to:
 - short shirts and other attire that reveals the midriff tube tops, halter tops, and white undershirts
 - spaghetti strap shirts
 - miniskirts - high above the knee
 - short shorts or excessive ripped pants (Shorts should be fingertip length at a minimum). Rips in pants should be fingertip length at a minimum.
 - low-rise pants or skirts
 - exposed undergarments
- Attire promoting products illegal for use by minors (examples-alcohol, drugs, tobacco)
- Clothing that displays obscenity, profanity, gang-related symbols, or any that is disruptive/inappropriate to the learning environment.

Students will be asked to make corrections in their dress or personal appearance in order to be appropriate for an educational environment.

STUDENT HEALTH AND SAFETY

School Nurse

Health services are available to the school by the district nurse. The nurse will make vision examinations upon request and assist in programs of immunization. If your child has a fever or is listless, he/she should be kept home. Parents are requested to keep a complete record of shots and immunizations their child gets during the year so that school health records can be kept up to date.

Students who become ill at school will be sent to the nurse or secretary's office. If students need to go home, parents/guardians will be contacted.

Immunizations/Screenings

Iowa law requires that children attending school be immunized against Diphtheria, Polio, Pertussis, Tetanus, Hepatitis B, Poliomyelitis, Rubella, Chicken Pox and Measles with specific exemptions for health or religious reasons. The local school district has no choice but to deny admission to any child who has not had the required immunizations. The law does allow an exemption for religious beliefs and also allows a child to attend school while receiving the required immunizations. The State also requires:

- Dental Screening for Kindergarten students.
- Vision Screening for Kindergarten and 3rd grade students
- Lead Screening for Kindergarten students.

Call the school nurse for more details.

Virus Mitigation

- There will continue to be an increased emphasis on proper handwashing procedures and strategies to minimize the spread of viruses and illnesses. The district will minimize the sharing of materials/resources/spaces and engage in procedures to sanitize and disinfect appropriately.
- Students will continue to be required to be fever free for 24 hours **without medication** before returning to school for all illnesses.
- There may be additional expectations and procedures if there is a suspicion of, documented case or exposure to COVID-19. These procedures will be adopted and communicated in accordance with the county and state health departments and/or the CDC.

Medication, Use of

The Board of Education discourages the carrying or taking of medications during school hours. If medication must be taken at school, the following procedure shall be followed.

Procedures regarding medication during the school day on school premises.

Prescription Medication

1. When a student brings medication to school, Iowa State Law requires:
 - a) That medication must be identified, having the student's name on the bottle, physician name, dosage, & be in the original prescription bottle. You may request an additional prescription bottle from the pharmacy for school use.
 - b) The school must have current written permission from the physician & parent to give prescription medication during school hours. These forms are available at each school office.
 - c) Parent/Guardian is responsible for notifying the school when there is a dosage or medication change.
 - d) All prescription medication must be brought in by a parent and not sent to school with the student unless otherwise arranged with the school nurse prior.
2. All medication will be kept in the nurse's office.
3. The medication is to be administered only by a responsible adult school employee who has taken the approved medication administration course. This means the medication is not taken unless the authorized person administers & observes the student actually taking the medication. This is to provide a system that assures maximum in accuracy and safety.

4. If a student needs medication for a short period of time, it should be regulated at home by the parents so that it need not be taken during school hours. The parent may come to school with the medication & administer it or complete a written permission form if the medication must be given at school. Medication given less than four (4) times a day should be given at home.
 - a) The school must have current written permission from the physician & parent to give prescription medication during school hours. These forms are available at each school office.
5. If students carry and/or take prescription or non-prescription medication themselves, the West Burlington Independent School District will not assume liability or responsibility for any consequences.
6. All medication must be picked up by a parent/guardian at the end of the school year.

Non-prescription Medication

1. For non-prescription medication, we will follow the same procedures as for prescription medication and require written permission from the parent/guardian.
 - a) Medication must be in the original container. No medication will be accepted in envelopes, baggies or any other container that is not the original container the medication comes in.
 - b) All medications must be administered that is consistent with the medication label.
 - c) All medication must be discussed with the school nurse and further information may be requested.

Food Allergies

Students who have food allergies should have on file a current doctor's order telling what the allergy is and what should or could be substituted. These need to be renewed every school year.

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents/guardians may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction and materials. Parents/guardians should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

Asbestos Notification

The West Burlington Elementary School does contain some asbestos. This possible carcinogen is found in small amounts in some low traffic areas of the school. Inspection and treatment according to EPA regulations has been done. Refer any questions in regards to this matter to the school administration.

Legal Status of Students

If a student's legal status, such as the student's custodial arrangement, should change during the school year, the parent/guardian must notify the school district. The school district needs to know when these changes occur to ensure that the district has a current student record.

Review of Student Records

The following information may be released to the public in regard to any individual student of the School District as necessity or desirability arises. Any student over the age of eighteen or parent/guardian not wanting this information released to the public must make objection in writing by September 1 or within fifteen days of enrollment (should enrollment occur after that date) to the

principal or other person in charge of the school that the student is attending. It is desirable to renew this objection at the beginning of each school year.

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, DATES OF ATTENDANCE, DEGREE AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT.

Recess

It is very important that our students get an opportunity to play outside. Students will be expected to go outside to play unless circumstances arise causing them to stay inside. It is very important that children dress for the varying Iowa weather. A child needing excused from recess due to illness will need to have a doctor's excuse indicating

- the illness,
- the weather conditions warranting inside recess,
- and number of days necessary.

Outdoor recess will be cancelled only if the following conditions exist.

- Thunder and lightning storm
- Rain, sleet, rain/sleet mixture
- Heavy mist
- Cold temperature of 9 degrees or below as determined by accuweather.com, which includes temperature, wind chill and humidity
- Ice on the concrete playground

EMERGENCY DRILLS

Periodically the school holds emergency fire, tornado, intruder, and bomb threat drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

Fire drills - When a fire alarm sounds, it is essential that everyone react promptly and calmly to evacuate the building as quickly as possible.

- Move quietly and quickly, but do not run. Avoid crowding, pushing, or any action that might cause injury.
- Stay with your class and teacher.
- All doors and windows are to be closed.
- Return promptly and quietly to class when signaled to do so.

Severe storm/tornado drills - During severe storms or tornadoes, students will be kept at school but can be released to their parents.

- The alarm system will sound a severe storm/tornado signal. In case the alarm system should fail, messengers will be used to pass the word. Messengers will be sent outside to physical education classes or children at recess.

- Students will report to the designated tornado shelter areas.

Intruder/Bomb/Other Safety Drills

In the event of a threat to the students and staff, the building will go on lockdown.

- A.L.I.C.E. procedures will be followed.
- Students will remain in their classrooms with the doors locked or exit the building.
- Students not in a classroom will go to the nearest available classroom or exit the building.
- The building will remain in lockdown until it has been determined safe by authorities and administration.

Student Abuse by School Employees

It is the policy of the Independent School District of West Burlington that school employees not commit acts of physical or sexual abuse toward students. It is the district's policy to respond promptly to allegations of abuse by school employees by investigating or arranging for full investigation of any allegation and to do so in a reasonably prudent manner.

The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigating process.

The district has appointed a level-one investigator. The level-one investigator is Lisa Beames 319-752-8747.

STUDENT BEHAVIOR

The same set of behavior expectations will be followed before and after school hours for all students and visitors on school grounds.

Before/After School

Goal: To encourage a welcoming, safe, and quiet environment for everyone.

Expectations:

1) Follow arrival & dismissal Times

7:45 AM: Supervision by school staff begins. Students may not arrive until this time.

7:45 AM – 7:55 AM: Breakfast is served in the elementary gym.

Breakfast will not be served after 7:55 AM

8:10 AM: Doors open for students to enter the building.

8:15 AM: Tardy bell rings - all students must be in the building at this time.

3:20 PM: Dismissal for walkers & off-site pick up

3:25 PM: Pick up lane, City Bus riders, & meet siblings at Jr./Sr. High

3:35 PM: All students must be picked up/off school property

2) Use crosswalk when crossing street.

3) Stand/sit in designated areas.

4) Enter building/classroom when bell rings.

5) Enter/exit building using "Line Basics."

6) Stand on crosswalk sidewalk when waiting to cross street or on cement pad if waiting for a parent in the pick-up/drop-off lane. - NO HORSEPLAY!

7) Walk bikes/scooters on front sidewalk and parking lot areas.

8) No snowball throwing on school grounds or when arriving and leaving school.

Parent/Guardian Support:

1. Drop off your child between 7:45 - 8:10 AM: All students may arrive during this time. **No student should arrive prior to 7:45 a.m. There is no supervision outside prior to 7:45am**
2. Pick up your child in the pick-up/drop-off area of the parking lot **OR** areas of legal parking on street (non-red & non-yellow curbs, areas without no parking signs)
3. Have your child cross the street only at crosswalk. This is for crossing only! Not for pick up/drop off.
4. Park only in designated parking areas (non-red/yellow curbs, areas without NO Parking Signs, and parking lot)
5. Check in/out at office when picking up child.
6. Supervise your child while playing on school grounds/playground at all times after school hours.

Consequences:

Our goal is to make every situation a learning event at the elementary. The following consequences have been established for the above expectations. (Consequences will be applied by the principal according to the seriousness of the infraction.)

- Verbal Warning
- Written letter
- Positive Practice (Practice desired behavior)
- Miss recess or after-school detention
- Call to Parent
- Talk to Principal/Counselor
- Office Time

Cafeteria

Goal: The cafeteria is to be a pleasant, social environment where each child can enjoy his or her meal.

Expectations: Restaurant-Type Behavior

1. Use soft voices (Level 0-2).
2. Walk.
3. Use good table manners.
4. Hands, feet and objects to self.
5. Use kind language.
6. Pick it up, clean it up, or get help if you drop/spill it.
7. Eat only your food.
8. Raise hand for help.

Consequences:

Our goal is to make every situation a learning event at the elementary. The following consequences have been established for the above expectations. (Consequences will be applied by the principal according to the seriousness of the infraction.)

- Verbal Warning
- Positive Practice (Practice desired behavior)
- Clean Up Mess
- Change of seating arrangement
- Talk to Principal/Counselor
- Call to parent/guardian
- Removal from Environment
- Miss recess or after-school detention

- In-school suspension
- Out-of-school suspension

Hallway Travel

Goal: Travel will be accomplished in a safe and efficient manner allowing for positive social interaction.

Expectations:

1. Keep hands, feet, materials to self
2. Use Level 0 voices
3. Use positive words and actions
4. Be on time
5. Use "Line Basics"
 - a. Single-file line
 - b. Walk face forward
 - c. Keep place in line
 - d. Level 0 voices
 - e. Keep pace with group
 - f. Hands/feet to self

Consequences:

Our goal is to make every situation a learning event at the elementary. The following consequences have been established for the above expectations. (Consequences will be applied by the principal according to the seriousness of the infraction.)

- Verbal Warning
- Positive Practice (Practice desired behavior)
- Apology
- Talk to Principal/Counselor
- Miss recess or after-school detention
- Call to parent/guardian
- In-school suspension
- Out-of-school suspension

Assemblies

Goal: Present a positive image of the school while learning from the presentation.

Expectations:

1. Be on time
2. Sit where assigned
3. Appropriate voice levels
4. Use body basics (sitting, hands and feet to self)
5. Listen and participate appropriately (clapping, stay on topic, no talking)
6. Stay seated until dismissed by the leader

Consequences:

Our goal is to make every situation a learning event at the elementary. The following consequences have been established for the above expectations. (Consequences will be applied by the principal according to the seriousness of the infraction.)

- Warning –Verbal/Non-verbal
- Positive Practice (Practice desired behavior)
- Apology
- Removal from environment

- Talk to Principal/Counselor
- Miss recess or after-school detention
- Ineligibility for next assembly
- Call to parent/guardian

Playground

Goal: Use playground area in a safe, respectful and orderly manner.

Expectations:

1. Play safely on/with equipment. (Use slides appropriately only to go down. No tag on equipment.)
2. Ground cover stays on the ground (EX: rocks, sticks, snow, ice, etc.)
3. No physical contact (Hands, feet & body to self)
4. Stay away from softball field fence
5. Interact with others in a fair and kind way. Kind language.
6. Respect each other's property and school property
7. Return equipment to its proper place
8. Stay within playground boundaries
9. Line up immediately and safely when signal is given
10. Enter and exit building using Line Basics
11. Boots or extra indoor shoes are needed for inclement weather
12. Complete snow attire needed for playing in snow
13. No personal equipment on the playground

Consequences:

Our goal is to make every situation a learning event at the elementary. The following consequences have been established for the above expectations. (Consequences will be applied by the principal according to the seriousness of the infraction.)

- Warning – verbal/non-verbal
- Positive Practice (Practice desired behavior)
- Time Out
- Shadow Playground Supervisor
- Limited boundaries
- Apology
- Talk to Principal/Counselor
- Miss recess or after-school detention
- Call to parent/guardian
- In-school suspension
- Out-of-school suspension

Restroom

Goal: The restroom will be a clean, safe, and quiet area.

Expectations:

1. Use the restrooms quietly and leave them clean
2. Respect others' privacy
3. Put toilet paper in the toilet and flush
4. Leave the stalls unlocked after use
5. Wash your hands with soap and water and put paper towels in the trash
6. Leave the restroom as soon as you finish
7. Respect school property

Consequences:

Our goal is to make every situation a learning event at the elementary. The following consequences have been established for the above expectations. (Consequences will be applied by the principal according to the seriousness of the infraction.)


- Warning - non-verbal/verbal
- Positive practice
- Clean up mess
- Direct supervision during restroom use
- Miss recess or after-school detention
- Talk to Principal/Counselor
- Apology
- Call to parent/guardian
- Financial Reimbursement for damages
- Office referral for physically dangerous behavior, illegal acts, or defiance
- In-school suspension
- Out-of-school suspension

PBIS: Be Respectful, Be Responsible, Be Safe

Positive Behavior Intervention Support is defined as a set of proactive systems and strategies designed to increase the capacity of our school to (a) reduce school disruption, (b) educate all students, including those with behavior disorders, (c) increase social, emotional, and behavior competence of all students.

We are committed to teaching positive behavior through modeling, explicit instruction and practice. One foundational idea in PBIS is consistency. With PBIS, clear and consistent behavioral expectations for students are established. Expectations for consistent adult response to both appropriate and inappropriate behaviors are also established. Within PBIS, students are recognized for being successful demonstrating expected behaviors academically and socially. PBIS is also about building positive relationships with students and creating a culture in which they can thrive and succeed.

PBIS Rubric:

Future Falcons Learn to SOAR... Be Respectful, Be Responsible, & Be Safe									
	Cafeteria	Bathroom	Hallways	Arrival/Dismissal	Playground	Media Center	Office/Nurse	Assembly	Technology
Be Respectful	<ul style="list-style-type: none"> Follow directions. Use good table manners Be polite to staff Maintain appropriate voice levels 	<ul style="list-style-type: none"> Respect the privacy of others Keep the bathrooms clean Maintain appropriate voice level 	<ul style="list-style-type: none"> Listen to staff Keep your hands, feet, and objects to yourself Maintain appropriate voice level Help others 	<ul style="list-style-type: none"> Observe personal space Use polite conversations Keep your hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Share equipment and take turns Use good sportsmanship Follow directions first time given Include everyone 	<ul style="list-style-type: none"> Follow directions first time given Push in chairs Put headphones away Maintain appropriate voice level 	<ul style="list-style-type: none"> Be polite & wait your turn Introduce yourself to office staff and share reason for being there Respect the privacy of others 	<ul style="list-style-type: none"> Maintain appropriate voice level Express your appreciation appropriately 	<ul style="list-style-type: none"> Use email/Google chat appropriately
Be Responsible	<ul style="list-style-type: none"> Stay in designated areas Clean up your eating area Polite conversations 	<ul style="list-style-type: none"> Ask permission Go/Flush/Wash Put trash in the trash can Report problems/vandalism 	<ul style="list-style-type: none"> Monitor your time Pick up litter Be considerate of other classes Be organized Use drinking fountain appropriately 	<ul style="list-style-type: none"> Arrive at correct time Stay in designated areas 	<ul style="list-style-type: none"> Put equipment away when play is done Line up quietly when requested Be a helpful bystander 	<ul style="list-style-type: none"> Choose good fit books in a timely manner Return your books on time Focus on task 	<ul style="list-style-type: none"> Get permission before going to the nurse/office Finish task and go back to class 	<ul style="list-style-type: none"> Be an active listener Stay seated until dismissed 	<ul style="list-style-type: none"> Use technology for educational purposes as instructed
Be Safe	<ul style="list-style-type: none"> Wait patiently in line for your turn Observe personal space 	<ul style="list-style-type: none"> Wash hands with soap Keep your feet on the ground 	<ul style="list-style-type: none"> Keep to the right Walk 	<ul style="list-style-type: none"> Go to assigned areas before and after school Stay with class line 	<ul style="list-style-type: none"> Use equipment properly Dress appropriately for the weather 	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Use computers according to school rules 	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Keep your hands, feet, and objects to yourself Respect personal space 	<ul style="list-style-type: none"> Be a good digital citizen Take care of your Chromebook

After-Hours Use of School Ground Expectations

Parents, students, and community members are asked to abide by the following when using the playground outside of regular school hours:

- The use of the playground is intended for children up to the age of 12. Children older than this should not be using the equipment. Parents and caregivers accompanying children may interact with them on the equipment.
- Parents are asked to accompany children to the playground to better ensure the safety of all.
- Everyone using the playground is expected to demonstrate the core values of respect for self, others, and property as one would when participating in any school setting.
- Older students wishing to play basketball are expected to use the hoops located on the north side of the elementary parking lot. They should not be using the hoops inside of the playground.
- Unless a service dog, pets should not be brought to the playground.
- Respect locked gates and fences securing areas.
- If you see or encounter a fight or vandalism, please report this to local law authorities.

Attendance At Extra-Curricular Events

Elementary-aged students attending extra-curricular (athletic, fine arts, PTO, etc.) events should be supervised by an adult. Students are expected to be engaged in watching or participating in the event they are attending. Running around the school grounds, playing on the playground, engaging in student-created games, etc. will not be allowed.

Corporal Punishment, Restraint, and Physical Confinement & 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 on school

employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and 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 the school. The complete text of the law and additional information are available on the Iowa Department of Education's web site: www.iowa.gov/educate and search for Timeout, Seclusion, and Restraint.

Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or 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 student's juvenile or criminal history; the degree of legitimate alarm of concern in the school community created by the threat, and any other relevant information from any credible source.

After School Work Completion/Detention

Parents/guardians and students should understand that a student might be required to remain after school if the teacher feels such action is necessary. Students that are required to remain after school will be released no later than 4:00 PM.

Parents/guardians will be notified when their child is to be retained after school. After school work time or detention may become necessary for the following reasons:

- One-on-one or small group instruction,
- Completion of daily assignments,
- Use of library/classroom resources,
- Absence because of illness,
- Inappropriate behavior.

Private Property

All students should respect all property when coming or leaving school and also on their way to and from lunch. Permission should be gained if students cut through other people's lots. Acts of disrespect in this area should be reported to the principal.

Interferences in/at School and Personal Toys/Property

Students may not possess toys, cellular telephones, similar electronic devices, and any item which may interfere with the school day. **All personal items and electronics are better left at home** unless special arrangements are made with the teacher/class.

- **Note: "Fidgets" of any kind and Pop Its will not be allowed at school.** This includes before/after school, recess, class time, etc. If the Student Assistance Team feels it is a necessary tool in order for a student to be successful, a plan will be developed to allow for this.

Cell Phones At School: Students bringing cell phones to school must:

1. Turn cell phones off when arriving on school grounds.
2. Cell phones must remain off until off school grounds.
3. Cell phones must be placed in the student lockers (grades 3-5).
4. Students without lockers should check the cell phones into the office or in with their teacher.
(K-2)
5. Students needing to use their cell phones between 7:30am and 4pm may be granted permission by the office.

Students violating the above procedure will be required to turn the cell phones into the office.

1. First violation – Parent notification and the student may pick up the phone at the end of the day.
2. Second violation – Parent notification and parents will be required to pick up the phone from the office.
3. Third violation – Parent notification and parents will be required to pick up the phone from the office. The student will not be allowed to bring the phone to school.

Initiations, Hazing, Bullying, or Harassment

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

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

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

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

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, 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, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, 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 by another person under this policy to a school official, shall be immune from school penalty relating to such report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. A school employee found to have retaliated in violation of this policy shall be subject to measure up to, and including termination of employment. A school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds. The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

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

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor, or principal to help.
- If the harassment or bullying does not stop or the student does not feel comfortable confronting the harasser or bully, the student should:
 - ✓ 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, and
 - ❖ exactly what was said or what the harasser or bully did,

- ❖ witnesses to the harassment or bullying,
- ❖ what the student said or did, either at the time or later,
- ❖ how the student felt,
- ❖ how the harasser or bully responded.

Complaint Procedure

An individual who believes that the individual has been harassed or bullied will notify the principal, the designated investigator. The alternative investigator is the counselor. 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 report 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.

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. Discipline steps will be assigned according to the severity and the number of occurrences.

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.

Bullying

School Rules Against Bullying

1. We will not bully others
2. We help students who are bullied.
3. We will include students who are easily left out.
4. When we know somebody is being bullied, we will tell an adult at school and an adult at home.

Bullying Information for Parents

Bullying is when one person or a group of people who are more powerful (stronger, older, more skilled, or more popular) intentionally treats someone disrespectfully over and over again.

What can parents do if their child is bullied?

1. Help the child develop talents and positive attributes.
2. Encourage the child to make contact with friendly student(s) in their class.
3. Encourage the child to get to know peers in new situations.
4. Contact the school counselor, teacher or principal.

What doesn't work if your child is bullied?

1. Ignoring the problem.
2. Blaming your child for provoking bullying.
3. Telling your child to "hit back."
4. Calling the parents of the bully—unless there is a friendly relationship between parents.

What can parents do if their child bullies others?

1. Communicate directly to your child:
 - We know you have been involved in bullying.
 - Bullying is a serious behavior.
 - We will not tolerate any future bullying behavior.
2. Enforce family rules.
3. Reinforce positive and kind behavior.
4. Spend more time with your child.
5. Monitor the child's activities.
6. Build upon your child's talents.
7. Help your child find more appropriate behavior patterns.
8. Seek professional assistance, if necessary.

What doesn't work if your child bullies others?

1. Ignoring the problem.
2. Denying that your child could do such a thing as bullying.
3. Protecting your child from consequences.
4. Blaming the victim for your child's problems.

Possession or Use of Dangerous Objects

Students with objects or materials that endanger them or other students' safety will be sent immediately to the principal. Depending on the severity of the situation, the student may be issued a warning, suspended from school, or referred to police authorities. Objects in question will be confiscated, labeled, and stored for parent/guardian and/or authorities. Students will be given a receipt for the object in questions. Parents/guardians of victims will be contacted and informed of their rights.

Possession of a Weapon on School Property

Definition of a weapon: a gun, bomb, or any object considered dangerous to an individual student or other students.

Any student found in possession of a weapon or dangerous object on school property could be expelled from school for one full year. Parents/guardians of students found in violation of this policy will be contacted, and the student may be reported to law enforcement officials.

Possession/Use of Tobacco or Nicotine

Smoking, possession of tobacco, smokeless tobacco or nicotine at school or at a school-sponsored activity is prohibited. Violation of this rule will be dealt with in the following manner:

- The student will be suspended out of school for three (3) days.

- During suspension, in school or out of school, students may not participate or attend any school-district-sponsored activities.
- Students may be suspended from school-sponsored activities beyond the suspension period based on the principal's discretion.
- A meeting with the student, parent(s)/guardian(s), building principal, and school counselor will be held.
- Student may be required to receive appropriate counseling as a condition of returning to school.
- Police authorities will be contacted.
- Confiscated tobacco products will be labeled and stored to be turned over to the police authorities.

Possession/Use/Under the Influence of Alcohol

Possession or being under the influence of alcohol at school or at a school-sponsored function is prohibited. Violations of this rule will be dealt with in the following manner:

- The student will be suspended out of school for seven (7) days.
- During suspension, in school or out of school, students may not participate or attend any school-district-sponsored activities.
- Student may be suspended from school-sponsored activities beyond the suspension period based on the principal's discretion.
- A meeting with student, parent(s)/guardian(s), building principal, and school counselor will be held.
- Student may be required to receive appropriate counseling as a condition of returning to school.
- Police authorities will be contacted.
- Confiscated alcoholic substances will be labeled and stored to be turned over to police authorities.

Possession/Use/Under the Influence of Controlled Substance (Narcotics), the Presence of Drug Paraphernalia (such as rolling papers, "coke" spoons, bong, pipes, etc.)

Possession/under the influence of a controlled substance or possession of drug paraphernalia at school or at a school-sponsored function is prohibited. Violations of this rule will be dealt with in the following manner:

- The student will be suspended out of school for ten (10) days.
- During suspension, in school or out of school, students may not participate or attend any school-district-sponsored activities.
- Students may be suspended from school-sponsored activities beyond the suspension period based on the principal's discretion.
- A meeting with the student, parent(s)/guardian(s), building principal, and school counselor will be held.
- Student may be required to receive appropriate counseling as a condition of returning to school.
- Police authorities will be contacted.
- Confiscated controlled substances and drug paraphernalia will be labeled and stored to be turned over to the police authorities.

Parental/Guardian/Student Concerns/Grievances

If you have a concern or problem with a school employee in relationship to the performance of his/her duties, with school rules or policies, or with any aspect of the everyday operation of the school, we

encourage you to talk with us. This will help to either clarify what has occurred and allow appropriate changes to be made or help you better understand what has taken place and why. Please take your concern or problem to the person that is directly involved first. If no mutual understanding can be reached, then go to that person's supervisor.

The school understands that these situations can cause emotions, but the expectation is for the parent/guardian to act in a civil manner when dealing with your complaints/concerns when addressing school personnel. Failure to do so may result in the parent/guardian being asked to leave until the parent/guardian is able to get the emotions under control or a possible citation for disturbance of peace may be issued.

Examples: If your concern is with a teacher or coach, talk with that teacher or coach first and then with the principal if necessary. If your concern is with the rules or policies, talk to the principal first, and then with the superintendent if necessary.

Due Process

To ensure that the students receive fair treatment consistent with the fundamental requirements of due process, student suspensions or recommendations for expulsions must be made in accordance with the following:

A student may be suspended for up to ten (10) school days by an administrator for a commission of serious or repeated infractions of school rules or when the presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school. The administrator shall conduct an informal investigation of the allegations against the student.

- Oral or written notice of the allegations against the student
- The basis in fact for the charges
- The opportunity to respond to those charges
- The right to appeal

Appeal Provision

Any student or parent/guardian who believes that the actions of a teacher or other school official were unfair or unreasonable under the circumstances or in violation of these rules or board policy may request an informal hearing before the teacher or official's supervisor. The following chain of command is to be followed:

- From a teacher's actions - Following an attempt to resolve the situation with the teacher, contact the principal
- From a principal's decision - Contact the superintendent
- From the superintendent's decision - Go to the Board of Directors of the West Burlington Schools
- From the Board's decision - Go to the State Board of Education

Search and Seizure

It is the policy of the West Burlington School District to provide appropriate desks and lockers for temporary use by students. Desks and lockers provided for temporary use by students remain at all times the property of the School District, are subject to the rules of the District, are subject to periodic inspections for cleanliness, missing school property, evidence of vandalism, and special searches of contraband materials. In the interest of maintaining the health and safety of the school environment, students and their immediate possessions may be subject to search and seizure while in school, on school property, attending school functions, or representing the school.

STUDENT RIGHTS AND RESPONSIBILITIES

Freedom of Expression

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since, however, student expression made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, or contain obscenity or indecency. The administration has the right to determine the time, place, and manner in which the expression is to be allowed so as not to disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

Publications

Students shall be free to express themselves in school-sponsored publications except for the following restrictions:

- Students shall not publish or distribute materials that are obscene, libelous, slanderous, or infringe on the rights of others.
- Students shall not publish or distribute materials that encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption of the orderly operation of the school.

Within these guidelines, advisors and student staff shall maintain professional standards of English and journalism when choosing which information to publish in school-sponsored publications.

Internet Access and Appropriate Use

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means. Your child has access to electronic communication known as Internet. The Internet is a computer information system interconnected with thousands of computer networks. The vast domain of information contained within Internet's libraries can provide unlimited opportunities to students. Please see WBISD Board Policy 605.6 for detailed information regarding internet access and appropriate use.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has a non-school electronic mail address, he/she will not be permitted to use the address to send and receive mail at school.

Students will be expected to abide by the following network etiquette.

- ✓ The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a use of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
- ✓ Students will respect all copyright and license agreements.
- ✓ Students will cite all quotes, references, and sources.
- ✓ Students will only remain on the system long enough to get needed information.
- ✓ Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.

- ✓ Student access for electronic mail will be through the supervising teacher's account. Students should adhere to the following guidelines:
 - Others may be able to read or access the mail, so private messages should not be sent.
 - Delete unwanted messages immediately.
 - Use of objectionable language is prohibited.
 - Always sign messages.
 - Always acknowledge receipt of a document or file.
- ✓ Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

Parents will be required to sign a permission form to allow their student access to the Internet. If your child is given permission to access the Internet, he/she will have to sign a form acknowledging the following:

1. I have read the expected network etiquette and agree to abide by these provisions. I understand that violation of these provisions may constitute suspension or revocation of Internet privileges.
2. I agree to be responsible for payment of costs incurred by accessing any Internet services that have a cost involved.

Care of Lockers, Desks and School Property

Students are responsible for the upkeep and return of school property assigned to them. In the event of loss or destruction of assigned items, the maximum charge to the students will be the cost of repair or replacement of the items. Defacing and destruction of school property by an individual will be considered as a matter of public concern and will be turned over to proper law enforcement officers.

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. With the exception of cold lunch and a bottle of water, food is not to be stored in student lockers or desks. No use of tape/stickers on lockers. It shall be the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker or desk are charged to the student.

A student's locker and desk can be searched whenever an administrator or teacher has a reasonable and articulable suspicion that a criminal offense or a school district policy, rule, or regulation bearing on school order has been violated and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules, or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials.

School Supplies

School supply lists are distributed in the August/September District Newsletter. School supply lists may also be found at the local box stores.

Textbooks and Chromebooks

Students are assigned textbooks and Chromebooks. Each student is responsible for the care of these books and Chromebooks. If books and Chromebooks are not returned, students are charged a replacement fee. Damage to a book or Chromebook in excess of normal wear and tear may also be

charged to the student. Students can qualify for free or reduced textbook fees based on the school lunch program guidelines.

Money at School

Students are asked not to have money at school except to pay for lunch or milk, school fees, or fees for activities at school.

Bicycles and Related Equipment

Children in grades K-5 may ride bicycles to school at the discretion of the parents. No scooters, skateboards, roller blades, or roller shoes are allowed. Limited parking areas and limited supervision creates some difficulty with bicycles. We ask that bicycles be parked on the east side of the parking area in the bicycle racks immediately upon arrival on school premises. The bicycles should remain in these storage areas until school is dismissed in the afternoon. Responsibility for the safety and care of the bicycle resides with the student and parents/guardians.

Rules for riding a bicycle to and from school:

- ✓ Bicycles are to be placed in the bicycle racks provided.
- ✓ Always walk your bike across the parking lot coming into or leaving the school.
- ✓ When leaving the school, students must walk their bikes to the crossing in front of the school before starting home.
- ✓ When riding a bike home for lunch, the same rules apply.

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

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

Prior to attending a field trip, students must return a note signed by the students' parents.

EDUCATIONAL PROGRAM

Special Services

Special staff members who work with your children and who assist our teaching staff in program planning include:

- ◆ **SPECIAL EDUCATION:** Special education programs are available to provide handicapped students with individualized programs tailored to meet their unique educational needs. If you have any questions and/or concerns about these services, please call Shawn Stringer, Regional Special Education Director, at the AEA at 1-800-382-8970 extension 1225.
- ◆ **504:** Under Section 504 of the Rehabilitation Act, supports for students with documented disabilities are available to remove barriers to learning and give students equal access at school. Please contact the school guidance counselor, Aaron Wagner, to discuss and plan for these supports.

- ◆ **EARLY CHILDHOOD EDUCATION:** We offer a voluntary 4-year-old preschool in the morning and afternoon. Priority is given to families of residence.
- ◆ **READING SPECIALIST:** Our reading specialists work with the classroom teachers in determining those students who will receive special reading instructions and then a program of reading instruction is planned for the child in need of reading improvement. Parents/guardians of these students will be notified of what subject area they will miss while attending class.
- ◆ **MEDIA SPECIALIST:** Our school's media specialists are charged with the responsibility of helping each student learn to the best of his/her ability and how to use all the material found in the Media Centers for both pleasure and academic enrichment. The Media Centers of West Burlington exist to provide service for the total school population. Our program enables students to develop a responsible attitude, work independently, think critically, pursue individual interests, and later function as informed adults.
- ◆ **GUIDANCE:** The guidance program at the elementary level is for all children. It is primarily preventative, addressing needs and concerns at an early age in order to provide children with support, assist in the development of life skills, and lessen the chance of an escalation of personal or academic difficulty as the child grows.
- ◆ **GIFTED AND TALENTED:** The Gifted and Talented program exists to serve the special educational needs of students who are advanced in one or more areas. Students are screened and tested to determine if they qualify.
- ◆ **THE LAU PROGRAM:** The LAU Program is maintained to provide assistance to those students who come to us with either no proficiency or limited proficiency in the English language.
- ◆ **GREAT PRAIRIE AEA—**Great Prairie AEA staff will be available to partner with West Burlington School District's staff members to provide the best education possible for your child. The Great Prairie AEA staff includes, but are not limited to; audiologists, consultants, teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech-language pathologists. Your child's teacher may contact AEA staff for consultation, observation or interaction with your child. If you do not want the above services, please notify the school *IN WRITING*.
- ◆ **AT-RISK PROGRAM:** The Independent School District of West Burlington, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Child Assistance Team is responsible for this process. Representatives from the Area Education Agency may also assist the school district in this process.
- ◆ **Title One Reading and Math Programs** August 2021
Dear Parents,

Welcome to the 2021-2022 school year! The mission of the West Burlington Independent School District, in partnership with parents and community, is to accept students where they are academically, socially, physically, and emotionally and to guide them to develop to their fullest potential while instilling pride and self-respect in becoming responsible citizens. In order for all students to be successful, West Burlington Elementary has a wide array of programs to help

students achieve. West Burlington Elementary is a School-Wide Title One Reading and Title One Math School. All Title Instructors hold degrees in education and are highly qualified.

School-wide Title Services:

- Provide opportunities for all children to meet the State's proficient and advanced levels of student performance.
- Based on effective means of improving children's achievement.
- Use effective instructional strategies that--
 - Address the needs of all children in the school.
 - Are consistent with the State and local improvement plans.

What this means for you and your child:

- During the school day, a Title One Instructor may be in your child's classroom and/or assisting your child with a skill or strategy.
- This may happen daily or occasionally.
- If we have a concern that we need to address with you, we will contact you in a timely manner.

If you have any questions, please contact Sarah Zurita, Ashley Kuddes, or Dana Hoskins at 319-754-5726.

◆ Title 1 Reading

Parent-Student-Teacher Compact August 2021

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 attitude.

As a Student, I will:

- * always try to do my best in my work and my behavior;
- * work cooperatively with my classmates;
- * show respect for myself, my school, and other people;
- * obey the school rules;
- * take pride in my school;
- * take pride in myself;
- * 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;

- * volunteer time at my child's school when I can;
- * show respect and support for my child, the teacher, and the school.

Online Learning

Throughout the school year, students and families may be expected to engage in online learning due to school closures due to learning model, viruses, weather or other reasons. Canvas and Seesaw will be utilized to communicate assignments and expectations for the learning day(s) conducted outside of the school building. Every attempt will be made to determine which students do not have access to high-speed internet or devices during these days at the beginning of the school year to plan for alternate delivery of assignments and expectations.

Engagement and completion of work during school closures is important to ensure preparedness for future learning in the current grade and for preparedness for the next grade.

Schoolwork/Make-up Work

Homework is schoolwork required to be completed outside of the school day. Homework may be modified according to an individual student's ability. Homework should meet the following criteria:

- Reinforcement of skills
- Research assignments
- Enrichment assignments
- Hobby or particular interest assignments
- Make-up work due to absence
 - Students are responsible for all work missed. Make-up work must be completed and turned in by the same number of days as the student was absent. When requesting make-up work, it will be gathered and sent to the office.

Schoolwork is a very important part of a student's education. Encourage your child to complete his/her schoolwork.

Standardized Test

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law. Students are tested unless they are excused by the principal. The tests are listed below.

- FAST – Kindergarten through Grade 5
- Iowa Assessments – Grades 3-5

Joining Chorus and/or Band

Being a participant in the chorus and band at West Burlington Elementary School requires being a member of the ensemble for a full semester. The students will not be able to drop in the middle of a semester. This is the minimum amount of time needed for the student to decide if participation in such an activity is desirable. With the support of parents/guardians, a full semester allows the students to experience the level of commitment required for these activities. The first of these expectations is that all who sign up for chorus/band will experience at least one live performance. This performance is required. Students then have the ability to make an educated decision about further participation.

SCHOOL - HOME - COMMUNITY RELATIONS and COMMUNICATIONS

Parent or Guardian/Teacher Conferences

This year Parent or Guardian/Teacher Conferences will be held on Tuesday, October 26, 2021 and Thursday, October 28, 2021. Conferences will also be held on Tuesday, March 8, 2022 and Thursday, March 10, 2022. Parents/guardians will be contacted to schedule a day and a time.

Report Cards

Report cards will be issued to all students at the end of each trimester.

School Visitation

(All visitors should enter through the front doors and check in at the office, sign in and wear a visitor's badge while in the building. When leaving, the visitor should check out in the office and exit out the front doors.)

Visitation will be allowed during the following times:

1. School-wide assemblies/events including parents and families
2. Special invitations by teacher for special projects, activities or learning support.

During these visits, please do not take and/or post pictures of other children.

Due to space limitations and safety, on-site visitation during the lunch/recess periods will no longer be accommodated. Parents are welcome to check students out for lunch if they wish to have lunch with their student.

Snacks/Treats/Wellness Policy

In order to keep all our students safe, we have revised the requirements for food/drink treats or snacks coming into the school building. Please review all the guidelines below.

- All snack/treat items **must** meet one of the following:
 - Prepared at Grocery Store Bakery or Licensed Restaurant (ex. HyVee, Wal-Mart, Pizza Hut, Little Caesars, etc.) Baked good items must be in the original containers, sealed with the tag and marked with the item it contains.
 - Prepacked and store bought (Ex. Goldfish Crackers, String Cheese, Little Debbie's Snacks)
 - In-home/Independent Bakeries will require a current certificate stating that the bakery has been inspected by the County Health Department. This certificate must be on file with the elementary school.
- **No exceptions will be made.** Treats that do not meet the above requirements will not be served. If you have a question about a particular bakery, you are welcome to call to see if we have a certificate on file. If we do not, please ask the bakery to fax a copy to the elementary office at 319-758-6768.
- Snacks, birthday treats/celebrations, other celebrations or any other parties/events involving food will be coordinated with the child's teacher. The same guidelines outlined above will apply.
- Healthy snacks/treats are strongly encouraged.

- Loss of recess time as a consequence for violation of school building or classroom rules/academic performance will be used on a very limited basis.

Open Enrollment

Iowa's Open Enrollment Law allows students residing in one school district to transfer to another school district upon the parent's/guardian's request. Open enrollment must be completed by March 1 for everyone but incoming kindergarten students or students new to the area. If you are interested in Open Enrollment, please contact the Superintendent's Office before March 1. Please complete Open Enrollment for Kindergarten students as soon as possible after July 15 of the year preceding the student's start date. Open Enrollment applications for kindergarten students will be accepted for consideration up to the time school begins for the kindergarten year.

Students leaving the West Burlington School District who wish to continue their educational program at West Burlington may do so by completing open enrollment forms requesting continuation of their educational program. This must be done immediately following the change of resident district. Students interested in open enrollment must contact the Superintendent of Schools for information and forms.

Family Night

Wednesday night is designated as Family Night. The school cooperates with the local organizations by not scheduling school functions, practices, or athletic contests on Wednesday night after 6 PM. The only exception to this rule is when an agency, other than the local school, schedules tournaments or meetings to be held on Wednesday night.

Facility Usage

The building is available for meetings or extra-curricular activities beginning at 6:00 PM. These should be scheduled through the district secretary. No students are to be in the building without supervision.

Annual Progress Report

A copy of the Annual Progress Report is published in its entirety and is available upon request. Portions of it are published in the School District Newsletter and parts of it are on the school website: www.wbisd.com

Infinite Campus Parent Access & Student Information

Certain student information is available on the school's website: www.wbisd.com. A parent password will allow access to the child's attendance, report card (grades 3-5), lunch account, and parent/guardian information. To obtain a password, call the Elementary School at 319-754-5726.

Communications to and from School

When sending a note or money to school, the student should receive clear instruction from the parents about who the appropriate person is to receive the note or the money. Also, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school for the parents. Parents are responsible for knowing the contents of the notes or papers sent home. Any note sent from the office will be on bright green paper.

Elementary Newsletter

The Elementary Principal's monthly newsletter is posted on the district website (www.wbisd.com) at the first of each month. A paper copy may be sent home with students. It will contain short informational articles about a variety of events involving the students. There will also be a list of important dates and events. Items which involve children may be submitted to the elementary office staff by the 20th of each month.

District Newsletter

A school district newsletter will be emailed to your home nearly every month. Expect to see the following district newsletters: January, February, March, April, May/June, August/September, October, November, and December. The newsletter is also posted on the district website (www.wbisd.com).

Voicemail Telephone System

The West Burlington School District has an automated attendant and voicemail available. All staff members have a voicemail box. You may dial directly to a staff voicemail box and leave a message. You are not able to call directly into the classrooms during the school day. Please allow staff ample time to return your message. The voicemail system allows parents/guardians to leave messages regarding absences or appointments. Please listen carefully to the menu when it is spoken so you will arrive at the appropriate mailbox.

EMERGENCY SCHOOL CLOSINGS

Inclement Weather Notifications

When school is cancelled, delayed or dismissed early due to inclement weather, it will be posted on our school website and Facebook page. Please be sure to sign up for our alert message system to receive this information via telephone verbal message/text message and/or email. Also remember to keep your telephone number and email address up to date so you will receive these notifications.

The missed day may have to be made up at a later date. If school is dismissed because of inclement weather after the school day has begun, parents/guardians will be notified by the Infinite Campus notification system. Any activity scheduled for the day or evening of a day when school is cancelled or dismissed early is generally rescheduled.

MISCELLANEOUS

Materials Reconsideration

Parents/guardians of school children and members of the community may request materials be considered for placement in the restricted materials area of the media center due to inappropriateness of the material for the maturity level of some grade levels of students having access to the library in general or for removal from school usage altogether. Forms for these requests are available through the principal's office.

Permission to Use Materials on Restricted Access

Parents/guardians can request that their child(ren) not be allowed to use materials that were placed in the restricted access area because of the maturity level of the content without written approval of the parent/guardian. A form will be available from the principal's office.

Birthday Treat Guidelines

- Please coordinate bringing birthday treats with the classroom teacher. All snack/treat items **must** meet one of the following:
 - Prepared at Grocery Store Bakery or Licensed Restaurant (ex. HyVee, Wal-Mart, Pizza Hut, Little Caesars, etc.) Baked good items must be in the original containers, sealed with the tag and marked with the item it contains.
 - Prepacked and store bought (Ex. Goldfish Crackers, String Cheese, Little Debbie's Snacks)
 - In-home/Independent Bakeries will require a current certificate stating that the bakery has been inspected by the County Health Department. This certificate must be on file with the elementary school.
- **No exceptions will be made.** Treats that do not meet the above requirements will not be served. If you have a question about a particular bakery, you are welcome to call to see if we have a certificate on file. If we do not, please ask the bakery to fax a copy to the elementary office at 319-758-6768.

Flowers/Balloons

The school requests that no flowers or balloons be delivered to students at school. If deliveries do occur, they will be given to students at the end of the school day.

Homeroom Parents

Please make a contact with your child's classroom teacher if you are interested in being a homeroom parent. Together we can make the difference!

Lost and Found Items

Items unclaimed will be disposed periodically throughout the school year as the principal deems necessary. The principal will facilitate returning lost items if they have been appropriately marked.

Telephone Calls

Students will be called to the telephone only in case of emergencies. Messages may be left with the secretary and will be given to the student. Students are not to use cell phones on school grounds. See the cell phone policy in the handbook ([page 23](#)).

Closed Campus/Home Lunch

Parents/guardians may request that their child be allowed to go home for lunch. Home will include the residence of the parent, guardian, or grandparents. Other arrangements can be made with the principal for special circumstances or special occasions. A note will be requested stating the child's name, destination, date, and parent/guardian signature. Students or parents are required to sign in/out of the office. Being allowed to go home for lunch is a privilege that may be suspended as part of discipline.

Lunch/Breakfast Programs

Lunch Program

The school system provides a federally funded school lunch for all students. Students will not be issued tickets. Money received by the school for student lunches and breakfasts will be posted to a family-lunch program account. When the child eats a school lunch or school breakfast, the family account will have the cost of those transactions subtracted from the family account balance. Parents will be notified when the family account balance is low.

Students in grades K-5 are served a lunch/breakfast with the required nutritional components established by the National School Lunch Program (USDA).

When the family account balance reaches a pre-determined level and notice has been given that the account balance is negative, the child(ren) will receive a peanut butter sandwich and milk until the balance is paid. The family account will be charged 40 cents for this substitute meal.

Children may bring a home-packed sack lunch and they may purchase milk from the school. Please do not send foods that need additional preparation, such as heating or cutting. Refrigeration is not available. Soda pop may not be part of the sack lunch meal or carried into the lunchroom at any time. This would apply to student & adult sack lunches. School policy prohibits meals from fast food restaurants (examples: McDonald's, Hy-Vee dinners, Wal-Mart dinners, etc.).

Eligibility for Free and Reduced lunch and breakfast is determined by the superintendent's office. Students who have met federal guidelines for Free and Reduced lunch and breakfast must follow the rules and regulations of these programs or risk losing their free or reduced privileges. These include: no sharing of any part of the meal and no purchasing of food for others from the child/children's family account. The family account is for brothers' and/or sisters' use only.

Breakfast Program

Students in grades K-5 may purchase a breakfast. Breakfast is served from 7:45 AM – 7:55 AM each school day that begin at the regularly scheduled time. BREAKFAST IS NOT SERVED ON LATE START DAYS.

School Announcements

Announcements can be made to students for cancellations of events/practices due to weather or unavoidable circumstances. These announcements must be cleared with the principal to avoid disrupting the classroom. We will not make announcements for last minute changes.

Pets at School

Family pets are not to be brought to school. This is due to an increased number of students with allergies.

Party Invitations

Please do not pass out party invitations at school or on school property. This will help prevent hurt feelings. The exception would be if party invitations are given to every child in the classroom.

Soliciting

There is to be no soliciting of calendars, cookies, candy bars, discount cards, etc. during the school day.

Teacher Gifts

It is the policy of the West Burlington School that students/parents/guardians should refrain from giving gifts to teachers and other school personnel.

Volunteers/Mentors

If adults are interested in volunteering or mentoring, please contact the Elementary Office. Volunteers do things such as serve as a mentor for an individual student, read to students, listen to students read, tutor in math, or assist teachers with the preparation of classroom materials, run off

papers, cut out items, or chaperone field trips. There are no guarantees that the volunteer experience will be in their own child's classroom. Volunteers who will be working with small groups or individual students will be required to have a background check. There are no minimum or maximum hourly time requirements. Volunteers may not begin volunteering until the background check has been completed. The background check is good for one calendar year.

Parent Teacher Organization (PTO)

All parents and guardians are encouraged to join the West Burlington PTO. Meetings are typically held once per month in the evening in the elementary staff workroom. Watch the Elementary Principal's Newsletter for dates & times.

The PTO goals are:

- To aid in the education of our children through broad-based social, informational, and financial support of the school,
- To facilitate cooperation, participation and interaction among teachers, parents, and children;
- To motivate community involvement at West Burlington Elementary in order to give our children every opportunity socially, emotionally, physically and educationally for future success.

Homeless

Any school-age youth, who lacks a fixed, regular, and adequate nighttime residence, is considered homeless. Such identified youth needs to be reported to the Homeless Liaison Officer for the Independent School District of West Burlington, Bruce Snodgrass at 319-752-7138.