

**COLUMBUS & VAN ALLEN**

**ELEMENTARY HANDBOOK**



**2021-2022 School Year**

# COLUMBUS AND VAN ALLEN ELEMENTARY HANDBOOK

Welcome to Chariton Elementary Schools. The Chariton Community School Board of Education has voted their support of these policies. Thank you for your cooperation in making this school year a successful one.

## Attendance

**All student absences should be accompanied with a phone call from the student's parent or guardian. We ask that parents/guardians notify their student's school of an absence and reason for the absence by 8:30 a.m. on the day of the absence. Medical notes and other types of documentation regarding the absence should be submitted to the building secretary on the day following the absence. Please note: students arriving after 9:45am or leaving after 1:00pm will be counted as a half day absence.**

**All students absent from school must have an excuse.** Examples (not a complete list):

- Medically documented illness (From a Doctor or School Nurse)
- Medically documented appointments (From a Physician, Dentist, etc.)
- Approval of the building principal-Should we provide examples (ex. Funeral, vacation, etc.)

A parent or guardian may call their student out of school six days per school year for other reasons. (These days are verified by the parent contacting the student's school and reporting the absence by 8:30 a.m. However, the building administrator still has the ability to determine whether or not the reason for the absence is excused or unexcused)

**Any additional days after the sixth day, without a documented excuse for the absence, will cause the following steps to begin:**

**Six Days:** A notification letter will be sent via mail to the parent/guardian to inform them that their six verifiable days have been reached and requested documentation for any further absences.

**Nine Days:** Phone contact and possible home visit.

**Twelve Days:** Mandatory attendance meeting will be held. This meeting will include the parent, building administrator, and Juvenile Court School Liaison. This meeting will result in an attendance contract that will be based on the information gathered during or prior to the meeting.

**Additional absences violating the attendance contract will result in Mediation with the Lucas County Mediator and possible legal action.**

\*Multiple unexcused absences and failure to contact your child's school may be cause for a home visit by school staff and/or law enforcement.

## Virtual Learning

Students enrolled in district virtual learning will be subject to the same attendance policies as in-person learning. When a class meeting or course is scheduled during the school day, students are expected to attend and follow all Virtual Learning policies. While some content is pre-recorded or can be viewed later, daily engagement in the learning is expected for students to be marked present. All work will be turned in electronically by 6pm the same day.

Virtual student attendance will be tracked daily. If a student is not progressing with expected learning targets after two weeks, a meeting will be held to address the concern. If a student continues to fail to meet the progress requirement at the four week mark we will meet with the student and parent/guardian to discuss enrollment options.

## School Hours

It is important that students arrive on time to receive a full day instruction. The arrival time of instructional personnel is set for 7:55 A.M. **Student who are eating school breakfast should not arrive earlier than 7:35 and go directly to the lunchroom. Students may go to the gym prior to the 7:55 bell. If students are not eating breakfast they do not need to arrive before 7:55 A.M.**

Regular bell schedule:

		<b>Columbus</b>		<b>Van Allen</b>
Warning Bell	8:05			8:00
Start /Tardy Bell	8:10			8:10
Dismissal	3:10	(1:40 on Wednesdays)	3:10	(1:40 on Wednesdays)

**Columbus** students that walk or are transported by parents will be dismissed at 3:10 P.M. Bus/Shuttle bus students will be dismissed at 3:20 -3:35 P.M.

**Van Allen** students that walk or are transported by parents will be dismissed at 3:15 P.M. Bus/Shuttle bus students will be dismissed at 3:10 – 3:25 P.M.

## Leaving During the School Day

Students will be permitted to leave the school ground under the following conditions and **MUST** check in or out on the clipboard in the office by a parent or guardian. We expect students to be learning until the end of the day, so eliminating extra interruptions is important:

- Please don't pick up your student from school early unless absolutely necessary. Every call we place to a classroom interrupts learning.
- If plans change, please call the office no later than 2:30 (1:00 on Wednesdays). Additional calls we make to classrooms after our regular PM announcements interrupt learning.
- Students leaving early for an appointment, etc., will be called to the office when you arrive and not before. We want them in the classroom learning as long as possible.
- Parents pulling students out of school early for convenience or without prior approval by the principal or designee will be marked absent ½ day unexcused, or tardy.

## Child Safety

If your child is going to have a change in their **NORMAL** routine, we need a note stating what the child is to do. Without a note, your child will be instructed to do their **NORMAL** routine as you had instructed in the fall registration. It is very important for us to know this information for the welfare and safety of your child.

We want all children to feel safe. When dropping off and picking up your child/ren from school, please be aware of the many children around you. **Please do not use the bus loading area during the time busses are loading or unloading.** When dropping off or picking up students at Columbus, use the loading zone area that is marked on Twelfth Street. Please help us insure the safety for all of our children.

## School Delay/Cancellation Announcements

Announcements concerning school operation during severe weather will be aired over the radio stations WHO in Des Moines--- 1040 AM, KELR-----105.3 FM, KJJC----106.9FM; the local TV Channel 12. You can also have school delay, early dismissal, or cancellation announcements texted directly to your phone/ e-mail etc. by setting up in advance your parent portal information for Infinite Campus on the Chariton Community School District website **[www.charitonschools.org](http://www.charitonschools.org)**

## Safety Drills

Fire drills, tornado drills, and ALiCE are held regularly during the year as required by state law, and are an important safety precaution. Directions are posted in each classroom. Students are expected to be silent during the drills, listen to staff directions and to move in an orderly manner to the class' designated safety area.

In case of a fire or because the building must be evacuated due to a non-terroristic threat all elementary students and staff will be moved to the Johnson Auditorium until further instructions are given.

## Change of Address /Telephone Number

It is very important that you inform us immediately of any changes in your telephone number, address, the identification of a person who is to be notified in case of an emergency, family physician, or hospital used. Please notify the school in advance if you are planning to move within or from the Chariton Community Schools.

## Withdrawing a Student

If you move, let the elementary office know at least three days in advance. We will prepare transfer materials to help your child get started at a new school. Please give us advance notice when possible, so that the transitions from our school to another school will occur smoothly.

## Visitors & Classroom Helpers

Parents are welcome and encouraged to visit school. They are asked to make arrangements with the teacher prior to arriving at the school and notify the office of the period they are visiting. Since small children are a distraction to the educational process, parents should make arrangements for their care while visiting the classroom. Parents may wish to eat lunch with your child and/or attend recess. Because visits are not routine please keep visits to a maximum of 60 minutes. Young friends and relatives of our students will not be allowed to come to school and spend the entire day visiting. Please enter the buildings in the front door near the office area. Parents are also encouraged to participate as classroom helpers. Parents interested in helping in classrooms should contact the teacher(s) ahead of time to set up a date and time to come in and help. For safety reasons, regular volunteers will be subject to a background check.

## Riding the Bus

Bus transportation is provided for students to and from school. Riding on a school bus is a privilege, and students are expected to act in a responsible manner when on the bus. A student can be deprived of this privilege if his/her continued presence on the bus would be detrimental to the safety of the other students.

The bus driver is responsible for managing student behavior on the bus. All school rules of conduct will be enforced on the bus. Discipline procedures used in the school building will also be followed for bus situations.

If it is necessary for a student to ride a different bus, please plan accordingly and provide the school with a note from the student's parent or guardian. The approved note is then given to the bus driver for permission to ride. Students will not be allowed to change buses without a note. Also, we will only stop at a residence located on our regular bus routes.

Driving a school bus is a tremendous responsibility; let's help the drivers as much as possible. Any questions, contact Corey Johnson, Director of Plant Operation and Transportation at 774-2319.

## Elementary Discipline Policy

Effective discipline is necessary for quality education. In order to guarantee your child and all the students in the school the excellent learning climate they deserve, it is essential for the home and school to work closely together teaching and developing self-discipline, responsibility for one's actions, and the respect for the rights of others.

It is the teacher's role to guide and direct the classroom. It is hoped that parents will support and cooperate with the classroom teacher. Good discipline should focus on the positive rather than the negative with self-discipline as the optimum goal to be achieved by each student.

The large majority of students in our schools are well behaved, hardworking, and come with the intent on learning. However, for the small minority who do not respond to a positive approach toward discipline, we must have a means of enforcing discipline to enhance the educational process. For those few involved, discipline should be fair, consistent, dignified, administered in good temper, and with temperance.

Disciplinary control of pupils is to be exercised by the supervisor on the school premises, going to and from school, on the school buses, and when pupils are engaged in or attending school related activities.

Each teacher is encouraged to set guidelines for student behavior in his/her classroom by developing written classroom standards with the students and supplying the reason for them. Both Columbus and Van Allen Elementary schools are PBIS (Positive Behavior Intervention and Support) buildings, which means we set school-wide expectations for behavior, teaching and reinforcing the expectations, and supporting students needing additional behavior teaching. We have school-wide expectations called the Charger Ways: Be Respectful, Be Responsible, Be Safe.

Should, at any time, the behavior of a student be as such that he/she is exhibiting behavior dangerous to self or others, or behavior so extreme that it is disrupting the educational process, steps may be taken to ensure the safety and education of the others. The school reserves the right to contact law enforcement to keep children and adults safe.

### **Alcohol, Drugs, Tobacco**

The possession or use of tobacco, alcohol or illegal drugs by minors or adults on school grounds is a violation of state law and school regulations. This applies to all school sponsored activities, home or away, as well as the regular school day.

### **Dangerous Weapons**

Dangerous weapons or look-alike weapons (toy knives, toy guns, etc.) are not allowed on school grounds or at school sponsored events. Dangerous weapons will be taken from students and others who bring them onto the school property. If a dangerous weapon is taken from a student, the parent of the student will be contacted. In the discretion of the administration, law enforcement may also be contacted. The student will be subject to further disciplinary action.

### **Vandalism**

Deliberate destruction of property belonging to others, including school property, is vandalism. Such action not only costs the district tax payers in the long run, but it also results in deterioration of the educational process. Those committing such acts will be required to provide reimbursement for the damage and proper punishment will also be enforced. In the case of a minor child, the parent or guardian will be held responsible as provided in Chapter 613.16, Code of Iowa, for all vandalism or destruction.

# EDUCATIONAL CLIMATE, GRADES, REPORTING, RECORDS, CONFERENCES, ASSESSMENTS AND RETENTION

## Educational Climate

Teachers and pupils have a responsibility to establish a learning atmosphere within the school building and especially the classroom. Common rules of courtesy will prevail. Students should address teachers with the proper title prefix and last name. Teachers in turn will call the student by his/her appropriate name.

Keeping the role of the teacher and student in proper focus adds to a pleasant, educational setting.

## Student Records Notification

The Chariton Community School District will follow the provision as set forth in the Family Education Rights and Privacy Act of 1974. The parents of students attending the CCSD have the right “to inspect and review any and all official records, files, data directly related to their children, including material that is incorporated into each student’s cumulative record folder.” A complete student record is readily available for parents for inspection, and a copy of these records will be reproduced for a nominal charge. An appointment must be made with the principal to review student records.

## Retention

Retention will be in accordance with Board of Education Policy 505.2

## Report Cards

Report cards are issued four times during the school year. Parent-teacher conferences are scheduled during the months of October and February. Teachers may use the report cards as an aid to the conference sessions. Parents, teachers, or principals may request a conference for students in grades kindergarten through fifth in addition to the scheduled conference time. Parents and students are encouraged to discuss the student’s progress or other matters with the student’s teacher. When there are questions or concerns about a child’s progress, communication between the home and school will allow the staff and parent to plan a better educational program to help the child.

## Grading Scale

Both Columbus and Van Allen use a standards-referenced grading scale.

- 4...Exceeds standard (will not apply to every assessed standard)
- 3...Meets standard
- 2...Progressing toward standard
- 1...Limited progress
- NE...Not evaluated

Parents can look at their child’s grade at any time by accessing your parent portal on Infinite Campus one of two ways through the link on Chariton Community School Districts website: [www.charitonschools.org](http://www.charitonschools.org) or using the following URL:

<http://ia.infinitecampus.com/campus/portal/chariton.jsp>

## Assessments

Chariton Community Schools participate in several formal testing programs, other than teacher made tests and those which are part of the various curricular assessments. Formal testing is conducted throughout the school year and varies with each grade level. Assessment results are shared with parents during Parent/Teacher conferences and are included

in report cards. Information gathered from formal assessments is used to guide instruction and planning for the students.

## **HEALTH, PHYSICAL EDUCATION AND RECESS**

### **Health Information**

The Chariton Community Schools enjoys the services of a school nurse. Since the nurse cannot be in all buildings at once, other personnel sometimes perform these services. In addition to comforting boys and girls, the nurse is a resource person that teachers can call on to assist them in teaching nutrition, cleanliness, dental care, basic safety and health rules.

It is necessary to have one or more emergency numbers on file in the school office. When parents cannot be reached, the child needs a place to go for care. In extreme emergencies when parents cannot be located, the school will call an ambulance for immediate attention.

### **Injury/Illness**

A student who becomes ill or injured at school will be given first aid. The parents or alternate will be notified if the illness or injury is serious enough to warrant the student's absence from school, and they will be responsible for arranging transportation. If an emergency exists and the parent or alternate cannot be reached, the student will be transported to the local hospital by ambulance.

Only a doctor is qualified to make a medical diagnosis. If the nurse or other school official has reason to suspect a serious health problem, the parents will be notified with the suggestion that the student see a doctor.

### **Accidents at school**

In the event of a serious accident or illness at school, the parents are called and, if necessary, the emergency number is called. It is advisable to inform the neighbor or relative that you have given their number as an emergency contact. If it is an emergency that requires immediate medical assistance, the appropriate emergency personnel will be called.

Please be sure that the emergency information recorded for each child is accurate. If at any point during the school year this information changes, notify the office immediately so that we may keep our records up-to-date.

### **Sending students home for health reasons**

If a child is determined to meet any one or more of the following criteria he/she will be sent home:

- The child's fever 100 degrees or above.
- The child is vomiting or bleeding profusely.
- The child has subjective symptoms that last longer than 30 minutes. Student would rather lie down than eat lunch or go to recess.
- The child is too uncomfortable or distracting to remain in classroom (scratching, coughing).
- The child is ill or injured and unable to do school work

- The child may be contagious
- Results of COVID or other health screenings done at school

The parent or guardian will be notified after one or more of the above criteria have been determined by nurse or personnel. Students waiting for transportation wait in the Nurse's office or office area until an adult comes to pick the student up. If the parent or guardian cannot be reached, attempts are made to reach the first or second alternate contact listed in Infinite Campus. If no adult caretaker can be reached, then student:

1. remains on cot or returns to class if able.
2. is transported to ER per ambulance if serious. School employees DO NOT transport sick or injured students.

We ask your cooperation in keeping our school children healthy. If you have any questions, feel free to contact our school nurse; Donna Krutsinger, R.N.

## Immunizations

Each student enrolled in any school in Iowa must submit an Iowa State Department of Health Certificate of Immunizations to the school. It is the parent's responsibility to see that this certificate is completed and signed by the parent and either a doctor, an official of the health department, county health nurse, or school nurse.

If a child has a medical condition which keeps him/her from being immunized, or if the child is a member or follower of a religion which opposes immunization, he/she may qualify for an exemption to the law. If this is true for your child, there is an exemption form that must be completed by a health professional.

## Communicable Diseases

A student strongly suspected of having a communicable disease or a condition that may endanger the health of others will be excluded from school. The nurse will make the determination and parents will be contacted. The student may return to school with a signed release from a doctor.

Parents who discover a communicable disease at home are asked to notify the school so precautionary measures can be taken.

## Medications Guidelines

When a child must receive medication during school hours, the following guidelines will be followed. In the matter of all medications, the Chariton Schools are governed, as are all schools in Iowa, by the rulings of the Iowa State Department of Health. The steps below must be followed in order for any medication to be administered at school.

Guidelines for giving medications at school:

1. The medication must be prescribed by a licensed medical or osteopathic physician or dentist.
2. A medication form must be signed by the physician and must request that a specific medication, in a specific amount, at a specific time be dispensed to a designated pupil by school personnel. The parent must also sign the request form.
3. The medication MUST be brought to school by the parent or designated adult. This is for students in all grades and for the protection of the student, parent, and school.
4. The medication is kept in its current medication bottle (the last bottle received from the pharmacist).
5. All controlled medications will be counted when brought in and documented on the medication form by school personnel.
6. The school personnel giving the medications will be certified to give medications at school.

7. The school personnel giving the medication will initial the medication form, if the medication is given as ordered by the physician, and will document on the form any medication not given and the reason why.
8. Parents will be notified when a dose is missed or any other medication error.
9. On days when school is a late start, 8 AM doses normally administered at school WILL NOT be given. Parents will need to make arrangements for that dose to be given at home. Likewise, on days when school is out early, medication doses after that time WILL NOT be given.
10. At the end of the school year, any remaining medication will need to be picked up by an adult. If the medication is NOT picked up by the end of the last day of school, IT WILL BE DESTROYED.
11. Prescription medication will only be given when the request form for giving medication at school has been signed by the physician and parent.
12. Over the counter medications (non-aspirin) may be given if the medication form is filled out and signed by the parent. The medication must be age specific. We cannot give medication to children under 12 if the medicine is labeled "Not for children under 12", and if no child dosage is listed.
13. Forms for giving medicine at school may be obtained at the school offices or at the local doctors' offices.

## Head Lice

Head lice are not a sign of poor hygiene, but just as a child may get cold germs from another child, he/she may also get lice when exposed to an infested child. Most cases of lice (95%) are spread at sleep-overs, where heads are close together for long periods of time. If you do find lice or nits, you need to get a special shampoo, either by prescription or over-the-counter. The school nurse encourages parents to check their children weekly for head lice throughout the school year.

Head lice continue to be a problem for Iowa school-aged children. School nurses may spend a disproportionate amount of their time addressing head lice issues considering that they pose no health hazard. The Iowa Department of Public Health recommends the following prevention and control measures for managing head lice in schools. The following recommendations will be followed by Columbus Elementary and Van Allen Elementary schools:

1. **Discontinue routine school-based screening.** Current evidence does not support classroom or school-wide screening as a method to stop head lice transmission. Instead, schools should educate parents and staff about lice detection, treatment, and prevention. Parents should be encouraged to regularly screen their children for lice. It should be assumed that head lice are in the community and schools at all times.
2. **Discontinue "no nit" policies.** "No nits" policies that require a child to be free of nits before they can return to school are not recommended. Children should not be excluded from school. Head lice can be a nuisance but have not been shown to spread disease.
3. **Children should remain in school for the rest of the day if head lice are detected.** Notify parents by phone, provide educational materials on treatment, and review treatment protocols. It is reasonable to expect that treatment be started before the child returns to school the next day.
4. **Do not use environmental sprays or chemical cleaners at home or in the classrooms, lockers, or on gym mats or other school equipment.** Head lice do not live "off" the body. The head louse must maintain a warm temperature. Only ordinary cleaning, vacuuming, and washing in hot water are needed. Do not use chemical sprays on such items as audio/video headsets, tables or mats, carpet, upholstered chairs, school bus benches, bed lines. Sprays and other chemicals can be potentially harmful, since they can be absorbed through the skin and are irritating to the lungs of some asthmatics.

5. **Teach and support parents in appropriate techniques for lice treatment.** The Iowa Department of Public Health advocates a two-week treatment plan that includes the use of an over-the-counter medicated shampoo which contains either permethrin or a pyrethrin. A handout for parents from the IDPH can be found at [www.idph.state.ia.us/hcci/common/pdf/headlice\\_brochure.pdf](http://www.idph.state.ia.us/hcci/common/pdf/headlice_brochure.pdf)
6. **What if treatment with over-the-counter shampoos and use of a nit comb fails?** Physicians may prescribe stronger treatments for head lice. Re-infestation is more common than treatment failure.

## Hearing Assessments

Great Prairie AEA will conduct its annual Hearing Conservation Program during the upcoming school year. Students in kindergarten thru 5<sup>th</sup> grade will receive a hearing screening. In addition, students in kindergarten through twelfth grade who are enrolled in special education programs may be screened. We will also be screening the students who have had hearing problems in the past. Students who do not pass this screening will receive an individual hearing test by the audiologist. Parents will be notified about the results of the hearing test only if their child does not pass the test. This is a screening process only and does not identify all hearing or ear problems. If your child has had hearing or ear problems recently, feel free to send this information to the audiologist. If you do not want your child to participate in the screening program and follow-up assessments by the school audiologist, please send in writing a request not to have your child tested to the school.

## Physical Education

Physical education teachers request that clean tennis shoes be worn for physical education class. This is for safety as well as for health reasons. We encourage students to have a pair of tennis shoes that are worn only for physical education. These special P.E. tennis shoes may be left at school.

Students should wear clothing that does not restrict movement on P.E. days. If anyone wears a dress to school, they should bring shorts to wear underneath for P.E.

If a student needs to be excused from participation in physical education for one class period due to injury or illness, a written parental request needs to be given to the P.E. teacher the day the student is to be excused. We encourage parents to write notes restricting only the types of activities that will aggravate the injury or illness rather than the notes that eliminate the student from participating in all activities. A Doctor's note will be required to excuse the student from PE classes of a longer duration.

## Recess

All students are expected to go outside for recess and need to dress appropriately for the weather. In the winter, winter coats, snow pants, mittens, hats, and snow boots are required. Recess may be held indoors if real-feel temperature is 5°F or below. This follows the guidelines of the Child Care Weather Watch recommended by the State of Iowa. Chariton Elementary Schools support the Healthy Kids Act of getting physical exercise. If a student needs to miss any recess, a doctor's note will be needed.

Recesses (morning, noon, and afternoon) are part of the school day. Teachers will expect children to participate in these periods since outside time will seldom be more than 10 to 30 minutes in length. Almost always, a child who is too sick to go out for a few minutes at recess is too sick to be in school. A request from your health care provider will be required for a child to remain inside for an extended period.

Playground equipment is furnished by the school. Such articles as toys, skates, blade skates, skateboards, baseballs, bats, footballs, basketballs, etc. should not be brought to school by the students. If any of these items are confiscated by school personnel, parents will be requested to pick them up.

## **ELEMENTARY SCHOOL PROGRAMS**

### **Multi-Tiered System of Support (MTSS) Program**

Multi-Tiered System of Support (MTSS) in Iowa is an every-education decision-making framework of evidence-based practices in instruction and assessment that addresses the needs of all students starting in general education.

MTSS allows educators to judge the overall health of their educational system by examining data on all students, as well as identifying students who need additional supports. These supports are provided to students in both small group and individual settings, and measured to determine if these supports are making a difference to ensure all learners demonstrate proficiency in Iowa Early Learning Standards and Iowa Core Standards and leave school ready for life.

At Columbus and Van Allen we believe the implementation of Iowa Core curriculum is essential with evidence-based instruction and interventions in academic and behavioral areas. The key is to have early interventions and match the instruction to the assessment. This is a tiered intervention scale that requires on-going monitoring of data and make changes accordingly. All of our behavior and academic programs function under the Multi-Tier System of Support framework.

### **Gifted and Talented Program**

The Gifted and Talented Program, TAG, serves to meet the needs and interest of high ability students with a focus on general intellectual abilities, creative and productive thinking and research. Nomination for participation in the program is based on multiple measures including teacher nomination, standardized test scores and other assessment data. All district students K-5 are served by enrichment in our STEM program, and some will receive designated TAG services. If needed, some students may be served under a Personal Education Plan (PEP).

### **Title I**

Columbus and Van Allen are designated Title 1 schoolwide programs. This is a federally funded program designed to supplement regular reading instruction. Title I teachers serve as interventionists, working with small groups of students or individual students as needed. Each student's needs are diagnosed and teaching is planned with their specific needs in mind. Title 1 teachers can serve all students in the building

### **Instrumental Music**

Students may begin to take lessons on an instrument in the fifth grade. Instruments are available through a music store low-rental program. Some school- owned instruments are available. Band music and band methods books are funded by the school. Individual method books and all supplies must be purchased by the student. During the school year, each student is taken from class for a weekly lesson. The large group will perform throughout the year at school or in concert.

### **Special Education**

The Chariton Community School Board recognizes some students have different educational needs than other students. The board shall provide a free appropriate public education program and related services in the least restrictive environment to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed, age twenty-one or in accordance with the law. The board shall

provide an appropriate education for a student in need of special education. Students extracurricular services and activities and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student shall be written in the student's Individualized Education Program (IEP). Special education students are required to meet the requirements stated in board policy or in their IEP's for graduation. Discipline of special education students shall be through their IEP's.

Great Prairie AEA staff will be available to partner with the district staff members to provide the best education possible for your child. These 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*.

### English as a Second Language (ESL)

Students identified as having a language background other than English may receive support services in reading, writing, listening and speaking through the school's ESL (English as a Second Language) program. This program, supported by Title III funds, allows ELs (English Learners) to work with a teacher or paraprofessional one-on-one or in small groups to support the development of their English language skills. These children are tested upon entry to school to determine their level of English language proficiency through the TELPA (Tennessee English Language Proficiency Assessment) and again annually with the I-ELDA (Iowa English Language Development Assessment). When they have shown an advanced or full proficiency level on the I-ELDA test as well as being successful in their classroom work and district assessments, they may be placed into transition (during which they are monitored but do not receive ESL services) or exited from the English as a Second Language program.

## **MEALS, MILK AND SNACKS**

### Breakfast Program

To participate in the breakfast program, your child will use the same account number as they use for the lunch program. Students that have qualified for the Free and Reduced Lunch Program are approved for participation in the breakfast program. Please discuss with your child as to whether or not they will be participating in the breakfast program.

At 7:30 students participating in the school breakfast program may enter the building, take care of their coats or other items quickly and proceed to the cafeteria for breakfast. Breakfast will not be served after 8:10 A.M., unless the student is riding a rural bus that has been delayed. In case of bus delays, breakfast will be held for the bus riders who eat school breakfast.

### Lunch Program

Lunch count is taken by 8:45 A.M. each morning. Children who arrive at school at a later time should bring a sack lunch or parents should call the principal's office before 8:45 A.M. The central cafeteria must have its count to prepare adequate amounts of food for the number eating. Time does not permit preparation of additional meals at a later hour.

At the beginning of the year every student will be given a ID/lunch card. The cost of replacing a lost or damaged ID/lunch card will be \$5.00. Money sent to school for meals will be deposited in an account for the family. Parents may deposit as much money as they desire into the family account. This deposit may range from the amount of one lunch and/or milk to the cost of all lunches or milk for the entire year. Any money still in the account at the end of the school year will be carried over to the next year. All meal accounts must be paid in full by the last day of school. Students who are participating in the lunch program may not purchase or bring pop to drink with their lunch. Free and reduced

lunches will be accounted for automatically at the appropriate rate. Free and Reduced Lunch applications are available in the office upon request. Applications will be accepted anytime throughout the school year.

Students at Columbus and Van Allen will be offered a reimbursable meal which will include: Meat/Meat Alternate, Grain, Fruit, Vegetable & Milk. Students may also bring a sack lunch to eat in place of a school lunch. When sending a sack lunch with your child keep in mind that there is no refrigeration space available to store the lunches. There are microwaves at Van Allen for student use but none at Columbus. Please pack lunches that healthy and do not require refrigeration, microwave services, or include an ice pack to keep the food safe to consume. Please do not pack pop or candy in lunches. If a lunch is brought from home and the student get a milk, there will be a charge for the milk for all students, including free and reduced students.

### Semester Milk Availability

Milk in ½ pint containers is available as a supplement for a set fee per semester for Columbus payable to the school secretary in two payments at the beginning of school and at the beginning of second semester. Milk will be consumed during school snack time.

### Snack Foods

No child is required to eat any food or snack. We encourage children to try new foods. Special diets may be provided by the parents for snacks when requested by your doctor and accompanied with written instructions.

### Cell Phones/Electronic Devices

Cell phones/Electronic Devices are not to be brought into the classrooms and students are not to use cell phones during the school day while students are on school grounds. If unacceptable use of a phone occurs on school property the student will have consequences. Remember the school will not be held responsible for any electronic items children bring to school.

## MISCELLANEOUS

### School Supplies

Each student should start the year with general school supplies. School supply lists are available in the local newspaper and at each school. Extra supplies may be kept at home until needed and additional quantities may be required. You will receive a copy of your child's class supply list in August at school registration.

### Animals

School permission, teacher or principal, must be obtained to bring any animal, insects or reptiles to school. If it is necessary that pets be brought to the classroom it will be done by a parent, who then waits and takes the animal home.

### Birthdays

We welcome a celebration for a child's birthday. We do ask parents to use good judgment in what they send with birthday treats being store purchased and in original wrapping when brought to the school. Individual serving sizes are best. **No homemade food products will be allowed in the classrooms due to food safety concerns.** If your child has a summer birthday, we would encourage you to celebrate on a different date during the school year. If your child brings a birthday treat, there must be enough for every child in the classroom.

If a parent chooses to have a birthday party outside of the school day, the invitations are to be delivered outside of the school setting, unless one is given to **every** boy or girl in the classroom. Due to confidentiality reasons the school **will not** provide parent names, addresses, or phone numbers.

### Balloons, Flowers, and Gifts

In order to keep from disturbing the educational climate of the classroom, gifts such as flowers, balloons, etc. should be delivered to the student's home. All gifts delivered during the school day will be held in the office and the student will pick-up at the end of the school day.

### Telephone Calls

Students may use the school phone for emergency calls after first obtaining permission from the teacher, secretary or principal. Students receiving telephone calls will be given a message. Only in an emergency will the student be called to the phone. We appreciate the effort you make in planning with your child(ren) in advance in order to minimize student phone messages and interference with classroom activities. Phone calls to the office should be made by 2:30 p.m.

Arrangements should be made before the student comes to school regarding plans to stay overnight with friends or go to a friend's house after school. Student will not be given permission to use the telephone to make such arrangements.

Teachers may not be able to answer phone calls during the day. If you would like to talk with your child's teacher, we do have voice mail.

### Book Charges

Students losing or damaging school books or library books beyond use will be expected to pay for them. The replacement cost of new and / or used books will be based on the figures obtained from new or used book catalog pricing information. Fines will be assessed for other misuse of the book in relation to its severity. The minimum fine for a damaged book will be \$4.00.

### Field Trips

The principal must give prior authorization for all field trips and/or excursions. Written parental permission will be required prior to the student's participation in a field trip or excursion. This permission will be obtained when you register your child(ren) for school and will be effective for the entire school year. If you wish to change your original permission form, please contact the elementary office(s). Teachers will inform you of field trips and/or excursions as they occur throughout the school year.

### Child Custody

In most cases, when parents are divorced, one parent is designated by the court as the custodial parent. Student records will be shared with the non-custodial parent, if the non-custodial parent makes a request for information and provides the school with an address for sending the records. If, in the case of divorced or separated parents, there is a court order that limits any of the rights of one parent, a copy of the court order must be filed in the office, by the parent.

### Homecoming

To allow more elementary student participation in the parade, Chariton Community Schools will start dismissing at the designated time given by the Superintendent's Office.

**Without a written note, we will be expecting students to follow their normal routine. Bus students will be sent on the bus and student who walk will be sent home.**

If you are going to get your child before, the dismissal time, you need to sign your child out in the office. Your cooperation will be greatly appreciated.

## **Student Pictures**

During the fall and possibly spring of each year all students will have the opportunity to have their picture taken. Notification of the picture date and price lists will be given to parents and students in advance. Pictures will be taken of each student for class composites and permanent records in the fall. You are not required to purchase your child's school photos.

## **School Dress**

Student dress or personal grooming should not interfere with the normal classroom educational process. Clothing promoting alcohol, tobacco, profanity, or weapons will not be allowed. Students that are wearing sexually suggestive clothing will be asked to call home for an appropriate set of clothes (tube tops, strapless dresses, plunging necklines, short shorts, spaghetti straps etc.). Anyone wearing a dress to school is encourage to wear shorts underneath.

In wet, muddy, and snowy weather children are encouraged to wear appropriate shoes or boots. During inclement weather adequate outer garments must be worn. The students will be required to wear the clothing the parent has sent with them to school; unless in the judgment of the supervising teacher has changed to allow them not to be needed.

# **PROPERTY**

## **Personal Property at School**

Toys or electronic devices are not to be brought to school from home unless they are for show and tell purposes or classroom incentives. If they are brought for show and tell, they should be left in the student's locker the remainder of the school day. The school cannot assume responsibility for the loss or breakage of things brought from home.

## **Bicycles/Scooters/Skateboards**

Riding a bicycle/scooter/skateboard to school is a privilege. Students who fail to follow the rules set by the administration will have the privilege of riding removed and may also be subject to additional discipline. If scooters/skateboards do not fit in the backpack or locker, they will need to be parked outside.

- All bicycles/scooters will be parked at the racks provided.
- Bicycles/scooters/skateboards will be walked while on the sidewalks or school grounds.
- Bicycles/scooters/skateboards will not be ridden or tampered with during the school day.
- Riders are expected to use bicycle/scooter/skateboard safety rules.

## **Lost and Found**

Lost and found articles are placed in a lost and found area of the school. Articles that are not claimed will be given to a charitable organization at the end of the each semester.

## Money

Students should not bring money to school except for: hot lunch, book orders, school pictures, etc. The school is NOT responsible for money lost.

# **DISTRICT POLICIES AND PROCEDURES**

## Multicultural, Nonsexist Policy:

The Chariton schools are concerned that students respect individual differences. The school staff has examined the curriculum and learning materials carefully to reduce stereotyping and to eliminate prejudice against those of another race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, ancestry, political party preference, political party belief, socioeconomic status, and familial status.

The Chariton Community School District does not discriminate on the basis of race, national origin, creed, religion, marital status, or physical disabilities in its educational programs.

## Grievance Procedures:

A student's complaints and grievances shall be resolved through an orderly process and at the lowest organizational level. If a student feels he or she has not been dealt with fairly, the student may grieve the matter through the following process:

1. The opportunity shall be provided for any student and his/her parents to discuss with teacher or another licensed employee, a decision or situation which the student considers unfair.
2. If the matter remains unresolved, the student and his/her parents may request assistance from the principal within 5 days of the other employee's decision.
3. If the matter cannot be resolved by the principal, the student and his/her parents may discuss it with the superintendent within 10 days after speaking with the principal.
4. If the matter is not satisfactorily resolved by the superintendent, the student and his/her parents may ask to have the matter placed on the board agenda of a regularly scheduled board meeting.

## ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community is treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

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

employees based upon race, color, creed, sex, sexual orientation, gender identify, national origin, religion, age or disability is also prohibited.

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

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

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one of more 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 or 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, non-verbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that has the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when;

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

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

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

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

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

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

Building 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.

#### **OF STUDENTS BY EMPLOYEES**

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the Columbus Elementary Principal and Van Allen Principal as the Level I investigators. They may be contacted directly at their building, (Columbus 774-4712, Van Allen 774-5047).

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

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term of condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

## **STUDENT TO STUDENT HARRASSMENT**

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

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

Sexual harassment includes, but is not limited to:

- Verbal, physical or written harassment of abuse;
- Pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.
- Harassment based upon factors other than sex includes, but is not limited to:
  - Verbal, physical, or written harassment or abuse;
  - repeated remarks of demeaning nature;
  - Implied or explicit threats concerning one's grades, job, etc;
  - and demeaning jokes, stories or activities.

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

Students who feel that they have been harassed should:

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

### **Harassment Procedures**

Steps taken when harassment has occurred:

1. Warning: Discuss with the student/s harassment and what will happen if they continue it.

2. Notify parent: A written notice will be sent to the Parent/s explaining what has happened with the student's quote of what was said or happened. Also the note will state that the next step will be suspension, if it happens again.
3. Student suspension: Parents will be notified and board Policy #503.1R1 will be followed.

## EQUAL EDUCATIONAL OPPORTUNITY

Chariton Community School District will not discriminate in its education activities including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

## NOTICE OF NONDISCRIMINATION

Students, parents, employees, and other doing business with or performing services for the Chariton Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, marital status, sexual orientation, gender identity, or disability in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, marital status, sexual orientation, gender identity, or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), §504 or *Iowa Code* § 280.3 are directed to contact: The superintendent of schools, 140 East Albia Road, PO Box 738, Chariton, Iowa 50049, (641) 774-5967, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), §504 or *Iowa Code* § 280.3 (2007).

## HOMELESS CHILDREN AND YOUTH

A homeless child is defined as a child or youth between the ages of 3 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

## HOMELESS NOTICE

The Chariton Community School District Board of Education is responsible for locating, identifying and educating homeless children and youth found within the Chariton Community School District. A homeless child or youth of school age is defined as "one between the ages of 3 and 21 who lacks a fixed, regular and adequate night-time residence." The Chariton Community School District will make available to homeless children and youth all services and assistance including, but not limited to, compensatory education, special education, EL, vocational courses or programs, programs for the gifted and talented, health services and food and nutrition programs on the same basis as those services provided to resident students. Please contact the Homeless Liaison, at 641-774-5967 regarding specific questions and/or issues.

## FERPA

**FERPA Schools** may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and

eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.