

*MARTENSDALE-ST. MARYS
ELEMENTARY HANDBOOK*



Students of Character

2011-2012

www.mstm.us

Martensdale-St.Marys Community School District

It is the policy of the Martensdale-St. Marys Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator. MStM's Equity Coordinator is Mike Crozier, secondary principal. His address is MStM Community School, 390 Burlington, Martensdale, Iowa 50160. His phone number is 641-764-2686 and his email address is: mike_crozier@m-stmarys.k12.ia.us

MISSION STATEMENT

Building Excellence, Service and Character One Student at a Time

103 ANNUAL NOTIFICATION STATEMENT

This text was prepared and approved by the Department of Education.

Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

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

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



Martensdale – St. Marys School District
P.O. Box 350, Martensdale, IA 50160
Fax – (641) 764-2100

School District – (641) 764-2466
Elementary – (641) 764-2621
Secondary – (641) 764-2486



Michael Crozier, Secondary Principal Bob Newsum, Superintendent Tom Wood, Elementary Principal

Welcome to Martensdale-St. Marys elementary school! We are excited about the forthcoming year and look forward to establishing/continuing our home-to-school relationships with your family.

The goal of this handbook is to document school rules and district policies to serve as a guide for students and their families. The information provided should clarify the school organization, expectations, and the educational philosophy of Martensdale-St. Marys Elementary School. We hope that you will find this handbook to be a helpful reference throughout the school year.

Please become familiar with this handbook during the first few weeks of school, and take time to read it with your child(ren). All students will be accountable for knowing the contents of this document as it relates to them.

I'm looking forward to a great school year and getting to know more of you in the Martensdale-St. Marys community! Please feel free to contact me with any questions or concerns.

Sincerely,

Tom Wood
Martensdale-St. Marys
Elementary School Principal

Home of the Blue Devils

ELEMENTARY STAFF

Mr. Wood, ext. 517
Principal
tom_wood@mstm.us

Ms. DeWaard, ext. 131
Special Education
amy_dewaard@mstm.us

Ms. Burns, ext. 127
PreK
kara_burns@mstm.us

Mrs. Burns, ext. 129
5th Grade
kim_burns@mstm.us

Mrs. Gabbert-Clark
Music
susan_gabbertclark@mstm.us

Mrs. Davidson, ext. 224
Art
angela_davidson@mstm.us

Mrs. DePauw, ext 516
Elementary Secretary
brenda_depauw@mstm.us

Mrs. Devore, ext. 120
1st Grade
jan_devore@mstm.us

Ms. Dykstra, ext. 236
PreK
kate_dykstra@mstm.us

Mrs. Franey, ext. 122
2nd Grade
sara_franey@mstm.us

Mr. Franey, ext. 130
6th Grade
joe_franey@mstm.us

Mrs. Halverson, ext. 133
Reading
brenda_halverson@mstm.us

Mrs. Schad, ext. 118
1st Grade
melissa_schad@mstm.us

Mrs. Henson, ext. 119
Kindergarten
terah_henson@mstm.us

Mrs. Kirvin, ext. 515
K-12 Nurse / High School Health Careers
alene_kirvin@mstm.us

Mrs. Kuhns, ext. 128
6th Grade
sara_kuhns@mstm.us

Dr. Newsum, ext 510
Superintendent
bob_newsum@mstm.us

Mrs. Reynolds, ext. 125
4th Grade
dianne_reynolds@mstm.us

Ms. Pelzer, ext. 126
4th Grade
amanda_pelzer@mstm.us

Mrs. Scrivner, ext.121
2nd Grade
mollie_scrivner@mstm.us

Mrs. Sherwood, ext. 410
Physical Education
jayne_sherwood@mstm.us

Mr. Spanhut, ext. 134
5th Grade
brian_spanhut@mstm.us

Ms. Skellenger, ext. 225
Media Specialist
amanda_skellenger@mstm.us

Mrs. Webster, ext. 117
Kindergarten
rana_webster@mstm.us

Mrs. Meier, ext. 123
3rd Grade
barb_meier@mstm.us

Mrs. Noga, ext. 132
Special Education
jodi_noga@mstm.us

Mrs. O'Mara, ext. 124
3rd Grade
tish_omara@mstm.us

Mr. Olson
Band
randy_olson@mstm.us

Mrs. Pribil, ext. 524
K-6 Counselor
jen_pribil@mstm.us

BOARD OF EDUCATION

Scott Anderson
Nicole Bunch
Amy Harper
Wade Gibson
Dave Shutt

PREFACE

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

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

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

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

DEFINITIONS

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

TABLE OF CONTENTS

MARTENSDALE-ST.MARYS ELEMENTARY SCHOOL PHILOSOPHY	2
MISSION STATEMENT	2
ELEMENTARY STAFF	4
PREFACE.....	5
DEFINITIONS	5
TABLE OF CONTENTS.....	6-7
ADMISSIONS	8
AFFIRMATIVE ACTION	8
ASBESTOS NOTIFICATION.....	8
ASSEMBLIES	8
AT-RISK COORDINATOR	8
ATTENDANCE / ABSENCES.....	9-10
BAD WEATHER	10
BICYCLES	10
BIRTHDAYS.....	10
BUILDING ASSISTANCE TEAM (BAT).....	11
CAFETERIA / LUNCH.....	11
CHANGE OF ADDRESS / PHONE NUMBERS.....	12
CHARACTER COUNTS!	12
CHILD CUSTODY	12
CHILD ILLNESS/ABSENCES.....	13
COMMUNICATIONS TO AND FROM SCHOOL	13
COMPLAINT AND GRIEVANCES.....	14
DANGEROUS WEAPONS	14
DISCIPLINE	14-17
DRESS AND APPEARANCE.....	17
DRILLS.....	17
DUAL ENROLLMENT STUDENTS.....	18
DUE PROCESS.....	18
EARLY DISMISSALS.....	18
EDUCATIONAL RECORDS	18
EMERGENCY INFORMATION.....	18
EXCUSING PUPILS FROM RECESS/PE.....	19
EXPULSION AND SUSPENSION.....	19

FIELD TRIPS.....	19
GUM.....	19
GYMNASIUM.....	19
HALLWAY CONDUCT	19
HARASSMENT OF STUDENT(S) BY OTHER STUDENT(S),.....	20
INITIATIONS, OR HAZING	20
HARASSMENT OR ABUSE OF STUDENTS BY EMPLOYEES	20-21
HEALTH / IMMUNIZATIONS / MEDICATION	21
HEALTH SERVICES.....	21
HOMEWORK.....	21
HUMAN GROWTH AND DEVELOPMENT	22
ILLNESS AND INJURY	22
LEAVING CAMPUS	22
LOST AND FOUND	22
MEDIA CENTER	22
PARENT / TEACHER ORGANIZATION	22-23
PARENT VISITATION	23
PETS.....	23
PHONE USE.....	23
PROMOTIONS AND RETENTIONS	23
RECESS	23-24
RELEASE OF INFORMATION AND PHOTOGRAPHS	23
REPORT CARDS AND CONFERENCES.....	23
RESOURCE PERSONNEL AVAILABLE TO PARENTS/STUDENTS.....	23
RIDING A SCHOOL BUS	24-25
SCHOOL SCHEDULE.....	25
SEARCH AND SEIZURE.....	25
STANDARDIZED TESTING	25
STUDENT FEES	26
STUDENT VISITORS.....	26
STUDY SKILLS AND ASSIGNMENT NOTEBOOKS.....	26
TEXTBOOKS.....	26
TOBACCO - ALCOHOL - DRUGS	27
VANDALISM	27
WITHDRAWALS	27
APPENDIX I – BOARD POLICIES REGARDING TECHNOLOGY	28-36

ADMISSIONS

New preschool students must be 4 years old on or before September 15th of the school year in which they are enrolling. New kindergarten students must be 5 years old on or before September 15th of the school year in which they are enrolling. New first grade students must be 6 years old on or before September 15th. A physical examination is required when a student enters school for the first time. Ages must be verified by a birth certificate and immunization records must be complete.

Upper level students who are transferring from other schools should arrange to provide copies of their academic record to ensure their admission to the proper classes.

AFFIRMATIVE ACTION

Title IX, part of Martensdale-St. Marys School Affirmative Action Plan, assures that students, employees and volunteers will not be subjected to discrimination based on sex, marital status, creed, color and national origin.

The Affirmative Action Plan also guarantees equal opportunities in employment regardless of national origin, race, creed, marital status, age, sex, color or handicap.

ASBESTOS NOTIFICATION

Pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA), a copy of the Asbestos Management Plan is available for review by all parents, teachers, employees, etc.

ASSEMBLIES/CONCERTS

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include athletics, cultural and character education presentations, and professional speakers. There is often a significant investment of time and money in preparation for an assembly program. Student attendance is expected (unless a written parental excuse is received by administration), not an option. Special attention to etiquette and good citizenship is expected of all students. Parents are always welcome.

AT-RISK COORDINATOR/COUNSELOR

The elementary at-risk coordinator is available to assist students with questions regarding career choices, social problems, and crisis situations, etc. Students are encouraged to make use of this professional by arranging for an appointment through their classroom teacher. The name of the elementary at-risk coordinator is Jen Pribil, and she can be reached through the elementary school office.

ATTENDANCE / ABSENCES

Regular and punctual patterns of attendance will be expected of each student enrolled in the Martensdale-St. Marys elementary school. Students should strive to maintain a good attendance record because there is a direct correlation between attendance and academic success in school. Students are expected to attend school from 8:25 a.m. – 3:15 p.m. every day.

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

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

The following absences will be excused, providing the office has been notified by the parent or guardian of the absence:

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

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

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

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

Letters will be sent home informing parents/guardians of excessive absences or tardies each semester. Parents may be required to meet with school officials in this event. In the event of excessive, unexcused absences, the County Attorney may be contacted.

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

In the case of an excused absence as described above, students whose absence is approved shall have an

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

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

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

- Punctuality is also one of the self-disciplines that are essential for students. Any student who arrives to school later than 8:25 a.m. must go to the office for a pass in order to be admitted to class. Excessive tardiness to school could result in disciplinary action including loss of recess, detention, suspension, or referral to Juvenile Court.

BAD WEATHER

School may be postponed, canceled or dismissed early due to inclement weather conditions. Information may be obtained by listening to radio stations WHO, KJJY, KLYF or watching WHO, KCCI or WOI television.

BICYCLES

We suggest that students record their bicycle serial numbers. When traveling to and from school, students must obey all traffic regulations. Students are not allowed to ride the bikes away from the bike rack, instead they must walk them off school grounds before mounting them.

The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bikes by providing bike racks to which students may chain their bikes. Locks/chains are to be provided by the students. Bikes are never to be ridden on school grounds. Skateboards, scooters, roller-skates, roller-blades, and "shoe skates" are prohibited. Safety for all students coming to and leaving MStM is of the utmost concern in determining these guidelines.

BIRTHDAY PARTIES

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

BUILDING ASSISTANCE TEAM (BAT)

If teachers have a consistent academic or behavioral concern about a student, they may bring these concerns to BAT. The team will plan possible modifications and interventions to assist the student and teacher. This team consists of principal, classroom teachers, special education teachers, and AEA team members.

CAFETERIA / LUNCH

The school provides a hot lunch program with well-planned and varied menus. If cold lunches are sent, they should be equally nutritious. Due to several nut allergies, all peanut and nut related products are prohibited. Monthly menus are published in the district newsletter and announced daily during morning announcements. Carbonated pop beverages are discouraged during lunch.

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

Lunch money should be given to the homeroom teacher first thing in the morning. Send your student's money in an envelope with his/her name and teacher's name. If you have more than one child attending MStM schools and have not yet done so, you may contact the office to change to a family lunch account so that separate checks are not necessary. Payment is available online through the mstm.us website. Click on JMC and then click on whichever age division your child will be under. Follow the prompts from there to make deposits. Please remember separate deposits will be required if you have children in elementary and high school.

Some children are eligible for either free meals or reduced-price meals, based on family income. The forms for free or reduced-price meals were handed out at registration, if you did not get a form, please let us know. To apply for free or reduced-price meals, please fill out the appropriate application as soon as possible, sign it, and return it to the school. Please answer all questions on the form. An application which does not contain complete information on household members and income cannot be used by the school. If information is missing, your child may be denied the meal benefits. If you have any questions or need help in filling out the application form, please contact Karen Tomlinson at 641/764-2466. You will be notified when the application is approved or denied. This information is confidential.

If for any reason your child needs to charge lunch, only \$20 of charges will be allowed on a family account. Students will receive written reminders if the balance in their lunch accounts becomes low. Students may buy ala-carte items after consuming their lunch if they have money in their accounts. We strongly encourage all elementary students to eat lunch. If for some reason, you do not wish your child to eat lunch, you must send us a written note for each instance.

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

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

CHANGE OF ADDRESS / PHONE NUMBERS

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

CHARACTER COUNTS!

The mission of the MStM Character Counts! program is to empower all students to succeed in a changing world by promoting positive youth development through teaching, enforcing, advocating, and modeling the Six Pillars of Characters. The pillars are Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. Character Counts! is taught by classroom teachers and infused throughout the elementary curriculum.

CHILD CUSTODY

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

I. Access to Information:

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

- A. We will assume the parental rights of the absent parent have not been severed unless contrary evidence is presented. A court document is needed for evidence.
- B. It is the responsibility of the absent parent to contact the school to express a desire for information about the child. If the absent parent has not contacted us this school year, we have no responsibilities to them.
- C. If the absent parent has contacted someone at school; asked to be informed of school events and his/her child's progress; and provided an accurate address, we will provide the following information:
 - 1. parent newsletters
 - 2. notice of parent-teacher conferences
 - 3. a copy of the report card/progress report
 - 4. notice of a staffing or other significant event in which the child's progress will be discussed
 - 5. access to the student's school records

CHILD ILLNESS/ABSENCES

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

- Had a temperature of 100 degrees or more in the past 24 hours;
- Vomited in the past 8 hours;
- Had diarrhea in the past 8 hours;
- A bacterial infection (strep throat, etc.) that has not been treated with an antibiotic for 24 hours;
- Constant cough that would disturb both your child and the class;
- A communicable disease (chicken pox, impetigo, etc.) and has not received written authorization from your doctor or school nurse for readmission to the classroom; or
- An ailment that would override your child's learning.

If your child will be absent, please call the school secretary before 9:00 a.m. and give her your child's name, teacher and reason for the absence. Your calls are appreciated because if your child is absent and the school has not been notified, the school will attempt to notify each parent. Please call EACH day your child is absent. You may call and leave a message on the answering machine at any time.

COMMUNICATIONS TO AND FROM SCHOOL

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

The district newsletter is mailed monthly or available on-line at (www.mstm.us). An elementary newsletter is sent home with students periodically. If you would like anything added to the elementary newsletter, please contact the principal.

Also, students in grades 2-6 have planners which contain homework assignments and a space for daily communication between parents/teachers. Please get in the habit of checking your student's planner each evening.

COMPLAINTS AND GRIEVANCES

The Martensdale-St. Marys Community School District Complaint resolution is for the use of students, parents, teachers, other organizations, or concerned individuals wishing to register complaints regarding violations of this district's Chapter Programs, the Multi-Cultural/Gender Fair program, or applicable provisions of the General Education Provisions Act in connection with programs under this Title and Code of Iowa.

INFORMAL LEVEL - Anyone with a serious concern or a complaint should first discuss it with the teacher. Hopefully, the matter can be cleared up. If the person is not satisfied the next step is to discuss it informally with the principal. Little concerns need to be handled while they are minor and not wait until they become major concerns. Should the complaint not be satisfied then the next step is to follow the steps in the Formal proceedings.

FORMAL - Anyone with a serious concern or complaint should put the complaint in writing. The principal shall investigate said complaint.

PRESENTATION OF EVIDENCE - If the complainant or the complaint's representative, or both are not satisfied with the Principal's resolution, they may present their evidence to the Superintendent, which includes an opportunity to question parties involved. Should the complainant or complainant's representative, or both, not be satisfied with the Superintendent's resolution, they may appear before the Board of Education.

DANGEROUS WEAPONS

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

DISCIPLINE/BEHAVIOR PLAN

Martensdale-St. Marys Elementary School-Wide Discipline Plan

Purpose of the plan

- Provide a standard set of behavior expectations and procedures for PK-6
- Keep students and staff safe
- Reinforce responsibility for actions
- Model, teach and promote good choices and positive character
- Provide consistent and equitable standards of behavior
- Establish and maintain an atmosphere that is conducive to learning

Character Traits to be Modeled and Reinforced

- Respect
- Responsibility
- Fairness
- Trustworthiness
- Caring
- Citizenship

Behavior Goals

Each student will...

Be Respectful

- Be kind to self and others
- Take care of school property
- Respect personal space
- Listen when others are talking
- Be on time for school/ class

Be Responsible

- Make good choices
- Take care of yourself
- Help when needed
- Complete work on time
- Listen and follow directions

Be Fair

- Be inclusive
- Treat others how you want to be treated
- Play by the rules

Be Trustworthy

- Always be honest
- Be loyal
- Be reliable

Be Caring

- Be kind
- Express gratitude
- Help people in need
- Forgive others

Be a Good Citizen

- Cooperate
- Volunteer
- Obey rules
- Respect authority

Behavior Expectations

Lunchroom:

1. Follow directions of all staff
2. Keep hands, feet and objects to yourself
3. Use inside voices only
4. Remain in your seats until dismissed
5. Clean up your area before leaving

Library:

1. Use quiet voices in the library
2. Keep hands, feet and objects to yourself
3. Handle materials and equipment with care
4. Clean up your work area before leaving
5. Do not remove any books, materials or equipment without checking them out first

Hallways:

1. Keep hands, feet and objects to yourself and off of walls
2. Walk quietly while in the hall

Recess:

1. Play where directed
2. Line up when teacher signals
3. No rough play or tackle games
4. Things on the ground stay on the ground
5. Use equipment safely and appropriately

Restrooms:

1. Use restrooms appropriately.
2. Use an inside soft voice
3. Leave the restroom area clean and neat

Assemblies:

1. Sit flat
2. Voices off
3. Applaud appropriately
4. Show respect
5. Keep hands, feet, and objects to yourself

Reinforcement of Behaviors

- Students will be given “gold cards” for demonstrating behavior/actions beyond expectations
- Monthly Character Counts! assemblies and pizza parties will be awarded to deserving students and classes
- Rule violations will be handled by all staff within the school
- Violations will fall into two categories as described in the following section

Level I Behaviors:

These will be handled by teachers and staff who witness the behavior. If the misbehaviors become habitual, the school counselor and/or the principal may become involved. The teacher will contact the parents to inform them of the incident and the consequences that will follow. This contact will be made by phone or email. A behavior form will also be sent home.

Level I behaviors include:

- Cheating, lying, untruthfulness
- Open defiance
- Excessive taunting/teasing of students
- Throwing objects
- Electronic devices out during school
- Talking back/arguing with staff members
- Excessive talking (after multiple warnings)
- Inappropriate gestures or language
- Derogatory or negative notes/pictures

Consequences for these behaviors:

- Loss of recess (one or more days)
- Removal from class (sent to another teacher’s class to sit in the back quietly in isolation)
- Removal from peers in the lunchroom
- Loss of other privileges as determined by the teacher

Level II Behaviors:

Certain offenses require a referral to the office. These are categorized as level two behaviors. For more serious offenses, such as weapons, threats and intimidation, drugs, and inflicting bodily harm on others, law enforcement may be called. When a student is referred to the office, the office will notify the parent by phone call, letter/note, and/or email.

Level II behaviors include:

- Fighting (two active parties/all parties involved)
- Bullying of other student(s)
- Biting or spitting on others
- Vandalism
- Physical aggression towards staff or students
- Weapons/dangerous instruments/drugs
- Stealing
- Harassment or inappropriate touching
- Insubordination/refusal to follow staff directives
- Ethnic/racial/gender slurs
- Habitual level I behaviors

Consequences for these behaviors:

- Loss of recess (multiple days)
- In-school suspension (spent in office)
- Out of school suspension
- Referral to sessions with school counselor
- Cleaning up acts of vandalism committed
- Loss of other school privileges as determined by the principal
- Expulsion by the Board of Education

DRESS AND APPEARANCE

The appearance of the students reflects the quality of the school, their conduct, and their schoolwork. All students are expected to dress and groom themselves neatly. Shirts and shoes must be worn at all times. Sleeveless or tank tops must have shoulder straps measuring at least two finger widths. Tube tops and halter tops must be covered with another shirt. Midriffs must not be exposed.

In addition, the following clothing and types of dress are prohibited:

- Clothing which may be hazardous to the health and safety of any individual
- Hats and caps
- Coats worn in the classroom
- Clothing with wording, pictures or illustrations relating to advertising of alcohol, tobacco or drugs, sexually suggestive slogans, or foul language
- Dress or material which contains any print or image that is derogatory to any race, gender, or ethnic group.
- Wearing pants or shorts that have holes or tears above the bottom of the hip line, clothing that is too tight, too revealing, or inappropriate for school

DRILLS

Fire and tornado drills are held periodically to acquaint students with the precautions to be taken if an emergency occurs. Cooperation and quick movements are extremely important.

A fire alarm is a series of short blasts of the alarm horn. All persons in the building are to leave by way of the nearest exit. Follow instructions that are posted in each room for the proper emergency route.

A tornado alarm is a long, continuous blast of the alarm horn. Students should immediately report to their class teacher for directions. Once they have arrived at the designated storm shelter area, students should remain low and quiet so that further instructions can be conveyed.

DUAL ENROLLMENT STUDENTS

Home school students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the elementary school office. The district's home school coordinator is Mr. Tom Wood.

DUE PROCESS

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

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

EARLY DISMISSALS

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

EDUCATIONAL RECORDS

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

EMERGENCY INFORMATION

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

1. The names and phone numbers of the parents' home and place of employment.
2. Complete and up-to-date address.
3. The name of the family physician.
4. Relatives or friends to be called in case of an emergency.
5. Authorization by the parent to take the injured child to the family physician.

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

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

EXCUSING PUPILS FROM RECESS/PE

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

EXPULSION AND SUSPENSION

Expulsions:

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

Suspensions:

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

FIELD TRIPS

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

GUM

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

GYMNASIUM

The gymnasium may not be used for recreational purposes except when a faculty member provides direct supervision and when approved by the administration. **AT NO TIME ARE STREET SHOES TO BE USED ON THE GYM FLOOR.**

HARASSMENT OF STUDENT(S) BY OTHER STUDENT(S), INITIATIONS, OR HAZING

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

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

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse
- pressure for sexual activity
- repeated remarks to a person with sexual or demeaning implications
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats

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

- verbal, physical or written harassment or abuse
- repeated remarks of a demeaning nature
- implied or explicit threats concerning one's grades, job, etc.
- demeaning jokes, stories or activities

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

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

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

HARASSMENT OR ABUSE OF STUDENTS BY EMPLOYEES

The school district does not tolerate 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 Mr. Michael

Crozier at 515/764-2486 as its Level I investigator. The level II investigator is the Warren County Sheriff's Department in Indianola, Iowa.

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

HEALTH / IMMUNIZATIONS / MEDICATION

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certification are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements.

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

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

If your youngster needs to take medicine at school, your child should bring it to the nurse's office first thing in the morning. **BY LAW, WE CANNOT DISPENSE MEDICATION UNLESS IT IS IN THE ORIGINAL LABELED CONTAINER.** Over-the-counter drugs, such as aspirin and cough syrup, are dispensed under the same guidelines.

HEALTH SERVICES

The school nurse's office is located across from the elementary office. The school nurse, Alene Kirvin, is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries, and assistance in health teaching and vision screening. Please be sure to contact the nurse if your child has any unusual health problems. Please call the school nurse if your child is absent from school due to a communicable disease. Precautions may be taken to protect other children.

The nurse's office is open from 8:30 a.m. to 3:15p.m., daily. School health personnel are on call if any emergency should occur.

HOMEWORK

Homework is important. It is an extension of the learning that takes place in school. Homework can provide

practice and reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. Also, students in grades 2-6 have an assignment book that is provided by the school. It is completed each day with assignments and homework. This is an excellent way to communicate between home and school.

HUMAN GROWTH AND DEVELOPMENT

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum before it is introduced to the students in 5th grade. The teacher will send home a notice prior to classroom instruction. Parents may have their child excused from human growth and development instruction, if they so decide. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

ILLNESS AND INJURY

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

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

LEAVING CAMPUS

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

LOST AND FOUND

All clothing found on the campus, regardless of its value, is placed in the lost and found box in the elementary hallway. Money, jewelry, or any other articles of value are turned into the office. Students may claim them after proper identification. If your child has lost an article of clothing, be sure they check the lost and found box. The school is not responsible for lost or damaged items. Items which are not claimed by the end of the year are donated to local charitable institutions.

MEDIA CENTER

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

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

PARENT / TEACHER ORGANIZATION

The elementary PTO was reactivated in 1993, and meets monthly at 6:30 p.m. The main purpose of the PTO is to provide better communication between the teachers and parents.

The PTO sponsors several fundraisers throughout the year, and the funds are used to benefit the students and staff at MStM. All elementary parents are encouraged to become active in the PTO. The PTO asks parents to assist with many of their projects. MStM School considers its parent volunteers as a very special resource. Parents are encouraged to help in all classrooms, programs, the office, and at extra-curricular activities. Please call the office if you have time or skills you can donate to make our school a better place for students to learn and grow.

PARENT VISITATION

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

PETS

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

PHONE USE

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

PROMOTIONS AND RETENTIONS

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

RECESS

Recess is part of the daily schedule. It provides an opportunity for physical exercise, for release of energies, and for relaxation with friends. A doctor's note is needed in order for a child to be excused from recess for more than two days. The note should state the nature of the illness that prevents the child from participating in recess.

Supervised play times are the morning, noon, and afternoon recesses. At least one adult is on the playground during regularly scheduled breaks. The playground is not supervised before or after school, and students are expected to leave for home immediately following dismissal.

Students are to follow the directions of the playground supervisor, teacher, or parent volunteer. Dangerous play or play which is not appropriate may cause a student the loss of recess or an office referral.

Outdoor recess is held except during inclement weather. During cold weather, the current outdoor temperature and the wind-chill factor are monitored. When temperatures or wind chill is below 15 degrees, recess will be indoors.

Students are asked to dress appropriately for the weather. Weather changes occur quickly, so children need to be dressed in a manner to reflect any seasonal change in weather. If anyone is in need of special assistance, please contact the school nurse.

RELEASE OF INFORMATION AND PHOTOGRAPHS

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

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

Objections to release of information or photographs must be submitted to Ms. Jean Peterson, Superintendent, 390 Burlington, Martensdale, IA 50160. Appropriate district staff will be informed of the objection to release of information or photographs. The directory information form, available at registration, may also be turned in.

REPORT CARDS AND CONFERENCES

Report cards are issued four times a year, at the conclusion of the 1st, 2nd, 3rd, and 4th quarters. Parent-teacher conferences are held in fall and spring and at any time that either the parent or teacher requests.

RESOURCE PERSONNEL AVAILABLE TO PARENTS/STUDENTS

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

RIDING A SCHOOL BUS

Safe school transportation is considered an integral part of the total educational program within the Martensdale-St. Marys Community School District. The primary purpose of school buses is to transport pupils from home to school and return safely. The MStM Board of Education recognizes that a safe school bus operation is only possible with the full cooperation of our parents, students, and school staff. Please read the following duties and

responsibilities of school bus passengers carefully and do your part in ensuring an accident-free school bus transportation program for MStM Schools.

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

1. Leave home early enough to keep bus on schedule.
2. Enter the bus in an orderly manner, and take your seat.
3. Follow the instructions of the school bus driver.
4. Remain seated while bus is in motion.
5. Keep your head, arms, and hands inside the bus.
6. Keep aisles clear at all times.
7. Be courteous to bus driver and fellow passengers:
Loud voices, profanity, fighting or throwing objects will not be allowed.
8. Help keep your bus clean. Use waste paper baskets.

CONSEQUENCES

1st Offense	-	Verbal warning from bus driver
2nd Offense	-	Written warning to parents & principal from bus driver
3rd Offense	-	Meeting with student, parent(s), principal and bus driver
4th Offense	-	Two week suspension from bus

SCHOOL SCHEDULE

Office Hours: 7:30 a.m. – 3:30 p.m.

8:00 a.m.: breakfast is served

8:00 a.m.: teachers begin supervision duties

8:20 a.m.: students admitted to classrooms

8:25 a.m.: tardy

3:15 p.m.: bus riders and walkers dismissed

No elementary student should be on school property before 8 a.m. at which time breakfast service begins.

Teachers are not required to begin supervision duties before 8:00 a.m. If your schedule mandates that your child arrives at school before 8:00 a.m., you will need to arrange and pay for daycare supervision in our on-site daycare. Students are not to be on school property after 3:25 p.m. unless they are in a supervised activity. Students attending various school-sponsored night activities are reminded that they are expected to behave in a responsible manner.

SEARCH AND SEIZURE

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

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

STANDARDIZED TESTING

Students are given DIBELS testing for grades PreK-6th three times a year. ITBS tests are given in grades 3rd-6th in

the winter. Cognitive Abilities Tests (COGAT) are given to grades 3 and 5 to assist in the selection of students for the district talented and gifted program as well as for identifying sixth grade students who may benefit from advanced placement in junior high. All students are tested unless they are specifically excluded by their Individual Education Plans.

STUDENT FEES

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact Karen Tomlinson, elementary secretary for a waiver form. This waiver does not carry over from year to year and must be completed annually.

STUDENT VISITORS

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

STUDY SKILLS AND ASSIGNMENT NOTEBOOKS

In order to develop good study habits and become better organized students are required to write their assignments in an assignment notebook. Each 2nd-6th student will receive a MStM School Assignment Notebook at the beginning of each quarter. Parents and teachers are expected to check student's assignment notebooks from time to time and use the area provided to keep in touch about the student's progress. Replacement assignment notebooks are \$5.00 each. Students are expected to complete class assignments.

The following are suggestions that you, the parent/guardian, can use to help your child study at home:

1. Let your child choose a place to study, preferably furnished with a desk or table.
2. Provide a good light and a straight-back chair. Study time is not a time to relax or daydream.
3. Have available all of the materials and reference books that may be needed, such as paper, pencils, encyclopedia, dictionary, etc.
4. Insist that the study area is quiet.
5. Explain to other members of the family the importance of being quiet during the study time.
6. Show willingness to assist your child when the need arises.
7. Help your child by creating an environment conducive to studying.

Parents' involvement in a student's education can mean the difference between success and failure. Helping your child with his/her study skills can make a difference in his/her grades and also communicate the importance of school.

TEXTBOOKS

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

registration fees for the upcoming year.

TOBACCO - ALCOHOL - DRUGS

Code No. 905.2

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

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

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

This policy will be communicated as follows:

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

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

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

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

Cross Reference: 404.6 Employee Conduct and Appearance
1004.2 Regulations Concerning the Use of School District Facilities

VANDALISM

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

WITHDRAWALS

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

APPENDIX I – Board Policies Regarding Technology

Code No. 605.4

TECHNOLOGY AND INSTRUCTIONAL MATERIALS

The board supports the use of innovative methods and the use of technology in the delivery of the education program. The board encourages employees to investigate economical ways to utilize multi-media, computers, and other technologies as a part of the curriculum.

It is the responsibility of the superintendent to develop a plan for the use of technology in the curriculum and to evaluate it annually. The superintendent will report the results of the evaluation and make a recommendation to the board annually regarding the use of technology in the curriculum.

**NOTE: This is a mandatory policy and reflects the educational standards.
For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20
#1-August 31, 2007.**

Legal Reference: Iowa Code § 279.8 (2007).
281 I.A.C. 12.3(12), 12.5(10), .5(22).

Cross Reference: 602 Curriculum Development
605 Instructional Materials

Code No. 605.6

INTERNET - 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.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses (*will not/may*) be issued to students. If a student already has an electronic mail address, the student (*will not/may, with the permission of the supervising teacher,*) be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measure to protect students from inappropriate access.

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

Note: For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 14 #4- July 6, 2001.

Legal References: Iowa Code § 279.8 (2007).

Cross References: 502 Student Rights and Responsibilities
506 Student Records
605.5 School Library

Code No. 605.6E1

INTERNET ACCESS PERMISSION LETTER TO PARENTS

Your child has access to the Internet. The vast domain of information contained within Internet's libraries can provide unlimited opportunities to students.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses (*will/will not*) be issued to students at this time. If a student already has an electronic mail address, he/she (*will not/may, with permission of the supervising teacher*) 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 user 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 polices 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/their own 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.

Please sign the form if you would like your child to be granted Internet access and return the permission form to your child's school.

Student Name _____ Grade _____

School _____ Date _____

(Parent or guardian's signature)

If you have granted your child Internet access, please have them respond to the following:

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.

I agree to be responsible for payment of costs incurred by accessing any Internet services that have a cost involved.

(Student signature)

Code No. 605.6E2

INTERNET APPROPRIATE USE VIOLATION NOTICE

Student: _____

Teacher: _____

Date: _____

Students who access restricted items on the Internet are subject to the appropriate action described in the school's discipline policy or student handbook or to the following consequences:

_____ First Offense:

The above student has violated the Student Internet Policy by intentionally accessing restricted material. He/she may lose Internet access for up to three weeks at the discretion of the supervising teacher. A second offense will result in the student losing Internet access for a period _____.

_____ Second Offense:

The above student has violated the Student Internet Policy by intentionally accessing restricted material for a second time. As a consequence of this violation the above student has lost Internet access for a period _____.

_____ Third Offense:

The above student has violated the Student Internet Policy by intentionally accessing restricted material for a third time. As a consequence of this violation the above student has forfeited all Internet privileges for a period of _____ or the balance of the school year.

I. Responsibility for Internet Appropriate Use.

- A. The authority for appropriate use of electronic Internet resources is delegated to the licensed employees.
- B. Instruction in the proper use of the Internet will be available to employees who will then provide similar instruction to their students.
- C. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, discharge.

II. Internet Access.

- A. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.
- B. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses (*will not /may*) be issued to students at this time.
 - 1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.
 - 2. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
 - 3. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.
 - 4. To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.
 - 5. Transmission of material, information or software in violation of any board policy or regulation is prohibited.
 - 6. System users will perform a virus check on downloaded files to avoid spreading computer viruses.
 - 7. The school district makes no guarantees as to the accuracy of information received on the Internet.

III. Permission to Use Internet - Annually, parents will grant permission for their student to use the Internet using the prescribed form.

IV. Student Use of Internet.

- A. Equal Opportunity - The Internet is available to all students within the school district through teacher access. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.

INTERNET - APPROPRIATE USE REGULATION

B. On-line Etiquette.

1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
2. Students should adhere to on-line protocol:
 - a. Respect all copyright and license agreements.
 - b. Cite all quotes, references and sources.
 - c. Remain on the system long enough to get needed information, then exit the system.
 - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
3. Student access for electronic mail will be through (*the supervising teacher's account/their own account*). Students should adhere to the following guidelines:
 - a. Others may be able to read or access the mail so private messages should not be sent.
 - b. Delete unwanted messages immediately.
 - c. Use of objectionable language is prohibited.
 - d. Always sign messages.
 - e. Always acknowledge receipt of a document or file.

C. Restricted Material - Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

D. Unauthorized Costs - If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

V. Student Violations--Consequences and Notifications.

Students who access restricted items on the Internet are subject to the appropriate action described in board policy or regulations or the following consequences:

1. First Violation - A verbal and written "Warning" notice will be issued to the student. The student may lose Internet access for a period of _____ at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.
2. Second Violation - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet privileges for a minimum period of _____.
3. Third Violation - A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet privileges for _____ or for the balance of the school year.

USE OF INFORMATION RESOURCES

In order for students to experience a diverse curriculum, the board encourages employees to supplement their regular curricular materials with other resources. In so doing, the board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for plagiarism, unauthorized copying or using of media, including, but not limited to, print, electronic and web-based materials, unless the copying or using conforms to the "fair use" doctrine. Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research providing that all fair use guidelines are met.

While the school district encourages employees to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of employees to abide by the school district's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for school district staff to violate copyright requirements in order to perform their duties properly. The school district will not be responsible for any violations of the copyright law by employees or students. Violation of the copyright law by employees may result in discipline up to, and including, termination. Violation of the copyright law by students may result in discipline, up to and including, suspension or expulsion.

Parents or others who wish to record, by any means, school programs or other activities need to realize that even though the school district received permission to perform a copyrighted work does not mean outsiders can copy it and re-play it. Those who wish to do so should contact the employee in charge of the activity to determine what the process is to ensure the copyright law is followed. The school district is not responsible for outsiders violating the copyright law or this policy.

Any employee or student who is uncertain as to whether reproducing or using copyrighted material complies with the school district's procedures or is permissible under the law should contact the [principal, teacher or teacher-librarian – choose as many as apply or add others] who will also assist employees and students in obtaining proper authorization to copy or use protected material when such authorization is required.

It is the responsibility of the superintendent, in conjunction with the [principal, teacher or teacher-librarian – choose as many as apply or add others], to develop administrative regulations regarding this policy.

Note: This is a mandatory policy. The policy is based upon federal law. It is strongly recommended the board seek legal counsel prior to making substantive edits to the policy and sample regulation. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #1-August 31, 2007.

Legal References: 17 U.S.C. § 101 et al.
281 I.A.C. 12.3(12).
Cross References: 605.6 Internet Appropriate Use

USE OF INFORMATION RESOURCES REGULATION

Employees and students may make copies of copyrighted materials that fall within the following guidelines. Where there is reason to believe the material to be copied does not fall within these guidelines, prior permission shall be obtained from the publisher or producer with the assistance of the [*principal, teacher, teacher-librarian – choose all that apply or add others*]. Employees and students who fail to follow this procedure may be held personally liable for copyright infringement and may be subject to discipline by the board.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. Under the fair use doctrine, each of the following four standards must be met in order to use the copyrighted document:

- Purpose and Character of the Use – The use must be for such purposes as teaching or scholarship.
- Nature of the Copyrighted Work – The type of work to be copied.
- Amount and Substantiality of the Portion Used – Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- Effect of the Use Upon the Potential Market for or value of the Copyrighted Work – If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

Authorized Reproduction and Use of Copyrighted Material Reminders:

- Materials on the Internet should be used with caution since they may, and likely are, copyrighted.
- Proper attribution (author, title, publisher, place and date of publication) should always be given.
- Notice should be taken of any alterations to copyrighted works, and such alterations should only be made for specific instructional objectives.
- Care should be taken in circumventing any technological protection measures. While materials copied pursuant to fair use may be copied after circumventing technological protections against unauthorized copying, technological protection measures to block access to materials may not be circumvented.

In preparing for instruction, a teacher may make or have made a single copy of:

- A chapter from a book;
- An article from a newspaper or periodical;
- A short story, short essay or short poem; or,
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

A teacher may make multiple copies not exceeding more than one per pupil, for classroom use or discussion, if the copying meets the tests of "brevity, spontaneity and cumulative effect" set by the following guidelines. Each copy must include a notice of copyright.

- Brevity
 - A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words;

- Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work, whichever is less may be copied; in any event, the minimum is 500 words;
- Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph;