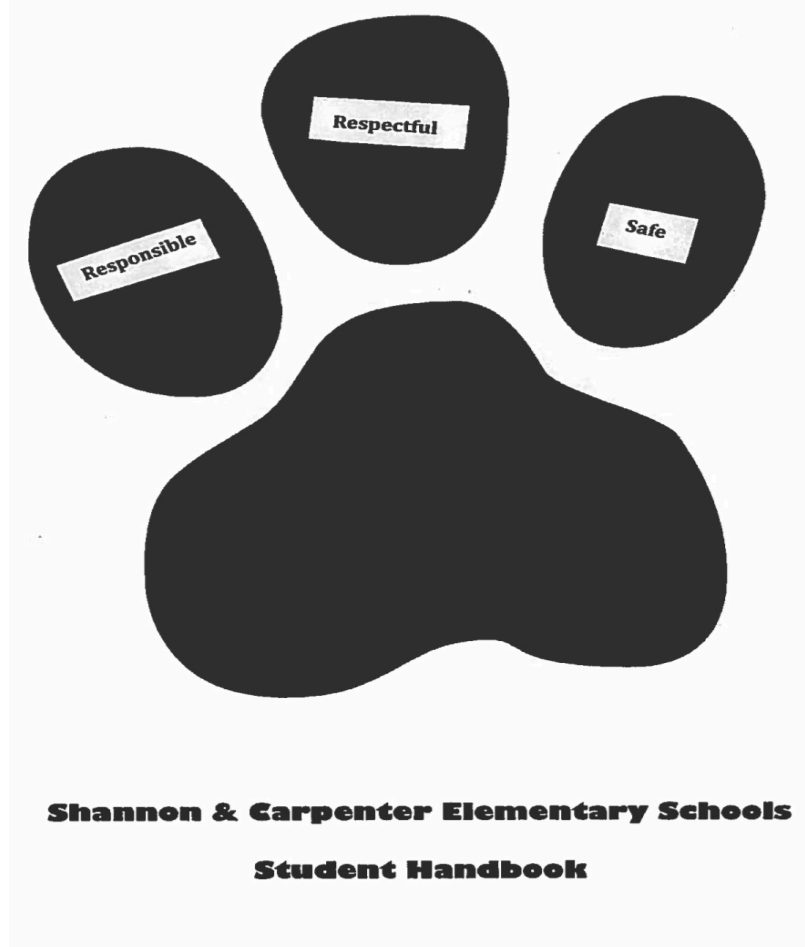




## Monticello Community School District



**2017-2018**

### *Notice of Nondiscrimination-Policy #102.0E2*

*Students, parents, employees, and others doing business with or performing services for the Monticello Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age, national origin, religion, sex, sexual orientation, disability, creed, marital status, gender identity, socio-economic status, physical attributes, physical or mental ability, ancestry, political party preference, political belief, familial status, and genetic information in admission or access to, or treatment in, its programs, activities, or in 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, Brent Meier at 217 South Maple Street, Monticello, Iowa, 319-465-5963, [brent.meier@monticello.k12.ia.us](mailto:brent.meier@monticello.k12.ia.us). Any person having inquiries concerning the school district's compliance with state and federal laws and regulations concerning discrimination is directed to contact: Superintendent of Schools, 711 South Maple Street, Monticello, Iowa 52310, (319) 465-5963. This individual has been designated by the school district to coordinate the school district's efforts to comply with all state and federal laws and regulations concerning discrimination.*

***Approved: July 24, 2017***

# **Monticello Community School District**

## **Mission Statement:**

The Mission of the Monticello Community Schools, a District striving for educational excellence, is to prepare students through challenging experiences, to be caring, productive, creative citizens who will possess a desire to be lifelong learners.

## **Vision:**

Providing rigorous, authentic personalized learning utilizing the local and global community

## **Core Values:**

Effective Instruction ~ Technology & 21<sup>st</sup> Century Learning ~ Collaborative Relationships

**2017-18**

## **Monticello Board of Education**

Angie Beitz-President

Peg Mere-Vice President

Bud Johnson

John Schlarmann

David Melchert

## **Handbook Guidelines**

This document is provided as a guideline to support students and parents. This handbook cannot anticipate every situation or answer every question about policy or practice. The school board allows the superintendent the discretion to interpret and apply the rules in this handbook. In addition, the school board reserves the right to interpret and apply the rules in this handbook, if necessary. Additional information related to this handbook may be included in Board Policy.

The District may from time to time adopt and publish changes in these rules. Such changes shall become effective only after they have been board approved.

## TABLE OF CONTENTS

Enrollment in District .....	1
Mandatory Immunizations .....	1
Arrival Time .....	2
Attendance/Tardies .....	2
Appearance and Dress .....	3-4
Bicycles .....	4
Birthdays/Class Snacks .....	4
Book Orders .....	4
Buses/Transportation .....	4
Bus Pass .....	5
Inclement Weather .....	5
Bus Behavior .....	5-6
Cell Phones .....	7
Disaster Plans .....	7
Dropping off/Picking up students .....	7
Drug Free Schools (Smoking-Drinking-Drugs) .....	7-8
Equity Compliance Violation – Grievance Procedure .....	8-9
Fees – Breakfast/Lunch Program .....	10-11
Field Trips .....	11
Health of Students .....	11
Communicable Diseases .....	11
Medication at School .....	11-12
Health Screenings .....	12
Homeless Information .....	12-13
Lost and Found .....	13
Parent/Teacher Conferences .....	13
Schedules .....	13
Search and Seizure .....	14
Solicitation and Fundraisers during School .....	14
Specialized Programs and Services .....	14
Vision and Belief Discipline Statement .....	15
Student Conduct .....	15-16
Positive Behavior Interventions and Supports .....	16
Key Features of PBIS .....	16
Office Referrals .....	16-18
Recording of Disciplinary Actions .....	19
Discipline Appeals Process .....	19
Harassment – Student Handbook Provision .....	19-21
Prohibition of Harassment .....	21
Student Insurance .....	22
Telephone Use .....	22
Things Not to Bring to School .....	22
Visitors .....	23
Volunteers .....	23
Wednesday Night Policy .....	23
Elementary Staff Listings .....	24
Shannon Elementary School Supply List .....	25
Carpenter Elementary School Supply List .....	26
Shannon Elementary School Map .....	27
Carpenter Elementary School Map .....	28

**ENROLLMENT IN DISTRICT - Policy #501.1**  
**MANDATORY IMMUNIZATIONS - Policy #506.3**

Children wishing to enroll in kindergarten must be at least five (5) years of age on or before September 15th of the year in which they wish to enroll. You must present a birth certificate or other comparable evidence of age before that child may enroll.

State Law requires all parents of students K-12 to submit proof of immunization upon school enrollment.

**DTaP** - Diphtheria, Pertussis, (Whooping Cough), Tetanus – five doses required if born after Sept. 15, 2003

**MMR** - Two doses after 12 months

**Hepatitis B** - Three doses.

**Varicella (chicken pox)** – Two doses after 12 months required unless documentation of natural disease received

**HIB** vaccines are required for ECSE and preschool students. Please see the nurse regarding this requirement.

**Pneumococcal** – vaccines are required for ECSE and preschool students. Please see the nurse regarding this requirement.

**Polio** – four doses are required with one dose required after the age of 4 years if born after Sept. 15, 2003

Meningococcal – One dose required for grades 7th and up if born after Sept. 14, 2004. Two doses required for grade 12 if born after Sept. 15, 1999.

This immunization information must be on file **prior to the child attending classes.**

**DENTAL SCREENING:** A state dental a dentist or dental hygienist prior to the child enrolling in the fall of his/her kindergarten year should complete screening form. Forms can be picked up in the Principal's office or at the dentist's office. If dental screening forms are not completed, the Department of Dental Health I-Smile Program will send a registered dental hygienist to do a free screening of those students. Parents who do not want their child screened by the I-Smile dental hygienist will need to indicate that in writing to the Principal prior to October 1 of current year.

**LEAD SCREENING:** Date and results are to be reported to the school prior to the child enrolling in the fall. Your health care provider can fill out the lead screening results on the school health physical form.

**VISION SCREENING:** It is recommended that your child be screened by an eye care professional prior to enrolling in the fall.

**HEARING SCREENING:** Grant Wood Area Education Agency (GWAEA) screens all students in Alternative Kindergarten (AK), kindergarten, and grades 1, 2, and 5. Students in the Early Learning Program with IEP's will be screened. Students in grades 3, 4, middle, and high school, who are new to the school, that don't have a documented normal hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parent/guardians not wishing their child's hearing tested should notify the health office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing should contact the school nurse.

## **ARRIVAL TIME / COMPULSORY ATTENDANCE - Policy #502.1**

Students at Carpenter and Shannon Schools should plan to arrive at school **no earlier than 7:50 a.m.**

Students should not expect to use this time as a play period. There is **no supervision outside the building until 7:50 a.m.**; therefore, students are discouraged to arrive before this time.

Exception: Students that ride the shuttle buses may be on the school site (as necessary) prior to 7:50 a.m.

## **Attendance/Tardies – Policy #502.4**

Attendance has a huge impact on a student's academic success starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school and in life.

Some absences may be unavoidable due to health problems or other circumstances. But, when students miss too much school— regardless of the reason – it can cause them to fall behind academically. Your child is less likely to succeed if he or she is chronically absent—which means missing 18 or more days over the course of an entire school year. Research shows:

- Children chronically absent in kindergarten and 1<sup>st</sup> grade are much less likely to read at grade level by the end of 3<sup>rd</sup> grade.
- By 6<sup>th</sup> grade, chronic absence is a proven early warning sign for students at risk for dropping out of school.
- By 9<sup>th</sup> grade good attendance can predict graduation rates even better than 8<sup>th</sup> grade test scores.

Absences can add up quickly. **A child is chronically absent if he or she misses just two days every month!!**

### **Clearly going to school regularly matters!**

Please ensure that your child attends school every day and arrives on time. Here are a few practical tips to help support regular attendance:

- Make sure your children keep a regular bedtime and establish a morning routine.
- Lay out clothes and pack backpacks the night before.
- Ensure your children go to school every day unless they are truly sick (i.e. - vomiting, fever)
- Avoid scheduling vacations or doctor's appointments when school is in session.
- Talk to teachers and counselors for advice if your children feel anxious about going to school.
- Develop back up plans for getting to school if something comes up. Call on a family member, neighbor, or another parent to take your child to school.

Let us know how we can best support you and your children so that they can show up for school on time every day. We want your child to be successful in school! If you have any questions or need more information, please contact us at school.

If your child is ill and cannot attend school, please notify the office before 8:30am and explain the reason for the absence (including type of illness or symptoms, as the school nurse needs to be aware

of all current illnesses and health conditions). If we do not receive notification by 9:00 am, an automated attendance call will be made to you.

Punctual and regular attendance is extremely important. Parents, if your child is ill and cannot attend school, please call the school office before 9:00 a.m. and explain the reason for the absence (including type of illness or symptoms), as the school nurse needs to be aware of all current illness and health conditions. If you are unable to call, please send a note when your child returns to school.

Absences will be classified “excused” for the following reasons: personal illness, family emergencies, medical or dental appointments necessary to insure the student’s health, and family vacations.

A half-day absence is when a child arrives at school after 10:00 a.m. He/she is marked as absent for the morning. If they leave school before 1:30 p.m., he/she is marked absent for the afternoon.

If your child will be absent for several days, arrangements can be made to send work home or picked up after school. Please contact the school secretary about these arrangements.

An excused tardy is any tardy in which we have a valid call, note, or message from the parent prior to 8:15 a.m. reporting that the child will be tardy (arriving at school after 8:15 a.m.) or when contact with the parent by phone or note is successful. An unexcused tardy is any tardy in which a child arrives at school after 8:15 a.m. and we have not had any contact from the parent before 8:15 (beginning of the school day) and we have been unsuccessful in reaching the parent.

**Leaving school grounds during school hours** – Students are allowed to be picked up with prior written authorization or phone call to the office from parents/guardian. Parents must come in the office to pick up their child. Please inform the office the reason for the student’s absence.

**Family vacations** – If parents elect to take their child out of school, we would like advanced notice (two weeks preferred). Much of what the child loses is the interaction with the teacher relating to the skills that are taught. This cannot be made up.

## **APPEARANCE AND DRESS - POLICY #503.7**

A student’s personal appearance will reflect the high ideals and personal pride that Monticello has in its schools. Personal appearance at school should be reasonable and proper, present no health or safety hazards to the individual or his/her fellow students, or create no undue class disturbance. Students may not wear caps, hats or bandanas **during the school day (8:05 am to 3:15 pm)**. Also, attire which can be interpreted as sexually offensive is prohibited.

Clothing deliberately chosen because it is extremely tight or obviously too small is not in good taste. In addition, the following types of clothing will not be allowed during the day because the likelihood that such attire will cause a material and substantial disruption to the educational process. (**Grades 2- 4 - halter tops, “muscle shirts”, one-straped shirts, inappropriate spaghetti strap shirts, shirts with open backs or sides and shirts that reveal a bare midriff.**)

If a student disrupts the educational process, he or she will first be given the opportunity to change clothes. If that option is not exercised, then the student will be disciplined.

If a student has any questions about the appropriateness of an item of apparel, the student should seek approval prior to wearing the item or bring alternative clothing in case the item of apparel is deemed to be in violation of this policy. Final interpretation of these provisions is the responsibility of the administration. Any questions and/or complaints should be addressed to the administration.

Clothing or any other item with suggestive printing or pictures representing negative ideas, advertising about alcoholic beverages, drugs, obscenities, reference to subversion, or any other products which are illegal for use by minors will not be allowed.

a) **Students will need to wear suitable clothing for physical education class and recess time, such as tennis shoes, (weather temperature permitting) shorts or long pants, jackets, long sleeve sweatshirts. Clean and presentable sweatpants will be allowed. **Students spend time outside each day**, weather permitting, and need to be dressed comfortably.**

b) Warm coats, gloves or mittens, hats, snow pants, and boots are necessary for recess on cold snowy or rainy days.

## **BICYCLES**

All children, who agree to ride safely and with the approval of their parents, are allowed to ride bicycles to school. Once the child arrives at school, the bike is to be parked in the bike rack and left there until the child leaves school. If there is a problem this privilege may be withdrawn. (Note: Bicycle helmets can help prevent injuries.)

## **BIRTHDAYS / CLASS SNACKS**

A birthday is a special event in the life of an elementary student. With prior approval from the teacher, students may bring birthday treats to share with their classmates. ***Whether for a birthday, or other class snack, we encourage parents to send fresh fruits and/or vegetables. Other healthy snacks may be sent as individually store-packaged items.*** Please arrange with the teacher for a day and time to bring these items.

Birthday invitations should be distributed outside of school time as those children not invited feel left out. Hurt feelings ruin the educational climate for that student.

## **BOOK ORDERS**

When your child purchases books in their classroom from book order companies, please make all checks payable to: **MONTICELLO COMMUNITY SCHOOLS**. It is also becoming very common to order online.

## **BUSES**

### **TRANSPORTATION / INCLEMENT WEATHER-EARLY DISMISSAL**

#### **BUS PASS / TRANSPORTATION - Policy #702.3**

The school district provides a shuttle bus for students. The students who attend Carpenter and Shannon Elementary Schools may ride a shuttle bus from the Middle School to their respective school in the morning and return on a shuttle after school. There is also a shuttle bus from Carpenter to Shannon and Shannon to Carpenter in the morning and after school.

Students who ride a school bus home with another student or are going to another destination must **bring a note signed by their parent/guardian to the office giving permission**. The student will be issued a **BUS PASS** by the secretary.

When your child is going to a **location other than their normal destination**, (walking to another student's home or being picked up by an adult) **the parent must send a signed note stating this fact**. If the school does not have official notice (note or phone) from the parent, the student will be sent home via his/her regular arrangement. It is also important that parents communicate these changes with child care providers.

## **INCLEMENT WEATHER – SCHOOL CANCELLATIONS, LATE STARTS, EARLY DISMISSALS AND OTHER IMPORTANT NOTIFICATIONS –POLICY #504.7**

Please tune to **radio stations - WMT (AM & FM), KMCH, or KCRG, AND TELEVISION STATIONS KGAN or KCRG** for any announcement regarding school cancellations, late starts, and early dismissals due to inclement weather. You may also receive text messages from KCRG by signing up on their website.

The Monticello Community School district has officially launched SchoolMessenger. SchoolMessenger is a broadcast system that keeps you informed of all that is happening in your school district. You may have already received emails pertaining to attendance. Soon you will be notified of activity cancellations, weather notifications, field trip reminders, and emergencies. Please keep your phone number and email address up to date in Powerschool. Keeping your information current will ensure that you are getting the most up to date alerts. If you need help with your Powerschool account, please contact Morgan Murray-Zimmerman at [319\) 465-3575 ext. 2280](tel:3194653575) or [morgan.murray@monticello.k12.ia.us](mailto:morgan.murray@monticello.k12.ia.us). You can also follow the Monticello CSD on Facebook and Twitter.)

Parents are asked to see that students come to school prepared with proper clothing for these weather conditions or other inclement weather. Except in rainy conditions or sub-zero temperatures, students will not be brought inside before 8:05 a.m. Along with the winter coat and snow pants, be sure your student comes with boots, hats, mittens and scarves all marked with your child's name. Students need exercise and fresh air, which increases and stimulates the cardiovascular system, reduces stress, increases the energy level, improves physical ability and enhances a sense of well-being. Even five minutes of exercise and fresh air helps students to improve their energy level, reduce stress and produce better work academically.

The elementary schools have developed a plan to deal with the cold. Students will go out for recess during normal temperature conditions, down to -10 degrees wind-chill. Between the temperatures -10 degrees and -20 degrees wind-chill, students will take short fresh air breaks during recess times. Below -20 degrees wind-chill, students will not go outside. Indoor recess will be held.

**For Early Dismissals: Emergency plans** should be made so that your child will know where he/she is to go on early dismissal days.

**For Late Starts: Breakfast will not be served on late start days.**

## **BUS BEHAVIOR – Policy #503.9**

We believe the driver of a school bus has one of the most demanding and stressful jobs in the school system. He/she is the sole person involved with the control, the safety and transportation of up to 70 students at one time in all kinds of weather and road conditions.



When your child is not going to ride, please call 465-4774 (MCSD Transportation Office) or notify a student who is picked up before your child so that they may tell the driver.

### **School Bus Rules:**

1. Obey the driver.
2. Students remain seated and head, hands, books, etc. should be kept inside the bus, not out the windows.
3. Keep noise to a minimum.
4. Use respectful language.
5. Students use school manners and best behavior.
6. Pay for damages a student may cause and bus privileges suspended.
7. No tobacco, drugs, alcohol - state law.
8. Be on time and ready when bus arrives.
9. No eating, drinking, spitting or throwing objects.

### **Bus Discipline Procedure:**

In the event a general education student's conduct is inappropriate while being transported to and from school, the following actions could result (depending on severity, certain steps may be by passed):

Step 1) A student/driver conference will be held centering around the student's behavior, the rule that was violated, and the expectations for the future.

Step 2) The parents of the student may be contacted by the driver and/or the Director of Transportation and/or building administrator. A written report will be filed with the building principal of the student and a copy forwarded to the parents.

Step 3) A student/driver/principal conference may be held concerning the incident. A written report will be filled out by the driver and principal. The building principal will contact the parents of the student and an accompanying letter may be sent to the parents. The student may be suspended from bus privileges from one to five days.

Step 4) A student/driver/principal conference may be held concerning the incident. A written report will be filled out by the driver and principal. The building principal will contact the parents of the student and an accompanying letter may be sent to the parents. The student will be suspended from bus privileges from five to ten days. A parent/student/driver/principal conference will be held prior to the return of the student to bus privileges.

Step 5) A student/driver/principal conference may be held concerning the incident. A written report will be filled out by the driver and principal. The building principal will contact the parents of the student and an accompanying letter may be sent to the parents. The student will be suspended from bus privileges indefinitely or pending the result of a hearing by the superintendent.

The above steps are intended as a guide for the Director of Transportation and building principals. Depending on the severity of the offense and/or the number of previous offenses, the Director of Transportation and/or building principals may use their discretion in determining the beginning step and severity of consequences, up to and including loss of riding privileges for a calendar year.

## **CELL PHONES**

Elementary students may not have cell phones powered on during school hours. Further, there is not a convenient and secure place for students to store cell phones or other items with value. Due to these reasons, students are strongly encouraged to leave cell phones at home. Note: Students may use the school's phones when necessary (see Telephone Use).

## **DISASTER PLANS**

If a fire, tornado, or any other disaster should happen, the school staff will see that your child is taken to a place of safety. Fire and Tornado directions and destinations are posted in each room. Further, fire drills, tornado drills and lock down drills are routinely practiced.

## **DROPPING OFF AND PICKING UP STUDENTS**

At certain times of the day, the amount of vehicles and pedestrian traffic around Shannon and Carpenter Schools may create congestion. Please leave our bus lane in front of the schools open for unloading and loading buses. Parents who drop off their students at school should be careful to observe the school area speed limit and look carefully for other students walking to school.

When picking up students at these locations while buses are loading, do not stop in the busy street. It is suggested that you park near the school and escort your child by foot to your car in safety from the bus loading area. Parents should drop off students or pick students up with the passenger side of the car closest to the building curb after buses have departed so students do not have to cross the street in front of other cars. Safety comes only with vigilance by everyone.

***Please call ahead by 1 pm if changes are made for your child's return home.*** Thank you for your cooperation in maintaining a safe arrival and departure for our students.

## **DRUG FREE SCHOOLS (Smoking-Drinking-Drugs) - Policy #503.4**

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine alcohol and/or of a controlled substance or drug paraphernalia may also be reported to local law enforcement authorities.

NOTE: This policy is mandatory and complies with the Federal Drug-Free Schools Act but is expanded to also include tobacco products. This policy reflects Iowa law regarding tobacco products and minors.

(Refer: Prevention program stated in Board Policy #502.6)

Date of Adoption: July, 1993

Reviewed and Amended:

Legal Reference: 34 C.F.R.PT. 86 (1992), Iowa Code, 2094; 279.8, .9 (1993), 281 I.A.C. 12.3(9), 12.5(3) (E), 12.5(5) (E), 12.5(21).

Possession or use of any tobacco by pupils on school property is prohibited. Disciplinary action for infractions of this policy will be taken.

### **Tobacco / Nicotine Free Environment - Policy #1004.3**

School district premises, including school vehicles, shall be off limits for tobacco and nicotine products. This requirement extends to employees and visitors. This policy applies at all times, including school sponsored and non-school sponsored events. Persons failing to abide by this policy shall be asked to cease using the tobacco and/or nicotine product, properly dispose of the tobacco and/or nicotine produce and refrain from future use, or leave the school district premises immediately.

### **EQUITY COMPLIANCE VIOLATION - Grievance Procedure - Policy #102.1**

It is the policy of the Monticello Community School District not to discriminate on the basis of race, color, age (for employment), national origin, religion, sex, sexual orientation, disability, creed, marital status (for programs), gender identity, socio-economic status (for programs), physical attributes, physical or mental ability, ancestry, political party preference, political belief, familial status, and genetic information in admission or access to, or treatment in, its programs, activities, or in 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, Brent Meier at 217 South Maple Street, Monticello, Iowa, 319-465-5963, [brent.meier@monticello.k12.ia.us](mailto:brent.meier@monticello.k12.ia.us).

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

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

#### Level One - Principal, Immediate Supervisor, or Personnel Contact Person

Employees with a complaint of discrimination based upon their age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or disability, are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, religion, age or disability are encouraged to first discuss it with the personnel contact person.

A student, or a parent of a student, with a complaint of discrimination based upon the student's race, color, national origin, religion, sex, disability, or marital status, sexual orientation, gender identity, socio-economic status, or creed are encouraged to first discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

### Level Two - Compliance Officer

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

### Level Three - Superintendent/Administrator

If the complaint is not resolved at level two, the grievant may appeal it to level three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, rather, the parents have a right to an impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

### Level Four - Appeal to Board

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

The Compliance Officer is: Brent Meier, 217 South Maple Street, Monticello, Iowa 52310, (319) 465-3575 – Ext. 101. Office Hours: 8:00 AM – 4:00 PM

Report forms may be obtained in the building principal's office.

## FEES – Breakfast/Lunch Program - Policy #701

School fees for book rental, lunch, and milk are collected at registration in the fall before school starts. Book fees, lunch and milk can also be paid in the school office.

<b>Book Rental</b>	<b>K-4th gr.</b>	<b>\$ 50.00</b>
<b>Breakfast</b>	<b>K-4th gr.</b>	<b>\$ 1.70</b>
<b>Reduced</b>		<b>.30</b>
<b>Lunch</b>	<b>K-4th gr.</b>	<b>\$ 2.40</b>
<b>Reduced</b>		<b>.40</b>
<b>Milk (sack lunch and/or break)</b>	<b>K-4th gr.</b>	<b>\$ .40</b>
<b>Adult Lunch</b>		<b>\$ 3.70</b>

**If an adult wishes to eat lunch with a student, please send a note or call NO LATER THAN 8:30 AM to let the office know for the lunch count.**

**Milk is served with a school lunch / breakfast. Students may purchase extra cartons of milk if they wish. Children who bring cold lunch from home may purchase milk individually.**

**If a student chooses to drink milk during class break time the cost is 40¢ per carton- this is not covered by the free and reduced application.** A parent must grant permission on PowerSchool in order for your child to have milk at break time.

If your child is allergic to milk, juice may be supplied. Parents need to obtain a **doctor's written verification regarding any milk allergy**. You need to visit with the school nurse about this matter.

**Parents: Please do not send pop, soda or other carbonated beverages with lunches from home. Students are not to drink those items at lunch or bring them into the lunchroom.** Pop or soda is allowed only for special occasions, class parties, field trips, etc.

**Breakfast students may enter at 7:50 AM at Shannon and Carpenter Schools. Kindergarten students must have written permission from their parents before they will be served breakfast.**

Parents or students who believe they may qualify for a temporary hardship should contact the secretary at registration time or stop in the school office and pick up an application form. Parents may apply any time during the year if the status or circumstances change in the home. This form does not carry over from year to year and must be completed annually.

All students are eligible to participate in the breakfast/lunch program. Our program operates similarly to a checking account. Each student is assigned an account number where deposits are added and withdrawals (lunch, breakfast, and milk breaks) are subtracted on a daily basis. Parents have access to view their child's account balance, and can deposit money into the account at any time either online or by sending money to the school. Low balance notifications are emailed to the parent.

### School Lunch Account Negative Balance

Families with a negative lunch account balance of \$20.00 or more will be given a brown bag lunch at no charge. This lunch will meet the nutritional standards and include a cheese sandwich, vegetable or fruit, and a carton of white milk.

Student fees may be waived or partially waived if families meet the income guidelines for free and reduced lunch prices. Free and Reduced Lunch forms can be obtained from the school office.

Students having negative balances for breakfast/lunch/milk or any other outstanding bills (registration fees, lost or damaged books, etc.) are to be paid by the last day of school. You may stop in and pay at either elementary building office. Negative balances will be carried over to the next school year. Money left in the lunch account at the end of the year will be carried over to the next school year. Balances in the accounts of students going into second grade or fifth grade will be transferred to the student's new account at Carpenter and Middle Schools. Refunds will not be given unless a student is moving out of the district.

### **FIELD TRIPS - Policy #608.2**

All out of district field trips will require a "Field Trip Permission Slip" signed by the parent. **NOTE:** Students may be left at school due to their behavior prior to the trip. Parents shall be called if their child loses this privilege.

### **HEALTH OF STUDENTS**

**The school office will be open at 7:45 A.M., so please call the office if your child is ill or if you need to discuss your child's health or check on medication.**

Health records are kept on each student. This in turn becomes a part of the student's cumulative record. To aid in this task, please keep the nurse informed of visits to the doctor, dentist, and eye doctor, etc. Each year parents are asked to update PowerSchool, as part of e-registration, with updated phone numbers for parents and emergency contacts.

### **Communicable Diseases - Policy #506.4**

The term "communicable disease" means an infectious or contagious disease spread from person to person or animal to person. Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. A signed permit from a doctor may be required for reentry by administration. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health may be notified.

### **Medication at School - Policy #506.5 & #506.5R1**

If a student must take prescribed medication or non-prescription medication (i.e. Tylenol, cold tablets, cough syrup, cough drops) during school hours, written authorization and instructions must be provided by parents or legal guardian of the student. Written authorization from the physician may be requested.

A Medication Procedure Form needs to be filled out on any kind of medication and given to the school office.

**Medications taken at school and dispensed by school personnel must be sent in a labeled bottle, from the pharmacy,** with specific instructions on the dosage and time to be given. Pharmacists will supply you with such a labeled container upon request.

No medication shall be dispensed to any student unless the following rules are observed:

1. The medication must be prescribed by a licensed medical or osteopathic physician or dentist.
2. The parent or guardian must sign a request to have this prescribed medication dispensed to the child according to the written direction of the prescribing physician or dentist.
3. All medication shall be kept in a designated locked drawer or cabinet or refrigerated, if indicated.
4. All access to medicine is under the authority of the school nurse or a person designated by the principal.
5. A written record will be kept on any medication(s) given at school.

### **HEALTH SCREENINGS – Policy #506.1**

1. Blood pressure screenings may be done each year for students in grades 2 and all special classes.
2. Height, weight and dental screenings may be done yearly on all students.
3. The school nurse may screen vision on an as needed basis.
4. Hearing screenings are conducted in Grades K, 1, 2, all special classes, new students to the district and those with known losses, and for students scheduled for 3-year evaluations. **Parents who do not want their child's hearing tested will need to indicate in writing to the building principal before the screening date.**
5. Psychological screenings are done as requested by the child study team.

### **HOMELESS INFORMATION – Policy #501.5 McKinney-Vento Homeless Education Assistance Act**

**If your family lives in any of the following situations:**

In a shelter, motel, vehicle, or campground; on the street; in an abandoned building, trailer, or other inadequate accommodations; or doubled up with friends or relatives because you cannot find or afford housing;

**Your children have the right to:**

- \*Go to school, no matter where you live or how long you have lived there.
- \*Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible.
- \*Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian request such transportation.
- \*Attend a school and participate in school programs with children who are not homeless.
- \*Enroll in school without giving a permanent address.
- \*Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.

\*Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.

\*Receive the same special programs and services, if needed, as provided to all other children served in these programs.

\*Receive transportation to school and to school programs.

**When you move, you should do the following:**

Contact the school district’s local liaison for homeless education (Denny Folken, 319-465-5963) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school (or, someone at a shelter, social services office, or the school can direct you to the person that you need to contact). Contact the school and provide any information you think will assist the teachers in helping your child adjust to the new circumstances. Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

**LOST AND FOUND**

We do keep lost articles: at Shannon in a box outside of the office, at Carpenter in the gym on the “Lost and Found Clothes Line”, and at the bus barn office. Please stop and check these places if you are missing any items. Marking items with a permanent marker helps students to find their clothing.

**PARENT / TEACHER CONFERENCES - Policy #607.2**

The Board of Directors recognizes the following objectives or purposes of a system of student reporting practices.

1. To inform parents of the progress made by their children.
2. To bring parents into closer understanding of the work of the school.
3. To record for pupils their growth or achievement.
4. To assist the pupil, parents, and the school in working cooperatively for the welfare of the pupil.

Parent-teacher conferences shall be scheduled in all of the schools of the district. See school calendar for dates and times.

If you have a concern at any other times, we encourage you to talk with your child’s teacher. We want to work with you in providing the best educational environment for your child.

**SCHEDULES**

<b>Carpenter</b>		<b>Shannon</b>	
7:50	Students supervised on school grounds Breakfast students may enter front entrance	7:50	Students supervised on school grounds Breakfast students may enter front entrance
8:05	Students enter the building	8:05	Students enter the building
8:15	Classes begin	8:15	Classes begin
3:12	Dismissal for buses to Middle School	3:11	Dismissal for buses to Middle School
3:15	Dismissal for shuttle bus to Shannon	3:11	Dismissal for shuttle bus to Carpenter
3:15	Dismissal for walkers/those being picked up	3:15	Dismissal for walkers/those being picked



## **SEARCH AND SEIZURE - Policy #503.11**

School authorities may, without a search warrant, search student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope 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 also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to non-prescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to law enforcement authorities.

## **SOLICITATION AND FUND RAISERS DURING SCHOOL**

Due to the need to protect instructional time, students will not be allowed to sell items or conduct fund-raisers for organizations or activities outside of school, during school time. Organizations may solicit students for their organization by writing a short informational note (flier), which may be placed on the MCSD web page Friday Folder.

## **SPECIALIZED PROGRAMS AND SERVICES**

**Reading Recovery** - is for qualifying 1st grade students. It consists of intensive one on one work with the Reading Recovery teacher for a period not to exceed a total of 18 school weeks.

**Title 1 Reading** - is a federally funded program which serves students who need extra help in the development of their reading skills.

**Little Panthers Preschool** – is a preschool program for children turning four on or before Sept. 15th. Please contact the Shannon Office for more information. Included in the preschool are two additional programs identified below:

**Early Childhood Special Education** – for qualifying 3 and 4-year-old children who are delayed in developing age appropriate-skills. Skills of focus include: Self-help, motor, social, communication, and cognitive areas. Instructional activities depend on the handicap needs of the individual students and each student must have an IEP.

**Headstart** – for families with preschoolers that qualify for the federally-funded preschool program, we offer 5-6 slots.

**Special Education Classes** - two different levels of programs are offered: Level One and Level Two.

**Level One Program** - serves students with deficiencies that inhibit their ability to efficiently learn in keeping with their potential. These students need a differentiated instructional approach. Students spend between thirty minutes to two hours a day receiving this assistance. The remaining time is spent in their regular classes.

**Level Two Program** - also serves students with deficiencies which inhibit their ability to efficiently learn in keeping with their potential but their needs are greater. They need a different instructional approach in several curriculum areas. They may spend most of the school day in this class or with a higher level of support. They are integrated for subjects that they can handle with their age group.

Additional support services are counselor, extended learning teacher, literacy specialist, media specialist, and nurse. Grant Wood Area Education Agency support staff includes psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, and others.

## **VISION AND BELIEF DISCIPLINE STATEMENT**

The teachers and staff at the Monticello Elementary Schools approach the discipline of students through an instructional mode, rather than a punishment mode. Punishment focuses on what not to do and does not always teach children alternative successful ways to behave. We believe that it is far better to build adaptive behaviors through proactive instructional approaches than to try to decrease maladaptive behaviors through punishment. For effective discipline throughout our schools, we believe there must be expectations set, teaching of proper behavior, supervision of students, feedback to students on their behavior, and positive relationships built between peers and adults. Parental support of teachers and staff as they work toward implementing instructional discipline will make the program even more effective.

### **Student Conduct - Policy #503.1**

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, and/or presents a threat to the health and safety of students, employees, and visitors on school premises.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Students who fail to abide by this policy and the administrative regulations supporting it 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 participation; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, community service, restitution, suspension, probation, and expulsion. All actions may be referred to law enforcement, if deemed appropriate.

Teachers, principals, and other responsible persons may not excuse any person because of race, sex, national origin, marital status, age, religion, economic status, or disability from adhering to reasonable standards of discipline or rules of the school district. The entire staff of the Monticello Community School District has the authority and responsibility to set and enforce reasonable standards of Student Conduct.

Students are expected to adhere to the discipline policies at all school activities away, or at home, or on school property.

**Sportsmanship** is a very important part of athletics at Monticello. Fan support is appreciated, encouraged and necessary to the success of our various athletic teams and individual performances. Negative situations arising from Monticello student(s) at athletic events will be handled in the following matter.

The first problem will result in a verbal warning from the supervisor on duty.

The second problem will result in ejection of the student(s) for the remainder of the athletic contest in question.

The third problem at any time by a particular student(s) will result in his/her suspension from all athletic contests for the remainder of that season.

## **Positive Behavior Interventions and Supports (PBIS)**

PBIS is a school-wide approach used in addressing student behavior and creating a positive school climate. Rather than a program or curriculum, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. It is supported by the Grant Wood Area Education Agency and the Department of Education.

### **Key Features of PBIS**

Common expectations have been created at Carpenter and Shannon Elementary. Our expectations are: 1.) Responsible, 2.) Respectful, and 3.) Safe

These expectations are applied throughout classroom and non-classroom areas (lunchroom, hallways, restrooms, etc.) Signs with expectations are posted throughout the buildings.

Students receive direct instruction in expected behaviors. Teachers and staff teach and refer to the school-wide expectations throughout the year.

There is an emphasis on acknowledging positive behaviors. When students exhibit positive behavior, they may receive a "panther paw." If an entire class is showing positive behavior, they can earn a "golden panther paw." We have both classroom and building-wide celebrations for reaching goals of certain numbers of paws earned.

Problem behavior is addressed with consistent consequences that are focused on re-teaching expected behavior.

PBIS impacts student achievement by helping to create a positive learning environment.

### **Office Referrals**

Minor problem behaviors and major problem behaviors have been identified for all school staff along with suggestions on how to address the behaviors. Typically, three minors in a short amount of time are referred to the office. Major problem behaviors are also typically referred to the office. An Office Referral Form is used to report behaviors to the school principal. The principal works through the problem with the student or students, and then makes a contact to the parents to communicate and/or problem solve. Communications may occur by making a phone call or sending the form home either with the student or via USPS.



**Responsible,  
Respectful, and  
Safe.**

# OFFICE REFERRAL FORM

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

GRADE: K 1 2 3 4

TIME: \_\_\_\_\_

TEACHER: \_\_\_\_\_

LOCATION:

REFERRING STAFF: \_\_\_\_\_

PLAYGROUND LIBRARY/LAB  
CAFETERIA BATHROOM  
HALLWAY CLASSROOM  
ARRIVE/DISSMISS OTHER

PROBLEM BEHAVIOR	MAJOR	MINOR
ABUSIVE/INAPPROPRIATE LANGUAGE/PROFANITY		
DEFIANCE/DISRESPECT/INSUBORDINATION		
DISRUPTION		
FIGHTING/PHYSICAL AGGRESSION		
FORGERY/THEFT		
HARASSMENT/BULLYING		
LYING/CHEATING		
OTHER		
PROPERTY DAMAGE/VANDALISM		
MISUSES OF TECHNOLOGY		
USE/POSSESSION OF CONTROLLED ITEM		

PLEASE CHECK

POSSIBLE MOTIVATION
OBTAIN PEER ATTENTION
OBTAIN ADULT ATTENTION
OBTAIN ITEMS/ACTIVITIES
AVOID PEERS
AVOID ADULTS
AVOID TASK OR ACTIVITY
DON'T KNOW
OTHER

CIRCLE

OTHERS INVOLVED
NONE
PEERS
STAFF
TEACHER
SUBSTITUTE
UNKNOWN
OTHER

CIRCLE

ADDITIONAL INFORMATION ON BACK

OTHER COMMENTS:

---

---

---

---

---

---

---

---

---

---

ADMINISTRATIVE DECISION	
ATTENDANCE CONTRACT	OUT OF SCHOOL SUSPENSION
BUS SUSPENSION	PARENT CONFERENCE
DETENTION	PENDING
IN SCHOOL SUSPENSION	RESTITUTION
INFORMATIONAL	RESTRICTIONS
INTERVENTION	STUDENT CONFERENCE
LETTER SENT	TIME IN OFFICE
LOSS OF PRIVILEGE	TRUANCY MEDIATION
NONE	

CIRCLE

---

---

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

ALL MINORS ARE FILED WITH CLASSROOM TEACHER. THREE MINORS EQUAL A MAJOR.  
ALL MAJORS REQUIRE ADMINISTRATOR CONSEQUENCE, PARENT CONTACT, AND SIGNATURE.

ADDITIONAL INFORMATION ON BACK

## **Recording of Disciplinary Actions (Policy #503.1)**

As a matter of record keeping, students may be sent to the office to make a written statement concerning their involvement in any disciplinary related incident.

The procedures for discipline/student conduct are as follows:

1. A student who is in violation of the discipline student conduct policies will be informed of the nature of the violation. No action will be taken without reasonable cause.
2. The student shall be given an opportunity to tell his/her side of the incident. In cases where parental notification is judged to be appropriate, parents shall be notified in writing and/or by telephone as soon as possible. In situations in which law enforcement officials are notified, a reasonable attempt will be made to contact the parents prior to questioning by law enforcement officials.
3. The school official administers the procedures of the policy.

## **Discipline Appeals Process**

Parent/students who feel discipline has been administered unfairly may appeal to the next highest authority. Only after an informal attempt has been made to resolve the issue will the following formal process be used.

1. An appeal must be initiated within five days of the assessment of the penalty.
2. The appeal shall be in writing stating the violation, the penalty, and the reason(s) why the student is appealing the decision.
3. A conference shall be held for each appeal, including the school official hearing the appeal, the school official from whose actions the appeal originated, and the student and/or his/her parents or guardian. Decisions from appeals at all levels shall be in writing. Students who are 18 years old may represent themselves.
4. Appeals shall progress in the following order: 1- teacher; 2 - principal; 3 – superintendent; and 4 - Board of Education.
5. An appeal which is upheld shall, if possible, cause the penalty to be removed. If the penalty has already been administered, all written records of the disciplinary action shall be removed from the student's file and destroyed.

## **Harassment - Student Handbook Provision – Policy #503.10**

Initiations, Hazing, Bullying or Harassment

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

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- Implied or explicit threats concerning one's grades, achievements, property, etc., that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

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

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

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

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

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

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

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor, principal, or other appropriate school employee to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - tell a teacher, counselor, principal, or other appropriate school employee; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor, principal, or other appropriate school employee, including:
    - what, when, and where it happened;

- who was involved;
- exactly what was said or what the harasser or bully did;
- witnesses to the harassment or bullying;
- what the student said or did, either at the time or later;
- how the student felt; and
- how the harasser or bully responded.

## **Prohibition of Harassment – Policy #401.2**

It is the policy of the district to maintain a learning and working environment that is free from harassment. The district is committed to promoting positive intercultural and intergroup relationships. The district, therefore, prohibits acts of intolerance or harassment toward others on the basis of race, color, age, national origin, sex, sexual orientation, gender identity, marital status, physical attributes, physical or mental ability, ancestry, political party preference, political belief, socioeconomic status, familial status, disability, religion, creed, and/or genetic information. Such acts may be treated as just cause for purposes of discipline, including discharge.

All members of the district, including, but not necessarily limited to, the board, the administration, the faculty, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a harassing nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Sexual harassment may include, but is not limited to the following:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks to or about a person with sexual or demeaning implications;
- unwelcome touching;
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job;
- telling of offensive jokes or stories; or
- display of sexually graphic images.

It shall be the responsibility of the board members, administrators, licensed and classified employees, students and others having business or other contact with the school district to act appropriately under this policy. It shall be the responsibility of the superintendent and investigator to inform and educate employees or students and others involved with the school district about harassment and the school district's policy prohibiting harassment.

*Dates of Revision: 2/8/93; 1/96; 2/96; 8/96; 8/99; 5/03; 9/22/08; 3/23/09; 4/22/13; 4/28/14*



## **STUDENT INSURANCE - Policy #506.8**

Medical / Dental Insurance is available to all students at a very nominal cost. The insurance program is handled by the principal's office. Application forms on which to apply are distributed at registration. Those wanting insurance should return the application, including the premium, to the principal's office or to the insurance office as soon as possible. Accidents should be reported promptly to the nurse's office where the necessary claim sheets will be filled out.

## **TELEPHONE USE**

Children will not be allowed to use the school telephone for social or personal reasons. We encourage parents and children to plan ahead so they remember notes, school supplies, lunches, etc. We discourage them from using the phone every day for such needs. Permission must be obtained from a teacher or secretary before a student uses the telephone. Children will not be able to leave class to call or talk on the phone except in emergency situations.

Parents are asked to be very careful when needing to call with messages for students, especially at the end of the school day. **Please plan ahead and send written notes with children if at all possible for these communications.** Thank you for your consideration, understanding, and efforts.

## **THINGS NOT TO BRING TO SCHOOL - Policy #503.5**

**a)** To help ensure the safety and well-being of children at school, items such as bean shooters, aluminum baseball/softball bats, hard balls or any ball smaller than a softball, and other items that can cause problems in control of students should not be brought to school. Toy guns, knives or other weapon like toys should not be brought to school. In the event such items are found, they will be held in the principal's office.

**b) Weapons or dangerous objects** shall be taken from students and others who bring them onto the school district's property or onto property within the jurisdiction of the school district or from students who are with the control of the school district.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

**c)** Roller blades, roller skates, roller shoes, and skateboards are not to be worn or used on the way to school. These items are not permitted on school grounds while school is in session. If they are brought to school to be taken to a friend's house after school, they are to be left in the principal's office until the end of the school day.

**d)** Any item which becomes a collectible and has potential to increase in value, should not be brought to school (ex. baseball cards, football cards, Pokémon cards, etc.). In the event that such items are found, they will be held in the principal's office until parents claim them.

**e)** Students may not bring portable electronics unless required for school projects (with student's name on them). They may not be used inside or outside the building.

**f)** Students should not bring any item inappropriate for use at school. In the event such items are found, they will be held in the principal's office until parents claim them.

## **VISITORS**

Adult visitors are welcome at the school. It is best to call or send a note before visiting. Visitors may enter the school buildings through the center doors only and are asked to check in at the office with the secretary, when they arrive. This procedure enables school personnel to know who is in the building throughout the day for the safety of students and staff.

## **VOLUNTEERS**

Anyone interested in volunteering regularly with the school should communicate with office staff. For the safety of the students and staff, a standard background check must be completed prior to volunteering.

## **WEDNESDAY NIGHT POLICY # 1003.2**

Wednesday night is designated as an open night. No student functions, practices, or game will be scheduled after 5:30 PM on this night. The only exception would be if an agency or group outside the school schedules tournaments or meetings on this night.

**Shannon Elementary Staff**

Denny Folken           Principal  
 Sandy Hinrichs       Secretary  
 Jennifer Speltz       Nurse  
 Aimee Hospodarsky   School Counselor

Ashley Manternach   Kindergarten  
 Abigail Rhomberg     Kindergarten  
 Jolene Schlemme     Kindergarten  
 Jenny Wolfe           Kindergarten  
 Kendra Kedley        First Grade  
 Megan Knapp          First Grade  
 Debra Kurt            First Grade  
 Katie Andrews        Preschool  
 Stephanie Zalaznik   Preschool

Nick Thumma          Music  
 Jackie Tighe          Art  
 Sonya Rieniets      PE  
 Heather Hansen      Teacher Librarian  
 Stacy Campbell      Enrichment  
 Liz Medina            ELL  
 Andrea Janssen      Spec. Ed.  
 Breanna Welter      Spec. Ed.  
 Karen Brokaw        Rdg. Recovery/Title 1 Rdg.  
 Angie Fairley         Rdg. Recovery/Title 1 Rdg.  
 Jean Kehoe            Instructional Coach

**Associates**

Jessie Dirks           Larissa Holub  
 Shelly Kraus          Amy Kurth  
 Debbie McDermott     Kendall Norton  
 Debra Reyhons        Laura Murphy Duwa  
 Karla Stahlberg      Susan Swift  
 Megan Reuter         Jackie Yousse

**Custodian**

Lisa Hayen

**Cooks**

Marsha Kraus  
 June Koelker  
 Diane Boczkowski

**Carpenter Elementary Staff**

Denny Folken           Principal  
 Cindy Plummer        Secretary  
 Jennifer Speltz        Nurse  
 Aimee Hospodarsky    School Counselor

Abby Fagan            Second Grade  
 Kim Koos              Second Grade  
 Abby Ritze             Second Grade  
 Tricia Lambert        Third Grade  
 Cindy Savage          Third Grade  
 Amanda Stoll          Third Grade  
 Steph Isaac            Fourth Grade  
 Lindsay Ryan          Fourth Grade  
 Angie Wink            Fourth Grade

Nick Thumma          Music  
 Jackie Tighe          Art  
 Sonya Rieniets      PE  
 Heather Hansen      Teacher Librarian  
 Stacy Campbell      ELP/Enrichment  
 Liz Medina            ELL  
 Renee Barkema       Spec. Ed. Lev. 2  
 Vicki Edwards        Spec. Ed. Lev. 1  
 Angie Fairley         Title 1 Reading  
 Jean Kehoe            Instructional Coach

**Associates**

Angie Cashner         Buffy Clark  
 Audrey Green         Dana Hansen  
 Deb Johnson           Traysa Orcutt  
 Angie Osterkamp      Karla Stahlberg

**Custodian**

Shawn Green

**Cooks**

Linda Kelly  
 Stephanie Pumphrey  
 Mary Jo Roller  
 Jill Iben

**PLEASE SEND A CLEAN SET OF CLOTHES TO STAY IN STUDENT'S LOCKER TO BE USED IF NECESSARY (shirt, socks, underwear, pants). Please mark all book bags, coats, hats, mittens, boots, shoes, snow pants, etc. with child's name.**

**SOME ITEMS WILL NEED TO BE REPLENISHED DURING THE YEAR.**

**Kindergarten**

24 - #2 pencils- **WOODEN - Sharpened**

1 - large eraser

1 - Fiskars brand scissors-5 1/2" pointed

2 - boxes of 10 Crayola **classic** markers-washable, broad-tip

2 - boxes of Crayola crayons-24 count

**Headphones to use with computers**

box

GIRLS: 1- box of quart size Ziploc bags

BOYS: 1- box of gallon size Ziploc bags

1 - book bag for 9x12 papers - **no gym bags**

1 - school box - 8x5x2

8 - small glue sticks

1 – bottle Elmer's glue

25 individually wrapped snacks for class snack

**FOR ART:** 1-paint shirt to cover clothes WITH NAME WRITTEN ON IT

**TENNIS SHOES NEEDED FOR P.E. AND RECESS**

**WINTER GEAR WHEN NEEDED: BOOTS, SNOWPANTS, HATS & GLOVES**

**First Grade**

24 - #2 yellow, wooden pencils

4 - large pink erasers

1 - Fiskars brand scissors - 5 1/2" pointed

5 - glue sticks

2 - boxes of 24 Crayola crayons

tip

1 – dry erase marker

**Headphones to use with computers**

GIRLS: 1- box of quart size Ziploc bags

BOYS: 1-box of gallon size Ziploc bags

1 - school box - no larger than 8x5x2

1 - book bag for 9x12" papers - **no gym bags**

1 - box of 10 Crayola **classic** markers-washable, broad-

2 – 2 pocket folders (1-yellow, 1-blue)

**FOR ART:** 1-paint shirt to cover clothes WITH NAME WRITTEN ON IT

**TENNIS SHOES NEEDED FOR P.E. AND RECESS**

**WINTER GEAR WHEN NEEDED: BOOTS, SNOWPANTS, HATS & GLOVES**

**ANY DONATIONS OF TISSUES, HAND SANITIZER WIPES, AND CLOROX WIPES ARE APPRECIATED.**

**Students have limited storage space, and fourth grade does not have lockers.  
SOME ITEMS WILL NEED TO BE REPLENISHED DURING THE YEAR.**

**FOR ALL GRADES:**

**TENNIS SHOES NEEDED FOR P.E. AND RECESS**

**WINTER GEAR WHEN NEEDED: BOOTS, SNOWPANTS, HATS, & GLOVES**

**Second Grade**

- 24 - #2 pencils
- 2 - large erasers
- 8 - glue sticks
- 1 – Fiskars brand 5 1/2” pointed scissors
- 1 - box of 12 colored pencils
- 1 - box of 10 Crayola **classic** markers-washable, broad tip
- 1 - box of 24 Crayola crayons
- 1 - red pen suitable for correcting
- 1 – wide-lined single subject spiral notebook
- 1 – 1 ½” 3-ring binder (NO zip-up binders)
- 1 - book bag for 9 X 12 papers – **no gym bags**
- 1 – bottle Elmer’s liquid glue

**3 - 2-pocket folders with horizontal pockets: 1-red, 1-yellow, 1-blue**

**HEADPHONES TO USE WITH COMPUTERS**

**FOR ART:** 1-paint shirt to cover clothes WITH NAME WRITTEN ON IT

**Third Grade**

- 24 - #2 pencils
- 2 – large erasers
- 1 - box of 24 crayons
- 2 – glue sticks
- 1 - ruler
- 1 – Fiskars brand 5 1/2” pointed scissors
- 1 - pkg. wide-lined notebook paper
- 1 - box of 10 Crayola **classic** markers-washable, broad tip
- 1 - box of 12 colored pencils
- 1 – 1 inch binder
- 1 - composition notebook, wide-ruled
- 1- book bag for 9x12 papers – **no gym bags**

**5 - 2-pocket folders with horizontal pockets: 1-yellow, 1-red, 1-blue, 1-green, 1-any color**

**HEADPHONES TO USE WITH COMPUTERS**

**FOR ART:** 1-paint shirt to cover clothes WITH NAME WRITTEN ON IT

**Fourth Grade** (Reminder: 4th graders do not have lockers, NO hard-sided binders or trappers)

- 24 - #2 pencils (as needed throughout year)
- 1 - eraser
- 1 - ruler (English/Metric)
- 1 - large pkg. **wide-lined** notebook paper-**NOT** college ruled
- 1 - box crayons -16 or 24 shavings
- 1 – box of 8 Crayola markers-washable, FINE TIP
- 1 - zippered pencil bag (**NO boxes**)
- 1 - box of 12 colored pencils
- 4 - glue sticks (as needed throughout year)
- 4 - highlighters (all different colors)
- 1 – Fiskars brand pointed scissors
- 1 – hand-held pencil sharpener that catches shavings
- 1 - book bag for 9x12 papers – **no gym bags**

**7 – 2-pocket folders with horizontal pockets: 1-yellow,1-red,1-green,1-blue,1-purple,1-black;1-any color or similar colors**

**6 - separate wide-lined spiral notebooks, 50-70 sheets: 1-yellow, 1-red, 1-green, 1-blue, 1-purple, 1-black or similar colors**

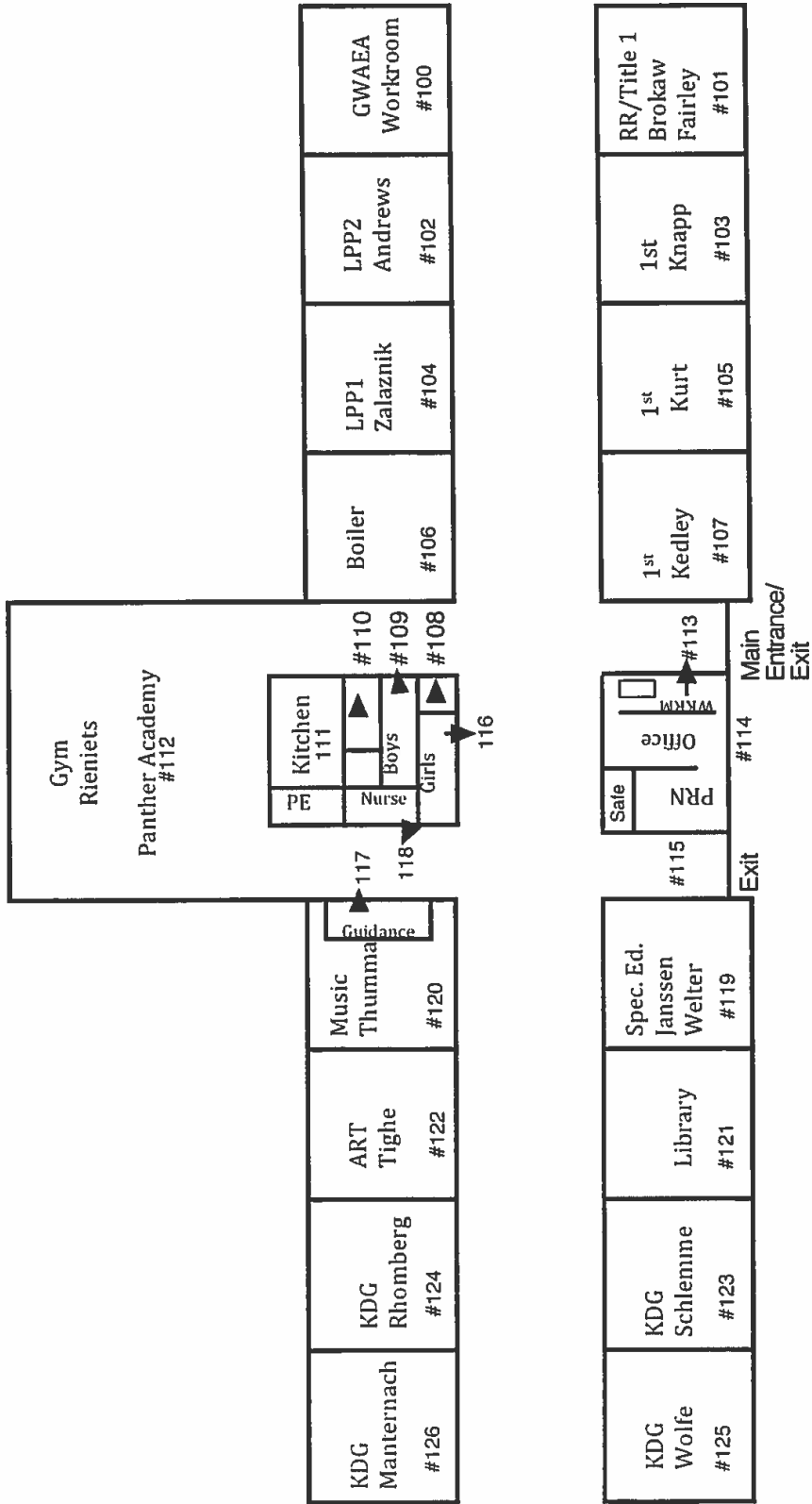
**GRADE 4 ELP ONLY:** 1 folder,1 notebook, 1-1” binder, any color

**HEADPHONES TO USE WITH COMPUTERS**

**FOR ART:** 1-paint shirt to cover clothes

**ANY DONATIONS OF TISSUES, HAND SANITIZER WIPES, OR CLOROX WIPES ARE APPRECIATED.**

# Shannon Elementary School



# Carpenter Elementary School

