

# Earlham Community School District

## Elementary Parent Handbook

2016-2017



**Mission:** Empowering innovative, adaptive and resourceful learners.

**Vision:** To provide all learning with skills and diverse educational opportunities; to engage all learners in relevant, real-world experiences; and to develop learners' confidence, character, and perseverance so that they will positively impact their world.

**District Website:** <http://home.ecsdcards.com/>

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## Elementary Parent Handbook 2016-2017

Dear Families:

This handbook has been prepared for you. It is our hope that the information contained herein will answer many of the questions you have concerning Earlham Community School District policies and procedures. All situations cannot be covered in a handbook. However, it does serve as a guide for helping you to understand your responsibilities, privileges, and duties. This handbook is an extension of school board policy. The principal may make exceptions, if warranted. Major exceptions need to be approved by the school board.

Please feel free to call the school for assistance at any time. One of our secretaries will be happy to assist you or direct your call to the appropriate person. You are invited to visit school to observe your child's class or to eat lunch. If you desire to visit a classroom, it is best to call your child's teacher to determine the best possible time to visit.

This is your school. You are welcome!

### **2016-17 EARLHAM ELEMENTARY STAFF:**

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## **VISITORS**

All visitors to the school are required to report to the district office upon arrival. Visitors will be asked to sign in and wear a name tag. Exceptions are school programs and conferences. Please sign out before leaving the school.

## **ARRIVAL**

Students are allowed in the school building starting at 7:45 AM unless they are eating breakfast and then they are allowed to come in at 7:30 AM and report to the lunch room. At 7:45 AM preschool through 5th grade students will go to the practice gym and 6th grade will go to the commons area. Students will be dismissed from the practice gym and commons area at 8:00 AM to go to their classrooms. The school day begins at 8:10 AM.

## **DISMISSAL**

Students are dismissed at 3:20-3:25 in the elementary. The students will be walked down to the main entrance of the school by their classroom teacher.

**There is no supervision for your children prior to 7:45 AM and after 3:25 PM.**

## **SCHOOL HOURS**

The school day begins at 8:10 AM(grades Preschool-6). Regular dismissal for all students is at 3:25 PM. Refer to District calendar for all early dismissals scheduled. If dismissal is different because of weather or other emergency, families should have an emergency closing form filled out in each student's folder so that they know where to go on that particular day. Please make sure your child knows where s/he is to go after school is dismissed and please communicate any changes that may occur in writing to the office. Families will be notified by school messenger.

## **SHORTENED SCHOOL DAY**

There will be a limited number of shortened school days. These are scheduled each school year to allow time for teacher training, planning, and parent-teacher conferences. This is a good time to plan to take care of family needs. These dates are noted on the calendar; plan now to use these free hours to take care of some of your student's out-of-school needs (medical and dental appointments). Information regarding early dismissal time will be provided by the school.

## **OFFICE HOURS**

The school offices are open from 7:30 AM to 4:00 PM Monday through Friday. The building is locked at 4:00 PM. Before 7:30 AM and after 4:00 PM, a voicemail system will take your messages.

## **CONTACTING THE SCHOOL**

A phone call before 9:00 a.m. from the parent or guardian to school on the day of absence is required each day a student is absent.

Visit the school web, site at [home.ecsdcards.com](http://home.ecsdcards.com) to find out the latest information about ECSD.

Call Technology Director Cory Houghton, 758-2214 ext. 159, to acquire a password to view attendance, grades, lunch accounts, etc.

The District Office is open from 7:30 a.m. until 4:00 p.m. each school day. Phone messages will be delivered to students as soon as possible. Students or teachers will not be interrupted during classes unless the call is an emergency.

### **VISITING SCHOOL**

Parents are encouraged to visit classrooms any time during the school year. Friends of students may visit, if prior approval has been granted at least one day in advance by the principal. Visits will usually be limited to ½ day and visitors will ordinarily be expected to stay with their sponsoring student. All visitors must sign in and receive a visitor pass.

### **EMERGENCY PLAN**

If dismissal is different because of weather or other emergency, families should have an emergency plan in place so that s/he knows where to go on that particular day. Please make sure your child knows where s/he is to go after school is dismissed. Communicate any changes that may occur in writing to the office.

### **SCHOOL MESSENGER**

At times throughout the year, important information will need to be shared to all parents and students. This information includes school closings, early dismissals, schedule changes, etc. We will use our school messenger system to communicate this information. The school messenger system will send a “blast” which will call and/or send an email to all parents/guardians in the system.

### **LEAVING SCHOOL EARLY**

Students who need to leave school during the day need to be excused through the district office. Parents who wish to have a child excused during the day should call, send a note, or come to the office and the note will then be approved by the principal. We ask that a parent sign his/her child in and out through the office. This regulation is made for the safety of the child. If a child is to leave early with someone other than his or her parents, a note or phone call is necessary.

Please do not have grandparents, aunts, uncles, or anyone else other than biological parents or guardians call or make arrangements for students, unless a note is placed in the student’s file by the parent allowing others to make arrangements for their child.

It is suggested that parents/guardians consult the school calendar before arranging medical and dental appointments. Early dismissals are listed in the school calendar in this handbook for your information.

### **ATTENDANCE POLICY PHILOSOPHY K-12**

Punctuality and regular attendance is extremely important and is a vital part of student learning. Regular attendance is an indication of the maturity level of the student and how well that student and his/her parents value education and accept responsibility. Attendance records become a part of a student’s permanent school record and are frequently requested by prospective employers and post-secondary schools. Some absences from school cannot be avoided. However, every effort should be made to avoid being absent from school.

State Compulsory Attendance Law – (Iowa Code Chapter 299) Parents within the school district who have children over age five (5) and under sixteen (16) by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days school is in session in accordance with the school calendar.



However, it is the expectation that a student of any age enrolled in school attend classes as set forth in this policy. It is the responsibility of the parent to provide evidence of a child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

### **EXCUSED STUDENT ABSENCES**

Student absences approved by the principal are excused absences. These excused absences include, but are not limited to, illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day, school-sponsored activities, suspensions imposed by the school, funerals, legal appointments, family member being deployed or returning from military deployment or other approved activities. All excused absences should be communicated by the parent/guardian or the legal custodian no later than 9:00 a.m. the day the student will be gone.

### **TRUANCY - UNEXCUSED STUDENT ABSENCES (Board Policy 501.12)**

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center. Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board in policy 501.1. Truancy is the act of being absent without a reasonable excuse. Truancy will not be tolerated by the board.

Truancy is defined as a student's absence from school without parent/guardian approval. A student who skips or leaves a class without permission after reporting to school is truant. Truancy or unexcused absence may also occur when the district office has not received communication/notification from parents, guardians, or the legal custodian with regards to a student not being in attendance at school by 9:00 a.m. (see "Excused Student Absences" above with regard to calling in students by 9:00 a.m.).

Teachers will still give the student the assignments they missed.

### **ADMINISTRATIVE REGULATIONS TRUANCY-UNEXCUSED ABSENCES**

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one which helps a person be successful throughout his or her lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking attendance records for absences and tardiness. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in the instructional program, students should not expect to be absent any more than is absolutely necessary. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

Consequences for unexcused absences/truancy will be at the elementary level, PK- 6 consequences will be determined by the elementary principal.

## **ELEMENTARY SANCTIONS (GRADES PRESCHOOL-6th)**

If a student accumulates 5 unexcused absences per trimester, the child's parents/guardian will be notified to set up an attendance cooperation meeting with the principal to discuss options to avoid further unexcused absences.

## **VIOLATIONS OF ATTENDANCE/TRUANCY**

When a student is absent from school five (5) days in a semester, written notification to the parents/guardians may be made. When a student is absent the tenth (10) day a letter and phone call, if necessary, will be completed by the building principal. It will be at the discretion of the building principal to determine if an attendance cooperation meeting is necessary based on the number of unexcused absences and/or absences in general.

The purpose of attendance cooperation meeting, sometimes referred to as mediation, will be to ascertain the cause of nonattendance issues and to arrive at an agreement which all parties will sign called an attendance contract. Initial referrals to appropriate services for counseling may be part of this agreement. All parties in the attendance contract include the student, parent/guardian/legal custodian, building principal and truancy officer. A copy of the agreement is provided to each signatory (Iowa Code 299.12(3)).

If the parents/guardian/legal custodian or student violates the attendance contract the school shall refer the matter to the Madison County Juvenile Court Liaison Officer who may forward recommendations to the county attorney's office.

## **ELEMENTARY SCHEDULE**

### **K-6 Daily Schedule**

7:45 AM	Students may enter building to go to practice gym, commons, or breakfast
8:00 AM	Students are dismissed to their classrooms
8:10 AM	School begins
3:25 PM	Dismissal

### **Preschool Daily Schedule (M, T, TH, F)**

Morning: 8:10-11:20 AM
Afternoon: 12:15-3:25 PM

### **Monday through Friday schedule**

The elementary school operates on a Monday through Friday special's schedule.

## **INJURY/ILLNESSES**

The accident report will be forwarded to the nurse's office within 24 hours, and kept on file in the nurse's office. All injuries at school shall be reported to the teacher, coach, or sponsor in charge.

The school will make every effort to inform parents of any accident or illness occurring at the school that may need care or observation at home. Normally a student will not be sent home because of illness unless a parent (or alternate adult) is contacted. Therefore it is important that the information on the student health and emergency information sheet be as accurate and complete as possible. Parents should notify the school of any change in information contained on this sheet.

Students should be fever-free (temperature less than 100.0F) for 24 hours before returning to school. This eliminates students returning to school when they are still ill and transmitting illness to other students

The Iowa Department of Public Health regulations are the guidelines used to determine exclusions and readmittance of children with communicable diseases. A child who has a communicable disease may return to school when the doctor says he/she is non-communicable and he/she feels well enough for school.

### **MEDICATION GUIDELINES**

Students may be required to take medication during the school day. The school encourages parents, and student to inform the school nurse of medication being administered in the event of a reaction. Students may not be in possession of or take prescription medication at school unless the following prerequisites are met:

The medication must be prescribed by a health professional with prescriptive privileges.

Whether the student or nurse holds the medicine, while at school it shall be maintained in the original prescription container which shall be labeled with: a) name of pupil, b) name of medication, c) directions for use, d) name of person issuing prescription, e) name and address of pharmacy, and f) date of prescription. A pharmacist will, for a nominal charge, provide parents with a separately labeled, small, empty bottle within which to send the child's daily dosage.

Written permission from the parent or guardian of the pupil must be received prior to the giving of any medicine. The note or medication authorization slip must be dated, state name of the child, provide exact instructions as to the amount of drug and time of day to be administered, and signed by the parent or guardian. Only medications whose dosage schedule cannot be adjusted for before or after school hours should be given during the day.

Students may possess and take non-prescription medication at school if it is kept in the original container. A medication authorization slip must be signed by the parent/guardian stating what medication the student is allowed to possess and use. (Medication authorization slips for prescription and nonprescription medications are available in the nurse's office. These slips must be renewed at the beginning of each school year.)

If requested, the nurse will hold and dispense the medication. When required, refrigeration will be provided. A written record will be kept of any medication dispensed by the school. At the end of the school year, or at the end of dispensing time, any remaining medication shall be returned to the pupil or destroyed. **All prescriptions need to be with the nurse and administered by the nurse with the exception of epi pens, and inhalers.**

The school reserves the right to inspect any medication which is possessed or taken at school.

### **IMMUNIZATIONS**

Iowa State law requires that all children who are enrolled in school must have completed the following recommended program of immunization:

DTP—Diphtheria/Tetanus/Pertussis (whooping cough) – 4 doses with one dose 4 years of age: 3 doses if born before September 15, 2001 or 4 doses if born after September 15, 2001.

Polio—3 doses of polio vaccine, with one dose 4 years of age

MMR—Measles/Mumps/Rubella – 2 doses of measles and rubella vaccine.

Hepatitis B—3 doses if born on or after July 1, 1994

Varicella (Chicken pox)-1 dose if born on or after September 15, 1997, or a reliable history of natural disease.

On the day of enrollment, parents must submit the necessary data to show that their child has completed the necessary immunizations or qualifies for a provisional certificate. (Has received one dose of each of the above vaccines and is under medical care for the completion of the necessary immunizations.)

Medical and religious exemptions may be granted under certain conditions. Please fill out the necessary forms and any further information which may be obtained through your school, the Madison County Health Department, Iowa State Health Dept., or your physician's office.

### **HUMAN GROWTH AND DEVELOPMENT**

Parents may have their children excused from a class when human growth and development program objectives are taught. The students will incur no penalty, but may be required to complete an alternative assignment that relates to the class and is consistent with assignments required of all students in the class. Please contact the principal to request this excuse.

### **DISSEMINATION OF INFORMATION**

The following information may be released to the public in regard to an individual student of the school district as necessary. Any student or parent/guardian not wanting this information released to the public must make an objection in writing to the principal. It is necessary to renew this objection at the beginning of each school year.

Information released may include: name, address, telephone, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, and honor rolls.

### **STUDENT RECORDS**

The Earlham Community School District maintains records on each student in order to facilitate the instruction, guidance and educational progress of each student. The records contain information about the student and his or her education and may include but are not limited to the following types of records: student's legal name as it appears on the birth certificate, identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports. Parents of students under age 18 and students over 18 have the right to:

1. inspect and review educational records;
2. request an amendment of the educational records;
3. consent to disclosure of personally identifiable information;
4. file a complaint with the U.S. Department of Education regarding alleged non compliance with the law;
5. obtain a copy of the records policy;
6. withdraw students' directory information from release.

### **STUDENT DIRECTORY INFORMATION**

Student directory information is designed to be used internally to assist certified personnel and is not accessible to the public. Student directory and general student information will be provided to the public for school related activities and/or educational opportunities without parents'/guardians' consent, unless the parents/guardians have notified the administration, in writing, by September 15 of the current school year (or within two weeks of the student's enrollment should it occur after this date), that they do not want their minor student's information published without their consent.

Directory information may include, but not be limited to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

### **OPEN ENROLLMENT**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon a parent's request. Students wishing to open enroll to another school district must apply for open enrollment by March 1st of the year preceding the school year in which they wish to open enroll unless there is good cause, as defined by the law. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the superintendent for information and forms. Exception: Families may open enroll PK-Kindergarten at any time throughout the year.

### **HOME SCHOOLING/COMPETENT PRIVATE INSTRUCTION**

Students have the option to be home-schooled and still enroll in the school district for some courses or for extracurricular activities (dual enrolled). Notification of intent to dual enroll should be filed each year with the school board secretary by September 15. Dual enrolled students requesting books and materials from the school shall be charged a prorated book rent fee. Please see the counselor or principal for more information and board policies 604.6 & 604.12. High school credits can be granted towards graduation requirements if course taken by student meets board policy 603.11 with regards to "Competent Private Instruction".

### **SUPPORT SERVICES**

The school district has a process to assist students experiencing behavior and learning difficulties. The Building Assistance Team (BAT) is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact the high school principal.

Each building will have a Building Assistance Team (BAT team) in place for the purpose of addressing concerns about student progress or behavior. This team is made up of general education teachers and special education teachers, and may also include special area teachers such as Art, PE, Music and administrators.

When the Building Assistance Team is called upon to assist a student's progress, several different steps will be taken. Parents are invited to participate throughout all of the steps. The steps are as follows:

Prior to referral to the Building Assistance Team, communication must occur between teachers and parents addressing any and all concerns. Interventions with documentation may begin at this step.

Communication with other resources through the Building Assistance Teams. Intervention with documentation **MUST** be implemented in step 2.

Communication with an extended problem solving team. This includes but may not be limited to Heartland Area Education Agency staff. Interventions with documentation are reviewed, revised and continued. The BAT team will review interventions and data and consider the following items: the student's rate of progress, discrepancy from peers, and specific educational needs. If interventions are successful students may or may not proceed to the following step. This will be handled on a case by case basis.

Consideration for entitlement to a special education program. These services are outlined in an Individual Education Plan (IEP). Special education services are considered when a student's needs require resources beyond that of their general education program. Once again rate of progress, discrepancy from peers, and educational needs will be considered.

These considerations are based on a student's skill deficits, or when it has been determined that a student's needs cannot be met within their general education program. These considerations are based on comprehensive evaluations and documented data from the interventions in steps 1-3.

Students entitled to special education services will:

- Receive services as specified on their IEP's.
- Receive service through both general education and special education through collaboration between the general and special education teachers.
- Be integrated into general education classes whenever possible.

The Earlham Community School District receives support services from Heartland AEA 11, located in Johnston, Iowa. The special services team includes a psychologist, speech clinician, audiologist, social worker, and various other consultants. Parents and/or teachers may request that testing be done for students. Screenings of whole classes or retesting of students with a history of problems (such as hearing loss) may be conducted during the school year. Comprehensive testing may not be done without parental permission. Parents will be notified if problems are discovered. If you have questions or wish to request testing, contact the principal.

### **EMERGENCY RESPONSE PROCEDURES**

All emergency situations and procedures (fire, tornado, bus evacuation, etc.) are outlined in the teacher handbook. Bus evacuation will be covered by the bus drivers and outlined in bi-annual drills provided to all students. Other emergency procedures will be covered by the teaching staff and signs will be posted in all classrooms.

### **TELEPHONE USAGE**

All students must use the telephone in the district office for all calls. Students may use the telephone with permission, but calls must be very important. Students can be called to the phone for only very important messages, but we prefer to take a message for the student so his/her class will not be interrupted. The phone may not be used to call home to make arrangements for staying with a friend or for going to a party. The phones are not meant for student use and only in extreme circumstances when all other means are exhausted will the phone be used.

### **VALUABLES**

Students should not bring items of value to school. The school will not be responsible for any valuables brought to school by students. If it is necessary to bring items of value to school the office may secure them with administrative approval.

### **BICYCLES/ROLLERBLADES/SKATEBOARDS**

The Earlham Schools recommend to parents/guardians that their children be in the third grade before riding bicycles to school. The district is not responsible for students riding to and from school and assumes no responsibility for bicycles on the school grounds. Rollerblades and skateboards may not be brought into the school building.

## **STUDENT ACCIDENT INSURANCE**

Optional student accident insurance may be available at the beginning of the school year. No school official serves as an agent, nor does the school district or any school staff member receive any profit, commission, or direct or indirect benefit from the sale of this insurance.

## **LUNCH REGULATIONS**

Earlham has a closed-campus policy regarding lunchtime. Students are not permitted to leave the building or school grounds during the lunch period. Leaving the school building during lunch period without proper authorization may result in disciplinary action. During the lunch period, students are to be in their assigned lunch area and may use the nearest restrooms. Students are not to be in the hallways.

## **BREAKFAST SERVING TIMES**

Breakfast is available to all students from 7:30 – 8:05 a.m.

## **LUNCH AND BREAKFAST PAYMENTS**

School breakfast, lunch, and ala carte are processed through the JMC lunch computer system. Students will have their own personal plastic account ID card (grades 7-12). The first ID card is free. There will be a charge for each replacement.

All lunches and breakfasts, including sack lunches, are to be eaten in their assigned area. Eating in the lunchroom is a privilege and is available to every student as long as appropriate behavior is practiced. Other regulations include:

Students may deposit money into their accounts from 7:45 – 8:05 each day. However, the money will not show up in the student's account until the following day.

Reminder notices are sent home or e-mailed when students' accounts need funds.

Students must have an account balance to purchase seconds or ala carte items.

## **LUNCHROOM PROCEDURES**

Students have the option of eating hot lunch or bringing a sack lunch from home. They may leave with parents for a special lunch out if the parent/guardian notifies the school in advance. We believe it is important to try and teach good eating habits and manners in our lunch area. **The school district requests that parents and students avoid bringing peanuts, peanut products and nuts in lunches and snacks. Please also avoid bringing soda for a school lunch drink.**

The elementary lunchroom (K-5) will identify tables that will consistently be used for school purchased lunch and others for cold lunch.

We encourage parents to come and eat with his/her child at any time. We ask that you plan accordingly for money to be in your child's lunch account at all times. If parents desire information concerning free or reduced lunches, please contact Denise Bean at 758-2214 ext. 101.

## **ALLERGY POLICY**

To provide the safest environment possible for all of our students, we will no longer allow any foods into our buildings that contain peanuts, peanut butter or tree nuts. We will not be serving any foods that contain peanut butter or peanut products in our school lunches or concession stands. We have researched food products that can be served as alternatives to foods that contain peanuts.

All staff members have been trained in administering epinephrine via an EpiPen or AuviQ.

We ask all parents be aware of our policy and ask you please not to send any lunches, snacks or birthday treats to school with your child that contain peanuts or peanut butter. We also ask that you please review this information with your older children and remind them not to bring any foods containing peanuts into our buildings.

### **STUDENT LOCKERS**

School personnel will assign each student a hall locker. For security, neatness and safety, all locker doors must be kept closed. Students are expected to use their own lockers and to keep them neat. Obscene or lewd pictures will not be allowed. Students assigned to a locker are responsible for it and may be charged individually or equally for damage. Do not mark on or deface the locker. Tampering with the locker or its lock is considered vandalism and may result in disciplinary action. The school is not responsible for thefts. Students are to use lockers only for the storage of school books, school materials, and possessions ordinarily used in day-to-day school activities. All lockers are the property of the school district and remain school property even though they are temporarily assigned to students.

School officials may conduct periodic inspections of all or a randomly selected number of lockers at any time without prior notice. Inspections may be made for cleanliness, missing school or personal property, contraband, and evidence of vandalism. Contraband may include non-prescription controlled substances, alcohol, pornographic material, tobacco, weapons, explosives, stolen property or anything used that may disrupt the educational setting. Such items of contraband are not to be brought to school or placed in lockers under any circumstances. (A locker search may be conducted at any time without advance notice if there is reasonable suspicion that contraband is in the locker.) School padlocks are available from in the athletic director's office for a rental fee.

### **TEXTBOOKS – USE AND CARE**

Textbooks are one of the most costly items for which students are responsible. Students will be assessed the replacement cost of any lost textbooks. Appropriate charges will be collected for any undue damage which occurs to a textbook.

### **SCHOOL RULES AND EXPECTATIONS**

Earlham School has basic and simple rules and expectations of students. Students who comply with these expectations should experience success and be exempt from disciplinary action or punitive measures. Earlham Elementary and Middle School (Grades PK-8) are a PBIS: Positive Behaviors Interventions and Supports School. Students in those grades will receive Cardinal Compliment Cards for demonstrating appropriate school behavior (and minors/majors if they do not).

Students will come to class prepared and be in their seat when the bell rings.

Students will respect others and their property. Issues of disrespect could include any of the following:

- Inappropriate language
- Bullying/hazing/harassment
- Disrespect to Staff
- Skipping detention time (doubles and goes to Saturday school)
- Insubordination
- Disruptive Behavior



- Breaking classroom or school rules
- Vandalism-the student and parents are responsible for all damages
- Illegal acts
- Stealing

·Students will use appropriate volume while talking with others at school.  
 ·Everything from the lunchroom stays in the lunchroom.  
 ·No food or drink (except water with authorization from the classroom teacher) will be allowed in the classrooms.  
 ·Do all you can to be all that you can as a student and member of this school. The above rules and expectations will be reinforced in the following manner:

1st Time = Warning by the observing teacher  
 2nd Time = Detention with the observing teacher  
 3rd Time = Office referral and discipline.  
 This is a recommendation.

**DRESS CODE (Board Policy 502.2 – STUDENT APPEARANCE)**

The School Board believes inappropriate student appearance causes material and substantial disruption to the school environment and/or presents a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting. The School Board expects students to be clean, and wear clothes in good repair and appropriate for the time, place and occasion. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

Students are to dress appropriately for school. What is legally permitted in public may not always be educationally acceptable at school. Because of the strong connection between academic performance, students' appearance and students' conduct, standards of dress and conduct are required.

**FIGHTING**

Earlham Community School will not tolerate fighting, either physical or verbal. Teachers, counselors, and administrators are available to assist when student conflicts arise. Students must find ways to resolve personal differences without fighting. Students have a right to protect themselves by walking away, blocking a punch or kick, or reporting the incident to school officials. Students do not have the right to retaliate. Disciplinary action resulting in a fight will be handled by building principal.

**STUDENT DISCIPLINE**

School district policies, rules, and regulations are in effect 12 months a year. The student handbook, board policy, the Code of Iowa, or “commonly held notions of unacceptable, immoral, or inappropriate behavior” may serve as sources to students of what conduct is impermissible and for which discipline may be imposed.

The Earlham Community School Board affirms its support of the student responsibility and discipline policies, its intent to support school staff who enforce these policies, and its intent to hold school staff accountable for implementing the policies.

Students are responsible for their actions, not the actions of others. These expectations apply to students:

- While on school property.
- While on or in school-owned and operated vehicles or school-chartered vehicles or while traveling under the authority of the school.
- While attending or engaged in a school-related, sponsored, or approved activity, regardless of whether it is on school property or not.
- 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.

### **DISCIPLINARY TOOLS**

The most effective manner in maintaining proper conduct is through parent guidance. When breakdowns occur in student conduct, teachers should make every effort to work with the parent to resolve disciplinary problems. PARENT SUPPORT IS A MUST! When teachers have exhausted disciplinary tools, it may be necessary for students to be referred to the building administration. School officials will use a variety of disciplinary tools in an effort to hold students accountable for their behavior and change negative behavior. Some examples of discipline include:

- Verbal Warning
- Student-Teacher Conference
- Parent-Student-Teacher Conference
- Teacher or Administrator Telephones Parent
- Referral to Guidance Counselor
- Letter of Apology
- Loss of Privileges (No passes, Senior release, etc.)
- Time Out Isolation (Within the classroom)
- Building Assistance Team Referral
- Suspension out-of-school (By Administrator only)
- Expulsion (By School Board only)
- Administrator Conference
- Detention
- In-school suspension
- Saturday school (Increments by hours)
- In-school or out-of-school community service
- Community Service

In the case of suspension or expulsion, a student has the right of privacy and appeal. Guidelines for school expulsion and hearing procedures are on file in the principal's office.

### **POSSIBLE DISCIPLINARY CONSEQUENCES**

#### **DETENTION**

Detention may be given for relatively minor rule infractions. An unofficial detention may be served with the classroom teacher. An official detention will be served in detention hall from 3:25-3:55, Monday through Thursday. Detention is an extension of the regular school day for the students concerned; therefore, all rules and

regulations in effect during the school day also apply to the detention period. Detention **MUST** be served that day or the following day (M-Th) unless other arrangements are made in advance. Work is not a valid reason to miss a detention. If a student receives more than one detention in a day or week, they must be served consecutively until satisfied and the “today or next day” courtesy may be waived. The student is to report to detention with enough school work or a book to read to keep busy the whole time. No newspapers or magazines, food or drink, talking, or sleeping is allowed. Failure to follow these guidelines or any others set by the detention hall monitor will result in dismissal from detention. Students dismissed from detention will have the time doubled and will serve it during Saturday School. Failure to stay or make arrangements to stay for detention will result in additional consequences. Students may not be able to play or practice any extracurricular activity until their detention time has been served.

## **SUSPENSION**

A student may be suspended from school for reasons listed in this student handbook plus repeated violation of any one rule or a combination of rules. Whether the suspension is in-school or out-of-school will be determined by the principal. Neither in-school nor out-of-school suspensions count on the attendance policy. All school work during suspensions may be made up, if done in a timely manner.

### **IN-SCHOOL SUSPENSION**

A student assigned an in-school suspension will be confined to a supervised area for a part of or the entire regular school day. The student will be allowed restroom break only when given permission by the supervising teacher.

### **OUT-OF-SCHOOL SUSPENSION**

A student may be given out-of-school suspension for serious or repeated breaches of discipline. A suspended student may make up all missed school work for full credit. Students on out-of-school suspension for any part of the day will not be allowed to practice, participate or attend any extracurricular activity that day (home or away). In addition students on out-of-school suspension are not allowed on school property. (Iowa code allows a school to suspend a student up to 10 days)

### **SCHOOL EXPULSION**

The Board of Education may expel any student from school for a violation of rules and regulations, or when the presence of that student is considered to be detrimental to students or staff. The building administrator is responsible for the origin of the recommendation for expulsion of a student and shall have the authority to suspend the student from attendance until a board meeting can be held. The student shall be afforded means of alternative education during this period of suspension. In the case of unusual delay, the superintendent may place the student on probationary status and allow the student to return to classes pending the board meeting. Every effort shall be made to hold the meeting as soon as possible.

The superintendent shall notify the student and parents (or legal guardians) of the place and time of the board meeting. The notice shall be both oral and written and shall also include a summary of the specific reason(s) for the consideration of the expulsion of the student. The student and parents shall be made aware of their right to have themselves represented by counsel and their right to present witnesses who may have vital information material to consideration of expulsion. At the meeting the board shall have in attendance the administrator who initiated the request for expulsion and other persons it may wish to call as witnesses. All written statements to be considered in the expulsion hearing shall be made available at the meeting and shall be accessible for examination by the student, his/her parents, and representative.

Within five days of the board meeting, the board will notify the student and his parent(s) or guardian(s) of the board's decision. When expelled by the board of education, a student may be readmitted only by the board of education and upon such terms as prescribed by the board. In the absence of any overriding judicial directive, the board shall determine whether the school shall provide or deny alternative education to the expelled student.

**USE OF VIDEO CAMERAS ON SCHOOL BUSES**

The Earlham Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras may be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

**BUS EXPECTATIONS/CONSEQUENCES**

To help ensure the safety of all students, school employees, and other motorists, students are required to abide by all student behavior rules outlined in board policy, in the student handbook, and the rules included in the following chart. Transportation by school bus is a privilege, not a right, for an eligible student. A student's eligibility to ride the school bus may be revoked due to a violation of school bus safety rules or the school behavior expectations. All consequences are at the discretion of the district administrators.

Misbehavior on District Vehicle (Bus) Expectations	1st Offense	2nd Offense	3rd Offense	4th Offense
<p><b>* <u>Violations of safety procedures</u></b> Behaviors include: moving around the bus while bus is in motion, jumping over seats, sitting in the aisle, throwing objects, or other actions deemed unsafe by the bus driver.</p>	Warning - Parent Notified	1 Day - Suspension from school bus	3 Day - Suspension from school bus	5 Day - Suspension from school bus
<p><b>* <u>Aggressive/Threatening Behavior</u></b> Behaviors include but not limited to: verbal or physical conflicts/fights, pushing, shoving, hitting.</p>	1 Day - Suspension from school bus	5 Day - Suspension from school bus	Remainder of semester suspension from school bus	Determination by building principal
<p><b>* <u>Disregarding the directions of the bus drive</u></b> As with any classroom, the bus driver has the authority to set rules</p>	Warning - Parent Notified	1 Day - Suspension from school bus	5 Day - Suspension from school bus	Remainder of semester suspension from school bus

<p>and expectations for students riding the bus. Students who disregard the directions of the bus driver will be held accountable for their behavior. Rules set by bus drivers may be reviewed by the administration at any time to determine appropriateness.</p>				
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**SPECIAL CONSIDERATIONS:**

Tobacco – Alcohol – Drugs School Board Policy, Code: 502.9

The School Board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students 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 vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

The School Board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

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 by/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 may also be reported to the local law enforcement authorities.

**REGULATIONS:**

**TOBACCO**

Regardless of age, smoking or possession of tobacco by students is not permitted on school property or at school activities in Earlham or in a visiting school setting. Students smoking, chewing, or in possession of tobacco within the jurisdiction of the school or any school activity at home or away, are subject to the following disciplinary measures:

- 1st offense - 3 days out-of-school suspension
- 2nd offense - 5 days out-of-school suspension
- 3rd offense – 5-10 days out-of-school suspension and meet with board for possible expulsion
- 4th offense – Recommended expulsion

## **ALCOHOL**

Students found using, in possession of, coming to school after using, or under the influence of alcohol within the jurisdiction of the school, on school property, or any school activity at home or away, shall be subject to the following disciplinary measures:

1st offense - 5 days out-of-school suspension

2nd offense - 10 days out-of-school suspension and meet with board for possible expulsion

3rd offense – Recommended expulsion

## **ILLEGAL DRUGS**

Students found using, selling, distributing, dispensing, or in possession of, coming to school after using, under the influence of illegal drugs or look alike drugs, or in possession of drug paraphernalia within the jurisdiction of the school, on school property, or any school activity at home or away, may be subject to the following disciplinary measure: Recommended expulsion. State law requires the school to notify law enforcement. 1st offense - 10 days out-of-school suspension and recommended expulsion.

State law requires the school to notify law enforcement. Under the school’s “Good Conduct Policy”, whether the student is in violation on or off school property they (the student) will also be subjected to the consequences of the Good Conduct Policy stated below.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the School Board.

## **WEAPONS**

School is not an appropriate place for weapons, weapon look-alikes, or dangerous objects. Students should not bring or possess such objects at school, on school property, or at a school activity. For the purpose of this portion of the policy, a weapon is any object including, but not limited to, guns (including BB guns), explosive devices, knives, chains, or clubs that may be used to cause bodily injury. Weapon look-alikes may include, but are not limited to, all “toy” guns (including water guns), and “toy” knives, or other facsimiles. Such objects will be confiscated, reported to parents and to law enforcement officials, and the student will be subject to the following disciplinary action if appropriate and at building level and principals discretion.

Possession of Weapon (Recommended but not mandatory) 1st offense – 1-5 day out-of-school suspension

2nd offense – 5-10 day out-of-school suspension or possible recommendation for expulsion 3rd offense –

Recommended expulsion

If a student makes a threat with a weapon in their possession the consequences are as follows 1st offense – 10 days out-of-school suspension or possible recommendation for expulsion. 2nd offense – Recommended expulsion. If the weapon is a firearm see below.

## **POSSESSION OF FIREARM**

To comply with federal law, the board shall expel from school, for a period of not less than one calendar year, a student who has brought a firearm to school or knowingly possessed a firearm at school, under the jurisdiction of the board or the authorities. (The superintendent may modify expulsion requirements on a case-by-case basis.) (See board policy 502.13 for details.)

### **STEALING OR VANDALISM OF SCHOOL PROPERTY**

If a student is found to be guilty of stealing or vandalizing school property we will handle it the same as a shoplifting offense with the exception that we reserve the right to call law enforcement. Students have the right to file charges if it is personal property. If it is school property, then school has the right to file charges.

Consequences:

- Restitution – return item(s), if damaged, student will replace or make it satisfactory to the victim.
- Minimum of 10 hours of community service if first offense. Community service hours will double for subsequent offenses.
- Minimum number of weeks of ineligibility will be three (3) for first offense. Again, weeks of ineligibility will be doubled for subsequent offenses.

### **OTHER ILLEGAL ACTIVITY**

A student who admits to or is determined to have violated the law by committing an offense punishable by law as defined in federal or state statutes or municipal ordinances, will be declared ineligible from three weeks to six months, and must complete 10-40 hours of community service. This does not pertain to speeding violations or parking tickets.

### **BOMB THREAT**

Any bomb threat will result in recommended expulsion.

### **STUDENT RIGHTS AND DUE PROCESS**

The appeal procedure is meant to guarantee a student's right to due process in disciplinary matters. This includes the administration informing the student of the charges and the student's right to tell his/her side of the story. Respect, fairness, and recognition of responsibilities for both parties must prevail in all relations. The school will make available to each student a copy of the appeal procedure, which is found in the next section of this handbook.

### **APPEAL PROCEDURE FOR VIOLATION OF THE DISCIPLINE POLICY**

Purpose

The purpose of the appeal procedure is to preserve the rights of all students attending the Earlham Community School District concerning disciplinary matters. These rights include ensuring that any student will be informed of a violation of the discipline code and will have an opportunity to tell his/her side of the story.

### General Guidelines

The disciplinary council is to step in only if errors were made, not to substitute their judgment for that of the administrator. If the administrator's decision was made within the parameters of his/her authority and unless there is evidence that a mistake was made, the decision should stand.

Students declared ineligible due to a decision concerning the good conduct rule remain ineligible during any appeal process.

Here-say from witnesses not present is admissible (witnesses don't have to be present in person).

The disciplinary council may take this into account when determining the credibility of the testimony.

### Appeal requests

All requests for appeals shall be made to the Superintendent within three school days after the student has been notified of a violation. A request for an appeal may be made for two reasons: 1) The student is pleading innocent to the charges, or 2) The student thinks the punishment is unjustified or unfair. The Superintendent has the authority to determine whether an appeal may be justified and should go forward or not.

### Detention vs. Suspensions

An appeal of a detention (or lesser consequences) is decided by the Superintendent and one other administrator. They will hear both sides of the issue and make a decision. Their decision is final. An appeal of a suspension (or greater consequence) is decided by the disciplinary council.

Membership of disciplinary council. The following persons shall be members of the disciplinary council.

Two teachers who are not involved with the disciplinary case. Teachers shall be selected on a rotating basis.

Two student council members who are not involved in the disciplinary case. Members shall be selected on a rotating basis.

One principal who is not directly involved with the disciplinary case.

The Superintendent will preside over the disciplinary council but will not have a vote in any decision made by the council. The Superintendent will appoint members to the council, as above described and will have the authority to disqualify anyone from serving on the council for cause where individual bias may jeopardize a fair hearing. The Superintendent may also appoint a replacement to preside, if deemed necessary.

Representation at appeal meetings, The following persons are eligible to attend appeal meetings when a violation has been filed against a student.

- The disciplinary council, including the presiding officer.
- The student, parents of the student, and any representative they choose.
- The person filing the violation.
- Legal counsel for the person filing the violation.
- Witnesses for the student as approved by the presiding officer.
- Witnesses for the person filing the violation as approved by the presiding officer.
- Witnesses. Guidelines in approval of witnesses and procedure in notifying witnesses shall be as follows:
  - Witnesses must have specific, relevant and necessary information in regard to the violation the student has been charged with.



- The person filing the violation and the student shall submit a list of witnesses and state reasons for calling them to the presiding officer for approval prior to the meeting. If any witnesses are not approved, the presiding officer will notify the person submitting the list.
- The presiding officer will notify all witnesses of the time and place of the meeting.

Appeal meeting procedure. The presiding officer of the disciplinary council will adhere to the following procedures:

- All proceedings except private deliberations will be recorded.
- All persons shall be introduced.
- Any alleged violations committed by a student will be set forth by the person filing the violation.
- The student will either admit to or deny the violation.
- The person setting forth the violation will give testimony and shall have the right to call all witnesses as approved by the presiding officer.
- The student (or his/her counsel) shall have the right to examine the person filing the violation and any witnesses presenting testimony or evidence against the student. Further, any council member or the presiding officer may examine any person testifying.
- The student may give testimony on his/her behalf and shall have the right to call any witnesses as approved by the presiding officer. The person filing the violation may examine the defendant or any of his witnesses who testify. The council or the presiding officer of the disciplinary council may examine the student or any witnesses. The student will not be required to testify if he/she does not desire to do so.
- Any further questioning or procedural process will be at the discretion of the presiding officer.
- After all testimony has been heard and all evidence entered, the council will deliberate in private (no tape) and to render a decision by taking a vote by secret ballot. The decision shall be made upon the basis of only those facts, testimony, and evidence presented at the meeting. In making the decision, a majority vote will rule.
- The decision will be announced in “open session” (and taped).

Appeal to the board of education

The student or the principal may appeal the decision of the disciplinary council to the Earlham School Board. The appeal must be made by submitting a written request to the superintendent or board secretary within three days after a decision is rendered by the disciplinary council.

The school board will review the appeal and either affirm or reverse the decision of the disciplinary council within ten days upon receipt of the request by the student or principal. The board will only listen to the tape of the disciplinary council hearing meeting. No new information or evidence is to be submitted to the board.

## **LEGAL NOTES**

### **TITLE IX AND 504 STATEMENT AND GRIEVANCE PROCEDURE**

The Earlham Community School does not willfully or knowingly discriminate on the basis of sex, race, religion, color, national origin, marital status or disability in the education programs or activities which it operates. The Earlham School District is required by Title IX of the Education Amendments of 1072 and the regulations there

under, and Section 504 of the Rehabilitation Act of 1973, not to discriminate in such a manner. Title IX and Section 504 provide that a person be assigned to coordinate activities in these areas and to investigate any complaints. Students who feel they have been discriminated against are encouraged to report it to the school district affirmative action coordinator. The affirmative action coordinator is the Superintendent (758-2235 x127). Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 10220 North Executive Hills Blvd., 8th Floor, Kansas City, MO 64153-1367, (816) 891-8156, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294, The section 504 contact person is the building principal.

### **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.

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

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.

If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:

- Tell a teacher, counselor or principal: and write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including, what, when and where it happened: who was involved, exactly what was said or what the harasser or bully did: witnesses to the harassment or bullying: what the student said or did, whether at the time or later, how the student felt: and how the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- 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.

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; and suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying 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; and demeaning jokes, stories or activities.

#### Protocol for Dealing with Harassment/Bullying

Step 1: Informal conversation with all parties involved to resolve the issue.

Step 2: When a formal/written complaint is filed an investigation is done by, Guidance Counselor or building principal and a parent meeting will be scheduled.

Step 3: Following the investigation the building principal will meet with the students involved and their parents to resolve the issue.

Step 4: If there is further proof of harassing/bullying incidents a minimum of a three day out-of-school suspension will be enforced.

Step 5: If there is further proof of harassing/bullying incidents a minimum of a five day out-of-school suspension will be enforced.

Step 6: If there is further proof of harassing/bullying incidents the student will be recommended for expulsion.

#### **CHILD ABUSE**

Neglect, sexual molestation, emotional abuse and any non-accidental physical injury suffered by a person under eighteen years of age resulting from acts or admissions of parents, guardians or persons legally responsible for the child, have legally been declared as child abuse. School personnel, such as the school nurse, teacher and principal, are mandated to report suspected child abuse to the Department of Social Services.

As of July 6, 1992, The Department of Human Services decentralized child protection intake and investigation. Referrals are now directed to county offices by calling the following number: 1-800-652-9516. Forms for follow-up reports are available in the principal's office. If you have any doubts whether to report suspected abuse or not, please visit with the principal. Generally, it is better to be safe than sorry when the safety of a child is at stake.

#### **PHYSICAL FORCE AS A MEANS OF RESTRAINT**

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 physical force may be appropriate include, but are not limited to: 1) purposes of self-defense, 2) confiscating a weapon or other dangerous object, 3) the safety of others, 4) protecting a student from self-infliction of harm, 5) removing a disruptive student, 6) protection of property, and 7) stopping a disturbance.

#### **ABUSE INVESTIGATOR**

A person who thinks a student has been physically or sexually abused by a school employee may contact the school's level-one abuse investigator, the high school counselor (758-2214).

#### **CONTACT PERSONS**

In summary, the following individuals serve as the contact persons and/or coordinators for the Earlham Community School in the areas listed. The school telephone numbers are 758-2213, 758-2214, or 758-2235.

Affirmative Action Michael Wright  
Educational Equity Michael Wright  
Title IX Jason Hammen  
Multi-Cultural, Nonsexist Jason Hammen  
Home Schooling Jason Hammen  
Homeless Mindy Harskamp  
Americans with Disabilities Act Michael Wright  
Section 504 Building Principals  
Level One Abuse (of student by school employee) H.S. & Elem Guidance Counselor Level One Abuse Alternate At-risk Coordinators  
Level Two Abuse (of student by school employee) James Mazour (279-8383)

### **JMC**

JMC is the Student Record Management Software used by the Earlham Community School District for managing student data and information. Parents can access JMC to monitor and manage their student's information. To login to JMC, parents will use their own last name as a Username. Each password has been set up through the school but can be changed and customized to a password that is chosen by the parent. Parents can call the District Office at 515-758-2214 x 121 to learn their password or change it.

Parents can access their child's Attendance Reports for the year. In addition to these services, parents can activate an Alert Configuration so that they receive alerts through email if their child is marked by their teacher as absent or tardy.

There is also the option for parents to update their own contact information. If there is a change of name, address, phone number or email address, parents can log on to JMC and access Parent Information and make the appropriate changes. This ensures that if the school needs to contact you about your child or alert you to school cancellations or delays, it can be done promptly and accurately. All these features can be found in the sidebar of the JMC page once you log in.

### **RELEASE OF STUDENT PHOTOGRAPHS**

In the Earlham Community School District, photographs or likenesses may be released without written consent unless qualified objectors comply with the following procedure.

If any parents or guardians of students under the age of 18, or students over the age of 18, object to this policy of releasing photographs or likenesses, they should contact, in writing, by September 15 of the current school year (or within two weeks of the student's enrollment should it occur after this date) the appropriate building administrator.

### **STUDENT DISCIPLINE**

The school has established expectations for student behavior and each student will be required to abide by those rules. Students at Earlham have the right to be safe, to learn, and to be respected. The school's goal is to encourage responsible behavior and self control in an effort to assure these rights for all students.

Teachers will strive to recognize positive student behavior whenever possible. However, if inappropriate behavior continues to occur, there will be consequences for those behaviors. Earlham Community School believes it is necessary to work in cooperation with parents and guardians at all times to achieve a high degree of discipline. It is also our belief that correctional discipline should be constructive rather than just punitive.

Students' conduct and behavior should be appropriate to maintain the orderly and efficient operation of the school while respecting the rights and privileges of all students, school personnel, and members of the community both on and off school premises.

Informing Parents of Discipline Concerns – Telephoning a parent because of a discipline concern may be used independently or in conjunction with any disciplinary action. Often, a telephone call home may suffice in solving the problem. The school will involve parents at an early stage in order to address problems and correct them in a timely manner.

Office Referral/Principal's Office – A student may be sent to the principal's office if he/she has posed a problem in the classroom for a length of time and other disciplinary procedures have not been successful. Sending a student to the principal's office is intended to be used as a last resort rather than a routine procedure. The exception would be a more severe incident such as fighting or physically harming another student, deliberate destruction of school or personal property, possession or use of dangerous objects, and flagrant disrespect for an adult in charge. Parents will be notified when a child has been sent to the principal's office and the incident will be documented.

### **GROOMING**

We do not have a specific dress code for our students, but we do expect that all children be dressed in a reasonable manner. Acceptable appearance, reflecting on good taste and judgement of the parent/guardian, includes not only the proper selection and wearing of clothing, but also personal grooming and hygiene.

### **FIELD TRIPS**

Our school provides many educational field trips throughout the year to enhance their educational experience. Parents will be notified by the teacher in advance of the trip and of any needs for the trip, such as a sack lunch. Students will be supervised during any field trip. If for any reason parents do not want their students to participate, they may contact the school to make other arrangements. Each child needs to have a field trip permission form, received at registration, filled out in order to attend any field trip during the year. This will be a mandatory form that will need to be completed every year at registration time. Field trips are a privilege and may be taken away from students because of disciplinary action. We may be limited in the number of chaperones we are able to take on field trips. These limitations are imposed by the sites we visit.

### **PARTY INVITATIONS**

Problems may develop regarding invitations to parties or other non-school activities being handed out at school. This may cause hurt feelings to those left out, which directly affects class work; therefore, party invitations are not to be distributed at school.

### **LOST AND FOUND**

A lost and found department is maintained by the school. It is the child's responsibility to check in the lost and found area periodically if s/he has lost something. Student clothing and other items should be clearly labeled. If

your child has lost an item, we shall do everything possible to help him/her find it. Money, purses, wallets, watches, electronic devices, and other valuable items are to be turned into the front administration office. Pupils are urged to make a prompt inquiry concerning such items.

### **CONDUCT AT ACTIVITIES**

Students attending athletic events, plays, musical programs, etc. will be expected to follow the same good conduct rules used during regular school hours. Students should remain seated, watch the event, and display good sportsmanship. Students should not be playing on the sidelines or in the hallways during the event. If inappropriate behavior continues after a warning, the student may be asked to leave the event. If a student leaves for any reason, s/he will not be readmitted.

### **ATTENDANCE AT PERFORMANCES**

Any elementary student taking general music is required to attend all performances their class is involved in. Only students who present a written parental excuse in advance of the concert will be excused. If a student is absent the day of the concert, s/he will not be allowed to perform in the concert that evening. Exceptions may be made in the case of an emergency.

### **TESTING AND PHYSICAL EXAMINATIONS**

Hearing screenings will occur annually for all elementary students (PK-5). Students who “fail” the initial screening will receive a second screening, and perhaps additional testing by an audiologist. Parents will receive a written report of test results only if abnormal, after the second stage testing. This is a screening process only, and does not identify all hearing or ear problems. If your child has had hearing or ear problems recently, feel free to send this information to the school nurse for the audiologist. Parents do have the opportunity to decline screening/testing, but they need to contact the school nurse prior to testing dates. If there are any questions about the hearing testing program in your school, please contact your school nurse or principal.

The school nurse conducts vision screening in the fall of each year for at least grades 1, 3, 5 and special education. Parents and other school personnel may refer any child. Parents will be notified if a problem is found.

Speech screening is conducted by the speech clinician early in the school year. If speech or language difficulties are noted, further testing may be done to determine how to best help the child.

Physical examinations and health histories are required of all children entering kindergarten. They also may be requested for new students, special education students and children who have serious chronic health problems if a need is indicated.

### **RECESS GUIDELINES**

We believe in the importance that every child receive recess for fresh air and positive socialization. If you feel your child needs to stay in from the recess the day after an illness, a note from you, the parent/guardian, is required. A doctor’s note is required to stay inside for any longer than one day.

Rules for the playground are kept to a minimum so that they are easily remembered and followed by students and teachers.

1. Stay inside the fenced playground area.
2. Use equipment as it was intended to be used..
3. Treat everyone in a safe and helpful way.

4. Follow the directions given by the recess teacher.

These expectations are taught and reviewed periodically in classrooms and are expected to be followed by all students. Students who continue to disregard the rules and expectations may lose the privilege of recess for a period of time. Parents will be invited to assist in correcting recess concerns.

Students need to be dressed appropriately for outside play. Please do not allow your child/children to bring toys from home for the playground. This will eliminate the possibility of damage or loss of an item. Students are under the supervision of the person on duty and are required to follow their directions. Students violating general behavior rules on the playground rules will be disciplined.

### **COLD WEATHER GUIDELINES**

\* Requirements for students to go out to recess

Temperature 60 degrees or below

1. Students need to have on an additional sweatshirt or jacket

Temperature 40 degrees or below

2. Students need to have:
  1. Winter coat
  2. Gloves
  3. Hat or something to cover ears

\* Snow on the ground:

3. Boots and snow pants required to play off of hard surface.

**If temperature or wind-chill drops below 0 degrees we will have indoor recess.**

If students do not have the above other than boots and snow pants:

4. Students who repeatedly do not bring appropriate recess clothing - a parent/guardian contact will be done by the classroom teacher by phone, email, or note as a reminder.

### **BASIC CURRICULUM**

The educational program at all levels is aligned with the Iowa Core and grounded in the basics, yet enriched to meet the needs of all students. Reading, writing, listening, speaking and mathematics are stressed at all grade levels. Social studies, science and health are equally important subject areas. The ability to think and solve problems is stressed in each academic area. Learning is extended and enhanced through use of media centers and computer laboratories.

### **MUSIC**

Vocal – all students receive instruction on a scheduled basis.

Instrumental – Lessons are offered for students in grade five on a regular schedule. Parents/guardians of fifth grade students will be receiving more detailed information from the band instructors.

## **BAND**

The 5th and 6th Grade Band is under the direction of Nate Sletten and Holly Homan. The 5th and 6th Grade Band meets as a full group every other day. The 5th and 6th Grade students also have group lessons with Mrs. Homan and Mr. Sletten. Additional instruction is provided for 5th and 6th grade students during their recess time, before school, or after school. The 5th and 6th Grade Band performs at two concerts throughout the school year (Winter/Spring).

## **ART**

Art classes are scheduled for grades PK-6. The school furnishes most materials. Children's art work will be on display throughout the year and will be available to view during certain school functions.

## **PHYSICAL EDUCATION**

Physical education classes are scheduled for grades PK-6. When playing in the gym, tennis shoes are recommended. Other soft-soled shoes may be satisfactory if they do not leave marks on the floor.

## **LIBRARY**

The library provides a current collection of books and resources to support the district's curriculum and to encourage reading for enjoyment. Scheduled classes are held once a week for kindergarten through sixth grade students. The scheduled classes allow students to participate in a variety of literature-based activities.

## **GUIDANCE**

The elementary guidance and counseling program is designed to meet the unique needs of the elementary-aged student. The counselor conducts structured, goal-oriented classroom lessons, as well as small groups in response to identified needs. School counseling focuses on the preventative aspects of guidance.

## **TECHNOLOGY**

Technology classes are scheduled for PK-6 students. The technology teacher will work with students on the basic computer skills to more advance processes such as developing their own thematic Web Pages. Students will also work with online Internet safety.

## **EELP-EARLHAM EXTENDED LEARNING PROGRAM**

The philosophy of the Earlham Elementary Extended Learning Program is to ensure that the curriculum offered is based on the interests, needs, and abilities of our students. We are committed to personalizing each student's education and to develop creativity while stimulating all kinds of interests. K-6 students will benefit from an inclusion program with scheduled classes as well as 3-6 students receiving the opportunity to be pulled out in small groups on a weekly schedule to enhance their abilities further.

## **TITLE I MATH AND READING**

Special reading and math assistance is provided for qualified students in grade one and two in buildings that qualify under federal guidelines.

## **SPEECH**

Speech services are available for Pre-Kindergarten through high school age children. Referrals are accepted from teachers, parents/guardians, and outside agencies through your school. Services are provided either by working with the child in the speech room or by collaborating with the child with the classroom teacher.



## **SPECIAL EDUCATION**

A continuum of special education services is available to students with disabilities in Pre-Kindergarten through 6<sup>th</sup> grade. Referral for special education services is initiated at the elementary level through a building assistance team made up of teachers and administrators. Special education services are provided for the following areas: speech and language disorders; learning, behavioral and mental disabilities; physical, visual and hearing impairments; autism; and traumatic brain injury. An Individual Education Plan is developed for each special education student by a team consisting of parents, teachers, principal and specialists from the Heartland Area Education Agency.

## **PRESCHOOL PROGRAM**

To be eligible for the preschool program, your child must be 4 years of age before or on September 15, 2016. The Preschool Program's goal is to provide a high quality preschool program meeting each child's needs, including children with disabilities and those from a diverse background. The preschool provides a rich learning environment that encourages children's natural curiosity and supports them to take risks that lead to new skill development. It is a setting where children feel safe, respected, and cared for. This is an opportunity for all four-year-old children to take part in planned, active learning experiences to build their readiness skills. The preschool program has adopted and meets the Iowa Quality Preschool Program Standards (QPPS), administered by the Iowa Department of Education. The Iowa Early Learning Standards along with GOLD assessment are used to guide expectations for the children and instructional practices. Parents will need to submit a copy of the child's birth certificate and immunization records.

More information can be found in the [Preschool Handbook](#).

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

PBIS is a research-based behavioral intervention program that specifically addresses appropriate behaviors by introducing a common language for all stakeholders, reinforcement of behaviors with an incentive system, and most importantly, through direct instruction of the appropriate behaviors.

### **VISION:**

We will implement PBIS as an effective, proactive process for improving social competence, citizenship and academic achievement for all students in the elementary and middle school by having a common culture, vision and language.

### **MISSION:**

Provide leadership, professional development, resources and on-going support in order for schools to successfully implement PBIS with a common culture, vision and language.

### **GOALS:**

1. Increase academic achievement by maximizing time on task!
2. Reduce the number of office referrals by 25%.
3. Increase family and community engagement especially in using common PBIS language.
4. Positive school culture.

More information can be found [here](#)

## **ASSESSMENTS**






Throughout the school year, students will take standardized tests to measure student proficiency and academic growth. These tests include:

- K-5th Grade FAST (Formative Assessment System for Teachers) - Fall, Winter, Spring
- 2-6 Iowa Assessments - Winter
- K-6 MAP (Measures of Academic Progress) - Fall, Winter, Spring

**GRADING**

Earlham Elementary uses Standards-Based Grading to communicate students' learning. With this system, students, parents and teachers have a more accurate description of the skills and concepts students have mastered in the Iowa Core Curriculum.

Students have multiple opportunities to develop and demonstrate Mastery of the Essential Concepts and Skills from the Iowa Core at their grade level. Students practice the skills with homework, which is weighted at only 10% of the total grade. A variety of assessment methods, which are weighted 90% of the overall course grade, measure mastery. The following four-point grading scale is used to report the level of student mastery of each standard:

0	1	2	3	4
No Evidence	Developing Understanding	Approaching Understanding	Understanding	Thorough Understanding
				

**PUPIL PROGRESS REPORTS/CONFERENCES**

The school calendar identifies the dates for the regular parent-teacher conference days. In addition to these conferences, arrangements may be made for special conferences at any time the need is evident (parent or teacher). The elementary school year is divided into trimesters. The first conference is scheduled at the end of the first 12 week period, and the second conference is scheduled at the end of the second 12 week period. In addition to these meeting times, you will be receiving written reports each trimester of your child's progress. The school encourages parents to come for a conference or visit any other time other time at their convenience.

**VOLUNTEERS**

The school district has a very active and caring group of volunteers that serve our school District in a variety of ways. Whether you are available weekly, bi-monthly, at school or at home and enjoy helping to meet the educational needs of our students and staff, please call your building principal and share your volunteer interest. We welcome and appreciate your interest and involvement in our school.

**P.I.E.**

Partners In Education is an important link between the home and school to help benefit your child. Many parents/guardians help carry out the projects throughout the year. There will be meetings on a monthly basis. A calendar of meetings comes out each fall. Please contact the district office if you would like contact information for the P.I.E. Group.

### **SCHOOL BOARD MEETINGS**

The five-member board is elected to rotating four-year terms by district voters. The Earlham Community School District's Board invites you to attend its meetings and to participate.

The Board has the responsibility of maintaining the educational program in the Earlham district. The meeting dates are set at the meeting in September for the year. The meetings are open to the public and begin at 6:00 p.m. in the media center at school. Board meetings follow an agenda prepared by the Superintendent. If you have an item of concern you would like placed on the agenda, call the Superintendent (758-2235 ext. 150) by Wednesday preceding the next scheduled Board Meeting.

### **SCHOOL IMPROVEMENT ADVISORY COMMITTEE**

The Earlham School Improvement Advisory Committee (SIAC) involves teachers, students, community members, parents, and administration. They meet regularly during the year and everyone is given an opportunity to offer input into the decision-making process and to receive valuable information about the educational programs.

### **DEFINITION OF HOMELESS STUDENT**

A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

### **NON-DISCRIMINATION STATEMENT**

It is the policy of the Earlham Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please Michael Wright at 535 N. Chestnut, or by phone at 515-758-2235 or by email at [mwright@ecsdcards.com](mailto:mwright@ecsdcards.com).