

**Earlham Community School District**

**Elementary Parents Handbook**

**2012-13**



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## Elementary Parent Handbook 2012-2013

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!

NOTE: 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.

### **2012-13 EARLHAM ELEMENTARY STAFF:**

Jason Hammen	PK-6 Principal	x 138
Megan Fredericksen	Elementary Secretary	x 121

<u>Teacher</u>	<u>Position</u>	<u>Teacher</u>	<u>Position</u>	
Rachel Shaw	Pre-K/Preschool	Shelby Harper	6 <sup>th</sup> Grade	x 216
Angela Ridgely	Kindergarten	Kristy Morford	6 <sup>th</sup> Grade	x 261
Tara Aquino	Kindergarten	Kasey Moon	PK-8 Art	x 237
Jody Dvorak	1 <sup>st</sup> Grade	Ashley Maiers	6 <sup>th</sup> Grade Music	x 499
Brenda Schnell	1 <sup>st</sup> Grade	Nathan Sletten	6 <sup>th</sup> Grade Band	x 493
Val Schmidt	2 <sup>nd</sup> Grade	Justin Johnson	PK-8 P.E.	x 291
Emily Burright	2 <sup>nd</sup> Grade	Ami Schulz	Reading Recovery	x 263
Traci Terwilliger	3 <sup>rd</sup> Grade	DeAnn Filkins	Reading	x 228
Amanda Gebhardt	3 <sup>rd</sup> Grade	Julie Hamilton	Title 1 Math	x 246
Susan Ramsey	3 <sup>rd</sup> Grade	Holly Homan	PK-5 Vocal & Band	x 281
Cindy Ransom	4 <sup>th</sup> Grade	Monica Tibben	School Nurse	x 126
Kevin Williamson	4 <sup>th</sup> Grade	Lisa Stortenbecker	PK-3 Special Ed.	x 257
Mai Morris	5 <sup>th</sup> Grade	Alicia Votaw	4-6 Special Ed.	x 247
Stacy Oselette	5 <sup>th</sup> Grade	Mindy Harskamp	At-Risk Coordinator	x 260
Ali Waugh	5 <sup>th</sup> Grade	Rene Nuss	Librarian/Technology	x 230

### **SIX DAY SCHEDULE**

The elementary school operates on a six-day schedule. Our days are known as Day 1, Day 2, Day 3, Day 4, Day 5, and Day 6. Through this system, whenever days of school are dismissed because of inclement weather or holidays, the students do not miss their special subjects because the number days move to the next day school is in session.

## **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.

## **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.

## **DISMISSAL TIME**

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 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.

## **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.

## **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.

## **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.

## **LUNCHROOM PROCEDURES**

Students have the option of eating hot lunch or bringing a sack lunch from home. (Please do not send pop in your child's sack lunch) 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. 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 Vicky Boyle at 758-2214 ext. 101.

## **SCHOOL ACTIVITIES**

### **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. Any student who fails to attend any of the concerts will have his/her grade in the class reduced. 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.

## **HEALTH AND SAFETY**

### **TESTING AND PHYSICAL EXAMINATIONS**

Audiologists from the Heartland Area Office conduct hearing tests every year for grades PK-5 and special education students. All children who have had previous problems are also tested. Parents and other school personnel may refer any child. Parents will be notified of the results.

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.

## **CURRICULUM**

### **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.

### **ART**

Art classes are scheduled for grades PK-6. The school furnishes most material. 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. Gym type shoes are a necessity for gym classes.

### **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 1 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. Please refer to the B.A.T. referral process on page 5. 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.

### **COMPETENT PRIVATE INSTRUCTION**

Parents of children who are of compulsory education age (six years of age by September 15) may choose to provide competent private instruction outside of the public school setting. Instruction may be provided by a contacted licensed teacher or directly by the parent. Parents may request dual enrollment with the District which permits participation in certain classes and extracurricular activities or enrollment in the District Assisted Home Schooling Program. Information pertaining to Competent Private Instruction can be obtained by contacting the elementary principal at 758-2235 ext. 138.

## **PARENT/COMMUNITY INVOLVEMENT**

### **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 COMMITTEE**

The Earlham School Improvement Committee 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.

### **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.

### **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**

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, color, religion, sex, marital status, national origin, sexual orientation, gender identity, socioeconomic status, creed, or disability.