

# South Page

Elementary School  
Student Handbook  
2018-2019



# REBELS

**South Page Elementary School  
Student Handbook  
2016-17**

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### **SOUTH PAGE COMMUNITY SCHOOL DISTRICT VISION STATEMENT**

The South Page Community School District, in partnership with parents and community, is dedicated to providing the highest standard of education to ensure that all students acquire the knowledge necessary to grow, learn, and succeed.

Dear Parents:

The policies and procedures contained in this handbook will provide you with general information about your child's school. We hope you, as parents, will support our varied activities. Involvement in a child's school program will better prepare your child for the future.

In a large group of people, there must be rules and guidelines that are not made to restrict a person's freedom, but to enable everyone to have the same rights. Observance of the following rules and guidelines will enable each student to become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help students participate successfully in the world of tomorrow.

To make sure each child gets the most from his/her education, we encourage parents to come to school to share ideas, concerns, and problems...anything, which they think will help make South Page Elementary School even better! We hope you will always find us to be "open" to dialogue and available to sit down with you to work together.

Principal, Pk-12

### **“Empowering ALL Students to Succeed”**

<b>NONDISCRIMINATION NOTICE</b> <b><u>EDUCATIONAL EQUITY POLICY</u></b>
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It is the policy of South Page Community School District to provide equal educational and employment opportunities and not to illegally discriminate on the basis of gender, gender identity, sexual orientation, race, color, national origin, creed, religion, age, marital status or physical or mental disability in its educational programs, activities, or its employment and personnel policies as required by the Iowa Code sections 216.9 and 19B.11, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

This agency shall provide program activities, a curriculum and instructional resources that will reflect the racial and cultural diversity present in the United States and the variety of careers, roles and life styles open to both men and women in our society. One of the objectives of the agency's programs, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of gender, race, ethnicity, religion, age, marital status and disability. The curriculum, programs and services shall foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

It is the policy of this agency to affirmatively recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are underrepresented. A fair and supportive environment will be provided for all students and employees regardless of their gender, race, national origin, creed, age, marital status or disability. Harassment of a sexual nature or with demeaning intent related to race, national origin, gender, disability, age, or religion, made from one employee to another, from an employee to a student or vice versa, and from one student to another is a violation of this policy.

Inquiries or grievances related to this policy may be directed to the Superintendent, South Page Community School District, PO Box 98, College Springs, IA 51637 (712) 582-3212 or the Director of the Iowa Civil Rights Commission in Des Moines, the Director of the Region VII Office or Civil Rights, United States, Department of Education in Kansas City, MO.

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## **EDUCATIONAL BELIEFS OF SOUTH PAGE COMMUNITY SCHOOL**

We believe that...

1. The most effective learning comes from a positive, supportive, and committed team of family, school, and community.
2. High expectations and strong leadership result in excellence and high achievement.
3. All students can learn, and we can teach them.
4. All students should possess the skills, knowledge, and attitudes to lead healthy and productive lives and to actively participate as citizens in a rapidly changing democratic and global society.
5. A positive, caring and safe environment where all persons respected is essential for student success.
6. Learning is a life-long process.
7. District decisions and actions will focus primarily on the welfare and success of students.
8. Education is constantly changing, and a successful school must also be willing to change in order to best meet the individual needs of all students.

### **Mission Statement**

The South Page Community School District is a school system dedicated to providing a well-rounded quality education for all learners in the district, to developing student self-worth, and to meeting the needs of the citizens of the district by providing the best facilities, instructional programs, and the personnel available, while continually striving for improvement in all areas.

### **STUDENT CODE OF ETHICS**

The following statements are for use by our elementary students. This code is designed to emphasize the type of citizenship desired in our school.

1. I will treat others with respect and dignity.
2. I will give my best effort and have a positive attitude.
3. I will attend school daily on time and ready to learn.
4. I will work hard to complete my daily work.
5. I will be honest with my teachers, parents, and friends.
6. I will be courteous and sensitive to the individual needs of others.
7. I will conduct myself in a manner that is a credit to my family, my school, and myself.
8. I will strive to be a positive influence and role model for others.
9. I will strive to be a positive leader and promote good citizenship in our school.

## **Student Achievement Goals**

Students from the South Page Community School District will be able to:

- Express their ideas fluently in written and oral communication
- Display problem-solving skills, academic skills, life skills, and employment skills
- Display behavior that demonstrates an acquired understanding and acceptance of diversity and the rights and dignity of themselves and others
- Use effective teamwork, communication, leadership, and technology skills to enhance the quality of their work places and their lives
- Possess the skills to succeed in the world in which they will work and live after high school

## **School Long Range Improvement Goals**

1. All K-12 students will improve proficiency in reading comprehension.
2. All K-12 students will improve proficiency in math scores.
3. All K-12 students will improve proficiency in science scores.
4. All K-12 students will use technology in developing proficiency in reading, math and science.
5. All K-12 students will develop and demonstrate a strong sense of self in order to get along with others and to interact in society.

## **Annual Improvement Goals 2010-2011**

1. In 2010 – 2011 students in grades 4 – 11 will increase their percent proficient in Reading Comprehension from 69% in 2009-2010.
2. In 2010 – 2011 students in grades 4 – 11 will increase their percent proficient in Math Total from 66% in 2009-2010.
3. In 2010 – 2011 students in grades 4 – 11 will increase their percent proficient in Science from 71% in 2009-2010.

## **South Page Elementary School Personnel**

### **Board Of Education**

Ron Peterman – President  
Chris Drennen – Vice President  
Darin McClarnon – Member  
Kenny Jackson – Member  
Jacquelyn Autry– Member

### **Superintendent**

Tim Hood

### **Principal/Special Education Director**

Rhonda Sheldon

### **School Board Secretary/Business Manager**

Sherry Ruzek

### **PK-12 Administrative Secretary**

Pat Behrhorst

### **Staff**

Heather Burson – 3 Year Old Preschool, 4/5 Year Old Preschool  
Kristi Hoskins - Kindergarten  
Kimberly Bjorklund - 1st and 2nd Grade  
Ashley Myers - 3rd Grade  
Curt Maassen - Elementary Classroom  
Connie Yonker - K-8<sup>th</sup> Grade Special Education  
Sherrill Bowman – 1-6<sup>th</sup> Interventions  
Cindy McCall-Vocal/Band Music-Instrumental Music  
Amanda Wooten-Physical Education  
Ron Cox -Guidance  
Peg Driscoll-Art Teacher and Media Specialist

### **Support Staff**

Kelsey Stortenbecker - Nurse  
Nissa Wennihan - Food Director  
Nancy Vance - Kitchen Staff  
Phil Greever- Head Custodian  
Sherry Powers-Custodian  
Howard Falk and Lauri McClarnon -Bus Drivers



## **ELEMENTARY DAILY SCHEDULE**

### **K – 4<sup>th</sup> Grade**

Monday Session.....9:45 A.M. – 3:23 P.M.

Tuesday - Friday Session.....8:15 A.M.-3:23 P.M.

### **DEFINITIONS**

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

### **SUPPLY LIST**

#### **KINDERGARTEN-Fifth GRADE**

List is available at registration, Shenandoah Wal-Mart, and Alco in Clarinda.

### **ATTENDANCE**

Every effort should be made toward getting students to school every day on time. Much of the child's progress depends on his/her regular attendance at school as students who do not attend school on a regular basis develop gaps in their learning. Parents/guardians will be notified when a child has accrued 6 and 10 absences during the semester. Parents should not expect their child to be promoted if skills are not mastered due to excessive absences. Students that arrived to school after 10:00 A.M. will be counted a half day absent for the morning and students that leave before 2:00 will be counted a half day absent for the afternoon.

#### **Notifying the School of Absences/ Tardies**

If your child must be absent from or tardy to school because of illness or other reasons, it is the parent's responsibility to notify the school between 7:30 and 9:00 a.m. Steps will be taken to contact parents who have not notified the school concerning their child's absence. If your child needs to leave early for a doctor or dentist appointment, please call or send a note. Notify the school if you plan to pick your child up early.

PARENTS NEED TO CALL THE SCHOOL EACH DAY THAT A STUDENT IS NOT IN SCHOOL. A written note is required only if the parents or guardian does not make telephone contact. Written excuses from the parent should include:

1. Date of absence
2. Exact reason for absence

3. Parent's signature

### ***Compulsory Attendance Law***

Each child between the ages of six and sixteen is required to be in attendance at least 148 days during the school year and at least 37 days per quarter. Students under age 16 on September 15<sup>th</sup> are required to attend school through the remainder of the year after the student's 16<sup>th</sup> birthday. Failure to do so can result in the child being declared truant and appropriate charges filed with the County Attorney.

### ***Excused and Unexcused Absences***

Absences approved by the principal shall be excused absences. These are absences that cannot be avoided. These absences include, but are not limited to personal illness, death or serious illness in the immediate family or household, medical or dental appointments that could not be arranged other than during school time, work for parents on a short-term basis, reasons which can be justified from an educational standpoint, authorized religious holidays, and school-sponsored or approved activities. There are times, however, when school officials may determine that problems associated with absence from school are out-weighed by the advantage of an activity or trip. Attendance at such approved trips will not be considered an absence from school.

1. Any child who is gone from school half or more of the AM or PM will be counted absent for that half day. Students who are sent home with a temperature should not return to school that day. He/she should NOT RETURN TO SCHOOL UNTIL HIS/HER TEMPERATURE HAS BEEN NORMAL FOR 24 HOURS. Any exceptions must have the approval of the building principal.
2. An excused absence is an absence that is approved by the school. Students who have excused absences will be allowed to make up their work upon returning to school. Parents will be kept informed of the number of absences. The school will notify parents of students who have missed ten days in a quarter.
3. An absence is considered unexcused if the school does not receive a note or phone call from the student's parent regarding the student's absence from school or the reason for the absence is not approved by the administration.

An excused absence entitles the student to make up his/her work for credit. The responsibility for carrying out this make-up work rests with the student. The teacher's responsibility is to cooperate with the student by providing assignments and help if needed, permitting tests to be made up, and projects handed in. Make-up work is to be completed within a reasonable time after the absence. Generally speaking, a reasonable time may be considered twice the length of time (i.e. three days absent, six days for make-up). If there are any questions concerning the length of time given for make-up work, the student should contact the teacher immediately upon returning to school.

Absences, including tardiness, which is not approved by the principal, shall be unexcused absences. These absences shall include, but not be limited to shopping, oversleeping, hair appointments, personal tasks, truancy, and gainful employment.

### ***Repeated Absenteeism***

It shall be within the discretion of the principal to investigate and determine whether special action is necessary for students who are absent repeatedly. Notes from a doctor verifying illnesses **will be required** when repeated absences are due to illness or a student has been absent on more than 10 occasions during a semester. It shall be within the discretion of the principal to determine whether a student is "absent repeatedly" on a case-by-case basis. Periodically, during the quarter/semester, student records are routinely examined regarding school attendance and tardies. It is then determined if it is necessary to update the parent or guardian regarding the number of days missed, and request that the student miss no further days, except for illness. The parent or guardian may also be requested to visit the school to discuss the attendance of their child. If, after the above steps have been taken, and the student continues to have irregular attendance, the administration may notify the Board of Education and recommend that the student re-take the grade the following year.

## **ILLNESS**

Parents are encouraged to have children examined annually by their family physician and dentist. A child should not be sent to school if there is a question of his/her being well. Be aware that the school nurse **does not diagnose** illness. Contact your family doctor for a diagnosis. Children who show any of the following signs or symptoms should not be in school:

1. Acute cold, sore throat, earache or swollen glands.
1. Red or discharging eyes.
1. Nausea, vomiting, or diarrhea.
2. Fever...your child's temperature should have returned to the normal level for **24 hours before returning to school**. A temperature is anything over 99.6 degrees.

Students will need a doctor's excuse if they need to stay in during recess time for more than two days, or miss a Special (PE, Art, or Music) for more than 2 consecutive class periods. When you must keep your child home, telephone the school between 7:30-9:00 a.m. giving the reason for his/her absence. If you are unable to telephone the school, your child should bring a written explanation from you when he/she returns to school. It is important that allergies, unusual physical conditions, etc., be communicated at registration. It is vital that the information provided is current. The school should be notified immediately of change in address or telephone number so that parents or guardians can be contacted quickly in the event of illness or emergency.

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

## **MEDICATION**

The administration policy for dispensing medication must be followed. Copies of the policy are available in the school office. A sample copy is provided in the back of this handbook. All medications need to be taken to the office.

### **MEDICATION POLICY**

Whenever possible, the parent or guardian should make arrangements so that medication can be administered at home, before and after school. However, the school recognizes that some students may require medication be given during the school day. Medications will be administered only when the following requirements are met (state law).

1. The school and school personnel are NOT permitted to supply aspirin or Tylenol nor other medications for internal use.
2. No medication will be administered without written consent from the child's parent or legal guardian.
3. A parental signature signed and dated on a statement requesting and authorizing school personnel to administer the medication in accord with the prescription or parent request shall be filed at school. A sample form is available on the next page.

### **PRESCRIPTION MEDICATION AND REQUIRED LAWS**

Prescription medication must be brought to the school in a container provided and properly labeled by the dispensing pharmacist with the physician's order for the medication. Proper labeling for school containers includes:

- Name of Student
- Name of Physician
- Prescription number and date prescribed

- Name and address of pharmacy
- Directions for administration and time(s) to be given at school
- Special storage instructions (i.e. refrigeration required)

### ***NON-PRESCRIPTION MEDICATIONS***

Non-prescription or over-the-counter medications must be in the original manufacturer's container and labeled with the student's name. The parental request accompanying the medication must specify when the medication is to be given and the dosage for the individual student. School personnel will not exceed the recommended dosage or frequency the medication can be given as stated on the label. The nurse may also determine that an over-the-counter medication order by a parent could be detrimental to the student. In this case, the registered nurse may refuse to administer the medication and will inform the parent of the reason in writing.

### ***STORAGE OF MEDICATION***

All medication including over-the-counter (i.e. Aspirin and Tylenol) will be locked in a cabinet in the elementary/nurse's office until the student requires the medication. Only appropriate personnel shall have access to the locked cabinet.

### ***INSURANCE***

The school **does not provide** medical insurance for your child and **is not responsible** for medical costs resulting from accidents or injuries at school. An all-pupil insurance program may be offered to the parents of pupils in the district. The purchase of pupil insurance shall be voluntary with the entire cost being paid by the student or his parents. Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at [www.hawk-i.org](http://www.hawk-i.org) for more information. Forms will be available at registration.

### ***Leaving School Early***

If any student is to leave the school for any reason with a parent or someone other than the parent, legal guardian, or non-guardian, the student must bring a written note (signed and dated) from a parent and/or guardian indicating that he/she will be picked up. The note should include the person's name and relationship to the family. The child will report to the school office at dismissal time instead of leaving the building and the person who is picking up the child is to present herself/himself in the school office for identification. All students leaving the school before the end of the school day are to sign out through the office.

### ***Tardies***

Any student not in his/her classroom at 8:15 A.M. will be counted tardy. Students are expected to arrive at school on time and will need to bring a note from their parent when they are late or the student will automatically receive an unexcused tardy. The first three unexcused tardies of the semester will result in warnings. The fourth and fifth unexcused tardies will cause the student to make up the time missed. Tardies in excess of five will result in detention for each tardy. Tardies may be counted against perfect attendance if they exceed three.

### ***BICYCLES***

Bike racks are provided for students who ride bicycles to school. Locking bicycles is highly recommended. Students, who do not demonstrate knowledge of bicycle driving rules and regulations, practice safe driving or use behavior not conducive to safety, may be denied the privilege of riding their bike to school. When on school grounds students are to walk their bicycles in order to avoid accidents with walkers. Students are also strongly encouraged to wear bike helmets for safety. ***The school is not responsible for stolen bicycles.***

## ***BUS BEHAVIOR***

Your child is responsible for good conduct while riding in the bus. The bus driver is in charge of the bus and he/she will expect good behavior from each child. Students who consistently break the rules will lose their privilege of riding the bus for a period of time.

### ***Rules and Regulations***

1. Drivers will follow the schedule established by the Superintendent and Transportation Director as nearly as possible.
2. Drivers will wait for pupils at the designated pick-up point until the scheduled departure time.
3. Drivers will have their buses parked at the school's pick-up point at least 5 minutes prior to elementary school dismissal time (3:23).
4. Students are the driver's responsibility while they are loading the bus, while they are on the bus, and until they have safely disembarked from the bus including crossing the road, if crossing the road is necessary. The driver is also responsible for discipline on the bus. Students must never be boisterous, stand, or switch seats while the bus is in motion, or misbehave and bother other students. Only quiet talking will be tolerated. If a student disregards the rules, and fails to cooperate with the drive, parents will be notified. If the problem continues the principal will be notified. The student may be suspended from riding the bus for a period of time.
5. Students should get on the bus immediately, sit down, and visit quietly until departure time. If a pupil consistently is boisterous, or misbehaves, parents will be notified. A bus driver will not simply remove the student from the bus only the administration can do this.
6. If a bus is late for some reason, students should wait a safe distance from the loading zone.
7. The driver is responsible to know and follow the rules and suggestions given in the handbook and by the Administration.
8. Each bus driver will hold an annual safety orientation session on the first Friday after school begins for those students who ride the bus.
9. Each driver will conduct an emergency bus safety drill at least once each semester. **Drivers will unload the bus under mock emergency conditions.**

### ***Bus Conduct on Routes and Activities***

A courteous and cooperative passenger of the school bus must be able to make the following statements honestly:

1. I always walk on the left side of the highway facing traffic when there are no sidewalks.
2. When walking along the highways with other children, I walk single file or not more than two abreast.
3. I do not play games on the street, highway, or parking lot while waiting for the school bus.
4. I start to school on time so that I do not have to take unnecessary chances, and I am always on time for the school bus.
5. I never ask or accept rides from strangers.
6. I do not push my playmates on the way to school.
7. I wait for the bus to come to a full stop before I attempt to get on the bus or before I get up from my seat to get off the bus.
8. I go immediately to my assigned seat and stay there until the bus comes to a complete halt at my assigned stop or at the school.
9. I do not tamper with the bus or any of its equipment.
10. I never tamper with the windows; I never put my hands, arms, legs or any part of my body out of the windows, whether the bus is stopped or moving.
11. I always observe classroom conduct on the bus.
12. I do not talk with the driver while the bus is in motion.
13. I do not spit, throw, or leave trash in or around the bus.
14. I am always a courteous traveler.
15. I always obey and cooperate with the driver.
16. I leave the bus at other than my assigned stop only with the consent of the driver and principal.

17. When I leave the school bus to cross the road, I always cross in front of the bus.
18. I wait for the bus only at the designated places, and stay out of the street or parking lot until the bus arrives.
19. I cross the street or highway when the driver has signaled that the way is clear.
- 20. ABSOLUTELY NO EATING OR DRINKING ON THE BUS UNLESS PREVIOUSLY OKAYED BY THE ADMINISTRATION.**

**STUDENTS MUST HAVE A NOTE FOR THE BUS DRIVER IN ORDER TO BE LEFT ANY PLACE OTHER THAN THE REGULAR STOP. HIS/HER PARENT/GUARDIAN AND THE BUILDING PRINCIPAL OR DESIGNEE MUST SIGN THIS NOTE.**

### ***CANDY, GUM, AND POP***

Children will not be permitted to bring candy or gum to school. Exceptions to the rule include birthday treats or special class events. Pop, fruit juices, punch, etc. are not allowed in the classrooms. Special circumstances other than those previously listed may be granted subject to approval by the building principal.

### ***CHEATING***

Cheating is hard to define because people interpret cheating differently. For our purposes at school, any student giving or receiving answers on schoolwork without doing the work themselves will be considered guilty of cheating. Those guilty of cheating will receive a failing grade for that assignment. Any situation with extenuating circumstances will be reported to the principal and he/she will consider each case accordingly. Otherwise, each teacher will judge the situation on its own merits.

We want to encourage parents giving extra help at home. Helping your child work out a problem or understand a concept is not the same as giving or copying an answer from someone else without the student attempting to do the work.

### ***CITIZENSHIP***

As part of the students' education program, students shall have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state, and school district community. As part of this learning opportunity students shall be instructed in the elements of good citizenship and the role quality citizens play in their country, state, and school district.

### ***CLOTHING***

The way people dress influences the manner in which they conduct themselves. This is especially true for students. Because we believe that school is a "place of learning," we ask students to dress accordingly. There is a strong connection between academic performance, students' appearance and students' conduct. Students should wear clothes becoming to young people and suitable for schoolwork. Items of clothing that disrupts the learning environment, such as shirts with alcohol, smoking, and inappropriate artwork advertisement, clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays are prohibited. For safety purpose, billfold chains are prohibited. **Parents are asked to not allow their child to wear clothing to school that would disrupt learning or be embarrassing to them or the school.** This is a parent responsibility, however, for those students who do not dress appropriately for school. The administration will make the final determination of appropriateness of the student's appearance.

Students are prohibited from wearing shoes with cleats except for outdoor athletic practices. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty.

## ***COMMUNICABLE AND INFECTIOUS DISEASES***

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chicken pox. The school nurse will be handing out a list of illnesses and the recommended time of absent from school.

## ***COMMUNICATIONS***

School communications will be sent to the parent who has legal custody when there is a question of who to inform. When there is joint legal custody, communications will be sent to the parent who has physical custody. Parents who are not receiving official school communications can receive these communications by providing a written request to the building principal. Parents need to notify the school office if there is a change in a child's after school or emergency dismissal plans.

## ***DAMAGE TO SCHOOL PROPERTY***

All damage to school property should be reported immediately to the classroom teacher or principal. We acknowledge that accidents can happen regardless of how careful the person is trying to be. With accidental breakage or damage to a piece of equipment or material, reimbursement is usually not required. Students are responsible for any damage that they do to the buildings, furnishings, buses, or books of the South Page Community School District, and shall pay in full for willfully defacing or damaging any school property. If something is damaged or broken because a student was breaking a rule or being careless, or because he/she destroyed it intentionally, those will require restitution and/or reimbursement involved at whatever the cost is to the school.

## ***DAMAGE TO PRIVATE PROPERTY***

Occasionally, incidents occur in which one student's property is damaged or stolen by another student. In those cases the guilty person will be treated in accordance with whatever school rules have been broken. The school will not be responsible for setting the price of damaged or stolen property, nor will it be responsible for collecting the costs for the owner. It will be responsibility of the students and their parents to determine how much will be paid and to collect the costs. The building principal will notify parents accordingly. The parents may report the incident to the sheriff's department for further investigation.

## ***DETENTION***

It is necessary occasionally to detain students during recess as a consequence for misbehavior. This is considered to be a detention and its length is determined by the seriousness of the misbehavior(s). If a child is kept in for recess to finish homework or for discipline consequences, the teacher will communicate with the parent, by telephone or writing as to the reason why he/she has detention. Teachers will supervise their own detentions. Parents are expected to work with the teacher/principal in a joint effort to meet the individual needs of the child and resolve any problems.

## ***DISCIPLINE***

It is very important that your child understands the necessity of following rules and regulations in order to have the best educational environment for learning. It is imperative that those students who come to school to learn be afforded that opportunity. It is our sincere hope that the school and the home will join together in this effort so that we can successfully provide an optimum learning environment for all children.

## ***Suspension, Detentions, Probation, Removal from class, and In-School Suspensions***

The principal may suspend a student from school for a period not exceeding five days for breach of discipline. Students will be afforded due process before being suspended. Upon verification of facts, suspension may occur for the following causes:

1. Theft.

1. Threatening, intimidation or menacing any other person.
1. Use of profane or indecent language either verbally or in writing.
1. Possession or use of tobacco.
1. Possession or use of alcohol or controlled substances.
1. Fighting.
2. Disorderly conduct.
1. Truancy.
1. Insubordination.
1. Vandalism or willful damage to property.
1. Tampering with the fire alarm system.
1. Willful disruption of school or interfering with the peaceful conduct of the activities of the school.
2. Harassment.
1. Other causes not specifically outline as they may occur.

### ***Expulsion***

Only the Board of Directors may remove a student from the school environment on a long-term basis. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school.

It shall be within the discretion of the Board of Directors to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

### ***Use of Force***

This section shall allow all school personnel to exercise reasonable and appropriate physical restraint when the actions of a student are such that the student may inflict harm to himself/herself or others.

School personnel shall use the least amount of physical restraint as necessary and the physical restraint must not cause serious or permanent harm to the student. Whenever physical restraint is used, it shall be reported to the building principal.

### ***Physical Attacks***

In the event any officer, employee or agent of the district is attacked or threatened by a student or group of students, the school officer, employee or agent shall immediately report the incident to the building principal. The employees may use reasonable force to protect themselves and others. The student(s) shall be suspended for five (5) school days and may be recommended for expulsion.

### ***DUAL ENROLLMENT***

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the building principal.

### ***EARLY ARRIVAL***

Supervision by school staff begins at 8:00 a.m. Please do not send your child before that time unless they plan to participate in the breakfast program, scheduled activity, or meeting with a teacher. Students will line up with their grade level. The teachers will tell the students where to line up when they arrival at school the first day.



## **EARLY DISMISSALS**

Early dismissal notices for in-service will be sent home in regular school communications. Please do not call the school, superintendent, or principal to find out if there is school. School will be in session unless closing information is given on the radio. Announcements will be made by 6:30 A.M. whenever possible. Please plan with your child what to do on a scheduled early dismissal day, as well as what to do when unusual weather occurs and school is dismissed early. For announcements of early dismissal or no school due to “bad weather,” listen to:

### **Radio:**

KMA 960 AM	Shenandoah	KKBZ 99.3 the Bee
KCSI 95.3 FM	Red Oak	KCSI 1080 AM
KNIM 97.1 FM	Maryville	KNIM 1580 AM

### **Television:**

Channel 3 KMTV	Channel 6 WOWT	Channel 7 KETV
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## **ELECTRONIC DEVICES**

Portable radios, compact disc or tapes players, televisions, beepers or pagers, laser pointers, cellular telephones, and similar electronic devices are not to be brought to school. These devices will be confiscated from the student and returned only to the parent.

## **EMERGENCY DRILLS**

Periodically the school holds emergency fire and tornado drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

## **EMERGENCY PROCEDURES**

In case of an accident, the school will immediately try to contact the child's parents using the information provided at registration. When it becomes apparent that the student should be sent home because of illness, parents will be notified to come to pick up their child while the child waits in the office area. In both cases, if parents cannot be reached, others designated on the enrollment form will be called. If no one can be contacted about the accident, instructions for calling the doctor or hospital as given on the card will be followed. Children **WILL NOT** be sent home without the parent/guardian having been previously contacted.

## **FEES**

### ***Fees Waived***

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

### ***Registration Fee***

For all students	\$15.00
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### ***Lunches***

One Day	\$ 1.95 (K-4)
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Maximum of per family        \$45.00

### ***Milk***

One-Day                    \$ .30  
Twenty-Day                \$ 6.00

### ***Breakfast***

One Day                                \$ 1.00  
Five Days                                \$ 5.00

Students qualifying for free lunches are required to pay for milk when they bring a cold lunch and want milk from the school lunch program. Students who bring sack lunches will also eat in the lunchroom. They may purchase a carton of milk in the lunchroom if they desire to do so. A special milk break for Kindergarten will be offered in the afternoon.

Free and reduced lunches are available for those who qualify. Applications and guidelines are available at registration in August upon request.

### ***FIELD TRIPS***

Each year parents are asked to give consent allowing their children to go on educational field trips with their class. A written notice of field trips will be sent home at the time of the event. If you have any questions about the field trip, please call your child's teachers. Students will not attend field trips unless parent permission slips are signed (done during registration). The principal will make the final decision when unusual circumstances arise.

### ***HARASSMENT/BULLYING***

It is the policy of the South Page Community Schools to maintain learning and working environment that is free from harassment/bullying. The school district prohibits harassment, bullying, hazing, or any other victimization based on real or perceived race, sex, creed, color, national origin, religion, marital status, disability, sexual orientation, physical appearance, and/or personality characteristics. School employees shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing harassment within the school setting. Students whose behavior is found to be in violation of this policy will be subject to the district's investigation procedure that may result in disciplinary action including expulsion. Students who believe they have suffered harassment shall report such matters in a timely manner to a teacher, a counselor, or a building administrator. (Refer to Board Policy Code No. 502.10).

### ***Reporting Harassment/Bullying***

Step 1:                Communicate to the harasser that you expect the behavior to stop. You may do so verbally or in writing. If you need assistance communicating with the harasser, ask a teacher, counselor, or principal to help.

Step 2: If the harassment does not stop or you do not feel comfortable confronting the harasser, you should:

- a. Tell a teacher, counselor, or principal.
- b. Write down exactly what happened, keep a copy for yourself, and give one to the teacher,

Counselor or principal, including the following details:

- |                 |                          |                              |
|-----------------|--------------------------|------------------------------|
| * What happened | * When it happened       | * Where it happened          |
| * Who harassed  | * List any witnesses     | * What you said/did          |
| * How you felt  | * How harasser responded | * Note exactly what was said |

Step 3: If the behavior is repeated, go to a higher authority (i.e. building principal, central office administrators).  
Board Policy 502.10E1

**HOMELESS CHILDREN AND YOUTH**

The board shall make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to the education, which may exist in district policies or practices.

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 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.

**HOMEWORK**

Homework is work assigned during the regular class period and is expected to be completed outside the regular class time. This allows for more teacher-student interaction during the day and the opportunity for concepts to be reinforced in order to increase student understanding. The assigned homework will not only teach skills and concepts but also teach responsibility and foster the development of good study skills, which are important to students’ school success.

The basic philosophy of South Page Community Schools is to challenge each student to perform at his/her full potential and promote lifelong learning. This can be best achieved by putting forth-maximum effort during the regular school day in both the areas of teacher instruction and student learning. Instruction during the school day shall consist of teacher demonstration, guided practice, supervised study time and individual help as needed.

Therefore, the maximum amount of homework assigned per night will be following:

Kindergarten.....	0 to 10 minutes
First Grade.....	10 to 15 minutes
Second and Third Grade.....	20 to 30 minutes
Fourth/Fifth Grade.....	35 to 60 minutes

Homework should not be assigned every single night and, of course, those who want to do more may do so under the direction and approval of the teacher and parent. The school also recognizes that family time and other activities are also important to the overall development of each child.

**Absences Resulting in Incomplete Work**

Students absent from school due to illness will need to make up work when they return. Students will be given two days to complete the makeup work for each day absent. In the case of extended illness, the teacher can prepare make-up work to take home. Notify the school early in the day (before 9:00 a.m.) if you want work to be gathered for student completion. When students know in advance that they will miss school it is the student’s responsibility to get the assignments from the teacher. Work should be made up (to the extent possible) before the anticipated absence.

**Parents Can Help By:**

- 1. Providing a regular time, needed materials, and suitable place to study.
- 1. Supporting the school and the homework policy by reinforcing the value of homework.
- 1. Conferring with the teacher if there is a question about the purposes or procedures of the homework.
- 1. Being a guide and resource person, but insisting the child completes the homework.

**INTERNET USE**

The South Page Community School District would like to offer student’s access to the Internet. The vast domain of information contained within the Internet’s libraries can provide unlimited opportunities to students. Students will be able

to access the Internet through their teachers. All students wishing to use the Internet throughout the year must have a permission form signed by their parents or guardian.

All information on the South Page Community School District computers belongs to the school district. The teachers, principal, and the district technology coordinator of the sites the students are visiting will do monitoring periodically throughout the year. Any inappropriate activity or visiting of inappropriate sites will lead to legal and disciplinary action in the handbook or the following consequences.

1. First Offense: The student may lose access for up to three weeks at the discretion of the supervising teacher or principal.
2. Second Offense: The student will lose access for a period of three weeks.
3. Third Offense: The Student will forfeit all Internet privileges for the balance of the school year.

### ***LOST AND FOUND***

If a student loses an item, he/she should report this matter to the office. If something of value is found, it should be brought to the office. The school recommends your child's name or initials be written on personal belonging such as hats, coats, boots, gloves, etc.

### ***LUNCHROOM BEHAVIOR***

We want our lunchroom to be a pleasant place and give students an opportunity to visit as they take a break from their schoolwork. We ask that students eat their lunch first before they begin to visit. In order to do this, we use the following basic lunchroom rules.

1. Be courteous and speak clearly to the cooks.
2. Remain seated at the table unless given permission to be up, no running in the lunchroom.
1. Use good table manners, including keeping a clean place.
1. Keep hands, feet and objects to yourself.
1. Visit quietly with those around you when given permission.
1. Follow the directions given by the lunchroom supervisors.

Children will be expected to use proper manners at all times in the lunchroom. Children who use inappropriate behavior while eating lunch or breakfast at school may lose the privilege of eating in the lunchroom. There is a teacher or adult aide on duty in the lunchroom at all times.

### ***MONEY AT SCHOOL***

Please do not allow your child to bring money to school other than for lunches or special school occasions. If your child needs extra money, the teacher will send a note to you. Students will be responsible for their lost or stolen money or other valuables.

### ***PETS***

Pets are not allowed at school. Please do not send pets to school with your child unless you have permission from the building principal.

### ***PHYSICAL EDUCATION***

Only tennis shoes are allowed on the gym floor. Students with hard-soled shoes are not allowed to participate. Please remember this as you buy shoes for school. A doctor's excuse is required for a student to miss 2 consecutive class periods.

### ***RECESS***

We want recess times to be opportunities that give students a break from their schoolwork. To help keep order, the following playground rules are used:

1. Play safely.
1. Follow the rules of the games.

1. Remain on the playground unless you have permission to leave.
1. Line up promptly and orderly. Be prepared to enter the building.
1. No teasing, name-calling, or put-downs.
1. Don't argue or talk back to the playground supervisors.
1. Be dressed appropriately. Coats or sweaters will be required to be worn if the temperature is below 60 degrees.
1. Use only the equipment provided by the school; leave personal recess equipment at home.

All safety precautions must be observed: no rock throwing, no tackling games, no baseballs or hard balls, absolutely no knives or sharp objects, no fighting, hitting, pushing, or shoving. No throwing snowballs during the winter months. Teachers and aides are asked to supervise in a manner in which they would not be liable in case of an accident; therefore, playground supervisors have absolute authority. A written report by the supervisor on duty will be completed for all accidents/injuries requiring medical attention.

Snowy weather combined with moderate winter temperatures creates the need for the following **Winter Boot Rule**: Students are required to have a second pair of shoes or boots to wear for recess during the winter or rainy weather or playground conditions require it. Students should prepare for the onset of this rule by locating footwear to use. Please have the boots or shoes at the beginning of school in case they are needed. A doctor's excuse is required if a student needs to miss two or more days of recess in a row.

### **REPORT CARDS AND CONFERENCES**

Student progress is formally reported to parents four times each year. Report cards will be issued during these times. Progress reports will be sent home when deemed appropriate. Conferences for all students will be held during the 1<sup>st</sup> and 3<sup>rd</sup> quarters. Parents or teachers may request conferences at any time between grading periods. Please attend when notified.

### **SCHOOL HOURS**

School day begins	8:15
School day ends	3:23
Buses depart	3:28

### **SCHOOL LAWS AFFECTING STUDENTS AND PARENTS**

Parents and students should be aware of several laws affecting education, which govern the school's procedures in certain areas. These are as follows:

#### **Child Abuse**

All school staff has the responsibility as mandatory reporters under penalty of law to contact the County Department of Human Services of any and all suspected cases of child abuse. Student abuse by a school employee in the South Page Community School District is the responsibility of the Level I investigator who is:

Denise Hoskins or Arlan Hoskins

606 Iowa Ave  
South Page, Iowa 51637  
712-582-3212

The alternate Level One Investigator is:

Page County Sheriff's Office  
323 N 15<sup>th</sup>  
Clarinda, Iowa 51632  
712-542-5193

### **Directory Information/Release of Information**

The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises. Any student, parent or guardian not wanting this information released must make objection in writing to the principal or other person in charge of the school, which the student is attending. This objection shall be renewed at the beginning of each school year.

Directory information shall include, but not limited to, name, address, telephone listing, date and place of birth, e-mail address, 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, photograph and likeness and other similar information.

In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

### ***Immunization***

Iowa law demands prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the diphtheria, pertussis, tetanus, poliomyelitis, rubella, and rubella vaccination immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Further information is available from the school nurse.

### ***Locker & Desk Searches***

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student. Students with locks on their locker must turn in the combination or extra key to the office.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers; desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. School officials in the presence of the student or another individual may conduct periodic inspections of all or a random selection of lockers, desks or other space. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

### ***Student Searches***

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school-owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Considering factors such as the following may form reasonable suspicion:

1. Eyewitness observations by employees;
2. Information received from reliable sources;
3. Suspicious behavior by the student; or

4. The student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- The age of the student
- The sex of the student
- The nature of the infraction
- The emergency requiring the search without delay.

A student's personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

### ***Non-discrimination***

Applicants for admission and employment, students, parents, employees, sources for referral of applicants for admission and employment, and all unions or professional organizations holding negotiated agreements or professional agreements with the South Page Community School District are hereby notified that this District does not discriminate on the basis of gender, race, national origin, creed, age, marital status, sexual orientation, or disability in admission or access to, or treatment or employment, in its programs and activities. Any person having inquiries concerning the South Page Community School District's compliance with the regulations implementing Title VI, Title IX, Americans with Disability Act, or Section 504 is directed to contact K-12 Guidance/Students Needs Coordinator who has been designated to coordinate the district's efforts to comply with the regulations implementing these acts. Inquiries may also be directed to: The Directors of the Iowa Civil Rights Commissions, Des Moines, Iowa; The Director of the Region VIII Office of the United States Equal Employment Opportunity Commission; or to the Director of Region VII Office of Civil Rights, United States Department of Education, Kansas City, Missouri.

The coordinator is:

Name: Arlan Hoskins

Title: K-5 Guidance/Students Needs Coordinator

Section 504, A.D.A. Compliance, Educational  
Equity Officer

Address: South Page Community School District

606 Iowa Ave

College Springs, Iowa 51637

Phone: 712-582-3212

### ***Open Enrollment Notification***

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll. Prior to March 1 of the preceding school year, parents must send notification to the district of residence that the parent intends to enroll their child or children in another public school district for the following year.

The last date for open enrollment requests for students entering kindergarten is September 1 of the school year in which they wish to open enroll.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Students interested in open enrolling out of the South Page Community School District must contact the Superintendent of Schools at 712-582-3212 for information and forms.

## ***PROBLEM SOLVING APPROACH***

For students exhibiting difficulties in the classroom the following steps will be followed:

**Level I** – Consultation between Teacher and Parent. Classroom instructors will work collaboratively with parents to determine the basis of concern and will work in concert to develop approaches in dealing with the identified student concern. The classroom instructor will be held responsible for documenting identified concern, interventions, and collaborative efforts made to resolve the concern. Should the parent and instructor desire outside input they will have the Student/Teacher Assistance Team, local special education staff, and other district instructors or district administration available to assist them on an informal basis.

**Level II** – Consultation with Other Resources. Meaningful collaboration between teacher and parent will continue at this level. The Student/Teacher Assistance Team will now become involved on a formal basis when requested. The classroom instructor will present documentation of concerns and interventions made at Level I to the Student/Teacher Assistance Team. Special Education, Compensatory Education, and Area Education Agency personnel will continue to be available on an informal basis. However, involvement with these personnel will require verbal permission by the parent if the student will be singled out for observations by any of the aforementioned personnel.

**Level III** – Consultation with Extended Problem-Solving Team. At Level III all interactions and subsequent interventions will be on a formal basis with appropriate documentation kept. Area Education Agency personnel will become involved to provide assistance with data collection, intervention design, and monitoring. At this level interventions will be carried out in the regular classroom. Parents must provide verbal permission requesting AEA intervention.

**Level IV** – Due Process – IEP Consideration. This level of intensive intervention is available through Special Education and will require written parental permission. Area Education personnel will complete evaluations with input from previous interventions that were collaborated between home and school.

## ***REVIEW OF STUDENT RECORDS***

Parents of special education students under the age of 18 and students over the age of 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to the material in the record, to challenge the content of the record, inaccuracy of the record or may appeal the context of the record.

## ***Right to Privacy***

School records may not be shared with any person or institution other than parent or legal guardian without written consent of the parent or legal guardian. Written release must be obtained from parent or guardian before the school may send records to an institution other than a school or share any personal or professional information. The school may not disclose the names of students in special programs or give names and addresses of members of the student body to non-school sources without parent/guardian permission as indicated in the directory information section.

## ***Parent's and Eligible Student's Rights***

Parents or eligible students have a right to inspect and review educational records; request an amendment of the educational records; consent to disclosure of personally identifiable information in educational records; file a complaint with the U.S. Dept. of Education regarding alleged noncompliance with the law; obtain a copy of the records policy; withdraw students' directory information from general release (FERPA-20 USC 1232g; 34 CFR 99.7).



Educational records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

### **SNACKS OR TREATS**

Parents who would like to provide snack foods for school use are urged to promote good health through nutritious snacks. Contact teachers ahead of time if special arrangements need to be made for storage of the treat. ***Pre-packaged snacks for birthday and parties.***

Traditionally parties for PK-5 students are held on or near Halloween, Christmas, and Valentines Day (KDG Easter and 100 Days). All other parties for PK-5 students must be cleared through the principal's office at least one week in advance of the party. The principal shall approve time and length of the party.

### **SPECIAL EDUCATION**

The district provides Special Education services. Trained professionals must evaluate a student before being placed in a special education program. Parent approval is necessary for assessing and placing students in a special education program.

A student receiving special education services will be in the least restrictive environment that best meets the needs of the individual student. The amount of time spent in the regular classroom and special education classroom is determined by the need of the student.

Students receiving their total instruction for a curriculum area will receive their grade from the special education instructor.

### **AT-RISK STUDENTS**

The South Page Community School District plans to better meet the needs of our students (PK-12) who will be identified as at-risk using the Department of Education's definition of "any student who is not meeting the goals of the educational program set by the district, who does not complete a high school education, or who is not becoming a productive worker." Additionally, we plan to target students "whose aspirations and achievements may be negatively affected by stereotypes linked to race, national origin, language background, gender, income, family status, parental status and disability."

Identification of students at risk will be based on referrals made by teachers, counselors, parents, administrators, and support personnel or by the students themselves. Input from the student's teachers, counselors, administrators, school nurse, and parents together with academic records, test results, and attendance records will then be evaluated to determine how to best meet the needs of that particular students. Each identified student may have an Individual Education Plan developed. The complete comprehensive At-Risk Plan is available upon request in the office.

### **TELEPHONE USE**

The school telephones are meant to be used primarily by school personnel for school business. Students should make every attempt to make all their arrangements for Brownies, Cub Scouts, Girl Scouts, 4-H, sports, etc. before coming to school. Only in emergency cases will we call students from the classroom to answer the telephone. The principal or secretary will take a message and deliver it. **Please refrain from habitually calling the school to deliver messages.** A student must have a written pass from their teacher to use the phone.

### **TOYS**

Students are to leave all toys, games and electronics at home unless a request to bring them is made by the teacher. If students fail to comply, the material will be confiscated and may be returned at a later date. Only equipment approved by school personnel can be used during recess.

## **THREATS OF VIOLENCE**

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent (s) or guardian (s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

## **TRANSFERRING OUT OF THE DISTRICT**

Students leaving the South Page Community School District need to report to the building principal at least two days before their final day of attendance. A transfer slip will be issued that must be signed by each of the student's teachers and librarian. Books need to be returned to each teacher before they sign the transfer slip. The transfer slip needs to be returned to the building principal on the final day of attendance at South Page. Official transcripts will be sent to the new school district upon their request. Records may not be forwarded to the new school if the student owes fine money or has not handed in books, etc.

## **VALUABLES**

We ask that students do not bring money or valuables to school. If it is a necessity, we would be willing to keep them in the office and return them at the end of the day. Students will be responsible for their own lost or stolen items.

## **VISITORS**

Parents are always welcome at school. A 24-hour notice is requested but not mandatory. Friday afternoons and the last week of each quarter are not ideal times to visit because of classes finishing classroom activities. If you desire a special conference, please call for an appointment before you visit. ***Always sign in at the office upon your arrival for a school visit.*** It is hoped that you will visit school and observe your child to become informed and involved in your child's education.

Students are asked not to bring preschool brothers/sisters or visiting relatives to school. Any visitors who would like to eat hot lunch must contact the school secretary at least one day in advance of the day they would like to eat at the school.

## **VOLUNTEERS**

The school welcomes parent volunteers who have time to share in helping carry out the educational program. Volunteers can provide a valuable service by supervising writing centers, typing, reading to children, listening to children read, practicing math facts with students, and many other kinds of activities. If you would like to be a volunteer, contact your child's teachers. The principal will make the final decision on all volunteer assistance.

## **WEAPONS POLICY**

The South Page Community Schools believes that district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them within the jurisdiction of the school district.

Parents of students who bring these items on school property will be notified. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials and the student will be subject to disciplinary action including suspension or expulsion. **Students bringing a firearm to school shall be expelled for not less than twelve months.**

### ***Weapons Brought to School for an Educational Purpose***

The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. However, students will not be allowed to transport said objects themselves. No toy guns, swords or weapon of any type will be allowed.

## ***GRIEVANCE PROCEDURE***

Any student or employee of the South Page Community School District shall have the right to file a formal complaint alleging non-compliance with regulations outlined in Title VI of the 1964 Civil right Act\*, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act 1973.

### ***Level One-Principal or Immediate Supervisor***

(Informal & Optional-may be bypassed by the grievant)

Any employee with a grievance of discrimination on the basis of sex, race, national origin or disability may first discuss it with his/her principal or immediate supervisor, with object of resolving the matter informally. A student with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss it with his/her teacher, counselor, or building administrator.

### ***Level Two-Title VI, Title IX, and Section 504 Compliance Officer***

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

### ***Level Three-Superintendent***

If the complaint is not resolved at level two, the grievant may process it to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the Compliance Officer. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designed within ten (10) working days after receipt of the written appeal.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission. Other agencies available for mediation or rectification of affirmative action grievances, or to seek private counsel for complaints alleging discrimination.

\*Not required by federal law but recommended as good administrative policy.

Title VI\*, Title IX, and Section 504 Compliance Officer

Name: Guidance Counselor

Office Address: South Page High School

Phone Number: 712-582-3212

Office Hours: 8:00 A.M.-4:00 P.M. Monday through Friday

### ***HEALTH SERVICES***

The primary object of school health services as provided by our professional school nurse is to strengthen the educational process of children and youth by assisting them to improve or adapt to their health status. In cases of illness, the child should stay home to preserve their health and the health of other students. If a child becomes ill at school, he/she will be taken to the health room. Parents will be notified to pick up the child at the school. Students will be sent home for temperatures, persistent headaches, and flu symptoms. Parents should make arrangements to pick up their child as soon as possible after being notified by the school. Parents will be notified of injuries on school grounds and the supervisor of that activity will complete an accident report. **IN CASE OF EXTREM EMERGENCY-911 WILL BE CALLED AND THE PARENTS WILL BE NOTIFIED.**

### **GRADING SCALE**

#### **Grades 3-5**

<b>A+</b>	<b>99</b>
<b>A</b>	<b>98-95</b>
<b>A-</b>	<b>94-93</b>
<b>B+</b>	<b>92-91</b>
<b>B</b>	<b>90-87</b>
<b>B-</b>	<b>86-85</b>
<b>C+</b>	<b>84-83</b>
<b>C</b>	<b>82-79</b>
<b>C-</b>	<b>78-77</b>
<b>D+</b>	<b>76-75</b>
<b>D</b>	<b>74-72</b>
<b>D-</b>	<b>71-70</b>
<b>F</b>	<b>69-Below</b>

## **TITLE I READING**

The goal of Title I is to improve the educational opportunities of students who are experiencing difficulty in learning by helping students succeed in the regular program, attain grade level proficiency, and improve achievement in basic and more advanced skills in reading and math. The South Page Title I program and the involvement of parents in their children's education shall accomplish these purposes. Parents have the right to request information about the qualifications of their children's teachers and of any paraprofessional who instructs them.

The objectives of the Title I Reading in South Page are:

1. To determine each eligible child's reading weaknesses through the use of diagnostic test and ongoing discussions with the homeroom teachers.
2. To plan and implement a specific individualized instructional plan of remediation for each student in the program.
3. To develop a positive attitude and self-confidence by providing each child an opportunity to meet success in daily remedial activities.
4. To help each student acquired the greatest possible mastery of reading skills essential to reading.
5. To foster in each child a positive attitude for and love of learning.
6. To develop a plan for parents to become involved in their child's reading program.

## **PARENT INVOLVEMENT POLICY**

It is the policy of South Page Community Schools that parents of participating children shall have the opportunity to be involved jointly in the development of the district plan and in the district's review process for the purpose of school improvement. Recognizing that parental involvement is the key to academic achievement, we seek to involve parents in an effective home-school partnership that will provide the best possible education for our students. The district provides coordination, technical assistance and other supports necessary to aid in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports this partnership through providing information about standards and assessments; providing training and materials for parents to help their children; educating school personnel about involving parents and the value of parent contributions; and developing roles for community organizations and business to work with parents and schools.

1. This jointly developed and agreed upon written policy is distributed to parents of participating Title I children and all parents in school-wide buildings through the Parent Handbook, which is distributed to every family at the time of registration.
2. One annual meeting is held, for all parents of participation children, both public and private. Additional meetings with flexible times shall be held throughout the year and be determined by parent suggestions. South Page elementary school shall hold one annual meeting in the fall.
3. Parents are given assistance in understanding the Title I requirements, standards, and assessments through the annual meeting and parent-teacher conferences.
4. Parents receive an explanation of the school's performance profile, the forms of academic assessment used to measure student progress, and the expected proficiency levels in the annual progress report given to parents at conference time, and through report cards.

5. In targeted assistance buildings parents are informed of and involved with their child's participation in the Title I program. They also are informed about the curriculum, instructional objectives, and methods used in the program. This information is delivered through newsletters, conferences and the annual meetings.
6. Parent recommendations are encouraged and responded to in a timely manner. Verbal or written responses will be given for all recommendations.
7. Parents will be involved with the planning, review, and improvement of the school-wide programs. The vehicle used will be the South Page school improvement Advisory Committee (SPAC). If the school-wide program is not satisfactory to the parents of participating children, they may submit comments to the SPAC.
8. A jointly developed school/ parent compact outlines how parents, the entire school staff, and students all share responsibility for improved student achievement. The compact also describes the means by which the school and parents will build and develop a partnership to help children achieve our local high standards. It is distributed in the parent handbook and is reviewed at the annual meetings
9. The Title I program provides opportunities for parents to become partners with the school in promoting the education of their children both at home and at school. Parents are given help monitoring their student's progress and provided assistance on how to participate in decisions related to their student's education. The school also provides other reasonable support for parental involvement activities as requested by parents. Parents are encouraged to participate as volunteers in the school setting. Individual conferences will also be held upon request. A reading library, which contains reports on educational issues, books and videos, are available to parents for check out at the elementary school office through the Title I teacher.
10. The school continues to coordinate and integrate, to the extent feasible and appropriate, the parent involvement policy and other programs and activities within the district. Transitional information for students moving from fifth grade to sixth grade will be provided to parents at South Page Elementary School at the annual spring meeting.
11. An annual evaluation of this parental involvement policy shall be conducted to determining its effectiveness. Finding will be used to design strategies for school improvement and revision of policies. The annual spring meeting will serve as the site for the discussion of program adjustments.

Providing all South Page Community School District children with equal access to quality education is of primary purpose. It is crucial that all partners (students, parents, educators, and communities) have the opportunity to provide input and offer resources to meet this purpose. As these partnerships are mutually beneficial, developing cooperative efforts will ensure improved academic achievement for all students.

Reviewed by the Principal and Title I teacher.

## ***IA Assessments***

The South Page Elementary School will administer Iowa Assessment annually. These tests are given to provide your teachers with information they can use to meet student's individual learning needs. The tests can help identify your strongest areas and the areas in which greatest improvement is needed. Your student's teacher can use this information to choose materials and methods of teaching that might best help your student learn.

The tests also help teachers and counselors look at your child's learning from one year to the next. Just as a doctor might sometimes measure your height and weight and make a record of your physical growth, the school established records and reviews a student's growth in the basic subject areas. Test like the Iowa Assessment are designed to make it possible to measure year-to-year growth in such areas as reading, language, and mathematics.

Scores from test like the Iowa Assessment can also be used to compare student's performance with the performance of other students in the same grade throughout the nation. However, this is not the most important use of the scores. Instead, the main uses should be (a) to help identify which of the student's skills most need improvement and (b) to see how much your child has grown in each skill area since last year.

Children differ greatly in maturity, interests, and general level of development. Rates of progress also differ from one subject to another. Thus, one child may be learning more rapidly in reading than in mathematics; another may have good vocabulary but may be weak in spelling; and so on. Testing can be of help in discovering strengths and weaknesses and in diagnosing reasons for difficulties.

Individual student test results and a narrative description explaining the test results will be sent home with each student. Parents are encouraged to discuss test results with their children and visit with the classroom teacher if an additional explanation is needed.

### ***Iowa Collaborative Assessment Module (ICAM)***

The ICAM assessment is given to students in grades 4, 8, and 11. These are standardized tests that allow the district to compare results with other school districts in the state. Unlike Iowa Assessment where the results are compared to state and national norms, ICAM results were normed for the state of Iowa.