

A decorative border of colored pencils surrounds the text. At the top, there are three pencils: brown, green, and red. On the left side, there are four pencils: yellow, blue, red, and green. On the right side, there are two pencils: blue and yellow. At the bottom, there are three pencils: brown, yellow, and blue. In the bottom right corner, there is a teal pencil holder containing several colored pencils.

# WEST BURLINGTON ELEMENTARY HANDBOOK 2016-2017

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**INDEPENDENT SCHOOL DISTRICT OF WEST BURLINGTON  
WEST BURLINGTON, IOWA  
theresa.ritters@wbschools.us**

Dear Students and Parents/Guardians:

Welcome to the West Burlington Elementary School. We are very excited about your child attending the upcoming 2016-17 school year. It is our intent to help every student develop to their fullest potential by providing a safe and quality-learning environment for your child every day.

Communication between school and home is vital in making sure that students experience success early in the year and that there is a clear understanding of expectations. The following pages of the handbook will provide you with information on the policies and rules established for the safety and welfare of all children. Please discuss the contents of this handbook with your child.

We urge you to visit our school and become actively involved in your child's educational program. When visiting the building, you will notice that we have entry features to keep all of our students safe. Please push the silver button to the right of the outside doors; the office staff will let you in. Thank you for your support and understanding for the safety features.

Your partnership with the school in educating your child is important and vital to their success. If questions arise about activities or incidences here at school, please bring those to your child's teacher or me. Questions or comments about West Burlington Elementary School are always welcome. We are looking forward to a wonderful school year!

Sincerely,

Theresa Ritters, Principal  
West Burlington Elementary School

## **BOARD APPROVAL**

The contents of this administrative policy book have been reviewed and approved as official policies of West Burlington Elementary School by the Board of Education of the Independent School District of West Burlington in June 2016. We support the enforcement of the rules and procedures contained within this policy book; furthermore, the board will hold the staff accountable for following and enforcing procedures.

## **WEST BURLINGTON DISTRICT MISSION**

The mission of the West Burlington Independent School District, in partnership with parents and community, is to accept students where they are academically, socially, physically, and emotionally and to guide them to develop to their fullest potential while instilling pride and self-respect in becoming responsible citizens.

## **BUILDING GOALS**

- Students, staff, and parents/guardians work to develop a more caring atmosphere with positive feelings toward each other.
- Identify learning problems at an early age and deal with them using supportive special services to help these children.
- Help each student reach his/her potential in each area of education to the level that will enable him or her to function in adult life.
- Help students learn respect for those in authority and for rules, thus learning acceptable ways to interact with others.
- Help each student learn good study and work habits.
- Help each student acquire the desire for developing a positive self-worth.
- Help each student develop the ability and desire to become a life-long learner.
- Help each student develop competence in the basic skills of communication, computation, and knowledge of basic facts.

## **EQUAL EDUCATIONAL OPPORTUNITY**

The school district does not discriminate in its educational programs or educational activities on the basis of gender, race, color, religion, creed, national origin, marital status, sexual orientation, gender identity, social economic status or disability. Students are educated in programs, which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society.

Students who feel that they have been discriminated against are encouraged to report it to the school district's Affirmative Action Coordinator. The Affirmative Action Coordinator is Mr. David Schmitt and can be reached at 752-8747. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 868-0550 or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294.

## **EXPECTATIONS OF THE STUDENT**

The student will:

- be responsible, as is age appropriate, for his/her physical and mental health,
- be responsible for his or her safety,
- be respectful of other people and property,
- be productive at home and school,
- assume responsibility for learning,
- be attentive in class,
- come to school prepared and ready to learn,

- be organized,
- use time wisely,
- be a peer role model,
- cooperate with peers and teachers,
- respect school and classroom rules, and
- communicate at home and at school concerning everyday activities.

### **EXPECTATIONS OF THE PARENT(S)/GUARDIAN(S)**

The parent(s) will:

- ensure the child attends school and is on time,
- provide time and place for studying and reading,
- help child organize time; will check to see that homework is completed, if necessary,
- send child to school prepared and ready to learn,
- regularly communicate with child and teacher,
- impress upon the child the importance of hard work and learning,
- the child will understand that school is a priority by what the parent says and does,
- allow the child to be responsible and accountable for his or her actions, and
- encourage and support the child's progress throughout the school year.

### **EXPECTATIONS OF THE TEACHER**

The teacher will:

- come to school prepared,
- teach lessons in a competent, professional manner,
- attend to organizational skills,
- be aware of the whole child,
- advocate for each student,
- encourage students to uphold the rules of the school and of the class,
- be a positive role model for students,
- work cooperatively with members of the staff,
- regularly communicate the progress of the student to the student as well as to the parents,
- maintain accountability and standards,
- encourage and promote improvement,
- provide many varied opportunities through which students can succeed,
- provide a positive, inclusive atmosphere where feelings of trust, respect and acceptance are conveyed, and
- discuss with parents issues which influence students' success at school.

**WEST BURLINGTON ELEMENTARY FACULTY AND STAFF**  
**SCHOOL TELEPHONE – (319) 754-5726**

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Resource	Christa Ruther	Christa.Ruther@wbschools.us
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Paraprofessional	Connie Carter	
Paraprofessional	Tammy Crawford	
Paraprofessional	Karen Klinedinst	
Paraprofessional	Melissa Milligan	
Paraprofessional	Amy Pilger	
Paraprofessional	Judy Riffel	
Paraprofessional	Dee Shipley	
Paraprofessional	Wendy Stainbrook	
Paraprofessional	Ginger Ricketts	

## STUDENT ATTENDANCE

It is very important that students arrive at school in a timely manner and attend school on a regular basis. Timely arrival and daily attendance better enable students to perform their best.

### Student attendance hours

7:45 - 8:10 AM Arrival - Students may arrive at school

7:35 – 7:55 AM Arrival - Only students eating breakfast may arrive at school

7:35 – 7:55 AM - Breakfast is served

8:15 AM Tardy bell rings - all students must be in classroom at this time

3:25 PM Dismissal for kindergarten thru grade 5

3:35 PM All students must be picked up/off school property

### Tardiness

Students will be counted tardy if arriving at school between 8:15 - 8:30 AM. Arrival after 8:30 AM will be counted as absent. Five tardies will equal ½ day unexcused absence.

Student tardiness will be handled in the following manner:

- Tardies will be considered unexcused until the school receives verification from a parent/guardian.
- Verification of the tardy must be received the next school day.

### Absences

Students who are absent will be counted absent by class periods.

The reporting periods are as follows:

Period 1	8:15 to 9:15
Period 2	9:15 to 10:00
Period 3	10:00 to 11:00
Period 4	11:00 to 12:00
Period 5	12:00 to 1:00
Period 6	1:00 to 1:47
Period 7	1:47 to 2:36
Period 8	2:36 to 3:25

### Reporting Absences

A parent/guardian must telephone the school when a student will be absent. Please remember that the district has a voicemail system. A parent/guardian may leave a voicemail message any time of the day or night. The office staff does not check voicemail messages until after 8:30 am. The voicemail messages are checked regularly during the school day by the office staff. If a parent/guardian does not telephone or leave a voicemail message by 9:00 am, the school office will contact the parent/guardian. When telephone contact is made, the parent/guardian will be reminded to pick up homework. **If there is no phone in the home or work place**, written notification will be sent to the parent/guardian notifying them of their child's absence. Written acknowledgement of the absence must be sent by the parent/guardian upon the student's return to school. An absence will be considered unexcused until this communication takes place. After parental/guardian communication has been completed, a decision will be made to consider whether the absence is excused or unexcused. This is a managerial as well as a safety issue for our children.



## **Attendance Policy**

New students are required to provide a copy of the immunization card and a legal Birth Certificate record to register and attend school.

Kindergarten students must be 5 years old and 1<sup>st</sup> grade students must be 6 years old by September 15<sup>th</sup> of the school year.

Regular attendance by students is essential and required by law for students to obtain the maximum opportunities from the education program. Parents/guardians and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal.

Students who need to leave school during the school day must receive permission from the office and have a note signed by the students' parents, have their parents telephone the office or have their parents pick them up. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the students' parents.

Students who have 3 or more absences per quarter may be required to have a doctor's excuse or be seen by the school nurse.

Tardies and absences have become an increasing problem. It is very important that the student, the parents/guardians, and the school work together to decrease the number of student tardies and absences. A student's ability to learn becomes more difficult if he/she has numerous tardies and absences. We realize that at times it may be necessary that students miss school. However, the school requests the parents'/guardians' fullest cooperation in keeping absences to a minimum.

The following plans have been adopted to reduce tardies and absences. Absences are classified in two divisions: (1) Excused and (2) Unexcused.

Absences for reasons considered legitimate will be excused and the student will be allowed to make up work missed during this time for full credit.

Excused Absences include:

- Student's medical or dental appointments
- Illness (A doctor's note may be requested)
- Illness over 3 days per quarter may require doctor's verification
- Family funeral attendance
- Required court appearances
- Family tragedy/emergency cleared with the principal
- Family vacations with parents/guardians with 4 school days' notification in advance by parent/guardian to schedule make-up work
- Extended weekend with 4 school days' notification in advance by parents/guardians to schedule make-up work
- School-sponsored field trips or activities
- Recognized religious observances
- In-school suspension
- Out-of-school suspension
- Expulsion

Unexcused Absences include but are not limited to:

- Shopping
- Relative's medical or dental appointments
- Family tragedy/emergency not cleared with the principal
- Over sleeping
- Hunting
- Fishing
- Grooming (hair, nails, etc)
- Recreation
- Non-prearranged vacations
- Non-family vacations
- Babysitting
- Preparation or participation in parties or other celebrations
- Work
- Unverified absences

Absences that do not meet the definition of legitimate absences will be considered unexcused. The consequences for unexcused absences will include any or all of the following:

- Parent/guardian conference
- Detention
- See Truancy Policy
- Board of Education hearing

### **Truancy Policy**

The Independent School District of West Burlington is committed to ensuring that every reasonable attempt to be made to secure the attendance in school of all children residing in the District, and particularly those of compulsory attendance age. To that end, the superintendent, in conjunction with building principals, is directed to cooperate with the county attorney, officials of private schools in the district, and other relevant agencies, to enforce the state law of compulsory school attendance.

Children between the ages of six and sixteen, as of September 15, registered for school or residing in the Independent School District of West Burlington are required to be enrolled in and attending an Iowa accredited public or private school or receiving competent private instruction pursuant to state law. Children of compulsory attendance age who are enrolled in the Independent School District of West Burlington shall attend school for at least 175 days, unless excused under the terms of the district's attendance policy.

Truancy shall be defined as failure to attend school without reasonable excuse for the absence. Legitimate reasons for absence will be illness, family emergency, recognized religious observances, pre-arranged family vacations, funerals, legal obligations, school activities, and other absences approved by the building principal. If a child is truant from school, district officials shall make every reasonable attempt to secure the child's attendance and document in writing all such efforts. However, if a child of compulsory attendance age who is enrolled in the district is truant for more than **5 days per year**, the truancy officer/building principal may notify the county attorney in writing of the apparent violation of the compulsory attendance law by the child and the child's parent/guardian. In addition, the building principal may impose discipline on the truant child in accordance with the district's attendance policy.

### **Appropriate School Dress**

Students are expected to dress in a fashion that does not disrupt the orderly, disciplined atmosphere of the school or classroom learning environment. No sunglasses, caps, hats, sweatbands, or head

apparel of any type are to be worn in the classrooms, cafeteria, or gymnasium. Free speech (buttons, T-shirt sayings/graphics, etc.) rights are limited to non-obscene messages and those that do not depict or promote illegal activity.

Students will keep shoes on feet and tied at all times because of the safety factor. The school discourages parents from allowing their child to wear jewelry to school. Many times this is a classroom distraction and it gets lost and many times not recovered.

The following is a list of inappropriate clothing for an educational environment. This includes other school activities.

- Hats, caps, girl bandanas and other head gear
- Attire which is considered too revealing, including but not limited to:
  - short shirts and other attire that reveals the midriff
  - tube tops, halter tops and white undershirts
  - spaghetti strap shirts
  - miniskirts - high above the knee
  - short shorts
  - low-rise pants or skirts
  - exposed undergarments
- Attire promoting products illegal for use by minors (alcohol, drugs, tobacco)
- Clothing that displays obscenity, or profanity, or gang-related symbols, or that is disruptive to the learning environment.

Students will be asked to make corrections in their dress or personal appearance in order to be appropriate for an educational environment.

## **STUDENT HEALTH AND SAFETY**

### **School Nurse**

Health services are available to the school by the district nurse. The nurse will make vision examinations upon request and assist in programs of immunization. If your child has a fever or is listless, he/she should be kept home. Parents are requested to keep a complete record of shots and immunizations their child gets during the year so that school health records can be kept up to date.

Students who become ill at school will be sent to the nurse or secretary's office. If students need to go home, parents/guardians will be contacted.

### **Immunizations**

Iowa law requires that children attending school be immunized against Diphtheria, Polio, Pertussis, Tetanus, Hepatitis B, Poliomyelitis, Rubella, Chicken Pox and Measles with specific exemptions for health or religious reasons. The state also requires a dental screening and lead screening for all students. The local school district has no choice but to deny admission to any child who has not had the required immunizations. The law does allow an exemption for religious beliefs and also allows a child to attend school while receiving the required immunizations. Call the school nurse for more details.

### **Medications, Use of**

The Board of Education discourages the carrying or taking of medications during school hours. If medication must be taken at school, the following procedure shall be followed.

If school personnel must administer medicine, it must be under the following conditions:

- A signed order by prescribing physician with specific directions must be submitted to the nurse or qualified personnel. Only qualified staff will administer medication.
- The medicine in a container with a pharmacist's label designating student's name, instructions/dosage, name of drug, date of prescription, and name of physician must be submitted to the nurse or qualified personnel to be stored in a secure place.
- A record must be made of all pupils receiving medication. This should be accessible in the nurse or Principal's office.
- Notation regarding the long-term medication should be part of the student's health record.

**Note** - Most non-prescription medicines may be dispensed when a note signed by the parent/guardian is given to the secretary/nurse along with the medicine in its original container.

### **Food Allergies**

Students who have food allergies should have on file a recent doctor's order telling what the allergy is and what should or could be substituted. These need to be renewed every school year.

### **Student Insurance**

Insurance information can be obtained during registration or at other times during the year from the office. Students are urged to buy insurance offered unless they are already covered by other insurance.

### **Human Growth and Development**

The school district provides students with instruction in human growth and development. Parents/guardians may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction and materials. Parents/guardians should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

### **Asbestos Notification**

The West Burlington Elementary School does contain some asbestos. This possible carcinogen is found in small amounts in some low traffic areas of the school. Inspection and treatment according to EPA regulations has been done. Refer any questions in regards to this matter to the school administration.

### **Legal Status of Students**

If a student's legal status, such as the student's custodial arrangement, should change during the school year, the parent/guardian must notify the school district. The school district needs to know when these changes occur to ensure that the district has a current student record.

### **Review of Student Records**

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 over the age of eighteen or parent/guardian not wanting this information released to the public must make objection in writing by September 1 or within fifteen days of enrollment (should enrollment occur after that date) to the principal or other person in charge of the school that the student is attending. It is desirable to renew this objection at the beginning of each school year.

NAME, ADDRESS, TELEPHONE LISTING, 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, DEGREE AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT.

## **Recess**

It is very important that our students get an opportunity to play outside. Students will be expected to go outside to play unless circumstances arise causing them to stay inside. It is very important that children dress for the varying Iowa weather. A child needing excused from recess due to illness will need to have a doctor's excuse indicating the illness, the weather conditions warranting inside recess, and number of days necessary.

Students are asked not to use the playground until after 5pm because it is being used by the after school programs. Students and families are welcome to use the playground after 5pm at their own risk. The school does not provide supervision.

Outdoor recess will be cancelled only if the following conditions exist.

- Thunder and lightning storm
- Rain, sleet, rain/sleet mixture
- Heavy mist
- Cold temperature of 9 degrees or below as determined by [accuweather.com](http://accuweather.com), which includes temperature, wind chill and humidity
- Ice on the concrete playground
- More than 2 inches of snow on the concrete playground

## **EMERGENCY DRILLS**

Periodically the school holds emergency fire, tornado, intruder, and bomb threat 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.

**Fire drills** - When a fire alarm sounds, it is essential that everyone react promptly and calmly to evacuate the building as quickly as possible.

- Move quietly and quickly, but do not run. Avoid crowding, pushing, or any action that might cause injury.
- Stay with your class and teacher.
- All doors and windows are to be closed.
- Return promptly and quietly to class when signaled to do so.

**Severe storm/tornado drills** - During severe storms or tornadoes, students will be kept at school but can be released to their parents.

- The alarm system will sound a severe storm/tornado signal. In case the alarm system should fail, messengers will be used to pass the word. Messengers will be sent outside to physical education classes or children at recess.
- Students will report to the designated tornado shelter areas.

## **Intruder/Bomb/Other Safety Drills**

In the event of a threat to the students and staff, the building will go on lock down.

- Students will remain in their classrooms with the doors locked or exit the building.
- Students not in a classroom will go to the nearest available classroom or exit the building.
- The building will remain in lock down until it has been determined safe by authorities and administration.

### **Student Abuse by School Employees**

It is the policy of the Independent School District of West Burlington that school employees not commit acts of physical or sexual abuse toward students.

It is the district's policy to respond promptly to allegations of abuse by school employees by investigating or arranging for full investigation of any allegation and to do so in a reasonably prudent manner.

The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigating process.

The district has appointed a level-one investigator. The level-one investigator is David Schmitt (752-8747).

## **STUDENT BEHAVIOR**

### **Before/After School (see new detailed pickup/drop off procedures on last page)**

**Goal: To encourage a welcoming, safe, and quiet environment for everyone.**

#### **Expectations:**

1. Arrival time: 7:45 - 8:10 AM (If not eating breakfast, do not arrive before 7:45 AM.)  
Breakfast arrival time: 7:35 – 7:55 AM  
Dismissal Time: 3:25PM Kindergarten through Grade 5
2. All students must be off school grounds by 3:35 PM
3. Use crosswalk when crossing street
4. Stand/sit in designated areas
5. Enter building/classroom when bell rings
6. Enter/exit building using "Line Basics"
7. Stand on crosswalk sidewalk when waiting to cross street or on cement pad if waiting for a parent in the pick up/drop off lane. - NO HORSEPLAY!
8. Walk bikes/scooters on front sidewalk and parking lot areas
9. No snowball throwing on school grounds or arriving and leaving school

#### **Parent/Guardian Support:**

1. Drop your child off between 7:45 - 8:10 AM if not eating breakfast or 7:35 – 7:55 AM for breakfast
2. Pick up your child in the pick up/drop off area of the parking lot OR areas of legal parking on street (non-red/yellow curbs, areas without no parking signs)
3. Have your child cross street only at crosswalk. This is for crossing only! Not for pick up/drop off.
4. Park only in designated parking areas (non-red/yellow curbs, areas without NO Parking Signs, and parking lot)
5. Check in/out at office when picking up child

### **Consequences:**

**Our goal is to make every situation a learning event at the elementary. The following consequences have been established for the above expectations. (Consequences will be applied by the principal according to the seriousness of the infraction.)**

- Verbal Warning
- Written letter
- Positive Practice (Practice desired behavior)
- Miss recess or after-school detention
- Call to Parent
- Talk to Principal/Counselor
- Office Time

### **Cafeteria**

**Goal: The cafeteria is to be a pleasant, social environment where each child can enjoy his or her meal.**

#### **Expectations: Restaurant-Type Behavior**

1. Use soft voices
2. Walk
3. Use good table manners
4. Hands, feet and objects to self
5. Use kind language
6. Pick it up, clean it up, or get help if you drop/spill it
7. Eat only your food
8. Raise hand for help

### **Consequences:**

**Our goal is to make every situation a learning event at the elementary. The following consequences have been established for the above expectations. (Consequences will be applied by the principal according to the seriousness of the infraction.)**

- Verbal Warning
- Positive Practice (Practice desired behavior)
- Clean Up Mess
- Change of seating arrangement
- Talk to Principal/Counselor
- Call to parent/guardian
- Removal from Environment
- Miss recess or after-school detention
- In-school suspension
- Out-of-school suspension

### **Hallway Travel**

**Goal: Travel will be accomplished in a safe and efficient manner allowing for positive social interaction.**

#### **Expectations:**

1. Keep hands, feet, materials to self
2. Use "Line Basics"
3. Use quiet voices
4. Use positive words and actions
5. Be on time

## Line Basics

1. Single-file line
2. Walk face forward
3. Keep place in line
4. Soft voices
5. Keep pace with group
6. Hands/feet to self

### **Consequences:**

**Our goal is to make every situation a learning event at the elementary. The following consequences have been established for the above expectations. (Consequences will be applied by the principal according to the seriousness of the infraction.)**

- Verbal Warning
- Positive Practice (Practice desired behavior)
- Apology
- Talk to Principal/Counselor
- Miss recess or after-school detention
- Call to parent/guardian
- In-school suspension
- Out-of-school suspension

## **Assemblies**

**Goal: Present a positive image of the school while learning from the presentation.**

### **Expectations:**

1. Be on time
2. Sit where assigned
3. Use body basics (sitting, hands and feet to self)
4. Listen and participate appropriately (clapping, stay on topic)
5. Stay seated until dismissed by the leader

### **Consequences:**

**Our goal is to make every situation a learning event at the elementary. The following consequences have been established for the above expectations. (Consequences will be applied by the principal according to the seriousness of the infraction.)**

- Warning –Verbal/Non-verbal
- Positive Practice (Practice desired behavior)
- Apology
- Removal from environment
- Talk to Principal/Counselor
- Miss recess or after-school detention
- Ineligibility for next assembly
- Call to parent/guardian

## **Playground**

**Goal: Use playground area in a safe, respectful and orderly manner.**

### **Expectations:**

1. Play safely on/with equipment
2. Ground cover stays on the ground (EX: rocks, sticks, snow, ice, etc.)
3. No physical contact (Hands, feet & body to self)
4. Stay away from softball field fence



5. Interact with others in a fair and kind way
6. Respect each other's property and school property
7. Return equipment to its proper place
8. Stay within playground boundaries
9. Line up immediately and safely when signal is given
10. Enter and exit building using Line Basics
11. Boots or extra indoor shoes are needed for inclement weather
12. Complete snow attire needed for playing in snow
13. No personal equipment on the playground

### **Consequences:**

**Our goal is to make every situation a learning event at the elementary. The following consequences have been established for the above expectations. (Consequences will be applied by the principal according to the seriousness of the infraction.)**

- Warning – verbal/non-verbal
- Positive Practice (Practice desired behavior)
- Time Out
- Shadow Playground Supervisor
- Limited boundaries
- Apology
- Talk to Principal/Counselor
- Miss recess or after-school detention
- Call to parent/guardian
- In-school suspension
- Out-of-school suspension

### **Restroom**

**Goal: The restroom will be a clean, safe, and quiet area.**

#### **Expectations:**

1. Use the restrooms quietly and leave them clean
2. Respect others' privacy
3. Put toilet paper in the toilet and flush
4. Leave the stalls unlocked after use
5. Wash your hands with soap and water and put paper towels in the trash
6. Leave the restroom as soon as you finish
7. Respect school property

### **Consequences:**

**Our goal is to make every situation a learning event at the elementary. The following consequences have been established for the above expectations. (Consequences will be applied by the principal according to the seriousness of the infraction.)**

- Warning - non-verbal/verbal
- Positive practice
- Clean up mess
- Direct supervision during restroom use
- Miss recess or after-school detention
- Talk to Principal/Counselor
- Apology
- Call to parent/guardian
- Financial Reimbursement for damages

- Office referral for physically dangerous behavior, illegal acts, or defiance
- In-school suspension
- Out-of-school suspension

### **Corporal Punishment, Restraint, and Physical Confinement & Detention**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property. State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

If you have any questions about this state law, please contact the school. The complete text of the law and additional information are available on the Iowa Department of Education’s web site: [www.iowa.gov/educate](http://www.iowa.gov/educate) and search for Timeout, Seclusion, and Restraint.

### **Threats of Violence**

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, 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 of concern in the school community created by the threat, and any other relevant information from any credible source.

### **After School Work Completion/Detention**

Parents/guardians and students should understand that a student might be required to remain after school if the teacher feels such action is necessary. Students that are required to remain after school will be released no later than 4:00 PM. Parents/guardians will be notified when their child is to be retained after school. Detention may become necessary for the following reasons:

- One-on-one or small group instruction
- Completion of daily assignments
- Use of library/classroom resources
- Absence because of illness
- Inappropriate behavior

### **Private Property**

All students should respect all property when coming or leaving school and also on their way to and from lunch. Permission should be gained if students cut through other people’s lots. Acts of disrespect in this area should be reported to the principal.

## **Interferences in School**

Students may not possess televisions, water guns, toys, cellular telephones, pagers, CD players, similar electronic devices, and any item which may interfere with the school day.

**Cell Phones:** Students bringing cell phones to school must:

1. Turn cell phones off when arriving on school grounds.
2. Cell phones must remain off until off school grounds.
3. Cell phones must be placed in the student lockers (grades 3-5). (The school does not provide locks for the lockers, but the students may provide their own lock with the combinations or keys given to the office.)
4. Students without lockers should check the cell phones into the office. (K-2)
5. Students needing to use their cell phones may be granted permission by the office.
6. All cell phone usage by students will be in the office area between 7:30 a.m. and 4:00 p.m.

Students violating the above procedure will be required to turn the cell phones into the office.

1. First violation – Parent notification and the students may pick up the phones at the end of the day.
2. Second violation – Parent notification and parents will be required to pick up the phones from the office.
3. Third violation – Parent notification and parents will be required to pick up the phones from the office. The student will not be allowed to bring the phone to school.

## **Initiations, Hazing, Bullying, or Harassment**

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

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

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

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

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, fear, or suffering to the victim; and/or

- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

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

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

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

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment by another person under this policy to a school official, shall be immune from school penalty relating to such report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. A school employee found to have retaliated in violation of this policy shall be subject to measure up to, and including termination of employment. A school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

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

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor, or principal to help.
- If the harassment or bullying does not stop or the student does not feel comfortable confronting the harasser or bully, the student should:
  - ✓ Tell a teacher, counselor, or principal, and
  - ✓ Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - ❖ what, when, and where it happened,
    - ❖ who was involved, and

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

### **Complaint Procedure**

An individual who believes that the individual has been harassed or bullied will notify the principal, the designated investigator. The alternative investigator is the counselor. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

### **Investigation Procedure**

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will report findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

### **Resolution of the Complaint**

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline. Discipline steps will be assigned according to the severity and the number of occurrences.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

## **Bullying**

### **School Rules Against Bullying**

1. We will not bully others
2. We help students who are bullied.
3. We will include students who are easily left out.
4. When we know somebody is being bullied, we will tell an adult at school and an adult at home.

### **Bullying Information for Parents**

Bullying is when one person or a group of people who are more powerful (stronger, older, more skilled, or more popular) intentionally treats someone disrespectfully over and over again.

**What can parents do if their child is bullied?**

1. Help the child develop talents and positive attributes.
2. Encourage the child to make contact with friendly student(s) in their class.
3. Encourage the child to get to know peers in new situations.
4. Contact the school counselor, teacher or principal.

**What doesn't work if your child is bullied?**

1. Ignoring the problem.
2. Blaming your child for provoking bullying.
3. Telling your child to "hit back."
4. Calling the parents of the bully—unless there is a friendly relationship between parents.

**What can parents do if their child bullies others?**

1. Communicate directly to the child:
  - We know you have been involved in bullying.
  - Bullying is a serious behavior.
  - We will not tolerate any future bullying behavior.
2. Enforce family rules.
3. Reinforce positive and kind behavior.
4. Spend more time with your child.
5. Monitor the child's activities.
6. Build upon the child's talents.
7. Help your child find more appropriate behavior patterns.
8. Seek professional assistance, if necessary.

**What doesn't work if your child bullies others?**

1. Ignoring the problem.
2. Denying that your child could do such a thing as bullying.
3. Protecting the child from consequences.
4. Blaming the victim for your child's problems.

**Possession or Use of Dangerous Objects**

Students with objects or materials that endanger them or other students' safety will be sent immediately to the principal. Depending on the severity of the situation, the student may be issued a warning, suspended from school, or referred to police authorities. Objects in question will be confiscated, labeled, and stored for parent/guardian and/or authorities. Students will be given a receipt for the object in questions. Parents/guardians of victims will be contacted and informed of their rights.

**Possession of a Weapon on School Property**

Definition of a weapon: a gun, bomb, or any object considered dangerous to an individual student or other students.

Any student found in possession of a weapon or dangerous object on school property could be expelled from school for one full year. Parents/guardians of students found in violation of this policy will be contacted, and the student may be reported to law enforcement officials.

**Possession/Use of Tobacco**

Smoking, possession of tobacco or smokeless tobacco at school or at a school-sponsored activity is prohibited. Violation of this rule will be dealt with in the following manner:

- The student will be suspended out of school for three (3) days followed by two (2) days of in-school suspension.
- During suspension, in school or out of school, students may not participate or attend any school-district-sponsored activities.
- Students may be suspended from school-sponsored activities beyond the suspension period based on the principal's discretion.
- A meeting with the student, parent(s)/guardian(s), building principal, and school counselor will be held.
- Student will be required to receive appropriate counseling as a condition of returning to school.
- Police authorities will be contacted.
- Confiscated tobacco products will be labeled and stored to be turned over to the police authorities. The student will be given receipts for confiscated property.

### **Possession/Use/Under the Influence of Alcohol**

Possession or being under the influence of alcohol at school or at a school-sponsored function is prohibited. Violations of this rule will be dealt with in the following manner:

- The student will be suspended out of school for three (3) days followed by two (2) days of in-school suspension.
- During suspension, in school or out of school, students may not participate or attend any school-district-sponsored activities.
- Student may be suspended from school-sponsored activities beyond the suspension period based on the principal's discretion.
- A meeting with student, parent(s)/guardian(s), building principal, and school counselor will be held.
- Student will be required to receive appropriate counseling as a condition of returning to school.
- Police authorities will be contacted.
- Confiscated alcoholic substances will be labeled and stored to be turned over to police authorities. The student will be given a receipt for the confiscated property.

### **Possession/Use/Under the Influence of Controlled Substance (Narcotics), the Presence of Drug Paraphernalia (such as rolling papers, "coke" spoons, bongs, pipes, etc.)**

Possession/under the influence of a controlled substance or possession of drug paraphernalia at school or at a school-sponsored function is prohibited. Violations of this rule will be dealt with in the following manner:

- The student will be suspended out of school for three (3) days followed by two (2) days of in-school suspension.
- During suspension, in school or out of school, students may not participate or attend any school-district-sponsored activities.
- Students may be suspended from school-sponsored activities beyond the suspension period based on the principal's discretion.
- A meeting with the student, parent(s)/guardian(s), building principal, and school counselor will be held.
- Student will be required to receive appropriate counseling as a condition of returning to school.
- Police authorities will be contacted.
- Confiscated controlled substances and drug paraphernalia will be labeled and stored to be turned over to the police authorities. The student will be given receipts for confiscated property.

## **Parental/Guardian/Student Concerns/Grievances**

If you have a concern or problem with a school employee in relationship to the performance of his/her duties, with school rules or policies, or with any aspect of the everyday operation of the school, we encourage you to talk with us. This will help to either clarify what has occurred and allow appropriate changes to be made or help you better understand what has taken place and why.

Please take your concern or problem to the person that is directly involved first. If no mutual understanding can be reached, then go to that person's supervisor.

The school understands that these situations can cause emotions, but the expectation is for the parent/guardian to act in a civil manner when dealing with your complaints/concerns when addressing school personnel. Failure to do so may result in the parent/guardian being asked to leave until the parent/guardian is able to get the emotions under control or a possible citation for disturbance of peace may be issued.

**Examples:** If your concern is with a teacher or coach, talk with that teacher or coach first and then with the principal if necessary. If your concern is with the rules or policies, talk to the principal first, and then with the superintendent if necessary.

## **Due Process**

To ensure that the students receive fair treatment consistent with the fundamental requirements of due process, student suspensions or recommendations for expulsions must be made in accordance with the following:

A student may be suspended for up to ten school days by an administrator for a commission of serious or repeated infractions of school rules or when the presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school. The administrator shall conduct an informal investigation of the allegations against the student.

- Oral or written notice of the allegations against the student
- The basis in fact for the charges
- The opportunity to respond to those charges
- The right to appeal

## **Appeal Provision**

Any student or parent/guardian who believes that the actions of a teacher or other school official were unfair or unreasonable under the circumstances or in violation of these rules or board policy may request an informal hearing before the teacher or official's supervisor. The following chain of command is to be followed:

- From a teacher's actions - Following an attempt to resolve the situation with the teacher, contact the principal
- From a principal's decision - Contact the superintendent
- From the superintendent's decision - Go to the Board of Directors of the West Burlington Schools
- From the Board's decision - Go to the State Board of Education

## **Search and Seizure**

It is the policy of the West Burlington School District to provide appropriate desks and lockers for temporary use by students. Desks and lockers provided for temporary use by students remain at all times the property of the School District, are subject to the rules of the District, are subject to periodic inspections for cleanliness, missing school property, evidence of vandalism, and special searches of contraband materials. In the interest of maintaining the health and safety of the school environment,



students and their immediate possessions may be subject to search and seizure while in school, on school property, attending school functions, or representing the school.

### **Internet – Appropriate Use**

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student will not be permitted to use the address to send and receive mail at school.

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

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Freedom of Expression**

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since, however, student expression made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, or contain obscenity or indecency. The administration has the right to determine the time, place, and manner in which the expression is to be allowed so as not to disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

### **Publications**

Students shall be free to express themselves in school-sponsored publications except for the following restrictions:

- Students shall not publish or distribute materials that are obscene, libelous, slanderous, or infringe on the rights of others.
- Students shall not publish or distribute materials that encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption of the orderly operation of the school.

Within these guidelines, advisors and student staff shall maintain professional standards of English and journalism when choosing which information to publish in school-sponsored publications.

### **Internet Access**

Your child has access to electronic communication known as Internet. The Internet is a computer information system interconnected with thousands of computer networks. The vast domain of information contained within Internet's libraries can provide unlimited opportunities to students.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses will not be issued to students at this time but may be in the future. If a student already has an electronic mail address, he/she will not be permitted to use the address to send and receive mail at school.

Students will be expected to abide by the following network etiquette.

- ✓ The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a use of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
- ✓ Students will respect all copyright and license agreements.
- ✓ Students will cite all quotes, references, and sources.
- ✓ Students will only remain on the system long enough to get needed information.
- ✓ Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- ✓ Student access for electronic mail will be through the supervising teacher's account. Students should adhere to the following guidelines:
  - Others may be able to read or access the mail, so private messages should not be sent.
  - Delete unwanted messages immediately.
  - Use of objectionable language is prohibited.
  - Always sign messages.
  - Always acknowledge receipt of a document or file.
- ✓ Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

If your child is given permission to access the Internet, he/she will have to sign a form acknowledging the following:

1. I have read the expected network etiquette and agree to abide by these provisions. I understand that violation of these provisions may constitute suspension or revocation of Internet privileges.
2. I agree to be responsible for payment of costs incurred by accessing any Internet services that have a cost involved.

### **Make-Up Work**

Students are responsible for all work missed. Make-up work must be completed and turned in by the same number of days as the student was absent. When requesting make-up work, it will be gathered and sent to the office by the end of the same day as requested.

### **Care of School Property**

Students are responsible for the upkeep and return of school property assigned to them. In the event of loss or destruction of assigned items, the maximum charge to the students will be the cost of repair or replacement of the items. No tape/stickers allowed in lockers. Defacing and destruction of school property by an individual will be considered as a matter of public concern and will be turned over to proper law enforcement officers.

### **Student Lockers and Desks**

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 shall be the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. No use of tape/stickers on lockers. The expenses to repair damage done to a student's locker or desk are charged to the student.

A student's locker and desk can be searched whenever an administrator or teacher has a reasonable and articulable suspicion that a criminal offense or a school district policy, rule, or regulation bearing on school order has been violated and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules, or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials.

Locker and desk maintenance inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers and desks are clean and well kept. Prior to a maintenance inspection, students are given a 24-hour notice.

### **School Supplies**

School supply lists are distributed in the August/September District Newsletter. School supply lists may also be found at the local box stores.

### **Textbooks**

Students are assigned textbooks and are responsible for the care of these books. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear and tear may also be charged to the student. Students can qualify for free or reduced textbook fees based on the school lunch program guidelines.

### **Money at School**

Students are asked not to have money at school except to pay for lunch or milk, school fees, or fees for activities at school.

### **Bicycles and Related Equipment**

Children in grades 2-5 may ride bicycles to school at the discretion of the parents. No scooters, skateboards, roller blades, or roller shoes are allowed. Limited parking areas and limited supervision creates some difficulty with bicycles. We ask that bicycles be parked on the east side of the parking area in the bicycle racks immediately upon arrival on school premises. The bicycles should remain in these storage areas until school is dismissed in the afternoon. Responsibility for the safety and care of the bicycle resides with the student and parents/guardians. Students are encouraged to register their bicycles with the West Burlington Police Department.

Rules for riding a bicycle to and from school:

- ✓ Bicycles are to be placed in the bicycle racks provided.
- ✓ Always walk your bike across the parking lot coming into or leaving the school.
- ✓ When leaving the school, students must walk their bikes to the crossing in front of the school before starting home.
- ✓ When riding a bike home for lunch, the same rules apply.

### **Field Trips**

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy.

Prior to attending a field trip, students must return a noted signed by the students' parents.

## **EDUCATIONAL PROGRAM**

### **Special Services**

Special staff members who work with your children and who assist our teaching staff in program planning include:

- ◆ **SPECIAL EDUCATION:** Special education programs are available to provide handicapped students with individualized programs tailored to meet their unique educational needs. If you have any questions and/or concerns about these services, please call Kim Kirchner, Regional Special Education Director, at the AEA at 1-800-382-8970 extension 1225.
- ◆ **EARLY CHILDHOOD EDUCATION:** We offer a voluntary 4-year old preschool in the morning and afternoon. Priority is given to families of residence.
- ◆ **READING SPECIALIST:** Our reading specialists work with the classroom teachers in determining those students who will receive special reading instructions and then a program of reading instruction is planned for the child in need of reading improvement. Parents/guardians of these students will be notified of what subject area they will miss while attending class.
- ◆ **MEDIA SPECIALIST:** Our school's media specialists are charged with the responsibility of helping each student learn to the best of his/her ability and how to use all the material found in the Media Centers for both pleasure and academic enrichment. The Media Centers of West Burlington exist to provide service for the total school population. Our program enables students to develop a responsible attitude, work independently, think critically, pursue individual interests, and later function as informed adults.
- ◆ **GUIDANCE:** The guidance program at the elementary level is for all children. It is primarily preventative, addressing needs and concerns at an early age in order to provide children with support, assist in the development of life skills, and lessen the chance of an escalation of personal or academic difficulty as the child grows.
- ◆ **GIFTED AND TALENTED:** The Gifted and Talented program exists to serve the special educational needs of students who are advanced in one or more areas. Students are screened and tested to determine if they qualify.
- ◆ **THE LAU PROGRAM:** The LAU Plan is maintained to provide assistance to those students who come to us with either no proficiency or limited proficiency in the English language.
- ◆ **GREAT PRAIRIE AEA—**Great Prairie AEA staff will be available to partner with West Burlington School District's staff members to provide the best education possible for your child. The Great Prairie AEA staff includes, but are not limited to; audiologists, consultants, teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech-language pathologists. Your child's teacher may contact AEA staff for consultation, observation or interaction with your child. If you do not want the above services, please notify the school *IN WRITING*.
- ◆ **AT-RISK PROGRAM:** The Independent School District of West Burlington, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Child Assistance Team is responsible for this process. Representatives from the Area Education Agency may also assist the school district in this process.

◆ **Title One Reading and Math Programs** August 2016

Dear Parents,

Welcome to the 2016-2017 school year! The mission of the West Burlington Independent School District, in partnership with parents and community, is to accept students where they are academically, socially, physically, and emotionally and to guide them to develop to their fullest

potential while instilling pride and self-respect in becoming responsible citizens. In order for all students to be successful, West Burlington Elementary has a wide array of programs to help students achieve. West Burlington Elementary is a School-Wide Title One Reading and Title One Math School. All Title Instructors hold degrees in education and are highly qualified.

School-wide Title Services:

- Provide opportunities for all children to meet the State's proficient and advanced levels of student performance.
- Based on effective means of improving children's achievement.
- Use effective instructional strategies that--
  - Address the needs of all children in the school.
  - Are consistent with the State and local improvement plans.

What this means for you and your child:

- During the school day, a Title One Instructor may be in your child's classroom and/or assisting your child with a skill or strategy.
- This may happen daily or occasionally.
- If we have a concern that we need to address with you, we will contact you in a timely manner.

If you have any questions, please contact Sarah Zurita, Ashley Hackett, or Jodi Melssen at 319-754-5726.

◆ **Title 1 Reading**  
**Parent-Student-Teacher Compact August 2016**

As a Teacher, I will:

- \* believe that each student can learn;
- \* show respect for each child and his/her family;
- \* come to class prepared to teach;
- \* provide an environment conducive to learning;
- \* enforce school and classroom rules fairly and consistently;
- \* maintain open lines of communication with student and his/her parents;
- \* seek ways to involve parents in the school program;
- \* demonstrate professional behavior and attitude.

As a Student, I will:

- \* always try to do my best in my work and my behavior;
- \* work cooperatively with my classmates;
- \* show respect for myself, my school, and other people;
- \* obey the school rules;
- \* take pride in my school;
- \* take pride in myself;
- \* come to school prepared with my homework and my supplies;
- \* believe that I can learn and will learn.

As a Parent/Guardian, I will:

- \* see that my child attends school regularly and on time;
- \* provide a home environment that encourages my child to learn;
- \* insist that all homework assignments are completed;
- \* communicate regularly with my child's teachers;
- \* support the school in developing positive behaviors;
- \* talk with my child about his/her school activities every day;

- \* encourage my child to read at home and to monitor his/her TV viewing;
- \* volunteer time at my child's school when I can;
- \* show respect and support for my child, the teacher, and the school.

**YMCA Before & After School Programs**

Before-School Child care is available from 6:30am to 8:10am. After-School Child Care is also available at the West Burlington Elementary from 3:25 to 6:00 p.m. This is for Kindergarten through 5<sup>th</sup> grade. & is available Monday through Friday. Parents can pick up their children any time before 6:00 p.m. during the after-school child care.

**Fees:**

After-school only rate.....\$110.00 Full-time fee per month  
 Before-school only rate.....\$90.00 Full-time fee per month  
 Before & After school rate.....\$180.00 Full-time fee per month  
 Registration Fee.....\$30.00 per family

- Children not picked up by 6:00 p.m. will be charged a late fee of \$2.00 per child for every minute past closing time (6:00 p.m.). The fee is due the evening when the parent is late.
- Expanded programming is offered for vacation and in-service days.
- Registration at The Burlington Area YMCA is required before starting the program.

**Program structure:**

3:30 to 4:00 – Afternoon snack and homework time.

4:00 to 6:00 – Supervised activities (games, recreational activities, educational activities, arts & crafts, swimming, library days, field trips, etc.)

**Schoolwork**

Homework is schoolwork required to be completed outside of the school day. Homework may be modified according to an individual student's ability. Homework should meet the following criteria:

- Reinforcement of skills
- Make-up work due to absence
- Research assignments
- Enrichment assignments
- Hobby or particular interest assignments

Schoolwork is a very important part of a student's education. Encourage your child to complete his/her schoolwork.

**Standardized Test**

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law. Students are tested unless they are excused by the principal. The tests are listed below.

Kindergarten: FAST, Phonemic Awareness, STAR Early Literacy, STAR Reading, STAR Math  
 Grades 1-5 Testing: FAST, STAR Reading, STAR Math, Iowa Assessments

**Joining Chorus and/or Band**

Being a participant in the chorus and band at West Burlington Elementary School requires being a member of the ensemble for a full semester. The students will not be able to drop in the middle of a semester. This is the minimum amount of time needed for the student to decide if participation in such an activity is desirable. With the support of parents/guardians, a full semester allows the students to experience the level of commitment required for these activities. The first of these expectations is that all who sign up for chorus/band will experience at least one live performance. This performance is required. Students then have the ability to make an educated decision about further participation.

## SCHOOL - HOME - COMMUNITY RELATIONS and COMMUNICATIONS

### Parent or Guardian/Teacher Conferences

This year Parent or Guardian/Teacher Conferences will be held on Tuesday, October 4, 2016 from 4:00-8:00 PM and Thursday, October 6, 2016 from 4:00-8:00 PM. Conferences will also be held on Tuesday, February 14, 2017 from 4:00-8:00 PM and Thursday, February 16, 2017 from 4:00-8:00 PM. Parents/guardians will be contacted to schedule a day and a time.

### Report Cards

Report cards will be issued to all students at the end of each quarter.

### Mid Term Report

Progress reports are mailed home at the middle of each quarter. Students who are making poor progress are given this information so that they can improve their work before the end of the quarter. Parents/guardians may request a progress report at any time. Parent/Guardian/Teacher Conferences will be held after the first quarter and mid-term third quarter. Parents/guardians may request a Parent or Guardian/Teacher Conference at any time during the school year.

### School Visitation

**All visitors should check in at the office, sign in and wear a visitor's badge while in the building. When leaving the building, the visitor, volunteer, or mentor should sign out.**

Parents/guardians are encouraged to visit the school. Visitation will be allowed during the following times:

1. Non-instructional time (lunch and recess)
2. Special invitations by teacher for special projects or activities

At this time, student visitations will only be allowed during the lunch/recess time if they are accompanied by a parent/guardian. It is helpful if a visit is not planned for the first two weeks after school starts to allow the child to get used to the school routines and classmates.

### Wellness Policy

1. Beverage and food vending machines that are student accessible will only offer choices that meet or exceed government regulations for that age of students. We do not have student accessible vending machines at the elementary so this will impact only the junior-senior high school. No more than 50% of beverage offerings will be soft drinks, and all the soft drinks will be no-calorie soft drinks.
2. Kindergarten will have a milk break.
3. Snacks will not be allowable except on special occasions approved by the building principal. Emphasis will be on serving fruits and vegetables as the primary snacks with water as the primary beverage. Snacks must be store bought.
4. Birthday celebrations should be coordinated with the child's teacher. These treats must be store bought. All other celebrations (holidays, cultural, etc.) must be scheduled with the building principal and will be of limited number during the year.
5. Foods and beverages used for on-site rewards for academic performance or behavior must meet the government standards set for food and beverages sold individually through vending machines at the grade levels involved. These must be store bought.
6. Food and beverages sold at school-sponsored events must include 2 choices of food items and 2 choices of beverages that meet the government standards set for food and beverages sold individually through vending machines.
7. Food service (school breakfast and lunch) will survey students and ask for students to participate in taste tests to determine new entrees to the school meal program.

8. Loss of recess time as a consequence for violation of school building or classroom rules/academic performance will be used on a very limited basis.

### **Open Enrollment**

Iowa's Open Enrollment Law allows students residing in one school district to transfer to another school district upon the parent's/guardian's request. Open enrollment must be completed by March 1 for everyone but incoming kindergarten students or students new to the area. If you are interested in Open Enrollment, please contact the Superintendent's Office before March 1. Please complete Open Enrollment for Kindergarten students as soon as possible after July 15 of the year preceding the student's start date. Open Enrollment applications for kindergarten students will be accepted for consideration up to the time school begins for the kindergarten year. Students leaving the West Burlington School District who wish to continue their educational program at West Burlington may do so by completing open enrollment forms requesting continuation of their educational program. This must be done by the third Friday of September following the change of resident district. Students interested in open enrollment must contact the Superintendent of Schools for information and forms.

### **Family Night**

Wednesday night is designated as Family Night. The school cooperates with the local organizations by not scheduling school functions, practices, or athletic contests on Wednesday night after 6 PM. The only exception to this rule is when an agency, other than the local school, schedules tournaments or meetings to be held on Wednesday night.

### **Facility Usage**

The building is available for meetings or extra-curricular activities beginning at 4:00 PM. These should be scheduled through the elementary building secretary. No students are to be in the building without supervision.

### **Annual Progress Report**

A copy of the Annual Progress Report is published in its entirety and is available upon request. Portions of it are published in the School District Newsletter and parts of it are on the school web site: [www.wbschools.us](http://www.wbschools.us).

### **Student Information**

Certain student information is available on the school's web site: [www.wbschools.us](http://www.wbschools.us). A parent password may be obtained and will allow access to the child's attendance, report card and parent/guardian information. To obtain a password, call the Junior/Senior High School at 319-754-6567.

### **Communications to and from School**

When sending a note or money to school, the student should receive clear instruction from the parents about who the appropriate person is to receive the note or the money. Also, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school for the parents. Parents are responsible for knowing the contents of the notes or papers sent home. Any note sent from the office will be on bright green paper.

### **Elementary Newsletter**

The Elementary Principal emails and posts the monthly newsletter on Facebook at the first of each month. It will contain short informational articles about a variety of events involving the students. There will also be a list of important dates and events. The elementary newsletter may be found on the school's web site: [www.wbschools.us](http://www.wbschools.us). Items which involve children may be submitted to the elementary office staff by the 20<sup>th</sup> of each month.



## **District Newsletter**

A school district newsletter will be mailed to your home nearly every month. Expect to see the following district newsletters: January, February, March, April, May/June, August/September, October, November, and December. The August/September district newsletter will be available at registration.

## **Voicemail Telephone System**

The West Burlington School District has an automated attendant and voicemail available. All staff members have a voicemail box. You may dial directly to a staff voicemail box and leave a message. You are not able to call directly into the classrooms during the school day. Please allow staff ample time to return your message. The voicemail system allows parents/guardians to leave messages regarding absences or appointments. Please listen carefully to the menu when it is spoken so you will arrive at the appropriate mailbox.

## **EMERGENCY SCHOOL CLOSINGS**

### **Inclement Weather**

When school is cancelled, delayed or dismissed early due to inclement weather, it will be posted on our school web site and broadcast or put on the web sites of the following radio stations:

#### AM Radio Dial

KBUR - 1490 - ([www.kbur.com](http://www.kbur.com))

KBKB - 1360 - ([www.kbkb.com](http://www.kbkb.com))

#### TV Station

KWQC—Channel 6

KTVO—Channel 3

#### FM Radio Dial

KGRS - 107.3 - ([www.thenewmix.com](http://www.thenewmix.com))

KBKB - 101.7 - ([www.1017thebull.com](http://www.1017thebull.com))

KDMG/Country 103

KKMI - 93.5

Alert Call--You will receive a message through the Alert System (via telephone and/or e-mail) when we have a school delay, early dismissal, or cancellation. Please remember to keep your telephone number and/or e-mail address current so you will receive these notifications.

The missed day may have to be made up at a later date. If school is dismissed because of inclement weather after the school day has begun, parents/guardians will be notified by announcements over the radio. Any activity scheduled for the day or evening of a day when school is cancelled or dismissed early is generally rescheduled.

## **MISCELLANEOUS**

### **Materials Reconsideration**

Parents/guardians of school children and members of the community may request materials be considered for placement in the restricted materials area of the media center due to inappropriateness of the material for the maturity level of some grade levels of students having access to the library in general or for removal from school usage altogether. Forms for these requests are available through the principal's office.

### **Permission to Use Materials on Restricted Access**

Parents/guardians can request that their child(ren) not be allowed to use materials that were placed in the restricted access area because of the maturity level of the content without written approval of the parent/guardian. A form will be available from the principal's office.

## **Birthday Treat Guidelines**

Birthday treats must be store bought. Please coordinate bringing birthday treats with the classroom teacher. We will no longer require them on a designated Friday of the month.

## **Flowers/Balloons**

The school requests that no flowers or balloons be delivered to students at school. If deliveries do occur, they will be given to students at the end of the school day.

## **Homeroom Parents**

Each classroom needs homeroom parents. Please make a contact with your child's classroom teacher if you are interested in being a homeroom parent. Together we can make the difference!

## **Lost and Found Items**

Items unclaimed will be disposed of during the summer by the principal as is deemed necessary. The principal will facilitate returning lost items if they have been appropriately marked.

## **Telephone Calls**

Students will be called to the telephone only in case of emergencies. Messages may be left with the secretary and will be given to the student. Students are not to use cell phones on school grounds. See the cell phone policy on page 17.

## **Closed Campus/Home Lunch**

Parents/guardians may sign a permission slip to allow their child to go home for lunch. Home will include the residence of the parent, guardian, or grandparents. Other arrangements can be made with the principal for special circumstances or special occasions. A note will be requested stating the child's name, destination, date, and parent/guardian signature. Students or parents are required to sign in/out of the office. **Being allowed to go home for lunch is a privilege that may be suspended as part of discipline.**

## **Lunch/Breakfast Programs**

### **Lunch Program**

The school system provides a federally funded school lunch for all students. Students will not be issued tickets. Money received by the school for student lunches and breakfasts will be posted to a family lunch program account. When the child eats a school lunch or school breakfast, the family account will have the cost of those transactions subtracted from the family account balance. Parents will be notified when the family account balance is low.

Students in grades K-5 are served a lunch/breakfast with the required nutritional components established by the National School Lunch Program (USDA).

When the family account balance reaches a pre-determined level and notice has been given that the account balance is negative, the child(ren) will receive a peanut butter sandwich and milk until the balance is paid. The family account will be charged 40 cents for this substitute meal.

Community residents and parents are welcome to eat at school. Please notify the office one day in advance so that additions can be made to the lunch counts or they may call the high school kitchen by 9:00 AM the day of the visit.

Children may bring a home-packed sack lunch and they may purchase milk from the school. Please do not send foods that need additional preparation, such as heating or cutting. Soda pop may not be part of the sack lunch meal or carried into the lunchroom at any time. This would apply to student & adult sack lunches. School policy prohibits meals from fast food restaurants (examples: McDonald's,

Hy-Vee dinners, Wal-Mart dinners, etc.) If families wish to consume fast food or restaurant purchased meals with their children, we ask that they pick them up and take them off campus to do so.

Eligibility for Free and Reduced lunch and breakfast is determined by the superintendent's office. Students who have met federal guidelines for Free and Reduced lunch and breakfast must follow the rules and regulations of these programs or risk losing their free or reduced privileges. These include: no sharing of any part of the meal and no purchasing of food for others from the child/children's family account. The family account is for brothers' and/or sisters' use only.

### **Breakfast Program**

Students in grades K-5 may purchase a breakfast. Breakfast is served from 7:35 AM – 7:55 AM each school day that begin at the regularly scheduled time. **BREAKFAST IS NOT SERVED ON LATE START DAYS.**

### **School Announcements**

Announcements can be made to students for cancellations of events/practices due to weather or unavoidable circumstances. These announcements must be cleared with the principal to avoid disrupting the classroom. We will not make announcements for last minute changes.

### **Pets at School**

Family pets are not to be brought to school. This is due to an increased number of students with allergies.

### **Party Invitations**

Please do not pass out party invitations at school or on school property. This will help prevent hurt feelings. The exception would be if party invitations are given to every child in the classroom.

### **Soliciting**

There is to be no soliciting of calendars, cookies, candy bars, etc. during the school day.

### **Teacher Gifts**

It is the policy of the West Burlington School that students/parents/guardians should refrain from giving gifts to teachers and other school personnel.

### **Volunteers/Mentors**

There are volunteers in our building nearly every day; some are high school students and others are adults. If interested in volunteering or mentoring, please contact the Elementary Office. Volunteers do things such as serve as a mentor for an individual student, read to students, listen to students read, tutor in math, or assist teachers with the preparation of classroom materials, run off papers, cut out items, or chaperone field trips. There are no guarantees that the volunteer experience will be in their own child's classroom. Volunteers who will be working with small groups or individual students will be required to have a background check. There are no minimum or maximum hourly time requirements. Volunteers may not begin volunteering until the background check has been completed. The background check is good for one calendar year.

### **Parent Teacher Organization (PTO)**

All parents and guardians are encouraged to join the West Burlington PTO. Meetings are held the 2<sup>nd</sup> Monday of each month at 5:30pm. The PTO goals are:

- To aid in the education of our children through broad-based social, informational, and financial support of the school,

- To facilitate cooperation, participation and interaction among teachers, parents, and children;
- To motivate community involvement at West Burlington Elementary in order to give our children every opportunity socially, emotionally, physically and educationally for future success.

### **Homeless**

Any school age youth, who lacks a fixed, regular, and adequate nighttime residence, is considered homeless. Such identified youth need to be reported to the Homeless Liaison Officer for the Independent School District of West Burlington, Bruce Snodgrass at 752-7138.

## **NEW (and improved) Drop Off/Pick Up Procedures**

Out with the old and in with the new.....the old pick up/drop off at the Crosswalk/Stop Sign is no longer. Our new parking lot is complete and ready, which brings a new, safer procedure for dropping off and picking up students. We appreciate your cooperation to make this work for our families, students and staff. There are a few options/plans for student safety. Please choose the one that fits your family best.

### 1. Parking Lot Pick Up/Drop Off Lane

- The Lane is located on the south side of the lot. (next to the yellow posts/chains)
- Students will wait on cement pad called the Falcon's Nest and be directed to vehicles when their ride is stopped and parked in the pick up/drop off lane. Students will not be released to cars in the driving lanes or in parking spots.
- Students will not be allowed to enter the parking lot for any reason without an accompanying adult. If you wish to park in the lot to pick up or drop off your child, you will need to walk them to and from the building.
- Keep the driving lanes moving in the parking lot.
- Be careful pulling in and out of spots/driving lanes.

### 2. On Ramsey Street (these areas are very limited in front of the school)

- You must be parked in a LEGAL parking area along the curb.

Legal areas include: NON red/ NON yellow curbs, areas NOT designated with NO Parking signs

- Pick up/Drop off at the Crosswalk or stop sign will NOT be allowed under any circumstance

### 3. Side Streets

- Many families designate a side street as a pick up location for their child. Talk about this ahead of time. All students will need to cross the street at the crosswalk, which will be manned by a crossing guard.

Just a gentle reminder: Pick up and Drop Off will no longer occur at the Crosswalk/Stop Sign. Please make plans to follow one of the options listed above. Thanks for your cooperation to make this a safer time for our students, families and staff.