

# **FAMILY HANDBOOK**

## **Aplington - Parkersburg Elementary**

### **Kindergarten - Prep - 5th Grade**

#### **2016 – 2017**

“Alone we can do so little. Together we can do so much.”

~Hellen Keller~

Aplington Elementary School  
Elementary  
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Aplington, Iowa 50604  
Ph: 319-347-6621  
Fax: 319-347-2395

Parkersburg  
  
602 Lincoln St  
Parkersburg, Iowa 50665  
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**Aplington-Parkersburg Schools' Mission Statement:**  
**“Committed to promoting lifelong intellectual and personal growth.”**

Jon Thompson, Superintendent  
Julie Merfeld, Secretary  
(319) 346-1571

Amy May, Elementary Principal  
Deb Grandon, Secretary Aplington  
Stacy Whitmire, Secretary Parkersburg

Answering Machine for Student Absentees  
(319) 347-6621- Aplington  
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Website: [www.a-pcsd.net](http://www.a-pcsd.net)

*Principal's Message:*

*The purpose of the student handbook is to provide you with general information regarding some of the policies and procedures that help us provide your child with a quality education.*

*Please feel free to stop in and visit with any of our staff members at any time during the year. Your comments, concerns, or suggestions are encouraged as we work together to educate children.*

*Sincerely,  
Amy May, Principal*

This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, the school district property or on the property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules, and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extra-curricular activities whether the violation occurred while school was in session or while school was not in session.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the office for information.

**NONDISCRIMINATION NOTIFICATION**

It is the policy of the Aplington-Parkersburg Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the District's Equity Coordinator: Jon Thompson. He may be contacted at 610 N. Johnson Street, Parkersburg, IA 50665, jon.thompson@a-pcsd.net, or at (319) 346-1571, if you need to discuss any of these matters.

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#### **ABSENCES & HOMEWORK**

Parents who wish to have make-up work collected for their child are asked to contact the office before 11:00 am and pick up the materials after 3:10 pm. This will provide teachers with a reasonable amount of time to collect the work.

#### **ABSENTEE ACCOUNTING PROCEDURE**

Absences are computed on one-half day or one full day basis as follows:

##### 1. One Day Absence

\*When a pupil does not attend school during the school day. (8:20a.m. to 3:20p.m.)

\*When a pupil leaves school before 9:45 a.m. and is absent the remainder of the day.

\*When a pupil goes home after 9:45a.m and is absent the remainder of the day.

##### 2. One –Half-Day Absence

\*When a pupil goes home before 9:45a.m. and returns at 12:25p.m. and remains in school for the remainder of the day.

\*When a pupil is present in the A.M. and goes home before 2:00p.m.

##### 3. Absent One-Half Day and Tardy

\*When a pupil is absent from 8:20a.m. until 2:00p.m. and then present after 2:00p.m.

\*When a pupil is not present from 8:20 a.m. until 9:45a.m. then attends until noon dismissal and is absent in the p.m.

##### 4. Tardy

\*When a pupil is absent from 8:20a.m. to 9:45 a.m.

\*When a pupil is absent from 12:25 to 2:00p.m.

\*When a pupil goes home for lunch and does not return before class resumes

#### **AEA 267 (AREA EDUCATION AGENCY)**

All public schools in Iowa receive services from the AEA based on their location. Currently, ten AEA's are operating in Iowa. Specialized services are available to schools through the AEA, such as psychologists, social workers, speech and language pathologists, and consultants. AEA services also include physical therapy, occupational therapy, and audiology. These professionals are called upon to assist the elementary school in meeting the wide range of students' needs.

AEA personnel are involved in determining students' eligibility for the Success (Special Education) Program. AEA personnel, teachers, and parents work together to determine the most appropriate plan to meet the child's needs. Our district's District-Developed Service Delivery Plan is available in each of the building's offices.

AEA 267 also provides professional development resources for teachers as well as books and other learning materials for students

## **AFTER-SCHOOL PLAN CHANGES**

If your child's after-school routine will be different than normal (for example, riding a different bus, going home with a friend's parent for a birthday party, riding the bus home rather than going to a daycare, or walking to a grandparent's home rather than riding the bus), please SEND A NOTE TO SCHOOL OR CALL THE SCHOOL AS EARLY IN THE DAY AS POSSIBLE. If we do not receive this permission from home, the child will be sent home according to their usual routine.

## **ANTI-BULLYING/ -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.

The definition of harassment and bullying in the State of Iowa law is: "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:

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

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

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

1. 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.
2. If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - a. tell a teacher, counselor or principal; and

b. write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal writing down:

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

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

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

Sexual harassment includes, but is not limited to:

- Verbal, physical or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying is based upon factors other than sex and includes, but is not limited to:

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

and/or

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

### Student-to-Student Harassment Consequences

1<sup>st</sup> Violation: Meeting with principal and/or counselor; warning.

2<sup>nd</sup> Violation: Student and parents will meet with the school counselor. The student will complete a bullying and harassment class with the school counselor.

3<sup>rd</sup> Violation: Student will receive an in-school suspension for a determined length of time.

4<sup>th</sup> Violation: Student will be suspended from school for a determined length of time. *(These consequences may vary depending on the nature of the situation and at the discretion of administration and/or school board.)*

### **ASBESTOS INFORMATION**

The Asbestos Program coordinator for the Aplington-Parkersburg Schools is Ron Westerman. He can be reached by calling the Aplington Office at 347-6621.

Re-inspections are routinely held. Asbestos surveillance inspections are made every six months between re-inspections. No major repair or removal projects are planned for the upcoming school year. Only small-scale response actions will be conducted if needed.

For information regarding prior and future response activities, removal projects or general asbestos-related information for any of the buildings in the Aplington-Parkersburg Community School District, you may contact the coordinator or review the Asbestos Management Plan located in each school building's main office.

### **ASSAULT**

An employee of a school district, or an AEA staff member providing services to a school district, who intervenes in a fight on school premises, will be immune from assault charges. This applies if the force used to intervene was reasonably necessary to restore order and protect the safety of others.

### **ATTENDANCE**

Regular attendance is key to your child's success in school. Encourage your child to attend school every day, and be sure that your child arrives at school on time. Tardiness causes children to miss the important information and events that start the day in the classroom as well as critical learning time. This puts your child at a disadvantage.

Please keep your child home when sick, as they will not be able to do their work effectively and can easily spread illness to others in school. In cases of certain communicable diseases, the student should bring a note from their doctor before

they may be admitted to class.

If your child must miss school because of illness or emergencies, PLEASE CALL THE ELEMENTARY SCHOOL BY 9:00 A.M. each day of absence. If we have not heard from you by 9:00 A.M., the school secretary will call you to ensure the safety of your child. (You may also call early in the morning and leave a voice message for the secretary.)

Please send a note or call the school if your child must be excused at a certain time for a doctor or dental appointment.

The school considers the following as legitimate reasons for absence: illness of the student; illness of the parent necessitating an older child helping at home; medical appointments; and family trips of educational value to the students when arrangements have been made in advance. If possible, the student should make up all work in advance.

Truancy is any student absent from school or class without the knowledge and consent of the parents and/or the proper school authority. When a student has been truant from school, he/she will be required to make up the lost time.

#### Late Arrival

Preferably, students arriving late to school will be checked in at the office by a parent. If a parent is not available, a note should be sent or a phone call to the office must be made explaining the tardiness from school. Unexplained tardiness from school will be considered unexcused.

#### Early Release

If a child must leave school before the end of the school day it is best to let the teacher know ahead of time. At the time of early release the parent/guardian must come to the office.

### **BEFORE SCHOOL DROP OFF & AFTER SCHOOL PICK UP**

#### **>Parkersburg Elementary**

Students arriving to eat breakfast at school should not be at school unsupervised before 7:45 a.m. All other students should arrive no sooner than 7:55 a.m. Parents of students arriving before these times will be called and asked to assist in developing an alternate plan for arrival or supervision. One option available for families to consider is the district's before-school care program, "BASC".

A SAFETY notice to Parkersburg Elementary parents: When dropping off your child in the morning, please do not use Lincoln Street in front of the school building. This is for bus/handicap drop off only. Please let your child off on First Street. When picking up your child in the afternoon, please park on First Street. Lincoln Street will be closed to thru traffic, in front of the elementary, from 7:45 - 8:10 a.m. and from 3:00-3:35 p.m. Traffic congestion makes it difficult to drop off and dismiss students safely.

The parking lot on the north side of the building is designated for staff parking and for Funstart Preschool drop off and pick up.

### **>Aplington Elementary**

Students arriving to eat breakfast at school should not be at school unsupervised before 7:30 a.m. All other students should arrive no sooner than 7:55 a.m. Parents of students arriving before these times will be called and asked to assist in developing an alternate plan for arrival or supervision. Parents may call the school for information regarding child care providers in the area.

Town students are dismissed from the southeast entrance of the elementary building. If you are picking up your child after school, we ask that you use the front entrance to the building and wait at the east end of the hallway by the south elementary doors. This will prevent congestion in the academic hallways and will allow students to focus on learning until dismissal time.

For the safety of children crossing the road, parents are asked to park on the south side of the school.

### **BICYCLE SAFETY**

The Aplington-Parkersburg Community School District endorses the bicycle safety regulations as defined by the Department of Public Instruction and the Iowa Department of Public Safety for Iowa Children. Students who ride bicycles are expected to abide by local traffic laws and practice bicycle safety. Any students not following these rules will not be allowed to ride bicycles to school. A warning will be given the first time a child is not following the rules.

Bicycle stands are provided for students on the school grounds. Students should park their bicycles in these stands.

Parkersburg Elementary: Southwest corner of the school grounds (by the playground)

Aplington Elementary: Northeast corner of the school grounds or bike rack on south side of the building.

### **BOUNDARY EXCEPTION REQUESTS (BER)**

Students shall attend the school in the attendance area in which they live (including following a move within the district), except upon special assignment to another attendance center or due to special circumstances. Boundary Exceptions require approval by the appropriate principal and superintendent. Boundary Exception Request forms may be picked up at one of the elementary offices. The district form and Board Policy 501.5 outline the district's guidelines for decision-making in the event of a request.

Completed Boundary Exception Requests may be submitted to the Elementary Principal, 602 Lincoln Street, Parkersburg, Iowa 50665 or to either elementary office. **Students approved for boundary exception do not necessarily qualify for district bussing services.**

### **BREAKFAST AND LUNCH PROGRAMS**

Breakfast is served daily from 7:30-8:15 a.m. School doors open at 7:30 a.m. for those eating breakfast. Students riding the shuttle bus will be given the time needed to eat breakfast before going to class.

**NOTE: Breakfast is NOT AVAILABLE** when school is delayed due to weather conditions.

Students may choose to bring cold lunch as well. NO POP is allowed for school lunches.

Each student has a bar-coded lunch account number that is assigned to him/her throughout his or her school years. Any breakfast and lunch costs are charged to the appropriate student number. Parent(s) may deposit any amount into this account. Families with more than one child in school hold a family account. Charges for meals by any of the children are drawn from the same account. Be aware that students may go back for seconds, which will also be charged to your child's account. If you do not want your child to purchase optional food items, please discuss this with your child and/or their teacher.

PARENTS ARE ENCOURAGED TO COMPLETE AN APPLICATION FOR FREE AND REDUCED LUNCHES. The form is available at registration and in the district offices throughout the year. The application process and your free/reduced status is completely confidential. If you are denied Free or Reduced lunches based on your income, you can reapply at any time should your financial situation change.

The school's Free and Reduced lunch count determines the amount of funding schools receive from several sources. In this way, your application helps our school.

### **CANCELLATION OF CLASSES**

In inclement weather, a student's absence will be excused if a parent calls in to make that request.

Early dismissals, late starts or cancellations due to inclement weather, etc., will be posted through the media. Feel free to listen to the following radio or television stations for district, weather-related announcements:

KWWL - TV CHANNEL

7 KLMJ - FM 104.9

KQCR - FM 98.9

### **CELL PHONES**

Cell phones are increasing in popularity and are a very real part of family communication. While phone calls handled through the office or classroom are the preferred mode of communication for our elementary students, we realize that some elementary children do carry cell phones for parent-child communication purposes.

Cell phones may be used before or after school or in the phone zone (by the office) with the permission of a teacher or the principal. Cell phones may not be used at recesses. Cell phones should never interrupt a class or cause a disruption while used

on school property. The phones should be turned off during school hours and kept in a locker. If parents/students wish to have the phone secured in the office or in a locked location during the day, this may be requested.

Sending text messages during the school day violates school district policy. Taking pictures on the cell phone while at school violates school district policy.

The consequences for students who fail to follow these simple rules:

**1st offense** - The student will have their phone removed by the teacher and can be picked up in the office following the school day.

**2nd offense.** -The student will have their phone removed by the teacher and can be picked up in the office by a parent or guardian.

### **CHARACTER COUNTS**

Character education is an important part of learning at Aplington Elementary. On a regular basis, students are taught appropriate social skills, and those skills are reinforced throughout the day. The six pillars of character that we talk about during the year are: Citizenship, Trustworthiness, Respect, Caring, Fairness, and Responsibility.

Teachers teach appropriate behaviors in a positive way, teaching – then practicing – then looking for opportunities to catch students doing things right. When students make mistakes, teachers and administrators use it as an opportunity to reteach, to practice, and to reinforce expected behavior. All staff members take responsibility for all behavior throughout the building. We work together to ensure that all students feel safe and respected within our school. This makes our environment one where real learning can occur.

### **CHILD ABUSE REPORTING**

School District Employees are required by law to report to the State Department of Human Services within 24 hours, in the course of their employment, if they reasonably believe a child has suffered abuse. The definitions of child abuse are mainly physical abuse, sexual abuse, neglect, and are directed to the person responsible for the care of a child.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force may be appropriate. The times when physical force is appropriate include, but are not limited to, when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction or harm.

In compliance with the child abuse policy by the State Board of Education, the school designates the following investigators:

1. Primary Investigator will be building principals.
2. Alternate Investigator will be the superintendent.

### **CLOTHING GUIDELINES**

Students are expected to come to school dressed appropriately according to the weather conditions. Further, dress and personal appearance should be safe, healthful, and not interfere with or distract from the educational process. If in doubt, don't wear it.

Shorts are acceptable on hot days. Very short shorts are not allowed.

Tube tops are not allowed. Spaghetti-strap tops are discouraged, especially for students in the upper grades.

Clothing or accessories with inappropriate wording, wording or symbols depicting illegal substances for minors or sexually explicit messages are not allowed.

We recommend shoes, tennis shoes, or sandals for school depending on the weather. Flip-flops are discouraged, as they are not safe for running and playing at recess.

All students must have a pair of tennis shoes only for use in PE. Contact the school if you need assistance.

On sloppy weather days, students may be asked to change into their PE shoes while in the building to keep our flooring surfaces clear of mud and unhealthy residue.

Shoe-skates are not permitted at school.

Hats are not to be worn in the building, except for special events.

### **COMPLAINTS**

Part of good communication is the understanding that complaints and concerns of students and parents will be listened to and acted on accordingly. While the school operates on the belief of doing what is best for students, it is understandable that some misunderstandings may result. The correct procedure to follow with a concern is to call the school and talk directly with the teacher, coach, or administrator involved. If the person you wish to talk with is unavailable at that time, a return call will be made to you or an appointment will be set for this discussion to take place. If after this communication, you feel your concern has not been listened to and/or addressed, you may then call the building principal.

### **COMPUTER NETWORK POLICY**

The primary purpose of Aplington-Parkersburg's computing resources is to enhance and support the educational mission of the Aplington-Parkersburg Schools. The resources include all computers and local area networks along with connections to other networks including the Internet. All students and staff are responsible for using the computing resources in an effective, ethical and lawful manner.

The intent of this statement is to give an overview of acceptable and unacceptable uses without exhaustively enumerating all uses and misuses.

Acceptable use:

- Use consistent with the mission of the Aplington-Parkersburg Community School District,
- Use for purposes of, or in support of education and research.
- Use related to administrative and other support activities considered consistent with the mission of the Aplington-Parkersburg Community Schools

Unacceptable use:

- Use the Aplington-Parkersburg Community Schools' computer and/or network that violates Federal, State or local laws or statutes.
- Providing, assisting in, or gaining unauthorized or inappropriate access to the computing resources.
- Use of computers or networks for unauthorized or inappropriate access to systems, software or data at other sites.
- Use of computers or networks to access materials inappropriate for educational purposes (i.e. pornographic material, games, threatening messages)

**DISCIPLINE/STUDENT CONDUCT: Be responsible. Be respectful. Be safe.**

Our goal is to create an environment that allows students an equal opportunity to succeed and prosper as learners and as members of society. In order to attain this goal, we expect the students attending Aplington and Parkersburg Elementary Schools to adhere to the guidelines of: **Be responsible. Be respectful. Be safe.**

Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation is unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

The Aplington and Parkersburg Elementary staff dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

Since these core beliefs provide guidance for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event that we operate in ways that appear to be inconsistent with these core beliefs. Further, we ask that parents speak first with the professional directly involved in handling of the disciplinary procedures.

Students who receive an office referral due to inappropriate behavior will meet with the principal. Parents will be informed of office referrals. Parents may be asked to meet with school officials to discuss supportive measures to help the child

learn/follow appropriate behavior expectations.

### **Aplington and Parkersburg Elementary Staff Core Beliefs**

*These are our guiding principles for handling disciplinary situations.*

1. We believe that there should be a logical connection between misbehavior and resulting consequences.
2. We believe that every attempt should be made to maintain the dignity of both the adult and the students.
3. We believe that students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
4. We believe that students should be guided and expected to solve the problems they create without making problems for anyone else.
5. We believe that misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school or staff.

### **ELECTRONICS/TOYS**

Students are discouraged from bringing electronics and toys and assume the risk of lost or broken items if they are brought to school. Digital devices (i.e. Nooks, Kindles, iPods, etc) should not be disruptive to the school day. Students must leave electronics and toys such as cell phones, video games, music players, and toys in their bags during the school day, unless special permission was given for use. Any items taken from a student due to problems will be taken to the office for the remainder of the day. Show and Tell items may be used in class upon teacher discretion.

### **EMERGENCY INFORMATION**

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the principal's office if the form changes during the school year.

### **FAMILY NIGHT**

Wednesday night is designated as "family night". The school will not schedule functions, practices or games on Wednesday night. The only exception to this is when an agency, other than the local school, schedules tournaments or meetings for Wednesday night.

### **HOMELESSNESS**

If your family lives in any of the following situations:

- ★ In a shelter, motel, vehicle, or campground
- ★ On the street
- ★ In an abandoned building, trailer, or other inadequate accommodations, or
- ★ Doubled up with friends or relatives because you cannot find or afford housing

Then your preschool-aged and school-aged children have certain rights and protections. Please contact the school liaison for homeless education: Gary Flanigan, High School Counselor, at 319-346-1571.

### **HOMEWORK POLICY**

Homework is one of the key links between school and home. It offers parents a daily opportunity to have a positive impact on their student's education. Homework is assigned to reinforce and extend skills taught in school. It helps develop the traits of one who is a lifelong learner. Homework may involve preparing for a test, working on a piece of writing, reading a book, reviewing math problems, or another task. Homework may be assigned on any day of the school week.

### **HUMAN GROWTH AND DEVELOPMENT**

The school district provides students with instruction in human growth and development. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

### **LATEX SAFE SCHOOLS**

At Aplington-Parkersburg Schools, we strive to provide a safe environment for our students, visitors, and staff. With that goal in mind, we continue to take steps to reduce the use of latex, which can cause serious allergic reactions for some people.

We need your help. Please do not send or bring traditional rubber (latex) balloons. We are unable to have them at our schools. As an alternative, we suggest mylar balloons, which are latex free.

### **LOCKERS**

Student lockers are the property of the school. In cases of suspected disorder or illegal activity, school authorities reserve the right to open and search lockers. Students are not to have obscene posters or posters depicting the use of tobacco, drugs, or alcohol in their lockers. Students are requested to keep lockers clean.

HF 528 eliminates the 24-hour notice requirement to inspect a locker.

### **LUNCH ACCOUNTS**

Lunch money may be added to the lunch account any day. Students may bring their own lunch. Applications for free and reduced meals are available in the principal's office or the superintendent's office.

## **OPEN ENROLLMENT**

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. Students interested in open enrolling out of the school district must contact the Superintendent for information and forms.

Parent/guardians considering the use of the open enrollment option to enroll their children in another public school district in the State of Iowa should be aware of the following dates:

March 1- last date for regular open enrollment request for the following school year.

September 1- last date for regular open enrollment request for the following school year for kindergarten.

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.

Parents/guardians should be aware that open enrollment might result in the loss of athletic eligibility.

## **OUTDOORS RECESS**

Recess will take place outdoors unless the wind chill temperature drops below zero degrees Fahrenheit as best indicated by school personnel. Students are expected to bring clothing appropriate to this temperature. Parents must send a note if their child needs to stay inside for a recess due to health reasons. Excusals for more than 3 days of recess require a doctor's note.

## **PARENTS' / GUARDIANS' RIGHTS NOTIFICATION**

Parents / guardians in the Aplington-Parkersburg Community School District have the right to learn about the following qualifications of their child's teacher. (1) State licensure requirements for the grade level and content areas taught, (2) the current licensing status of your child's teacher and (3) baccalaureate / graduate certification / degree,

Parents may request this information from the Office of the Superintendent by calling Jon Thompson (319) 346-1571 or sending a letter of request to Jon Thompson, 610 N. Johnson Rd, Parkersburg, IA 50665

## **PARTIES & CELEBRATIONS**

Grades PK-5 have three parties per year: Halloween, Christmas, and Valentines Day. Parents may be asked to provide refreshments.

Students may bring birthday treats for the class to celebrate their birthday. We strongly encourage parents to send healthy foods and snacks on such occasions. Lists of healthy snack choices will be shared with parents in the Appendix of this handbook. **(Parents' Guide to Nutritious Food for the Classroom)**

Birthday party invitations are not to be distributed at school unless the entire class is invited.

### **PROBLEM-SOLVING PROCESS (General Education Intervention, or GEI)**

Whenever students fail to make adequate progress, teachers employ a variety of teaching tools and strategies to help the student to perform at expected levels. Parents are contacted to inform them of the concern, and often parents provide additional support at home to assist their child.

If the child continues to struggle with a particular skill, the teacher will bring the concern to the problem-solving team. Consisting of the building principal, guidance counselor, resource teachers, Title I teacher, AEA personnel, and other grade level teachers, this team works together to assist the teacher in identifying additional interventions that will assist the student. Again, parents are contacted and their input is essential in determining the appropriate next steps in instruction. The student's progress is monitored and the team will reconvene to determine whether the intervention has been successful.

### **PLAYGROUND RULES: Be responsible. Be respectful. Be safe.**

Bicycles are to remain parked in the rack once a student reaches school. All students need to remember that bicycles are private property.

Touch football only.

No snowballs or "King of the Mountain"

Only plastic roll-up sleds may be used for sledding at school.

Students **must** be wearing snow pants and boots for winter recess times.

Swinging is an individual activity - doubling-up, side-way motion or twisting may cause someone else to get hurt.

Kickball may only be played in grass covered areas away from the windows.

Dodgeball may only be played in areas away from the windows.

No skateboards, roller skates, or roller blades.

No walking up slides.

Sit when sliding.

Do not climb on playground equipment poles.  
Do not play with toy weapons of any kind. ( do NOT bring to school)  
Ropes for jumping only.  
No fighting (including pretend).  
No bats, softballs, or baseballs  
Do not throw ground cover.  
Students will line up by class before coming into the building.

## **RECORDS**

The Aplington-Parkersburg Community School District adheres to the following in the management of educational records:

1. Student's parents have the right to inspect and review student's records.
2. The Aplington-Parkersburg Community School District will limit the disclosure of information contained in a student's educational records, with the exception of the following conditions:
  - a. by prior written consent of the student's parents
  - b. under certain limited circumstances permitted by the "Family Educational Rights and Privacy Act" (FERPA)
3. The parents have the right to seek to correct parts of the student's educational record which he or she believes to be inaccurate, misleading or in violation of student's rights. This right includes a hearing to present evidence that the record should change.

## **RELEASE OF STUDENT LISTS**

According to Federal law, students and parents of minor students may request educational institutions not to include their names on lists of students, which may be distributed to various organizations or newspapers. Such organizations include, but are not limited to, the military, local merchants, state or local newspapers, product promotional corporations, etc. If a student or parent does not wish the list to be distributed to include their own or their student's name, they may make that request known by writing to the Elementary Office.

## **RETENTION OF STUDENTS**

A conference with the parent must be arranged when it is recommended that a child should be retained in his/her present grade. In general, a student who fails two or more of the core subjects any semester will be considered for retention. Core subjects include, math, reading, English, science, social studies. A final meeting should be held a minimum of two weeks prior to the end of the school year. The parent, teacher, and elementary principal will make a joint decision concerning the retention or promotion of the child. In all cases, the welfare of the child will be the main consideration.

## **SAFETY**

Drills will be conducted throughout the school year. These drills are required of each school district by the State of Iowa. Students will follow the rules posted in the room. These instructions will assist in providing for your protection and safety.

1. Fire alarm - Steady sound of the siren.  
Tornado alarm - An up and down sound of the siren
2. All visitors must report to the office.

## **APLINGTON-PARKERSBURG COMMUNITY SCHOOLS School Bus Disciplinary Procedures: Elementary (updated July 2012)**

The Aplington-Parkersburg Community Schools strive to provide transportation services that reflect an emphasis on safety. Riding a school bus is a privilege that requires responsibility on the part of those who ride to follow the directions of the driver and follow the rules of riding for that bus.

Primary responsibility for bus discipline rests with the driver. The building principals will work with the drivers to determine appropriate responses to student misconduct on the bus.

### **CONSEQUENCES FOR INFRACTIONS:**

#### **1st Violation**

The driver will give a verbal warning to the student and may assign the student a specific seat assignment. Driver will fill out a bus conduct report and turn into the office at the student's building. Parent and principal will receive a copy of the conduct report.

#### **2nd Violation**

The student may be suspended from the bus for one or more days. Driver will fill out a bus conduct report and turn into the office at the student's building. Parent and principal will receive a copy of the conduct report.

#### **3rd Violation**

The driver will address the behavior violation in a meeting with the principal and student. The driver and principal will complete the bus conduct report. Parents will be notified of the student's suspension from the bus for 5 days. The student and principal will develop a "Fix-It Plan", indicating how the student will change behavior when he/she begins riding the bus again.

#### **4th Violation**

The driver will notify the principal of the incident and a letter will be sent to the

parents informing them of the student's suspension from the bus for 20 days. Parents may be asked to come in for a meeting prior to the student being allowed back on the bus.

The student and principal will develop a "Fix-It Plan".

*Principals may deviate from the schedule above, depending on the time between referrals, the seriousness of the referral, and other extenuating circumstances.*

*The principal, at his/her discretion, may enact any disciplinary action that is reasonable regardless of the number of previous violations.*

### **STUDENT FEE WAIVER AND REDUCTION PROCEDURES**

Students whose families meet the income guidelines for free and reduced price lunches, 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. Parents of students who believe they qualify for the waiver of school fees should contact the principal's secretary at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Fines or charges assessed for damage or loss to school property are not fees and will not be waived.

### **STUDENT HEALTH, WELL-BEING, AND SAFETY**

#### Illness

Students with the following symptoms may be sent home:

- 1) Temperature of 99.8 (may return to school when temp < 99.8 for 24 hrs.
- 2) Vomiting (may return to school when no vomiting for 24 hours)
- 3) Diarrhea
- 4) Severe cold and/or cough
- 5) Unexplained skin eruptions or severe rash
- 6) Swelling, redness, tenderness, and discharge of eyes (may require a doctor's diagnosis and treatment, if needed, or until symptoms are gone)
- 7) Communicable diseases - Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees.
- 8) Any health condition that in the nurse's judgment is of concern for the individual student or the health of others.

#### Dismissal Procedure

- 1) Parents or their designee must be notified before a student is sent home.
- 2) Transportation will be approved or arranged by the parent or designee.
- 3) Teacher and/or secretary will be notified.

#### Parent Responsibility

- 1) Parents will be responsible for communicating to the nurse regarding illnesses, accidents, medication, PE restriction, communicable diseases, treatments, or pertinent medical and dental information.
- 2) Parents are responsible for completing and/or updating the Health and Emergency cards for each of their children at registration time and informing the school of any changes of information on these cards throughout the school year.

#### Activity Participation

In the event that a student return to school after an injury, illness, or surgery, and is unable to participate in physical education or recess, parents are requested to provide a doctor's note releasing the student from restricted activities or no participation in these activities. Also, a doctor's note should be provided allowing return to the restricted activities.

#### Administration of Medication

Students may need to take prescription or nonprescription medication during school hours. Medication shall be administered when the student's parent or guardian provides a signed and dated written statement requesting medication administration. Medication will be kept in the nurse's office.

Medication will not be administered without written authorization from the parent. All medication (prescription and nonprescription) must be in the original, labeled container. For prescription medication, the following information is to be on the original prescription bottle and properly labeled by a registered pharmacist.

1. Name of student
2. Name of medication
3. Dosage
4. Time medication is to be given at school.
5. Physician's name (prescriber)
6. Duration (how long medication is to be given)

#### Immunization & Physical Examinations

Prior to kindergarten entry, students must have a dental screening and lead test. A vision exam is recommended and should be repeated regularly as recommended by an optometrist or ophthalmologist. Prior to starting school or when transferring into the school district, students must present a physical form and an approved, current, immunization record signed by a health care provider.

The following health screenings may be done as recommended by the National

Association of  
School Nurses: vision, hearing, height, weight, body mass index, and dental.

### **STUDENT SUPERVISION**

Parents or guardians are requested not to send their children to school before the regular school time and to see that they do not remain in the school building or on the school grounds after school unless they are at a scheduled event or are under the supervision of a staff member. Students will not be under school supervision prior to 8:00 a.m. unless eating breakfast or after our end-of-day dismissal unless kept after by school personnel.

The doors will open at 7:45 a.m. for the breakfast program, however, unless students are working with a teacher, eating breakfast or the weather does not permit, students will remain outdoors until the 8:12 bell rings.

Morning schedule: Playground 8:00-8:12 A.M.                      School start time 8:20 A.M.  
Student dismissal times: Town students 3:20 P.M.              Bus students 3:25 P.M.

Any faculty member has the authority to correct a student, at any time, if it is needed. All staff assume of role of supervisor. Pupils that ride bikes to school must park them as soon as they arrive at school and leave them parked until dismissed. Bike racks are provided for uniform location of student property during the day.

### **TEACHER REQUEST**

Parents are asked not to request that their child be placed with a particular teacher. If unusual circumstances exist that create substantial risk for negative impact on the child's social or emotional well being, the school asks that you contact the counselor or principal to discuss your request your child's needs.

Children are unique and it is our goal to set your child up for success each and every year. Teachers and administration carefully create class lists each year. There are many factors that are considered when placing students, such as mixed abilities, current stages of development, personalities, balance of boys and girls, relatives, mix of students in the same classroom from one year to the next, Title 1, special education, duplicate names, etc. As you can tell there is much thought to which section students are placed. We hope and appreciate that parents will trust the professional opinions of the educators at Aplington-Parkersburg Schools to place their children in homerooms.

### **TELEPHONE**

Please limit the use of the telephone to emergency calls only. Arrangement for after school plans/play dates must be made prior to/outside of the school day.

## **VIDEO CAMERAS ON SCHOOL BUSES**

The School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to help maintain order and a safe environment on the school buses. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records.

## **VISITORS**

Parents are encouraged to visit school and welcome to visit the classroom at most any time after the first two weeks and prior to the last two weeks of school. Visits send a message to your child about the importance of school and education in general and helps a parent understand what happens during their child's school day. Please avoid testing times. Shorter, more frequent visits are more beneficial to students, parents, and teachers than one long visit. A full day visit is discouraged as it likely disrupts the flow of the educational day to some extent.

School-aged visitors are also welcome, but generally should stay no longer than 1-2 hours. Because of liability purposes, we must request that an adult accompany elementary student visitors. (Note: The adult does not have to remain with the child, but must be available within the school building.)

Contact Your child's teacher to make the necessary arrangements.

## **WEAPONS**

Students should not carry, possess or use knives, guns, or other objects that can do bodily harm. The board believes weapons and other dangerous objects in the school district facilities cause substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district.

School 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 onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

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

Students bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by case basis. For purposes of this portion of this policy, the term

“firearm” includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes.

Legal reference: Improving America’s School Acts of 1994, P.L. 103-382.

McClain V. Lafayette County Bd. of Education, 673 F. 2d 106  
(5th Cir. 1982) Iowa Code 279.8; 724(1995)

Cross reference: 502 Students rights and responsibilities  
503 Student discipline  
507 Student health and well-being

IASB Policy Reference Manual-1995

First violation: The weapon will be confiscated, five day suspension from school, notification of the parents and public safety department. Readmission will be gained upon written agreement signed by the parents.

Second violation may result in placement in an alternative program.

### **WELLNESS POLICY**

The Aplington-Parkersburg Community School District is committed to providing an environment that promotes and protects children’s health, well being, and ability to learn by supporting healthy eating and physical activity.

A combined effort will be made to align the entire school environment with goals and actions that positively influence a student’s understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. For example, snacks served during the school day for class parties, birthdays, award incentives, etc. shall promote a positive nutrition message. Emphasis shall be on serving fruits, vegetables, and other nutrient dense foods as the primary snacks. Parent and community support of the wellness goals will be greatly appreciated and necessary to sustain our district efforts.

A copy of the entire Wellness Policy is available from any of the district offices.