

Wapsie Valley Elementary Schools

Parent-Student Handbook

2020-21



BE KIND . BE RESPECTFUL ★ BE RESPONSIBLE . BE SAFE
ALWAYS DO YOUR BEST

Wapsie Valley Mission Statement
Guaranteed Learning for Every Student

Dear Parents and Guardians,

We are honored to begin another school year with our Wapsie Valley Schools parents, students, and community members. As educators, we look forward each year to the challenge of developing our abilities to meet students' unique academic, social, and emotional needs. We also look forward to strengthening our relationships with parents and guardians, our invaluable partners in education. The policies and procedures in the handbook serve as a common set of expectations for all parents, students, and teachers that have been designed to promote student health, safety, and effective management within the building and the district.

Thank you for your support, your encouragement, and for all you do as parents and guardians of our students.

As always, Go Warriors!

Dana Harskamp, Principal
Wapsie Valley Elementary
Fairbank: (319) 635-2071
Readlyn: (319) 279-3323

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Fairbank Staff			Readlyn Staff	
Name	Position		Name	Position
Dana Harskamp	Principal		Dana Harskamp	Principal
Alyson Forsyth	Lead Teacher		Alyson Forsyth	Lead Teacher
Heidi Shannon	Instructional Coach		Heidi Shannon	Instructional Coach
Brian Smith	School Counselor		Brian Smith	School Counselor
Anna Benhart	Behavior Focused Teacher/Interventionist		Anna Benhart	Behavior Focused Teacher/Interventionist
SuzAnn Conner	Secretary		Carol Peine	Secretary
Tara Sullivan	Secretary		Emilie Drenkow	Preschool
Suzanne Kent-Thomas	Preschool		Amy Sheppard	Kindergarten
Jessie Studebaker	Transitional Kindergarten		Wendy Miller	Grade 1
Angie James	Kindergarten		Kayla Ott	Grade 2
Danielle Miller	Kindergarten		Crystal Shedenhelm	Grade 3
Christy Tiedt	Grade 1		Jeannie Lincoln	Grade 4
Briana Hayward	Grade 2		Jody Busch	Grade 5
Kathy Bachman	Grade 3		Heather Robinson	Grade 6
Cheryl Kleitsch	Grade 3		Ashley Happel	Title I /TAG/ECSC
Kari Pleggenkuhle	Grade 4		Megan Powell	Instructional Strategist
Danielle Kuhlmann	Grade 5		Dawn Swehla	AEA team rep
Lindi Hruska	Grade 5		Lyn Howerzyl	Music
Amanda Bockholt	Grade 6		Emily Redden	Band
Brittany Lenth	Grade 6		Brian Weepie	PE
Amy Buzynski	Title I /ELL/TAG		McKayla Bellis	Nurse
Alicia Hesse	Instructional Strategist		Denise Oltrogge	Preschool Associate
Dawn Swehla	AEA team rep		Jody Schneider	Instructional Associate
Lyn Howerzyl	Music		Brandy Wilcox	Instructional Associate
Emily Redden	Band		Denise Youngblut	Food Service
Brian Weepie	PE		Wendy Galyean	Food Service
McKayla Bellis	Nurse		Nick Tobey	Bus Driver
Sheila Boevers	Instructional Associate			Bus Driver
Lynda Cutsforth	Instructional Associate		Beth Fagerlind	Maintenance
Brianna Haulk	Instructional Associate			
Jamie Diers	Preschool Associate			
Lori Jergens	Instructional Associate			
Kristen Dvorak	Instructional Associate			
Elizabeth Kempf	Instructional Associate			
Teresa Duffy	Instructional Associate			
Terace Etgeton	Instructional Associate			
Leslie May	Behavior Focused Instructional Associate			
Heather Sullivan	Library Associate			
Jennifer Gordon	Maintenance			
Kim Menuey	Food Service			
Melissa Hingtgen	Food Service			
Duane Bentley	Bus Driver			
Jake Schares	Bus Driver			

AEA SUPPORT SERVICES

Central Rivers AEA provides speech and hearing services, psychologist and social worker support, and occupational and physical therapy services, as well as educational consultation. If you have questions about any of these services, please contact your principal.

ATTENDANCE

Two important components to ensure that your child will be successful are regular attendance and being on time. The bell for students to enter the building will ring at 8:05. Students must be in the classroom by 8:15 or will be counted tardy for the day. To be counted for a full day attendance, students must arrive at school no later than 10:00 AM or leave no sooner than 2:00 PM., otherwise he/she will be counted as ½ day absent.

Excused Absences:

- Illness
- Bereavement
- School activities
- Medical/dental appointment
- Religious observance
- Family emergency (i.e. accident, illness)

Unexcused Absences:

- Babysitting
- Haircut appointment
- Missed bus
- Overslept
- Shopping

Family Vacations

Families are encouraged to take their vacations during summer vacation and other breaks. On occasion a student has the opportunity to accompany a parent on a trip during the school year. **Notification of a student absence under this circumstance should be made to an administrator two days in advance.**

Reporting Absence

If a student is ill or absent for any reason, it is necessary that the parent or guardian call the school office. Phone the school before 9:00 a.m. each day that the child is gone or the first day of an extended absence. If someone is not available to take your call, leave a message. If a call is not received by 9:00 a.m., we will contact the parent by phone or in person either at home or at work.

Required Attendance

Student attendance is directly related to student success. The following minimum attendance guidelines will be used:

- Student is absent 10% of school days -- Letter to parents
- Student is absent 20% of school days -- Parent/Student/School Meeting
- Student is absent 30% of school days -- Recommendation for retention
- *Valid medical excuses with remediation will be considered on an individual basis

ARRIVAL & DISMISSAL

Supervision is provided in the morning beginning at 7:40. a.m. and at the end of the day at 3:18 p.m. or until the last bus departs. **For safety purposes due to COVID-19 we ask that parents do not drop off students prior to 8:05 AM each morning and students who walk to school do not arrive prior to 8:05 AM.** On scheduled early dismissal days, after school supervision will be provided for 15 minutes past the dismissal time (according to the master calendar) and until the last bus departs. ***If a student has to come early or stay late every day, parents will need to make arrangements with a child-care provider for before and/or after school child care.***

Students arriving late/leaving early

Students will not be excused from school unless the request is made by the parents/guardians. Students should only be released to parents or legal guardians unless specifically indicated otherwise in writing or by phone. *For student safety, parents/guardians must pick up the child in the office and sign out in the logbook. Students will only be released to adults that have been specified by their parents/guardian.*

REMOTE LEARNING

If the Wapsie Valley Community School District moves to remote learning due to COVID-19 or if an individual student participates in remote learning the following will apply:

- Remote learning will be required not voluntary
- The following technology platforms will be used to communicate and post lessons and assignments:
 - Pk-3rd grade: SeeSaw
 - 4th-6th grade: Google Classroom
- Attendance will be taken and attendance policies will apply
- Assignments will be graded
- If the whole district is participating in remote learning, teacher office hours will be established to support student learning

You can find all the specific details of the Wapsie Valley Continuous Remote Learning Return to Learn Plan on the Wapsie Valley CSD website.

BUS

Students will follow the Warrior Way on the bus:

1. Be Kind
2. Be Respectful
3. Be Responsible
4. Be Safe

Students who wish to go home with a bus student must bring a note from their parents or parents can e-mail the school. Please give the school as much advance notice as possible. Bus students wishing to be dropped off in a spot different from their designated drop off point must **have written permission** from their parents to do so.

GUIDELINES FOR STUDENT BEHAVIOR

BUS RIDERS-BEHAVIOR EXPECTATIONS

The privilege of riding Wapsie Valley Community School busses carries with it an obligation for proper conduct. The rules established by the school officials must be followed in order for students and drivers to be safe. All students are held responsible for their personal actions. Support from students and parents/guardians is a key to making the bus experiences safe and positive.

The following behaviors will not be permitted on school busses:

1. Hitting
2. Spitting
3. Profanity/Abusive language
4. Fighting
5. Assault
6. Failure to remain seated
7. Name calling
8. Throwing objects
9. Making excessive noise
10. Vandalism
11. Obstructing aisles
12. Possession of tobacco/smoking
13. Possession of a weapon
14. Possession of alcohol or other controlled substances
15. Failure to comply with a reasonable request from the bus driver
16. Any other conduct deemed hazardous to the safety of the passengers or to the bus

The discipline steps listed below are the ones normally followed to correct inappropriate behavior. However, steps may be altered if the behavior requires a more severe disciplinary action. For minor disruptive behavior, the driver/district staff will do the following:

- a. First Offense: Provide verbal warning by the driver.
- b. Second Offense: The driver may reassign the student to an assigned seat. Student will be informed how long they will be in the assigned seat.
- c. Third Offense: The student will receive a formal Write-Up from the bus driver outlining the inappropriate behavior.
- d. If a second Write-Up is to occur administration will contact parents to set up a meeting to create a plan.
- e. If a third Write-Up is to occur the student will be placed on a one week suspension from the bus.
- f. After two bus suspensions a recommendation for the termination of bus-riding privileges may be made to the parent/guardian and school.

Major Behavior Problems: Behaviors including, but not limited to fighting, vandalism, throwing objects in the bus or out of the bus windows, profanity or obscene gestures, disrespect toward the driver or other students, and any other distractions or disruptions to a driver that can affect student safety could result in bus suspension or termination.

BUS DRIVER STUDENT DISCIPLINE FORM (Sample)

Bus Driver Name _____

Date of Incident _____

Student(s) involved in discipline concern

Complete description of discipline concern:

When was student given verbal reprimand? _____

Date received by the administration _____

Parent Signature _____ Date _____

BULLYING AND HARASSMENT

Wapsie Valley is an Olweus Bullying Prevention District. Below is a short description of the Olweus Program:

The Olweus Program (pronounced OI-VAY-us) is a comprehensive approach that includes school-wide, classroom, individual, and community components. The program is focused on long-term change that creates a safe and positive school climate. It is designed and evaluated for use in elementary, middle, junior high and high schools (K-12). The program's goals are to reduce and prevent bullying problems among schoolchildren and to improve peer relations at school. The program has been found to reduce bullying among students, improve the social climate of classrooms, and reduce related antisocial behaviors, such as vandalism and truancy. The Olweus Program has been implemented in more than a dozen countries around the world and in thousands of schools in the United States.

The *Wapsie Valley Community School District* is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassment behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity. For further information related to Anti-Bullying/Anti-Harassment Investigation Procedures, see Board Policy Code No. 104R.1

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

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should tell a teacher, counselor or principal and write down exactly what happened. Keep a copy and give another copy to the teacher, counselor, or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser or bully did;
 - witnesses to the harassment or bullying;
 - what the student said or did, 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 such conduct:

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

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

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

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

CHILD ABUSE

Chapter 102 Regulations Requirement

Per Chapter 281-102.1-102.14 and the Wapsie Valley Community Board Policy has adopted a procedure for investigating allegations of alleged abuse of students by school employees. Any alleged abuse situation should be reported to the Superintendent.

Iowa Code also requires certificated school employees, registered nurses, licensed practical nurses and licensed paraprofessionals to report to the Department of Social Services all instances of suspected child abuse involving students.

CHILD CUSTODY

In most cases when parents are divorced, both the mother and the father continue to have equal rights where their children are concerned. If there is a court order that limits the rights of one of the parents, such as custody or visitation, the office must have a copy of the court order. If no order is provided, then it is assumed that both parents have equal rights to pick up children at school and all other contact situations.

COMMUNICATIONS TO AND FROM SCHOOL

Newsletters

Wapsie Valley Elementary has numerous avenues for communication with parents and guardians. Every week a weekly newsletter is available via email or the Wapsie Valley Elementary website. Wapsie Valley Elementary Schools are also on Facebook. Here you will find positive stories about school happenings and important announcements and dates. It is our goal to be proactive and transparent. Non-custodial parents who wish to receive a copy of the newsletter or ongoing electronic communication should make the request to the school office. All classroom teachers will send home notes and/or electronic communication regarding class events and updates. Non-custodial parents who wish to have notification of classroom events and updates should reach out to their child's classroom teacher.

WAPSIE WEBSITE & TECHNOLOGY PLATFORMS

Please check the Wapsie Valley Community School District website <http://www.wapsievalleyschools.com/> for activities calendar, master calendar, board minutes, and Infinite Campus. Watch for other important announcements and pertinent information. At this main site you can find links to the Fairbank and Readlyn Elementary sites. For virtual remote learning and classroom communication PK-3rd grade teachers will use SeeSaw and 4th-6th grade teachers will use Google Classroom to communicate with students and parents and post virtual lessons/assignments during remote learning.

CONFERENCES

Parent – Teacher conferences for all students will be held in the fall and in the spring. Please see the school calendar for specific dates. Parents will be asked to sign up for a convenient conference time during registration. During the conference, teachers and parents will discuss student's progress toward academic and behavioral goals.

We strongly encourage singular conferences for all families. If you would like to request separate conferences for your child, this request needs to be made to the building principal. The building principal will make the decision if separate conferences are appropriate.

DISCIPLINE

Wapsie Valley is a PreK-12 PBIS (Positive Behavior Intervention Supports) school. Below is a brief explanation of PBIS:

Positive Behavioral Intervention and Supports (PBIS) is a systemic approach to proactive, school-wide behavior based on a Response to Intervention (MTSS) model. PBIS applies evidence-based programs, practices and strategies for all students to increase academic performance, improve safety, decrease problem behavior, and establish a positive school culture. Schools implementing PBIS build on existing

strengths, complementing and organizing current programming and strategies. The PBIS model has been successfully implemented in thousands of schools in over 40 states, resulting in dramatic reductions in disciplinary interventions and increases in academic achievement. Data-based decision making is a hallmark of PBIS, allowing successes to be easily shared with all relevant stakeholders.

Effective school-wide discipline is essential for quality education. As educators, we believe “to discipline” is “to teach” so that all students will learn to become caring and productive citizens. At Wapsie Valley Elementary Schools, we focus on prevention and problem solving. Occasionally, some students require additional guidance in managing their behavior. The principal, lead teacher, building coach, guidance counselor, teachers, and other support service providers will develop strategies along with the parents to help students reach their behavior goals.

Our goal is to ensure that our schools are safe, orderly, and friendly learning environments for all students. We expect that students are responsible for their behavior and for problem solving in a positive way. We believe that cooperation between home and school is a crucial element in student success.

When minor behavior infractions occur, staff members will work with the child to handle the problem as quickly as possible using direct instruction and logical consequences to help the student understand the effects of their behavior.

Students with major behavior infractions needing more intensive assistance will work directly with the Behavior Interventionist, lead teacher, or the building principal. Violent, destructive, or seriously disruptive behavior may result in removal from the classroom or in suspension from school.

School board policy requires automatic suspension of students who bring weapons, cigarettes, chewing tobacco, vapes/electronic cigarettes, drugs or alcohol to school. The building administrator will work in collaboration with local authorities. Citations for violations regarding possession of illegal substances or weapons will be determined by local authority.

WEATHER-RELATED EMERGENCIES

From time to time the school may be closed early due to inclement weather. An early dismissal form will be filled out at registration. ***It is imperative that the school personnel know beforehand where your child is to go in the case of an emergency dismissal. Please discuss these plans with your child.*** In the event of a late start or early dismissal, it is the parent’s responsibility to get the student to school or pick the student up from school at the proper time. Supervision is not available if a student is brought too early or left after school for an extended time. Students who ride the bus will be supervised as usual.

If travel is unsafe, as in the case of a tornado or ice storm, students will be held at school until conditions improve.

School cancellations or closings due to inclement weather or other emergencies will be announced via Infinite Campus Emergency Messenger . Infinite Campus Emergency Messenger is the only official announcement. If time allows, it will also be posted/announced on area television stations. If you are not receiving emergency messages contact building secretaries.

Other emergencies

In the case of an unforeseen emergency, (i.e. power outage, bomb threat) an emergency plan will be implemented and parents will be called as soon as possible.

DRESS CODE

What students wear to school and how they style their hair is the responsibility of students and parents. We encourage students to dress for freedom of play and comfortable learning. Certain types of clothing may be appropriate for other settings such as the beach, the mall, the park, or your neighborhood, but are not appropriate for school. Our intention is to help students understand the message that is sent to others by their choice of clothing. We encourage parents to talk with their children about appropriate attire for school. Clothing promoting items illegal for use by minors (i.e. monograms or writing referring to drugs, alcohol, sexual or racial references, or swearing) cannot be worn at school. Students cannot wear heelys, shoes with cleats in the building, half-shirts with midriffs showing, halter tops, very short shorts, or very low-rise pants that expose skin.

Students should think ahead for the kind of weather that may occur later in the day and dress appropriately for potential changes. Wear warm clothing, boots, warm coats, hats, and mittens when the weather is cold. Coats or jackets must be worn when the temperature is below 60° F. Boots and snow pants must be worn to play in the snow or in muddy spring weather. Recess may be restricted if guidelines are not followed.

DRILLS

Fire and tornado drills are held each semester.

Run, Hide, Fight Instruction and Drills

Run, Hide, Fight is a crisis training program that equips staff with necessary skills to handle a crisis situation. Run, Hide, Fight training is provided to staff on an annual basis by emergency responders. Classrooms will host age-appropriate discussions and Run, Hide, Fight training for students.

EMERGENCY INFORMATION

When you register your child, you will be asked to fill out a form indicating your home phone, work phone, and an emergency phone number of a neighbor or a relative living in the immediate area that you designate as an emergency contact (i.e. who could be in charge of your child in case you cannot be reached). Please be sure that the person indicated as the emergency contact is aware that his/her numbers are being given to the school for this purpose. If this emergency contact number changes during the school year, notify the school secretary immediately. If a life-threatening emergency exists and no one can be reached, the school personnel will call an ambulance.

EQUAL ACCESS TO EDUCATION

The Wapsie Valley Community School District does not discriminate on the basis of race, color, national origin, religion, sex, disability, sexual orientation, gender identity, or marital status. Inquiries regarding compliance with equal educational opportunities shall be directed to the Superintendent. Inquiries may also be directed, in writing, to the Iowa Civil Rights Commission in Des Moines, or the Director of the Region VII Office of Civil Rights, United States Department of Education in Kansas City, MO.

EXCUSES FROM PARTICIPATION

Children are expected to participate in all school activities including P.E., recess, and field trips if they are sent to school. Parents/guardians need to have a doctor send a letter recommending that the student be excused from P.E. or recess for a period longer than five consecutive days. A teacher may keep a child in for recess in order to assist them to complete work resulting from a long absence from school. Recess privileges may also be denied on an occasional basis if a student has not made productive use of class or recess time.

FIELD TRIPS

Field trips are planned to provide additional educational experiences for Wapsie Valley Elementary school students. **During registration we will ask you to fill out a field trip form giving the district permission for us to take students off campus during the school day.** You will always receive advance notice of upcoming field trips. It is general practice that all students attend field trips. **Due to COVID-19 until further notice field trips are postponed.**

Parents often volunteer to assist in supervision on school field trips. For our students' safety, it is important that the adults who accompany class trips be attentive and vigilant. If you choose to volunteer on a field trip, please do not bring additional children along. We expect all supervising adults to model the Warrior Way.

HEALTH SERVICES

Guidelines

Parents will be asked to come and take their student home when the child appears to have an illness that could be contagious to others or if the child is too sick to do their schoolwork. This will be left to the discretion of the school nurse or her designee. The following are some guidelines for a few particular medical conditions.

Fever – Illnesses:

A temperature of 100° or higher usually means the child is ill enough that they do not feel up to school activities and may have an infection that could be passed on to others. Children with a temperature of 100° or greater will be sent home. We ask that you keep your child home until they are fever free for 24 hours. Contagious diseases such as chicken pox and pinkeye require your child not to come to school.

Head Lice

Lice are small insects about the size of a sesame seed. They are dark gray or brown in color. Itching of the scalp is usually but not always present. Lice lay eggs (nits) on the hair shaft and cannot be removed easily. The nits feel like a grain of sand. If you discover lice on your child, please call the school and let us know so the other students in the classroom can be screened. By Iowa Law, students are not required to be out of school with head lice, however, to keep students home at times helps with the spread of lice.

Immunizations

According to Iowa State Law a personal immunization record showing dates and kinds of immunization received must be kept for each child. This is required for entrance in school. Children must be immunized against chickenpox, polio, diphtheria, whooping cough, tetanus (DPT), measles, and rubella.

Parents or guardians of students attending Wapsie Valley must submit an Iowa State Department of Health Certificate of Immunization to the school office when entering school. Questions concerning the immunization law may be directed to the building principal or school nurse.

As of the 2007-2008 school year, incoming kindergarten students must also be tested for lead levels. Documentation must be provided to the school nurse.

Medication administration at school

If medication is to be given by school personnel, we must have written instructions and permission provided by a parent or legal guardian. A form is available at the school office for you to fill out to grant this permission. A sample of this form is at the end of this handbook. **All medications must be brought to the school by the parent, guardian, or responsible adult. DO NOT send medication to school with your child.**

In addition, the following information is to be clearly labeled on the original bottle from the pharmacy and that original pharmacy bottle is to be left at school.

1. Name of medication
2. Strength, dosage and frequency prescribed
3. Name and address of pharmacy
4. Student's name
5. Physician's name
6. Date of prescription

If the dosage is changed at any time, we **MUST** have a new and signed statement from the parent/guardian and doctor indicating the change. The new prescription bottle is acceptable as a statement from the doctor. Please fill out and sign an authorization for each medication your child is getting.

Children's acetaminophen, cough drops, and antacid tablets will **NOT** be provided at school. **At no time may any student self-medicate or be in possession of medication with the exception of inhalers or emergency EpiPens.**

No medications will ever be sent home with a student. Parent/guardians must pick up any leftover medications when discontinued or at the end of the year.

Administration of medication to students

When students are required to take medication during the school day, it shall be administered only by the school nurse, or in the nurse's absence by a person who has successfully completed an administration of medication course. If a student is prescribed a medication for three times per day it can be administered before school, after school, and before bed to eliminate school involvement with administration.

The most recent prescription bottle should be kept at school. A written record of the administration of medication must be kept for each child receiving medication including the date, student's name, the medication, and its dosage, the name and signature of the person administering the medication and the time and method of administration, if not given orally. The administration of medication records shall be kept confidential.

In 2004, a law was passed in Iowa. This law requires all students who are carrying their "rescue inhalers" to have written permission from their physician and parent on record in the school health office. Please call the office for a copy of the appropriate form to be used.

Emergency protocols for medication-related reactions shall be posted. The Superintendent shall be responsible, in conjunction with the school nurse, to develop rules and regulations governing the administration of medication, prescription and non-prescription, to students. Annually, each student shall be provided with the requirements for administration of medication at school.

Legal references: Code of Iowa Chapter 613.17 Current Practice codified: 1980 Adopted: 2/16/82 Revised 3/21/94 Revised 8/17/82 Reviewed 9/21/98 Revised: 3/03/87 Reviewed 3/07/01

COVID Health Guidelines

HOMEWORK

Homework is assigned work to be done at home to strengthen study skills. Classroom teachers at all grade levels will determine homework assignments. Parents should become familiar with each teacher's homework policy and consistently support your student's study. Teachers will share homework expectations with families at the beginning of the year. Students are expected to make up work from absences. In the case of a planned absence, parents should contact the classroom teacher two days prior to the absence so that the make-up work can be explained to the parent. Requests for homework due to a student's illness needs to be made at least four hours in advance of the time desired to pick up the homework. For lengthy absences, please provide more time for the teacher to effectively assemble the books and materials needed in order to carry out the request.

HUMAN GROWTH AND DEVELOPMENT CURRICULUM

The Human Growth and Development Curriculum is taught at the 5th and 6th grade levels by the school nurse and the P.E. teacher. A letter regarding the lessons and the curriculum will be sent prior to instruction. Parents may review materials and determine whether or not they would like their child to participate. Parents/guardians who wish to excuse their child from the class must indicate this wish in writing.

INTERNET USE

Internet access is available to students and teachers in the Wapsie Valley Elementary buildings. Internet accessibility is to support research and education in schools. Use of the Internet is a privilege, not a right, and inappropriate use may result in disciplinary action according to Board Policy 605.6. The Wapsie Valley School District has a firewall and filtering system in place that will monitor and log Internet activity, as well as block unacceptable websites but the school district cannot guarantee that a student will not be able to access objectionable material on the Internet. Proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.

LOST AND FOUND

Please put your child's name on all personal belongings that could get lost or misplaced. There is a lost and found location at each elementary building. Please check the lost and found items periodically to reclaim your child's belongings.

LUNCH/BREAKFAST PROGRAM

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase lunch and other items, including milk. Students have the use of a meal account. Deposits can be made electronically or by sending money with students who will then drop it off at the main office. When the balance reaches \$5.00, the student and/or guardians will be notified.

Meal Costs:

Student Lunch (includes milk): \$3.05

Reduced Student Lunch (includes milk): \$.40

Student Breakfast (includes milk, NOT juice): \$1.60

Reduced Student Breakfast (includes milk, NOT juice): \$.30

Ala Carte Costs:

White/Chocolate Milk: \$.45

Orange Juice: \$.50

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of

unpaid charges. Negative balances of more than \$250.00 will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any legal method permitted by law.

Free and Reduced Lunch

Children from families whose income is at or below the levels established by the federal government are eligible for either free or reduced breakfasts or lunches. Students who receive free or reduced lunches may choose to bring a sack lunch, however, milk to go with this sack lunch is not covered by this program and must be paid for in cash. Milk, for milk breaks, must also be paid for in cash and is not covered by this program, either. Applications for free or reduced lunch eligibility are at all school offices. If you have questions regarding this program, please call the Superintendent's Office.

Lunch Schedule:

Readlyn and Fairbank	
Time	Grade
11:00-11:20	K-2nd grades
11:25-11:45	3rd & 4th grades
11:50-12:10	5th & 6th grades

Due to COVID-19, until further notice no outside visitors will be allowed to eat lunch in the school building with students.

MEDIA CENTER (LIBRARY)

The main purpose of the media center is to promote literacy and information-seeking skills. With printed materials and modern technology, children are given unlimited opportunities to research and explore.

Children are encouraged to check out materials from the media center. The number of items allowed to check out and the frequency of checkout times vary by grade level. Students may keep the materials for two weeks and renew the items for two additional weeks if needed. There are no fines for late items, however, replacement fees are charged for damaged and lost items.

SNACK BREAK

Snacks are only applicable for certain grade levels. Your child's teacher will reach out to you if snacks are incorporated into their daily schedule.

Snacks for students must be nutritious and may include:

- **Fruit (dried, fresh, fruit cup including applesauce, no communal fresh fruit for preschool snack)**
- **Vegetables (no communal fresh vegetables for preschool snack)**
- Cheese sticks/cubes
- ½ sandwich (w/ meat, cheese, peanut butter)
- Yogurt
- Non-sugary cereals (Cheerios, Wheaties, Chex, Shredded Wheat)
- Trail mix that is a combination of the approved items

While the above choices have more nutritional value for our students, we realize that there are other snacks that may be more convenient to send. The following choices have been added in order to make sending snacks more convenient.

- Granola bars (without chocolate chips, candy bits, or frosting)
- Nutri Grain/fruit bars

No refrigeration is available for snack break so if you choose to send a perishable item, please send it in an insulated bag with an ice pack.

Candy, gum, and other sweets are not allowed during school time. The only exception to this will be during room parties, birthdays, etc. All snacks for room parties and birthdays need to be prepackaged. NO homemade treats will be allowed.

OPEN ENROLLMENT

Parents/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 requests for the following school year.

September 1 – Last date for open enrollment requests for entering Kindergarten students and those students falling under the “good cause” definition for the upcoming school year.

Students that move out of the district may file for open enrollment within 30 days of the move.

Parents/guardians of open-enrolled students whose income meets or falls below 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. For further details, contact Mr. Larson, Superintendent.

[COVID Open Enrollment Option?](#)

Title 1 PARENT INVOLVEMENT POLICY

It is the policy of Wapsie Valley Community Schools that parents of participating children shall have the opportunity to be involved jointly in the development of the district plan and in the district's review process for the purpose of school improvement.

Recognizing that parental involvement is the key to academic achievement, we seek to involve parents in an effective home-school partnership that will provide the best possible education for our students. The district provides coordination, technical assistance, and other supports necessary to aid in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports this partnership through providing information about standards and assessments; providing training and materials for parents to help their children; educating school personnel about involving parents and the value of parent contributions; and developing roles for community organizations and businesses to work with parents and schools.

1. This jointly developed and agreed upon written policy is distributed to parents of participating Title I children and all parents in school-wide buildings through the Parent Handbook which is distributed to every family at the time of registration.
2. Two annual meetings are held for all parents of participating children, both public and private. Additional meetings with flexible times shall be held throughout the year and be determined by parent suggestions. All Wapsie Valley elementary buildings will hold two annual meetings, one in the fall and one in the spring. Notification will be sent in the building newsletter.
3. Parents are given assistance in understanding the Title I requirements, standards, and assessments through the annual meetings and parent-teacher conferences.

4. Parents receive an explanation of the school's performance profile, the forms of academic assessment used to measure student progress, and the expected proficiency levels in the annual progress report distributed to all stockholders in the spring of the year, through individual reports given to parents at conference time, and through report cards.
5. In targeted assistance buildings, parents are informed of and involved with their child's participation in the Title I program. They also are informed about the curriculum, instructional objectives, and methods used in the program. This information is delivered through newsletters, conferences, and the annual meetings.
6. Parent recommendations are encouraged and responded to in a timely manner. Verbal or written responses will be given for all recommendations.
7. Parents will be involved with the planning, review, and improvement of the school-wide programs. The vehicle used will be the School Improvement Advisory Committee (SIAC). If the school-wide program is not satisfactory to the parents of participating children, they may submit comments to the SIAC.
8. A jointly developed school/parent compact outlines how parents, the entire school staff, and students all share responsibility for improved student achievement. The compact also describes the means by which the school and parents will build and develop a partnership to help children achieve our local high standards. It is distributed in the parent handbook and is reviewed at the annual meetings.
9. The Title I program provides opportunities for parents to become partners with the school in promoting the education of their children both at home and at school. Parents are given help monitoring their student's progress and provided assistance on how to participate in decisions related to their student's education.
10. The school also provides other reasonable support for parental involvement activities as requested by parents. Parents are encouraged to participate as volunteers in the school setting. Individual conferences will also be held upon request. A reading library, which contains reports on educational issues, books and videos, are available to parents for check out at the Wapsie Valley elementary buildings.
11. An annual evaluation of this parental involvement policy shall be conducted to determine its effectiveness. Findings will be used to design strategies for school improvement and revision of policies. The annual spring meetings will serve as the site for the discussions of program adjustments. Providing all Wapsie Valley Community School District's children with equal access to quality education is of primary purpose. It is crucial that all partners (students, parents, educators, and communities) have the opportunity to provide input and offer resources to meet this purpose. As these partnerships are mutually beneficial, developing cooperative efforts will ensure improved academic achievement for all students.

PARTIES

All students may have room parties to celebrate special days. Students can bring a birthday treat to celebrate their birthday. If parents prefer that their children do not participate in any of these activities, they should send a note and students will be provided an alternative activity. **If students have a party outside of school, please mail the invitations. This will avoid hurt feelings at school. Due to COVID-19, until further notice no outside visitors will be allowed in classrooms for classroom parties.**

PERSONAL PROPERTY

Children are not to bring any personal items or electronics to school such as: iPods, MP3 players, airpods, game devices, extra money, collectible cards, or toys. Valuable objects require extra attention from school personnel and we cannot guarantee their safe return. Because toys may distract from instruction and learning, please allow children to bring them only on days designated by the teacher. Items may be confiscated and can be reclaimed by a parent/guardian.

PETS

Students can bring pets to school **only** with permission from their teacher. If permission is given, an adult must bring the pet and take it home. Students are not allowed to bring pets to or from school themselves or on the school bus. If a student is allergic to animals or if parents do not want their child to participate in learning experiences (including assemblies) that involve animals or birds, please send a written note to the school.

PHONE CALLS

Students must get permission from their classroom teacher to use the telephone. This should be for emergencies only. Parents should communicate with their children regarding transportation, school supplies, appointments, childcare or other after school activities at home to avoid unnecessary learning interruptions. **Student cell phone use is not allowed during school. Cell phones will be turned off and left in backpacks or in the teacher's desk during school hours. Apple Watches or devices of a similar nature that have phone call and text capabilities will need to be disabled during school hours.**

If a parent would like to talk to a teacher, please call before 8:05 or after 3:18. You may leave a message with the secretary or leave a voicemail for the teacher. The teachers will try to return your call as soon as possible. We also encourage parents to communicate through e-mail, SeeSaw or Google Classroom. Messages should be returned within 24 hours.

PLAYGROUND FACILITIES

Playground facilities are public supported and owned. However, before 8:00 a.m. and after school it is the responsibility of the parent, not the school. In Fairbank, students will not be allowed on the play equipment prior to the beginning of the school day.

*At Readlyn Elementary, excluding our PreSchool play-area, the playground is the city park. The school does not own or rent this from the town of Readlyn. There is a monthly inspection of the condition of the equipment. In both Fairbank and Readlyn, the expectation is that all playground equipment is respected, cared for and used in a safe manner.

RELEASE OF STUDENT RECORDS

Parents have access to their child's permanent and cumulative records. If parents are divorced, we will provide equal access for each parent to student information when requested unless we have a copy of a court order on file that limits the rights of one of the parents. Certified school staff and clerical personnel are responsible for the custody and keeping of the records. Certified staff of Central Rivers Area Education Agency who have legitimate educational interest will have access to student records. Other persons must have parent permission to view or copy student records. Copies of report cards or other records may be released to the home district of an open-enrolled student if it's requested. If your child transfers from the Wapsie Valley School District, cumulative reports will be sent to the enrolling school upon receipt of a request from that institution.

RESIDENCY REQUIREMENTS

Students must reside within the boundaries of the Wapsie Valley School District to qualify as resident students. They must reside with parents or guardians. Students who do not meet this criterion may be admitted by paying tuition or by meeting the conditions of the open enrollment law. Contact the Superintendent's Office if you have any questions.

SCHOOL CANCELLATIONS

School cancellations or closings due to inclement weather or other emergencies will be announced via the Infinite Campus Emergency Messenger. Infinite Campus Emergency Messenger is the only official announcement site. If time allows, it will also be posted/announced on area television stations. If you would like information on the Infinite Campus Emergency Messenger please see one of our building secretaries.

SCHOOL HOURS

7:55 AM – Breakfast

8:05 AM – Morning bell to enter building

8:15 AM – Tardy bell, all students physically in classrooms or counted tardy

11:00 AM-12:10 PM – Lunch served

3:18 PM – Dismissal of students who walk or are picked up

3:30 PM – Dismissal of bus students

SEARCHES

Students and parents are hereby notified that locker inspections may occur without prior notice periodically throughout the school year. When conducted, the student(s) will be present for the inspection of their lockers. Searches of student property, including bags, purses, wallets, pockets, and socks may be conducted when the principal or their designee has a reasonable cause to believe that the student may be carrying, possessing, using or distributing items or materials that violate district policy, are illegal, and/or may cause harm to self or others. Parent involvement will be requested should a more intensive search be warranted.

SPECIAL SERVICES

The Wapsie Valley Community School District and Central Rivers Area Education Agency provide a variety of special services to our students. Services include Title 1 Reading, guidance services, media/library service, special education programs, vision and hearing screening, speech and language therapy, occupational therapy, and talented and gifted learning opportunities. Services from a school psychologist are also available. Call the principal if you have questions about specific services.

STUDENT FEES

Student fees for the 2020-2021 school year:

\$55 for 4 year old Preschool

\$60 for students in grades K-5

\$75 for 6th grade students

\$300 per installment of 9 payments for students enrolled in full-day Preschool.

VANDALISM

Because incidents of willful or malicious abuse, destruction, defacing, and theft of property of the school district are clearly contrary to the best interests of the school district and injurious to the rights and welfare of the entire community, it will be the policy of the Board of Directors to seek all legal redress against persons found to have committed such acts.

Full restitution for the damage caused will be sought from such persons, or in the case of minors, from their parents – under the state law of Iowa.

VISITATIONS BY PARENTS AND OTHER CHILDREN

Per Board Policy 903.3, all visitors to the Wapsie Valley schools during school hours are required to sign in at the main office when entering the building. Visitors who wish to visit a classroom while school is in session need to obtain prior approval from the building principal to minimize disruptions.

Visiting by other children for an extended period of instructional time is not allowed. This is disruptive to the regular classroom routine and distracting to the hosting student. Visitors must obtain prior approval from the classroom teacher and/or principal.

Due to COVID-19, until further notice no visitors will be permitted in the building during school hours.

VOLUNTEERS

We are fortunate when volunteers help our program. Parents, grandparents, and community members are encouraged to become involved at our school. Volunteers will need the understanding, patience, respect, and guidance from the school so that everyone can work together to benefit children. Our volunteers must adhere to district curriculum, board policy, and student and staff confidentiality.

We need volunteers to work with children one-on-one, in the library, in classrooms, and to help in a variety of other ways. Options are also available for those who can help from home.

Parents are welcome to volunteer in their child's classroom occasionally (field trips, parties, etc.) but volunteers who come on a regular basis are most helpful at another grade level. Volunteers need to wear an identification badge on a lanyard and sign in and out of the logbook in the main office.

Please call the building secretary or notify your child's teacher if you or someone you know is interested in supporting our program by volunteering.

Due to COVID-19, until further notice no visitors will be permitted in the building during school hours.

EDUCATIONAL TERMS

Several professions often use initials to describe programs or procedures used on a frequent basis. Education is no exception. As a matter of fact, it seems that educators use more than their fair share of abbreviations during conversations. Rest assured, we aren't talking a different language, but we are talking about school programs. Below is a listing of some things teachers might talk about during parent-teacher conferences. Sometimes we take for granted that parents know what we are talking about, but if you don't understand something, please don't hesitate to have us clarify!

Teacher Talk Glossary:

- **IEP-** Individualized Education Program, given to students with specific learning needs
- **ESSA- Every Student Succeeds Act,** a set of Federal laws and regulations that schools need to follow intended to improve student achievement
- **AEA-** Area Education Agencies, regional centers in the state that support local school districts
- **PLC-** Professional Learning Community
- **TAG/ELP-** Talented and Gifted/Extended Learning Program
- **DRA2-** Developmental Reading Assessment for Title I reading students
- **F&P-** Fountas and Pinnell Reading assessment for testing for students K-6
- **Title 1-** extra reading assistance for students below grade level
- **ELL-** English Language Learners, students needing additional help learning the English language
- **ISASP - Iowa State-wide Assessment of Student Progress**

- **FAST-** Formative Assessment System for Teachers, is given to all students K-6 for information on reading needs
- **MAP Growth:** Measures of Academic Progress - Assessment given three times per year to assess student learning and growth in the areas of Reading and Math