

AHSTW PRIMARY (K-3) STUDENT HANDBOOK 2020-2021



The AHSTW Community School District inspires students to learn and empowers them to excel.

Superintendent: Mr. Darin Jones
Primary Principal: Mrs. Sarah Kock
Intermediate Principal: Mrs. Cristin Rold
High School Principal: Mr. Mike Embrock
Technology Director: Mr. Ryan Smith
Business Manager: Mrs. Kelly Allen

Jurisdictional Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the district's Board of Directors. The AHSTW Board and Staff expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat staff, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

The purpose of the AHSTW Student Handbook is to familiarize students with the rules, regulations, policies, and procedures that will assist in the smooth daily operation of the AHSTW Schools. It is the responsibility of each student to be aware of and understand the contents of this handbook. Students, parents, or guardians who have questions or concerns should contact one of the school principals for clarification.

This handbook and board policies, rules and regulations are in effect while students are on school grounds, school property or on property with the jurisdiction of the 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 they are 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 AHSTW Schools or involves students or staff.

Board policies, rules and regulations are in effect twelve months a year. A violation of a school policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the policies, rules and regulations. Students who fail to abide by the policies, rules and regulations may be disciplined for the following reasons:

1. conduct which disrupts or interferes with the education program,
2. conduct which disrupts the orderly and efficient operation of the school or school activity,
3. conduct that disrupts the rights of other students to obtain their education or to participate in school activities.

Discipline measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline may also include prohibition from participating in extracurricular activities.

The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record. The student involved shall (1) be informed of the nature of the alleged offense, (2) have an opportunity to express his/her version of the incident, (3) know the penalty to be imposed, and (4) have the opportunity to appeal the decision.

In the event a student or parent wishes to appeal the decision of a staff member, the appeal should be made following a chain-of-command as follows: (1) teacher or staff member, (2) principal, (3) superintendent, (4) Board of Education.

The school reserves and retains the right to modify, eliminate or establish school policies, rules and regulations as circumstances warrant, including those contained in the handbook.

Definition

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

Activity Tickets

Activity tickets are available to all students. The fee entitles admission to numerous school sponsored activities. Students must have the activity ticket in hand at the gate or they will be charged the admission price. Activity tickets may be purchased at any of the school sites and at some activities. Activity tickets are not honored at tournament games.

Asbestos Notification

The Environmental Protection Agency has developed guidelines for schools to use in identifying asbestos within buildings. The Institute for Environmental Assessment has designed a system for determining relative risks and suggesting appropriate safety responses.

A district asbestos management plan is in place to monitor buildings containing low risk levels of asbestos. The plan is located in the High School Building, Avoca, Iowa. For additional information detailing the AHSTW Community School Building's management plan, contact the Superintendent at (712) 343-6364.

Assessments

Students are given district-wide standardized tests, curriculum-based measures tests, and district-generated tests. These tests are used to help determine academic progress for individual students, for groups of students, and for the school district. If you have any questions concerning the testing procedure or the types of tests given, please contact the building principals or guidance counselors.

Attendance

Students are expected to be in class and to make attendance a top priority. Only through consistent attendance and class participation do students achieve the benefits of the

educational program. Students and their parents/guardians are asked to consider the impact of participating in several activities that may require numerous school absences due to competition or major travel. Absences will be verified either by a telephone call or note from the student's parent or guardian. **A parent or guardian should call the school office at 712-343-6364 before 8:30 A.M. on the day of an absence.**

Attendance Policy:

Attendance notification letters will be sent to parents that will provide information on the number of days absent from school. These letters will be sent at five days and ten days of unexcused absences and at ten days of excused absences.

A student exceeding 12 days of unexcused absences is subject to possible disciplinary action and referral to a truancy officer. After 10 days of absence, a doctor's note is required for the absence to be considered excused.

It is important that students realize the importance of being on time. When arriving late, students miss out on important directions and information pertaining to the day. In addition, being tardy disrupts the entire class and teacher. Students who arrive late must obtain a note from the office to be admitted to class. Children will be counted tardy if they arrive at school after 8:30 A.M. but before 10:00 A.M. Arrivals after 10:00 A.M. will be counted one-half day absent. Children who leave school earlier than 2:00 P.M. on a school day will be counted absent for at least one-half day.

EXCUSED ABSENCE: An excused absence is one in which school officials have approved the parent's request to excuse a student's absence. Parents do not determine whether an absence is an excused absence. Parents/guardians can assist in providing the best possible experience for the student by requesting to excuse their child from school only in cases of emergency or illness, and not for conducting business that can be completed on weekends or outside of school time. Examples of approved absences are: illness, doctor's appointments, or emergency situations. A doctor's note may be needed to have an absence be excused.

MISSED WORK: Students have the same number of days that they were absent plus one (1) additional day to make up work that they have missed. In cases of prolonged illness, special arrangements may be made with the instructor. If a student knows that they are going to be absent from school due to an appointment, school-related trips and activities, or for some other reason, they should make every attempt to complete assignments ahead of time.

UNEXCUSED ABSENCE: An unexcused absence is one that has not been approved by school officials. By Iowa law, "a child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age. However, if a child enrolled in a school district or accredited nonpublic school reaches the age of sixteen on or after September 15, the child remains of compulsory age until the end of the regular school calendar. A child who has reached the age of five by September 15 and who is enrolled in a school district shall

be considered to be of compulsory attendance age unless the parent or guardian of the child notifies the school district in writing of the parent's or guardian's intent to remove the child from enrollment in the school district. A child who has reached the age of four by September 15 and who is enrolled in a statewide preschool program shall be considered to be of compulsory attendance age unless the parent or guardian of the child notifies the school district in writing of the parent's or guardian's intent to remove the child from enrollment in the preschool program."

TRUANCY: Any child of compulsory attendance age who fails to attend school as provided in Iowa Code chapter 299, or as required by the school board's or school governing body's attendance policy, or who fails to attend competent private instruction under chapter 299A, without reasonable excuse for the absence, shall be deemed to be truant. Attendance Cooperation Agreements, required doctor notes, and referrals to the County Attorney for mediation and/or prosecution may occur in such situations.

Breakfast/Hot Lunch Program

The AHSTW Community School District offers breakfast and lunch to the students and staff. Those who wish to eat school lunch and/or breakfast may establish accounts with the building secretaries. Breakfast will be served from 7:50 – 8:20 at both the elementary and secondary cafeterias.

Students are notified by the front office when their account is under \$5. If the account cannot be paid, students will be expected to bring meals from home. Students, parents and guardians shall not bring meals to school for other students. Students, parents and guardians shall not collect money from students and then deliver food that was purchased from other vendors.

Free and reduced price meal applications are available for those children whose parents meet federal income guidelines. Application forms for these services are available at fall registration and in the front offices. Students requiring special diets (i.e. milk allergies) should bring a note from their family doctor.

Bulletin Announcements

In the Elementary, the daily announcements will be read aloud over the intercom each morning.

Buses

Buses are operated throughout the district for the convenience of the student. When riding school buses, the students are under the direct supervision of the bus driver and must obey him/her. If a student does not adhere to the established bus rules, the driver will generate a Bus Referral. The administration reserves the right to determine the level of referral based on the severity of the infraction. If the misconduct continues to interfere with the safety of self and others, the student may be suspended from riding the bus.

When an incident occurs, the driver will speak with the student and notify his/her parents of the incident. An electronic referral is submitted to the office. Severe infractions may result in immediate suspension from the bus.

The bus driver, along with teachers/staff, will model expectations for behavior on the bus.

A student must have a note if he/she is to go somewhere other than usual after school. If a note is not received, the child will go home on the bus.

Parents are asked not to park in front of the building (east side) during the loading and unloading of students. Please observe the posted street signs.

Please read and familiarize yourself with the following safety rules.

BUS RULES:

- Stay seated while bus is in motion.
- No food or drinks on the bus including sunflower seeds and candy.
- No littering.
- Open windows and escape openings by permission of driver only.
- Close windows before departing bus.
- No taunting, teasing, harassing, or physical touching of fellow students.
- Report problems to driver.
- Use appropriate language and voice level.
- Do not vandalize bus.
- No cleats worn on the bus.
- ALWAYS follow directions of driver.
- Driver may assign seats.

Campus Hours

The secondary and elementary buildings are regularly open from 7:50 A.M. to 4:00 P.M.

Students should not be in the building before or after those times unless under direct supervision of a faculty or staff member.

Communicable Disease

Code No. 507.3

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

Dress Code

DRESS: Students are expected to dress appropriately for school and all school-related activities. It is our belief that clothes and personal attire directly influence a student's behavior and attitude. Our major objective is to provide the best education possible and the best learning environment. A student's dress may cause a disruption to the learning environment in our school. Articles of clothing or dressing styles inappropriate for our learning environment include (but not limited to):

- Clothing having vulgar, profane, or suggestive language and/or gestures
- Clothing having racially biased, offensive language/pictures, or sexually inappropriate references
- Clothing that advertises alcohol, tobacco, or anything representing the drug culture
- Clothing that does not appropriately cover the body (exposes the back, shoulder blades, or chest) or detracts from the learning process
- Clothing that does not cover the midriff (the shirt must meet the belt line)
- Hats or head coverings, including bandannas
- Shoes/sandals must be worn
- All undergarments must be covered
- Slacks/shorts/pants must be worn appropriately (cannot be worn below waist)
- ***Muscle T-shirts, spaghetti strap tops or dresses, halter tops, short shorts, short mini-skirts, and crop tops are examples of inappropriate articles of clothing for school.***

Students having inappropriate clothing will be required to change or will be given clothing that is appropriate. Offenders may be disciplined.

Education Records

Code No. 506.1

It shall be the responsibility of the principal or his/her designated clerk to keep all permanent records files of all students and place them under security. All information including correspondence, discipline action, grades, health, and marital status of students' parents shall be included in this record.

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. Questions regarding student records should be directed to the principal's office.

An individual student's record shall not be reviewed or disclosed to a third party. Only school officials, including teachers employed within the school shall have access to the records. Release of such records to other officials, or persons can only be executed with written parental consent as follows:

1. specifying the records to be released
2. reason(s) for the release
3. to whom released

4. in compliance with the judicial order or subpoena

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parents. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. school officials, teachers, and AEA personnel with a legitimate educational interest
2. officials of other schools in which the student proposes to enroll
3. representatives of state and local government when auditing and evaluating Federal education programs
4. accrediting organizations for accreditation purposes
5. parents and legal guardians of dependent children, regardless of the child's age
6. appropriate parties in a health or safety emergency

Student records are reviewed and inappropriate materials removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level and from middle school to high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three (3) years of graduation or discontinued attendance. Parents may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy and to have the records explained.

Electronic Devices

CELL PHONES: Cell Phones are not permitted during the school day.

MP3/AUDIO DEVICES: iPods, or any other digital music device is not to be used during the school day (8:30 AM to 3:30 PM). The use of such a device may result in disciplinary action. Teachers may allow use of MP3/Audio Devices for instructional purposes only.

HEADPHONES: Headphones are not to be worn at any time throughout the school day (8:30 AM to 3:30 PM). Teachers may allow use of headphones for instructional purposes only.

Chromebooks: Since we are a 1:1 Chromebook school, we believe that the Chromebook issued to the student should be the primary piece of technology needed throughout the day.

Any other electronic device will need administrative approval to be used throughout the school day. The use of any unapproved device may result in disciplinary action.

Students bringing their own electronic devices to school do so at their own risk and assume all responsibility and liability for their devices. Student-owned devices can be confiscated by school employees if disrupting the educational environment.

Emergency Drills

Code No. 507.5

The school holds two emergency fire and tornado drill each semester. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

Entrance Admissions Requirements

Code No. 501.4

Children wishing to enroll in kindergarten must be at least five (5) years of age on or before September 15 of the year in which they wish to enroll. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before that child may enroll. It will be within the discretion of the superintendent or the superintendent's designee to determine what is satisfactory evidence for proof of age.

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the students must provide the district with proof of the student's grade level and a copy of the student's permanent records from the student's prior school district. If the parent is unable to provide the superintendent with proof of the student's grade level or permanent records (for example: a homeless student), the superintendent will make the grade level determination.

Prior to starting school or when transferring into the district, it is the parent's responsibility to present an approved Iowa Department of Public Health Immunization Certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the parent makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students must also be required to pass a TB test prior to attending school. Parents who have questions should contact the office.

Equity Statement

AHSTW Community School District declares and affirms to its students, employees, and to the public that it does not discriminate on the basis of sex, race, age, color, creed, national origin, religion, marital status, sexual orientation, gender identity, physical appearance, socioeconomic status, personality traits and/or disability in its educational programs, activities, admission procedures, or employment practices. The AHSTW Community School District affirms its commitment to comply with all applicable federal and state laws, regulations, and orders as required by Iowa Code 216.9 and 256.10(2), Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX, Section 504, and the American with Disabilities Act.

If you have any questions or grievances related to compliance with this policy, please contact the AHSTW School Equity Coordinator, Darin Jones, at 768 South Maple Street, Avoca, Iowa 51521 or by phone at 712-343-6364; or the Director of the Office of Civil Rights, US Department

of Health and Human Services, 601 East 12th Street, Kansas City, MO 64106, or telephone number 800-368-1019.

Fee Reduction or Waiver

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income, transportation assistance under open enrollment, or who are in foster care are eligible to have student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they qualify for temporary financial hardship should contact the main business office for a waiver form. All who believe they are eligible on an annual basis must complete waiver forms. The waiver does not automatically extend from year to year.

Field Trips

Code No. 606.5

Occasionally, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend. Teachers will provide advance notice of a field trip and request parent signature of permission.

Food and Drink

In order to maintain a clean and healthy environment the following applies:

1. Access to drink machines occurs after 3:30 PM.
2. Food and drink will be restricted to the lunchroom only – not classrooms or halls, with the exception of classroom parties/special occasions approved by the teacher.
3. Food in lockers must be in proper containers – insulated bags, closable sacks or containers. Drinks will be in capped bottles.
4. Students who store food inappropriately will be asked to clean up their site and follow the procedure for locker use.

Grading / Report Cards

In order to record academic achievement, the following grade system is utilized: E-Exceeding the Standard, M-Mastering the Standard, P-Progressing to meet the Standard, B-Beginning to learn the Standard, I-Incomplete. A blank space on the report card indicates that this standard was not evaluated during this particular grading period. Report cards will be issued following each nine-week grading period. Students will be responsible for delivering report cards home each quarter.

Grievance Policy

Code No. 102

“It is the policy of the AHSTW Community School not to discriminate on the basis of race, color, creed, religion, national origin, sex, age, sexual orientation, gender identity, disability, or marital status.” Written grievance violations regarding this policy may be filed with:

Guidance Counselor
768 South Maple Street

Avoca, Iowa 51521
Telephone: (712) 343-6364

Guidance and Counseling

Code No. 607.1

Guidance and counseling services are available to all students. Educational, vocational, social, and personal problems may be discussed with the counselor. When dictated, items discussed will be considered confidential.

Harassment

Harassment on the basis of race, color, religion, national origin, sex, disability, gender identity, age, or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition the student's participation in school programs or activities.
2. Submission to or rejection of such conduct by a student is used as a basis for decisions affecting the student.
3. Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

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 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.
- Demeaning jokes, stories or activities

Harassment 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.

Students who feel that they have been harassed should:

1. Communicate to the harasser that they expect the behavior to stop, if they are comfortable in doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.
2. If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
 - a. Tell a teacher, counselor or principal

- b. 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 did
 - Witnesses to the harassment
 - What the student said or did, either at the time or later
 - How the student felt
 - How the harasser responded

Homeless Children and Youth

Parents of, or children or youth from the age of 3 years through 21 years who are identified as homeless under Chapter 33 of Iowa Administrative Code should contact the District Liaison for Homeless Children and Youth, the student services coordinator, for assistance enrolling in school, transportation assistance, and the allocation of clothing and supplies.

The definition of "Homeless child or youth" is a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.

Homework

Each classroom teacher will inform students of his/her homework policy. Please become familiar with your child's homework expectations and support and guide their learning at home. Determine the best time and location for homework at your home.

Illness and Injuries

Code No. 507.4

Students who feel ill or have been injured should notify their teacher immediately. A representative of the school will attempt to contact the parents to make arrangements for transportation, if necessary. If neither parent is available, the emergency contacts listed on the emergency sheet will be notified.

If an injury is determined to be of a serious, life threatening nature, the local emergency personnel will be notified for transportation to the nearest medical facility. The parents will be informed immediately of this occurrence.

Illness occurs to everyone from time to time. **To prevent further spread of disease, students must be free from a 100.4-degree temperature or greater, for 24 hours prior to re-admittance to school.** Other communicable diseases will be dealt with on an individual basis. AHSTW will follow the most recent CDC and Public Health guidelines regarding specific communicable diseases, such as COVID-19.

Immunization Law

It is the parent's responsibility to see that the Certificate of Immunization is completed and signed. Blank certificates are distributed at Kindergarten Round-up in the spring and to each new student who enrolls in the AHSTW Community School District.

Children who have not completed their immunization may qualify for a Provisional Enrollment. To qualify, the student must have had a least 1 dose of each of the required immunizations. The immunizations must be completed in 120 days or he/she won't be allowed to attend school. Students must also be required to pass a TB test prior to attending school.

Any student who does not show proof of immunization upon enrollment in school will NOT be allowed to attend school until the necessary records are provided OR either the medical or religious exemption forms are completed and turned into the school offices.

Inspection of Educational Materials

Code No. 605.2

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the building principal.

Insurance

Code No. 507.6

Student health and accident insurance is available to students at the beginning of the school year. Parents who would like more information about student health and accident insurance should contact the school office. Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must bring written proof of such insurance or participate in the insurance program offered by the school district prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. The cost of the school insurance is the responsibility of the student, and is a contract between the student and the insurance company - NOT between the student and the school district. Student athletes, who do not have and cannot afford insurance, should contact their coach.

Interrogation by Outside Agencies

As a general rule, individuals from outside of the school district may not interrogate students. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. The Department of Human Services, however, has the right to interview students without administrative or parental approval or notification.

Intervention Process

AHSTW Community Schools has a process in place to assist students experiencing behavior and/or learning difficulties. The building SAT (Student Assistance Team) will work in cooperation with the guidance counselor, at-risk coordinator, GHAEA personnel, and administration. Students or parents who wish to access this process should contact the building principal.

Leaving School

Code No. 501.11

Students are not to leave school unless the following conditions are met:

1. Personal illness
2. Doctor or dentist appointment (may need verification)
3. Parent request
4. Principal permission

No student may leave the building at any time without approval from the office, and not before completing the sign-out form.

Lost or Damaged Books

If a book is lost or becomes damaged, the student is responsible for the cost of replacing the book (whether it is a library book or a textbook). A great deal of time is spent on book care and the students know that it is their responsibility to care for their books. If a lost book was paid for and later found, the student may return the book to the library and the amount paid will be refunded. A \$20 fee will be assessed for all returned checks.

Mandatory Child Abuse Reporting

Schools have a legal and moral responsibility to report all suspected cases of child abuse. A teacher who has reason to believe or suspect that a child has been abused is legally responsible to report such information to the DHS. The school may notify parents that a report is being made to the Department of Human Services, but is not required to do so by law.

Medication Administration

Code No. 507.2

On occasion students may need to take prescription or non-prescription medication during school hours. Students may carry prescription medication only with the permission of the parent(s)/guardian(s) and nurse. The school must know the medication a student is taking in the event the student has a reaction or illness. Parents must provide written instructions for administration of the medication as well as parental authorization to administer the medication.

Medication is held in a locked cabinet or storage area and distributed by the school nurse or his/her authorized designee. Prescription medication must be in the original container and include the following information: name of student, name of the medication, directions for use including dosage (times and duration), name, phone number and address of the pharmacy, date of the prescription, name of the physician, and potential side effects (if possible). Medication that is to be dispensed over a long period of time requires the completion of the medication release form, which includes the prescribing physician's signature.

No aspirin will be dispensed at school unless a written permission note from the parent is on file in the school office (is noted on the emergency sheet on file in the office). Please do not send prescription or non-prescription medication in anything other than the original container.

At the end of the school year or the end of dispensing time, any remaining medication will be returned to the parents or destroyed.

Multicultural-Gender Fair Education

Code No. 603.4

Enrolled students have an equal opportunity for a quality public education without discrimination regardless of race, color, sex, creed, religion, national origin, gender, age, gender identity, disability, or marital status. The educational program is free of such discrimination and provides equal opportunity for participants. The program fosters knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It also reflects the wide variety of roles open to both men and women and provides equal opportunity to both genders.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to transfer to another school district upon parental request. Contact the superintendent's office for information and forms.

Outside Recess

We consider recess part of the Elementary school program and all students are expected to participate. During severe cold weather, we do not stay out for long periods of time, nor do we have recess outdoors during rainy days.

Individual exception to the recess policy includes:

- Doctor request to have the child remain indoors for a period of time designated by the physician.
- Written parent request to keep a child indoors for a period not to exceed three days.

Students need to come prepared for the ever-changing Iowa weather. It is better to come prepared than to listen to the forecast. **During the winter, students must have coats, hats,**

and mittens/gloves for outdoor recess. When there is snow on the ground, they will need boots. Carrying an extra jacket or sweater in their book bag is also a good practice.

Parent-Teacher Conferences

Formal conferences to discuss student progress will be scheduled twice during the school year. Elementary and Secondary conferences will be scheduled through the front office and through an online sign-up system. It is highly recommended that parents take this opportunity to meet with their student's instructors.

"Parties"/Seasonal Celebrations

Elementary Classroom Teachers will inform students/families on the school parties that will be celebrated during the school year.

Private party invitations and details should be handled outside of school to avoid loss of school time, peer competition, and feelings of being left out.

Release of Information and Photographs

In the AHSTW Community School District, photographs or likenesses may be released without written consent unless qualified objectors comply with the following procedure:

If any parent or guardian of students under the age of 18, or students over the age of 18, object to this policy of releasing photographs or likenesses, they should contact in writing by September 15 of the current year (or within two weeks of the student's enrollment should it occur after this date), the superintendent who will then notify the appropriate school principal. Address requests to: AHSTW Community School District, Superintendent, P.O. Box 158, Avoca, IA 51521.

School Closings

It may be necessary at times to dismiss school early, start late, or cancel school because of weather conditions. Announcements will be made through JMC messaging (our student information system,) local radio (KNOD & KMA, KJAN & KSOM), and television (KETV, WOWT) stations. Please DO NOT call the school. In the event of an early dismissal or cancellation of school, extracurricular activities will also be canceled.

Search and Seizure

Code No. 502.8

School authorities may, without a search warrant, search a student, student lockers, desks or work areas based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized, or contraband materials discovered in the search. Items of contraband may include but not be limited to nonprescription controlled substances, alcoholic beverages, tobacco products; cigarettes; e-cigarettes; vape products; any component, part, or accessory for an e-cigarette device (including tobacco/vapor oils); or any other smoking/vaping device or paraphernalia, weapons, explosives, poisons, and stolen

property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

Sexual Abuse or Harassment of Students by Employees

Code No. 402.3

The AHSTW School District does not tolerate employees physically or sexually abusing or harassing students. Any employee who commits such acts is subject to disciplinary sanction up to and including discharge. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. Guidance Counselors and Building Level Principals are designated the Level I investigators. Additionally, a trained, experienced professional has been contracted to serve as its Level II investigator.

Special Education

Code No. 603.3

The special education services are designed to provide both direct and indirect assistance for children with speech, hearing, physical, academic, emotional and/or social problems. Direct services include individual diagnostic work-ups, therapy, counseling, and special classroom placement, among other services. Indirect services include consultation with teachers and other school personnel, along with providing in-service programs in all the above areas. For more information on these services, please contact the principal.

Student Complaints

Code No. 502.4

Students may file a complaint regarding school district policies, rules and regulations, or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within 5 days of the incident;
- If unsatisfied with the employee's response, or if there is no employee involved, talk to the principal within 5 days of the employee's response.
- If unsatisfied with the principal's response, talk to the superintendent within 1 day of the principal's response;
- If unsatisfied with the superintendent's response, the Board of Education will determine if it will address the complaint. You may then have the option to make an appeal to the Department of Education.

Student Conduct

Positive Behavioral Interventions and Supports (PBIS)

All students will follow the Viking Pride expectations by being safe, respectful, and responsible.

Posters will be displayed in certain areas stating the specific expectations for that area. The students will be taught exactly what is expected of them in each area. Classrooms will also display individual teacher expectations, in addition to the PBIS procedures.

If students fail to follow the PBIS expectations, they may be issued a referral. The Building Principal will contact parents when major referrals are issued to students. Minor referrals are those handled by classroom teachers, and may or may not result in a parental contact. If the staff PBIS Team or building administration determine that a student has had an unreasonable number of minor referrals, a major referral may be given. Major referrals result in discipline determined by the Building Principal.

Viking Pride Expectations for Primary School

Be Respectful, Be Responsible, Be Safe

Lunchroom

Use quiet voices
Use good manners
Stay in your personal space
Keep your area clean

Restroom

Keep restroom clean
Respect privacy of others
Wash your hands with soap and water
Return to class promptly and quietly

Hallway

Walk quietly
Hands to your side
Keep hallway clean
Keep to the right in a single file line

Bus

Stay seated
Follow bus driver's directions
Keep belongings to yourself
Use quiet voice
Stay in your personal space
Keep bus clean

Classroom

Stay in your personal space
Follow teacher direction
Work completed on time
Bring appropriate materials
Keep classroom clean

Pod

Use quiet voices
Stay on task
Respect personal/school property
Keep pod area clean

Special Events

Stay in your seat
Hands and feet to yourself
Enter/Exit quietly
Respond appropriately

Playground

Use equipment appropriately
Use kind words
Enter/Exit peacefully
Treat others the way you want to be treated
Leave the playground clean

CODE OF CONDUCT

The AHSTW Community School District is committed to providing the best possible educational environment that is possible. A learning environment may only be provided when a team of people is working together. Parents, teachers, administrators, and Board members must work together if a safe, learning environment is going to be present. It is essential that students also

recognize and support the need for appropriate behavior. When a student is requested to do something, it is out of respect and responsibility that the student follows those instructions. If a student feels that they are being treated unfairly, they should report the incident to the administration so that the situation may be worked out in an appropriate manner. A student's behavior should not disrupt the educational process nor constitute a threat to the health or safety of others. Please be reminded that school rules apply to all students while in school vehicles, on the school premises, attending school-related activities, and in other community settings that are school related and have impact on school. While it is not possible to list every offense that constitutes inappropriate behavior, the following list of actions will help to inform students that such actions will not be tolerated:

1. Tardiness
2. Truancy
3. Disruptive Speech/Intimidating Acts and Language/Actions disruptive to the orderly, educational procedure of the classroom or building.
4. Initiation/Hazing: Students may not report to school dressed for any type of initiation.
5. Fighting: Any student who has physical contact in a confronting manner with a student or school employee may be suspended from school.
6. Abusive or Degrading Acts of Language including terms directed at race, color, creed, ethnicity, religion, gender, sexual orientation, gender identification, age, marital status, or disability.
7. Theft.
8. Destruction of Property and/or Vandalism.
9. Printed Matter that is not appropriate: Students should not bring items or printed matter to school that may be inappropriate, contains profanity, is derogatory, or depicts alcohol, drugs, or sexual content.
10. Repeated Acts of Belligerence, Disruptive Behavior, or Violation of Rules. When a student is repeatedly referred out of a classroom for disciplinary reasons, a conference with the student's parent(s) is generally required.
11. Promotion of Gangs (or related activity). This may include but is not limited to displaying/wearing gang apparel and/or graffiti, participating in gang recruitment, and possessing items that promote gang activity.
12. Sexual harassment of individuals or groups.
13. Possession or control of an offensive or dangerous weapon/object (i.e., firearms, knives, explosives).
14. False Fire Alarms, Bomb Threats, or other similar illegal acts.
15. Arson or any other inappropriate use of fire.
16. Use of a car, motorcycle, moped, bicycle, or other vehicle in an inappropriate or irresponsible manner.
17. Abusive, harassing, or degrading acts of language/profanity.
18. Gambling.
19. Throwing Objects (i.e., snow, pencils, etc.)
20. Unauthorized visit to another school.
21. Misbehavior on bus.

22. Failure to attend assigned study halls or detentions.
23. Inappropriate possession of radios, CD players, laser pens, skateboards, roller blades.
24. Use of cell phones or other communication devices.

Consequences to Violations: Consequences for violating school rules are determined by school personnel. Every effort is made to relate the consequences directly, as possible, to the student's behavior. The intent of discipline is not punitive, rather, to change future behavior and to address the causes or factors contributing to the student's original actions. The range of available consequences or disciplinary measures includes but is not limited to:

1. Developing a Behavior Plan with administrative, teacher, parent, and counselor assistance.
2. Warning
3. Cancellation of special privileges.
4. Referral for counseling/staffing evaluation.
5. Detention
6. Reassignment to another class.
7. Confiscation of unapproved items--radios, skateboards, cell phones, etc.
8. Parent/teacher conference.
9. Payment/restitution of damages.
10. Work Option or Community Service.
11. In-school suspension.
12. Suspension (Out)
13. Expulsion
14. Notification of law enforcement authorities

Due Process: Due process procedures for the purpose of discipline include the right of the student to:

1. Be given oral and/or written notice of charges
2. Be given an opportunity to admit/deny charges
3. Be given an explanation of the evidence against the student if he/she denies the charges
4. Be given an opportunity to explain the situation

Student Directory

Code No. 506.2

Student directory information, which includes name, address, telephone number, date and place of birth, participation in activities, awards received, grade level in school, height, weight, and dates of attendance, may be released unless the parent requests the school by September 15 of the current school year NOT to release such information.

Tobacco/Nicotine-Free Environment

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-alikes where the original would include tobacco or nicotine. This requirement extends to students, employees, and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to

abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately.

*NOTE: According to Iowa law, **all school grounds are smoke free**. Boards have the authority to expand the policy to make the school facilities and grounds tobacco or ****nicotine**** free as well. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #5- July 28, 2008.*

Visitors

Student visitors are not allowed. Only under special circumstances will the principal allow a student visitor.

Volunteers

We encourage and welcome parents and other community members to become active in our schools. There are a variety of ways volunteers can assist in the school setting. There are many important jobs in the classroom, library, lunchroom or office. Some of the ways you could help would be to listen to children read, help teachers with classroom projects, shelve library books, eat lunch with students, etc. If you, or someone you know would be interested in this opportunity, please contact the office or your child's teacher.

Wellness Policy

Any treats brought to school for parties must be pre-packaged and store-bought. No homemade treats are allowed. The district encourages parents to consider healthy snack and treat options such as fruit, vegetables, meats, and cheese.