Interstate 35
Elementary Handbook
2019-2020
# Elementary Staff

<table>
<thead>
<tr>
<th>School Board</th>
<th>Superintendent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeremy Maske – President</td>
<td>Mrs. Sharon Dentlinger</td>
</tr>
<tr>
<td>Eddie Vonnahme – Vice-President</td>
<td></td>
</tr>
<tr>
<td>Josh Hughes</td>
<td></td>
</tr>
<tr>
<td>Dan Kirkpatrick</td>
<td></td>
</tr>
<tr>
<td>Cindi Cassady</td>
<td></td>
</tr>
<tr>
<td>Ted Bauer – Board Secretary/Business Manager</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elementary Office Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geoff Tessau – Elementary Principal</td>
</tr>
<tr>
<td>LeAnn McFarland – Elementary Secretary</td>
</tr>
<tr>
<td>Danya Adair - Secretary</td>
</tr>
<tr>
<td>Jeff Douglas – K-12 At Risk</td>
</tr>
<tr>
<td>Rose Dickinson – Social Worker</td>
</tr>
<tr>
<td>Jacob Heddinger – Counselor</td>
</tr>
<tr>
<td>Brandi Ransom - Nurse</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preschool</th>
<th>Kindergarten</th>
<th>1st Grade</th>
<th>2nd Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jenny Dickinson – Director</td>
<td>Becky Bertrand</td>
<td>Lexi Crozier</td>
<td>Jenny Jones</td>
</tr>
<tr>
<td>Bev Murphy</td>
<td>Nona Eivins</td>
<td>Nicci Truman</td>
<td>Brooke Layton</td>
</tr>
<tr>
<td>Samantha Ritchey</td>
<td>Angela Doty – TK</td>
<td>Megan Lathrop</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Grade</th>
<th>4th Grade</th>
<th>Library</th>
<th>Special Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tahra Bedwell</td>
<td>Alyssa Cole</td>
<td>Amanda Finley</td>
<td>Cody Swim</td>
</tr>
<tr>
<td>Beva Lupkes</td>
<td>Alex Nissen-Pickard</td>
<td></td>
<td>Sarah Hansen</td>
</tr>
<tr>
<td>Alyson Morrison</td>
<td>Alicia Sand</td>
<td></td>
<td>Giget Showers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>P.E.</th>
<th>Talented/Gifted</th>
<th>Music</th>
<th>Art</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hayli Douglas</td>
<td>Stephanie Brown</td>
<td>Josiah Appell</td>
<td>Amy Maiers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Ed Director</th>
<th>Daycare Director</th>
<th>Instructional Coaches</th>
<th>Special Ed Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keegan Smith</td>
<td>Kristen Harris</td>
<td>Prisilla Boswell</td>
<td>Cody Swim</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Heather Dutrey</td>
<td>Sarah Hansen</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Julie Kordick</td>
<td>Giget Showers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Heather Wells</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cooks</th>
<th>Custodians</th>
<th>Maintenance</th>
<th>Grounds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angie Stroh</td>
<td>Lacy Chandler</td>
<td>Brad Seymour</td>
<td>Don Bedwell</td>
</tr>
<tr>
<td>Brenda Woods</td>
<td>Kenny Erwin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenia Richards</td>
<td>Rick Gray</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michele Greenwell</td>
<td>Barbie Gray</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lara Edwards</td>
<td>Lucinda Murphy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sara Houchins</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Custodians</th>
<th>Maintenance</th>
<th>Grounds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lacy Chandler</td>
<td>Brad Seymour</td>
<td>Don Bedwell</td>
</tr>
<tr>
<td>Kenny Erwin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rick Gray</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barbie Gray</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lucinda Murphy</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Associates</th>
<th>Reading/Title I</th>
<th>Instructional Coaches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danya Adair</td>
<td>Julie Krull</td>
<td>Prisilla Boswell</td>
</tr>
<tr>
<td>Dawn Ferber</td>
<td>Kelly McKinney</td>
<td>Heather Dutrey</td>
</tr>
<tr>
<td>Elizabeth Ford</td>
<td></td>
<td>Julie Kordick</td>
</tr>
<tr>
<td>Shane Grant</td>
<td></td>
<td>Heather Wells</td>
</tr>
<tr>
<td>Nan Hamilton</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joan Kindley</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jessica Lee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jamie Leih</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Karla Meis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dani Poland</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stacy Schultz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alexis Sims</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kelly Smith</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nicole Wilson</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 2019-2020 School Calendar – Aug. 23 Start

**Summary of Calendar:**
- Days/Hrs. in classroom:
  - First Semester ........ 576.9
  - Second Semester ...... 570.2
- TOTAL DAYS/HRS 1147.1

### CALENDAR LEGEND
- Start/End
- Quarter
- Holidays
- Vacation Days

### HOLIDAYS:
- Labor Day (9/2)
- Thanksgiving Day (11/28)
- Christmas Day (12/25)
- New Year's Day (1/1)
- Memorial Day (5/25)

- 187 teacher days
- 173 student days

---

#### August 2019

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>Th</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

Teacher Days/Hours

- Aug 14-22 Teacher Inservice (No School)
- Aug. 23 Begin 1st Semester (2 hour early out)

#### September 2019

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>Th</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>30</td>
<td>31</td>
<td>32</td>
<td>33</td>
<td>34</td>
</tr>
</tbody>
</table>

- Sept. 2 Labor Day (No School)
- Sept. 27 Teacher Inservice (No School)
- Oct. 14 & 17 Parent Teacher Conferences (2 hour early out)
- Oct. 18 Teacher Inservice (No School)
- Oct. 25 End 1st Qtr. (282.1 hrs.)

#### October 2019

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>Th</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td>32</td>
<td>33</td>
</tr>
</tbody>
</table>

- Nov. 15 Teacher Inservice (No School)
- Nov. 27 Flex Day (No School)
- Nov. 28-29 Thanksgiving Holiday (No School)

#### December 2019

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>Th</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>30</td>
<td>31</td>
<td>32</td>
<td>33</td>
<td>34</td>
</tr>
</tbody>
</table>

- Dec. 23-Jan. 1 Winter Break (No School)

#### January 2020

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>Th</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td>32</td>
<td>33</td>
</tr>
</tbody>
</table>

- Jan. 10 End 2nd Qtr. (301.5 hrs)
- Jan. 10 End 1st Semester (576.9 hrs.)
- Jan. 13 Begin 2nd Semester
- Jan. 17 Teacher Inservice (No School)

#### February 2020

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>Th</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td>32</td>
<td>33</td>
</tr>
</tbody>
</table>

- Feb 10 & 13 Parent Teacher Conferences (2 hour early out)
- Feb. 14 Teacher Inservice (No School)

#### March 2020

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>Th</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>30</td>
<td>31</td>
<td>32</td>
<td>33</td>
<td>34</td>
</tr>
</tbody>
</table>

- Mar. 13 Teacher Inservice (No School)
- Mar. 13 End 3rd Qtr. (277.4 hrs.)
- Mar. 16-20 Spring Break (No School)

#### April 2020

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>Th</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td>32</td>
<td>33</td>
</tr>
</tbody>
</table>

- Apr. 10 Teacher Inservice (No School)
- Apr. 13 Flex Day (No School)

#### May 2019

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>Th</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
</tbody>
</table>

- May 8 Teacher Inservice (No School)
- May 25 Memorial Day (No School)
- May 26 End 4th Qtr (292.8 hrs.)
- May 26 End 2nd Semester (570.2 hrs.)
- May 26 (2 hour early out)
Opening Statements and Information

Mission Statement
The Interstate 35 Community School exists to develop life-long learners and responsible, productive, successful citizens in an ever-changing society.

District Goals for Learners
1. Demonstrate competency in basic academic skills areas.  
2. Be able to access information, solve problems, think critically and make decisions.  
3. Effectively use written and oral communication skills.  
4. Use appropriate life skills.  
5. Demonstrate a working knowledge of technology.  
7. Exhibit skills and attitudes needed to be life-long learners, self-directed learners, and contributing members of a global society.  
8. Be concerned for and respect self, others, and environment throughout the world.  
9. Demonstrate a respect for aesthetic qualities of life.

History of the District
The communities of New Virginia, Truro, and St. Charles reorganized in 1962 forming the INTERSTATE 35 SCHOOL DISTRICT, also known as ROADRUNNER COUNTRY. We comprise and serve 192 square miles polarized around Iowa Interstate Highway 35 about 30 miles south of Des Moines in Madison, Warren, and Clarke Counties.

The location of the school is in Truro. The 9-12 facility was constructed in 1981. A new gym was built in 1993/1994. In 2001/2002 a PreK-8 building was added onto the high school. Previously the K-4 attended in St. Charles, while 5-8 attended in New Virginia.

I-35 Elementary employs about 60 people. We offer an all day, every day kindergarten program, as well as an accredited 4-year old preschool program. Grades K-4 are self-contained. Students meet with special teachers for music, library, art, and physical education. We offer student assistance through our Title 1 Reading program, talented and gifted programs, guidance, transition programs, at-risk programs, 504 plans, and Pre-K-12 special education programs.

Policies

Multicultural, Gender Fair Policy
It is the policy of the Interstate 35 Community School District not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, socioeconomic status, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C.§§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). If you have questions or complaints related to compliance with this policy by the Interstate 35 Community School District, please contact Secondary Principal Steve Kaster at Interstate
Human Growth and Development
The State of Iowa mandated the teaching of human growth and development in 1988 (Senate File 2094). This law went into effect on July 1, 1992. The I-35 CSD has completed a guide to meet the requirements of the law and to reflect, as much as possible, the wishes of the communities as shared by the community advisory committee. Copies of the Human Growth and Development Curriculum and Sequence Chart are available in all administrative offices. If you wish your child to receive an alternate assignment for any objective in the guide, please see the building principal.

Policy on Maintenance of Orderly Conduct
This school board policy applies district wide. At the same time, the board recognizes the uniqueness of each level of students and intends that there will be individual level and classroom procedures to implement and supplement these district policies. Pupils shall be expected to conduct themselves in keeping with their levels of maturity at all times. Respect for the authority vested in all school employees, regard for public property, and consideration of the rights and welfare of all students should govern pupil actions. All employees of the district share the responsibility for seeing that behavior of students meets the standard of conduct conducive to a learning situation. Emphasis shall be placed upon the growth of the ability for the student to discipline oneself. With due consideration to these obligations, it is the responsibility of the school board, administration, and classroom teachers to make reasonable rules and regulations for the governing of student behavior and conduct.

Sexual Abuse and Harassment
Harassment of employees and students will not be tolerated in the school district. Harassment includes, but is not limited to, racial, religious origin, age, disability, and sexual harassment. Harassment by board members, administrators, employees, parents, students, vendors, and others doing business with the school district is prohibited. Employees whose behavior is found to be in violation of this policy will be subject to the investigation procedure, which may result in discipline, up to, and including discharge or other appropriate action. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Sexual harassment shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.
Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals or groups.

Students or their parents who believe the student has suffered physical or sexual abuse as a result of activities of Interstate 35 staff members may contact Level I investigator(s) of the complaint for abuse complaints. Level II investigators will be the Sheriff’s department from the county in which you reside.

Upon receiving a complaint, the investigator shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the investigator to promptly and reasonably investigate claims of harassment and to pass the findings on to the superintendent who shall complete such further investigation as deemed necessary and take such final action as deemed appropriate. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against an employee or student because they have filed a harassment complaint, assisted or participated in a harassment investigation, proceeding, or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy.

It shall be the responsibility of the board members, administration, licensed and classified employees, students, and others having business or other contact with the school district to act appropriately under this policy. It shall be the responsibility of the superintendent and investigator to inform and educate employees or students and others involved with the school district about harassment and the school district’s policy prohibiting harassment. It shall be the responsibility of the superintendent, in conjunction with the investigator, to develop a plan.

**Violence or Threats of Violence Policy:**
Violence or threats of violence is strictly prohibited. Offenders will be removed from the educational setting, event, or activity immediately. Parents will be notified, and depending on circumstances, law enforcement will be notified.

**Illegal Substance Policy:**
**Alcohol, Drugs, Tobacco and Look-a-likes:**
Students are prohibited from distributing, dispensing, manufacturing, possessing, selling, using, and being under the influence of alcohol, drugs, tobacco or look-a-like substances.

Student who *use or have possession* of alcohol or illegal or “look-a-likes” or show evidence of or simulate having used alcohol or drugs at school or prior to coming to school or a school activity shall be subject to disciplinary action.

**Possession of Weapons & Other Dangerous Objects**
Weapons and look-a-likes are not allowed on school grounds or at activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Prohibited items will be confiscated and parents of students found in violation of this policy will be contacted. Student may be reported to law enforcement officials.

**Intervention Clause**
The Interstate 35 School District recognizes chemical abuse is a treatable health condition that does not respect any age. Information received from students and/or parents, who voluntarily seek help from school
authorities or law enforcement officials concerning the student’s use of controlled substances, will be maintained in strict confidence.

Student/Parent Complaints
Students and parents may file a complaint regarding school district policies, rules, regulations or other matters by complying with the following “chain-of-command” procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within two days of the incident;
- If unsatisfied with the employee’s response or if there is no employee involved, talk to the principal within two school days of the employee’s response or the incident.
- If unsatisfied with the principal’s response, talk to the superintendent within two days of the principal’s response;

If unsatisfied with the superintendent’s response, students & parents may request to speak to the Board of Education within five days of the superintendent’s response. The board determines whether it will address the complaint.

Attendance Policy

STATE COMPULSORY ATTENDANCE LAW—Parents within the school district who have children over age six (6) and under sixteen (16) by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. The law also applies to 4 and 5 years old who are enrolled in a PK or Kindergarten program. Students shall attend school the number of days that school is in session in accordance with the school calendar.

Student Attendance
Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the maximum benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Maintaining consistent attendance and being prepared for class helps students in school and helps to prepare them for adulthood. Please call the school between 7:30 a.m. and 9:00 a.m. if your child will not be in school.

Truancy Definition
Truancy is the failure to attend school for the minimum number of days established in the school calendar by the Board. Truancy is the act of being absent without a reasonable excuse and will not be tolerated by the Board. Students failing to report to school without parental contact will be considered truant. Truancy may result in a variety of consequences.

Important Information Regarding Truancy
- To ensure the safety and well being of students, parents are required to call the elementary office by 9:00 a.m. when a student will not be in attendance.
- If prior notice has not been given, upon their return to school, students must present to the elementary office a note signed by their parent/guardian, which specifies the date/time of absence and reason.
- Students returning to school during the school day when classes are in session should always go first to the elementary office and sign in.
- At no time is a student to leave school during the school day without a parent first checking the student out through the office.
For attendance purposes, a student will be counted ½ day absent if arrival is after 9:30 a.m., or if a child leaves before 2:00 p.m. A student not in attendance for 1½ consecutive hours any time during the school day will be counted ½ day absent.

Parents have the right to take their child out of school at any time; however, the school administration determines which absences are “excused,” and which are “unexcused.” Factors the school will consider may include, but are not limited to: prior notification, frequency, educational value, and parental reason.

**Attendance Definitions**

- **Excused absences** may include but are not limited to:
  - Illness or doctor appointment,
  - Death in the family,
  - Family vacation when advance notification is given to the building administrator,

- **Unexcused absences:** Any absences not listed above or without prior approval of the administration.

**Attendance/15-Day Absence Policy**

Students, although encouraged to attend every day, will be allowed fifteen (15) absences for the school year.

- A five (5) day absence report will be sent by the office to notify the parent/guardian their student has reached five absences for the year.
- A ten (10) day absence letter will be sent to the parent/guardian to set up a conference with the student, parent/guardian, and administration. An attendance contract may be written at this time.

Parents/guardian may indicate medical issues that the school needs to be aware of so that proper steps can be taken to help the student and parent/guardian. At this conference other considerations shall be discussed.

- At fifteen (15) days of absence parents and the county attorney will be notified and will take appropriate measures. At this time, an attendance contract may be required for the remainder of the school year.
- Days spent in ISS (in-school suspension) or OSS (out-of-school suspension) will not count towards the fifteen (15) day policy.
- All truancy will be counted towards the fifteen (15) day policy.
- Absences caused by death of a family member will not count toward the fifteen (15) day limit.
- Absences that occur because of approved school activities or field trips will not count towards the fifteen (15) day limit.
- Absences due to attending state-sponsored tournaments as a spectator during the scheduled time that a current Interstate 35 team or individual participates will be considered excused and will not count towards the fifteen (15) day limit.
- Students exceeding twenty (20) days absent will be referred to the county attorney if compulsory age.

**Tardiness:** It is important that students arrive to school on time everyday. If tardiness becomes a recurring issue, the principal will determine consequences.

**Fees and Textbooks**

Students pay an annual book fee that will be established yearly. There may be other fees shared at registration time.

**Legal Status of Students**

If a student’s legal status, such as a student’s name or the student’s custodial arrangement should change during the school year, the parent or guardian must notify the school district. The district needs to be assured that records are kept current and up-to-date.
**Educational Records**
Student records containing personal identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student’s records without parent permission. Parents may access, request amendments to, and copy their child’s records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child’s records have been violated. For a complete copy of the school district’s policy on student’s records or the procedure for filing a complaint, contact the board secretary in the central administration office.

Student directory information is public unless the parent requests that it not be released. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Elementary directory information includes name, address, telephone number, date and place of birth, most recent educational institution attended, year in school, and dates of attendance.

**Inspection of Educational Materials**
Parents and other members of the school district communities 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 principal. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the elementary office and ask to speak to the principal.

---

**Academics**

**Grading Scale**
Grades K-4 use standards-based grading. Report cards will list the expected standards for the grade level, and use the following numerical scale:

4 = Exemplary: Student exceeds the requirements.
3 = Proficient: Consistently understands concepts taught this term.
2 = Developing: Not yet consistent in understanding concepts taught this term.
1 = Struggling: Does not understand concepts taught this term.
(Blank score means the standard is not assessed at this time)

**Report Cards**
Students take home progress reports in the form of report cards quarterly.

**Parent/Teacher Conferences**
Official conferences are scheduled twice during the school year, however, any time you have a need for a conference, one can be scheduled directly with the teacher. During the official conferences, each family will receive one conference time. If a family is separated, they will need to share or split the assigned conference time.

**Positive Alternatives for Scholastic Success**
The philosophy of the Interstate 35 Community School District with regard to “social promotion” vs. “retention” is outlined in the following prevention of retention policy. The purpose of this policy is to assure a student due process in determining an appropriate educational program to meet his or her needs. Teachers and support services will monitor the scholastic progress of students in PreK-4 closely. If a student is not making satisfactory progress in a core subject area, steps will be taken to alert the parents of the problem. An attempt to diagnose the problem and prescribe a solution that will allow the student to be more successful
in the troubled area will be initiated through BAT (Building Assistance Team). Modifications, accommodations, small group instruction, peer-tutoring and other alternative strategies will be offered in meeting student needs.

**Talented and Gifted Program**
The Interstate 35 Community School District has a talented and gifted program. The program encompasses the academically and creatively gifted student as well as the student who demonstrates high leadership ability. Multiple instruments are used in screening and identifying students for the TAG program. A selection committee reviews data and recommends students for individual placement in 3rd through 5th grade. Individual programming is made available for students who exhibit special needs in Kindergarten, 1st, and 2nd grades. The following may be used to identify a TAG student (not limited to): group intelligence test scores, composite achievement test scores, parent/teacher observation forms, and personal interviews.

**Title-One Reading**
The district offers services in the area of reading assistance for students functioning below grade placement. Eligibility for added assistance is determined through the analysis of a variety of achievement data, including reading test scores. Students are served through individual and small group instruction.

**Citizenship, Discipline, and Behavior Management**

Pupils shall be expected to conduct themselves in keeping with their level of maturity at all times. Respect for the authority vested in all school employees, regard for public property, and consideration of the rights and welfare of all students should govern pupil actions. Students are expected to treat teachers, support staff, students, visitors, and guest with respect and courtesy. Students may not use abusive language, profanity or obscene gestures.

All employees of the district share the responsibility for seeing that behavior of students meets the standards of conduct conducive to a learning situation. Emphasis shall be placed upon the growth of the ability for the student to discipline oneself.

With due consideration to these obligations, it is the responsibility of the School Board, administrators, and faculty to make reasonable rules and regulations for the governing of student behavior and conduct. The same time, the board recognizes the uniqueness of each building and intends that there will be individual building and classroom procedures to implement and supplement these district policies.

**Severe and Exception Clause**
The school reserves the right to suspend a student at any time for an especially serious offense.

For any type of misconduct not covered in the above rules, management procedures will be decided by the building principal and subject to review by the disciplinary review committee.

**Chain of Command and Appeals Process**
1. Person issuing office referral
2. Person issuing office referral and principal or designee
3. Superintendent of Schools
4. Board of Education

Suspensions and expulsions, as a result of violation of this code, shall be in accordance with Board Policies.

When a student is suspended, he/she shall be advised of his/her rights to due process. The following procedures are recommended:
a. Prior to suspension, a hearing shall be held with the student at which time an oral or written notice, explaining the violation will be issued.

b. Evidence of the violation will be presented and the disciplinary action explained.

c. The student will be given an opportunity to present his/her side of the case.

d. The hearing may be verbal and on an informal basis. The hearing may be conducted immediately following notification of alleged violation.

e. The student may be removed from school immediately when his/her presence constitutes an immediate danger to persons or property or is disrupting to the normal academic process. In such cases, due process, notification, and a hearing should follow as soon as possible.

f. Immediately following the suspension of a student, his or her parents should be notified in writing of the suspension and events leading to the disciplinary action.

**Suspension and Activities**

During the period of time a student is suspended, out of school, that student shall be excluded from all Interstate 35 Community School District activities, whether as a participant or spectator, for the duration of the suspension and is not allowed on school property. No penalty shall be imposed upon a student because of his/her inability to participate in a curricular activity due to a suspension. Students will be allowed to make up assignments given during suspension.

**Effects of Student Suspension**

Students who have been suspended either in school or out of school may lose their privileges of attending and/or participating in curricular and extra curricular activities including class field trips and whole school presentations. There will be no penalty imposed upon a student for inactivity due to suspension. A student may also be suspended from school grounds except while serving an in-school suspension.

**Lost and Found**

A lost and found department will be maintained in the elementary office. Turn in all found articles there and inquire there for each lost article. These lost and found items will be displayed during conferences. At the end of the school year, all unclaimed items will be donated to charity. Please label all items brought to school with your name to help avoid losing them.

**Transportation**

Bus permits are necessary for all pupils wishing to ride a route bus other than the one regularly scheduled for them. Bus permits will be granted in the office upon receipt of a note from a parent or guardian. Bus permits are to be presented to the driver upon boarding the bus. As a matter of courtesy regular students not planning to ride the bus should make this fact known to the driver. Please have students ready 5 minutes prior to their pick up times.

**Rules for Bus Riders**

1) Students will remain seated and follow directions.

2) Students will treat other bus passengers with respect.

3) Students will respect the bus and keep it clean.

4) Students will maintain school-appropriate conduct and language.

5) Cell phones, food, and beverages should remain put away through the duration of the bus trip.

6) Electronic devices and reading books/textbooks are allowed with driver permission.

7) The bus is school district property, thus any items prohibited in school are also prohibited on the bus.

8) No pets or animals shall be allowed on the bus at any time.
**Consequences**

First Offense:
Driver verbally warns student, and student may be assigned to a front seat. A bus slip is sent to parent with a phone call from driver.

Second Offense:
A conference with student, parent, driver, and transportation director. May result in 1-3 day suspension from bus.

Third Offense:
A conference with student, parent, driver, transportation director, and principal. May result in additional suspension from bus. Student signs a contract of behavior with the principal.

Breach of behavior contract:
May result in indefinite suspension from the bus.

**Severe Clause**

May be implemented at any time for the following:
Fighting, bullying, forbidden substance/items, insubordination.

Consequence: Immediate suspension after conference with student, parent, driver, transportation director, and principal. The principal will decide the level of action.

**USE OF SURVEILLANCE CAMERAS**

Interstate 35 Community School District is equipped with a video monitoring system in both the school building and school transportation. Administrators have the right to review footage and use appropriately in matters of discipline in the building, outside the building, and on school transportation. Video will only be viewed by administrators and involved students and parents/guardians as appropriate.

**Lockers**
Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers are properly maintained. For this reason, periodic inspections of lockers are permissible to check for cleanliness and vandalism.

The student’s locker and its contents may be searched when a school official has reasonable suspicion that the locker contains illegal or contraband items. Such searches should be conducted in the presence of another adult witness when feasible. Students who place such items in a desk or locker shall be subject to disciplinary action, which may include suspension from school for the remainder of the current school year.

All students assigned to a desk or locker are responsible for it and may be charged individual or equally for damage to lockers or desks. The school is not responsible for missing items from lockers or desks. The school will not provide locks for lockers. If you child would like to bring a lock we ask that you talk to the Principal so parameters can be set.
Other Information and Policies

AEA 11 Hearing Screening
Heartland AEA 11 will conduct its annual Hearing Conservation Program during the upcoming school year. Students who do not pass this screening may receive individual hearing tests by the audiologist. Parents will be notified about the results of the hearing tests only if their child does not pass the test. This is a screening process only, and does not identify all hearing or ear problems. If your child has had hearing or ear problems recently, feel free to send this information to the school nurse for the audiologist.

If you do not want your child to participate in the screening program and follow-up assessments by the school audiologist, please notify the school nurse. If there are any questions about the hearing testing program in your school, please contact your school nurse.

PERSONAL ELECTRONIC DEVICES
Electronic devices and technology are integral parts of society and our educational system. However when not used appropriately or at allowed times, they can detract greatly from the educational environment. In addition, they pose concerns of theft, breakage, sharing of information, and inappropriate usage by students in school. The school district is not responsible for lost or stolen devices. Personal electronics, such as but not limited to cell phones, music/video players, and cameras for personal use have no place in the classroom unless they are being used for approved academic purposes. Unapproved student use of electronic devices in the classroom will result in immediate confiscation by faculty and will be dealt with using the following guidelines:

Step 1 – Confiscated by the teacher and returned to the student at the end of the day.
Step 2 – Repeated offense. Confiscated by faculty member and turned into the office. Administration will meet with the student and return the cell phone at the end of the day. Parent/Guardian will be contacted.
Step 3 – Repeated offense. Device will be turned into the office and parent/guardian will pick-up device.
Step 4 – Student possession of the device is prohibited.

Building/Grounds Policy
All students are to remain on the school grounds from the time they get off the bus in the morning until they return home in the evening.
Throughout the year all persons not scheduled to be in the building for a supervised activity are to be out of the building and off school grounds as soon as their school day ends unless they have special permission to stay. If there is any kind of emergency, any adult school employee may grant special permission and will hold responsibility for supervision.
Children should not arrive at the school prior to 7:45am as there is no supervision until that time.

Telephone Messages
Phone messages will be delivered to teachers’ voicemails. Teachers will not be interrupted in class unless the call is deemed an emergency by the office staff. Feel free to communicate with the teachers via school e-mail. Our staff directory can be found on our school webpage.

Dress Code
Students and staff are expected to use good judgment in terms of wearing clothing that might be considered suggestive, distracting, or disruptive in the educational setting. Dress and appearance should reflect pride in yourself and your school. Students who violate the dress code will be requested to change their clothing in order to meet the provisions of the regulations. It is up to the discretion of the principal if clothing is
suggestive or is a distraction to learning. If this is the case, the student will need to cover up the clothing with another shirt, or have a parent bring a change of clothing.

Guidelines to follow
- Sleeveless shirts/blouses need to have an appropriate cut neckline or collar.
- Tank tops cannot be revealing or show undergarments.
- All shorts must cover underwear, even when sitting.
- No suggestive/offensive pictures or slogans that imply, infer, suggest, or hint tobacco, drugs, alcohol, violence, or poor sportsmanship will be allowed.
- Hair and clothing should be clean.
- Students will wear shoes at all times.
- Hats are not to be worn in the building at any time unless there is a special activity that the principal has approved.

Counselor
There will be a school counselor in the building. Students may consult with a counselor for any kind of academic or personal problem. If a student desires to see a counselor during the day he or she will need to let the teacher or principal know and arrangements will be made for the counselor to contact the student at the first opportunity. When students request to talk to the counselor, parents will be notified if the situation is such that the emotional or physical safety of the student is a concern. Parents can request that the counselor meet with their child if there are issues the parents would like the counselor to discuss with their child. The school counselor can meet with children regarding personal issues on a limited short-term basis. If long-term counseling would be beneficial to the student, the counselor will provide the parents with referrals of professional counselors, as well as any other resources available that may help.

Procedures for students who are transferring to another school or school district
The school automatically transfers student’s records to a new district upon receipt of a written request from the new school district for the student’s records. Parents notified that the student’s records have been sent are given an opportunity to view the student’s records that were sent and a right to a hearing to challenge the content of the student’s records that were sent. Parental consent is not necessary to forward a student’s records to a student’s new school district or for the school district to request them from a student’s previous school district. When a new student transfers into the school district, the student’s records are requested from the previous school district.

Emergency Drills
Law requires fire and tornado drills. Drill procedures are posted, discussed, and practiced in each classroom. We work very closely with local and county authorities to assure safety. Special care is given to make sure that any students requiring special assistance during a drill or an emergency due to disability or injury are properly cared for and accounted for during the process.

School Closings
School may be closed, delayed or dismissed early for the following reasons:
1. Inclement weather—snow, ice, fog, cold, severe weather, etc.
2. Utility problems—heating, water, electric, sewer, etc.
Closings/delays will be broadcast using our text alert system, KCCI, WHO, WOI, and district website and Facebook page.

Emergency Plan
In the event of an emergency delay, early dismissal, or closing, have a plan so you know where your child(ren) will be and they know where to go, where house keys are, what to do, and who to notify when they get there. Decisions regarding emergency delays, early outs, and closings are made collectively
between superintendent and transportation department. The superintendent and the transportation department decide whether to use regular routes, emergency routes, or hard surfaced roads only.

Dismissal Plans
Every parent of preschool and elementary children will need to let the school know how their child will be getting home from school, walking, getting picked up, or riding the bus. If your child will be riding the bus, the school needs to know whose house to deliver the child. **Once the parents let the school know the expected dismissal routine for your child, this routine will not be altered unless there is a note from the parents giving permission for a change. For the safety of the students, we will not take their word for it if they tell us there is a change of plans.** Due to the high volume of phone calls at the end of the day, calling a parent to verify a child’s story is often times not feasible. This policy includes after school events such as Scouts, Little League practice, going home with a friend, etc. Please call or send a note to school if your child is to stay after when he or she usually rides the bus, or if your child is to change buses, or if there is any other change from the normal routine. Doing so will alleviate the heartbreak that happens when a child is looking forward to something all day, but doesn’t get to participate because parents haven’t notified the school of the change. **PLEASE CALL BY 2:30 TO ENSURE TIME FOR OFFICE STAFF TO GET THE MESSAGE TO THE STUDENT FOR ANY CHANGES TO USUAL ROUTINE.**

I-35 PTO (BEEP Club)
I-35 CSD has a strong and successful PTO known as the BEEP Club, which stands for Building Excellent Educational Partnerships.

Boxtops for Education
General Mills has a program that pays our school ten cents for every box top that we send in. This is a quick and easy way to generate significant money to be used for fun and educational purposes. Please send your Boxtops to school with your child and, if possible, ask relatives and neighbors to save their Boxtops for your child to send in as well.

Library
The school library is available to students during the school hours. The library is a place for study and research. Elementary students will visit the library twice in a six-day cycle. Elementary students may check out two books at a time for a period of two weeks. There are also many magazines, references, and newspapers available for student use. Students will also be able to use the computer and available software as educational tools for learning. All items checked out of the library are entered into the computer checkout program. All damages to or loss of items checked out of the library will be assessed to the student who checks them out.

Bikes
Bicycles must be parked in the bike rack or designated area provided. Bikes are not to be ridden on the sidewalks or school grounds during the school day or while buses are loading and unloading. Bikes are personal property and are not to be ridden or tampered with by other students. Safety should be kept in mind at all times.

Physical education
Students are asked to wear gym shoes (other than those worn for everyday use). Classes and activities will be outside (weather permitting) during spring and fall months. Students must participate unless they have a note from their parents relating to illness, injury, or religious reasons. Extended absence from activities due to illness or injury will require an explanation from a doctor. Classes are coeducational and skill levels are age/ability appropriate. Physical fitness is stressed along with lifetime and leisure time activities.
Assemblies
Throughout the school year the district sponsors school assemblies. Attendance at these assemblies is a privilege. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to the office or designated location during assemblies.

Field Trips
In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom. This contributes to the achievement of the educational goals of the school district. Students are expected to attend the field trips. Prior to attending a field trip, students may be asked to return a permission slip signed by student’s parents.

Student Photographs
Student pictures are taken during the first month of school by a professional photography company. All students will have their picture taken for the class composite and for student records. No student is required to purchase picture packets.

Internet Access
Your child will have supervised access to the internet during school hours. He/she may have their picture in district documents or on the school website. If you have any questions or choose not to have these options please call the school so we can put your child’s name on the appropriate list.

Student Funds and Fundraising
Student organizations may raise funds for school activities with approval of the principal. Funds raised remain in the control of the school district and the board. A school sponsored student organization must have the approval of the principal prior to spending the money raised.

Student Birthdays
Any child who receives balloons, flowers, or any other gift delivered to the school will be called to the office to see what has been delivered, but will be expected to leave the gift in the office until dismissal. Large items, such as balloon bouquets for example, will not be allowed on the bus. Parents will need to pick these up from the office.

Recess
Recess is an important part of a child’s emotional, social, and physical growth and is built into the day of every elementary school student. Unless there is a consequence for misbehavior, children will need to participate in all recesses scheduled for their class. Children will not be allowed to stay in from recess unless there is a note from their doctor requesting the child not go out. This policy helps to assure parents are not sending children to school who are really too sick to be here. All children will need to have boots and snow pants at school to use at recess from late October to early April, in case of snowy weather. Children not wearing boots and snow pants during snowy weather will only be allowed to play on the blacktop.
School Lunches
The policy of the I-35 School Board policy regarding school lunch accounts is as follows: Recognizing a child may have a deficit during the time a note is being sent home and return of money for a child’s lunch account, the Board will allow a deficit of $5.00 in a child’s lunch account at any one time. If that occurs, a letter will be sent home notifying parents of the situation and requesting payment arrangements be made. Students will not be allowed to use another student’s lunch account number.

Visitors
School Board Policy Code 903.3:

The board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival. Visitors who do not notify the principal of their presence may be considered trespassers.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees will not take time from their duties to discuss matters with visitors.

Parents are fully welcomed to participate in special activities with their child. For holiday parties, birthday treats/parties, show and tell, lunch, and other special events please check into the office to sign in.

Please schedule any visits you might wish to make during times other than classroom instruction. If you are not aware of what times would be best, please contact the office to set up a time that would not affect class time. If you have a extenuating circumstance that would necessitate a visit during classroom time, please contact the office to obtain approval.

All visitors, including parents, are to enter and exit only through the main front doors by the office. No adult should ever come in, go out, or take a child out any other door. All visitors must come to the office immediately upon arrival to sign into the Raptor visitor system and get a visitor’s badge. Driver’s license is required for the Raptor scan. Further, they must check out through the office prior to leaving. This policy is in place for the protection of the children. Please turn off cell phones or put on silent when entering the halls or classrooms.

Parents/guardians are not to loiter in the halls, office, or lobby. If you are with a child, please do not enter until 8:00 a.m.

Pets
Before any pets or animals are brought to school, the parent/guardian should first check with teacher for approval.
Information from the Health Office

Health is not merely the absence of illness or disease, but achieving the optimal level of physiological and emotional well-being. The school nurse is a student advocate and serves as a liaison between school, home, community agencies, physician and other health personnel. The Health Office works toward establishing and reinforcing positive health habits so the student receives optimal benefit from the educational experience.

The nurse’s responsibilities include keeping all necessary health records up-to-date in accordance with state mandates, working with parents and teachers on health related issues, facilitating in-services for employees, teaching first aid and CPR, and attending the normal routine of student health needs.

Illness and Injury
When a student becomes ill or is injured at school, the student’s parents shall be notified at the discretion of the school nurse or other designated personnel as soon as possible after the incident. While the school district is not responsible for the medical treatment, minor first aid and/or emergency care will be administered. Students who feel ill or have been injured should report to the health office. Students with a temperature of 100 degrees or more, or have vomited, will be sent home. If your child has been sent home for fever or for vomiting, we require the student not return to school until the temperature has been normal and/or has not vomited for 24 hours.

Students who have a communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. “Communicable disease” shall mean infectious or contagious disease spread from person to person, as defined by the State Department of Health. If there is a question about whether a student should continue to attend classes, the student shall not attend classes or participate in school activities without written approval from their physician. Please keep the school informed of any communicable diseases your child contracts. Notices will be sent home from time to time during the year to alert you of occurrences of communicable diseases or other health concerns in the building.

Immunization
Interstate 35 Community School District requires that all students be immunized in accordance with State of Iowa Immunization Laws. An immunization card is kept on file at the Health Office for each enrolled student. Provisional Certificates of Immunization must be filled out and signed by a parent when 1) a student has transferred to the district and does not have records from the previous school or 2) a student is receiving but has not completed the immunization series. The Provisional Certificate is good for 120 days or to the remainder of the semester. Exemption for medical or religious reasons as recognized under the law, shall be allowed with completion of proper forms. See school nurse for these forms.

Health Screening
Throughout the school year the school district sponsors health screening for vision, hearing, and height and weight measurements. More information will be sent home to parents prior to each screening. If you do not want your child to participate in health screenings, notify the school nurse in writing annually.

Physical Examinations
Students enrolling in pre-school or kindergarten are required to have a physical examination by a licensed physician and provide written record of the exam to the school district. Dental exams are also required and vision screenings are required for the student prior to starting school.
Medication and Illness
The district policy states no medication will be given by any school personnel unless written authorization and instruction accompany the medication. No medication will be furnished by the school. If a child is to receive medication (prescription or over the counter) during school hours, please send only the amount needed in the original prescription container*. Written instructions must accompany the medication with the following information:
- Name of student
- Date
- Name of medication
- Amount and time to be given
- Route of administration (by mouth, ear, eye, etc.)

*NOTE – The pharmacist will dispense a second labeled container for use at school at your request.

Student Illness, Procedures, and the Nurse’s Office
1. Any student who is ill and feels the need to lie down must always check into the office. The student must have the OK from the nurse or office staff to return to class.
2. If a student has been resting for about 45 minutes and is still not able to return to class, parents will be called to come and get the student so he/she can be taken home. We cannot allow an ill child to stay in the nurse’s office for an extended length of time.
3. Students with a temperature of at least 100 degrees Fahrenheit will be sent home. Students who have vomited may be sent home.

Temperatures: Students who have a temperature of 100 degrees or more, a rash, a severe headache, or stomachache will be sent to the office. Parents will be notified and expected to make arrangements for their child(ren) to be picked up. Please listen to your child if he/she says he/she does not feel well. If your child has a temperature over 100 degrees, do not send them to school or allow them to return to school until the temperature has been normal for 24 hours.

Injuries, Bumps, and Bruises:
Injuries, bumps, and bruises often occur at school and we encourage students to let us know immediately when they happen. We will provide first aid and shall attempt to notify parents of the incident should the conditions merit immediate attention or monitoring.

Call the office: it’s required that parents call the office by 9:00 a.m. if they have a child who is going to be absent. Knowledge of illness or injury will assist us in planning for your child’s recovery and make-up work.

Written note: Please send a written note with your child when they return to school. This will help keep the office informed of communicable illnesses and other health concerns within the student population.

Doctor’s note: While not expressly required, providing a doctor’s note when your student is absent for appointments will be beneficial in the event an attendance contract becomes necessary.

Emergency Forms
At the beginning of each school year, parents must file an annual health update and an emergency form providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. Parents must notify the office if the information on the emergency form changes during the school year including a change of address, phone number, doctor, emergency name and number, work number, e-mail address, or student health information. Information should be on file in our office regarding your ambulance and hospital preferences. If you change doctors, hospital preferences or other service, please let us know so we can change our records.

It is very important that we have up-to-date emergency numbers on file in the office!