

***Estherville Lincoln Central
Demoney Elementary***

***Parent-Student Handbook
2020-21***

Demoney Elementary
(PreK-4th Grade)
109 South 17th Street
Estherville, IA 51334
(712)362-2181
www.elc-csd.org

Mission Statement

The mission of Estherville Lincoln Central Community School District is to ensure that all students maximize their learning potential in becoming confident, independent, productive citizens with good character.

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It is the policy of the Estherville Lincoln Central Community School District not to discriminate on basis on race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or grievance related to the policy, please contact the district's Equity Coordinator, Tara Paul, Superintendent, 1814 7th Avenue S., (712) 362-2692, tara.paul@elc-csd.org

PHILOSOPHY OF EDUCATION

The school district and its educational programs should enable all students, regardless of background to maximize their potential. Youth must be encouraged to foresee the time when they will have jobs, homes, families, places in the community and attain recognition as individuals with true worth and dignity. There must be an emphasis on understanding that people live, work, think, and speak in a variety of acceptable ways. Hence, schools must prepare students for a variety of work, discover and nurture creative talent, strengthen the moral fabric of society, foster a healthy respect for democracy, and prepare them to meet and cope with social and global changes – all in an orderly environment conducive to lifelong and self-directed learning.

The Board of Directors believes that quality instruction and curriculum are primary in generating the proper learning environment for our students. Therefore, the Board is dedicated to developing the professional skills of staff and the fusing of solid curriculum principles based upon proven research.

The responsibilities for education fall to the Board of Education, the parents, the school community, the personnel the Board of Directors employ, and finally the students themselves. Thus, it becomes imperative that the community is involved, supportive, and committed toward the pursuit and maintenance of educational excellence. It is the administration and staff who must provide the expertise of educational productivity.

Estherville Lincoln Central Community Board of Directors resolves to develop those policies that will govern the operations of the district, resulting in appropriate educational goals and meet the expectations of the community for the highest quality of learning possible for our students.

PHILOSOPHY OBJECTIVES

1. Develop a proper attitude toward the desire for knowledge.
2. Provide a learning climate favorable to achieving maximum intellectual skills.
3. Provide each student with the basic knowledge (facts) that will allow him/her to develop the skills of reflective thinking and problem solving.
4. Help students develop emotional growth through self-discipline, pride in work, and a feeling of self-worth.
5. Develop in students a sensitivity of needs of self and society.
6. Provide each student with vocational guidance and that part of general education needed for vocational success.
7. Help each individual to develop in the area of creativity as fully as possible.
8. Help develop wholesome health habits and worthy use of leisure time.

EDUCATIONAL EQUITY POLICY

It is the policy of the Estherville Lincoln Central Community School District not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title IX, Title VI and VII, or Section 504 may be directed to Central Office, 712-362-2692; to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa; or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

CONTACT INFORMATION

<u>Demoney Elementary</u> – Connie Humble, Principal	712-362-2181	712-362-7842 (fax)
Amy Hansen, Secretary		
Jacquelyn Hovinga, Secretary		
Kieja Evans - Elementary Success Coordinator	712-362-8410	
Christina Dunlavy - School Nurse	712-362-8402	
<u>Middle School</u> – Brad Nelson, Principal	712-362-2335	712-362-7822 (fax)
Kim Hatland, Secretary		
Jolene Greving, Secretary		
<u>High School</u> – Brad Leonard, Principal	712-362-2659	712-362-2406 (fax)
Chris Quastad, Secretary		
Marlis Tribby, Secretary		
Shane Kalous, Activities Director		
Jo Lutz, Activities Secretary		
<u>Central Office</u> – Tara Paul, Superintendent	712-362-2692	712-362-2410 (fax)
Kate Woods, Business Manager		
Donna Prather, Human Resources		
Kathy Houseman, Receptionist		
Food Service Director – Traci Moore	712-362-8463	
Maintenance Director – Jason Kollasch	712-362-8465	
Technology Director – Kevin Richardson	712-362-8406	
Transportation Director – Rick Gebel	712-362-2820	

DAILY DEMONEY ELEMENTARY SCHEDULE

8:10 a.m. Breakfast is served in the classroom
7:30 a.m. Playground Supervision Begins
8:10 a.m. The school day begins
3:30 p.m. The school day ends
(Wednesday dismissal time – 1:30 p.m.)

PICKING UP YOUR CHILD AND CHANGES TO THEIR SCHEDULE

Parents should wait outside to meet students after school. Please establish a regular daily pick-up plan for your child. **If your child has a change in their regular pick up schedule, please notify their teacher or the office with a note or phone call. If notification is not received, the child's normal after-school schedule will be followed.**

SCHOOL CLOSING, LATE START, OR EARLY DISMISSAL

Announcements regarding late starts, early dismissals, or school closings due to inclement weather or emergency situations will be broadcast on radio stations listed below:

KILR	95.9 FM	KSUM	1370 AM
KICD	107.7 FM	KUOO	103.9 FM
	1240 AM	KEMB	100.1 FM

ELC Schools will be setting up School Messenger to notify parents of weather related and other school announcements for the 2020-21 school year. You **MUST** specify a phone number to receive a call or text message regarding these announcements. Enrollment forms will be available at registration and school offices.

No breakfast is served on late start days. Please make sure your child knows what to do if school starts late or is dismissed early. Children are frightened when they are not sure what to do when their school schedule changes.

2020-21 ELC ELEMENTARY STAFF

Principal - Mrs. Connie Humble

Secretaries - Mrs. Amy Hansen
Mrs. Jacquelyn Hovinga

Demoney Preschools - Ms. Bethany Phillips
Mrs. Julie Bates
Mrs. Melissa Woodley

TK -Mrs. Melissa Leonard

K - Mrs. Grace Hiveley

K - Mrs. Deb Gruwell

K -Mrs. Tara Laabs

K - Mrs. Jana Ludwig

K - Ms. Tiffany Plummer

1st - Mrs. Denise Christensen

1st - Mrs. Lacey Kilgore

1st - Mrs. Megan Miller

1st - Ms. Betsy Nusbaum

1st - Mrs. Anne Peters

2nd - Mrs. Megan Anderson

2nd - Mr. Matt DeVries

2nd - Mrs. Jessica Marshall

2nd - Mrs. Tara Ries

3rd - Mrs. Jenny Boggess

3rd - Mrs. Lesly Friesner

3rd - Mrs. Theresa Nerem

3rd - Mrs. Lisa Schmidt

4th - Mrs. Jenica Arends

4th - Mrs. Kristi Frederick

4th - Mrs. Jen Gesche

4th - Mrs. Julie Jensen

Reading Teachers - Mrs. Jenny Christensen

Mrs. Kathy Foster

Ms. Alyssa Urdahl

Mrs. Shayla Witzke

Special Education - Mrs. Lorena Brant

Mr. Rick Brant

Mrs. Trisha Ingham

Ms. Elizabeth Letien

Mrs. Abby Schacherer

Ms. Keri Swedin

Ms. Lynn Trompeter

Instructional Coach - Mrs. Margaret Evans

Math - Mrs. Brandi Fredericksen

ELL - Mrs. Shelly Berning

Ms. Sara West

Talented & Gifted - Ms. Alyssa Urdahl

Guidance Counselor - Mrs. Christa Klingbeil

Nurse - Mrs. Christina Dunlavy

Art - Mr. Kevin Lang

Physical Education - Mrs. Amber Pruin

Music - Ms. Eleanor Witt

Media - Mrs. Lili Jensen

Library Teacher Associate - Mrs. Sandy Jenson

Custodians - Mrs. Autumn Boothby

Mrs. Tamara Brown

Ms. Jackie Soat

Family Contact Coordinator - Mrs. Lizbeth Ramos

Success Coordinator - Mrs. Kieja Evans

Behavioral Therapist - Mrs. Amanda Jensen

Teacher Associates - Ms. Amberly Austin Mrs. Elinor Paulson
 Mrs. Erin Cogdill Mr. Mark Paulson
 Mrs. Pearl Clinton Mrs. Deb Petersen
 Ms. Linda Conway Mrs. Kim Roberts
 Ms. Lori Eastman Mrs. Lexi Sutton
 Mrs. Nicole Edlow
 Ms. Jannete Espinosa
 Mrs. Lorie Irwin
 Mrs. Brenda Juhl
 Ms. Sarah Lutz
 Ms. Maisey Matthews
 Ms. Mikayla Matthews

PBIS- Positive Behavior Interventions and Supports

ELC ELEMENTARY PBIS EXPECTATIONS				
	BE KIND	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
HALLWAY	*Smile to greet others	*Use appropriate language *Use voice level 0,1,2 *Close lockers quietly *Respect others belongings	*Keep belongings in my locker *Walk directly to my destination *Stay in line	*Walk single file on the right side *Use quiet, walking feet *Keep hands to my side. Let adults open outside doors
LUNCHROOM	*Say please and thank you	*Raise my hand for help *Use appropriate language *Use voice level 0,1,2 Use my manners	*Use time wisely *Clean up after myself *Keep my food on my plate	*Sit on my bottom *Keep hands, feet, and objects to myself *Use my quiet walking feet *Be careful as I walk past others
BUS	*Treat others the way I want to be treated *Use good manners	*Use appropriate language *Use voice level 0,1,2 *Listen to the bus driver and follow his/her directions	*Be on time *Take care of my things *Keep the bus clean	*Keep hands and feet to myself *Walk when getting on and off the bus *Stay seated
BATHROOM	*Ask, "May I please go to the bathroom?"	*Use voice level 0,1,2 *Allow others privacy *Respect property	*Wash hands with soap and water *Leave the bathroom clean *Use the bathroom when given the opportunity	*Stay in my own space *Use my walking feet
PLAYGROUND	*Be a good sport *Include others *Use kind words *Treat others the way I want to be treated	*Play fair *Wait my turn	*Take care of my backpack *Line up immediately *Put recess toys away *Walk on the sidewalk to and from the playground *Enter the building quickly	*Follow playground rules *Dress appropriately for the weather *Leave rocks on the ground *Use equipment properly *Keep my hands and feet to myself
CLASSROOM	*Take turns *Use nice words *Encourage others *Let others speak	*Raise my hand *Listen *Sit on my bottom	*Participate *Follow Directions	*Keep my hands and feet to myself *Be in control of my body *Sit up on the carpet *Sit on my chair properly

For the 2020-21 school year the ELC Elementary will be continuing to implement a program called PBIS. As an elementary we are very excited about this program. The basis for PBIS is the emphasis on school wide systems which will define, teach, and support appropriate student behavior. The other guiding purpose is to create consistent grade level, building level, and district expectations so that all students, teachers, and support staff have the same understanding of what the expectations are within the determined area. Above are lists of areas and expectations for those areas. These expectations will be taught to our school community this year. You may also receive information about PBIS throughout the year.

STUDENT SIGN-OUT PROCEDURE

If a student needs to leave early for any reason during the school day, parents must report to the office and the secretary will get the student from their classroom. Parents will be asked to sign the child in and out of the building and indicate why they are leaving.

BICYCLES & OTHER WHEELS

PreK, K, & 1st grade students may not ride bicycles to school as supported by the Department of Safety. If parents approve, 2nd, 3rd, and 4th grade students may ride their bicycles to school. Students should be reminded of safety rules. Bicycles should not be ridden on the playground or on sidewalks adjacent to the building. It is not possible to provide supervision of the grounds at all times; therefore, the school cannot assume responsibility for bicycles. If your child rides a bicycle to school, please help him/her plan a route that avoids major traffic. Bicycles should be padlocked to guard against theft and parked on racks provided for them. Students may not wear "heeleys" (shoes with wheels in the heels) to school. They are banned from all schools for safety reasons. Roller blades, skates, skateboards, and scooters are not permitted on school property.

FIELD TRIPS

A field trip is a teaching/learning experience away from school, which is planned by the school to reinforce concepts learned in the classroom curriculum. It can also be designed to be a complete learning unit in itself. It is important that we expand our approach to include field trips. Written parental permission is necessary for all students to participate in field trips. Blanket permission forms for the current school year will be sent out at registration time. Teachers will keep these in their room during the year. Teachers will notify parents throughout the year of dates and times for scheduled field trips or any other time your child will be out of the building.

TELEPHONE USE

Students who must make emergency calls from school are welcome to use the office telephone. They may not use the phone for such casual calls as making arrangements to go home after school with a friend. All classrooms have phones. Teachers will not answer them during class, but the secretaries will give you their voicemail so you can leave a message.

CELL PHONE USE

Cell phones may be used before and after school. At upper levels, cell phones may be used as an educational tool based on teacher discretion. The school is not responsible for lost or broken phones.

EVENT INVITATIONS

Students can pass out event invitations at school **if they invite all the students in the class or all of the like gender** (i.e. A boy invites all the boys in his class). Invitations should be mailed if all students in the class or of like gender are not invited (i.e. parties, traveling teams).

TOYS

Students should not bring any toys to school, including trading cards, electronic games, **FIDGET SPINNERS**, etc. If they are bringing something for show and tell, the toy should go immediately to the child's teacher and remain in their room until the end of the day. Often times toys that are brought to school are misplaced or broken causing the child to come home heartbroken. Please help keep this from happening to your child. **Fidget spinners should not be brought to school unless they are part of the student's individual education plan (IEP)**. If they are brought to school, the teacher may ask the student to keep the spinner in their bag or will keep it until the end of the school day and return it to the student.

There are absolutely no weapon-like toys allowed at school at any time, including water guns, even for show and tell or as part of a costume. These weapon toys will be taken from the child immediately and the parent will be called. These items will remain in the principal's possession until a parent comes to claim them.

SNACKS FROM HOME POLICY

Estherville Lincoln Central School District will make every effort to assure that all food served in the school is safe for consumption. As part of that commitment, the district requests that ALL snacks and birthday treats brought from home for consumption be purchased ready-to-eat and wrapped in the original packaging, or be prepackaged.

SCHOOL BUSES

Please notify the bus driver or school of any changes in your child's normal bus schedule and be sure to review bus conduct policy with your child. You can contact the Central office at 712-362-2692 in the morning to notify the route driver if there are changes in a.m. pick up. If the school has not received a phone call or note regarding a change in your child's daily transportation routine, school personnel will put them on their regular bus. **Non-bus students need school permission to ride the bus.**

SCHOOL RECORDS

Parents have the right to view school records. It is recommended that if you wish to obtain a copy of your child's records, you contact the building principal to make an appointment. Non-custodial parents have rights to all information regarding their child and they need to make sure the office has their correct address.

EMERGENCY DRILLS

Periodically, the school holds emergency fire, tornado, and **ALICE** drills. At the beginning of the year, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. A crisis management plan has been developed and all district staff has been trained in how to implement the plan in case of a crisis. **Please listen to KILR or follow on School Messenger during an emergency to obtain instructions from the school regarding your child.**

VISITORS AT SCHOOL

ANY PARENT OR OTHER ADULT VISITING THE SCHOOL MUST STOP BY THE OFFICE TO SIGN IN AND OBTAIN A VISITOR'S LANYARD. The lanyard should be worn during the entire visit, including lunch and recess, so that all school staff members will be aware of the visitor's presence. The visitor should sign out when leaving the school and return the lanyard. **Children who are not members of our school may not visit unless they have the teacher's permission and are accompanied by an adult. 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.**

ATTENDANCE

Estherville Lincoln Central Elementary encourages all students to attend school every day. Research indicates a direct link between high school students who are successful in school and their attendance record in elementary school. Students who graduated in the top 25% of their class missed half as many days in grades K-3 as other students.

Parents/guardians are solely responsible for their child's attendance and have the right to make the decision concerning school attendance for their children, within the limits prescribed by the laws of the state (see Iowa Code 299.1A). ELC respectfully requests that health care appointments be scheduled outside of regular school hours whenever possible.

Any student absent from school without the knowledge and consent of his or her parent/guardian is truant from school. Leaving the building during the day without permission is truancy. If a student is found truant, a meeting may be held between the parent/guardian and principal, with appropriate discipline to be determined. If a student is ill, they must first check with the nurse/office personnel and sign out before leaving.

The following items pertain to absences and tardies:

- Parents who know their child will be absent will notify the office in advance with their name, date(s), times, and reason for the absence.
- If advance notice is not possible, parents should call the office on the day of the absence before 8:10am to speak to a secretary or leave a message at 712-362-2181.
- If notice of the absence is not received, an attempt will be made to call the primary contact for the child, followed by an emergency contact listed in JMC. If phone contact cannot be made, the School Resource Officer and ELC staff member may be notified and student may be picked up and brought to school.
- Tardies: Students are expected to be on time each day. Please see listed times below. If a student is tardy at the start of the school day, the parent must park in the angle parking, (please do not park in the drop and go lane) walk them into the office and sign in. Any student that receives 7 tardies will be referred to the Student Success Coordinator. If tardiness persists, a letter will be sent home and a meeting may be scheduled to explore options to support the student and family in our goal of the student arriving on time.

Arriving

A student arriving between 8:15 and 10:00 a.m. is tardy

A student arriving between 10:00 a.m. and 1:30 p.m. is ½ day absent

A student arriving after 2:00 p.m. is 1 day absent

Leaving

A student leaving before 10:00 a.m. is 1 day absent

A student leaving between 10:00 a.m. and 1:30 p.m. is ½ day absent

A student leaving after 2:00 p.m. is a full day present

Estherville Lincoln Central Elementary attendance process (per semester)

Tier 1: Universal Support

- Up to 5 days absent and on an ongoing basis as attendance concerns exist.
- The student's teacher (classroom, special education, ELL, etc) will contact the parent/guardian to communicate their attendance concerns about the student.

Tier 2: Targeted Support

- At 5 absent days a letter will be mailed to the parent/guardian listed in JMC as the "Primary Parent" to notify them that their child has missed 5 days of school. The letter will review the attendance policy, arriving/leaving times, reason for the policy and reference Iowa attendance laws. This is a parent notification only and will be sent regardless of the reason for the absences.
- At 7 absent days a conference/meeting will be held at the school between the student and the Student Success Coordinator to communicate ways to improve attendance, set goals, and make a plan for improvement. An intervention may be put into place at this time. A phone call home will be made following the conference to each primary parent.

Tier 3: Intensive Support

- At and above 9 absent days a parent meeting will be held.
- Attendance Mediation Agreement Meeting may be scheduled with the parents, principal, success coordinator, teacher, resource officer and school counselor.
- Additional resources may be contacted to comply with the Attendance Agreement requirements set at the previous meeting.

BREAKFAST & LUNCH

Estherville Lincoln Central Community School serves nutritious meals every school day (breakfast and lunch). Students are allowed to take hot lunch or carry cold lunch. Students who carry cold lunch are charged 30 cents if they choose to have a carton of milk with their lunch.

Students from families who meet the state income guidelines, or are eligible in other programs, need to complete the Application for Free and Reduced Price Meals that is available to all district families at summer registration or in school offices throughout the year. A new application form needs to be completed each year. Parents are encouraged to apply because many grants and state funds are tied to the percent of students who receive free and reduced lunch.

Breakfast is available at school every morning from 8:10am-8:25am in your child's classroom. This allows your child to have recess every morning before school starts.

NO BREAKFAST IS SERVED ON DAYS THAT SCHOOL STARTS LATE.

Student breakfast, lunch, milk prices: Breakfast – \$1.45 regular price, \$.30 reduced price
Lunch - \$2.65 regular price, \$.40 reduced price
Milk - \$.30/carton (to drink with cold lunch)
Milk is included in the cost of hot lunch.
Adult Lunch - \$3.75

Breakfast and lunch are free to all Demoney students this year due to a grant. However, if a student brings their own lunch but wants milk, they are responsible for paying \$.30 a carton.

No outside restaurant or convenience store food is permitted in the lunchroom during breakfast or lunch times. All cold lunches must be brought to school with the students before school starts.

Lunch Account Balances- are expected to be paid and kept up to date. Balances can be reviewed through the use of parent access on JMC. Email reminders are sent when a balance falls below \$10.00. If a negative balance continues, the school reserves the right to turn the matter over to a collection agency.

POLICY as of JULY 1, 2017:

In accordance with state and federal law, Estherville Lincoln Central Community Schools adopted the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges at school. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Payment of Meals:

All students have use of a family meal account. When the balance reaches \$0.00 a family may charge no more than \$25.00 to this account. When an account reaches this limit, a student(s) shall not be allowed to charge further meals or a la carte items until the negative account balance is paid in full. Families may add money to student accounts by electronic payment through PaySchools, found on the District website (www.estherville.k12.ia.us) or by paying at the school office in cash, money order or personal check.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases (such as morning or afternoon milk). ALL students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received. Due to privacy issues and concerns, an alternative meal will not be served and parents with a negative family meal account shall provide a suitable meal for their child(ren).

District employees and their families shall not be allowed to charge for meals. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until full payment is made to the family or individual employee's account. **NOTE:** Students who have free/reduced pricing ONLY receive this pricing for the first meal charged. Any additional meals are at the regular student cost and require money to be in the account for these charges to occur.

Negative Account Balances:

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches \$10.00. Families will be notified by the District's automated calling system. Negative balances of more than \$25.00, not paid prior to the end of the month will be turned over to the superintendent or superintendent's designee for collection. Options for collection may include: collection agencies, small claims court, or any other legal method permitted by law.

Zero Balances:

All student accounts must be at a Zero balance at the beginning of the 2018-19 school year. If there is no money or a negative balance, until that is paid off the students will need to bring a lunch from home. Should you have any questions regarding your student or family account, please call the ELC Nutrition Office at 712.362.8463 and we will assist you in managing your student and family lunch account.

SPECIAL EDUCATION

Children who are struggling with academics or behavior in the general classroom may be eligible to receive special education services. Special education assistance occurs during the school day on an individual or group basis in or out of the general classroom.

Parents or teachers can refer a child for evaluation. Upon completion of an evaluation by the AEA, a staffing will be held with parents, teachers, AEA, and the principal to determine the best way to meet the individual child's needs.

If a child is eligible for services, they are not labeled, but considered "Entitled" for special education services. These will be integrated into the general classroom as much as possible. If a child requires total programming in any academic area, all efforts will be made to take the child out of the classroom during the time that subject is occurring. Special services are also available in the areas of speech, occupational therapy, hearing and vision through the Area Education Agency. **ALL AEA SERVICES ARE FREE TO PARENTS.**

GENERAL HEALTH INFORMATION

Parents should update health and emergency information at the beginning of each school year to ensure that the school has complete and accurate information about each student. All students must meet the state requirements on immunizations before being admitted to school and have an Iowa Certificate of Immunization card on file. Iowa law requires all students to be immunized for diphtheria, whooping cough, tetanus, polio, measles, rubella, and Hepatitis B. If a student does not have a card he/she will not be allowed to attend school.

Heights and weights will be taken once a year. Vision screenings will be done each year for grades Kg and 3rd. A parent or teacher may, however, request a screening at any time. The school nurse will draw the parent's attention to any matters that appear to require professional medical treatment.

Communicable illnesses should be reported to the school nurse as soon as possible. Any chronic illnesses or special health problems should also be reported. A health record is kept on each student throughout their school life. All illnesses, immunizations, eye exams, etc. are recorded on this health record.

Medication may be given in school if the medication is provided by a parent/guardian in the original prescription and/or pharmacy bottles, along with a note from the parent. A parental authorization and release form must be filled out for the administration of prescription medication to students on a daily or as necessary basis. This form is available at registration or in the school office. It is the parent's responsibility to provide the medication in the original prescription bottle and replenish the supply as needed. The school nurse or secretary will notify the student and parent when more medication is needed. Authorization is also needed for pain relievers and antacids. These types of medications must also be provided by parents PreK - 2nd grade.

Treatments that may be used for students without parental permission are Chloraseptic spray, antibiotic ointment, cough drops, anti itch lotion, hydrogen peroxide, and/or lotion. These treatments may be administered as authorized by the standing orders issued by a licensed medical physician designated by the school.

If a child complains or shows signs of illness in the morning, please keep him/her home for observation. You may send him/her to school at noon if he/she is well. Students who have a temperature of 100 degrees or above, or have symptoms of illness should stay home from school until their temperature returns to normal. **It is recommended to keep your child at home until they have remained fever free for 24 hours without the assistance of medication. If a child vomits or has diarrhea during the school day, they will be sent home and not recommended to return to school for 24 hours.**

If a child becomes ill at school (a fever of 100 degrees or above, vomiting, diarrhea, and/or at the professional judgment of the school nurse), a parent will be called and the child will be sent home. If a parent cannot be reached, the person designated as an emergency contact will be called.

Please keep home and emergency phone numbers up to date. Any injury or accident which may require further treatment will be brought to your attention immediately. Parents may not be notified of minor injuries. Remember, the school nurse's job is to refer students for medical treatment, if needed. This is a judgment call and parents should call the nurse if there are any concerns or questions. **A school representative may call 911 in case of emergencies.**

If you feel your child must be excused from gym or recess for more than two days, you should have an excuse from your physician. Your child may have to sit in the office during recess if the classroom teacher is not in the room.

The school nurse encourages you to call anytime you have questions or if there are any changes in your child's health that may affect his/her work at school. The school nurse can be reached at 712-362-8402.

ELEMENTARY MEDIA CENTER POLICIES

Students have the opportunity to choose a book(s) for checkout during their scheduled library time. Students may visit the library additional times with their teacher's permission.

1. Children in kindergarten and first grade may have two books checked out at a time.
2. Children in second through fourth grade may have three books checked out at a time.
3. Children choose their own books and although guidance may be given to help them make choices appropriate to their reading level, some children choose to select books they hope their parents will read to/with them.

4. No fines are charged for late books, however additional checkouts may be limited until late books are returned.
5. Books are due each week on their library day, but may be returned early to exchange for more books.
6. All students are expected to treat books respectfully and responsibly to keep them in good condition.

We teach book care rules such as:

- a. Never eat or drink while you read your book.
 - b. Turn your book's pages from the top.
 - c. Keep your books away from pets and young children.
 - d. Keep your books in a special place so you can always find them.
 - e. Keep your books away from water and other liquids.
 - f. Make sure your hands are clean when you read a book.
 - g. Don't mark, color, or write in your books.
 - h. If your book is accidentally damaged, bring it to the library to be repaired; we have special materials and techniques.
 - i. Always take your book to and from school in your book bag to protect it.
 - j. Return your book to the proper place in the media center.
7. If a student damages a book to the point it is not savable, or if a student loses a book, they are expected to pay a replacement cost for that item(s). Anytime you have questions or concerns, please contact district teacher-librarian Mrs. Lili Jensen at 712-362-8403.

HOMELESS DEFINITIONS

Homeless means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- Sheltered/transitionally housed...Children who are placed by the state or have individually, or with a family, accessed and are living in a public or private shelter or transitional housing project on a temporary basis.
- Doubled-up...A child who lives with relatives or friends due to a loss of housing due to disaster, lack of employment, parents will not allow the child to live at home, abandoned children, or other similar situations.
- Unsheltered...Children living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar situations of public and private places not ordinarily used as a regular sleeping accommodation for human beings.
- Other...Abandoned children temporarily housed in hospitals, YWCA or YMCA organizations, etc.

SCHOOL-WIDE TITLE I

Estherville Lincoln Central Elementary offers a school-wide Title 1 Reading Program. What this means is that all students are eligible to receive extra reading support from the Title 1 Reading teachers if necessary. As a district, we believe that all students should be able to read at or above grade level when they leave third grade.

Title 1 services are often provided to students in a small group setting either in the classroom or in the Title 1 classroom. Also students are given a reading assessment (Fastbridge) in order to track student progress. The assessment results will be shared with the parent(s). If at any time you as a parent have any questions regarding the Title 1 Program or assessment results, please feel free to contact the school.

Title I teachers will sit in on parent-teacher conferences with the classroom teacher when appropriate and when possible as the schedule permits. All parents will be surveyed at the end of the year to assess the Title I School Wide Reading Program.

PARENT AND FAMILY ENGAGEMENT AGREEMENT 2020-21

It is the policy of Estherville Lincoln Central School district to have parents and family jointly participate with the school in the implementation of the Title 1 program.

1. This written parent involvement policy is distributed to parents and family through a written handout that all parents sign. It also is in the Parent Handbook which is posted on the school website. Since Estherville Lincoln Central (ELC) is a schoolwide Title 1 school, this includes all parents.
2. The ELC school district will provide assistance and support for planning and implementing parent and family engagement activities. This will help improve student academic achievement. The district will partner with other community groups. (The Title 1 teachers provide monthly newsletters with tips. There are various sites for parents to use and also list reading type games. They also have links to the local library with its services.)
3. The district will work with other Federal, state, and local programs. The Title 1 program will work with local public preschool programs, HeadStart programs, local library programs, and special education programs. We offer a backpack program for weekends. There is also a food pantry where needy students can pick up food.
4. The ELC district conducts an evaluation annually to become aware of the effectiveness of our Parent and Family Engagement Policy. The district also includes its site council in discussions on their Title 1 program and its effectiveness.
5. The ELC district uses the information gathered from the annual survey to make any changes/create strategies to be more effective with parent and family engagement. The district will use research based practices when developing their plan.
6. The ELC district involves parents and family members in the activities of the school. There is a parent advisory committee with representatives from various grade levels including parents and teachers. The Parent and Family Engagement Policy is reviewed by this group. (PAT purchases one book per student at the book fair, The Elks buys books for our students, March has a reading activity each day.)

7. There is at least one annual meeting to be held to inform parents and family members of the school's participation in the schoolwide Title 1 program. Parents receive this information at their fall intake conferences and also Site council. There is notification on the school website and district newsletter.
8. Parent and family meetings which include fall intake and parent teacher conferences, will be held at different times of the day. Title 1 funds may be used to expense for transportation and childcare to help parents attend. There also will be interpreters available.
9. The district will involve parents in the planning, review, and improvement of the school's Title 1 program through participation in various stakeholder groups. This can occur at conferences, site council and various parent grade level meetings.
10. ELC is a schoolwide Title 1 program. Therefore, parents are asked to be involved in the joint development of the building's schoolwide plan through in-person meetings, site council, surveys and electric feedback as appropriate.
11. Since ELC is a school wide Title 1 school, information is sent out so all parents and family members of our students can understand our Title 1 program. Teachers share with families a description and explanation of our curriculum. They also share timely results of assessments that are used to assess student growth for each grade. (FastBridge results for CBM and aReading.)
12. The ELC school provides opportunities for parents to have regular meetings if needed to receive information and make informed decisions regarding their child (Careteam meetings).
13. If the schoolwide plan under Section 1114(b) is not satisfactory, parents of ELC students may comment. Comments may be made in writing to the school principal or parents may call the principal.
14. A school/parent compact outlines how parents and family members, the entire school staff, and students all share responsibility for improved student achievement. The compact also describes the means by which the school and parents will build and develop a partnership to help children achieve our local high standards. It is in the parent handbook and is reviewed at the annual meetings. It is also discussed/signed at the intake conferences at the beginning of the year. (**A copy of this is at the end of this document.)
15. Parents will be notified of this policy in an easy to ready document that is not in educational jargon. This policy will be provided in English and Spanish.
16. ELC would like our school to have an effective relationship between our families and our schools. They will do the following to ensure this:
 - Provide assistance to parents so they can understand the various assessments. (Iowa assessments, FastBridge). This will help improve achievement.
 - Provide materials and training to help parents to work with their children. This can be through sending newsletters each month and sending home summer reading packets for students. (ex: 8 Ways to Keep Your Child's Reading Skills Sharp This Summer, public library digital book site)
 - Educate teachers, support personnel, principals, and parents, how to communicate with, and work with partners, and build ties between parents and the school. (This can be by using SeeSaw, JMC, Messenger, phone calls.)
 - Coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

- Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of all children since we are a schoolwide Title 1 program in a format and in a language the parents can understand.
17. The school, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children) by providing information and school reports required under Section 1111 in a format and language the parties can understand.

PARENT INVOLVEMENT POLICY

Mission Statement

The mission of Estherville Lincoln Central Community School District is to ensure that all students maximize their learning potential in becoming confident, independent, productive citizens with good character.

Goals

1. To improve the communication between home and school.
2. To help parents/families work with their children at home.
3. To involve parents/families/business partners in school activities.
4. To develop collaboration among parents/families, students, and teachers.
5. To empower parents to become decision makers in their schools

Objectives

1. Parental involvement will be enhanced through a signed commitment to our educational compact by parents, students, and teachers.
2. Frequent and open communication with parents and timely responses to parents' suggestions will be increased through phone calls, personal notes, newsletters, and progress reports.
3. Parents/families will be invited throughout the year to a variety of student programs, scheduled at various times to allow all to participate.
4. The elementary site council will meet 3xs per year to review the policies and to formulate suggestions, share with other parents, and participate in discussions relating to the education of their children.
5. Parents will be given the opportunity through an annual survey to evaluate the School Wide Title I program to help identify strengths and weaknesses.
6. Parents may volunteer as classroom tutors providing individualized assistance to students.
7. Parents will have a copy of this policy in the elementary handbook.
8. An annual end-of-the-year meeting will be held with parents in the Spring to provide information and receive feedback regarding reading programs.

2020-2021 PARENT-TEACHER-STUDENT COMPACT

(Example)

This contract recognizes the important role and responsibility of the student, parents, teachers and principal in working together to support a student’s progress and success in reading. We commit to:

Parent(s)/Guardian

- Read to your child.
- Listen to your child read.
- Encourage your child to read when they have free time.

Student

- My job is to try my best.
- I will practice reading at home and school.
- I will keep a positive attitude and never give up.

Classroom Teacher

- Encourage a love of reading.
- Provide multiple reading opportunities.
- Share student progress.
- Provide support while students are learning to read.

Title I Reading Teacher

- Provide additional reading support for classroom teachers, students, and parents.
- Communicate and collaborate with classroom teachers, students, and parents.

Principal

- Support teacher needs.
- Encourage students in their reading growth.

Principal

Teacher

Title I Reading Teacher

Parent/Guardian

Student

OPEN ENROLLMENT

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

March 1, 2020 – last date for regular open enrollment requests for the 2020-2021 school year.

September 1, 2020 – last date for open enrollment requests for entering kindergarten students and those students falling under the “good cause” definition for the 2020 - 2021.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents should be aware that open enrollment may result in the loss of athletic eligibility. For further details, contact the superintendent’s office.

STUDENT FEE WAIVER AND REDUCTION PROCEDURES

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived 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 may qualify for temporary financial hardship should contact the principal at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually. Parents are encouraged to apply for free and reduced lunch because many grants and state funds are tied to the percent of students who qualify as poverty (meet the free/or reduced guidelines).

SAFETY OF CHILDREN, OUR MUTUAL RESPONSIBILITY

1. Help us see that your child follows the safest route to and from school without loitering. Suggest that the same route be taken each day.
2. **Demoney Front Entrance drop off:**
 - Parents need to stay inside their vehicle at all times.
 - Always pull as far forward as possible.
 - When the vehicle comes to a complete stop, the child needs to be ready to exit the vehicle immediately.
 - ALWAYS** have the child exit from the **PASSENGER** side of the vehicle.

These procedures are in place to keep traffic flowing safely and efficiently.
3. **DO NOT PARK IN SCHOOL DRIVEWAYS, ON THE PLAYGROUND, OR IN THE HANDICAP PARKING. PLEASE DO NOT GO IN THE EXIT ON THE SOUTH SIDE OF THE DEMONEY PARKING LOT. PLEASE ENTER ON THE EAST SIDE.**
4. Remind your children that they should not accept rides with strangers at any time or they should not change their transportation plans without checking with you.
5. The school repeatedly emphasizes safety precautions. Parents can help by reinforcing rules. We do not want anyone to get hurt. Consistency is the key to safety. If you model safe behavior, children will follow your lead.

TOBACCO-FREE ENVIRONMENT

The district maintains tobacco free buildings and grounds. Tobacco includes, but is not limited to any substance intended for human consumption that contains tobacco, including cigarettes, cigars, snuff, smoking tobacco, and smokeless tobacco. **Use of tobacco products in the public school building or on public school property is prohibited!**

For this purpose, “public school building or public school property” means:

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children that is established and maintained under the laws of the state of Iowa at public expense.
- Includes playgrounds, school steps, parking lots, administrative buildings/offices, athletic facilities, gymnasiums, locker rooms, school lawns, school parking spots.

STUDENT APPROPRIATE USE AND INTERNET SAFETY POLICY

Technology is a vital part of Estherville Lincoln Central Community School District’s curriculum; therefore, students will be given access to the Internet through individual network accounts for K-12th grade. Email accounts may be issued to students at an appropriate level for curriculum use.

Expectation of Privacy

The District retains control and supervision of all technology including computers, networks, and Internet services owned or leased by the school. The District reserves the right to monitor all use of technology.

Each person has no expectation of privacy in their use of the District technology, including email and stored files. All communications and information received via the district technology shall be considered

the property of the district. Each person will respect the rights of others to the protection of the files they store on a computer and will not alter or damage such files.

Internet Safety and Access

It is the policy of Estherville Lincoln Central Community School District to (that):

1. Prevent user access and transmission of any inappropriate material via the Internet and other electronic communication devices.
2. Prevent unauthorized access and unlawful online activity by forbidding violation of copyright laws, licensing agreements, or plagiarizing works they find on the Internet. Students shall cite all quotes, references, and sources.
3. Comply with the Children’s Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)]
4. Users will not make deliberate attempts to degrade, vandalize, hack, disrupt or break equipment, software, or network performance.
5. Cameras or other recording devices are not to be used to take pictures or video without the consent of all persons being photographed or recorded.
6. Users will not attempt to gain unauthorized access to information resources, another person’s materials, information or work folder files, or use another user’s network account.

7. Users will not use the school district system to post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, identification numbers, access codes or passwords.
8. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district officials. Educational games may be utilized under direct authorization of a teacher.
9. Students will not be allowed to use non-school issued email, or chat rooms, forums, post boards, post logs, blogs, or other online communication services without the authorization of a teacher.
10. Students shall use all technology and communications responsibly and ethically with appropriate online behavior.

To comply with the Children's Internet Protection Act, we have installed security software that will filter and block offensive, obscene, pornographic, and any other inappropriate material deemed harmful to minors. Because information on the Internet constantly changes it is not possible to predict, control, or filter everything a student may locate and Estherville Lincoln Central School makes no guarantees as to the accuracy of content found on the Internet or specific websites.

Parents and students will sign a form acknowledging that they have read and understand the Appropriate Use Policy and that they will comply with the policy and understand the consequences that could be invoked for violation of the policy.

Education, Supervision, and Monitoring

It shall be the responsibility of all members of Estherville Lincoln Central Community School staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Estherville Lincoln Central staff will provide age-appropriate training for students who use the district's Internet facilities. The training provided will be designed to promote the school's commitment to:

1. The acceptable use of the Internet services as set forth in the district's Appropriate Use and Internet Safety Policy
2. Student safety with regard to: Safety on the Internet, appropriate behavior while online, cyber bullying awareness and response, unauthorized access, including hacking and other unlawful activities by minors online, use and dissemination of personal information regarding minors
3. Compliance with the E-rate requirements of the Children's Internet Protection Act

Student Violation-Consequences and Notifications

Consequences and Notifications of violations will be handled by building level administration or his/her designee. A verbal and written notice will be issued to the student violating the school district's Appropriate Use Policy.

Additionally, students may be held financially responsible for any damages caused by their actions. Based on the severity of the offense, the consequence may also include, but will not necessarily be limited to one or more of the following:

- Suspension of Local Area Network/Internet/Email access
- Revocation of Local Area Network/Internet/Email access

- Suspension of computer access
- Revocation of computer access
- School suspension
- School expulsion
- Legal action and prosecution by authorities
- Violation of the Good Conduct Policy
- Others as deemed appropriate by the administration

A copy of the notice or letter will be mailed to the student's parent/guardian and a copy will be provided to the building principal for placement in the student's file.

ANTI-BULLYING/HARASSMENT POLICY (Code No. 104)

Harassment and bullying of students and employees are against federal, state, and local policy and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actually or perceived traits or characteristics, including, but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board, while in school-owned or school-operated vehicles, while attending or engaged in school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. Volunteer means an individual who has regular, significant contact with students.

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

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

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

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

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

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

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

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

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

Any person who promptly, reasonably, and in good faith, reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

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

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

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy.

The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies.

The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

The board will annually publish this policy. The policy may be publicized by the following means:

Inclusion in the student handbook

Inclusion in the employee handbook

Inclusion in the registration materials

Inclusion on the school or school district's website, and a copy shall be made to any person at the Central Administrative Office at 1814 7th Avenue South, Estherville, IA 51334.

VIOLENT AND AGGRESSIVE BEHAVIOR

The board of education recognizes there are certain violent and aggressive behaviors that, if tolerated, would quickly destroy the learning environment to which the students and staff of the ELC schools are entitled.

Those behaviors will not be tolerated and will result in immediate action being taken. All acts of violence and aggression, threats, or notes that suggest violent or aggressive acts, shall result in those involved being placed on a compulsory Behavior Management Plan (BMP). The BMP shall clearly outline the training or help program the student should experience, who's involved, length of time, and other appropriate information related to the student and incident. In addition to the BMP, each situation shall result in specific consequences as determined by the seriousness of the act, age and grade of the student, program status of the student, and other considerations including consideration of expulsion from school for acts of a serious or chronic nature.

Acts of violence and aggression or threats of such must be well documented and communicated at least to the principal, superintendent, liaison officer, and parents or guardians. The school board will be informed and involved only where necessary by law. The police and/or others should be notified immediately if the above group has determined it as appropriate. It is mandatory to involve the police if there is any violation of the law.

The following behaviors are defined as violent and aggressive:

1. Possession, threat, or use of a weapon (Code No. 502.6)
2. Physical Assault – Physical assault is an act of striking a person or that person’s property with the intent of causing hurt or harm.
3. Verbal Abuse – Verbal abuse shall include, but is not limited to swearing, screaming, obscene gestures or threats, whether this is orally, by telephone, or in writing, at an individual, his/her family, or a group.
4. Intimidation – Intimidation is an act intended to frighten or coerce someone into submission or obedience.
5. Extortion – Extortion is the use of verbal or physical coercion in order to obtain financial or material gain from others.
6. Bullying – Bullying is the use of physical or verbal coercion to obtain control of others or to be habitually cruel to others who are weaker.
7. Gangs – Gangs are groups of individuals who share common beliefs, attitudes and attire in exhibiting unlawful and/or anti-social behavior.
8. Sexual Harassment (Code No. 502.10)
9. Written Documented Threats – Written documented threats are notes that suggest physical threats to individuals, their property , or school property.
10. Bomb Threats (Code No. 804.3)
11. Stalking – Stalking is the persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of another.
12. Racial Slurs – Racial slurs are insulting, disparaging, or derogatory comments made directly or by innuendo regarding a person’s racial origin.

WEAPONS

The Board believes weapons and other dangerous objects in school cause substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

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

Students bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

WELLNESS POLICY

The board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

The school district supports and promotes proper dietary habits contributing to students' health status and academic performance. Foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school district nutrition standards. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals.

The school district has developed a local wellness policy that included parents, students, representatives of the school food authority, the school board, school administrators, and the public in its development. The wellness policy will include a plan to implement, measure, and monitor the effectiveness of the policy. The policy designates that the superintendent monitors implementation and evaluation of the implementation of the policy.

Specific Wellness Goals:

Nutrition Education and Promotion: The school district will provide nutrition education and engage in nutrition promotion that:

- is offered at each grade level as part of the health education curriculum that provides students with the knowledge and skills necessary to promote and protect their health.

Physical Activity: Students will engage in 30 minutes of physical activity daily. This may take place during physical education classes, recess, or classroom activities which include physical activity. The school district will provide physical education that:

- is taught by a certified physical education teacher.
- engages students in moderate to vigorous activity at least 50 percent of physical education class time.

Daily Recess: Grades K-4 will provide recess for students that:

- is preferably outdoors
- encourages moderate to vigorous physical activity verbally through the provision of space and equipment
- is monitored by teachers or support staff
- discourages extended periods (i.e., periods of two or more hours) of inactivity.

Other School-Based Activities: For students to receive the nationally recommended amount of daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond the physical education class. Toward that end, the school district will:

- offer classroom health education that complements physical education by reinforcing the knowledge and self-management needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities.

The school district values the health and well-being of every staff member and will plan and implement activities that support personal efforts by staff to maintain a healthy lifestyle.

The nutrition guidelines for all foods will be available with the objective of promoting student health and reducing childhood obesity at the Office of the Superintendent at the Central Administration Office. Meals served through the National Lunch and Breakfast Programs will:

- be appealing and attractive to children;
- be served in clean and pleasant settings; and,
- meet at a minimum, nutrition requirements established by local, state, and federal law.

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, this school will:

- operate the breakfast program to the extent possible;
- notify parents and students of the availability of the School Breakfast Program; and
- encourage parents to provide a healthy breakfast for their children. Qualified nutrition professionals will administer the meal programs.

As part of the school district's responsibility to operate a food service program the school district will:

- provide continuing professional development for all nutrition professionals. In the middle school and high schools, there will be a variety of healthy choices of foods and beverages for foods sold individually (vending machines) outside the reimbursable meal programs.

The superintendent will ensure compliance with established school district-wide nutrition and physical activity wellness policies and goals. In each school the principal will ensure compliance with these policies in the school and will report on the school's compliance to the superintendent, and food service staff will ensure compliance with nutrition policies within food service areas and will report on this matter to the superintendent or principal. The school district will conduct a baseline assessment of the school's existing nutrition and physical activity environments and practices. The results of these school-by-school assessments will be compiled at the school district level to identify and prioritize needs. The superintendent or his designee will report annually to the board regarding the effectiveness of this policy.

HOMEWORK

Homework can be an effective teaching/learning activity. It is important that students develop the daily habit of independent learning outside of the classroom. Plus, it is recognized that home involvement in a student's academic development further promotes the parent-school partnership in the education of our youth.

All homework should have a specific purpose relative to the curriculum and previous instruction, and not be assigned as busy work. It should not be given for disciplinary purposes. The quantity of homework should also be reasonable, and consistent with the following guidelines:*

Grades:	K-1	No homework, but give students a job assignment, i.e. bring five pictures of things that begin with the letter "A."
	2-4	10-30 minutes of homework.
	5-6	20-40 minutes of homework.
	7-8	30-75 minutes of homework.
	9-10	60-90 minutes of homework**
	11-12	60-120 minutes of homework**

*The number of minutes are the suggested total minutes of homework, not minutes per class.

**Based on 5 to 6 classes a day.

All homework should involve some type of immediate follow-up and evaluation, so skills and knowledge are reinforced and students are kept informed of their academic standing.

It is important that the schools teach study skills so students know how to be independent, responsible, self-directed learners. It is also suggested that homework assignments be discouraged before vacations.

EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION STATEMENT

Estherville Lincoln Central School District shall provide equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity and Affirmative Action laws, directives, and regulations of federal, state, and local governing bodies and agencies. This obligation to affirmatively implement equal employment opportunity to all employees and applicants for employment includes hiring, placement, upgrading, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and State Department of Education for the class or position for which they apply. In employing school district personnel, the board shall consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, marital status, national origin, religion, age, or disability. In keeping with the law, the board shall consider the veteran status of applicants.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action, including but not limited to complaints of discrimination, shall be directed to the Central Office, Estherville Lincoln Central Community School District, 1814 7TH Avenue South, Estherville, IA 51334; or by telephoning 721-362-2692. Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action, including but not limited to complaints of discrimination, may also be directed, in writing, to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. Such inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level. Further information and copies of the procedures for filing a grievance are available in the district's central administrative office and the administrative office in each attendance center.

INVESTIGATORS FOR ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES

Iowa Code 280.17

To be determined; inquiries should be directed to Central Office 712-362-2692

INVESTIGATORS FOR ALLEGATIONS OF ABUSE OF STUDENTS BY AEA EMPLOYEES

Chapter 102

Level One Investigators: Wendy Parker, Gary Dannenbring, Kim Rost, Linda Williamson, Theresa Golden at Prairie Lakes AEA 8, Pocahontas, Iowa 712-335-3588.