

STEWART ELEMENTARY SCHOOL

2025-26

Parent/Student Handbook

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Principal

Tracy Almelien

Guidance

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Behavior Interventionists

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Secretaries

Student's Name: _____

821 North 4th Avenue

Washington, IA 52353

PH: (319) 653-3244

Fax: (319) 653-5313

Absence Line: 653-1101 (Leave a message)

Welcome to the 2025-2026 school year! The beginning of the school year is an exciting adventure for both students and staff as we get to know one another and become familiar with procedures. We encourage you to read through this handbook with your child to better understand Stewart Elementary policies. After reading, find a place to keep your handbook for easy reference throughout the year!

We desire to build a positive partnership between staff and parents/guardians for the benefit of our students. We strive to nurture the needs of each individual child and grow their skills academically, socially, emotionally, and behaviorally. Please feel comfortable contacting Stewart @ 653.3244 if you have questions or concerns regarding your child or the programs we have in place.

Have a FANTASTIC school year!

Stewart Staff



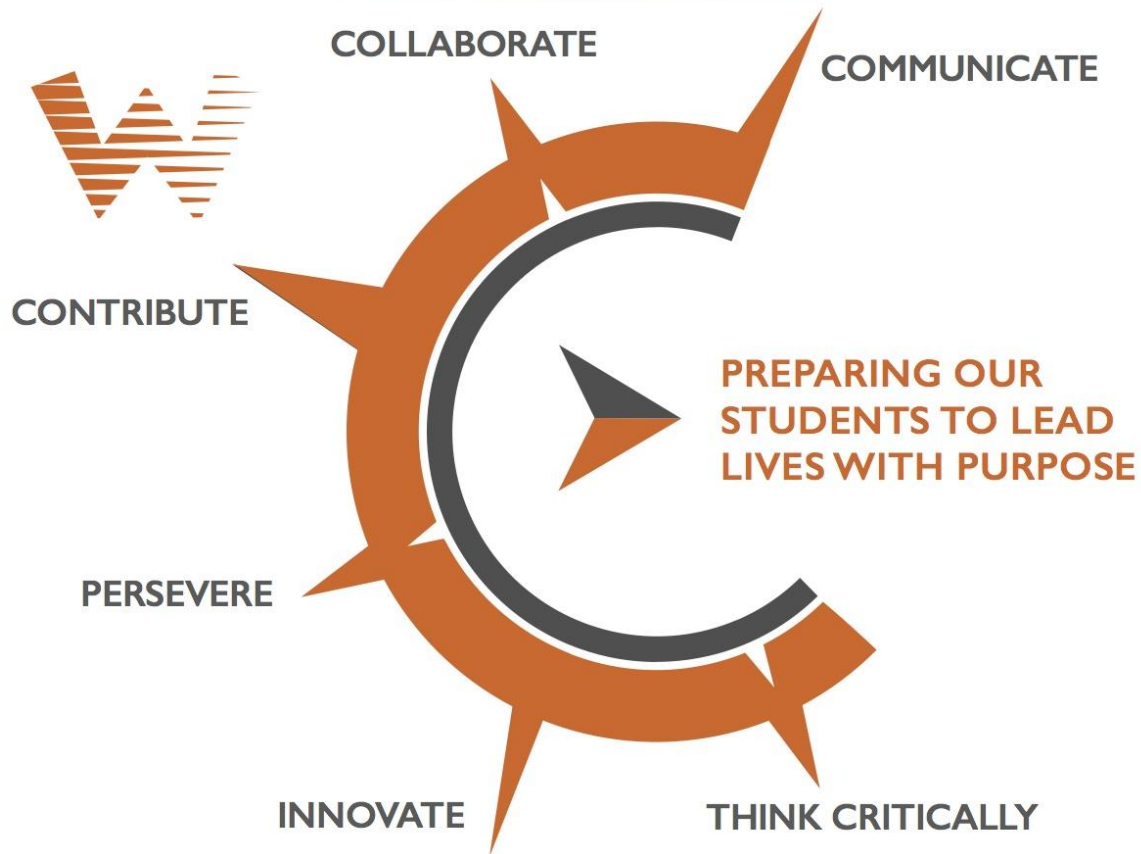
Washington Community School District Mission Statement:

To prepare our students to lead lives with purpose

In order to ensure our mission is being filled, we created a blueprint called the profile of a graduate. Our goal is for WCSD students to leave our district with the ability to communicate, collaborate, contribute, persevere, innovate, and think critically. We provide opportunities to practice these skills throughout the year. (see next page for graphic)

PROFILE OF A GRADUATE

Washington Community School District



COMMUNICATE

- Speaks and writes clearly
- Listens actively
- Resolves conflict peacefully
- Engages with print and digital media
- Develops a responsible digital footprint



COLLABORATE

- Listen to understand
- Does his or her part
- Values individual contributions and perspectives
- Gives and receives feedback
- Focuses on outcomes
- Supports team decisions



CONTRIBUTE

- Makes respectful, responsible, safe choices
- Serves others
- Impacts the community responsibly
- Demonstrates empathy
- Respects differences



PERSEVERE

- Perceives challenges as opportunities to grow
- Persists through difficulties
- Works towards mastery of academic skills
- Sets personal and academic goals



INNOVATE

- Acts on creative ideas
- Explores multiple possibilities
- Challenges the status quo
- Seeks to continually improve processes or products



THINK CRITICALLY

- Asks clarifying questions
- Applies problem-solving strategies
- Uses relevant and reliable evidence to support claims
- Analyzes outcomes

DISTRICT EQUITY STATEMENT

It is the policy of the Washington Community School District not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, creed, religion, and actual or potential family, parental or marital status. If you have questions or complaints related to compliance with this policy, please contact Teresa Beenblossom, 404 W. Main St, Washington, IA 52353, (319) 653-6543 or the Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: (303) 844-5695 FAX: (303) 844-4303, TDD 800-877-8339 Email: OCR.Denver@ed.gov

The Washington Community School District offers career and technical programs in the following areas of study:

- Agriculture
- Business
- Family & Consumer Science
- Industrial Technology

MULTICULTURAL AND NONSEXIST EDUCATION-Board Code 603.4

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, gender, marital status, national origin, disability or sexual orientation.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian Americans, African Americans, Hispanic Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

The board will adopt a written plan for the implementation of multicultural and nonsexist education and will evaluate this plan at least every five years. During the evaluation process, the board will involve parents, students, employees, and community members.

SCHOOL HOURS

School is in session from 8:15-3:15. School office hours are from 7:50am-4:15pm. Students are expected to leave the building and grounds at their dismissal time unless accompanied by a parent/guardian.

School Hours:

- 7:50 - Breakfast (for participating students)
- 7:50 - Playground and building supervision begins
- 8:05 - First bell to come inside from recess
- 8:05- Breakfast is over
- 8:15 - School begins/tardy bell
- 3:00 - Dismissal for preschool students
- 3:05 - Dismissal for kindergarten students
- 3:15 - Dismissal bell - 1st and 2nd pick up lane, early bus students
- 3:25 - Approximate time late bus, walkers leave building

MORNING GUIDELINES

Building doors will be unlocked at 7:50 am for all students to enter the building. Students who wish to eat breakfast will eat in the gym/cafeteria. Students not eating breakfast will go outside for recess. Adult supervision begins at 7:50. Please do not drop your student off prior to 7:50. Students dropped off prior to 7:50 are not supervised by an adult.

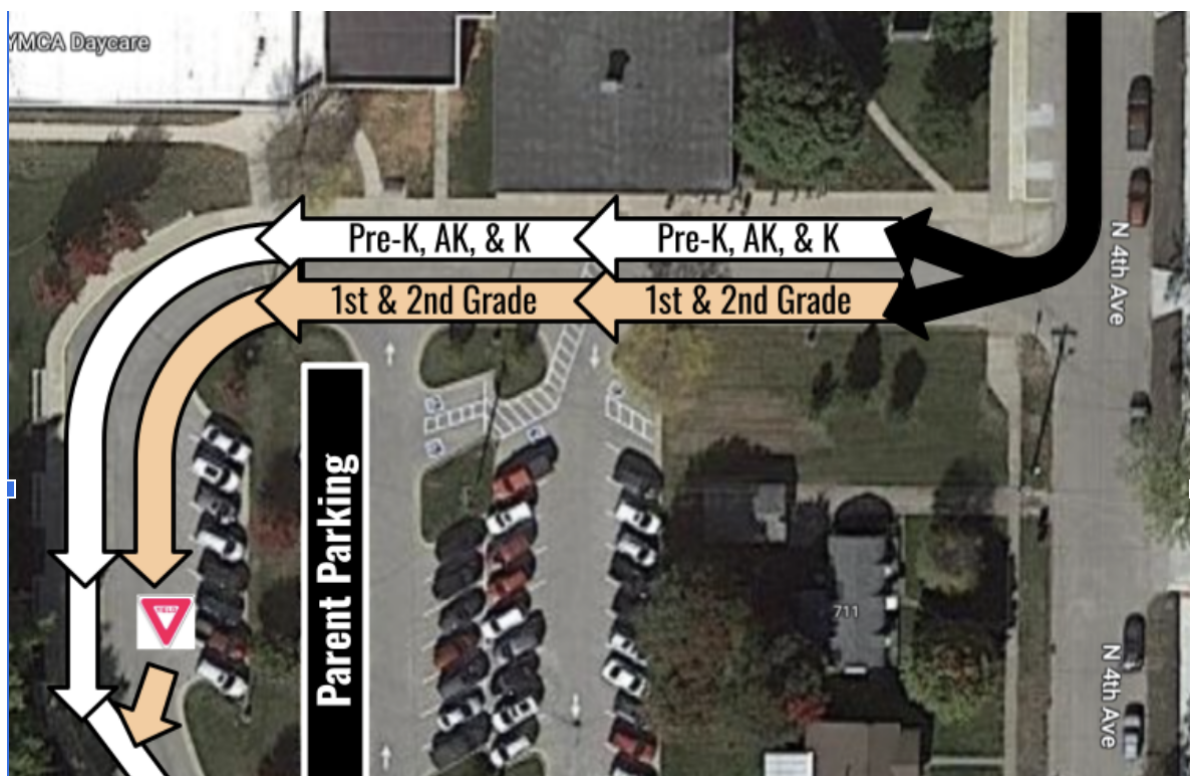
Students may be dropped off on the south side of the school in our pull up lane. Our playground is fully fenced in so our south entrance and main entrance are the only access points to the playground.

AFTER HOURS USE OF SCHOOL GROUNDS

Students who choose to play on the school grounds before or after the regular school day, unless supervised by parents/guardians, should first report home and receive parental permission. If the gates are unlocked the school grounds are open. If the gates are locked, school grounds are closed. The school does not supervise the grounds at this time and does not accept responsibility for students. Climbing the fence is not an acceptable way to enter the playground.

If an object should go on the roof students are not to climb on the roof to get them - kites, balls, frisbees, etc. Instead they should report these items to the school office to be retrieved by school personnel.

USE OF PICK-UP/DROP-OFF LANE



Drop Off Lane Reminders:

- Pre-K & Kindergarten parents will drop off/pick up in the lane closest to the sidewalk.
- 1st Grade & 2nd Grade parents will drop off/pick up in the lane furthest from the sidewalk.
- Stay in vehicle when dropping off.
- For those wanting to take your time, help unbuckle your child, or give a goodbye hug, use the parent parking spots and walk child up to the building.
- If parent parking spots are full, you can wait or find a spot on side streets in the surrounding neighborhoods. We apologize for the lack of parking in our location! We definitely wish we had more.
- Enter and exit using appropriate speeds.

Other Morning Areas:

- Buses will drop off in front of building and students enter main entrance door.
- Bike riders can use bike racks in front of building and enter main entrance door.
- Walkers can use main entrance or the pick-up lane entrance door.

Miscellaneous Information:

- Morning supervision begins at 7:50.
- Students can eat breakfast in the gym from 7:50-8:05.
- If entering building, please check in and get visitors pass.
- We are a smoke free environment.

Pick Up Lane Reminders:

- Enter from the north.
- Pre-K & Kindergarten parents will drop off/pick up in the lane closest to the sidewalk.
- 1st Grade & 2nd Grade parents will drop off/pick up in the lane furthest from the sidewalk.
- Pull forward until you reach the next vehicle.
- One row of parent parking spots will be saved if you would like to walk up to get your child.
- We will load vehicles starting at 3:00 for preschool and kindergarten and 3:15 for 1st and 2nd grade. If you are picking up more than one child, come at the later time and pick up all children. if you have nowhere else to go after picking up your child, please wait until 3:25 for pick up to help with congestion.
- Please do not exit your vehicle if you are waiting in the pickup lane. This will ensure the pickup lane continues to move and prevents traffic from getting backed up.
- For student safety, please do not wave your child to the vehicle. Staff will be available to walk your child to the vehicle and will deliver them as soon as possible.

Other After School Instructions:

- Early bus students will exit from the early childhood center entrance to board bus.
- Late bus students will meet in the library and music room. Those buses leave between 3:40-3:55
- We are a smoke free environment.

Student Cards:

- Families will receive three student name cards to present when picking up or going through pick up lane. This is a safety precaution and helps us ensure that students are being released to an appropriate adult.
- Without your card, we will know to take a closer look and figure it out.

- Parents picking up children without a vehicle need to check in at the parent pick up area which is right by the south facing door in the picture.

STUDENT ATTENDANCE

Regular attendance and prompt arrival are essential to your child's education. If your child is absent, please contact the school's office, at 653-3244 or 653-1101 (answering machine) by 8:00 AM. Students who are absent will be considered unexcused until the parent/guardian contacts the school office to report the student's absence. The school may request evidence or written verification of the student's reason for absence.

Students arriving before 9:30 A.M. will be considered tardy rather than absent. Students who arrive late to school (8:15 or after) must report to the office and receive a tardy slip before going to their classroom. Students arriving between 9:30 and 11:45 will be counted as a half-day absence. Those who must leave prior to dismissal, but after 2:00 PM will not be marked as absent for that length of time. However, those minutes missed in the morning or afternoon will be counted and the accumulated time will count against your student for perfect attendance. Half days added together make a whole day. If your student misses 2 half days, it will show on their attendance as a day missed from school.

Unless absolutely necessary, please schedule doctor and dentist appointments outside of school hours

COMPULSORY ATTENDANCE

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days or hours school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 1080 hours. Students not attending the minimum days or hours must be exempted by this policy as listed below or, referred to the county attorney. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving religious instruction;
- are unable to attend school due to legitimate medical reasons;
- has an individualized education program that affects the child's attendance;
- has a plan under section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited nonpublic school;
- are receiving independent private instruction; or,
- are receiving competent private instruction.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above. (Board Policy 501.3)

CHRONIC ABSENTEEISM AND TRUANCY

The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. Students who are present in school and engaged active learners take greater ownership over their educational outcomes. For this reason, it is the priority of the district to foster regular student attendance throughout the school year and reduce barriers to regular attendance for students in the district. Chronic absenteeism/absences means any absence from school for more than ten percent of the days in the term established by the district.

Truant/truancy means a child of compulsory attendance age who is absent from school for any reason for at least twenty percent of the days in the term. Truancy does not apply to the following students who:

- have completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma;
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving religious instruction;
- are attending a private college preparatory school accredited or probationally accredited;
- are excused under Iowa Code §299.22; and
- are exempt under Iowa Code §299.24.

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

It is the responsibility of the superintendent, in conjunction with the designated school officials, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy. (Board Policy 501.9)

CHRONIC ABSENTEEISM AND TRUANCY REGULATION

Daily, punctual attendance is an integral part of the learning experience. The education that goes on in the classroom builds from day to day and absences can cause disruption in the educational progress of the absent student. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and the school.

This regulation is divided into two sections: Section I addresses legal requirements related to chronic absenteeism and truancy and Section II addresses additional academic, disciplinary and extracurricular consequences students face due to chronic absenteeism and truancy. It is important for students to recognize that chronic absenteeism and truancy impacts all these facets of their educational experience.

SECTION I – Legal Requirements

Chronic Absenteeism

When a student meets the threshold to be considered chronically absent, the school official will send notice by mail or e-mail to the county attorney where the district's central office is located. The school official will also notify the student, or if a minor the student's parent, guardian or legal or actual custodian via certified mail that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences.

School Engagement Meeting

If a student is absent from school for at least fifteen percent of the days in the grading period, the school official will attempt to find the cause of the absences and start and participate in a school engagement meeting (Individual Attendance Plan, IAP). All of the following individuals must participate in the school engagement meeting:

- The student;
- The student's parent, guardian or legal or actual custodian if the student is an unemancipated minor; and
- A school official.

The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan.

Absenteeism Prevention Plan (IAP)

The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and student's parent/guardian under the plan. If the student and student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

SECTION II – Academic and Disciplinary Requirements

Students are required to be in attendance, pursuant to board policy, for 1080 hours per school year unless their absences have been excused by the principal for illness (absences of five or more consecutive days due to illness requires a doctor's note), family emergencies, doctor or dental appointment, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations approved by the building principal if the student's work is finished prior to the trip or vacation. Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal. Parents are expected to telephone the school office to report a student's absence prior to 8:10 a.m. on the day of the absence.

Students who wish to participate in school-sponsored activities must attend school from 12:00 pm (noon) for the remainder school day on day of the activity unless permission has been given by the principal/designee for the student to be absent.

If a student accumulates 10 days unexcused absences in a class, he or she may lose credit for the class if the student was previously warned at 8 days unexcused absences that two more may result in loss of credit. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing.

School work missed because of absences must be made up within two times the number of days absent, not to exceed 5 days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Students will remain in class until administration makes a decision regarding loss or restoration of credit. Full credit is awarded to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made.

If a student loses credit, this will be recorded in the student's record as an "AW" [administrative withdrawal].

A student who loses credit due to excessive absences is assigned to an in-school suspension for the period(s) in which the course(s) meets or the student may be reassigned to another class or location. A student who, after a hearing before the board, loses credit in all courses due to

unexcused absences, will not be allowed to participate in any school activities until the following semester. However, the student is eligible to participate in practice if all other eligibility criteria have been met. (Board Policy 501.9R1)

Truancy is the act of being absent without a reasonable excuse. (Board Policy 501.1)

SCHOOL CLOSINGS

If school is to be called off, or dismissed early or late, an announcement will be made on the district's website www.washington.k12.ia.us

You can also watch or listen to the news stations listed below for announcements:

KCRG Channel 9

KGAN Channel 2

KWWL Channel 7

KWQC Channel 6

KCII FM 106.1 & AM 1380

KILJ FM 105.5 & AM 1130

KHAK FM 98.1

KDAT FM 104.5

- School cancellation/delay announcements will generally be made before 6:30AM.
- Early or late dismissal announcements will generally be made by 11:30AM.
- **Parents who have provided a valid email address and mobile phone number as part of student e-registration will also receive an opt-in message from the school to sign up for alerts via email and text message. Other community members that do not currently have students enrolled may also sign up for these alerts through the school website.**

Emergency Family Plan: Students, please have a plan made with your parents so that you know where to go when there is an early dismissal.

STUDENT CHECKOUT DURING SCHOOL HOURS

For appointments during the school day, please call or stop in the office to check your student out. If someone other than a legal guardian or regularly scheduled adult signs the student out, we must have written permission or a phone call from the parents before the student will be permitted to leave the building.

Students will not be allowed to leave school grounds for any reason without permission from the parents or school office. Law enforcement will be called when a student leaves school grounds without permission.

VISITORS

Adult Visitors: Guardians and approved adults are encouraged to visit the school. All visitors will need to check in and out at the office and wear a visitor badge. When possible, please notify the teacher to discuss your child's schedule with you and to suggest a time that would be most beneficial to you as a parent to see your child in action. We would respectfully recommend that no class visitations be made the first four weeks of school (this is a time of adjustment for your child) and the last two weeks of school (classrooms are testing and closing out the year).

Student Guests: Students guests are permitted at Stewart except for the first four weeks and last two weeks of school. Prior to the visit, the principal must approve student guests. Students must bring a note from parents or call ahead to arrange with the office granting permission. Guests may stay for 1/2 day, including lunch.

Guest Bus Permits: If a student is riding a bus and is not on the bus list, a note giving parental permission must be submitted to the office by both students before the visiting student may ride the bus. The secretary will then issue a bus permit to be given to the bus driver by the student.

COMMUNICATION

Newsletter: The last day of every month, a school newsletter (The Stewart Standard) will be sent out via School Messenger, placed on the district website (www.washington.k12.ia.us), and posted on social media. The newsletter will contain important information, events, and menus for the upcoming month.

Teacher Communication: It is important to communicate with your child's teacher if you have any questions or concerns. Teachers should be your first line of contact. A phone call or email is the best means to do this. In addition to email your teacher may have a blog, Facebook page, or other way to communicate what is going on in the classroom.

Telephone Use: Student permission to use the main office phone for necessary calls will be approved by the teacher.

Change of Address: The school office must be informed if a change in home address, email address, name, or telephone number occurs during the school year or is planned during non-school months. The school should be notified if parents/guardians will be out of town for an extended period of time and names should be provided for the emergency response situation. Parents are responsible to enter all updates and changes in Powerschool. It is important that student information be current in Powerschool. This is especially needed during emergencies.

STANDARDS BASED GRADING

Stewart Elementary uses standards based grading. The purpose of standards-based grading is to raise student achievement by clearly communicating students' progress towards Iowa Core Standards in a timely, accurate, fair, and specific manner. Standards-based grading accurately communicates student achievement to students, parents, and educators. The influence of work habits on student learning is reported separately from academics. Standards-based grading will be reported with scores like a 3 (Proficient), 2 (Progressing), and 1 (Needs Improvement).

Stewart Grading Scale

- 3 - Proficient
- 2 - Progressing
- 1 - Needs Improvement

Proficiency Score	Academic Criteria
4	EXCEEDING
3.5	In addition to score 3.0 performance, success with at least 1 part of score 4.0
3	PROFICIENT
2.5	In addition to score 2.0 performance, success with at least 1 part of score 3.0
2	DEVELOPING

Proficiency Score	Academic Criteria
4	EXCEEDING
3.5	In addition to score 3.0 performance, success with at least 1 part of score 4.0
1.5	In addition to score 1.0 performance, success with at least 1 part of score 2.0
1	EMERGING
0.5	Success with at least 1 part of score 1.0
NE	NOT ENOUGH EVIDENCE

Stewart will use three grading periods throughout the school year. We will refer to these grading periods as “Trimesters”. Report cards will be sent home after each trimester. Parent-Teacher conferences will be held during the first and second trimesters. Additional conferences may be requested by either the teacher or the parents. Parent teacher conferences are used to relate and discuss the educational development of the individual child.

POWERSCHOOL

The Washington Community School District offers parents/guardians secure access to its web based student information system, PowerSchool. This system is where student information is collected for contact information, permissions for the school year, and much more. After you register online, the information will be stored in powerschool. It is the responsibility of the guardian to update any information that has changed during the school year. Please contact our school office at 653-3244 for information on how to obtain your PowerSchool password and how to access this system.

PROGRAMS AND GENERAL INFORMATION

Lunch and Breakfast: Each family will have an account for all meals. Students can deposit money into their accounts at the office.

Lunch Prices for 2024-25 (undecided yet, approximate):

Student Lunch: 3.00
 Reduced Lunch: .40
 Student Breakfast: 1.85
 Reduced Breakfast .30
 Extra Milk: .45
 Adult Lunch: 4.84 (Visiting adults must eat out of a guest account and not a student account.)

Media Center: Students and staff have a selection of magazines and books available for checkout. Materials may be checked out during the

students library/media center specials class period. If a student loses or damages a book, magazine, or other equipment, the student will be responsible for the replacement cost.

Guidance/Behavior Interventionist (BI): Stewart has a Guidance Counselor and Behavior Interventionist who provides services for all staff, parents and students. Anyone may initiate an appointment with the guidance office. The Guidance Counselor and/or BI can consult or work with individuals, small groups, classrooms or parents.

Special Activities/Programs: Physical Education, Music, Computer, and Art programs are provided as part of the student's cultural, creative and physical development.

Other special programs include:

1. ELP (Extended Learning program): Offered to all students.
2. LIEP (Language Instruction Educational Program): Offered to non-English speaking students.
3. Title Reading and Math to all students needing math and reading support.

Lockers: Second grade students and students occupying classrooms in the main hallway will receive a locker. School administrators and/or designated representatives may conduct a reasonable search of student lockers periodically.

Lost and Found: The lockers outside the office are for lost and found items. Students should check these lockers for missing items. All unclaimed articles are given away or disposed of at the end of the school year.

Substance Abuse: Stewart will follow the policy set forth by the school board. The use or possession of alcohol, tobacco, or drugs while on school property or at school-sponsored activities is prohibited. Suspension or expulsion could result from violation of this policy.

In and Out of School Suspension from Classes: Flagrant misconduct, fighting, unacceptable language, or insubordination, could result in suspension from classes (in school or out of school) up to a maximum of three days for each offense. Upon the third offense, students may be suspended for 10 days while a hearing is arranged before the school board. Students violating rules and procedures may be given in-school suspension. If this happens, parents will be notified by phone or letter to explain the incident and/or to arrange a time for a conference. Failure to maintain control in in-school suspension may result in the student being released to parents or other authorities.

PORTABLE COMMUNICATION DEVICES

Students may use a **cell phone/earbuds** or electronic device before school arrival at 7:50am. The communication device may then be used after school hours at 3:15. If a staff member sees a student with or using a cell phone or electronic devices during class or in the hallways, the staff member will take the cell phone or electronic device from the student.

The cell phone or electronic device will be sent to the office:

1st offense – Student may pick up electronic device from the office after school

2nd offense or more – Parents must pick up electronic device from the office after school

Another person may pick up the electronic device with parent/guardian permission/principal approval. The main office will keep track of student offenses.

PERSONAL AND SCHOOL PROPERTY

The school will not assume responsibility for lost, broken or stolen items brought from home. Electronic items and other valuables must be kept in the student's backpack during school hours.

Students will be held responsible financially for any willful damage, or damage as a result of "horse play," to any school or personal property. In addition, disciplinary action may be taken.

SAFETY DRILLS

Fire and tornado drills are practiced several times during the year. If a disaster should strike, the students will be prepared to move quickly to a safe place. Students should follow the directions of their classroom teacher regarding the proper procedure during these drills. The fire alarm is a continuous blast of the emergency horn. Each teacher will explain the procedures from their room when the alarm sounds. Never run, push, or crowd. Please refrain from talking when leaving and reentering the building. Students are expected to cooperate when outside the building.

Tornado drills will also be held during the school year. The tornado alarm will be announced over the intercom by the office. In case a tornado or other disaster is eminent, always follow the directions of the instructor. Instruction for emergency procedures for fire or tornado is posted in every room.

Students will also participate in intruder drills and training in the event of a school safety emergency. These are required to happen a couple times per year. Students participate in an evacuation drill much like a fire drill and are taught what to do in case of a threat within the building. Parents will be notified via School Messenger the week of a planned intruder drill. Parents will also receive a notification following drill completion the day of the drill.

HEALTH SERVICES

Stewart Elementary has a school nurse available each school day. The secretaries are also available to assist students as needed if the school nurse is unavailable. Students needing medical attention from the nurse must notify the supervising teacher. Health concerns may be updated as needed on Powerschool by the parent/guardian.

Immunizations-Stewart Elementary follows the guidelines set by the state. The State of Iowa requires immunizations to be up to date to attend school. Proof of required immunizations or medical/religious exemptions must be available to the school nurse. Failure to meet the immunization requirement will be grounds for exclusion.

Over the Counter Medications: If it is necessary for students to take planned over the counter medication while at school please send a written note of what medication, what time it needs to be administered and the reason for the student to take it. Permission to give students OTC medications as needed must be indicated on the Powerschool permission section.

Prescription Medications-Medication will be dispensed according to district guidelines. The "Medication Authorization Form" must be filled out in its entirety for prescription medication to be administered. These forms are available in the school office and may be available at local doctor's offices. The nurse strongly recommends that an adult hand deliver medication to and from school. **All medication brought to school must be in the original, labeled bottle.**

Students will be sent home with any of the following:

- Temperature of 100.4° or more
- Vomiting
- Continuous coughing
- Frequent diarrhea stools
- Suspected ringworm or impetigo
- Scabies symptoms

If a child is too ill to remain in school, it is the responsibility of the parent to provide transportation home. Please make sure that the school has a number where you or an emergency contact can be reached.

Your child should remain fever free for 24 hours without use of fever reducing medications before he/she may return to school. If a child is too ill to remain in school, it is the responsibility of the parent to provide transportation home. If a student exhibits symptoms of persistent cough and/or fever he/she may be asked to wear a mask as they wait to be picked up.

Please make sure that the school has a number where you or an emergency contact can be reached.

Injuries: First Aid will be administered if a child is injured at school.

Head Lice: The Stewart policy regarding head lice is based on recommendations from the Iowa Department of Public Health (<http://www.idph.state.ia.us>). Each case of head lice will be managed individually. Children should remain in school for the rest of the day if head lice are detected. Parents will be notified by phone, provided general education materials on proper treatment, and review treatment protocols. It is reasonable to expect that treatment be started before the child returns to school the next day. Parents are asked to follow through on the treatment and lice/nit removal until no further lice or nits are seen.

Hearing Screenings: GWAEA screens students. Dates of this test are determined by GWAEA each year. Please contact the office for more information if needed.

Vision Screenings: The past several years the local eye doctors have volunteered to come to the school to perform vision screenings on all Stewart Elementary kindergarten students. Dates of this screening are set by the physicians' office. More information will be sent home prior to the screening date. It is state law that all kindergarten students need vision screenings for enrollment; this screening will fulfill this requirement.

Emergency Care: Parents or emergency contacts will be notified of any injury or illness in apparent need of immediate care by a physician. When unable to contact parents or persons specified, the child will be transported to the Emergency Room of the nearest hospital.

Management of illnesses subject to change as school nurses receive updated guidelines from Iowa Department of Public Health.

PROFESSIONAL SERVICES

There are numerous agencies available to aid students with personal problems. If needed, you may contact them directly or ask a guidance counselor to help you. They are:

Family Services: *WCSD has partnered with Gracie Mae to provide opportunities for students and families to obtain mental health support. We also allow other providers a space when requested.*

AEA Service: Additional support services are available to assist teachers when concerns arise with students. These services include our building staff, (special education teachers, counselors, nurse, etc.) and Grant Wood Area Education Agency support staff, (psychologist, social worker, consultant, speech-language pathologists, occupational and physical therapists, work experience coordinators and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern in carrying out these strategies or in monitoring individual student progress. These services are available for all students through teacher or parent request. Working together, we can provide the best education possible for all of our children.

SPECIAL EDUCATION

The board recognizes some students have different educational needs than other students. The board will provide a free appropriate public education program and related services to students identified in need of special education. The special educational services will be provided from birth until the appropriate education is completed, age twenty-one or to the maximum age allowable in accordance with the law. Students requiring special education will attend general education classes, participate in nonacademic and extracurricular services and activities and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student is written in the student's Individualized Education Program (IEP). (Board Policy 603.3)

504 PLAN

The law requires the Washington Community School District to provide eligible students a free appropriate education; including individually designed instruction. Section 504 does not require a written IEP but does require a plan. "Appropriate" means an education comparable to the education provided to non-handicapped students. When identified, a handicapped student can expect that reasonable accommodations will be made so that the student receives an appropriate educational experience. It requires that buildings and programs be made accessible through reasonable accommodation for individuals identified as handicapped and eligible. Students who are eligible or believe they are eligible for a 504 Plan should contact the guidance office. Parents or teachers may, also, request a 504 Plan by contacting the guidance office.

RELEASE OF STUDENT INFORMATION

The following information may be released to the public in regard to any individual student of the school district as needed: Name, address, telephone listing, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, photograph and likeness and other similar information.

Student directory information is designed to be used internally within the school district. Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information. (Board Policy 506.2)

USE OF DIRECTORY INFORMATION 506.2R1

The student handbook or similar publication given to each student that contains general information about the school will contain the following statement that is published at least annually in a prominent place or in a newspaper of general circulation in the school district:

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by August 30th of the current school year to the principal. The objection needs to be renewed annually.

SCHOOL BUS INFORMATION

SHUTTLE BUS SERVICE:

To eliminate the need for Stewart students to cross Highway 92, the district provides a shuttle bus between Stewart Elementary and Lincoln Elementary for those city students living south of the highway. In the morning, those students should walk to Lincoln Elementary where a shuttle bus will transport them directly to Stewart. Parents will need to contact WCSD Transportation to set up shuttle bus service for their student(s). Students should be at the bus stop by the time indicated by WCSD Transportation department.

NOTE: The classroom teacher must have a written note from a parent/guardian if your child is not to ride his/her scheduled bus. Please refrain from last minute calls to the office for such changes, especially after 2:00 PM, we cannot guarantee the student will receive the message. If there is no note or call, the child will be placed on his/her regular school bus.

Friends Riding Home on the Bus: If students are planning to have a classmate ride the bus home with them, the parents of each student(s) needs to call the transportation office (319-653-3695) the working day before transport is desired and have the additional student transportation approved before transport can happen. This must happen each time an additional rider is requested. Some routes do not have room for additional riders, so therefore not all requests for additional riders will be approved. The Transportation Department does their best to accommodate all requests, but can not guarantee transportation of additional students is possible for every route. **Students who have not had their parents call in ahead of time for approval will not be transported.**

SCHOOL BUS EXPECTATIONS:

I. Previous to loading (On the road and at school):

1. Be on time at the designated school bus stops, keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Bus riders should stand in line and conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Bus riders must not move toward the bus at the school's loading zone until the buses have been brought to a complete stop.
6. Crossing the Street - If you have to cross the street from your bus stop to load, students must wait for the bus driver to signal them that it is safe to cross the street. **Never assume it is safe to cross just because the bus is stopped and the stop arm is out!** If you hear the driver honk the bus horn, run back to your bus stop waiting area as fast as you can to get away from danger!

II. While on the bus:

1. Proceed to your seat immediately and (if equipped) fasten your seat belts. If your bus is equipped with seat belts, students are required to wear them anytime they are on the bus.
2. Keep hands and head inside the bus at all times after entering and until leaving the bus.
3. Assist in keeping the bus safe and sanitary at all times. Place trash in the garbage can when you exit the bus, not while the bus is moving.
4. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
5. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
6. Bus riders should never tamper with the bus or any of its equipment.
7. Keep books, packages, coats and all other objects out of the aisles. Store them under your seat.
8. Help look after the safety and comfort of smaller children.
9. Do not throw anything out of the bus window.
10. Bus riders are expected to be courteous to fellow pupils and the bus driver.
11. Horse play is not permitted around or on the school bus.
12. Bus riders are expected to be courteous to fellow pupils and the bus driver.
13. Absolute quiet when approaching a railroad cross stop.
14. In case of a road emergency children are to remain in their seat and follow the directions of their bus driver. In any emergency, remember to stay calm and follow directions to stay safe.

III. After leaving the bus:

1. When exiting the bus, take ten big steps away from the bus to get out of the "Danger Zone." The

“Danger Zone” is the entire area around the bus front and sides and it extends 10 foot all around the bus.

2. If you must cross the road cross the road after getting off the bus, after you have taken your 10 big steps away from the side of the bus, take 10 more big steps to the front of the bus and wait at the curb for the driver to signal you that it is safe to cross the road. Once the driver signals you that it is safe to cross, only walk out to the edge of the bus and then stop and check to make sure there is no traffic coming. **Never assume it is safe to cross just because the bus is stopped and the stop arm is out!** If you hear the driver honk the bus horn, run back to the curb as fast as you can to get away from danger!
3. If you drop something when exiting the bus, and it goes under the bus, never try to get it yourself. Ask the bus driver to help you! Never try to get the item yourself by crawling under the bus.
4. Help look after the safety and comfort of smaller children.
5. Be alert to the danger signal from the driver.
6. The driver will not discharge riders at places other than the regular bus stop at the home or at school unless by proper authorization in writing from the parent or school official.

IV. Extra -Curricular Trips

1. The above rules and regulations will apply to any trip under school sponsorship.
2. Pupils shall respect the wishes and directions of a chaperone representing the school.

V. Penalty

1. Any bus rider who violates the rules will be warned once by the driver and reported to the school office.
2. Unsatisfactory conduct, after being warned, will result in denying bus-riding privileges to any pupil involved.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

PBIS includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Positive behavior interventions and support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Stewart elementary building is involved in professional learning for supporting the PBIS process. Our building-wide student behavior expectations revolve around three main concepts: 1) I am respectful. 2) I am responsible. 3) I am safe. We will teach students about these three main expectations in common areas to include the hallways, the lunchroom, the playground, and the restroom. Students will be taught what being respectful, responsible, and safe looks like and sounds like in those four common areas of our school (School-wide Expectations Matrix - See appendix A). To encourage positive choices and behaviors, we will also have an acknowledgement system in place to support all learners. Teachers will be incorporating our 3 main expectations in the classroom setting including a recognition system for students following the expectations (Classroom Expectations Matrix - See appendix B).

Rules/Policies

Students are expected to show good character and behavior in all school activities. Students not meeting expectations may be given a discipline referral. Discipline referrals are categorized as majors and minors (Major/Minor Definitions - See Appendix C). Following are specific policies and procedures:

Voice Levels

3-Outside

2-Conversation

1-Whispering

0-Quiet

Common Procedures:

We will be sending more specific PBIS information home with your child throughout the first month of school.

Tickets

Tickets are used to acknowledge positive behaviors throughout our school. Tickets are more than a token of acknowledgement for students. They also serve as a tool to remind teachers to seek and verbally recognize students who are meeting our positive behavioral expectations.

School-Wide Celebrations

Celebrations acknowledge the positive behaviors we see on a regular basis from students, and the effort that our staff puts into teaching and reinforcing those behaviors. All staff members participate in our school-wide celebrations

ADDITIONAL BOARD POLICIES REGARDING STUDENTS

POSSESSION OF WEAPONS & DANGEROUS INSTRUMENTS - Board Code 502.6

The board believes weapons, other dangerous objects and look-alikes in school district facilities cause material and 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 and look-alikes. Weapons and other dangerous objects and look-alikes will be taken from students and others who bring them onto school property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to 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.

BULLYING AND HARASSMENT

Please note, staff cannot do something about perceived or actual bullying unless they know something about it. It is important if a child believes they or someone else is being bullied that it is reported to an adult at school and an adult at home so a proper investigation can occur. Bully incident report forms are available online and in all classrooms, as well as the main office and guidance office for students to document the bullying incidents.

ANTI-BULLYING/ANTI-HARASSMENT POLICY (104 / 104R1)

The Washington Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously

disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district; a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Retaliation Prohibited

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in an investigation is prohibited. Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions For the purposes of this policy, the defined words shall have the following meaning

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. •
- "Harassment" and "bullying" mean any repeated and targeted electronic, written, verbal, or physical act or conduct toward an individual that creates an objectively hostile school environment that meets one or more of the following conditions:
 - (1) Places the individual in reasonable fear of harm to the individual's person or property.
 - (2) Has a substantial detrimental effect on the individual's physical or mental health.
 - (3) Has the effect of substantially interfering with the individual's academic or career performance. Has the effect of substantially

interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school. •

- "Volunteer" means an individual who has regular, significant contact with students.

Publication of Policy 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 web site,
- (other) _____

Filing a Complaint: A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation: The school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy. Code 104 Page 2 of 2 WCSD Board Policy Manual

Decision: 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 and 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.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may 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.

Publication of Policy 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 web site, (other)

STUDENT-TO-STUDENT HARASSMENT (502.10.1R1)

Anti-Bully Rules

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will include, not exclude.
4. We will tell an adult when somebody is being bullied.

Harassment of students by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management of the school district and directly affects the welfare of the student and school district.

Harassment prohibited by the school district includes, but is not limited to, harassment, including bullying, on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy after an investigation be disciplined, up to and including, suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- verbal or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications;
- unwelcome touching;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades,

achievements, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to unreasonably embarrass, distress, agitate, disturb or trouble students when such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.

Harassment as set forth above may include, but is not limited to the following:

- verbal, physical or written harassment, bullying or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, achievements, etc.;
- demeaning jokes, stories, or activities directed at the student.

The district will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited, however, the superintendent has the right to discipline students who knowingly file false harassment complaints. A

student who is found to have retaliated against another in violation of this policy will be subject to discipline, up to and including, suspension and expulsion.

STUDENT-TO-STUDENT HARASSMENT INVESTIGATION PROCEDURES (502.10R1)

Students who feel that they have been harassed should:

If the student is comfortable doing so, the student should communicate to the harasser that the student expects the behavior to stop. If the student wants assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.

If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:

- tell a teacher, counselor or principal; and
- fill out a bully report form

HARASSMENT COMPLAINT PROCEDURES

An individual who believes that the individual has been harassed or bullied will notify the building assistant principal, the designated investigator. The alternate investigator is the building counselor. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

Sanctions: Students who violate the policies, regulations, rules, or directives of the district, or who have documented cases of conduct detrimental to the best interests of the district, will be disciplined by one or more of the following plans:

- a. Denial of extracurricular activities or privileges;
- b. Temporary removal from class to the office of the principal or his/her designee for a period not to exceed two days when the principal or designee reviews with the student and the classroom teacher the misconduct of the student and determines the conditions of readmission to class or for further disciplinary proceedings;
- c. Probation: conditional attendance during a trial period;
- d. Detention: a requirement that a student remain after school, or come to school early;
- e. In-school suspension: the temporary isolation of a student from one or more classes while under proper supervision, where the misconduct does not warrant removal from school by suspension;
- f. Removal from class for the remainder of a term: the isolation of a student from a specific class for the remainder of a term while under proper supervision where the misconduct does not warrant removal from school by expulsion;
- g. Out-of-school suspension: the student is prohibited from attending classes or any school activity for a temporary period of time, not to exceed ten school days;
- h. Expulsion: the student is prohibited from attending classes or any school activity for an indefinite period of time;
- i. Physical restraint to protect property, other persons, and/or the student;
- j. Referral to other agencies;
- k. Conference with the Counselor;
- l. Parent conference with the Principal;
- m. Informing the parents of the undesirable behavior;
- n. Restoration of property damaged at the student's expense;
- o. Denial of special privileges a student may have been given;

p. The parents will be notified and the student turned over to local law enforcement authorities;

q. Other, as determined by the Principal.

Bullying and harassment reporting forms are available on the school website at www.washington.k12.ia.us

NONDISCRIMINATION-Board Code 102. 102.E1

The board will not discriminate in its educational activities on the basis of age, color, creed, disability, marital status, national origin, race, religion, sexual orientation or socioeconomic status.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of age, color, creed, disability, marital status, national origin, race, religion, sexual orientation, or socioeconomic status. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Students, parents, employees and others doing business with or performing services for the Washington Community School District are hereby notified that this school district does not discriminate on the basis of age (except students), color, creed, disability, marital status, national origin, race, religion, sexual orientation or socioeconomic status in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of age (except students), color, creed, disability, marital status, national origin, race, religion, sexual orientation or socioeconomic status in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 is directed to contact:

Title: **Equity Coordinator/Teresa Beenblossom**

Office Address: 404 West Main, Washington, Iowa 52353

Phone Number: (319) 653-6543

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and *Iowa Code* § 280.3 (2007).

ANNUAL NOTICE OF CHAPTER 103

Rules Prohibiting Corporal Punishment and Regulating the Use of Reasonable and Necessary Physical Force, Including Physical Restraint and Seclusion

Notice: Corporal Punishment, Physical Restraint, and Seclusion Amendments to the Department's administrative rules on corporal punishment, physical restraint, and seclusion require annual notice to parents of the terms of those administrative rules, as well as any other policies or procedures on corporal punishment, restraint, or seclusion adopted by an AEA, a public school district, or an accredited nonpublic school.

Chapter 103 forbids school employees from using corporal punishment, which means the intentional physical punishment of a student, against any student. Certain actions by school employees are not considered corporal punishment, which includes verbal redirection; actions consistent with the rules of Chapter 103 and a student's IEP, Behavior Intervention Plan, Health Plan, or Safety Plan; and the use of reasonable and necessary physical force where necessary to prevent harm to persons or property or to remove a disruptive student.

Chapter 103 imposes additional limitations and requirements on school employees' use of physical restraint or seclusion on any student. Chapter 103 limits why, how, where, and for how long a school employee may physically restrain or seclude a child. If a child is restrained or secluded, the school must maintain documentation, provide certain types of notice to the child's parent, and convene a debriefing meeting with the parent and school staff as required by Chapter 103. If you have any questions about Chapter 103, the District's practices, or if you would like to make a complaint about possible violations of

Chapter 103, please contact Adam Miller, Director of Special Education at 319-653-3691.

The complete text of the Iowa Department of Education's Chapter 103 Rules is available at: <https://www.legis.iowa.gov/docs/iac/chapter/281.103.pdf>. Additional information and guidance from the Iowa Department of Education can be found on their website at: <https://educateiowa.gov/pk-12/learner-supports/timeout-seclusion-restraint>.

ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES

It is the policy of the Washington Community School District (Board Policy 402.3) to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible.

The Washington Community School District has appointed a level-one investigator(s) and alternate(s), and has arranged with a trained, experienced professional to serve as the level-two investigator. All complaints must be submitted in writing to the level-one investigator. The level-one investigators for our district are Veta Thode and Curt Mayer. He/she may be reached at the administration building by calling 653-6543.

STUDENT COMPLAINTS AND GRIEVANCES-Board Code 502.4

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within 2 days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 5 days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

NOTE: There should be reasonable limits on the number of days a student has to pursue a complaint. Cross reference with the number of days listed in policy 401.4 for consistency.

SEARCH AND SEIZURE Board Policy 502.8, 502.8R

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give

rise to an expectation of privacy with respect to the locker, desk, or other facility. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

It is recognized that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student anywhere on the school premises.

NOTE: This policy reflects the law regarding school district authority for searching students, their possessions and their lockers. Substantive changes were made to 502.8R1. (2016)

EDUCATION RECORDS ACCESS 506.1

The board recognizes the importance of maintaining education records and preserving their confidentiality, as provided by law. Education records are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of education records. Education records may be maintained in the central administration office or administrative office of the student's attendance center.

Definitions:

For the purposes of this policy, the defined words have the following meaning:

- "Education Record" means those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution.
- "Eligible Student" means a student who has reached eighteen years or attends a postsecondary institution. Parents of an eligible student are provided access to education records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student.

An education record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to themselves, or be informed of the information.

Parents, and eligible students, and other individuals authorized in accordance with law will have access to the student's education records during the regular business hours of the school district. Parents and eligible students will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's education records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of education records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the education records. Fees for copies of the records are waived if it would prevent the parents or eligible student from accessing the records. A fee may not be charged to search or retrieve information from education records.

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the education records and a list of the types and locations of education records collected, maintained or used by the school district.

If the parents or an eligible student believes the information in the education records is inaccurate, misleading or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education records.

Education records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the education record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be:

To school officials within the school district and AEA personnel who the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;

- To officials of another school district in which the student wishes to enroll, provided other school district notifies the parents the education records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- To the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- In connection with a student's application for, or receipt of, financial aid;
- To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it was conducted;
- To accrediting organizations;
- To parents of a dependent student as defined in Internal Revenue Code;
- To comply with a court order or judicially issued subpoena;
- [Consistent with an interagency agreement between the school district and juvenile justice agencies];
- In connection with a health or safety emergency;
- As directory information;

In additional instances as provided by law.

The superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's education records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's education records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's education records. This list for an education record may be accessed by the parents, the eligible student and the custodian of education records.

Permanent education records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent education records will be kept in a fire-safe vault or they may be maintained electronically with a secure backup file.

When personally identifiable information, other than permanent education records, is no longer needed to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records, except for permanent records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes. For purposes of policy, "no longer needed to provide educational services" means that a record is no longer relevant to the provision of instruction, support, or related services and it is no longer needed for accountability and audit purposes. At a minimum, a record needed for accountability and audit purposes must be retained for five years after completion of the activity for which funds were used.

[The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agencies (agencies) involved.

The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the school district and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education. The school district may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the agencies after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the

programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within a reasonable time following receipt of the request.]

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy.

It is the responsibility of the superintendent to annually notify parents and eligible students that they have the right to:

1. Inspect and review the student's education records;
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent; and
4. File a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the law.

The notice is given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-8520.

NOTE: This is a mandatory policy.

NOTE: For districts that include the option language regarding the interagency agreement, please ensure that the policy is included in the student handbook, in accordance with law.

PERSONAL APPEARANCE-Board Code 502.1

The board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The board expects students to be clean and well groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy;

Note: This policy reflects the current status of the law regarding student appearance.

1. A list includes examples of clothing which is considered inappropriate, disruptive or unreasonably infringes on others rights and is not allowed can be found in board policy when requested.
2. Students are to wear shoes or sandals.
3. Accessories that could be used as weapons are not allowed at school. This includes, but is not limited to, wallet chains and spiked jewelry.
4. If there are medical or religious reasons to make an exception to these rules, the parents must request an exception. Such an exception must be approved by the administration before the student can wear attire, which is an exception to the above policy.

507.9 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. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school district nutrition standards and be in compliance with state and federal law. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals.

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, the school district may utilize electronic identification and payment systems and will promote the availability of meals to all students.

The school district will develop a local wellness policy committee composed of parents, students, representatives of the school food authority, the school board, school administrators, physical education teachers, and school health professionals. The local wellness policy committee will develop a plan to implement and measure the local wellness policy and monitor the effectiveness of the policy.

Specific Wellness Goals

- nutrition education and promotion
- physical activity
- other school-based activities that are designed to promote student wellness
- nutrition guidelines for all foods available on campus
- plan for measuring implementation

The nutrition guidelines for all foods available will focus on promoting student health and reducing childhood obesity.

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 a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences and elective subjects;
- includes enjoyable, developmentally appropriate, culturally relevant participatory activities, such as contests, promotions, taste-testing, farm visits and school gardens;
- promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, healthy food preparation methods and health-enhancing nutrition practices.
- links with meal programs, other foods and nutrition-related community services, and
- includes training for teachers and other staff.

Physical Activity

Physical Education The school district will provide physical education that:

- is for all students in grades K-12 for the entire school year;
- is taught by a certified physical education teacher;
- includes students with disabilities. Students with special health-care needs may be provided in alternative educational settings;
- K-5, to have 30 minutes of physical activity, not physical education, per day. This requirement can be met through a combination of PE, recess, classroom and other activities. Middle and high school students must have at least 120 minutes of physical activity per week. Again this is not just physical education but can be met with a combination of PE, school and non-school sponsored athletics and other activities where the body is exerted. Should a student wish to meet the requirement outside of school, the student and school district must have an agreement (signed waiver) detailing the outside activity; and
- engages students in moderate to vigorous activity during at least 50 percent of physical education class time.

Daily Recess

Elementary schools should provide recess for students that:

- is at least 20 minutes a day;
- is preferably outdoors; and
- encourages moderate to vigorous physical activity verbally and through the provision of space and equipment.

When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity and Punishment

Employees should not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

Physical Activity Opportunities after School

After-school child care and enrichment programs will provide and encourage—verbally, and through the provision of space, equipment and activities—daily periods of moderate to vigorous physical activity for all participants.

Other School-Based Activities that Promote Student Wellness

Integrating Physical Activity into Classroom Settings

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 skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities;
- discourage sedentary activities, such as watching television, playing computer games,
- provide opportunities for physical activity to be incorporated into other subject lessons; and,
- encourage classroom teachers to provide short physical activity breaks between lessons or classes, as appropriate.

Communication with Parents The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children. The school district will:

- encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the established nutrition standards for individual foods and beverages;
- provide parents a list of foods that meet the school district's snack standards and ideas for healthy celebrations/parties, rewards and fundraising activities;
- provide information about physical education and other school-based physical activity opportunities before, during and after the school day;
- support parents' efforts to provide their children with opportunities to be physically active outside of school; and,
- include sharing information about physical activity and physical education through a web site, newsletter, other take-home materials, special events or physical education homework.

Nutrition Guidelines for All Foods Available on Campus

School Meals

Our school district is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices. All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the Fresh Fruit & Vegetable Program (FFVP), and the Summer Food Service Program (SFSP). All schools within the District are committed to offering school meals that:

are appealing and attractive to children;
are served in clean and pleasant settings;
meet, at a minimum, nutrition requirements established by local, state and federal law;
offer a variety of fruits and vegetables, legumes and whole grains; and,
serve only low-fat (1%) and fat-free milk and nutritionally equivalent non-dairy alternatives as defined by the USDA.
are moderate in sodium, low in saturated fat, and have zero grams trans fat per serving (nutrition label or manufacturer's specification).

Breakfast

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, schools will:

- operate the breakfast program, to the extent possible;
- arrange bus schedules and utilize methods to serve breakfasts that encourage participation;
- notify parents and students of the availability of the School Breakfast Program, where available; and,
- encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials or other means.

Free and Reduced-Priced Meals

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, the school district may:

- utilize electronic identification and payment systems; and

- promote the availability of meals to all students. Meal Times and Scheduling The school district:
 - will provide students with at least 10 minutes to eat after sitting down for breakfast and 15-20 minutes after sitting down for lunch;
 - should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.; should not schedule tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities;
 - will schedule lunch periods to follow recess periods (in elementary schools) when the schedule allows; and
 - will provide students access to hand washing or hand sanitizing before they eat meals or snacks.

Qualification of Food Service Staff

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

Foods Sold Outside the Meal (e.g. vending, a la carte, sales)

The District is committed to ensuring that all foods and beverages available to students on the school campus* during the school day* support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at:

<http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.foodplanner.healthiergeneration.org.

Fundraising Activities

There are two types of fundraising – regulated and other. Regulated fundraisers are those that offer the sale of foods or beverages on school property and that are targeted primarily to PK-12 students by or through other PK-12 students, student groups, school organizations, or through on-campus school stores. Regulated fundraising activities must comply with the state nutrition guidelines. All other fundraising activities are encouraged, but not required, to comply with the state nutrition guidelines if the activities involve foods and beverages.

The school district encourages fundraising activities that promote physical activity. The school district will make available a list of ideas for acceptable fundraising activities.

Snacks

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of meals, children's nutritional needs, children's ages and other considerations. The school district will disseminate a list of healthful snack items to teachers, after-school program personnel and parents. The District requires pre-packaged snacks for the safety of the students.

If eligible, schools that provide snacks through after-school programs will pursue receiving reimbursements through the National School Lunch Program.

Sack Lunches

The District encourages healthy sack lunches brought from home. Pop will not be allowed as part of a sack lunch.

Rewards

The school district will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior.

Birthday Parties

Birthday Parties may be celebrated in the student's homeroom. Parents will receive a list of healthy snack suggestions to use for ideas in a variety of ways such as newsletters, district website etc. Parents will be encouraged to provide pre-packaged items and follow the guidelines set by the district.

Celebrations

Schools should evaluate their celebrations practices that involve food during the school day. The school district will disseminate a list of healthy party ideas to homeroom parents and teachers. Parents will be encouraged to provide pre-packaged items.

School-Sponsored Events

Foods and beverages offered or sold at school-sponsored events outside the school day, such as, but not limited to, athletic events, dances or performances will offer nutritional food options when possible.

Food Safety

All foods made available on campus adhere to food safety and security guidelines.

- All foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.

Summer Meals

Schools in which more than 50 percent of students are eligible for free or reduced-price meals will sponsor the Summer Food Service Program for at least four weeks between the last day of the academic school year and the first day of the following school year, and, preferably, throughout the entire summer vacation.

Plan for Measuring Implementation

Monitoring

The superintendent will ensure compliance with established school district-wide nutrition and physical activity wellness policies. In each school:

- the principal will ensure compliance with those policies in the school and will report on the school's compliance to the superintendent; and,
- food service staff, at the school or school district level, will ensure compliance with nutrition policies within food service areas and will report on this matter to the superintendent. In the school district:
- the school district will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the school district has not received an SMI review from the state agency within the past five years, the school district will request from the state agency that an SMI review be scheduled as soon as possible.
- the Wellness Committee will revise the Wellness Policy and will report to the school board for approval every three years; and,
- the policy will then be distributed to all school principals, parent/teacher organizations, and health services personnel in the school district, posted on the district website and distributed in school handbooks.

FREEDOM OF EXPRESSION-Board Code 502.3

Student expression, other than student expression in student-produced official school publications, made on the school district premises or under the jurisdiction of the school district or as part of a school-sponsored activity may be attributed to the school district; therefore, student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression will not, in the judgment of administration, encourage the breaking of laws, defame others, be obscene or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that are not disruptive to the orderly and efficient operation of the school district.

Students who violate this policy may be subject to disciplinary measures. Employees are responsible for ensuring students' expression is in keeping with this policy.

INTERNET POLICY- Board Code 401.20

For The Washington Community School District For Students, Employees, And Guests

Purpose

Part of the Washington Community School District's responsibility in preparing students for the 21st century is to provide access to the tools they will use as adults. We believe that the district computer network and the Internet are some of those tools. These tools can give our students the competitive skills necessary to perform well in higher education and the marketplace.

By allowing students to participate on the Internet, they will have access to electronic communication with people all over the world, public domain software, shareware, many university library catalogs, the Library of Congress and ERIC (Educational Resources Information Center).

The Internet

The Internet is a worldwide network of computer networks. It is comprised of thousands of separately administered networks of many sizes and types. Each of these networks is comprised of as many as tens of thousands computers; the total number of individual users of the Internet is in the millions. This high level of connectivity fosters an unparalleled degree of communication, collaboration, resource sharing, and information access.

While the district will take precautions to restrict access to controversial material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal, parents should be aware of the existence of such materials and also monitor home usage of the Internet. The Washington Community School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility users may procure material that is not consistent with the educational goals of the district.

Acceptable Use / Limited Educational Purpose

Students at Stewart are to be on sites that are directed by the adult in the classroom. Most sites at the elementary level are bookmarked on their computer and those are acceptable during computer free time.

The purpose of the Internet is to support research and education in and among academic institutions in the US by providing access to unique resources and the opportunity for collaborative work. This also includes the school district computer network. The use of all accounts must be in support of education and research consistent with the educational objectives of the Washington Community School District. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any United States or Iowa state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited. Students requiring access for class-related activities will have priority over others.

Internet / Computer Network Access is a Privilege

Use of Internet and computer network access through the Washington Community School District is a privilege, not a right. Any inappropriate use will result in the cancellation of those privileges, suspension/expulsion, discipline up to and including termination, and/or possible legal action. Based upon the acceptable use guidelines in this document, the system administrators will deem what is inappropriate use and their decision is final. The system administrators may close an account at any time. The administration, faculty, and staff of the Washington Community School District may request the system administrator to deny, revoke, or suspend specific user accounts. A user account will be issued upon completion of the Acceptable Use form. Any user that is not part of the school district must complete an Acceptable Use form.

Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- Be polite. Do not write or send abusive messages to others. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal your home address or phone number or those of students, staff, or colleagues.
- Do not use the network in such a way that you would disrupt the use of the network by other users (e.g., downloading large files during prime usage time, downloading material that is not related to education, sending mass email messages, or annoying other users by using the talk or write functions).

Note:

No electronic communication is private. Do not send private information such as credit card numbers or personal information over the Internet. People who operate the Washington Community School District's system do have access to all mail, documents, and Internet access logs. Messages or material found relating to or in support of illegal or inappropriate activities is required to be reported to the proper authorities by district personnel.

Safety

For the safety of all staff and students, there will be no personal meetings arranged via the Internet. Student names shall not be published on the Internet except for the following:

- Any official school publications such as a school newspaper.
- Content that requires authentication of authorized individuals.

Any student that identifies himself or herself on the Internet shall only use their first name. This would include the use of district email.

Student pictures may only be published on the Internet if permission is obtained from a parent.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you must notify a system administrator. Security problems are only to be identified to a district technology staff member. Passwords shall not be given to another user for any reason. A user's account is only to be used by that individual. Attempts to log on to any device as a system administrator or other user will result in cancellation of user privileges. Any user that is identified as a security risk may have access privileges revoked.

Vandalism

Vandalism will result in cancellation of privileges. Vandalism is defined as any deliberate attempt to harm or destroy data, or any deliberate action that causes physical impairment to equipment. This includes, but is not limited to, the uploading or creation of computer viruses and theft or attempting to bypass Internet filtering software.

Software and Files

Only software that is purchased by the Washington Community School District can be installed or used on district computers. Other software is not supported and will be deleted during regular maintenance and troubleshooting. The use of encryption software that is not part of district operations is prohibited unless a building administrator knows the key or password. Student use of chat, instant messaging, ICQ, or other similar software is prohibited. The use of chat, instant messaging, or ICQ software is not prohibited for staff use, but it is not supported by any district technology staff or district computer systems. It will be removed during the troubleshooting of a computer problem and not be re-installed by district technology staff. The Washington Community School District makes no guarantee that this type of software will work now or in the future.

Copyright / Plagiarism

The Washington Community School District Staff and Students will respect copyright laws by citing sources and not representing the work of others as your own. Do not make copies of copyrighted software or allow copies to be stored, transferred or used on the district computer network. This includes the currently popular mp3 music files, and other shared files and/or programs that have been copied and shared.

Updating User Information

The Washington Community School District may occasionally require new registration and account information from you to continue the service. You must notify the Washington Community School District of any changes in your account information (address, phone, etc.). Acceptance forms will be required to be signed by student and staff members once per year and will follow the school district fiscal year. Upon the new fiscal year, a new form must be signed and returned for services to continue.

Liability

In no manner shall the Washington Community School District be held responsible in any way for information accessed via the Internet, district computer network, data loss, or costs incurred that results from its use. The school district makes no guarantee that the Internet or computer network services will be up at all times.

Exception of Terms and Conditions

All terms and conditions as stated in this document are applicable to staff, students, and other individuals using computer equipment in the Washington Community School District. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed by and interpreted in accordance with the laws of the State of Iowa and the United States of America. These forms may be transferred and formatted in a way that the text remains the same.

DISCIPLINE- STUDENT CONDUCT-Board Code 503.1

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting their age level and maturity and with respect and consideration for the rights of others while on school property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district, while on school-owned or school-operated chartered vehicles, or while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension and decide whether to hold a disciplinary hearing to determine whether to impose further sanctions against the student which may include expulsion. In making its decision, the board shall consider the best interests of the school district, which shall include what is best to protect and ensure the safety of the school employees and students from the student committing the assault. Assault for purposes of this section of this policy is defined as when, without justification, a student does any of the following:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.
- The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student. This policy is not intended to address the use of therapeutic classrooms or seclusion rooms for students.

Detention means; the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building principal.

Suspension means; either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days. A restriction from school activities means a student will attend school, classes and practice but will not participate in school activities.

Probation means; a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means; an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

Discipline of special education students, including suspensions and expulsions, will comply with the provisions of applicable federal and state laws.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

NOTE: This is a mandatory policy and outlines the school district's basic student conduct. Details of how this policy will be implemented should be included in the student handbook. The paragraph regarding assault of school district employees is Iowa law.

Suspension-Board Code 503.1R1

Administrative Action

A. Probation

1. Probation is conditional suspension of a penalty for a set period of time. Probation may be imposed by the principal for infractions of school rules which do not warrant the necessity of removal from school.
2. The principal or designee will conduct an investigation of the allegations against the student prior to imposition of probation. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. Written notice and reasons for the probation will be sent to the parents.

B. In-School Suspension

1. In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the principal for infractions of school rules which are serious but which do not warrant the necessity of removal from school.
2. The principal or designee will conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. In-school suspension will not be imposed for more than ten school days. Written notice and reasons for the in-school suspension will be sent to the student's parents.

C. Out-of-School Suspension

1. Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.
2. A student may be suspended out of school for up to ten school days by a principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal or designee may suspend students after conducting an investigation of the charges against the student, giving the student:

- a. Oral or written notice of the allegations against the student and
- b. The opportunity to respond to those charges.

At the principal's or designee's discretion, the student may be allowed to confront witnesses against the student or present witnesses on behalf of the student.

3. Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents and the superintendent. A reasonable effort is made to personally notify the student's parents and such effort is documented by the person making or attempting to make the contact. Written notice to the parents will include the circumstances which led to the suspension and a copy of the board policy and rules pertaining to the suspension.

D. Suspensions and Special Education Students

1. Students who have been identified as special education students may be referred for a review of the student's Individual Education Program (IEP). The IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.

2. Students who have not been identified as special education students may be referred for evaluation after the student's suspension to determine whether the student has a disability and is in need of special education.

GENERAL

FIELD TRIPS

Field trips are an extension of school. All students must ride in school-approved transportation or have written signed guardian permission.

EQUIPMENT

Please do not send balls or other toys to school. Items sent to school are at risk for getting broken or may be lost during the school day.

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request a transfer to another school district upon the parent's request. Students wishing to open enroll to another school district must apply at the Central Office. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling.

PETS

Live animals will not be allowed in school except under special circumstances and only for an educational purpose. Permission from the building principal will be required of anyone wishing to bring an animal into school district facilities. Appropriate supervision of animals is required when animals are brought into the building.

Pets or visiting animals must have documentation from a veterinarian or an animal shelter to show that the animals are fully immunized (if the animal should be so protected) and that the animal is suitable for contact with children.

Any children allergic to the pet will not be exposed to the animal. Reptiles are not allowed because of the risk for salmonella. The classroom teacher is responsible for checking requirements have been met.

PHONE CALLS

Messages during the day will be taken by the school secretary, and the teacher will return the call as soon as possible. Telephone calls to the school requesting that messages from parents be delivered to students should be restricted to emergency situations. Student use of school telephones is also restricted to emergency situations.

Stewart Elementary students will not need the use of a cell phone during the school day. If a cell phone is brought to school, it must remain shut off and placed in a backpack during the school day. Cell phones removed from backpacks (by students) or ringing during the school day will be confiscated by the teacher/principal for the remainder of the day.

TEMPERATURE

Please dress your child appropriately for Iowa weather. If the temperature is 60° or above, no coats are required for outside recess. Stewart checks the temperature using Weatherbug which is located on the district website. Children will attend recess when windchill temperature is above 10 degrees.

VOLUNTEERS

A volunteer can perform non-teaching duties involving supervision and assistance to the teacher to enable them to better perform their teaching duties. Any person who is responsible, dependable, and cares about children and would work under the direction of a classroom teacher can be a volunteer. If you want to be a volunteer, you need to contact your child's teacher, or our volunteer coordinator, Brooke Anderson, for further information. All volunteers will be asked to fill out a background check form that will be sent to a law enforcement agency for clearance.

CLASSROOM PARTIES

Parties in the classroom are held to a minimum although they may occur on special occasions. These include Halloween, Winter Celebration and Valentine's Day. If you wish to send treats to school, please contact the classroom teacher and refer to the Wellness Policy. We can't serve homemade items.

Parents are invited to buy a book for the classroom or Media Center in honor of their child's birthday. This is a great way for your child to contribute to the school and feel like they are making a difference.

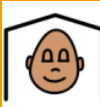
No invitations for personal parties will be handed out at school unless the entire class is invited.

****Appendix A****

You may hear your child talking about PBIS at Stewart. PBIS stands for Positive Behavior Interventions & Supports. When your child follows these expectations, it helps them be successful at school. Students earn tickets for following these expectations and when our school has reached a goal, we have a school wide reward.

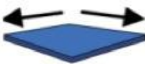
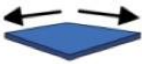
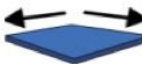
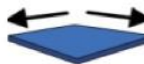
Stewart Elementary School

The Be's of Common Areas

	Hallway	Restroom	Lunchroom	Recess	Classroom
Be Respectful 	Greet others with a smile 	Keep the space clean 	Use manners  Conversation squares 	Include others  play nice 	Be Kind  Take care of materials 
Be Responsible 	Quiet voice (Level 0/1)  Eyes forward 	Go - Flush - Wash - Leave 	Eat  Keep the space clean 	Whistle-  Quick - Dot - Quiet 	Follow adult directions  Try your best 
Be Safe 	Bubble  Walking feet 	Give others privacy 	Bubble 	Bubble 	Stay in your assigned area 

****Appendix B****

Stewart Elementary School
The Be's of Classrooms

	Classroom Expectations				
	<i>Universal Attention Signal: adult says "Stewart", everyone puts thumb up & finger on lips</i>				
	Classroom Rules	Entering a Room	Teacher Led Time	Work Time	Getting Along
Be Respectful	Be kind  Take care of materials 	Use appropriate voice level  Respond to greetings 	Use appropriate voice level  Give Me 5 	Use appropriate voice level  Take care of materials 	Use kind words  Take care of self 
	Follow adult directions  Try your best 	Put materials where they belong  Start your job  Start	Follow adult directions  Participate 	Follow adult directions  Do your job  Try your best 	Accident vs On purpose  4 Steps  D-Bugging System 
Be Safe	Stay in your assigned area  Bubble 	Go to your assigned area  Bubble 	Stay in your assigned area  Bubble 	Stay in your assigned area  Bubble  Use materials appropriately 	Use my words  If unsafe, get an adult 

Stewart Behavior Definitions

Minor Problem Behaviors		
Behavior	Definition	Examples
Defiance, insubordination or non-compliance	Student engages in brief or <u>low-intensity</u> failure to follow directions.	Refusal to follow directions
Disrespect	Student delivers <u>low-intensity</u> , rude or dismissive message to adults or students.	Arguing with an adult, questioning authority, unkind to peers, invading others bubble space, unwanted touching
Disruption	Student engages in <u>low-intensity</u> , inappropriate interruption.	Making noise, unnecessary talking/blurting
Inappropriate Location	Student is at an inappropriate location without teacher consent <u>inside</u> the classroom/designated area.	Not at carpet, wandering room, hiding under table
Physical aggression without injury	Student engages in <u>non-serious</u> , inappropriate physical contact.	Non-severe pushing, kicking, or hitting
Property damage/vandalism	Student engages in <u>low-intensity</u> misuse of property	Marking on property, minor damage to technology
Other	Student engages in any other <u>minor</u> problem behaviors that do not fall within the above categories.	Repeated lying, inappropriate content/harmful web searches or websites
Major Problem Behaviors		
Behavior	Definition	Examples
Abusive or inappropriate language, profanity	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.	Purposely using profanity, sexual words or gestures, threats to harm others
Bullying- Contact Mr. Lampe Mrs. Knowles or Mr. Marsden, No Referral Needed	Student delivers direct, indirect, or technology-based unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The targeted student may experience one or more of the following: fear of harm to themselves or property, detrimental effect on health, or detrimental effect on performance or participation in school activities	Repeated or intense attacks towards the same peer
Defiance, insubordination, or non-compliance	Student engages in prolonged refusal to follow directions.	Refusing to follow directions over an extended amount of time and/or multiple subjects.

Disrespect	Student delivers rude or dismissive messages to adults or students.	Behavior continues despite attempt to resolve with adults or peers, swearing AT others, repeated or intense attacks towards others, inappropriate hand gestures
Disruption	Student engages in behavior causing an interruption in a class or activity	Verbal outbursts, any sustained behavior which stops instruction, sustained loud talking, yelling, cursing or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Harassment	Student delivers direct, indirect, or technology based unwanted behavior that is related to race, color, national origin, sex or disability.	Repeated actions or words against an individual based on the categories listed in definition
Inappropriate location	Student is at an inappropriate location without teacher consent <u>outside</u> the classroom/designated area.	Comes in from recess to walk the hall, leaves the classroom and goes to sit by locker
Physical aggression with injury	Student engages in actions involving serious physical contact (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) where either the offender(s) or victim(s) require professional medical attention (visit to the nurse). Does not include bullying or harassment.	Severe physical aggression towards self or others causing injury
Physical aggression without injury	Student engages in actions involving <u>potentially harmful</u> physical contact where either the offender(s) or victim(s) do not require professional medical attention. Does not include bullying or harassment.	Severe physical aggression towards self or others without injury (e.g., hitting punching, hitting with an object, kicking, hair pulling, scratching, etc.)
Physical fighting with injury	Student engages in a mutual physical fight where the offender(s) or victim(s) require professional medical attention (visit to the nurse). Does not include bullying or harassment.	Two or more students engaged in physical conflict
Property damage/vandalism/misuse	Student participates in an activity that results in damage, destruction, or use of property other than how it's intended.	Severe defacing/destroying property, inappropriate and/or sexual content web searches or websites
Theft	Student is responsible for possessing or passing on someone else's property.	Taking others property
Other	Student engages in any other major problem behaviors that do not fall in the above categories.	