

Southeast Warren Community Schools



Student Handbook

5th - 6th Grade

2026-2027

Attendance Center Information

Elzora Town Daycare Center

(641) 942-6138

**Birth through age 10*

**3-year-old Preschool*

Primary Center

316 N 5th Street

PO Box 135

Milo, IA 50166

Office:(641) 942-6216

Fax: (641) 942-6308

**4-year-old Preschool through 4th Grade*

Secondary Center

16331 Tyler St.

Liberty Center, IA 50145

Office: (641) 466-3331

Fax: (641) 466-3525

**5th Grade through 12th Grade*

Fall 2026

Dear Students and Parents,

Welcome to the 2026-2027 school year at the Southeast Warren Schools. Our teachers and staff are committed to making sure this year is a productive educational experience for each and every student. It is our hope that students, families, administrators, teachers, and staff will team up to achieve the school district's mission and vision. The purpose of this booklet is to provide you with the information you need to ensure good cooperation and understanding between home and school. The more effectively we work together, the more powerful we can be in supporting student achievement. Thank you for being a positive partner in our great school. We should all be proud to call ourselves Warhawks!

We hope that each family will take the time to go over this information together. If you have any questions or if you desire more information, please don't hesitate to contact me at 641-466-3331. You can also contact me via email at Delane.Galvin@se-warren.k12.ia.us

Thank you,

Delane Galvin
Principal 5th-12th

It is the policy of the Southeast Warren Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Shelley Mitzelfelt, Equity Coordinator, 16331 Tyler Street, P.O. Box 19, Liberty Center, IA 50145, 641-466-3510, shelley.mitzelfelt@se-warren.k12.ia.us

2026-2027 SEW School Calendar

4-Day Week Calendar

Summary of Calendar:

Days/Hours in classroom

First Semester75

Second Semester.....74

TOTAL DAYS/HRS...153/1102.32

Need 1080 Hours- Extra 22.32/3.04 Days

CALENDAR LEGEND

End Quarter	
P/T Conference	
Holidays	
Vacation Days	
No School	
Snow Makeup Days	
Inservice	

HOLIDAYS:

Labor Day	(9/7)
Thanksgiving Day	(11/26)
New Year's Day	(1/1)
Martin Luther King Jr. Day	(1/18)
President's Day	(2/15)
Memorial Day	(5/31)

Building Schedules:

Elementary- 8:00 AM - 3:45 PM

JH/HS- 8:00 AM - 3:45 PM

(Full Day 7.34 hours)

(Full Week – 29.36 hours)

P/T Conferences:

November 2nd, 2:00 – 7:00 PM
Teacher Inservice/No School

November 3rd, 4:00 – 7:00 PM
Conferences After School

April 5th, 2:00 – 7:00 PM
Teacher Inservice/No School

April 6th, 4:00 – 7:00 PM
Conferences After School

The following dates are designated as make-up dates:

January 25 February 22

April 12 April 26

May 3

Any additional required make-up dates will be added to the end of the school year.

Note: In-service Days may be classified as Career Development and/or Professional Development depending on the content of the activities being performed

August 2026					Student Days/Hours		
M	T	W	Th	F			
10	11	12	13	14			
17	18	19	20	21			
24	25	26	27	28	4	29.36	
31							
September 2026							
	1	2	3	4	8	58.72	
7	8	9	10	11	12	88.08	
14	15	16	17	18	16	117.44	
21	22	23	24	25	20	146.80	
28	29	30			22	161.48	
October 2026							
			1	2	24	176.16	
5	6	7	8	9	28	205.52	
12	13	14	15	16	32	234.88	
19	20	21	22	23	36	264.24	
26	27	28	29	30	40	293.60	
November 2026							
	2	3	4	5	6	44	322.96
9	10	11	12	13	48	352.32	
16	17	18	19	20	52	381.68	
23	24	25	26	27	54	396.36	
30							
December 2026							
	1	2	3	4	58	425.72	
7	8	9	10	11	62	455.08	
14	15	16	17	18	67	491.78	
21	22	23	24	25			
28	29	30	31				
January 2027							
				1			
4	5	6	7	8	71	521.14	
11	12	13	14	15	75	550.50	
18	19	20	21	22	4	29.36	
25	26	27	28	29	8	58.72	
February 2027							
1	2	3	4	5	12	88.08	
8	9	10	11	12	16	117.44	
15	16	17	18	19	20	146.80	
22	23	24	25	26	25	176.16	
March 2027							
1	2	3	4	5	30	212.86	
8	9	10	11	12	34	242.22	
15	16	17	18	19			
22	23	24	25	26	38	271.58	
29	30	31			40	266.26	
April 2027							
			1	2	42	300.94	
	5	6	7	8	9	46	330.30
12	13	14	15	16	50	359.66	
19	20	21	22	23	54	389.02	
26	27	28	29	30	58	418.38	
May 2027							
3	4	5	6	7	62	447.74	
10	11	12	13	14	66	477.10	
17	18	19	20	21	70	506.46	
24	25	26	27	28	74	535.82	
31							
June 2027							
	1	2	3	4			
7	8	9	10	11			

Aug.3 Registration Day
Aug. 18-24 Teacher Inservice
Aug. 24 Open House
Aug. 25 Begin 1st Semester

Sept. 7 Labor Day (No School)
Sept. 8 PRE4 First Day

Oct. 1 Fall Picture Day
Oct. 8 Homecoming Parade
Oct. 9 Homecoming Game
Oct. 23 End 1st Quarter (36 days)

Nov. 2 No School; 2-7 PM P/T Conference
Nov. 3 School Day; 4-7 PM P/T Conference
Nov. 17 Fall Picture Retakes
Nov. 25-27 No School Thanksgiving Break
Nov. 25-27 No School

Dec. 14 Five (5) Day Week
Dec. 21 No School, 1st Teacher Flex Day
Dec. 22-Jan. 1 Winter Break (No School)

Jan. 5 Classes Resume
Jan. 15 End 2nd Qtr (39 days)/1st Sem.
Jan. 19 Begin 2nd Semester

Mar. 1 Five (5) Day Week
Mar. 12 End 3rd Quarter (33 days)
Mar. 15-19 Spring Break (No school)
Mar. 26-29 Easter Break (No school)
Mar. 28 Easter

April 5 No School; 2-7 PM P/T Conference
April 6 School Day; 4-7 PM P/T Conference

May 23 Graduation Ceremony
May 28 End 4th Quarter (41 days)/2nd Sem.
May 31 Memorial Day

June 1-4 Flexible Teacher Work/Checkout Day
June 4 2nd Semester Teacher Flex Day

District Mission Statement

“Developing Lifelong Learners and Responsible Citizens”

District Vision Statement

“Success for All”

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School Supply List

FIFTH AND SIXTH GRADE

12 #2 Pencils (if mechanical, send extra lead)
2 erasers
3 red pens
1 box-colored pencils
1 highlighter
2 pkg dry erase markers with eraser
2 large boxes of tissues
1 pencil case with zipper (not plastic box)
2 pkgs wide lined loose leaf notebook paper
1 pair of scissors
1 pair of earbuds or headphones to stay at school
1 weekly/monthly planner
1 -*8 pocket poly organizer* (not accordion style) Search
Amazon (C—Line 8 pocket spiral bound poly portfolio)
*Available for purchase at the school
1 container disinfecting wipes
No trapper keepers or big binders with strap and zippers

Personnel for Grades 5 and 6

Fifth Grade	Liz Crow, Ken Hutchinson
Sixth Grade	Hannah Smith, Lacey Burrell
Special Education	Brandy Snodgrass
Associates	Kathy Malli, Kelly Carruthers, Haley Spear
Nurse	Kayla Adams
Secretary	Janie Weeks
Superintendent/Principal	Delane Galvin
Dean of Students	Shelley Mitzelfelt
Guidance	Jodi Clendenen
Art	Megan Morhardt
Physical Education	Phil Oliver
Vocal Music/Band	Brody Galvin
TAG	Angie Kelso
Social Worker	Samantha Glaser
School Board	Cody Reynolds, Shari Ruble, Adam Luse, Mike Harrington, Dave Youmans

Announcements

Announcements will be made periodically over the public address system of the school, some to reward students who have achieved an academic accomplishment, others to inform of changes in after school activity schedules, or to warn of adverse weather conditions. Students will want to be attentive to all announcements.

Attendance

Parents who know their child will be absent should notify the office as soon as possible at 641-466-3331, if before/after school hours, please leave a message or send an email to Janie, building secretary at janie.weeks@se-warren.k12.ia.us. Please notify the office by phone or email prior to 9:00 a.m to verify the absence. If notification is not received, the office will attempt to contact the parents and the student will receive an unexcused absence.

Parents of students who need to leave the school during the school day should notify the building secretary/office by email at janie.weeks@se-warren.k12.ia.us, or telephone the office at 641-466-3331 in advance. The secretary will then call the student from class to sign out at the office. Students who return to class or arrive after the school day has begun must report to the office before proceeding to the classroom.

Students are not released to anyone other than their parents during the school day unless the office has a prearranged procedure with the parent, an email or phone call from the parent. .

Through regular attendance and class participation, students achieve the benefits of the educational program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning loss due to an absence can never be replaced. Regular attendance and being well prepared for class help students in school, as well as prepares students for adulthood.

Student attendance reporting is required by the State of Iowa. This data is part of the criteria used to determine our grade for the Iowa School Report Card. The state recommends using 10% as a warning sign of when a student is missing an excessive number of school days.

To encourage regular attendance, it is our policy that when a student has missed 10% of the school days his/her parents will receive a reminder letter from the principal. If a student receives a second letter regarding attendance, parents will be contacted by the school principal and/or the school's liaison officer. After an investigation of truancy by the school principal, the matter may be reported to the school board and possibly referred to the county attorney.

Awards

Students may earn a variety of awards while attending 5th & 6th grades. Some awards will be earned in the classroom while others will be earned in general areas. A student award presentation is held shortly after the conclusion of the first semester where students are recognized for their achievements in front of their peers. Parents and community members will be invited to a year-end awards ceremony at the conclusion of the school year to recognize student achievement.

The following awards are typically given during one or both award assemblies:

- Good Character - for showing the six-character traits
- Attendance - perfect attendance at quarter and year.
- An Honor Roll - A average in five academic areas
- B Honor Roll - B average in five academic areas
- President's Award for Educational Excellence - recognition from the President and the U.S. Secretary of Education for sixth grade students. Students must earn a grade point average of 3.5 or above for all semesters of fourth grade, fifth grade, and the first semester of 6th grade. In addition, the student must achieve the 85 percentile or higher in math or reading on Iowa Assessments.
- Citizenship Award - to recognize students who show a positive attitude toward classmates, the school, and the community. They possess strength of character and the courage to do what is right (one from each homeroom).

Band

Participation in instrumental music in our school begins in the fifth grade. See the band instructor if interested in participating in this extracurricular opportunity.

Behavioral Expectations

Warhawk P.R.I.D.E.

At SEW all students and staff are expected to conduct themselves in a manner that reflects having Warhawk Pride. A behavioral matrix has been developed and is on display throughout the school that states the expectation of Warhawk Pride in common areas such as: classrooms, hallways, lunchroom, playground, assemblies, and on the bus.

- P. Put First Things First**
- R. Respect Yourself and Others**
- I. Identify Safe and Positive Choices**
- D. Demonstrate Responsibility**
- E. Encourage Others**

Consequences

If a child does not use good character, the teacher may use a variety of mild consequences to encourage appropriate behaviors. These consequences may include, but are not limited to the following: verbal warning, removal from area or group, time out, note or call to parent, apologize, move to end of line, heads down, sit or stand by adult, take away privilege, review or practice skill, or clean up your own mess. In the event that the student's behavior is not changed by the mild consequences, an office referral may be given.

If a student becomes disrespectful and interferes with the education program, he/she may need to be removed from class. If this should happen; the student will meet with the principal/dean of students and will be subject to disciplinary action. Students displaying violent, destructive, or seriously disruptive behavior while at school, on school sponsored activities, or on the bus, will be subject to disciplinary action. The principal/dean of students will determine the appropriate consequence for severe behavior and parents will be notified. The first offense will be a warning, 2nd offense will lose 10 mins of recess, 3rd offense will lose a full recess, the 4th offense will include a 30 minute detention before or after school hours. If 5 or more offenses, it will be up to the principal, dean of students and teacher for

administering consequences which may include but not limited to: removal of privileges, after school detention, in school suspension, or out of school suspension.

Bus Rules

School transportation is provided as a convenience for students and their parents. Rules which apply when riding the bus to and from school, and also on school activity trips. Safety is our number one priority and bus driver distractions are not tolerated.

Consequences for students who violate these rules may range from;

1st violation is a warning and a letter will go home to parents

2nd violation will be 1-3 days off the bus

3rd violation will be 3-5 days off the bus

4th violation the student will not be allowed to ride the bus until the student and parents meet with the Board of Education for their approval to renew the privilege of riding the bus.

Birthday Treats

Please remember no nuts or peanut butter of any kind. Products should not be processed in a facility with nuts. If birthday treats are sent to school, please have them here at the time specified by the classroom teacher. When treats are brought, a treat should be brought for every child in the classroom.

Invitations for parties outside of school are not to be brought to school unless all students in the classroom are invited. Gum, including blow pops, etc., is not allowed at school under any circumstances.

If your child's class has a student with a food allergy, the teacher may create their own class snack list.

To keep students with food allergies safe, no home baked items are allowed at school.

All birthday treats must be store-bought and in their original container that lists all ingredients included in the product. Please remember no nuts or peanut butter of any kind. If you send items that **require forks, spoons or cups**, please send them from home. We do not have extra.

Here is a list of healthy snacks that parents may send to school for birthday parties, reward parties, etc. Pretzels, string cheese, yogurt, cereal, fruit, summer sausage and cheese, crackers, fruit cups, popcorn (no butter), baby carrots, cheese and crackers, Chex Mix (no nuts). A nut-safe suggestion list will be sent home with the weekly newsletter at the beginning of the school year.

Please do not send flowers, candy or balloon bouquets for students to school. They do not promote a calm, learning environment or a stress-free bus ride home. All such items will be kept in the office and sent home with the student at the end of the day.

Bullying

Harassment, bullying, and abuse are violations of school district policies, rules, and regulations. The Anti-Bullying/Harassment policy can be found on page three of the District Guidelines & Policies.

Students who feel they have been harassed or bullied should:

- **Communicate to the harasser or bully that the student expects the behavior to stop**, if the student is comfortable doing so.
- If the harassment or bullying does not stop, the student should **report the situation to a teacher, counselor, dean of students, or principal.**

As per board policy, **repeated bullying may ultimately result in a suspension from school.** The first

report will typically be reported to the child's classroom teacher. A follow up meeting with the teacher and/or guidance counselor will result with the purpose of teaching the offending child alternative behaviors. An apology to the offended party will be forthcoming, and parents will be contacted. In addition to the above, a second and all subsequent reports of bullying will result in an office referral - with students serving recess detentions, losing privileges, staying after school, serving in school suspensions, and/or serving out of school suspensions.

Cell Phone/Electronic Devices

If cell phones, smart watches or electronic devices are brought to school, they **must be turned off and kept out of sight inside a book bag in the student's locker while at school**. Cell phones, smart watches or electronic devices that are out during the day or go off in class, will be taken away, labeled, and stored in the office until the end of the school day. Repeated violations will result in a call to parents. School employees will not be held liable for any electronics that are lost, broken, stolen, or confiscated.

Emergency Drills & Evacuations

Four fire evacuation drills and four severe storm evacuation drills will be conducted annually. For fire evacuations, students will be directed to a safe area. In the event of a tornado or severe storm warning, all students and staff will be moved to our storm shelter. Should it become necessary for us to evacuate the building for a situation creating potential harm to the building's occupants we will evacuate to a previously designated area. From there, the students will be brought back to the school to resume their day once the official all clear is given, taken home by school bus, or picked up by their parents who will be notified by school officials.

Field Trips

Annual field trips at each grade level extend the classroom learning of the students and provide educational opportunities that many students would not experience otherwise. According to recent Iowa legislation, schools are no longer able to collect directly from parents the fees associated with field trips. The Partners in Education organization covers the cost of entry fees and transportation costs for class field trips. All we require of parents is a signed permission slip to be turned in by the morning of the trip, preferably in advance. These permission slips will be coming home with the students at least a week prior to the scheduled field trip. **SEW School Board Policy states that "students not returning a signed official field trip permission slip will not attend the designated field trip"**.

Please note that only classroom teachers and homeroom parents (when approved) are designated as chaperones and given permission to accompany the students and teachers on field trips.

Those chaperones will be expected to ride the school bus to help with student supervision while in transit.

Parents are not allowed to bring along younger siblings, as they may distract the parents from their role as a chaperone. Additional chaperones may be added by the teacher, with administrative approval, if there is a need. All chaperones must be adults. High school students may not attend as chaperones.

Grading Reports

Students receive progress reports in the form of report cards at the end of each quarter and semester by email. Mid-term reports are sent home halfway through each nine-week period. Parents are asked to sign and return the grading envelope. However, parents or students who have concerns about their grades at any time should talk to their teachers to determine how they can improve their performance. Extra help will be available before or after school.

The following grading scale is used for both buildings:

A = 100-93%	B = 86-83%	C = 76-73%	D = 66-63%
A- = 92-90%	B- = 82-80%	C- = 72-70%	D- = 62-60%
B+ = 89-87%	C+ = 79-77%	D+ = 69-67%	F = 59-0%

Guidance

The Southeast Warren School Counseling Department, in conjunction with students, faculty and staff, families, and our community will work towards: developing lifelong learners who are socially responsible, treat others with dignity, and understand how to be productive and successful citizens. To find more information regarding our guidance program please visit the school website and select the appropriate guidance tab.

Our school guidance counselor, Jodi Clendenen is shared between buildings. She is in the primary building all day on green days and at Liberty Center on white days. Those would be good times to call her with questions/concerns. You may contact her by email at jodi.clendenen@se-warren.k12.ia.us.

Hearing Screening

Hearing screenings will occur annually from preschool through fifth grade. Students who “fail” the initial screening will receive a second screening, and perhaps additional testing by an audiologist. Parents will receive a written report of test results only if abnormal, after the second stage testing. Parents do have the opportunity to decline screening/testing, but the school nurse must be contacted prior to testing dates.

Home & School Communication

When sending any communication from the parents to school, either a note or money, the student should receive clear instruction from the parents about who is the appropriate person to receive the note or the money. Students are discouraged from bringing money to school except for an authorized, school sponsored purpose - such as lunch money, student picture money, book club money, fundraiser purchases, etc. **All money should be enclosed in an envelope with the child's name and purpose for the money written clearly on the outside.**

The school regularly sends notes and papers home to parents in the students' backpacks. A **weekly newsletter from the office** listing upcoming events and spotlighting various school activities will be emailed on Fridays. For those parents without an email address filed in the office, it will also be posted on the district website.

Classroom information and teachers' email addresses are posted on the teacher's website, accessed on the district website, or emailed out by the teacher. If you contact your child's teacher during class time, a message to return your call will be given to the teacher. **It is important that parents indicate the best way to communicate with them during the day – either telephone or email.**

Homework

Teachers at all grade levels assign practice homework, school/home projects, or missed work as appropriate. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review information, to become acquainted with resources, to organize thoughts, to prepare for classroom activities, or to make up incomplete class work.

Students are expected to complete homework on time, **failure to complete homework on time may result in a failing grade in the class and/or on the assignment. It also may result in the student attending Summer School.** Parents are encouraged to look over their child's homework, but if a child is having difficulty completing an assignment on his/her own, that information needs to be shared with the teacher.

Students are responsible for the completion of all work missed due to absence. **Parents requesting make-up work on the day of their child's absence, should email Janie the building secretary at janie.weeks@se-warren.k12.ia.us by 9:00 a.m., so that the work may be ready for pick up at the end of the day.** If you know in advance that your child will be absent, parents need to request homework prior to the absence. Make-up work will not be sent home ahead of time at a student's request.

Students are expected to **do their own homework.** Any type of cheating, copying, or plagiarism is not tolerated. Disciplinary measures may include, but are not limited to, re-doing the work, taking a zero for the assignment, completing additional work, attending extended school day, or calling parents.

Illness

If your child is ill and unable to come to school, please call the school office to let us know. We will be calling the parents of children unaccounted for if we have not heard from you by 9:00 a.m. **If a student is sent home from school with a temperature above 101 degrees Fahrenheit, has diarrhea or is vomiting, he/she should remain out of school for at least 24 hours. If he/she becomes ill at home, we ask that parents keep their child home for a period of at least 24 hours following the time the fever subsides or the last incidence of vomiting or diarrhea.** Students need the time to fully recuperate. This is for your child's protection, as well as the protection of other students and the staff. Students who are too ill to go outside for recess are generally too ill to attend school. However, there are circumstances when doctors prefer that students stay indoors. Written doctor's orders will be followed.

Library

Students in 5th and 6th grade must enter the media center through the door located in the lunch room.

Students may have three books checked out at one time. Library books are loaned for two weeks at a time and may be renewed if necessary. After two weeks, books are considered overdue and it is the student's responsibility to return his/her book(s). Magazines may be checked out for one week.

Books must be brought into the media center to be renewed. **If missing two or more books, students will not be allowed to check out new books. Parents are responsible for the replacement cost of lost books.** Donations of good used books are always welcome.

Lockers/Desks

Student lockers and desks are the **property of the school district** and should be treated as such. It is the responsibility of the student to keep his/her locker and desk clean and undamaged. Lockers and desks may be inspected periodically. Items in violation of school district policies, rules, or regulations found in student lockers will be confiscated. Illegal items may be given to law enforcement officials. **Sleeping bags, luggage etc. that do not fit properly in the lockers, are not to be brought to school.**

Parent/Teacher Conferences

Parent/teacher conferences are held twice during each academic year. Please see the enclosed district calendar for current-year parent/teacher conference dates. Parents are strongly urged to take advantage of this important opportunity to share information with the teacher/teachers about their child, as well as to develop a better understanding about their child's progress in school. However, at any time throughout the school year, a question may arise about a student's performance. Then either the teacher or the parent may request an additional conference.

Parties

The school observes holidays throughout the school year including - but not limited to - **Halloween, Christmas and Valentines' Day** with class parties. Students who do not wish to participate in these holiday celebrations or activities may be excused, upon a parent's request, to another area of the building by their teacher for the duration of the party.

Partners in Education Organization

The Southeast Warren Partners in Education organization is an elementary parent-teacher group that meets monthly in Milo. PIE has helped to expand classroom and playground opportunities for students through their generous gifts of classroom materials and equipment. All interested parents are encouraged to attend the PIE meetings. We are always looking for new volunteers to join PIE. Please check the weekly newsletters or *Warren Pride* for upcoming dates.

Pets/Animals

No animals will be brought to school without prior administrative approval. Pets or visiting animals must have documentation from a vet or an animal shelter to show that the animal is fully immunized and suitable for contact with children.

School Day

The school day commences at 8:00 am and dismisses at 3:45 pm. Any student arriving after **8:00 am** is considered tardy. Students are expected to be on time.

School Meals

Breakfast and lunch may be purchased through the school. At lunch time, milk may be purchased for 40¢, either as milk only for cold lunch students or as a second milk, in addition to the one included with a student's lunch.

<u>Prices</u>	Breakfast	Lunch
Grades 5 & 6	\$2.05 Daily	\$3.05 Daily
Parents/Adults	\$2.35 Daily	\$5.15 Daily

The district's accounting system allows parents to send any amount of money to be deposited into a child's meal account or a **family meal account**. Each breakfast or lunch will draw against the account balance. Parents may access account information from the school website. Contact the district office to establish a password prior to accessing the account information. The meal charging policy is included in the District Handbook

Please note that sack lunches are to be eaten in the lunchroom. There is no sharing of food or drink allowed. **Pop, tea, coffee, energy drinks or other caffeinated beverages are not permitted in the lunchroom.** Students are asked to clean up the table area around them after they finish eating. **Students eating school lunch, who are not able to drink milk for medical reasons, need to bring a note from their doctor.** Students who simply prefer not to drink milk may bring a water bottle from home. **Students who are eating school lunch may not bring an alternate drink, which is not water.** Water is served in the lunchroom.

Southeast Warren has a closed lunch period. Students are not allowed to leave the grounds for lunch due to the liability that the state places on the school board.

Applications for meal price assistance are available in the school offices or on the school website. We encourage any family who think they might be eligible for either free or reduced price meals to apply.

Snacks

All shared classroom snacks should have no nuts or peanut butter of any kind. Products should not be processed in a facility with nuts. Below is a list of healthy snacks that parents may send to school for birthday parties, reward parties, etc. If your child's class has a student with a food allergy, the teacher may create her own snack class list instead. **To keep students with food allergies safe, no home baked items are allowed at school. Purchased items should be brought in the original container displaying the ingredient list.** If you have questions, please communicate with your child's teacher or the school nurse. **A nut-safe suggestion list will be sent home with the weekly newsletter at the beginning of the school year.**

Please remember no nuts of any kind or peanut butter!

Pretzels	Fruit cups	Apple slices	Popcorn (no butter)
Applesauce cups	Yogurt/Go-gurt	Baby carrots	Raisins
Cereal	Cheese/crackers	Oranges	Crackers
Bananas	Chex mix (no nuts)	Summer sausage	Pudding cups

Student Dress

Students should dress appropriately for school. Clothing should not cause any distractions in the classroom. Students dressed neatly and appropriately will be in a better frame of mind to work. Students are expected to adhere to reasonable levels of cleanliness and modesty.

Under certain circumstances or during certain classes, field trips or activities, a higher level of dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance.

While the primary responsibility for appearance rests with the students and their parents, the staff and administration reserve the right to judge what is acceptable and what is not. Students in violation of this policy will have a note sent home from school and/or change their clothing at school to an acceptable standard. The following is considered inappropriate to be worn to school and school activities:

- Tops are to be long enough to cover the entire abdominal area. Shorts should be of an appropriate length. Clothing which shows an excessive amount of skin is not appropriate for school, regardless of the student's age. No undergarments should be visible.
- Clothes that promote the use of alcohol or drugs are prohibited. Also clothing that contains

profane, racially biased, or offensive language/pictures/QR codes, or that include sexually inappropriate references.

- Clothing, jewelry, buttons, hats, or other items or markings that are offensive, suggestive or indecent, encourage use of drugs or alcohol, or support discrimination are not allowed.
- Head coverings including, but not limited to, caps, hats, and bandanas may be worn to school but are to be removed upon entering the building.
- Sunglasses may not be worn indoors unless a doctor's authorization is on file.
- Heelys are not permitted in the school building.
- Students are not to wear pajamas to school, unless there is a special day permitting such attire.
- Swimsuits should not be worn to school.

Students must be dressed appropriately for varying weather conditions. On many school days, that involves dressing in layers. During cold weather, students need to wear warm coats, hats, and gloves.

During snow and wet outdoor conditions, boots and snow pants are required for the student to leave the blacktop area. On snowy or wet days, a plastic shopping bag should be brought to school to store wet boots. If your student wishes to play on the playground during recess, they must bring boots and snow pants to school.

Student Drop Off/Pick Up

Parents dropping off or picking up students have a designated location west of the high school, in the circle drive, please look for signs. Please do not park in the bus lanes in front of the school. **Parents are not permitted to be in the hallways during dismissal time without prior approval.** Please wait by the office and your student will come to you.

Student Photographs

Student photographs are taken **semi-annually** - in the fall for yearbook and student file purposes, and then again in the spring. All students will be photographed. Picture packages may be purchased by the parents, but picture purchase is certainly not required. You will receive prior notification of those dates.

Tardiness to Class

When students arrive on campus, they must check in at the office to receive a pass/tardy to class if they arrive after 8:00 am. If the students are at school, they must be in their classroom when the bell rings at 8:00 am. The classroom teacher will record the tardy.

1st Tardy per semester the student will receive a verbal warning

The 2nd through 4th tardy per semester a student will miss 10 mins of their recess

The 5th through 8th tardy per semester a student will miss their full recess

The 9th through 10th tardy per semester will receive a 30 minute detention before or after school

The 10th tardy and more will receive a 60 minute detention and a conference with the parent.

Telephone Use

To prevent disruption to learning, students receiving phone calls during school hours generally are not called to the telephone. The secretary will take a message and forward it to the student's teacher. Only in emergency situations are students removed from class or another school activity to receive a phone call. Permission for students to call out will be granted on a one-by-one basis. Students are not allowed to use

cell phones at school. See cell phone policy.

Vision Screening

Vision screening will be performed yearly for students. Parents will be notified by the school nurse if their child fails or struggles with the testing. **A child must have a vision screening for kindergarten and again in third grade per state law.** Parents may take their child for a professional vision exam for this requirement; however, the vision screening done by the school also fulfills this requirement.

Visitors

Parents and close family members are welcome to visit school. We ask that you notify the teacher in advance and limit your visit to the lunch/recess portion of the day. *Visitors who are not volunteering will not be allowed in the classroom unless you are attending a special program or function provided by the school.*

To ensure the safety of all students and staff, all outside doors **will be locked during the school day.** Use the main entrance to be admitted to the building and check in at the building office upon arrival to **sign in and secure a visitor's pass** to wear while in the building. Then please return the reusable pass and **sign yourself out** at the end of your visit.

Arrangements must be made in advance with the principal for **school age or younger visitors**, and these visits will be limited to lunch only and must be accompanied by an adult. **Parents or grandparents wishing to eat school lunch with their students should call the school office at least 24 hours in advance.**

Parents or grandparents wishing to visit their child's classroom must make prior arrangements with their child's teacher. We encourage you to contain your visit to the child's lunch and recess time.

Weapons

Please note that any item that could be used as a weapon, including pocket knives, guns, chemical substances, other dangerous instruments or objects that resemble dangerous instruments, are never to be brought to school. These items will be taken away from the student and may be picked up by the parent if deemed appropriate. Students bringing weapons to school may face in or out of school suspensions and parents will be notified immediately. (For more information see the "Danger Actions and Objects" section under school board policy.)