

Elementary Handbook Little Husky Learning Center and Wings Park Elementary

**Oelwein Community School District does whatever
it takes to educate all students.**



Notice of Nondiscrimination

Students, parents, employees, and others doing business with or performing services for the Oelwein Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, gender, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities. The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, gender, sexual orientation, gender identity or disability 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), § Section 504 or Iowa Code § 280.3 is directed to contact: Superintendent of Schools 307 Eighth Avenue SE Oelwein, IA 50662 319-283-3536 or the building principal in any of the district buildings.

Who have 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).

Jamie Jacobs

Wings Park Elementary and Little Husky Learning Center
319-283-1982 (Wings Park) or 319-283-2302 (LHLC)

All school campuses across Oelwein adopt a strict no-smoking policy. Smoking is not allowed anywhere on any of the school properties. This includes devices such as vapes, e-cigarettes, etc.

In order to provide a safe learning environment for our students and staff, **all parents, visitors, and volunteers** must stop at the office to sign in and receive an identification badge.

ELEMENTARY SCHOOL MISSION

Oelwein Elementary School does whatever it takes to educate all students.

VISION

- Expect academic excellence for all students
- Provide a safe, nurturing, and engaging learning environment
- Implement innovative and effective teaching strategies that are research-based and promote high levels of student learning
- Recognize student diversity as a strength
- Meet individual academic, wellness, and social needs
- Encourage students to explore the fine and practical arts
- Establish independent lifelong learners who are also successful team players
- *Utilize technology to enhance 21st Century Skills & Learning*
- Promote respectful and responsible student behavior which will positively contribute to society
- Create strong school-family-community partnerships
- Graduate students who are college and career ready

COMPREHENSIVE EDUCATION EQUITY POLICY

It is the policy of the Oelwein Community School to provide equal educational and employment opportunities and not to illegally discriminate on the basis of gender, race, national race, creed, age, marital status, or disability in its educational programs, activities or its employment and personnel policies.

This agency shall provide program activities, a curriculum and instructional resources that will reflect the racial and cultural diversity present in the United States and the variety of careers, roles, and lifestyles open to both men and women in our society. One of the objectives of the agency's programs, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of gender, race, ethnicity, religion, age, marital status and disability. The curriculum, programs and services shall foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

It is the policy of this agency to affirmatively recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are under-represented. A fair and supportive environment will be provided for all students and employees regardless of their gender, race, national origin, creed, age, marital status or disability. Harassment of a sexual nature or with demeaning intent related to race, national origin, gender, disability, age or religion, made from one employee to another, from an employee to a student or vice versa, and from one student to another is a violation of this policy.

Inquiries or grievances related to this policy may be directed to Mr. Josh Ehn, 307 8th Ave. SE, Oelwein, Iowa, 50662 (319-283-3536 option 1), jehn@oelwein.k12.ia.us or to the Director of the Iowa Civil Rights Commission in Des Moines, the Director of Region VII Office of the United States Equal Employment Opportunity Commission or the Director of the Region VII Office of Civil Rights, United States Department of Education, Kansas City, Missouri.

OELWEIN SCHOOL DISTRICT'S POLICY ON HOMELESS

Iowa Law provides a free public education to all qualifying children, including those who might be temporarily homeless. Oelwein Community Schools stands ready to provide education services to all qualifying children currently residing in our district.

If you have information regarding qualified children not currently enrolled, please contact TBD, Homeless Liaison at TBD or Coalition for the Homeless at 1-515-288-5022. If you are the parent/guardian of a homeless child, please contact our school. We are committed to providing quality education to all children.

GENERAL INFORMATION

Every Wednesday there will be a 60-minute Early Dismissal for Staff Development.

District Calendar Link

2024-2025 SCHEDULES

- Little Husky Learning Center 8:05 AM - 3:00 PM
- Wings Park 8:05 AM - 3:00 PM
- 2-Hour Late Start 10:05 AM - ***NO BREAKFAST SERVED***

NOTIFYING THE SCHOOL

Please contact the school office by 8:20 a.m. when your student will be late or absent from school for any reason. You can call into the office or submit online via the Oelwein Schools App.

A courtesy call will be given if the student is not at school. Failure to communicate with the school will result in your child being counted "Truant".

School begins promptly at 8:05 a.m. Students need to be in their classrooms at that time ready to start the day.

Also, contact the appropriate school if there is a change in your address, telephone number, or emergency contact information. You can also change this information in your parent portal which is encouraged.

- Dial 283-3536 and follow prompts for either LHLC or Wings Park
- Submit absence on the Oelwein Community Schools App

ABSENCES AND ATTENDANCE

It is important that parents notify the school when your child is absent. This eliminates any unnecessary time and effort for school personnel in tracking down missing students. We encourage regular school attendance and punctuality. Doctor and dentist appointments are counted as absences if students have been gone over half of the morning or afternoon. A student who has been absent or tardy should bring a written note from home explaining the reason. If the parent has called the school secretary, a note will not be necessary. The school nurse or associate will be informed if a student has an illness that exceeds three or more days. Children between 6 and 16 are required to receive an education. Children who will be 6 by September 15 are required to be educated that year.

CHRONIC ABSENTEEISM

When a child's educational progress is considered to be at-risk because of excessive absences of questionable nature, the following appropriate steps will be taken:

- I. A home visit may be made by a school official for any of the following reasons:
 - A. There has been no phone call from home stating the child's reason for absence.
 - B. The child has been absent from school for three consecutive days or more.
 - C. The child has been habitually absent.
 - D. There is questionable abuse and/or neglect.
 - E. The child is at educational risk.
- II. During the home visit, a health assessment of the child by the school nurse may be necessary. If nothing significant is found to be wrong with the child, the following steps will likely occur:
 - A. The child will be returned to school.
 - B. If step "2a" is refused, a physician's exam and excuse will be requested.
 - C. If "2a" and "2b" are refused, the nurse will consult the school principal and district truancy officer.
- III. Unexcused or non-health related absence:

- A. Will be referred to the principal, or
 - B. The family will be referred to the local truancy officer.
- IV. When a student accumulates eight or more unexcused absences, a team meeting will be held. Included will be the child's parent(s), principal, teacher, counselor, district truancy officer, school nurse and, possibly, the child. The purpose will be to define the problem, set goals, and develop a plan of action (such as making up missed school time).
- V. If the above is unsuccessful, a team meeting of other appropriate personnel and agencies, such as the county attorney and the Department of Human Services, will be held.

OELWEIN SCHOOL DISTRICT POLICY ON TRUANCY (#501.9):**OCSD Truancy Protocol**

Administrative Rule: Approve 11/4/2022

Unexcused

#	Action	Who
1-3	Unexcused Absences - 1st records Contact	Teacher/Counselor/At-Risk
4-5	Official District Notice - Letter From Building Principal	Principal
6-7	Building Problem Solving Meeting	MTSS II/III Team
8-9	Informal Mediation Meeting (Ultimatum Meeting) (OHS - Removal of Credit)	Principal/Counselor Truancy Officer
10	Make Contact with Asst. County Attorney	Truancy Officer
10+	Attend required Formal Mediation	Truancy Officer
10+	Continual Support/Meetings/Documenting phone calls	MTSS II/III Team
10+	Support to go to Court	Truancy Officer

Designated Truancy Officers

OHS - Derek Kuennen

OMS - Cortney VanDenHul

Elem. - Barb Winter

Excused

#	Action	Who
10	Excused Absences - 1st records Contact	Teacher/Counselor/At-Risk
10-12	Building Problem Solving Meeting	MTSS II/III Team
13-15	Informal Mediation Meeting (Ultimatum Meeting) (OHS - Removal of Credit)	Principal/Counselor Truancy Officer
16+	Nurse Verified Absences for Illness	Nurse
Can any days be counted or verified?		

*	Make Contact with Asst. County Attorney	Truancy Officer
10+	Attend required Formal Mediation	Truancy Officer
10+	Continual Support/Meetings/Documenting phone calls	MTSS II/III Team

[Policy 501.9](#) * Per semester

SCHOOL BREAKFAST, LUNCH & MILK

Breakfast and lunch are available daily for all students (**no breakfast is served on late starts**). Breakfast will be served from 7:45-8:10 a.m. Students will use designated tables in the cafeteria. After students eat, clean up their area and move to their assigned grade level area. One milk is served with breakfast and one with lunch at no extra cost.

Pricing is Breakfast \$2.15 Lunch \$3.25. There is an application available for reduced/free meals for qualifying families.

The student will be charged for additional milk regardless of lunch status. The Oelwein Community Schools use a lunch accounting system. It accounts for all money deposited and meals sold. Each student is assigned an ID number for system identification. Students can add to their lunch account by bringing a check or money to the school office in an envelope with **their name written on it**. Parents can access and add money to their student's account online on the district website under the parent tab. The elementary operates on a closed lunch period policy which means all students will eat lunch at school. Students may bring a sack lunch.

***** If your child is eating a cold lunch, please remember that Wings Park is a Nut-Aware Building. Please do NOT send any nuts or nut butter (peanuts, cashews, almonds, Nutella, etc.) products.***

BICYCLES

Those students who ride bicycles to school should follow bicycle safety rules, and park in the area reserved for bicycles. When leaving the school premises, walk the bicycles to the end of the walk before mounting them. It is recommended that you lock them up. Kindergarten students may not ride bicycles to school.

Deliveries

Balloons, flowers, and candy bouquets are not allowed to be delivered to the school.

Parties/Birthday Treats

We request party invitations not be handed out at school when there is no invitation for every student in the class.

Birthday treats must be **nut free**, and individually wrapped and no homemade treats will be

allowed. If the treat you are providing requires spoons, we ask that you provide this as the school will not. We ask that you **DO NOT** bring food that requires refrigeration/freezer as we are limited in this space.

BUS TRANSPORTATION AND SAFETY

Bus transportation is provided for all students outside the city limits of the Oelwein School District. Transportation is also provided within the Oelwein School District to the proper neighborhoods for grade-level education. Students are expected to follow the rules handed out by the bus drivers. ***The bus driver is in charge of discipline.*** However, if necessary the bus supervisor, (283-3536 option 6) and the principal get involved.

Non-bus students need special permission to ride home with a friend on the bus. A written note for both the office and bus driver is necessary.

Bus Rules:

1. Students will follow directions the first time they are given by the bus driver.
2. Students must keep hands, feet, and objects to self.
3. Students will remain seated while the bus is in motion.
4. No loud or vulgar language will be permitted.
5. Students must pay for any damage they do to the bus.

Consequences:

- 1st referral – Driver warns student
- 2nd referral – Student assigned front seat, letter sent to parents
- 3rd referral – Student sent to principal, parents called
- 4th referral – Bus privileges suspended for 1-5 days

Severe clause: Immediate suspension from the bus for any flagrant violation of the above rules.

Length of suspension:

The suspension is based on the severity of the actions, and is decided by the principal and bus supervisor.

PERSONAL CELL PHONES

The school recognizes that cell phones have become a part of today's culture and an important tool by which families can remain in contact with one another. Students must turn off and keep their cell phones in their lockers from 8:00 AM - 3:00 PM. A student using their cell phone during the school day will have it taken to the office.

CHILD ABUSE REPORTING

Suspected child abuse is to be phoned to the local Department of Human Service office. School and health employees are mandated reporters by law. Community residents are encouraged to be voluntary reporters and they should call 1-800-362-2178 to report suspected abuse. All reported calls are kept confidential.

CURRICULUM

The following subjects are taught in elementary schools:

- ❖ Literacy
- ❖ Mathematics
- ❖ Science
- ❖ Social Studies
- ❖ Physical Education
- ❖ Safety and Health Education
- ❖ Art
- ❖ Music
- ❖ Media
- ❖ PBIS - Character Education
- ❖ Technology Education and 21st-century skills

Programs and services which complement the basic program are:

- ❖ Speech Therapy
- ❖ Special Education Services
- ❖ Counseling
- ❖ Title 1 Reading
- ❖ Psychological Services
- ❖ Emotional Support Dogs
- ❖ Extended Learning Program (ELP) Services

Junior Kindergarten

- For students deemed necessary by the PK, headstart, and kindergarten teams with the parents of the students
- A retention year to develop skills towards the kindergarten standards between PK and Kindergarten
- Focus on the developing and emerging skills of the Kindergarten curriculum

DISCIPLINE

Guiding Principles

The Oelwein Community School has a primary role in the socialization of students, which means shifting the emphasis of instruction from a solely academic curriculum to a combination of teaching academic and social behaviors. This requires the dedication of all personnel in addressing social behavior as an ongoing part of the school curriculum in all classrooms,

hallways, lunchrooms, playgrounds, office areas, and on buses every day of every week throughout the year.

Beliefs for an Instructional Approach to Discipline

- The primary purpose of school discipline should be teaching successful behaviors in addition to encouraging and empowering students to behave in responsible ways.
- Students need and want high standards for their behavior that are consistently enforced. Tolerating inappropriate behavior leads students to believe teachers and administrators do not care about them.
- Students who are treated with dignity when problem behaviors occur will have less desire to hurt others and will be more generous with others when they make mistakes.
- Punitive disciplinary approaches based on guilt, criticism, and punishment lead to defensive behavior. When a student's dignity is compromised, all energy goes into restoring self-concept, which leaves little energy left for learning.
- Mistakes are normal. Merely telling a student they are wrong is not enough. Social errors present the student with an opportunity to learn and the educator with an opportunity to teach.
- Viewing the offending student as capable and willing to change provides them with the incentive to move forward and strive to do better.
- Students who are given the opportunity to make a plan for improved behavior and make amends to those offended are strengthened. One of the most important skills in life is learning to repair our mistakes.
- No matter how strong the discipline system is, a student will not develop positive behaviors and a positive self-concept when exposed to consistent failure with the academic curriculum.

Office Referrals/Out-of-Control Behaviors

While individual learner needs must be considered when assigning consequences for an office referral, a general sequence has been established to guide decision-making.

1st Referral – an incident report is filled out.

- Parents will be notified by the classroom teacher
- Student completes and reviews instructional discipline plan with teacher/counselor/principal

2nd (and additional) Referrals – an incident report is filled out.

- Parents will be notified by the classroom teacher, if necessary guidance and/or the principal will get involved
- Student completes and reviews instructional discipline plan with a teacher/counselor/principal
- Student contract and/or Individual Behavior Plan will be developed as needed

Chronic or Severe Misbehavior – (fighting, swearing, refusing to comply, drugs/alcohol and possession of a weapon, etc.)

- Immediate referral to the office
- Parents are notified by the principal or office personnel to schedule a meeting
- Student contract and/or Individual Behavior Plan will be developed if behavior is problematic

Elopement (Student Runaway)

- Elopement is defined by the OCSD as leaving school grounds or supervised area without adult permission/supervision.
- The OCSD has a “no chase” policy where in students will not be followed off school grounds and parents will be notified immediately.
 - OCSD will make a good faith effort to keep students in sight.
- Students will be marked Truant on attendance.
- Additional consequences may be applied.
- This is with administrative discretion based on student safety

In general, behavior discipline will follow the [Elementary Behavior Matrix](#) with administrative discretion.

DRESS CODE

Classroom clothing must not interfere with the normal operation of school activities or cause disruption of any sort. **Pajamas are not allowed.**

- Violators of the above guidelines will be asked to change or be sent home until the problem is taken care of.

During the school day, when the “feels like” temperature is below 0, students do not go out for recess. When the “feels like” temperature is 0 or above, students will go out for recess and they will need to dress appropriately. Boots are necessary when it is muddy, extremely cold, or there is snow on the ground. Boots, caps, mittens, gym shoes, coats, etc. should be marked with the student’s first and last name. Children will be required to wear boots in the spring until notified that the playground is dry enough. If students do not have boots we can provide them or they will be restricted to cement areas. Tennis shoes must be worn in the gym.

FIELD TRIPS

Field trips for students in grades K-4 include nature hikes, trips to stores, businesses, public libraries, banks, post office, fire station, museums, farms, outdoor days, and out-of-town trips. The classroom teacher will notify parents of any field trips.

HEALTH

A district registered nurse is available at Wings Park and accessible to LHLC students. LHLC students have a nurse associate available at all times. Parents will be notified if students become ill or seriously injured during the school day. The school should be provided with the name and telephone number of someone who can be called in case parents are not available.

If this changes throughout the school year, make sure to notify the office.

Iowa Immunization Law requires a certificate of immunization to be on file for each student and must be presented or signed on the day of enrollment.

When is your child sick?

- **Fever**: Any child with a fever of 100 degrees or higher should NOT be sent to school. Please, do not allow your child to return to school until he/she has been fever free for 24 hours without the use of fever-reducing medication.
- **Cold, Sore Throat, Cough**: Children with common cold symptoms of hacking cough, sore throat, runny nose or loss of appetite should stay at home, even though he/she has no fever. If symptoms do not improve within a couple days, your child should be seen by a doctor and should bring a doctor's note to be able to return to school.
- **Rash**: Do not send a child with a rash to school until your doctor has seen them and they have a written excuse to return to school. Children will be sent home with a rash and will be required to see a doctor before returning to school.
- **Stomachache, Vomiting, Diarrhea**: Consult your doctor if your child has a stomachache which is persistent or severe enough to limit his/her activity. If vomiting occurs, keep your child home until he/she can keep food down. A child with diarrhea should be kept at home. Call your doctor if prompt improvement does not occur.
- **Pink-Eye**: is very contagious and requires to be seen by a doctor. Treatment needs to be for 24-hours before returning to school.
- **Head Lice**: Per the CDC, students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun.

Students must be encouraged to attend school. When kept at home unnecessarily, it has a negative effect on a student's attitude, work habits, and progress. Students can come to school and be assessed by our nurse if you are unsure of sending them or not.

HOMEWORK

Assigning students homework has merit when handled properly. The following is taken into consideration when assigning homework:

1. Age of the student
2. Ability of the student
3. Need for adult help
4. Purpose of assignment
5. Value of material being assigned

6. Amount of time needed to complete homework
7. Assignments made by other teachers

The best way to reinforce academic skills is to simply encourage your student to read every day at home.

CONTACTING TEACHERS

To contact a teacher, call the school's office and leave a voicemail. During the school day, teachers are in class or supervising students. Please allow staff 24-48 hours to respond. LHLC 283-3536 and follow the prompts for either LHLC or Wings Park. Emails are also welcomed. Email addresses are located on the district webpage, www.oelweinschools.com

INFINITE CAMPUS PARENT/STUDENT PORTAL AND SCHOOL WEBSITE

You may access the district website at <http://www.oelweinschools.com>. Students and parents are encouraged to monitor the student's grades throughout the school year using the Infinite Campus program. The website also contains information for each building in the district, including staff email addresses, student information on Infinite Campus, activities calendar, lunch menu, and links to educational sites. To gain access to the parent portal of Infinite Campus, please call your appropriate building by dialing 283-3536 and following the prompts for either LHLC or Wings Park.

REPORTING TO PARENTS AND GRADING

Parent-Teacher conferences are held in the middle of the first and third quarters. Elementary students are scored through a proficiency scale of 1-4. This approach helps to show a progression of student learning. If you have a question about the classroom grading criteria, feel free to contact the classroom teacher.

RETENTION

The issue of student retention is addressed in the Oelwein School District policy 605.6. The Board acknowledges that decisions relative to promotion or retention of children are a serious responsibility. The Board feels that the staff can, through the building principal, be depended upon to guide all such decisions in the interests of children. The Board also feels it is very important that parents be made aware of current research regarding the possible impact of retention on their child. At a minimum, a copy of the most recent research report of the National Association of School Psychologists on the possible effects of retention will be made available to parents.

When a teacher is recommending retention, he/she will first review his/her reasoning with the principal and will only share this recommendation with the parents if invited to do so in the presence of the principal. If the principal feels there is sufficient evidence to indicate that

retention could be considered as a viable option for this child, a meeting will be called between the parent and principal to discuss the issue and formally review the related research on retention. In the event that retention is recommended for a child in grades K-7, the principal must contact the superintendent and provide all documentation that this is, in fact, in the best interest of the child. The parents and principal must have reviewed the most recent research prior to making this recommendation. The final decision on retention will be made by the parents with approval and written consent from the principal and superintendent. Students, who are identified as special needs, will follow the rules of IDEA in the development of their Individual Education Plan.

Building Hours

Each of the elementary school buildings will be open from the hours of 7:45 AM until 4:00 PM. The school is not responsible for the supervision of children who arrive early in the morning or return late in the afternoon. The Little Husky Childcare and Preschool does provide before and after-school childcare. If you wish to pursue this option, you may call Marisa Van Note at 283-2302 option 5. Classes begin at 8:10 AM. Students may start arriving at 7:45 AM. Dismissal will be at 3:00.

CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER

If the weather seems bad in the morning or gets bad during the day, announcements will be made on our local radio stations KOEL AM 950 and KOEL FM 92.3, our local TV stations, and on the Oelwein School website (www.oelweinschools.com). You can also sign up for an automatic email or phone alert through the Remind app, as listed previously in the handbook. In case of an early dismissal, make sure your child knows where to go or who to call in case you wouldn't be home when they arrive.

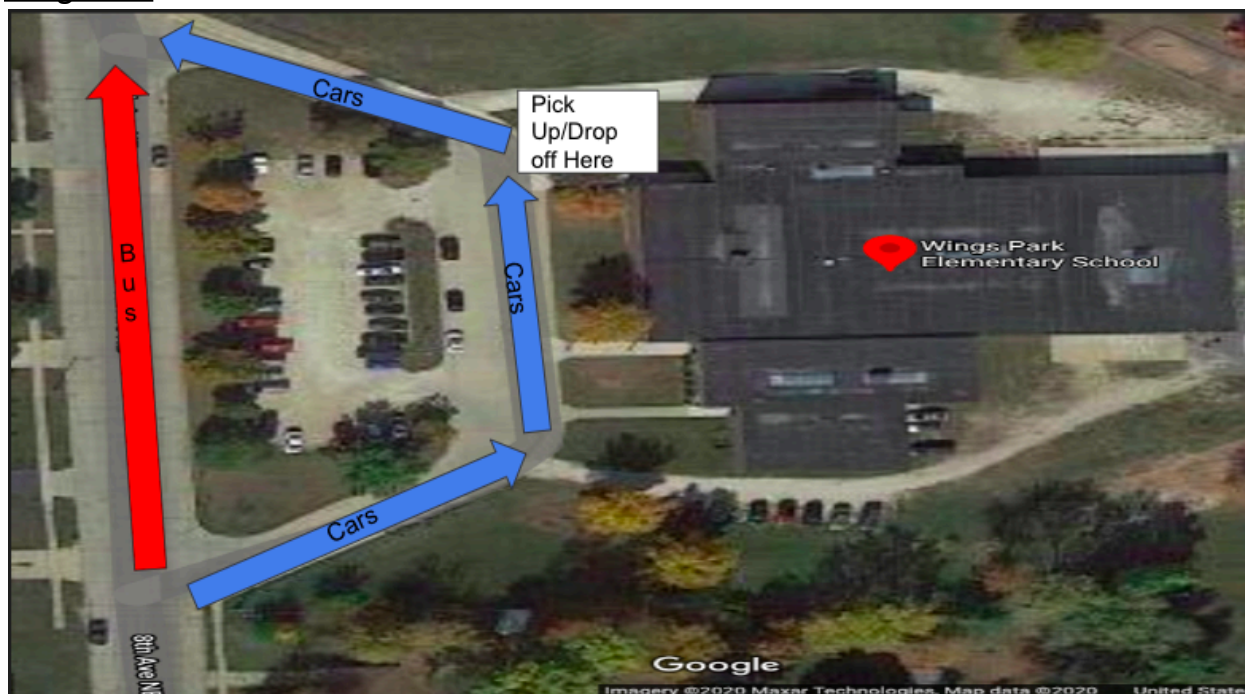
DISMISSAL FROM SCHOOL

Students who wish to leave any time during the school day need to have written or verbal permission. To avoid interruption in the classroom, please come to the office and a staff member will get your student from his/her classroom.

If a student is not picked up by the end of dismissal time (approx. 3:15/2:15 pm) we will follow the following procedure:

- Initial phone call at the end of dismissal time
- If no contact is made a follow up call within 5 minutes and every 5 minutes after that until contact is made
- If a student is not picked up by 3:45 PM OPD or DHS may be contacted for an unattended minor.
- Chronic offenders will be invoiced for the district's real cost to provide supervision beyond 3:15/2:15.

Wings Park



Please refer to the above diagrams for the Wings Park pickup procedure.

ELP (Extended Learning Program)

Students in grades K-4 who need extra challenges may be invited to participate in the ELP program. The same student may not necessarily be involved in each nine-week period; however, many will. A multi-criteria selection process is used to select eligible students. The following tools may be used in the selection process; high basic skills scores, cognitive ability, pre-assessments, task completion, and teacher nomination.

TELEPHONE

- **Incoming Calls** – Teachers and students will not be called from class unless an emergency arises. If you have received a call on Caller ID, please be understanding if the office does not know who made the calls. The student may make a call from another phone in the building.
- **Outgoing calls** – Permission must be obtained from the teacher/secretary/principal before a student uses the telephone.

- **Messages for students** – Parent cooperation is appreciated in keeping phoned-in messages to a minimum. Messages for teachers must be called in before 2:45 p.m.

TESTING

1. Curriculum assessments are given to K-4.
2. Iowa State Assessment for Student Progress (ISASP) is given to grades 3-4.
3. FAST Literacy and Math assessments are given to grades K-4.

TORNADO WARNINGS

In the event of a tornado warning, students will go to the designated areas in the building and remain there until the immediate danger is passed. No student will be released unless a PARENT OR LEGAL GUARDIAN comes to pick up their child. We practice these drills twice a year with students to prepare for emergency situations.

FIRE DRILLS

We will practice two fire drills a year with students to prepare for emergency situations.

Pulling a fire alarm is a serious offense and will result in disciplinary action either by the school or State Fire Marshal.

LOCKDOWN SITUATION

In the event of a school lockdown, no one is allowed to enter or leave the school building. Families will be notified via the Remind app of any disturbances in the school day.

VACATION

When a family takes a vacation during the school year, arrangements are to be made a week in advance with the teachers. Students and parents should plan to make accommodations for make-up work that was missed. **Please communicate these with the office as soon as you make arrangements either by calling or the app.**

VISITORS

Please check in with the office or make prior arrangements with the teacher. Because of some disruptive factors involved with students bringing visitors, we request that student visitors only stay for a short period of the day, preferably in the afternoon. Written notice or phone call is required at least a day in advance. Preschool children are not allowed to visit unless accompanied by their parents.

VOLUNTEERS

We have a variety of volunteers who work with students and help the teachers with anything else that would be helpful to them. We welcome any parent, grandparent, or friends who would like to volunteer an hour or so a week. If interested, call the school and let us know. **All volunteers need to have a background check.**

OELWEIN SCHOOL POLICIES

WEAPONS AND DANGEROUS OBJECTS

Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property. Ammunition, BB guns, pellet guns, air rifles, and explosives, including fireworks of any kind, are only some examples of weapons. Imitation of firearms, weapons, and dangerous objects will also be subject to disciplinary action, including suspension or expulsion. Elementary students are not to bring knives of any kind to school.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Weapons of any sort will be taken from the student and **not returned**.

HARASSMENT AND BULLYING BOARD POLICY 104

Bullying is defined as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Harassment and bullying, hazing, or any other victimization, of employees or students will not be tolerated in the school district. School district includes school district facilities, school district premises, and non-school property if the employee or student is at any school sponsored; school approved or school related activity or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Harassment and bullying, hazing, or any other victimization based on any of the following actual or perceived traits or characteristics; age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or family status. Harassment by board members, administrators, employees, parents, students, vendors, and others doing business with the school district is prohibited. Employees whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including discharge or other appropriate action. Students whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or designee and the board, including suspension and expulsion.

REPORTING/CONSEQUENCES FOR HARASSMENT OR BULLYING

In the case of a student who has encountered harassment the following protocol should be followed:

1. The student should report the harassment/ bullying to the classroom teacher or staff.

2. The student or the student's parents may fill out an Incident Report which is available on line on the district's website.
3. This Incident Report is then turned in to the principal.
4. Students involved will meet with the guidance counselor.
5. If the harassment by a student is founded, the following consequences will occur:

1st Offense

- The parents of both parties will be contacted to discuss the details of the findings.
- The offending student will receive a consequence.

2nd Offense

- The parents of both parties will be contacted to discuss the details of the findings.
- A founded 2nd offense will result in a different consequence.

3rd Offense

- The parents of both parties will be contacted to discuss the details of the findings.

A founded 3rd offense will result in a further discussion with parents and school administration.

**IF THE SEVERITY OF THE OFFENSE MERITS, CONSEQUENCES MAY INCLUDE
SUSPENSION, A RECOMMENDATION FOR EXPULSION, AND/OR A REFERRAL TO
THE POLICE DEPARTMENT, EVEN ON FIRST OFFENSE.**

CORPORAL PUNISHMENT, RESTRAINT, AND PHYSICAL CONFINEMENT AND DETENTION

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property. State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine or detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent. If you have any questions about this state law, please contact the school. The complete text of the law and additional information is available on the Iowa Department of Education's website: www.iowa.gov/educate.

COMPREHENSIVE EDUCATIONAL EQUITY POLICY

It is the policy of the Oelwein Community School to provide equal educational and employment opportunities and not to illegally discriminate on the basis of gender, race, national race, creed, age, marital status or disability in its educational programs, activities, or its employment and personnel policies. It is the policy of this agency to affirmatively recruit women and men, members of diverse racial/ethnic groups, and persons with disabilities for job categories where they are underrepresented. A fair and supportive environment will be provided for all students

and employees regardless of their gender, race, national origin, creed, age, marital status, or disability. Harassment of a sexual nature or with demeaning intent related to race, national origin, gender, disability, age, or religion, made from one employee to another, from an employee to a student or vice versa, and from one student to another is a violation of this policy. Inquiries or grievances related to this policy may be directed to Josh Ehn, 307 8th Ave. S.E., Oelwein, Iowa 50662 (283-3536), to the Director of the Iowa Civil Rights Commission in Des Moines, the Director of the Region VII Office of the United States Equal Employment Opportunity Commission, or the Director of the Region VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri.

TRANSFER WITHIN THE DISTRICT

Students wishing to transfer to or from Oelwein Online must complete the process within 10 days of first or second semester starting.

Students are limited to one transfer per academic year.