

Highland CSD Elementary Handbook



Mission Statement:
The mission of the Highland Community School District is to provide all students the opportunity to acquire the necessary skills to fulfill their potential and become positive contributors to society.

Riverside Elementary Website

<http://elementaryhuskies.weebly.com/staff-email.html>

Ainsworth Elementary Website

<http://ainsworthelementaryschool.weebly.com>

Ainsworth Elementary
835 Park Street
Ainsworth, Iowa 52201

319-657-3151

Riverside Elementary
220 Schnoebelen Street
Riverside, Iowa 52327

319-648-2821

School Hours
8:10 a.m. – 3:00 p.m.

Highland Community Schools

Ainsworth Elementary 835 Park Street PO Box 220 Ainsworth, IA 52201 (319) 657-3151
Riverside Elementary 220 Schnoebelen Street Riverside, IA 52327 (319) 648-2821

Dear Parents/Guardians,

On behalf of the staff at Ainsworth and Riverside Elementary, I would like to welcome you to another exciting school year. Highland CSD would like to share this handbook in an effort to assist you in becoming familiar with our policies and procedures.

In order to accomplish our mission, we depend upon cooperation and communication between home and school to promote the academic and social development of our students. The elementary staff is committed to providing the best possible education for your child. The district's student achievement goals are focused on improved achievement in literacy, mathematics, and science. In addition, we have identified **respect**, **responsibility**, and **caring** as areas in which we need to focus our efforts. We will strive to improve in these areas and encourage you to support high student achievement goals for your child and the importance of being a person of character.

It is our hope that this proves to be an enjoyable and productive school year for you and your child. If you have any questions or comments, do not hesitate to contact me by phone or email.

Sincerely,

Jane O'Leary

Elementary Principal

joleary@highland.k12.ia.us

ELEMENTARY CERTIFIED STAFF

	Ainsworth	Riverside
Principal		Jane O’Leary
Administrator On Site - Day	Chris Armstrong	
Administrator On Site - Evening	Angela Hazelett	
Pre-School		Megan Eaton Teresa Greiner
Kindergarten	Alicia Sewell	Bethany Williams Rebeca Yoder
First Grade		Jill Strubbe
First/Second Grade	Laurie Thompson	
Second Grade		Judy Lauer Michelle McCarthy
Third Grade	Lauren Parsons	Angela Whetstine Deb Stewart (am)
Fourth Grade		Mary Brase Amrika Stumpf
Fourth/Fifth Grade	Don Schantz Deb Stewart (pm)	
Fifth Grade		Sue Norris Misty Soukup
English Learner	Cassie Goodwin	Cassie Goodwin
Title I Reading	Kathy Roberts	Janice Thomann
Special Education	Brenda Bean	Heather Haas
Guidance	Sonya Stanerson	Sonya Stanerson
PE	Clay Eaton	Clay Eaton
Music	Anna Burns	Anna Burns
Art	Ashley Van Buren	Ashley Van Buren

SUPPORT STAFF

	Ainsworth	Riverside
Secretary	Maria Marin	Charlotte Thomann
Nurse	Shawn Loy	Shawn Loy
Media Associate	Chris Sieren	Julie Colbert Heidi Wide
Custodian	Mike Goodrich	Jeff Wieland
General Education Associate	Chris Sieren	Julie Colbert Heidi Wide
Special Education Associates	Tammy Howard Brenda Kirk Christi Sands	Michelle Amigon Kristina Conger Chelsea Nichols Heidi Wide Jennifer Young Jesse Krotz Ashlee McFarland Tamara VanSchoyck
Pre-School Associates	Tamara VanSchoyck	Sheila Mast

Attendance:

Regular attendance at school is very important. If it is necessary for your student to be absent, call the attendance center, otherwise the school will call the parent/legally appointed guardian. If impossible to call, please send a note the next day explaining the reason for the absence.

If the absence is due to illness, please outline the type of illness, since it is necessary to monitor contagious diseases. In some situations, a doctor's note to explain prolonged or frequent absences may be requested by school officials.

Students are counted tardy after 8:10 A.M. daily. If you know your student will be absent in advance, (doctor or dentist appointment, vacation, etc.) please notify the attendance center so arrangements for your child to receive assignments in advance can be made.

Before/After School Program

A Before and After School Program is available at both elementary buildings. Contact Carla Chabal 319-936-7106 in Riverside and Kristina Conger 319-330-0714 in Ainsworth for more information.

Bicycles

Bicycles are to be parked in the bicycle racks. Students need to walk their bicycles or scooters on the school grounds.

Bus Procedures

Classroom teachers and bus drivers will discuss proper bus behavior regularly with students. Students understand that loud talking, fighting, throwing objects, profanity, damaging public property, disobeying the driver's instructions, and refusing to remain seated are violations of proper conduct on the bus. School policy does not allow open food or pop on the school bus.

Students will be issued a written warning for violations, and parents will receive a duplicate of any written notice issued. Two (2) written notices may result in the loss of transportation for a period of up to three (3) days. If a student receives a third (3rd) written notice, bus transportation may be suspended for up to ten (10) days. When a fourth (4th) violation occurs, the records will be reviewed by an administrative team to determine if the student will lose bus riding privileges for the remainder of the year.

Administration reserves the option to suspend a student's bus transportation privileges at any time if the student's bus behavior puts the safety of other students at risk.

Change of Address and/or Telephone

The student enrollment sheet contains family information such as home address, mailing address, home, work and cell telephone numbers; names and telephone numbers of individuals to be notified in the event of an emergency.

It is extremely important this information be listed correctly and kept current. Should there be a change in any of the family information listed above; the school office should be notified immediately.

Child Custody

In most cases, when parents are divorced, both parents continue to have equal rights with regard to their children. If there is a court order limiting the rights of one parent in matters such as custody or visitation, please bring a copy to the office. **Unless there is a court order on file in the school, equal rights will be provided to both parents.**

Church Night

In cooperation with the area churches, the Highland CSD makes every effort to refrain from planning activities on Wednesday evenings.

Citizen Complaints (Refer to Board Policy # 213.1R)

The Board recognizes that situations may arise in the operation of the school district, which are of concern to parents and other members of the school district community. While constructive criticism is welcomed, the Board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

The Board firmly believes concerns should be resolved at the lowest organizational level and by those individuals most directly involved with the issue. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board action, the following steps should be completed:

- Step 1 In the event of a complaint, the school patron is strongly encouraged to discuss the problem with the individual staff member directly involved.
- Step 2 If the issue cannot be resolved at Step 1 or if the complainant cannot meet with the individual directly involved, they must meet with the individual and their immediate supervisor.
- Step 3 In the event that the matter is not satisfactorily resolved the appeal process will follow this order:
 - 1. The Superintendent of Schools
 - 2. The Board of Directors

In the event that one of the individuals in the appeal process is unavailable, the next person in line can assume that individual's role in the process if the situation warrants immediate attention.

It is within the discretion of the Board to address complaints from the members of the school district community. The Board will only do so if they are in writing, signed, and the complainant has complied with this policy.

Discipline Policies

Students respond in a positive manner when involved in the policy and decision making process. An integral part of self-discipline is to understand and accept the concept of responsibility. When disciplinary measures are necessary, they must meet three criteria: fairness; consistency in administration; and be of an appropriate nature for the behavior being corrected.

Students must know what behaviors are expected and must experience the consequences of their behaviors. Therefore consequences will be imposed only after a student is aware his/her behavior created a disturbance, endangered the safety of others; caused damage to the building or the property of others; or interfered with the rights of others. In all instances when a behavior consequence is imposed, the staff member's goal is to follow due process and to be reasonable and fair.

The general procedure after inappropriate behavior has occurred will be conferences between staff members, students and/or parent(s)/legally appointed guardian. In addition, the following specific consequences are also a consideration:

1. A student may be assigned for in-building supervision.
2. A behavior modification program may be established.
3. A student may be required to have a staff member verify his/her attendance or behavior daily.
4. A student damaging the school or other student's property may have to pay the replacement or repair cost(s).
5. Suspension.

District Assessment

The Iowa Assessments will be administered to all students in grades 3-5. These tests are an important tool in identifying individual student's strengths/yearly growth and to improve school curriculum. Parents/legally appointed guardians will be notified when the Iowa Assessments are scheduled. In addition the Measures of Academic Progress (MAP) tests are given to second-fifth grades in the spring of the year. Kindergarten through fifth take the Formative Assessment System for Teachers (FAST) in the fall, winter and spring. Second through Fifth grades complete I Ready Math and I

Ready Reading. Writing Curriculum Based Measures (CBMs) are taken by First through Fifth grade students in the fall, winter and spring.

Early Release from School

When it is necessary for a student to leave school before the regular dismissal time, a parent or legally appointed guardian must notify the school office. Parents may notify the building secretary in person, by note, or telephone call. When the request for early release is made by phone, the school officials may verify the call. Do not be offended by this practice. This practice is in place to protect the student.

Parents/legally appointed guardians are to report to the school office before taking the student(s) from the school building. **Under no circumstances is a student to leave an elementary attendance center before school scheduled dismissal time without written or verbal request from the parents/legally appointed guardian.**

Elementary Support Organization (ESO)

Our ESO groups are parent organizations that help our local elementary schools. If you would like to find out more about these GREAT organizations and the support they provide our school, please contact your school secretary.

Emergency Care of Illness/Injury/Head lice

The school is responsible for emergency care of sudden illness or injury. First aid will be given, but the subsequent care is the responsibility of the parent/legally appointed guardian and physician.

Illness at Home/School

Parent/legally appointed guardian or other designated contact person will be notified when a child is sick or injured. The family doctor will not be contacted without authority from parent/legally appointed guardian unless it is apparent that an injury or illness needs immediate medical attention. If the illness is accompanied by a fever, your child should remain home until he/she is fever free for 24 hours. A **fever** is considered **100 degrees** or above. We also ask that children that have vomited or had diarrhea remain home until free of those symptoms for 24 hours. This is for your child's protection and to prevent the spread of illness in our classrooms.

Students may be sent home with any of the following symptoms: fever, sore throat, vomiting, diarrhea, rash, inflammation of eyes, untreated impetigo, scabies, or ringworm.

When parents/legally appointed guardian are picking up a sick or injured student, please report to the school office before taking the student(s) from the school building.

No sick or injured child will be sent home without first contacting the parent/legally appointed guardian and a responsible adult is in the home to receive them.

A written excuse by parent/legally appointed guardian stating specific illness of child is required when returning to school following an absence. In some cases written information from the student's doctor, to explain prolonged or frequent absences, will be requested.

Head Lice

If a child is found to have active head lice, the student's parents or guardians will be notified. The child will remain at school or will be sent home at the discretion of the school's administrator.

The family will be informed on treatment procedures and prevention. Parents should check their children for infestation on a regular basis.

Emergency Drills

Safety rules and emergency procedures are established for each attendance center. In accordance with Iowa Department of Education regulations, both announced and unannounced fire and tornado drills will be conducted in all attendance centers during each school year when school is in session.

Equal Educational Opportunity

Highland Community School District does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status sexual orientation, sexual identity, or disability. Students are educated in programs, which 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. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is the Superintendent and can be reached at 648-3822 or 657-4180. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 10220 North Executive Hills Blvd., 8th Floor, Kansas City, MO 64153-1367, (816) 891-8156, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294.

Field Trips

Field trips have educational value relevant to material being studied in the classroom curriculum. Written permission from parents/legally appointed guardian is necessary before students go on a field trip. This is done at registration time. If it is not received, the student will remain at school. Parents/legally appointed guardian will receive advance notice of up-coming field trips.

Grant Wood Area Education Agency Services

The Highland School District is part of Area Education Agency 10, which allows access to materials and specialized staff beyond those supplied directly by the district. Those services come to us through the Grant Wood Area Education Agency (AEA).

The AEA, located in Cedar Rapids, has a centralized Media Center with instructional films, books, videotapes, records, art prints, filmstrips, models, and microcomputer software packages. A production department provides printing and graphic services. Requested materials are delivered to the district twice a week.

Consultants are available to assist the teaching staff with curriculum development, advanced training, and many other support services. The Highland CSD administration and Board may attend workshops on administrative and legal concerns. Area superintendents meet monthly at the agency to keep abreast of state and area educational concerns.

Additional support services are available to assist teachers when concerns arise with students. These services include our building staff and Grant Wood Area Education Agency support staff, (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, 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.

Students with special needs in our district have the services of the AEA Special Education staff. Highly trained psychologists, social workers, occupational therapists, physical therapists, speech clinicians, hearing clinicians, and vision specialists are available to assist with students' educational plans. The AEA Special Education staff provides training and support for teachers, aides, and parents.

The school district, in its educational program, has a process to assist students experiencing behavior and/or learning difficulties. The MTSS team is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact the Principal at 648-2821 (Riverside) or 657-3151(Ainsworth).

Harassment

It is the policy of the Highland Community School District to maintain learning and working environments that are free from harassment and/or bullying. No employee or student of the district shall be subjected to sexual

harassment, harassment, or be bullied on the basis of sex, race, religion, color, national origin, marital status, sexual orientation, sexual identity, or disability.

Harassment/bullying will be taken as conduct of a verbal or physical nature that is designed to embarrass, harass, distress, agitate, disturb, or trouble persons. Such conduct has the purpose or effect of unreasonably interfering with an employee or student's performance or cause an intimidating or hostile working or learning environment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment may include, but is not limited to verbal or written harassment or abuse, pressure for sexual activity, comments with sexual or demeaning implication, or unwelcome touching. These may be accompanied by implied or explicit threats concerning one's grades, job, etc.

It shall be a violation of this policy for any employee or student to harass, or bully, any other employee or student. Violation of this policy or procedure will be the cause for disciplinary action up to and including expulsion or dismissal.

Staff and/or students who feel they have been harassed or bullied or who feel they have witnessed incidents of harassment or bullying are encouraged to contact any staff member for assistance. Employees and students are advised that all reports will be kept as confidential as possible and the retaliation will not be tolerated.

Retaliation against a student or employee resulting from a complaint, assistance or participation in an investigation, or proceeding is also prohibited. A student, or employee, who is found to have retaliated against another in violation of this policy, will be subject to discipline up to and including suspension and/or expulsion.

Resources for families in preventing child and youth sexual harassment, abuse, and assault with elementary-aged children include: www.BSA_IA.org, www.sshs.samhsa.gov/initiative/resources.aspx, <http://www.cfchildren.org/parentsf/parentindex/>. **Appropriate disciplinary action will be taken when harassment takes place.**

Homework Policies/Friday Folder/Virtual Backpack

If homework is assigned, the student is expected to bring completed work to school the next day or on the assigned due date.

In addition, students will bring home a weekly "Friday Folder" (each Friday or on the last school day of the week). Please check this folder as it is our primary vehicle for sending important announcements and/or correspondence home with your student. Please be sure to return your student's Friday Folder to school at the start of the next week.

Virtual Back Pack

The school district is a part of a larger community in which it carries out its educational mission. This district has often served as a conduit of information by permitting the distribution of non-school materials from entities within our school district, to inform students and their families of youth related programs or activities, and of events intended to improve the health, education or welfare of students. The

following guidelines apply to the distribution of materials that are not part of the curricular or extracurricular activities of the district. The school district now distributes these items electronically in order to:

- Continue to provide this information in a larger school environment,
- Help to differentiate between school and non-school related materials, and
- Be more responsible toward caring for the environment. **You can find your schools Virtual Back Pack on the school website.**

- **Riverside Elementary Website**
<http://elementaryhuskies.weebly.com/staff-email.html>
- **Ainsworth Elementary Website**
<http://ainsworthelementaryschool.weebly.com>

Insurance Program

Each year the Highland Community School District offers student accident insurance and supplemental dental accident insurance. The district sponsors the student insurance program as a service, and information concerning these insurance programs will be distributed at registration and during the first week of school. Participation is entirely voluntary.

Investigation of Child Abuse by a School Employee-Board Policy #402.3R

In compliance with the child abuse policy passed by the State board of Education, the Highland Community School District designates the following **investigators of physical and sexual abuse of students by school employees: The primary investigators are the building principals, 648-2821 (Riverside) or 657-3151 (Ainsworth), 648-5018 (Middle School), 648-2891 (High School).**

The primary investigator will examine written reported incidents of physical and sexual abuse of students by school employees. All written allegations will be reviewed to determine whether a Level Two referral is warranted. The investigator must notify local law enforcement authorities in cases of proven serious physical and sexual abuse. The investigator must also give a copy of the report to the employee's superintendent. All proven cases of abuse by certified employees will be reported to the Iowa Professional Teaching Practices Commission.

Invitations to Private Parties

One of the cruelest blows a child can receive is to have to stand empty-handed, watching others open their invitation to a birthday party. No child should have to experience this misery at school. **Unless all students in your child's class are receiving an invitation, please do not distribute invitations at school.**

Locker Searches

School lockers, desks, and other spaces owned by the school are subject to search given a reasonable suspicion. The elementary principal in the presence of the student or another adult and without advance notice may conduct searches.

Lunch and Breakfast Program

The students in the Highland Community School District have several options available to them during the lunch period: (1) purchase hot lunch (including milk); (2) bring lunch and beverage (**Please do not send pop for lunch**) from home; (3) bring lunch from home and purchase milk. All students will be required to eat in the cafeteria no matter what option is taken.

Both elementary sites use a computer based lunch program. The software creates an account for each student that is debited when food is purchased. The cost of hot lunches, breakfast and extra milk is subject to change. The current charge is announced at the beginning of each school year. It is recommended that funds be sent in an envelope with the child's name, amount enclosed, and in the form of a check. Checks are to be made payable to: Highland Community School. The secretary will then credit the particular student's lunch account.

On days when there is food left after all the students have been served, the surplus will be offered for purchase as seconds. If you do not want your student to purchase seconds from their lunch account, please notify the building secretary at registration.

Free or reduced price lunches and breakfasts are available at each attendance center providing a family qualifies according to the guidelines distributed. These guidelines and applications may be submitted at any time during the school year or any time there is a change in a family's financial status.

Mandatory Immunization Law

The 1977 Iowa Legislature passed into law a mandate that all school children, before they can be enrolled in school, must present to school officials, certification that they have been properly immunized. The immunization certification may be obtained from the school's office, Johnson or Washington County Health Department or your family physician.

Children entering kindergarten are required to have a physical exam, proper immunizations and a dental exam. Parents/legally appointed guardians are asked to provide the school with a health history listing childhood diseases and any physical conditions or use of medication that may affect the functioning of the child in the classroom. Also, all new students entering the school system in other grades are asked to provide a health history.

Mandatory Reporter (Refer to Board Policy #402.2R)

Child abuse can be in the form of physical abuse, mental abuse, or simply neglect. Iowa law *requires* that all certified school employees to report all cases of *suspected* child abuse to the Department of Human Services. Failure to comply with this legislation subjects a certified school employee to a fine or imprisonment.

Materials Replacement

If a book or any other type of educational materials are lost or damaged beyond use, a replacement fee will be charged. The replacement fee depends upon the age and cost of the item(s). A percentage of the original cost is charged for older item(s) and full price for new item(s)

Medication

Medication (over-the-counter drugs as well as prescription drugs) will be given to a student only upon written instructions from the family doctor and written consent of the parent/legally appointed guardian. The medication to be given, during school hours, must be contained in a bottle which is clearly labeled by the pharmacy or the manufacturer with the name of the student; name of the medication; time of day to be given; amount to be given; duration it is to be given; and the name and phone number of the prescribing physician. All medications will be kept in the office in a locked cabinet. Cough drops are considered medication.

Movies

When a commercial video is shown in elementary classrooms it will have a **'G' or 'PG' rating**. By following this practice the students will not be exposed to 'inappropriate' materials.

Personal Property

Students may **NOT** bring extra money, electronics, expensive games, toys, or other objects from home. Items that are brought from home should be marked

for identification. **Children who bring toy or real weapons to school may face suspension and expulsion from school. They will be removed from the child's possession and parents will be contacted.**

THE SCHOOL DOES NOT ASSUME RESPONSIBILITY FOR THE LOSS OR BREAKAGE OF ITEMS BROUGHT FROM HOME.

Pets

No pets are allowed without prior approval of building administrator.

Playground

Staff member(s) supervise the playground at all times during regularly scheduled recesses. **Parents/legally appointed guardians are hereby informed there is NO supervision prior to 7:50 A.M. or after school. As a result, it is important that children arrive on our playground no sooner than 7:50 A.M. and go directly home following school dismissal in the P.M.**

Recess

Weather permitting; all students go outside for recess. If students are well enough to come to school, they should be well enough to go outdoors for recess. **Please see that your children are properly dressed for the weather. This includes hats, coats, mittens, and boots.**

Retention (Program Modification)

Parents/legally appointed guardians, AEA consultants, and the student's teacher will meet and discuss the student's abilities and progress before any decisions are made. A student will not be retained without the parent's/legally appointed guardian's prior knowledge. If the parents/legally appointed guardian disallows a recommended retention the parents/legally appointed guardian will be asked to sign a form indicating the student has been passed, counter to the recommendation of the administration.

School Cancellations

Sign up here, for the Highland Community School District Alerts service.

http://entry.inspironlogistics.com/highlandk12/wens.cfm?ep_id=patron

In the event of school delay or cancellation, event cancellation, lock down, and/or emergency situation, a message will be sent to the device you specify. Texts can be sent to cell phone numbers, voice alerts to phone numbers, and emails to specified email addresses. The service can also send severe weather alerts for Washington County. If interested in this service please check the box at the bottom of the page.

NOTE: This is a free service provided by Washington County; however, normal text message fees from your carrier may apply. To receive text messages, your cell phone must have text messaging capabilities.

There are times when school must be closed early due to bad weather.

Working parents/legally appointed guardians should develop an emergency plan, discuss it with your child, and share the details with the school. When school needs to be canceled, the following radio and TV stations will broadcast the announcements: KCRG TV9, KGAN TV 2, KWVL TV 7, KCII Radio, and WHO Radio will be considered primary station

School Pictures

Student pictures will be taken in early fall and spring. Purchase of school pictures is optional. Reminders will be sent home about one week in advance.

Student Appearance

While grooming and dress can be a matter of individual taste, some guidelines are essential. Dress and grooming regulations are not intended to be a hardship to anyone. They are based on reasonable and common sense standards. Students are expected to wear clothing that does not disrupt the school environment.

Students are prohibited from wearing clothing that advertises or promotes items that are illegal. This includes but is not limited to alcohol, drugs, or tobacco. It further includes celebrities, bands, racecar drivers, etc. that advertise such products. Clothing with pictures and/or slogans that infer, suggest, hint, imply an obscenity, or are offensive to any student, teacher, or employee will not be allowed. Other violations of the dress code include:

- Hats, caps, headwear of any kind, sunglasses, chains, and anything that appears gang-related.
- Bare feet.

The primary responsibility for appearance rests with the students and their parents/legally appointed guardian. **The administration does reserve the right to judge what is proper and what is not in the school setting. When student appearance is judged to be improper in the school setting, appropriate action will be taken to correct the situation.**

Student Expulsion

Expulsion from school for an extended period of time is imposed by a majority vote of the Board of Education upon recommendation of the Superintendent of Schools for repeated infraction of school rules or when the presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operations of the school. A hearing before the Board of Education must take place for the

purpose of affording a full discussion of the charges; allowing the student to refute the charges (due process); and determining length of expulsion.

Student Progress

Report cards are issued four (4) times a year after each nine (9) week grading period. The individual classroom teacher of each child administers grades. The grade your child receives reflects the performance of your child in that specific subject area. Midterm letters may be sent to the home approximately the fifth (5th) week of each nine weeks grading period. The purpose of the letters is to inform the parent of student progress toward meeting the classroom expectations. Highland Community Schools believe both parents and teachers have a partnership with respect to the child's education. Fall and spring parent-teacher conferences are scheduled. This time is designated for parents and teachers to discuss the student's progress in school. However parents/legally appointed guardians may request a conference with the teacher at anytime during the year.

Student Records

The Highland Community School District collects and maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the students. The records contain information about the student and may include information, but are not limited to, the following types of information:

- Identification data (date of birth, birthplace, etc.)
- Attendance data
- Achievement records (grades, test scores, etc.)
- Family background data
- Aptitude tests
- Disciplinary data
- External agency reports (vision, hearing, psychological, etc.)

Parents of students under the age of 18 may review the educational records of the student. If you are interested in reviewing your child's cumulative record please contact the school office.

The following persons, agencies, and organizations may have restricted access to a student's records without prior written consent of the parent/legally appointed guardian or student. Any other access to student records shall only be given upon a written consent or upon a court order or legally issued subpoena.

- School officials, teachers, and AEA personnel with a legitimate educational interest.
- Officials of other schools in which the student proposes to enroll.
- Representatives of state and local government when auditing and evaluating Federal education programs.
- In connection with a student's educational financial aid application.

- Governmental officials to whom information is to be reported under state law adopted prior to November 19, 1974.
- Organizations, which process and evaluate standardized tests.
- Accrediting organizations for accrediting purposes.
- Parents of dependent children regardless of child's age.
- Appropriate parties in a health or safety emergency.

Student Suspension

The principal may suspend a student for up to three (3) days for repeated infractions of school rules, or when it is determined that the presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school. The principal may suspend a student from school only after a hearing (due process), which shall include:

1. Oral or written notice of allegations against the student.
2. The basis for the charges.
3. The opportunity to respond to the charges.

A reasonable effort shall also be made to notify the student's parent(s)/legally appointed guardian(s) of any proposed suspension. While a student is suspended, he/she is not permitted to attend school functions or be on school property.

Telephone

Permission must be obtained from the teacher before a student uses the telephone. Since our telephone must be kept available for in-coming business and emergency calls, children will not be allowed to use the school telephone for social or personal reasons. Long distance calls will need to be made on a collect or credit card basis. Students will not be called out of class to talk on the phone except in emergency situations. **The use of mobile phones during school is prohibited. Students found using a mobile phone during school hours will have their phone confiscated and taken to the office.**

- **First offense:** The mobile phone will be returned to the student at the end of the school day.
- **Second/subsequent offense:** The phone will be held in the office until picked up by the student's parent/guardian.

Vandalism

Any person or persons willfully damaging school property will be assessed the total cost for all replacement or repairs. In the case of a minor child the parents or guardian will be held responsible as provided in the Code of Iowa.

Video Taping – Student Photographs

Video taping and photographing take place in the classrooms and during special student events/activities. These are used to assess classroom instruction, review activities, make observations, and record special events in

the elementary curriculum. Sometimes local and surrounding newspapers are in our school to photograph students participating in events and feature articles about student achievements. The decision of what to include in the newspaper is made by the newspaper editors.

Visitor Policy:

Please sign-in at the main office and pick up a visitor's badge. This helps protect the safety of our building, its students and staff.

Classroom Visitations

Parents or any other interested individuals are encouraged to visit the classrooms to observe first-hand the elementary educational programs. The procedure for elementary classroom visitations is as follows:

1. It is requested a prospective visitor call the office or the classroom teacher to be visited 24 hours prior to the visitation. This is to eliminate any possible conflict of schedule.
2. All visitors are to stop at the office, and be escorted or directed to the appropriate instructional area.
3. The visitor should enter an instructional area as quietly as possible.
4. Conferences should not be expected as part of a classroom visit. If a conference with the teacher is desired, the conference should be scheduled separately.
5. It is requested you not make school visitations during the first two (2) weeks of school and the last two (2) weeks of school. Regular instructional procedures are not in place during these orientation and closure times.
6. It is requested school visitation not occur during formal testing periods.
(Example: ITBS or Universal Screener testing)
7. Children should not bring other children to visit school.
8. To ensure visitations do not affect the classroom learning, visits are to be limited to a two (2) hour period of time unless special arrangements have been made with the teacher and the building principal.
9. Please do not bring preschool children along for a classroom visit.

Preschool Handbook

Appendix

To comply with the Iowa Quality Preschool Programs Standards, we have made slight changes and/or additions to some of the policies in the elementary handbook. The changes and/or additions are contained in this section. If you have any questions or comments; do not hesitate to contact us by phone or email.

Mission Statement:

The mission of the Highland Community School District is to provide all students the opportunity to acquire the necessary skills to fulfill their potential and become positive contributors to society.

The following policies and procedures have been established to afford your child maximum protection and to comply with licensing standards.

Statement of Purpose – Goals of Curriculum

The most fundamental goal of our early childhood curriculum is to help children become enthusiastic learners. We strive to accomplish this goal by encouraging children to be active and creative explorers who are not afraid to try out ideas and to think their own thoughts. In doing this, we hope to help our students to become independent, self-confident, inquisitive learners. Our curriculum allows them to learn at their own pace and in a manner that best suits them as an individual. Finally, we will provide them with positive habits and attitudes, about themselves and their ability to be successful in the school environment; which will make a difference throughout their lives.

The preschool curriculum identifies goals in all areas of development:

- **Social** –to help children feel comfortable in school, trust their new environment, make friends, and feel they are a member of a group.
- **Emotional** –to help children experience pride and self-confidence, develop independence and self-control, and have a positive attitude toward life.
- **Cognitive** –to help children become confident learners by letting them experiment with their ideas and experience success, and aiding them in the acquisition of learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.
- **Physical** –to help children increase their large and small muscle control and to develop confidence about what their bodies can do.

The activities we plan for children, the way we organize the environment, select materials, plan the daily schedule, and talk with children are designed to accomplish these goals and provide your child a successful start to school.

Objectives

1. Provide a caring nurturing learning environment to preschool age children.
2. Provide developmentally appropriate activities.
3. Keep teachers and staff up-to-date on current research-based best practices.
4. Make learning relevant to the students' lives.
5. Work cooperatively with parents and teachers to reach our goals and objectives.
6. Meet the preschool and childcare licensing requirements of the state of Iowa.

Admission

1. Each child must have a medical examination. The Physical Form and Immunization Sheet must be returned prior to being admitted to preschool.
2. Each child must be toilet trained. (unless he/she has a developmental disorder.)
3. The child must be three by September 15 for the three-year-old class and four by September 15 for the four-year-old class.

Days and Hours

Riverside:

Three year olds

- Tuesday and Thursday 8:00-11:15

Four year olds

- Monday-Wednesday-Friday 8:00-11:55
- Monday-Tuesday -Thursday-Friday 8:00-11:15
- Monday-Tuesday- Thursday -Friday 12:00-3:00

We will follow the Highland CSD school calendar and all district cancellations/delays.

Animals and pets

No pets are allowed without prior approval of building administrator.

Discipline Policy

For the safety of all children; disruptive, dangerous, or destructive behavior or aggressive behavior toward a teacher, aide, or another child will not be allowed. Examples of these behaviors include biting, hitting, kicking, etc. Students who exhibit these behaviors in the classroom will be disciplined at the following levels.

- Level I: Student will be redirected to another activity.
- Level II: Adults will guide the students in conflict resolution.
- Level III: The student's parents will be called for a conference to discuss a plan of action to correct the behavior problem.
- Level IV: Suspension may be considered after discussion with the parent, principal, and teacher.

Items that may result in injury or cause disruption to class are not allowed in school. These items include weapons (guns, knives, etc.) and flammable materials (matches, lighters). If a student is found with any of these materials, the item(s) will be confiscated and his/her parents will be notified. If a child is found with these materials a second time, the child may be suspended. In addition, toy weapons (guns, knives, swords, etc.) are NOT allowed in the school. If a child is found with such a toy, it will be taken away and returned to the parent with a reminder of this policy.

Field Trips

From time to time, we will go on educational field trips (i.e., pumpkin patch, fire station, etc.). Notes will be sent home prior to field trips. If you do not want your child to attend a field trip, please notify the teacher.

Hand washing, teeth brushing, and toilet procedures

Hand washing is required by all staff, volunteers, and children to reduce the risk of disease transmission. Staff and developmentally able children are taught hand washing procedures. Children who are not developmentally able are assisted in hand washing by a staff member. Proper hand washing procedures include; using liquid soap, running water, rubbing hands together for 10 seconds, and drying hands with a paper towel (IQPSS 5.8).

At least once daily when children older than one year receive two or more meals, teaching staff provide an opportunity for students to brush their teeth (IQPPS 5.11).

Staff in the Early Childhood Special Education program will assist children who are unable to use the toilet consistently. Children will only be changed in designated changing areas. Staff will follow cleaning and sanitation requirements. The child will be checked for signs of urine and/or feces at least every two hours and when children awaken from naps (IQPSS 5.7).

Health Policy

1. If you cannot decide if your child is well enough to come to school, **please keep them home.** This is for their benefit as well as the protection of the other students in the preschool.
2. Please call the school if your child is ill (especially if the illness is contagious).
3. In the case of a class exposure to an illness, we will notify parents by sending a note home, and by posting a notice on the classroom door (IQPPS 5.4).
4. Parents will be contacted and your child sent home if he/she appears to be ill, upset, or has been injured. If sick or contagious, your child will be supervised in the office away from other children. Children and staff who are ill will not remain in the program unless a qualified health professional has reviewed the child or teacher's case and has

written a plan that will allow the person to participate without infecting others. (IQPPS 5.3, 10.6d).

5. If an illness is accompanied by a fever, your child should remain home until he/she is fever free for 24 hours. A **fever** is considered **100 degrees** or above. We also ask that children that have vomited or had diarrhea remain home until free of those symptoms for 24 hours.

Medications

Medication (over-the-counter drugs as well as prescription drugs) will be given to a student only upon written instructions from the family doctor and written consent of the parent/legally appointed guardian. The medication to be given, during school hours, must be contained in a bottle which is clearly labeled by the pharmacy or the manufacturer with the name of the student; name of the medication; time of day to be given; amount to be given; duration it is to be given; and the name and phone number of the doctor. All medications will be kept in the office in a locked cabinet. Cough drops are considered medication. Please contact your building secretary for further details.

(IQPPS 5.10).

Non Discrimination Policy

Highland provides an equal opportunity for students to receive an education free of discrimination on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status.

Nutrition

Snacks are served during each preschool session. The families of each child enrolled in preschool will provide the snacks. All foods and beverages brought from home are to be labeled with the child's name and date. Individual teachers will determine the method for collecting snacks.

Children may purchase milk each day for snack. The cost of milk is 30 cents per carton. Money sent for the purchase of milk should clearly indicate this purpose and be marked with the child's name. Please avoid sending loose money in the child's bag as it has the tendency to get lost.

All food served for snacks must meet the Department of Human Services and Quality Preschool Programs guidelines. In accordance with these guidelines, Highland Preschools require that all snacks brought from home be either factory sealed pre-packaged food items or whole fruits/vegetables. No homemade or home-prepared foods will be served. This means that foods should remain in the sealed packages and that fruits and vegetables should not be cut. In addition, the foods must meet the nutritional guidelines established by U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). Because milk will be served with each snack, the food

served must be from at least one nutritional food group such as fruits, vegetables, grains, proteins, etc. Samples of acceptable choices; crackers, cereal bars, trail mixes, raisins, any whole fruit, any whole vegetables, dips, packaged meats and cheese, pretzels, peanut butter (unless notified of any child with this allergy).

Birthdays are special occasions, but to comply with the new regulations we still require pre-packaged treats (i.e. rice krispie treats with sprinkles, oatmeal cookies or graham crackers and a sealed container of frosting). It would also be acceptable to send a nutritional snack and a special treat (i.e. apples and caramel dip, graham crackers and fruit snacks). IQPPS 5.12, 5.13

Open Door Policy

Parents of children attending preschool are welcome to visit any time they wish. When visiting, please check in at the office as you enter the building.

Parties

We will hold 3 parties during the school year, fall, winter, and Valentine's Day. Parents will be asked to contribute to at least one party during the year. Parents are welcome to attend.

Registration & Tuition

At the time of registration, a \$25.00, *non-refundable*, registration fee is due.

Tuition for 4 year old students is covered by a grant from the state of Iowa. Tuition for 3 year old students is \$125.00 per month. Tuition will be paid in equal monthly installments regardless of the number of school days or attendance. Payments are due on the first day of the month beginning in September. If payment is not received by the tenth of the month you will be charged a \$10 late fee. If your child will be leaving the program, a written notice, one week prior to the student's last day, is requested.

School Cancellations

Sign up here, for the Highland Community School District Alerts service.

http://entry.inspironlogistics.com/highlandk12/wens.cfm?ep_id=patron

In the event of school delay or cancellation, event cancellation, lock down, and/or emergency situation, a message will be sent to the device you specify. Texts can be sent to cell phone numbers, voice alerts to phone numbers, and emails to specified email addresses. The service can also send severe weather alerts for Washington County. If interested in this service please check the box at the bottom of the page.

NOTE: This is a free service provided by Washington County; however, normal text message fees from your carrier may apply.

To receive text messages, your cell phone must have text messaging capabilities.

There are times when school must be closed early due to bad weather.

Working parents/legally appointed guardians should develop an emergency plan, discuss it with your child, and share the details with the school. When school needs to be canceled, the following radio and TV stations will broadcast the announcements: KCRG TV9, KGAN TV 2, KWVL TV 7, KCII Radio, and WHO Radio will be considered primary station

Every child is to be brought to the classroom. Please notify us in writing if anyone other than the parent will be bringing or picking up the child.

Four-year-olds will be allowed to ride the school bus.

Sunscreen, coats, and/or insect repellent

Preschool students play outside daily, weather permitting. It is requested that parents send their child to school with the appropriate clothing. When children play outside in cold weather they will wear clothing that is dry and layered for warmth. When they play hot weather they will have opportunity to play in the shade and will wear sun-protective clothing. It is requested that parents apply sunscreen and/or insect repellent at home before school. On occasions where preschool students may spend extended time outdoors, teachers and associates will apply sunscreen and/or insect repellent in accordance with the Department of Human Services and Quality Preschool Programs guidelines. Sunscreen and/or insect repellent will only be applied to students with a signed permission slip on file (IQPPS 5.6).

Supervision

Teaching staff supervise children primarily by sight, indoors and outdoors; and supervise by sound for short intervals with frequent checks on children who are out of sight (IQPPS 3.9, 9.2, 9.7).