

KEOKUK COMMUNITY ELEMENTARY SCHOOLS

STUDENT HANDBOOK

2008-2009

KIM HARTWEG, PRINCIPAL- George Washington School

SHARON KOKEMULLER, PRINCIPAL- Hawthorne School

TIM PATTERSON, PRINCIPAL- Torrence School

RUSS DERR, PRINCIPAL- Wells- Carey School

Keokuk Elementary Schools

08-09

Dear Parents of Elementary Students:

Welcome to the 2008-2009 School Year! Exciting things are taking place in our Keokuk Community School District. We have a new principal joining our team. Ms. Kim Hartweg is coming to us from WIU as a professor in the Education Department. She is excited about the challenge of being a principal at a quality school like George Washington.

Torrence has just received a new paint job which was badly needed and new white/ black boards are being added to the classrooms. Mr. Patterson is moving from George Washington School and will be the principal at Torrence as well as the principal at the Alternative M.S. and H.S.

Wells-Carey has received the playground equipment from Lincoln and soon the sign which sits outside Lincoln will be installed outside the Wells-Carey building. This will help parents keep up on upcoming events at that school. Mr. Russ Derr remains the principal at Wells-Carey as he enters his 2nd year.

Hawthorne is going into it's second year with our Early Childhood preschool program. It has found a huge support by parents in our community and we feel it is helping give our students some additional assistance. Under the leadership of Principal Sharon Kokemuller we are entering our 8th year of having our Kindergarten students all at the Hawthorne building. That has proven to be highly successful.

Another change for next year is in the format of our Elementary Student Handbook. In the past you might remember the glossy purple folders with hard to read information on the inside. It was time to make a major rewrite of this Handbook and add more information. That old format was no longer going to meet our needs.

The next few pages of this Handbook will hopefully give you parents and elementary students the basic information about our 4 elementary schools. When you receive this booklet, be sure to read it and go over it with your child(ren), so they will know the rules and procedures. Place this Handbook somewhere handy, so you will have it when you need an answer to a question that arises.

Thanks for loaning us your child for this coming school year. We commit ourselves to making this your child's best year ever.

Elementary Principals- KCSD

Four(4) Basic Rules in Elementary Schools

Students are expected to:

1. Do their best.
2. Respect other people and their property.
3. Obey all staff members at all times.
4. Act in a quiet and orderly manner.

Each elementary school follows these basic rules. A list of more specific Rules for each building will be sent home the first week of school.

Elementary School Hours

Staff Hours: Monday-Thursday 7:30 a.m.- 3:30 p.m. Fridays- from 7:30 a.m.- 3:00 p.m.

Student Hours: Bell Schedule

7:45 a.m.- Arrive at School if coming for breakfast

8:00 a.m.- Students arrive on school grounds if not eating breakfast.

8:15 a.m. First Bell

8:20 a.m.- Second Bell- Late- Tardy Bell

2:45 p.m.- Dismissal Bell

Affirmative Action Plan- Non Sexist Compliance Guarantee

A copy of the Keokuk Community School District's Plan is available to any person upon request.

Attendance and Behavior at Events Outside of School

Children attending school activities such as sports events, plays, P.T.O. meetings, or any other function or activity which takes place on or in school property and facilities are expected to respect and follow all school rules regarding behavior and conduct. Parents in attendance with their children are expected to insist that their child (ren) honor and obey the school rules. Students not obeying the rules may be removed from the school activity and their parents notified.

Bicycles

In order for a student to ride their bicycle to school they must show they are:

1. At least 8 years old:
2. Riding with permission of their parent / guardian indicating the student is proficient in the rules of bike riding and can operate their bike in a safe manner.
3. Have the bike locked up in the school's designated area.
4. Walk the bike while on school property.

Birth Certificates

All students enrolled in a school in the state of Iowa are required by law to have a copy of their child's birth certificate on file with the building principal. If a student does not have such a copy on file, the student can and may be dismissed from attending school. It is the responsibility of the parent / guardian to have or obtain that record when requested.

Bus Students

In-city students who are transported by bus will be picked up and dropped off at the school building or other designated location within their attendance area.

Following are some specific rules relating to students riding school buses.

1. Bus riders are not counted tardy when the bus is late.
2. Written request from the parent is required when they are requesting their child ride a different bus than their assigned bus. This is approved by the building principal and Director of Transportation and is affected also by the number riding that bus. **1**

3. If a parent does not want their student to ride the bus home, they must contact the school either in writing or by phone call to the school office.
Bus rules approved by the district will also be distributed to parents and their bus riding children at registration or during that first week of school. It is the responsibility of the parents to make sure they have reviewed these rules with their child. Riding a bus is a privilege a student can have taken away if bus rules are not followed.

Directory Information, Room Lists, Student rosters

The following student information may be released to the public. Any parent or guardian not wanting this information released to the public must make objection in writing to the principal.

STUDENT'S NAME ,PARENT'S NAME, DATE AND PLACE OF BIRTH, PARTICIPATION IN OFFICIAL ACTIVITIES, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED. THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, AND OTHER SIMILAR INFORMATION.

Any organization wishing information extending student directory information to include addresses and phone numbers, may request that information directly from the parents by use of a special form. A reasonable charge may be made for reproducing and dissemination of the form. Organizations for which a charge is to be waived include: P.T.O. and school Booster clubs.

Parents are to indicate on the registration form, either "Yes" or "No" regarding the P.T.O. receiving student name, parent name, address, and phone number.

Fines

Fines are assessed when textbooks, library books, or other school materials, or property are damaged beyond that of normal wear and use as a result of carelessness or deliberate actions of the student. Lost or damaged books need to be replaced. That is the responsibility of the student and their parent.

Health- Control of Head Lice

Head lice is considered a communicable disease. The school will be screened as deemed needed throughout the year. We will maintain parent notification procedures expecting prompt treatment and minimal absence from school We will continue to check referrals as needed.

A parent whose child has head lice will be notified as soon as possible. Every attempt will be made to keep the child in school. If the problems is not corrected, the parent will again be contacted and the child will be sent home. If nits or live bugs are present, the parent will be notified to discuss treatment used and continued follow-up with nit removal. If the school finds that progress in correcting the problem is not being made on a daily basis, the Dean of Students and Public Health Department will be notified. Considering the district's truancy policy, the court system will be involved as a result of excessive unexcused absences.

Home / School Communication

Communications between Home and the School is vital to your child's success at school. We appreciate and expect phone calls, notes, and visits.

Immunization Requirements

A certificate of immunization **MUST** be on file at the school your child attends at the time of his / her enrollment. Failure to have a certificate indicating adequate immunizations will result in the child not being permitted to attend until such requirement is met. The State of Iowa requires, by law, that all children, Kindergarten-12th grade, must have adequate immunizations. The School Nurses monitor this area. Immunization clinics are held monthly by the Lee County Public Health Department.

Instrumental Music- Band

All students beginning in 5th grade have the opportunity of participating in the Elementary Instrumental Music program in our district. Small group lessons are given weekly at school at no charge. Band practice one day a week begins after the 1st of the year with the All City Band Concert held in the Spring.

Keeping Children After School

The Elementary Schools attempt to dismiss students at the scheduled time. There are however, times when it may be necessary to keep a child after school to complete work or make up time. The rule is not to keep a student beyond 3:15 p.m. If a student needs to stay, every attempt will be made to notify the parents, so they will know where their child is. If the child is a bus student, special arrangements will be made with the parents.

Kid Zone (Before and After School Program)

We encourage parents to sign up their child(ren) for the KID ZONE program. It is held most days before and after school. Contact Laurie Mendenhall at 524-1402 ext. 3050 or the school office, if you have any questions.

Leaving the School Without Permission

Children may not leave the school grounds during school hours unless they are given permission by the principal or their designee. Children who do leave without permission are considered truant. All students must have permission with either a parent note or a parent phone call in order for the student to be allowed to leave the school grounds.

Open Enrollment Notification

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

September 1, 2008- Last date to make an Open Enrollment request for Kindergartners and for those students falling under the "good cause" definition for the 2008-2009 school year.

March 1, 2008- Last date to make an Open Enrollment request for students entering grades 1st-12th for 2008-2009.

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

Parents should be aware that Open Enrollment may result in the loss of athletic eligibility.

For further details, contact your school office.

Parent / Teacher Organization

This is an active organization made up of Parents- Teachers and other staff. Each building has their own P.T.O. unit. This group works to provide materials and resources for our students. They also support the various programs of the building ranging from Special Events to a School Bookstore. We invite you to be a part of our P.T.O. group. There is no financial cost of belonging and our students really benefit. P.T.O. meetings are held monthly.

Parent Volunteers and Resource Persons

We are always looking for quality VIPS(Very Important Persons in School). If you would like to help listen to a child read or help them with math or share your job and occupation, we would encourage you to contact us. We really can use the help!

Prescription / Non Prescription Medication at School

Nonprescription medicine or medication can and will be administered upon the authorization of the school nurse or the building principal. Prescription and Nonprescription medicines or medications sent to school without a "Medication Authority Form" completed and signed by the student's parent / guardian will not be administered. Such medicine will be administered at school by school personnel. The medicine **MUST** be sent to school in the original container.

Medicines / Medications (Prescription and Non Prescription) **MUST** be brought to the office where it is monitored by the nurse. If medicine is kept anywhere at school other than the Nurse's Office, those arrangements **MUST** be approved by the nurse. It is best if dosages can be given at home, but if that isn't possible, the school will assist. Parents may come to school and administer such medicine or medication, if they wish. A copy of the Medication Authority Form is available upon request from the school office.

Professional Qualifications of Staff

Parents have the right to know the professional qualifications of the teachers who instruct their child(ren). Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner when requested. You have the right to ask for the following information:

- Whether the Iowa Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Iowa Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations, because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and , if so, the subject of the degrees.
- Whether any teacher's associates or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact your child's school Principal.

Reporting Child Abuse

In attempting to provide the greatest possible protection to victims or potential victims of child abuse, all school employees are required as Mandatory Reporters to report any suspected violations they note. This information is kept in highest confidence.

Reporting to Parents

Report cards are sent home at the end of each nine week session. Conferences with parents are held after the 1st and 3rd quarter reporting periods. All parents are highly urged to attend their child's conferences. If a conference is desired at any time during the year, parents may call the school and request such.

Student Assistance / Problem Solving

In addition to the classroom teacher, Keokuk Elementary Schools have several individuals who are available to help you and your child. We have building Principals, Dean of Students, Nurses, Title I Reading services, Special Education services, School Psychologists, a School Social Worker, Speech Teachers, Physical and Occupational Therapists, services for the Hearing Impaired, and Educational Consultants. All of these people are employed to assist you and your child with concerns that may arise about your child's educational programming.

Student Behavior

In order to ensure maximum educational benefits for all students, each student is expected to conform to all regulations of the school and conduct himself / herself at all times in a manner fitting his / her ability, age, and grade. Copies of Board Policy Breach of Discipline Code No. 502.2 are available upon request from each school office.

School Closings/Cancellations

There are times when school is canceled or a late start is announced due to Inclement Weather or other building problems. Please listen to KOKX- AM Radio 1310 or Channel 7 or 10 on the TV for updates. If the school has to dismiss early, the same media will be used to notify the public. If a parent wants to call the district 24 hour number it is 524-1402. Parents can assist by talking to their child about the plans in case of an early dismissal.

School Safety Patrol

The school safety patrol is made up of 5th grade students who volunteer and are trained to assist students in safely crossing the street near school and on and near the playground at designated times. Students are expected to either cross the street with an adult or at one of the approved crossings where there is a safety patrol member. Students are expected to be courteous to patrol members at all times.

Tobacco / Alcohol on School Property

No tobacco and or Alcohol products are permitted on school grounds at any time.

Any student who has tobacco and or Alcohol in any form in his / her possession at school is subject to suspension or expulsion and or a fine by the Keokuk School District for violating this policy. Copies of Board Policy Smoking by Students Code No. 502.7 may be obtained upon request from the school office.

Student Dress Code

It is our believe that appropriate student dress is an important factor in the establishment of a healthy educational atmosphere.

Students need to wear clothing that doesn't cause a safety problem for the child. Clothing including short shorts, short tops, see through tops, etc. are not appropriate for school. Clothing which advertises drugs or cigarettes, or which displays inappropriate language or a message is considered unacceptable and cannot be worn at school. Personal appearance that is distracting or interferes with school learning and safety will not be allowed. Caps/ Hats / Headgear shall not be worn inside the building , except with permission.

Student and Staff Harassment

The Keokuk Community School District has policies against student and staff harassment. Copies are distributed at time of Registration. Additional copies may be obtained upon request at any of the school offices in this district. Bullying which is a form of Harassment will not be tolerated.

Student Illness or Injury at School

The building principal shall direct the immediate care of ill or injured persons who come within his / her area of responsibility. All cases of accidents or serious illness occurring on school property which will require special attention shall be reported immediately to the building principal, so the nurse and parent can become involved. Each building principal shall maintain a log of reportable accidents occurring on school property involving students and employees under school jurisdiction. Students with contagious diseases as defined by Iowa Law/Statute must report it to the school immediately, so it can be closely monitored by the school nurse. If at any time, the school feels the need to have a note from the doctor, it is the responsibility of the parent to obtain such documentation. Any student who has a fever needs to remain home from school for 24 hours after the fever has gone back to normal.

The school district assumes no responsibility for medical treatment of a student who becomes ill or is injured at school, but first aid can and will be administered. Whenever possible, parents are notified by telephone and instructions requested for further action. If a parent cannot be reached, efforts will be made to reach one of the individuals listed as an emergency contact.

A. The school MUST have authority from some individual to transport a child to a hospital or doctor. In cases where, in the judgment of professional staff, the situation is a matter of life or death, a child will be taken to the hospital if no parent or other designated individuals can be contacted. Further medical attention is the responsibility of the parent / guardian, or the person designated for emergencies. It is important that the school be instructed by parents as to the procedure to be followed in cases of extreme emergencies when the parents cannot be reached.

B. Parents are requested to be sure that the place of employment and telephone numbers where they can be reached is kept current in our school records. Emergency telephone numbers are very important to the school staff. Please supply the name of a person or persons who reside within the Keokuk Community School District and their telephone number as persons to be contacted in case you cannot be reached.

Student Records

Parents will receive a copy of the Student Records policy called the Federal Family Educational Rights and Privacy Act. It guarantees privacy of your child's school records and provides parents with access if you ever wish to review your child's records. If parents need a copy of records, it provides how that takes place, time to produce the records, and any cost to parents.

Telephones and Electronic Devices

Staff and students are not asked to leave classes or go to phones during the school day to receive phone calls unless it is an absolute emergency. Your child needs to make his / her plans with you before leaving for school instead of calling you from school. If you need to get a message to your child, call the school office and speak with office personnel.

Cell phones and other electronic devices are not necessary at school. If a parent feels there is a legitimate need for a student to have one at school, special consideration will be made by the principal upon parent request. If a student brings a device to school without permission, the device will be taken and parents contacted. Students who have a legitimate need to call may get permission from staff to do so. If you wish to visit with a teacher a good time to call is between 7:30 a.m.- 8:15 a.m. and between 2:45 p.m.- 3:30 p.m.

Testing and Evaluation Program

A comprehensive testing and evaluation program is conducted by the Keokuk Elementary Schools for students in grades K-5. The purpose is to evaluate the total program as well as to provide a basis for the best programming in meeting individuals needs.

Transportation

Students eligible for transportation services will be required to be picked up and deposited at specific designated bus stops nearest their place of residence. These specific designated bus stops and approximate times will be made known to parents through public announcement or in a manner convenient to the administration. No students or parents/guardians are allowed to ride a KCSD bus without prior Administrative approval.

Students with temporary residence due to a valid special condition or restrictions may be considered for transportation services. Requests for such special consideration must be submitted in writing to the building principal and transportation director.

Truancy and Attendance

Truancy is defined as the failure to attend school without reasonable excuse for the absence (Iowa Code 299.8). Legitimate reasons for an absence includes illness, medical appointments, funeral of family members, court appearances, family vacations (with prior approval of principal) and school sponsored activities. An unexcused absence is when a pupil is absent from school for any one of several reasons not recognized by school authorities such as play, work, truancy, baby sitting, and parent neglect. Neglect can be oversleeping, shopping trips, visiting, etc. and other absences not approved by the building principal. When a pupil is present for only part of the day his / her attendance will be counted according to the nearest half day. The pupil who is present part of either a morning or afternoon session is counted as being present, provided he / she is present for at least two hours of that half day. Absences due to illness or accident may at the discretion of the principal require a written statement of verification from a doctor. Regular school attendance of school-age children is required by state law. It is the responsibility of the school to provide the parents with accurate accounting and reporting of student attendance. This includes all absences and tardies. Any day that a pupil is absent from school, parents need to contact the school that their child / children will be absent or a few minutes late. Failure to do so will result in the absence being considered unexcused.

Any child of compulsory attendance age who is enrolled in this school district and is truant for more than three (3) unexcused days per semester, six (6) days per school year, or three (3) percent of the school year may have their case referred by the truancy officer / building principal to the county attorney in writing (Iowa Code 299.11). In addition, the building principal may impose discipline on the truant child in accordance with the district attendance policy. ex. require time missed made up and or hold a meeting with child and parent, etc.

Unauthorized Presence on School Premises

All persons who visit school MUST check in with the office. In order to help us keep our buildings safe, we need to know who is coming and going. Those who refuse to comply will be regarded as trespassers and be requested to leave school grounds. All unauthorized persons who refuse to leave when requested may be prosecuted as a trespasser.

Use of Photos, Slides, and or Video Tape/DVD Recordings Of Students for Public Relations Purposes

The school maintains the right and freedom to use photographs, slides and / or video tape recordings/ DVDs of classroom and school activities involving students for the purpose of public relations. Any parents objecting to this procedure must file a written statement with the building principal stating their child / children not be photographed in any manner for public relations purposes.

Weapons

Weapons and other dangerous objects shall not be permitted on school grounds as stated in Board Policy Weapons Code No. 502.10. Students bringing a firearm to school face possible suspension or expulsion (up to one year). Copies of this policy are available upon request by parent to the school office.