

# KEOKUK COMMUNITY ELEMENTARY SCHOOLS

## STUDENT HANDBOOK

2011-2012



GEORGE WASHINGTON ELEMENTARY SCHOOL  
HAWTHORNE ELEMENTARY SCHOOL  
WELLS-CAREY ELEMENTARY SCHOOL

## **Four(4) Basic Elementary School Rules**

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 or classroom may be sent home the first week of school.

### **Elementary School Hours**

**Staff Hours:** Monday-Friday: 7:30 a.m.- 3:30 p.m.

**Student Hours:** 8:15 a.m.-3:15 p.m.

Students may NOT arrive at school prior to 8:00 a.m. unless they are going to eat school breakfast. Please see the timeline below.

7:45 – 8:00 a.m.	Arrive at school if eating breakfast
8:00 – 8:15 a.m.	Students arrive on school grounds, Supervision begins
8:15 a.m.	First Bell - School Starts
8:20 a.m.	Second Bell – Tardy
3:15 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 sporting 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 child(ren) 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 parent(s) will be notified.

### **Bicycles**

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

1. Be at least eight (8) years old.
2. Be 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.

### **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.

The 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 requesting a child ride a different bus than their assigned bus. This is approved by the building principal and the Director of Transportation. Approval is dependent on the number of students riding that bus.
3. If a parent does not want their student to ride the bus home, they must contact the school either in writing or by calling the school office prior to 2:00 p.m.

Bus rules approved by the district will also be distributed to parents and their bus riding child(ren) at registration or during that first week of school. It is the responsibility of the parent(s) 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.

### **Deliveries to School**

In order to avoid classroom disruptions, individual gifts for students such as flowers, balloons, and similar items are not to be delivered to school. These items will not be delivered to classrooms. Invitations to private parties may only be distributed in the classroom if there are invitations for the entire class or all the boys/girls.

### **Directory Information, Room Lists, Student Rosters**

Student directory information designed to be used internally to assist certified personnel is not accessible to the public. Student directory and general student information will be provided to the public for school related activities and/or educational opportunities without parents'/guardians' consent unless the parent(s)/guardian(s) have notified the administration in writing.

Directory information may include, but is not limited to, the student's name, photograph or likeness, age (but not the date of birth), participation in officially recognized activities and sports, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

### **Fines**

Fines are assessed when textbooks, library books, 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. The replacement cost is the responsibility of the student and their parent.

### **Health--Control of Head Lice**

We will maintain parent notification procedures and expect prompt treatment with minimal absence from school for the control of head lice. If nits or live bugs are present, the parent(s) will be notified as soon as possible to discuss treatment and follow-up care. If progress in correcting the problem is not being made on a daily basis, the Public Health Department may be notified.

### **Immunization Requirements**

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

### **Keeping Children After School**

The elementary schools attempt to dismiss students at the scheduled time. However, there are times when it may be necessary to keep a child after school to complete work or make up time. The guideline is not to keep students beyond 3:30 p.m. If a student needs to stay, every attempt will be made to notify the parents. If the child is a bus student, special arrangements will be made with the parents.

### **Leaving the School Without Permission**

Students may not leave the school grounds during school hours unless they are given permission by the principal or their designee. Students 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, 2011: Last date to make an Open Enrollment request for kindergartners and for those students falling under the "good cause" definition for the 2011-2012 school year.

March 1, 2012: Last date to make an Open Enrollment request for students entering grades 1st-12th for 2012-2013.

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**

The P.T.O. 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 to belong and 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, help them with math or share your job and occupation, we would encourage you to contact us.

### **Pets, Toys, and Electronic Devices**

All pets, toys, skateboards, electronic devices and similar items are not allowed on school property unless prior written permission is received from the teacher and /or school principal.

### **Prescription / Non Prescription Medication at School**

Nonprescription medicine or prescribed medication can and will be administered upon the authorization of the school nurse or the building principal. Prescription and nonprescription medicines sent to school without a "Medication Permission Form" completed and signed by the student's parent(s)/guardian(s) will not be administered. Once approved, 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 medication, if they wish. A copy of the Medication Permission Form is available upon request from the school office or the school nurse.

### **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. You may also check certification on the Iowa Department of Education's website: <http://www.iowa.gov/educate>

### Proof of Student's Date of Birth

Iowa Code 282.3 states that a child must be five (5) on or before September 15th to enter kindergarten and must be six on or before September 15th to enter 1st grade.

Parents/guardians are responsible to provide school officials with an acceptable form of date and year of birth of each child enrolled in school. The purpose is to show the child is of legal age. In the past, the law only permitted acceptance of an authorized birth certificate. Sometimes this was nearly impossible for a parent/guardian to locate for a variety of reasons. The law has been changed that allows other forms of proof to be accepted. The district will accept any of the following forms of proof of a student's date of birth as deemed acceptable by the building principal:

1. Certified statement from physician.
2. Hospital Record.
3. Adoption Record.
3. Baptism Record.
4. Anything the principal feels is reasonably reliable.

Two copies will be made at school at no charge. One copy will be given to the parent(s)/guardian(s) along with the original and the other copy will be placed for safe keeping in the child's cum folder.

*Social Security numbers:* The schools will no longer be asking parents for Social Security numbers for their child(ren). If you wish us to have that information, it is voluntary and not required.

*Legal Names:* Rule 12.3(4) of the Department of Education of Iowa states that parents/guardians **MUST** register their child using the child's legal name (not, for instance, stepfather's surname).

### Recess Guidelines

The Keokuk Community School District believes in the importance of fresh air and the negative health consequences of children spending too much time in closed, indoor settings. Students will go outside in cold weather unless the air or wind temperature is 15 degrees or lower. If you feel your child needs to stay in from recess the day after an illness, a note from the parent/guardian is required. A doctor's note may be required to stay inside for additional days.

### **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 trimester. Conferences with parents are held once in the fall and once in the spring. All parents are strongly urged to attend their child's conferences. If a conference is desired at any time during the year, parents are encouraged to call the school or contact the teacher to make arrangements.

### **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's 24-hour number it is 524-1402. Parents can assist by talking to their child about the plans in case of an early dismissal.

The Keokuk Community School District is a participant in the Iowa School Alerts program, which means you can sign up to receive free e-mail or text message notifications when classes for our district, or a particular school building, are to be closed, dismissed early or started late due to weather or other circumstances. Information can be found at the following website: <https://schoolalerts.iowa.gov>

### **School Safety Patrol**

The school safety patrol consists of 5th grade students who volunteer and are trained to assist students in safely crossing the street near school and on or 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 to be courteous to patrol members at all times.

### **Student Assistance/ Problem Solving**

In addition to the classroom teacher, the Keokuk Elementary Schools have several individuals who are available to help you and your child(ren). We have building principals, deans of students, school counselors, 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.

### Student Dress Code

It is our belief 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, and similar items are not appropriate for school. Clothing which advertises drugs or cigarettes, displays inappropriate language or an inappropriate message is 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, and similar items 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 of this policy are distributed at 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. Students and parents should report harassment to the building principal. Forms for reporting harassment and bullying are available from the principal.

### 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 returned 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, or other serious injury requiring immediate medical attention, 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 the 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 (FERPA) at registration. 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, the policy provides information regarding how that takes place, time to produce the records, and any cost to parents.

### **Telephones and Electronic Devices**

Staff and students are not allowed 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 may be made by the principal upon parent request. Students who have a legitimate need to call may get permission from staff to do so.

### **Testing and Evaluation Program**

A comprehensive testing and evaluation program is conducted by the Keokuk elementary schools for elementary students. The purpose of testing is to evaluate the total program as well as to provide a basis for the best programming in meeting individual needs.

### **Tobacco/Alcohol on School Property**

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

Any student who has tobacco 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.

### **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.

No students or parents/guardians are allowed to ride a KCSB 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, babysitting and parent neglect. Neglect can be oversleeping, shopping trips, visiting, 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 accurate accounting and reporting of student attendance. This includes all absences and tardies. Parents are responsible for contacting the school when their child(ren) are absent or tardy. Failure to report an absence 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 two (2) unexcused days per trimester, six (6) unexcused days per school year, three (3) percent of the school year, or is tardy for 8 or more school days per trimester, may have their case referred to the county attorney (Iowa Code 299.11). In addition, the building principal may impose discipline on the truant child in accordance with the district attendance policy (e.g. require time missed to be made up and or hold a meeting with child and parent).

In addition to truancy, excessive absences (excused or unexcused) are also a concern any time a student misses 10 or more days.

### **Unauthorized Presence on School Premises**

All persons who visit school **MUST** first check in with the office. In order to keep our buildings safe, we maintain records of who is in the building at all times. Those who refuse to comply will be asked 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 and/or DVD Recordings of Students**

### **for Public Relations Purposes**

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

### **Weapons**

Weapons and other dangerous objects are not 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 for up to one year. Copies of this policy are available upon request.

The Board will not discriminate in its educational activities on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, marital status, or disability in any program or activity.