



**Page and Lincoln TK-1st School Student Handbook**

**2022-2023**

Dear Page and Lincoln Families-

Welcome to Page and Lincoln! We are excited to welcome your child into the Little Treaders family. We strive to create a safe, caring, and rigorous learning environment for your student. We are here to support and partner with you through your child's educational journey. These early years are so important to foster the love of learning. We strive to make an impact with your student.

We Expect the BEST at Boone Community Schools and our professional and committed educators are ready to find the best in your child. We will work to inspire, love, and grow your child while they are with us.

Our educators believe that it is our job to ensure learning for all our students. We are driven to teach your child to be empowered with cooperation, assertiveness, responsibility, empathy, and self-control. Throughout the years we will teach your child to recognize and name their emotions as well as tool to self-monitor and regulate their emotions.

Finally, it is our vision for Page and Lincoln parents to become partners in education; to positively support their children and our staff in the learning process; and to make lifelong learning a priority. Parents are encouraged to be actively involved in our school. Please feel free to visit our school anytime or join in one or more of our many volunteer projects and activities as a member of the elementary PTO (Parent-Teacher Organization).

This guide will give you an outline of policies, practices and programs in the Boone Community School District and at Page and Lincoln Elementary School. It is intended to serve as a guide for you and your children while attending Page and Lincoln. Please read through it carefully.

Should you have any questions or concerns regarding our school, we ask that you contact your child's teacher and/or the Page or Lincoln office. We're looking forward to an exciting and successful school year working with you and your children!

Autumn Seiler

Page and Lincoln Building Principal and Partner in your child's education

## **PAGE AND LINCOLN ELEMENTARY: A PROFESSIONAL LEARNING COMMUNITY**

This year, Page and Lincoln Elementary will continue our journey as a professional learning community or PLC. In a PLC, educators are committed to working collaboratively in ongoing processes of collective inquiry and action research in order to achieve better results for the students they serve. There are 3 Big Ideas which drive a PLC:

### **1. A Focus on learning**

When focusing on learning, our staff will ask the following questions:

- What do we expect our students to learn?
- How will we know when they have learned it?
- How will we respond when they don't learn?
- How will we respond when they already know it?

### **2. Build a collaborative culture**

PLCs operate under the assumption that the key to improved student learning is continuous, job-embedded learning for educators. Our staff will be given time for collaboration within the school day. This will:

- Improve student achievement
- Provide solutions to problems
- Increase confidence/capacity among staff
- Allow teachers to support one another's strengths and growth areas
- Give us the ability to test new ideas
- Provide more support for new teachers
- Expand our pool of ideas, materials and methods

*“Hand in hand, we all learn. Teachers and students go hand and hand as learners...or they don't go at all.” - Roland Barth*

### **3. Focus on results**

A PLC focuses on results in the following ways:

- Look at our current reality (data)
- Develop common formative and summative assessments based on identified essential standards
- Share the results of common assessments with collaborative teams
- Problem solve ways to improve learning based on the results of the common assessments
- Establish SMART goals for all students and classrooms based on data

As a staff, we are excited to continue this journey along with our students and we are excited to talk about our journey as a PLC! If you have any questions about our journey as a PLC, please contact the school.

*“The fundamental purpose of schools is learning, not teaching.-- Richard DuFour*

## Student Handbook

NOTICE OF NONDISCRIMINATION POLICY: Board Policy 102 states: *The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, socio-economic status, religion, sex, disability, sexual orientation, gender identity, age or marital status.* There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance, contact the BCSD Equity Coordinator Mrs. Jill Janes at BCSD, 500 7th Street, Boone, Iowa 50036; (515) 433-0750.

The Boone Community School District understands that many questions exist regarding how the district is responding and what requirements are in place aligned with concerns regarding the COVID-19 Pandemic. The BCSD has a Return to Learn Plan in place and access to specific COVID information on the BCSD website. As information regarding this often changes and sometimes on a daily basis, please refer to the Return to Learn Plan and the BCSD website for the latest updates on the district's guidelines, procedures, and response.

### **Arrival at School (SUBJECT TO CHANGE AS BUSSING SCHEDULE IS MADE)**

#### **Transitional Kindergarten, Kindergarten, and First Grade**

- **Breakfast doors will open at 7:45 AM. Students eating breakfast at school may not be dropped off before 7:45 AM.** Students not eating breakfast may not be dropped off before 7:45 AM. Families arriving prior to doors opening at 7:45 AM should remain in their vehicles.
  - Please use the gym door on the southwest side of Page up the steps please pull as far forward as possible on Boone Street and have your child walk to the gym doors. Please do not park in the drop off line. If you need to walk your child to the door park on a side street and then walk your child to the gym door.
  - Please use the North door on the black top at Lincoln. Please pull as far forward as you can on 4th street and let your child out. If you need to walk your child to the playground please park on a side street and then walk your child to the gate at the playground blacktop.
  - **Students eating breakfast at home may not arrive at school before 7:45.** At 7:45 before school recess begins when weather permits so please have your child dressed accordingly. It can be a bit chilly in the mornings. When it's snowy please have them dress in snow clothes. They will go directly to the playground at drop off.
  - Students riding the bus who eat breakfast at school will proceed directly to the lunchroom when their bus arrives and follow the procedures above. Students who do not eat breakfast at school will proceed directly to recess or their classroom.
  - For drop off in our car lane please pull as far ahead as possible so more parents can drop off at once. If you want to walk up your child please part outside of the car drop off lane and walk them up to the door or playground.

## Preschool

- School Starts at 8:10 AM at Page and Lincoln.
- Preschool students drop off at 8:10 AM. Please plan on staying in your car in the drop off lane on 1st street. If you want to park and walk your child to the door under the overhang on 1st street, please park outside of the drop off line.
- See the preschool handbook for more details.

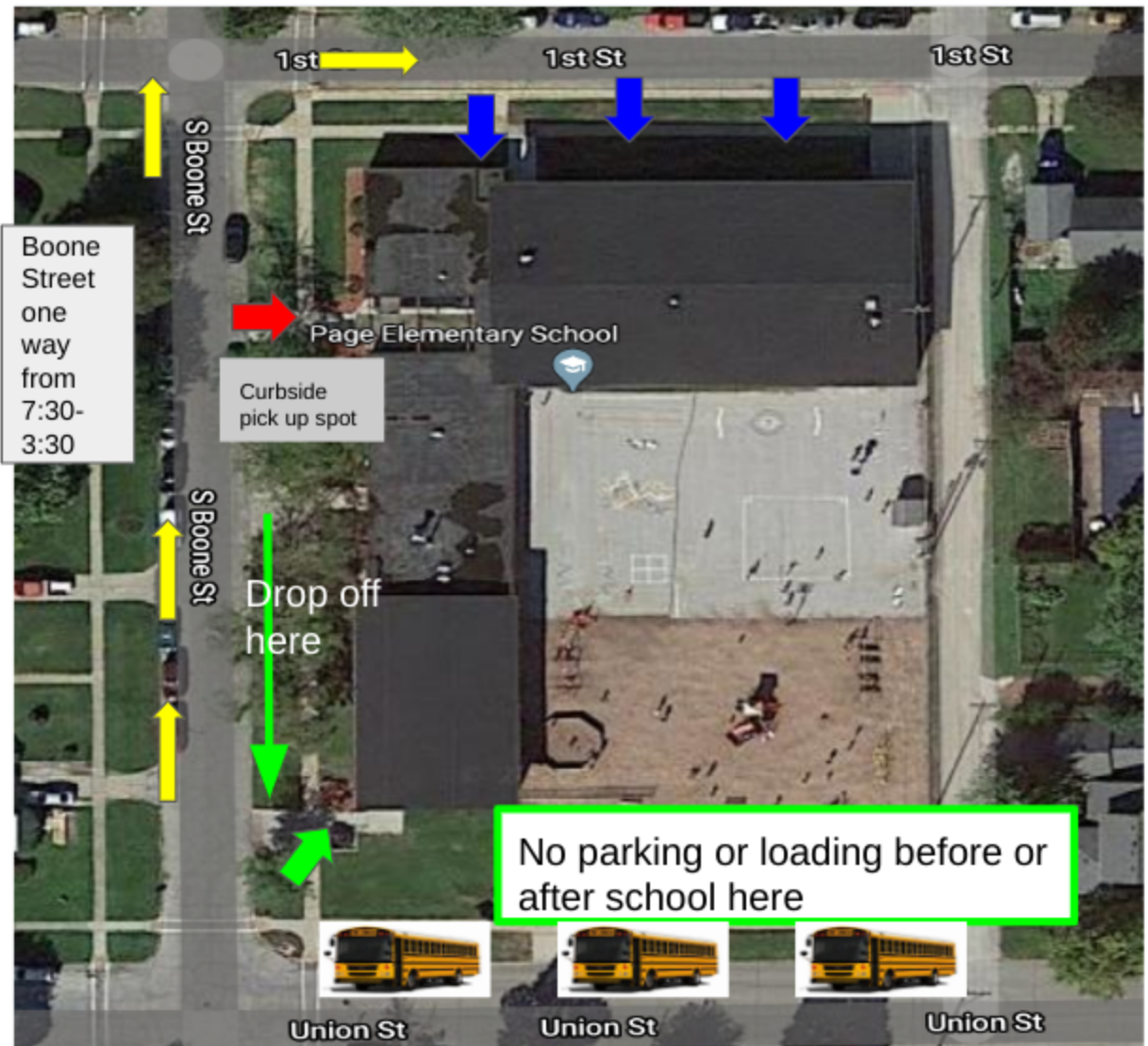
### Page DROP OFF

Preschoolers and their guardians enter here. Mrs. Jenkins, Mrs. Tepper's, and Mrs. Bulver's students. Parents can park here while they drop off.

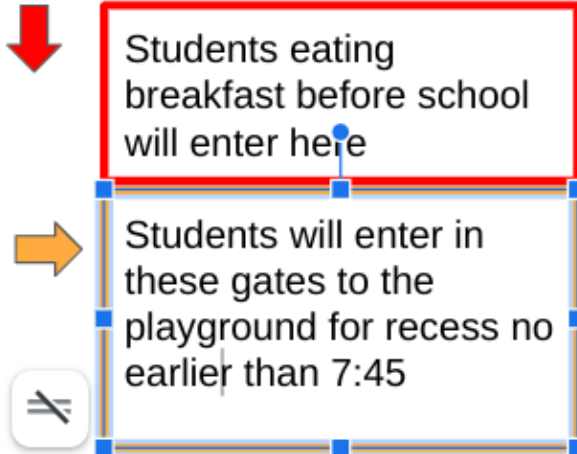
BEP students and families will enter here.

All other students will enter here.

Please give hugs and kisses at the car, staff will be waiting to help your child at the entrance to the building. Do not park and leave your car on Boone street. Park briefly to let your child out.



## Lincoln DROP OFF



Please give hugs and kisses at the car staff will be waiting on the playground to supervise. **Please do not leave your car parked in the drop off line.**

Please do not go around cars or go any other direction then East. It is dangerous for our students and they are hard to see.

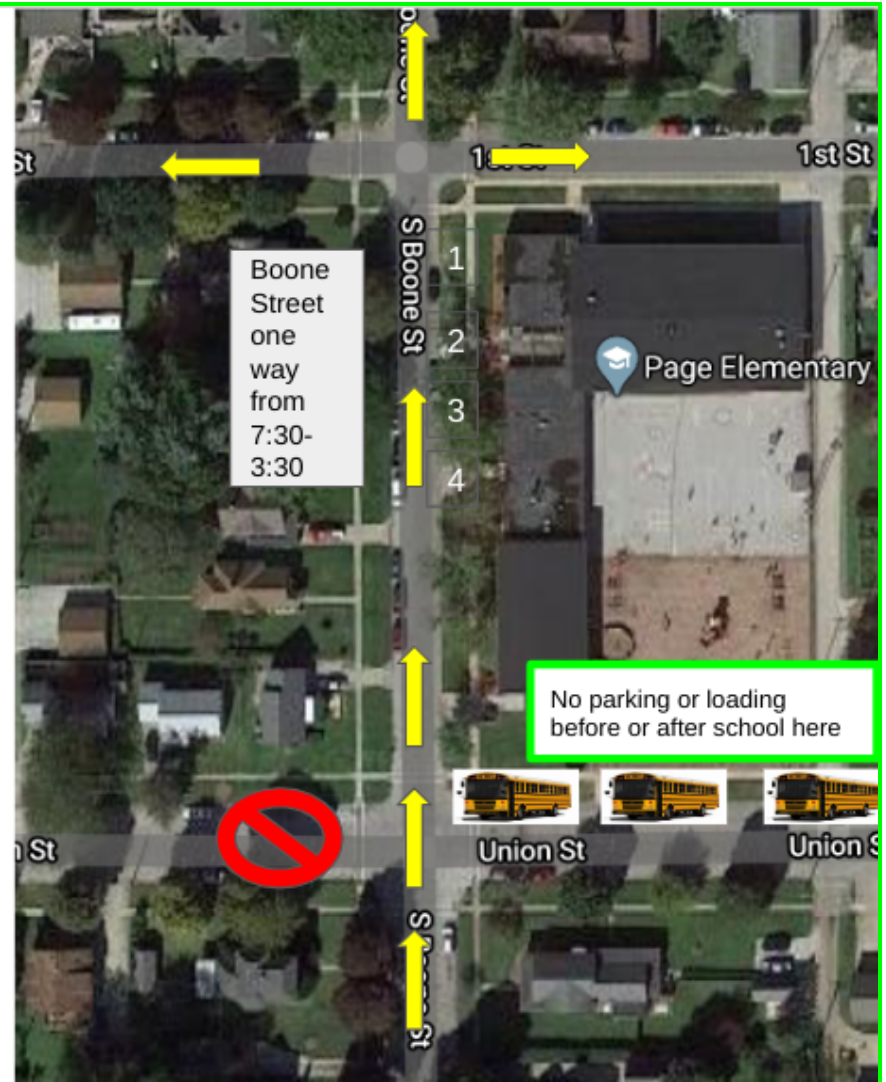


## Dismissal

- Students who are picked up by parents after school will be dismissed at 3:10. We are asking all parents to use the car line so we can ensure safety and a clear process for all families. If you drive to school to pick up your child you need to use the pick up line. If you do not have a vehicle or have an emergency please contact Autumn Seiler at [aseiler@boone.k12.ia.us](mailto:aseiler@boone.k12.ia.us) directly so that we can make a plan. It is important we all work together to make sure our students are safe and our procedures are orderly.
- Students who ride the bus after school will be dismissed and will proceed to the gym and wait for their bus.

### Page Pick UP

- You will be given a paper with your child's name to keep in your passenger's window.
- Please plan to have your car going north on Boone St. Please do not enter Boone St. from Union St.
- Please stay in your car and a teacher will put them in your car. Please ensure that your child's seatbelt is fastened before you drive away.
- Please try and have your child enter your car in your back passenger seat.
- This procedure is to ensure the safety of all our children.
- If you drive to school to pick up your child you need to use the pick up line. If you do not have a vehicle or live within walking distance, please contact Autumn Seiler at [aseiler@boone.k12.ia.us](mailto:aseiler@boone.k12.ia.us) and your child's teacher directly so that we can make a plan for your students safety.



## Lincoln Pick Up

- You will be given a paper with your child's name to keep in your passenger's window.
- Please plan to have your car going East on W. 4th. St.
- Please do not travel north on Marion from Mamie (W.3rd). Please enter W.4th Street from Marion going south to 4th street.
- Please stay in your car and pull up to the 1,2,3, 4 pick up spots and a teacher will put them in your car. **Please ensure that your child's seatbelt is fastened before you drive away.** Please try and have your child enter your car in your back passenger seat. This procedure is to ensure the safety of our children and all of our children.
- If you drive to school to pick up your child you need to use the pick up line. If you do not have a vehicle or live within walking
- If you live within walking distance or prefer to park and walk up please park on a side street and pick up your child from the front steps labeled park and walk up. If you decide to park and walk up we will have your child ready for you in front of the school each day.
- If you feel you can't follow these procedures please contact Autumn Seiler to talk through your options.



## ATTENDANCE

We want your child at school and learning every day! Regular school attendance is an essential ingredient in obtaining the maximum benefits from our educational program and in developing habits of self-discipline and responsibility. Students with good attendance records generally achieve higher grades, enjoy school more, and participate in more activities than students with poor attendance. We encourage family members to do all they can to ensure that their children attend school except for illness and extreme emergencies.



**Procedure:**

When a student is absent, families are encouraged to call the school's office before 7:55 a.m. Each elementary school has voicemail so families can call and report an absence during hours school is not in session. If no call is received, the school will attempt to contact the families. Due to state mandatory attendance regulations, if a student has been gone for five consecutive days, a doctor's excuse may be required. In case of certain communicable diseases, for the health and safety of all, students should bring an excuse from their doctor before they may be admitted to class.

Appropriate excused absences include: personal illness, serious personal or family matters, and appointments that could not be scheduled outside the regular school day. If attendance becomes a concern, the following procedure will be used.

Lincoln phone number 515-433-0800

Page phone number 515-433-0840

**Illnesses and emergencies:**

To ensure safety and support communication, parents are requested to notify the school of any child's absence by calling the school on the day of absence before 7:55 a.m. If a serious illness or injury occurs at school, the parent will be notified immediately, and if necessary, the Emergency Medical Service will be called. Parents are required to place emergency contact information on file with the school. Please notify the office of any changes; it is very important that this information be kept updated. Facilities for emergency care in school are very limited. Arrangements for taking your child home should be made promptly.

**Notification:**

1. An Awareness Letter will be mailed to the family between 7-10 days for awareness of potential concerns which may be developing due to the number of days the student has been absent and/or tardy.
2. A second Awareness Letter will be mailed home after the student has missed 15 absences from school.
3. If the student continues to be absent and goes beyond 20 absences, the principal will review these absences for unique circumstances and collaborative efforts that have already occurred between the school and families. If there has been no effective communication regarding attendance concern, the Building Principal will notify the County Attorney, and a mediation session may be scheduled.
4. If mediation is not successful, the school is legally required to report this information to the County Attorney who will proceed with steps toward prosecution for non-compliance of Iowa Code 199.1. If the Code does not apply then

appropriate steps will be taken and alternatives may be implemented.

### **Other Attendance Guidelines:**

1. Students leaving school before 9:05 a.m. or 2:15 p.m. will be marked absent for that half day.
2. Students arriving at school after 9:05 a.m. or 2:15 p.m. will be marked absent for that half-day.
3. A student will not be allowed to participate or practice in any activity or event (example: Christmas program) unless he/she is in attendance for the afternoon classes on the date of the practice or event. If an excused absence has been arranged in advance or an emergency develops, this policy may be waived with permission of the principal.

### **Tardiness:**

If a student is late for school, it is recommended that he/she bring an excuse stating the reason for the tardiness. A student will be counted tardy if he/she arrives after 8:1

### **BICYCLES/SKATEBOARDS/SCOOTERS**

Students riding bikes/skateboards/scooters to school are reminded that they are to follow all local traffic laws. It is **STRONGLY** encouraged they wear helmets. To ensure safety amid the traffic and also for students at school, **students must walk their bikes at all times on school grounds and in crosswalk areas.** Bicycles are to be parked in the racks on the south side of the buildings. It is recommended that bikes are locked for security purposes.

### **BREAKFAST/LUNCHESES (SUBJECT TO CHANGE)**

Student lunch prices are expected to be as shared below. One carton of milk is included with each meal. The cost to purchase a *SECOND* carton of milk or a carton of milk to have with a sack lunch from home is \$.50, for full paying, reduced, or free students and adults. Federal guidelines state that only the first carton of milk is covered by the free/reduced lunch procedures. Unfortunately, a second carton of milk or second meal is not free even if the student receives a free or reduced lunch.

Breakfast K-4 Full Price: \$2.25 Reduced Price: \$.30 Adult Breakfast Price: \$3.50

Lunch K-4 Full Price: \$3.00 Reduced Price: \$.40 Adult Lunch Price: \$4.15

When a family account has a balance of \$10.00 or less, a notice will be sent home with the student or an email will be sent to the family email address as a reminder. *Account balances must be kept above -\$25.* If an account balance exceeds -\$25, the student may no longer purchase a regular school lunch. A reminder will be sent home with the student or email will be sent to the family email, and a telephone call will be placed to the parent or guardian. *NOTE: Students with a negative account balance may only charge a regular school lunch. Account balances must be kept above -\$25.* If an account balance exceeds -\$25, the student may no longer purchase a regular school lunch. The student would have the option of purchasing for \$1.50 (\$.040 reduced) a sack

lunch that includes a peanut butter or cheese sandwich, apple, and milk. The \$1.50 cost of a sack lunch will be applied to the family account balance. If the balance remains at -\$25 or greater for a period exceeding two months, the BCSD may file a claim with small claims court. Small claims court would require the parent/guardian to pay the outstanding balance plus court costs.

**Breakfast at Page and Lincoln:** 7:45-8:00

**Transitional and Kindergarten Lunch:** 11:30-12:15ish lunch/recess

**1st grade Lunch:** 11:35-12:25 Lunch/Recess

Please feel free to contact the Food Service Director, Lori King with any questions at (515) 433-0020 ext. 154. If you feel there us an error in your account please contact Lori directly

### **CELL PHONES /ELECTRONIC DEVICES**

Cell phones are an important tool for both communication and safety, however, they can also interfere with the learning environment. Cell phones must be turned off and stay in the student's backpack during the day. They are not to be used in the school or on the playground. If a student is using a cell phone in school or on school grounds during the school day, it will be confiscated and kept in the principal's office until a parent can come to school and pick it up.

Students are encouraged to leave electronic devices (phones, tablets, calling watches, kindles, etc.) at home. These items, if brought to school, need to remain in the students backpack or in the teacher's desk throughout the school day. If a student chooses to use any electronic device in the school or on school grounds during the school day, it will be confiscated and kept in the principal's office until a parent can come to school and pick it up.

If a parent or guardian needs to relay a message to a student prior to dismissal, they should contact the office before 2:30 to ensure that the message can be delivered to the student.

### **CLASS PARTIES**

Birthday parties for pupils and/or school personnel shall not be held at school during the school day. If students wish to bring treats for birthdays or scheduled parties, parents are asked to choose healthy snacks in order to promote student wellness. All treats must be prepackaged with the ingredient list so that staff may review it due to allergy concerns. If it is not prepackaged the birthday treats will be sent home to enjoy there instead of school. Party invitations will not be distributed at school. No gifts, flowers, balloon bouquets, etc. will be delivered to classrooms.

### **Snack Ideas:**

Healthy Snack Ideas Include: \*Raw vegetables with low-fat dressing or yogurt dip \*Fresh fruit and 100% fruit juices \*Frozen fruit juice pops \*Dried fruits; such as raisins, banana chips, etc \*Trail mix, granola bars, etc.\*Jello and low-fat pudding cups\* Air-popped popcorn\*Low-fat muffins, angel food or sponge cake \*Low-fat crackers; such as cheese nips, wheat thins \*animal crackers, graham crackers \*Baked chips; such as tortilla chips and salsa \*Low-fat string cheese \*Pretzels \*Beef jerky

### **COMMUNICATION**

#### **THURSDAY FOLDERS:**

Every Thursday, the Boone Schools sends home a special clear envelope labeled "Thursday Folders" with each student in grades Kindergarten through fourth. Please ask your child to see the envelope and its contents and assist him/her in returning it to school on Friday, the following day. It is hoped that all communication will be brought home on Thursdays in this envelope. We hope you will find this communication helpful in learning about your child's education and weekly progress. Your cooperation in educating your child is appreciated.

#### **DIGITAL BACKPACK:**

The BCSD website and weekly digital newsletter *The Toreador Times* includes the digital backpack. This is a resource to families for special events, programs, community athletic programs, area music/theater, etc. A variety of informational material provided by area programs is available here.

### **DISCIPLINE**

It is necessary for children to learn to develop self-discipline in order to further their learning. We work with students daily to teach them to think through their choices, advocate for their needs and be a problem solver. Daily students have conflict to work through that is so important for their development. We ask that you discuss with your children the importance of being a kind friend, a good problem solver, and regulating emotions while at school. Please read through the Board of Education policies covering student behavior and the Page and Lincoln Discipline Manual included at the end of this handbook.

### **FIELD TRIPS**

Parental permission slips to authorize students to attend both in and out of town field trips is a requirement of the district. Annual permission slips for attendance will be sent home at a conference before school. Teachers will notify parents in advance of field trips via their classroom newsletter or through other written communications. Check those Thursday folders!

Field trips are for our enrolled students. If you are planning to attend a field trip with your child, please make sure you have

filled out the volunteer background check a month ahead of time. It is good for two years. Since this trip is for the experience and learning of your student enrolled in that classroom younger siblings or other siblings may not attend the field trips with you and your child.

### **FIRE AND NATURAL DISASTER DRILLS**

Principals arrange for fire and natural disaster drills in their buildings. These drills are compulsory and can be called at any time by the building principal, city fire chief or visiting inspectors. The drills are preparation for emergencies. Families should help explain the purpose of the drills to small children. We will talk to them about keeping them safe at school!

### **HEALTH SERVICES**

#### **Medication Administration:**

The following policies have been established concerning the dispensing of prescribed and over the counter medications to be given by school personnel during school hours.

#### **Prescribed Medication:**

1. Medicine must be maintained in the original prescription container.
2. Parental signature on a statement requesting and authorizing school personnel to administer the medicine in accordance with the prescription shall be on file at the school.
3. Prescription label must include:
  - Name of pupil
  - Name of medicine
  - Specific instructions for correct administration -- dosage of medication, route of administration
  - Name of physician
  - Date of prescription
  - Name and address of pharmacy

#### **Over The Counter Medication:**

1. Medicine must be maintained in the original container with the label.
2. Student's name must be on the container.
3. Parental signature on a medication permission form must be on file at school in order to request and authorize school

personnel to administer medicine.

Any change in medication, the dosage or time given, must be accompanied by a newly labeled container and a new medication form signed by the parent. Final determination as to whether or not any medication will be administered by school personnel rests with the school administration.

Students can only bring prescribed drugs into the school to be dispensed by the school nurse. Because CBD is a Schedule 1 Drug under Federal Law and because the position of the Iowa Board of Nursing is *nurses may not administer natural remedies and supplements to school children, at the request of their parents or guardians, during the school day, when the nurse is unable to determine the appropriateness; safety; possible side effects, or toxic effects of the substance; the appropriate dose for a child of a specific age, weight, and body surface area; and treatment of overdose*, BCSD Nurses cannot administer CBD. Therefore, students cannot possess CBD oil in school.

### **Health Screenings:**

Vision, and hearing screenings along with height and weight measurements are conducted for all Optional Kindergarten and Kindergarten through fourth grade elementary students. If a student does not pass the initial vision or hearing screening, they are re-screened at a later date. When the results of both the initial screening and second screening do not meet prescribed standards, a written referral is mailed to the parents.

### **Dental Screening:**

All kindergarteners are required to provide the school with proof of a dental check-up. Certificate of Dental Screening must be completed and on file in the health services office. The form can be completed by a Dentist, Dental Hygienist, Physician, Physician's Assistant or Nurse and turned into the school nurse.

### **Lead Poison Testing:**

Kindergarteners must have been tested for lead poisoning prior to enrollment as required by Iowa law.

### **Vision Exam:**

Vision exams are highly recommended for children enrolling in Kindergarten.

## **IMMUNIZATION RECORDS**

The Child Immunization Law requires all students' preschool through twelfth grade to show proof of immunization. An Iowa

Certificate of Immunization must be current with proper signatures. It is the parent's responsibility to present a completed and up-to-date immunization certificate in order for a child to register for school.

### **REQUIRED IMMUNIZATIONS**

- IPV: Polio - Minimum of four (4) doses and at least one dose after age four (4).  
DTaP: Diphtheria/Tetanus/Pertussis - Minimum of five (5) doses and at least one dose after age four (4).  
M.M.R.: Measles/Mumps/Rubella - Minimum of two (2) doses after twelve (12) months of age and at least thirty (30) days apart.  
Hep B: Hepatitis B - Three (3) doses required.  
Chickenpox: Varivax – 2 doses required, one after 12 months of age and booster after age 4.

### **EXEMPTIONS TO THE IMMUNIZATION LAW**

Medical Exemption - If a child has a medical condition, which prevents the child from being immunized, a Certificate of Medical Exemption must be signed by a doctor and submitted to the school.

Religious Exemption - If you wish your child to be exempt from the immunization law due to religious beliefs, an Iowa Department of Public Health Certificate of Exemption must be furnished. This Certificate of Exemption must specify the religion and be notarized. The certificate must be signed by the parent and submitted to the school.

**According to the Iowa law, students who do not present an appropriate certificate to the school are not entitled to enrollment.**

### **Provisional enrollment**

If your child has begun immunization but has not yet received all the required immunizations, he or she may be able to attend school on a provisional or conditional basis. To qualify for provisional enrollment a child must have received at least one dose of each of the required immunizations. An Iowa Department of Public Health Provisional Certificate of Enrollment must be signed by the parent and must be on file at the school. The Provisional Certificate will expire at the end of the semester or in 60 days. The child must be completely immunized during this time or he or she will not be permitted to attend school until the immunizations have been received. When all required immunizations are complete, an updated Certificate of Immunization must be submitted to the school. Students transferring from another school are granted provisional enrollment and 60 days are allowed for their immunization records to be transferred from their previous school.

## **HOMEWORK**

In general, homework assignments are largely dependent upon the needs of the student. Homework may take the form of make-up work, completion of assignments or enrichment for discussion within the classroom. Students are encouraged to read nightly to help build their independent reading skills and with their families to foster the love of reading and being read to!

## **LOST & FOUND**

Misplaced articles found in and around the school building should be placed in the lost and found. Lost and found items are not the responsibility of the school but are the responsibility of the individual students. The school will not be held responsible for personal items misplaced by students. At the end of each quarter, semester, or winter/spring breaks, a donation of unclaimed items will be made to the local Boone Goodwill. One week prior to setting aside items to be donated to Goodwill, students will be reminded to check the lost and found for lost items. Prior to donating to Goodwill, the items will be held for one additional week to ensure any lost items may be claimed.

## **MULTICULTURAL, NONSEXIST APPROACH**

The Boone Community School District is committed to a policy of nondiscrimination on the basis of race, national origin, creed, religion, age, sex, marital status and handicap in its educational programs, activities, and employment policies.

It is the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and lifestyles open to women as well as men in our society. A goal for the total curriculum and for teaching strategies is to reduce stereotyping and to eliminate bias on the basis of race, national origin, creed, religion, age, sex, marital status, and handicap. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, nonsexist society.

## **PARENT REQUEST FOR SPECIFIC CLASSROOM TEACHER**

Careful attention needs to be given to the process of determining class sections. This district has attempted in the past to provide reasonable class sizes. However, other considerations are given to this process. The number one priority is to create class sections, which will best fit the needs of the individual students involved. Therefore, consideration is given to the classroom makeup. For example, classes may be balanced in terms of the number of students, boys/girls, personality, students with special needs, and ability (reading or academic). Occasionally the separation of students has a part in the process. Relatives, close friends, and personality clashes are factors considered when separating students from one another. The intent is to create a classroom setting that is beneficial to the students and does not inhibit teaching staff from doing the best possible job. The public



must be aware that the placement of students is a task that is not taken lightly. There is considerable time and effort put into the process. With this in mind, the Board of Education does not encourage parents to request specific teachers. If parents feel their child has special needs that could affect the membership of a class, they should fill out the request form for the type of classroom environment their child needs before April 1st. Tentative class lists, including the name of the teacher, shall be posted at the beginning of August. The principal shall have the authority to make the final decision regarding the membership of any given class.

### **PARENT GROUP**

The BCSD Elementary Parent-Teacher Organization or PTO consists of any parents, grandparents, or guardians of students attending the Boone elementary schools. The PTO meets monthly throughout the school year to keep parents informed of school activities and to work on projects for the betterment of the school, students, and staff. Goals are determined and projects for the year are set in the spring or early fall. The PTO would appreciate any volunteers who are willing to attend meetings and assist with projects.

### **PLAYGROUND EQUIPMENT/TOYS/TRADING CARDS**

The Boone Schools provide students with appropriate equipment to be used at recess. Students are encouraged to leave toys, collector cards such as Pokemon and playground equipment at home. If a student decides to bring something from home, the school is not responsible for the item if it were to be lost or stolen. If a student brings something from home and it becomes an issue, they may be asked to take the item(s) home and not bring them back to school.

### **PLAYGROUNDS USE OUTSIDE SCHOOL HOURS AND DURING VACATION**

We encourage families to use the playground outside of school hours **beginning at 3:45 p.m.** at Lincoln and anytime on non-school days. At Page Elementary, the playground opens on school days at 6:00 p.m. after Kids Club and daycare program closes. The Lincoln playground is also available during the summer. Page playground is available on weekends when school activities (summer school, Kids Club, etc) are not in session. While the BCSD makes the playground available, it is used at your own risk with no liability placed upon the BCSD. Any accidents, injuries, or damage to personal property will be the responsibility of the individual and not the BCSD. The BCSD reserves the right to restrict the use of the school playground if there is a threat to the health or safety of the students or a violation of Board of Education Policy 903.4.

## **REGULATIONS CONCERNING SCHOOL CLOTHING**

### **ADVERTISING RESTRICTIONS**

Section 256.11 (Educational Standards) requires Iowa school districts to teach about the effects of alcohol, tobacco, drugs and poisons on the human body as part of the educational program. The district's Drug and Alcohol Educational and Intervention Program discourages the use of alcohol, tobacco and drugs. When students wear clothing or carry any personal belongings, which advertise any product or service not permitted to minors by law, it has a negative impact on the educational objectives of the district.

Therefore, students shall not wear, while attending school or attending and/or participating in school activities, any article of clothing or carry any personal belongings which contain words, insignias, logos, caricatures, or other symbols which advertise any product or service not permitted to minors by law. Such material includes, but is not limited to buttons, badges, shirts, notebooks, book bags and gym bags. This policy specifically prohibits any advertisement of alcohol, beer, drugs, or tobacco products.

### **RELEASE OF STUDENTS**

You can us help your child if they are to go someplace other than home or are supposed to be picked up by someone other than you after school. If a change in their regular routine happens, we must have a note or be contacted by the parent. Unless we are informed otherwise, we will send them to their normal afterschool location. Please call the office directly with changes. Sending an email to both the school secretary and classroom teacher of last minute changes would be helpful as well.

### **REPORTING**

Conferences are held in November and March. Report cards are issued three times a year (November conferences, March conferences and the end of the year.)

### **SCHOOL ASSIGNMENTS**

When assigning a student to buildings we consider these areas as part of registration:

1. Do you have a child already attending Page or Lincoln?
2. Is your child care dependent upon your child attending Page or Lincoln?
3. Does your child need AM or PM preschool due to naps or specific student needs?
4. How can we equalize classes across our preschool through first grade classrooms?

5. The administrative staff may assign a student to another building for the educational benefit of the student. Both Page and Lincoln serve Tk- 1st grade students. The district will provide transportation.

### **SCHOOL CANCELLATION/EARLY DISMISSAL/LATE START**

All school closings, delayed starts and early dismissals due to inclement weather will be announced through text message, email and social media sites such as Facebook and the Boone CSD app. Please make sure we have your most current phone numbers on file and that you have marked the box allowing us to send you text messages. School closure announcements will also be broadcast on the local radio station KWBG (1590 AM) and local ABC, NBC, CBS and FOX television affiliates whenever possible.

### **SECTION 504**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Boone Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the program and practices of the school system.

The Boone Community School District has responsibilities under Section 504, which include the obligation to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If a parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of the individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact the Superintendent's office to talk with the Section 504 Coordinator for the Boone Community School District, at 433-0950.

## **SMOKING - DRINKING – DRUGS**

Code No. 502.7: In order to maintain a safe environment, Board of Education Policy Code No. 502.7 states, The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors. Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities. Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion. The board believes the substance abuse prevention program will include: Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol; A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful; Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;

A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions; A statement that students may be required to successfully complete an appropriate rehabilitation program; Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students; A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and Notification to parents and students that compliance with the standards of conduct is mandatory. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

## **TEXTBOOK RENTAL FEE**

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parent/guardian(s) or students who believe they may qualify for temporary financial hardship should contact the principal or building secretary before school starts for a waiver form. **This waiver does not carry over from year to year and must be completed annually.**

Kdg - 4th Grades Textbook rental fees will be as follows: Full: \$65.00 Reduced: \$30.00 Free \$0.00

## **TRANSPORTATION SYSTEM** :

Transportation by school bus is provided for children at the school's expense for those who live more than two miles from the High School located at 500 Seventh Street or students who go to the Middle School located at 1640 1st St. School bus transportation is solely for those children who are eligible to ride. Parents of children, or the children themselves, who live within the two-mile limit, should provide their own transportation to and from school unless riding a school approved shuttle bus.

**ALL STUDENTS NEEDING BUSSING MUST FILL OUT THE BUSSING REQUEST FORM PRIOR TO THE START OF SCHOOL.**

## **AT THE BUS STOP**

- Be on time at the bus stop. Drivers have other passengers to pick up and cannot wait.
- Due to supervision needs please do not arrive more than 5 minutes prior to the arrival time of the bus unless you plan to wait with your child.
- Wait in a safe place, clear of traffic, and several feet away from the curb.
- If you must cross the street to get to the bus, wait for the bus to come to a complete stop, check for other traffic, watch for directions from the driver, and walk at least 10 feet in front of the bus.

## **BOARDING AND LEAVING THE BUS**

- Wait until the bus has come to a complete stop before attempting to enter or leave the bus. Form a single line. **DO NOT PUSH.**
- Be courteous toward all other riders.
- Enter or leave the bus only at the front door, except in case of an emergency.

- Go directly to your seat; do not block the aisles.
- Keep musical instruments and other large items on your lap unless the driver gives you other directions.
- Leave the bus only with the driver's consent.
- Students are only allowed to be picked up and dropped off at their designated stop unless there is written permission from a parent or school official. Likewise, students may only ride their designated bus.

## **RIDING THE BUS**

- Obey the bus driver at all times.
- Remain in your assigned seat while the bus is in motion, face forward, and sit flat on your bottom.
- Talk quietly with students nearby. Avoid unnecessary disturbing noises, which could distract the driver.
- When crossing railroad tracks, do not talk.
- Use school appropriate language—no swearing or inappropriate comments.
- Keep hands, feet and head inside the bus.
- Help keep the bus clean. Refrain from eating or drinking on the bus. Throw papers or other items in the trash.
- Treat bus equipment as though it were valued furniture from home. Any damage to a bus by a student will be billed to the parent or guardian.

## **BUS DISCIPLINARY ACTION**

- The transportation of students on buses is very serious. For everyone's safety, bus rules must be followed. Boone students who do not follow bus expectations put the driver and fellow students at risk. Boone students who do not follow bus rules may lose their riding privileges.
- Driver Action
  - Verbal Reprimand
  - Positive Practice (example: running on the bus, they would practice walking)
  - Change of assigned seat
  - Note or call to parents
    - 1st Offense:** Phone call to family, a letter home to family and a conference with the driver, student, and copy of letter to principal.
    - 2nd Offense:** 3 days of suspension from the bus, a phone call to family, a letter home, and a conference with the transportation director, and a copy of letter to principal.
    - 3rd Offense:** Student is suspended from the bus for a minimum of 10 active school days up to the maximum of the remainder of the semester and a copy of letter to principal.

Please discuss this matter with your child and help us ensure that every child has a safe and pleasant ride to and from school. If student's offense is determined by the transportation director to be severe, suspension of bus privileges could be immediate. \*\*\*Severe acts may result in further or more severe disciplinary action. If you have any questions or concerns, please feel free to contact Mike Kennedy at the Bus Barn [mkennedy@boone.k12.ia.us](mailto:mkennedy@boone.k12.ia.us) or 515- 433-0889. Thank you for your help.

The Boone Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior, maintain order on the school buses, and promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes is confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

If you have questions about bussing please feel free to contact Mike Kennedy at the Bus Barn [mkennedy@boone.k12.ia.us](mailto:mkennedy@boone.k12.ia.us) or 515- 433-0889

### **TRANSFERRING OF PUPILS**

It is important that parents notify the school of any change in address, telephone number, work numbers, or emergency numbers. Parents transferring pupils should notify the principal at least one day in advance before the child leaves school. This enables the principal to have the records completed for the transfer.

### **WEAPONS**

Code No. 502.6: The board believes weapons, other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. School district facilities are not an appropriate place for weapons, dangerous objects and look-alikes. Weapons and other dangerous objects and look-alikes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Additionally, the specifics of Code No. 502.6 will be followed.

## **VISITORS**

The classroom is a workplace for enrolled students. Parents are always welcome, but we request that visitors be pre-approved through our background check system and check in through the office. We avoid inviting visitors into the classroom as this can be a disruption to learning. The videotaping or photography of students in the classroom when school is in session will be allowed only if prior approval is obtained from the building principal and parents of participants in the classroom. ALL visitors must check in at the principal's office. BCSD schools use the Raptor system to check all visitors into the building. All visitors are asked to bring a photo ID when planning to enter the building.

## **103 - ANNUAL NOTIFICATION STATEMENT**

Corporal Punishment, Restraint, and Physical Confinement and Detention. State Law forbids schools employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on schools employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's website: [www.iowa.gov/educate](http://www.iowa.gov/educate).

**Student Board Policies:** Can be found online at [https://drive.google.com/drive/folders/0B\\_1N5VMM3pbrTUE2Rmc5U3FUaG8](https://drive.google.com/drive/folders/0B_1N5VMM3pbrTUE2Rmc5U3FUaG8).

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# Social Emotional Guide For Page and Lincoln Staff, Students and Families



**SOCIAL EMOTIONAL SUPPORT AT PAGE AND LINCOLN ELEMENTARY:  
A WHOLE SCHOOL SUPPORT PROGRAM**

### **Social Emotional Mission:**

Page and Lincoln Elementary will maintain a safe and orderly environment where all students learn to be safe, responsible and caring. At Page and Lincoln Elementary, we believe that social and emotional growth and well being for our students are priorities!

### **At Page and Lincoln, We Believe:**

- \* All children do well when they can.
- \* Teaching and monitoring clearly defined school rules and classroom expectations will enable students to make safe, responsible, caring choices.
- \* Appropriate behavior deserves recognition.
- \* There will be written behavior plans and/or contracts for children who consistently demonstrate inappropriate behavior.
- \* When a student chooses to misbehave and interfere with the learning or safety of others, staff will calmly, consistently and respectfully address the misbehavior. Then staff will work through structures and supports that will help students learn new skills.
- \* Parents are a valued member of their child's team (we will communicate through SeeSaw, remind, email and phone calls)
- \* We can better serve your student when we work together as a team and use all of our resources

### **GUIDELINES AND EXPECTATIONS FOR TEACHING STUDENT RESPONSIBILITY AND DISCIPLINE**

In order to create our vision for learning at Page and Lincoln:

*To create an environment where all feel safe, supported, and empowered to take risks and be bold enough to achieve more than they think is possible.*

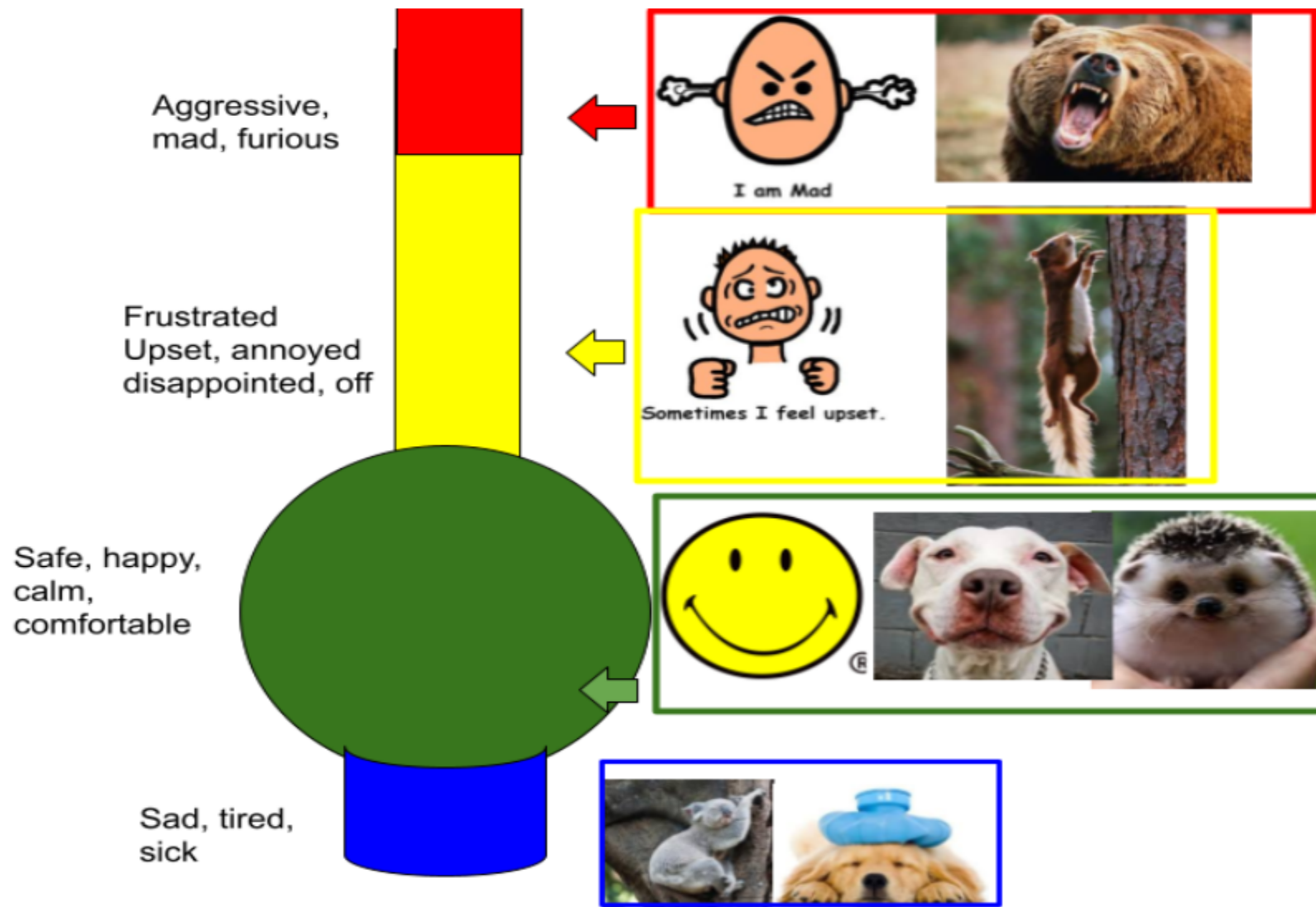
Our staff will:

1. Define and model expected behaviors.
2. Teach the expected behaviors. . . This could be whole group or student specific as needed.
3. Remind students about the expected behaviors when necessary.
4. Celebrate when students behave as expected.

5. Respectfully work with students when they do not behave as expected.
6. Keep safety as a priority






Staff will focus on teaching, monitoring and encouraging self-regulation. This will be accomplished by helping students see how their emotions and feelings affect themselves and others. Staff are expected to keep parents informed on a regular basis as to how their child is performing behaviorally as well as academically. We do this to partner with you. Something as simple as using the same vocabulary between home and school can help children be more successful. Children can do so much more when they know that school and home are partners and on the same team.

To create this vision for our school, we feel that it is important for our students to learn to recognize and name their emotions. Our students have big emotions as they are learning and growing. We want to make sure that we have time devoted to teaching those emotions and feelings have names and that they have the tools to self-regulate those emotions! We use this emotional thermometer to help students know that it is okay to have a variety of emotions, but we need to name them and be safe when we are experiencing them. Please feel free to use this tool at home to talk with your students about their emotions. You will also probably hear your students talking about their emotions at home.



We also want to make sure that we teach foundational skills to support your child to interact with others and advocate for their needs as humans and learners with their peers and in our world. To do that we use the C.A.R.E.S. structure to support them to build these vital skills. We use books, stories, plays, puppets, and our *Second Step* social emotional curriculum. We also work hard to identify these traits in your students and give them a Toreador Ticket as an outward support for their positive behavior.

## Little Treaders CARES:

<p><b>C</b></p> 	<p>Cooperation- Is working together for the same goal.</p> <ul style="list-style-type: none"><li>• We listen</li><li>• We share</li><li>• We include everyone</li><li>• We help each other</li><li>• We do our part</li></ul>
<p><b>A</b></p> 	<p>Assertiveness- Is kindly standing up for what makes you happy, safe, and healthy.</p> <ul style="list-style-type: none"><li>• We ask for help when we need it</li><li>• I can kindly say no to others</li><li>• We ask a friend if we need help</li></ul>
<p><b>R</b></p> 	<p>Responsibility- Is taking care of yourself, others and our school</p> <ul style="list-style-type: none"><li>• We follow the rules in our school and on the playground.</li><li>• We are kind and friendly.</li><li>• We are careful with others hearts and feelings.</li><li>• We stay in our own personal space.</li><li>• We use kind words.</li><li>• We try our best at our work.</li></ul>
<p><b>E</b></p> 	<p>Empathy- Caring about how others are feeling and taking action to help.</p> <ul style="list-style-type: none"><li>• I can look at faces to see how people around me are feeling.</li><li>• I can think about how my friends are feeling and what I can do to help</li><li>• I can fix relationships and hearts that are broken</li><li>• I can help my friends find comfort</li></ul>
<p><b>S</b></p> 	<p>Self Control- Is naming how I am feeling and using my strategies to be in control of my choices.</p> <ul style="list-style-type: none"><li>• I can stop and think about how my body and mind are feeling.</li><li>• I can ask for things I need to calm down and be safe.</li><li>• I can take time to get control of my body before I make choices.</li></ul>



## Toreador Tickets

This Toreador was caught showing

- Cooperation
- Assertiveness
- Responsibility
- Empathy
- Self-Control

Another big part of building our student's social emotional growth is a partnership between home and school. We believe that you are the biggest stakeholder in your child's learning both academically and socially. We will work hard to reach out to you with the areas of strength for your child as well as the areas of growth. We desire to partner to support your child because we know we are a better support when we work together. That network of support also happens at the building level. The support starts at the classroom level, but then we add in other support teachers as well as the principal to support your child.

### **THREE BUILDING WIDE RESPONSES TO STUDENT NEEDS**

We also have three common supports across our building to support our students in self-regulating their social emotional skills. If you have any questions about how we use these tools to support your child, please let your child's teacher know!

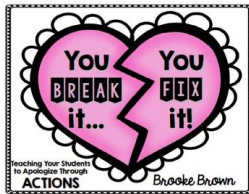


## “Alaska” (Take a break)



Every teacher has a nonpunitive space in their classroom where students go to take a break. This zone is available to any student at any time. If a student feels frustrated or upset, they may go to Alaska to calm down and refocus before rejoining the class. This is not a consequence, it's an important tool to support your child's ownership of their emotions and body control. Please support us by encouraging them to take a break in “Alaska” when they need it.

This zone is open to you anytime you need to cool or relax. If a student feels frustrated or upset, they may go to Alaska to calm down and refocus before rejoining the class



**If You Break It, You Fix It**

If you break something, you fix it. If you break a student's heart through unkind words, you need to fix your relationship.

If a student breaks something, the natural consequence could be to fix it. For example, a student may spill their milk. Under this logical consequence, they will be asked to clean up their spill. Furthermore, if a student “breaks” another student's heart

through unkind words, they need to fix their relationship. Options will be provided such as apologizing, writing a letter or having a discussion.

### **Loss of Privilege**



If you continue to make choices that are unsafe or unkind, you might lose some freedom.

This logical consequence may happen after multiple similar instances have happened. For example, if a student has been found messing around in the bathroom multiple times, the student may lose the privilege of using the bathroom on their own without supervision.

Many times parents want to know about how we are responding to behavior at school. Our first response is always an evaluation of how to keep kids safe. Our second response is “How can we help this child learn the skills they need to make the right choice?”. At our level we know these students are learning so much about themselves, their peers and society daily! There is a lot for them to learn. Kids do well when they have all the skills to do, so we always approach the situation as how can we make sure that students have the skills they need to self-regulate their emotions? We created a flow chart to show you how our staff responds to students. Everyday includes HOURS of reteaching for our students. We want you to be a part of that process, but we also take our role in this work very seriously. We will email, call, and partner with you often. But please know that it is natural for children these ages to try new things, experience a variety of emotions, and yes sometimes not make the best choices. We will partner with you while your child grows through this process.



# DECISION MAKING FLOWCHART

Teachers and staff work together to put structures and supports in place to support all students.

After two weeks of child specific instruction, the teacher will take specific data around when, where, and why that behavior is occurring for 3 consecutive days (this is called a baseline).

If it happens multiple times over two weeks and child specific reteaching doesn't effect the choices (parent will be aware of concern)

Reteaching for child done with the adult in the setting the that the behavior takes place. (Ex: Classroom, playground, hallway)

Partner with Parents

A teacher might go to their team for ideas and problem solving

Teachers will think and problem solve: How can I make sure this child has learning around this skill?

A student is exhibiting a disruptive or unkind behavior

With an instructional coach, grade level team, and/or principal they will create a "Problem solving process plan".

Parents will be contacted with details of event and plans moving forward

Mrs. Seiler is contacted and adult fills out the documentation form

We help the child leave or clear the classroom. We have a trained response team to de-escalate students.

Start the response process to keep that child and other children safe.

The action or choice cause someone to be hurt or feel threaten

This is now a major

**WHEN STUDENT MAKE CHOICES THAT AFFECT THEIR LEARNING AND OTHERS IN A NEGATIVE WAY...**

## **WAYS TO ENCOURAGE RESPONSIBLE & APPROPRIATE BEHAVIOR**

- Verbal praise for successful and responsible behavior
- Written feedback to a student
- Written feedback to parents or guardians (email, SeeSaw, Remind App)
- Phone call to parents/guardians
- Allow the class to earn highly preferred choices
- Morning meetings
- Compliment students in front of others or privately (student preference)
- Toreador Tickets
- Assign students meaningful jobs/tasks
- Talking with students and giving them a place and voice to express their feelings.

## **PAGE AND LINCOLN MINOR BEHAVIORS**

Minors include behaviors that do not meet our school expectations. They need to be addressed and likely require reteaching and practice to ensure mastery. Adults might need to put more support in place for students to learn replacement skills. Minor behaviors include, but are not limited to, the following:

- \* Minor disrespect
- \* Blurting out, loud voice, disruptive behavior
- \* Failing to follow classroom or school rules/directions (excluding major behaviors)
- \* Inappropriate language/comments
- \* Put downs/teasing/unkind words or comments
- \* Minor physical aggression
- \* Hands/feet/objects on others
- \* Unsafe play/inappropriate use of equipment

**Minor behavior infractions will be addressed through any combination of the following means:**

- \* Verbal behavior correction/processing with staff member
- \* Teaching/re-teaching of correct behavior
- \* Practicing correct behavior
- \* Apology (verbal or written is part of our “you break it, you fix it” policy) or act of kindness
- \* Parent contact by classroom teacher
- \* Loss of privileges
- \*\* Multiple or consistent minor behavior infractions may result in an office referral/major behavior referral.

**PAGE AND LINCOLN MAJOR BEHAVIORS**

Majors are behaviors which cannot and will not be tolerated at Page and Lincoln Elementary School. The principal or designee will contact the parent/guardian if such an incident occurs. Supervising school staff will complete a Major Behavior Form and submit it to the office if one of the following infractions occur:

**Weapons:** Possession or use of any item including firearms, knives or other dangerous objects or an object used or threatened to be used in a dangerous manner or one that could cause injury.

**Fighting:** Confrontation which results in bodily harm, intentional or otherwise

**Physically Dangerous Behavior:** Harming another person or self with or without intent or consent

**Tobacco, Alcohol, Drugs:** Use or possession of or displaying actions of such

**Harassment or Intimidation:** Communicating in words or through body language to students or staff

**Bullying:** When an individual or a group of people with more power, repeatedly and intentionally cause hurt or harm to another person or group of people who feel helpless to respond. When one student has power over another student.

**Insubordination:** Severe defiance of authority or disrespect

**Theft:** Taking objects that belong to the school or another person without their consent

**Illegal Acts:** Includes but not limited to acts of vandalism or stealing

## **OFFICE REFERRAL/MAJOR BEHAVIOR PROCESS**

The goal of an office referral is to help students develop the skills to demonstrate appropriate behavior in the school environment and to document significant inappropriate behavior. The following process will be followed when a student is referred for a major behavior infraction.

1. A staff member will complete a Major Behavior Form.
2. The principal or designee will review the incident with the student and determine the consequence appropriate for the behavior infraction.
3. Parents will be contacted by the principal or designee to inform them of the infraction.
4. Major behavior infractions will be documented in the Infinite Campus system for future reference.

**When a major behavior infraction occurs, consequences will include any combination of the following:**

- \* Conference with the student to find out what the student needs to prevent this from happening and plan to make that happen
  - \* “Fixing it” with anyone that was harmed or scared by the major OR cleaning up, repairing, or fixing items that were broken or disrupted during the event
  - \* Loss of privileges (ex: recess, lunch w/ friends)
  - \* Parent meeting
  - \* In-school suspension
  - \* Out of school suspension
  - \* Restitution
  - \* Referral for counseling services
  - \* Other
- \*\* When a student receives a suspension (out of school), parents will be required to meet with the principal or designee before the student is allowed to return to school.