

2022 - 2023



**ELEMENTARY
HANDBOOK**

Table of Contents	
Acceptable Policy Use for Technology	25
Admissions to School	4
Anti-Bullying/Harassment	16-19
Anti-Bullying/Harassment Complaint Form	20
Arrival Procedures	7-8
Articles Brought to School	22
Attendance at School Events	23
Bicycles, Scooters, Skateboards	23
Breakfast, Lunch, Milk Charges & Fees	29
Bus Stops	32
Care of School Property	24
Cellphones	22
Dismissal	8
Educational Philosophy & Commitment	4
Educational Services	21
Elementary Guidance Department	21
Fire, Tornado, and Lockdown Drills	28
Head Lice	30
Homeless Children & Youth	6
Illness and Fevers	30
Lockers (5 th Grade)	30
Medication	29
Mission Statement/Philosophy	4
Non-Discrimination Guidelines	33-35
Parent Notes	9
Parent-Teacher Organization (PTO)	24
Physical Education	22
Playground	10
Possession of Tobacco/Alcohol	27
Possession of Weapons or Illegal Drugs	27
Report Cards and Progress Reports	30-31
School Closing	32
School Dress & Appearance	33
School Parties	23
Sexual Abuse & Harassment	35
Spartan Star Expectations	10
Snacks/Treats	22
Staff Information	36

Student Attendance	6
Student Behavior & Respect for Teachers	12
Student Directory	26
Student Leaving School	9
Student Records	26
Talented and Gifted/Enrichment	22
Textbooks and Library Books	23
Transportation	31-32
Use of Tobacco/Alcohol	27
Visitors/Volunteers In Building	24
Waiver of Student Fees	4
Weapons Policy	26-27

The West Monona Community School District offers career and technical programs in the following service areas: Family and Consumer Science Education, Business Education, Health Occupations Education, and Industrial Education. It is the policy of the West Monona Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Marty Fonley, Superintendent, 1314 15th Street Onawa, Iowa 51040, [712-433-2043](tel:712-433-2043), marty.fonley@westmonona.org

The teachers, staff, and administration are excited to begin a new school year! We are proud of West Monona and our educational programs. This handbook is prepared for the parents of our students and the students themselves.

The West Monona Elementary Handbook contains important guidelines concerning our school. It identifies school rules and policies, which **all** students are responsible for knowing and observing. **Parents, we need your help.** We believe that successfully educating students requires a partnership between parents and school. Parents share in the responsibility of making sure their child understands the information in this handbook. This information will be helpful to parents as we begin the new school year. We hope that by informing you of our policies, we can work hand in hand in making our schools a safe learning environment that fosters student achievement and success.

Please review the handbook carefully with your child as soon as possible. Thanks for your help! The entire staff joins me as we welcome you to West Monona Elementary for the new school year.

Tasha Lewis
Elementary Principal
tasha.lewis@westmonona.org

If there are any questions regarding the Elementary School, please contact us. We want to be of service to you. Please feel free call us at:

West Monona Elementary 712-433-1393

Superintendent 712-433-2043

School website: www.westmonona.org

EDUCATIONAL PHILOSOPHY AND COMMITMENTS (101)

As a school corporation of Iowa, the West Monona Community School District, acting through its board of directors, is dedicated to promoting an equal opportunity for a quality public education to its students. The board's ability may be limited by the school district's ability and willingness to furnish financial support to provide for students in cooperation with student's parents and the school district community. The board is also dedicated to providing the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to, and encourages critical thinking in the students for a lifetime.

The board endeavors through the dedication of the school district's resources, to encourage students, who come to the school district from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, places in the school district community, and attain recognition as individuals. In order to achieve this goal, the board will seek qualified employees dedicated to development of their professional skills for the betterment of the education program and for the expertise for educational productivity.

Instruction and curriculum are the key elements of a public education. Critical thinking and problem solving skills that will assist the students' preparation for life is instructed as part of a sequentially coordinated curriculum. The school district strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

The support and involvement of the home and the school district community are essential to achieve educational excellence in the school district. The school district strives to maintain an active relationship with the home and the school district community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

MISSION STATEMENT

The objective is to provide the educational climate and curriculum necessary to allow each student to achieve his/her fullest potential. Through a partnership of students, school staff, parents and community, our goal is to produce graduates who recognize their self-worth, are effective communicators, critical thinkers, effective problem solvers and have the abilities and knowledge to be productive citizens.

WEST MONONA ELEMENTARY PHILOSOPHY STATEMENT

West Monona Elementary School works to provide an education that treats each child as an individual and includes the opportunity for success at his/her own level or rate. Our goal is for social, emotional, physical, intellectual and personal growth. It is the premise of this educational institution that

"ALL CHILDREN CAN LEARN."

ADMISSIONS TO SCHOOL

Preschool students must be four (4) years old on or before September 15 of the school year in which they are enrolling. Students who are 3 and have an Individualized Education Plan (IEP) have priority to enroll in preschool. Kindergarten students must be five (5) years old on or before September 15th of the school year in which they are enrolling. New first grade students must be six (6) years old on or before September 15th. The following is a list of requirements for enrollment.

- Physical examination is required when a child enters preschool and kindergarten the first time
- A birth certificate or other forms of proof of age
- Immunization records
- Lead screenings
- Dental screenings
- Proof of residency (lease or purchase agreement, utility bill)

Parents of students who are transferring from another school should arrange to provide copies of their child's academic record.

WAIVER OF STUDENT FEES

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program, Supplemental Security Income, transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Parents who believe they may qualify for financial hardships should complete a waiver form at registration. This waiver does not carry over from year to year and must be completed annually. **The waiver must be submitted to the elementary office within the first two weeks of registering.**

HOMELESS CHILDREN AND YOUTH (501.16)

The West Monona Community School District believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth.

The term “homeless children and youth” means individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- children and youth who are:
 - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled up”);
 - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - living in emergency or transitional shelters; or
 - abandoned in hospitals.
- children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory children who qualify as homeless because they are living in circumstances described above.

To help ensure that homeless children and youth have a full opportunity to enroll, attend, and succeed at school, the board shall:

- designate the school counselors as the local homeless children and youth liaison;
- provide training opportunities for staff so staff may help identify and meet the needs of homeless children and youth;
- remove barriers, including those associated with fees, fines, and absences, to the identification, enrollment, retention, attendance and/or success in school for homeless children and youth;
- ensure collaboration and coordination with other service providers;
- ensure transportation is provided in accordance with legal requirements;
- provide school stability in school assignment according to the child’s best interests;
- ensure the privacy of student records, as provided by applicable law, including information about a homeless child or youth’s living situation;
- engage in the dispute resolution process for decisions relating to the educational placement of homeless children and youth as provided by applicable law; and

- prohibit the segregation of a homeless child or youth from other students enrolled ces, but is not limited to this list: (1) Personal illness, (2) Family illness, (3) Death in the family, (4) Religious holidays, (5) Court order, (6) Medical appointments, (7) Legal appointments, and/or (8) School sponsored activities. Student absences pre-approved by the administration shall be excused absences.

Notes or phone calls will be required of parents for excused absences.

It is important for students to be on time for daily instruction, punctuation is a life skill taught young. If a student is late and has not obtained an excuse from a parent/guardian in the district. The superintendent may develop an administrative process or procedures to implement this policy.

STUDENT ATTENDANCE

Regular attendance is essential to a student's success in school. Most classes are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student, and it is regarded as a very serious problem. The following list includes circumstances of excused school absenn or medical professional, then an unexcused tardy is given. Students will be counted tardy if they come to school between 8:30 and 9:30 a.m. After this time they will be counted as one half day absent. Students will be counted a half day absent if they leave school before 2:15. Every four unexcused tardies result in a letter from the School Liaison Officer along with a possible problem solving meeting if attendance does not improve. The tardy count is recorded on a semester basis.

When your student is absent, please make arrangements to pick up student work. Students need to complete the work in a timely manner, as agreed upon by the student's teacher.

INTERVENTION POLICY FOR EXCESSIVE ABSENCES

Education is a vital element in the success of individuals and good attendance habits should be developed and maintained at an early age. Chapter 299 of the Iowa Code outlines the requirements for Compulsory Education. The West Monona Community School District has adopted the following Attendance Policy in support of the outlined requirements established within Chapter 299 of the Iowa Code.

Level I Hearing

When a Student has reached 3 unexcused absences or 6 total absences per semester they will be referred to the Liaison Officer or Principal and Parent/Guardian contact will be made via telephone, letter, or both. **After you have reached a level I, you are required to bring a doctor's excuse for 3 consecutive days of absence.**

Level II Hearing

When a student has reached 5 unexcused absences or 10 total absences per semester a Problem Solving Meeting may be conducted with the Student, Parents, Principal and School Liaison Officer. A Review Problem Solving Meeting will be scheduled if attendance concerns continue with the student. When a Review Problem Solving Meeting is scheduled the Parent/Guardians will be notified by telephone or mail. The Review Problem Solving Meeting allows the Student, Parent/Guardians, AEA Officials, School Officials and School Liaison Officer to strategize on educational goals for students. A Cooperative Expectation Agreement may be established to outline expectations placed upon the Student, Parent and School Officials to aid in the Student achieving attendance and academic goals. There may be another Problem Solving Meeting scheduled within 30 days to outline participation with the Cooperative Expectation Agreement. The Cooperative Expectation Agreement will continue to be monitored by the School Liaison Officer throughout the school year. If at any time the School Liaison Officer or Principal feels as though any party subject to the Cooperative Expectation Agreement has failed to adhere to the outline expectations a Level II Hearing will be repeated or a Level III Hearing will be scheduled without further notification.

In the matter of those students who do not meet the age requirements of Compulsory Attendance Age Laws, but hold a valid driver's license, the School Liaison Officer or Principal will contact the Iowa Department of Transportation to notify the Department of the Student's non-compliance of the School District's attendance policy. The Student may be subject to the loss of their driver's license.

Level III Hearing

When a student has reached 8 unexcused absences or 15 total absences per semester the Principal, School Liaison Officer, and School Superintendent will meet to discuss if Truancy Mediation by the County Attorney is necessary. A Level III Hearing may be held several times prior to actual referral to the County Attorney's Office. If a referral for Truancy Mediation has been made the Student and Parent/Guardians will be notified of this decision via telephone, letter, or both.

If Truancy Mediation is completed by the County Attorney the cost of the Truancy Mediation (\$50.00) will be the responsibility of the Parent and/or School District.

ARRIVAL PROCEDURES

Classes begin at 8:25 a.m. each day. Students may come at 8:00 or after. Breakfast starts at 8:00 a.m. and students will be allowed into the building at that time. Professional development occurs each Wednesday morning and school begins at 9:25 a.m. Breakfast begins at 9:00 on Wednesdays. Please follow the listed guidelines for arrival:

- Students who ride the bus are dropped off in the bus zone on 3rd Street and will enter the building through the SE entrance. We will have a person on duty to supervise the entrance.

- Students should not be dropped off on 3rd Street. **Preschool students may enter through the preschool doors on 3rd Street.**
- Students who are driven to school should be dropped off on the 4th street side of the building at the Main Entrance.
 - When dropping students off, please keep traffic moving through the circle drive. If you need to help your child out of the vehicle, please park in a designated parking spot.
- Upon entering the building, students will either go to the commons to eat breakfast or report to their assigned classroom.
- **No parking in the circle drive on 4th Street will be allowed during drop off time of 8:00 to 8:30.**
- If your student arrives late to school, parents must sign them into the office.

DISMISSAL

Bus riders will be walked to the buses through the SE entrance to the bus zone. Students should walk to their assigned buses. Supervision will be provided.

Students who are picked up will be dismissed between 3:25 and 3:30 through the main entrance of the building on 4th Street. No pick-ups should occur on 3rd Street, **unless they are preschool students**. Walkers and bike riders will be dismissed at approximately 3:30. Please follow the listed guidelines for dismissal:

- **No parking in the circle drive between 3:00 and 3:35.**
 - **You may not sit in the circle drive and wait for your child to exit the building.**
- Please wait for your student outside the building, do not come into the entryway to wait for your student.
- The crosswalks need to be used when crossing 4th Street. Supervision is provided at the crosswalks for student safety.
- Bikes need to be walked across the street and off school property for the safety of everyone.

Children should leave the school playground immediately after school is dismissed. Please note, there is NO supervision provided for the playgrounds after 3:30 p.m. Students may return to the playground after 4:00 p.m.

PARENT NOTES

The school will follow the normal pick-up procedures unless informed by the parent. This is for the safety of the students. We prefer notes be sent in the mornings with your student if

there is a change of dismissal planned. **ANY CHANGE IN DAILY ROUTINE REQUIRES A NOTE OR PARENT PHONE CALL. PLEASE CALL BEFORE 3:00 P.M. IF THERE IS A CHANGE .**

CHILD LEAVING SCHOOL EARLY

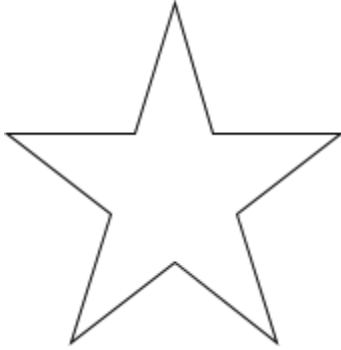
Parents need to notify the office with a note or phone call when a child needs to leave early. The homeroom teacher is responsible for informing the office. Parents need to sign out their child when leaving. **Students will be counted a half day absent if they leave school before 2:15.**



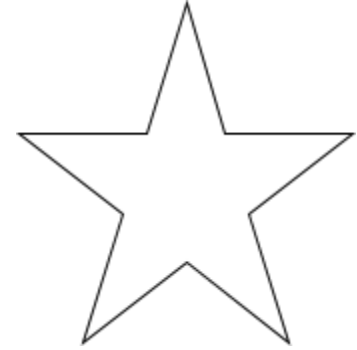
SPARTAN STARS EXPECTATIONS



The students of West Monona Elementary Schools are entitled to learn and develop in a setting which promotes respect of self, others, and property. To maintain a safe learning environment, we have developed the following Discipline/Awards Plan.



S- Show respect
T- Think first
A- Always do your best
R- Responsibility
S- Safety



PLAYGROUND

1. LISTEN TO RECESS SUPERVISORS AND FOLLOW DIRECTIONS
2. Bell or whistle, freeze and voices off.
3. Second whistle, pick up balls and line up for dismissal from recess. Listen for further instructions.
4. No pushing each other on the swings.
5. Swing single, front to back, bottoms on seat of swing. No jumping out of the swings.
6. Walk up the steps of the playground equipment, only sliding down on bottoms.
7. Tag is not allowed on the playground equipment.
8. Jump ropes and balls are only allowed on the concrete and in the field.
9. No standing on the top of any playground equipment.
10. Frisbees and kicking of balls is only allowed in the outer field.
11. If you are placed by the wall or on the bench, sit or stand correctly with voices off.
12. Jump ropes are for jumping only.
13. Team games, such as kickball, soccer, and football, need to be played in the field, not on the blacktop.
14. Report problems to the supervisors immediately. Follow the reporting/teasing and bullying steps when needed.
15. Ask the supervisors for permission to go into the building.

INDOOR RECESS RULES

1. Bring a quiet activity and/or game to recess.
2. If the Commons is available, students may use the tables for games.
3. The recess supervisors will decide if there can be an organized game in the gym.
4. Students will sit at the tables or on the floor and use a Level 2 voice.

5. No running in the Commons. Duty teachers will decide if they will allow running in the gym.
6. Cooperate with the group.
7. Follow directions
8. Ask the supervisors for permission to leave the indoor recess area. You may not leave the assigned areas.
9. **First whistle, freeze, second whistle, pick up toys and line up on the line where you sit for programs in the gym.**

WINTER WEATHER RULES FOR PLAYGROUND

1. Students without boots must stay on the concrete.
2. All students are to wear snow pants and boots if going off the concrete.
3. No snowball or ice throwing.
4. Students may dig in piles and build forts as long as there is no pushing or sliding.
5. Temperature & wind chill factor must be **5 degrees** or above to be outdoors. Other factors will be considered. ***We use www.weather.com as a guideline.***
6. Stay off of the ice.
7. Students are required to wear coats if it is below 55 degrees, hats and gloves below 32 degrees. The “feels like” temperature will be used to determine this.
 - If students do not have proper clothing, they may not be able to attend outside recess that day. If your child is in need of a coat, hat, or gloves, please reach out to the school.

STUDENT BEHAVIOR AND RESPECT FOR TEACHERS

Students at West Monona are great people, and we have high expectations for apt our school the proper degree of respect both in and out of school. This includes addressing them as Mr., Miss, Mrs., Ms. or Copropriate classroom behavior. Each teacher will explain his/her classroom rules in addition to the rules defined in this handbook. Students are responsible for their own behavior. Order in classrooms must be maintained for learning to occur. In most cases, the teacher will handle classroom discipline. There may be occasions when students may be sent to the office for disciplinary reasons. If a student is sent to the office for disciplinary reasons, students will complete a reflection sheet, if age appropriate. The reflection sheet will be a summary of what happened and what other choices the student may have had that would not have been disruptive. If there are continued disciplinary issues, a meeting with the student, their parents, and the teacher will be scheduled prior to the student returning to class.

Teaching school is a difficult but rewarding profession. If our school is to function effectively, we need parent and student cooperation. We expect each student to show all teachers and employees aach, whichever they prefer. Student language around a teacher, or directed at a teacher, should be of the highest standards. The actions of students should be appropriate for the school setting. When a teacher makes a reasonable request of a student, it is expected that the student will carry out that request without argument. If a student disagrees with the instructor and does not feel he/she can discuss the problem in a respectful manner, they can discuss it with the principal.

Each student may not personally like every teacher. We will demand, however, that students respect the position the teacher holds.

INCENTIVE PROGRAM

By quarter, West Monona Elementary rewards its students for their actions inside the classroom and in the general school setting. There will be monthly incentives based on student positive behaviors during the month. Students start with the incentive, but may lose the privilege to participate if they exceed a certain number of STAR trackers/referrals during that month.

FIELD TRIPS/SPECIAL OUTINGS

Students at all grade levels are expected to follow the rules and show respect to their peers and the staff. Students are also expected to be safe in the classroom and out. If a student cannot follow the rules and be safe, consistently, privileges, such as field trips, field day, and other special outings, will need to be earned. Students who are suspended during the time period can be excluded from the outing/field trip. In-school and out of school suspensions are treated the same. Parents will be contacted, meetings will be held with individual parents and students to determine a goal to set up a behavior plan for the student to earn their outings and/or field trip. It may require that parents go on a field trip to supervise their child, or it may also result in no outing and/or field trip for your child. Chaperones may take pictures or videos of their own children but not other children on the trip.

GENERAL GUIDELINES FOR ASSESSING DISCIPLINE PENALTIES

When imposing discipline, district personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees or property, and to maintain essential order.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case and age appropriateness. The discipline grid will be used as a guide to determine the consequences of each situation.
3. Minor behavior reports/referrals are written by the teacher and the discipline is handled by the teacher.
4. Major behavior reports/referrals are those that are referred to the principal.

Corrective Consequences 2022-2023	TEACHER ACTION:	ADMINISTRATIVE ACTION:
Classroom rules infraction:	<ol style="list-style-type: none"> 1. Classroom consequences as appropriate 2. Parent Contact 	None
Playground rules infraction:	<ol style="list-style-type: none"> 1. Playground consequences as appropriate 2. Parent Contact 	None
Subsequent infractions of school/playground rules:	<ol style="list-style-type: none"> 1. Send student to the Principal's Office 2. Complete office referral and send to the Principal's Office with another student, as soon as possible. No action will be taken until the referral has been received by the Principal. 	<ol style="list-style-type: none"> 1. Student interview and completion of student reflection sheet. 2. Determination of consequence*/** 3. Parent contact 4. Action entered in Discipline Log 5. Referral completed
Continued infractions: disrespect, classroom disruptions	<ol style="list-style-type: none"> 1. Send student to the Principal's Office 2. Complete office referral and send to the Principal's Office with another student, as soon as possible. No action will be taken until the referral has been received by the Principal. 	<ol style="list-style-type: none"> 1. Student interview and completion of student reflection sheet. 2. Determination of consequence*/** 3. Parent/Student/Teacher conference 4. Action entered in Discipline Log 5. Referral completed
Extreme infractions: Fighting, bullying/harassment, physical aggression, illegal substance use/possession, damaging or stealing personal or school property, obscene acts, etc.	<ol style="list-style-type: none"> 1. Send student to the Principal's Office 2. Complete office referral and send to the Principal's Office with another student, as soon as possible. No action will be taken until the referral has been received by the Principal. 	<ol style="list-style-type: none"> 1. Student interview and completion of student reflection sheet. 2. Determination of consequence*/** Suspension possible 3. Parent contact/conference 4. Referral completed

		<ul style="list-style-type: none"> ● <i>School Service (cleaning up, etc.)</i> ● <i>Loss of recess</i> ● <i>Loss of privileges as appropriate—computer use, library, etc.</i> ● <i>Referral to social skills group</i> ● <i>Written apology</i> ● <i>Restitution</i> ● <i>Behavioral contract</i> ● <i>After school time out</i> ● <i>Parent conference</i> ● <i>Refer to Child Study Team</i> ● <i>Suspension (in school, out of school, bus)</i>
		<p><i>1. Principal will convene an I.E.P. meeting to develop/modify a behavioral plan.</i></p>

* *Administrative consequences.*

*** Students with Individual Education Plans Same procedures may be followed as for regular education students, but an I.E.P. meeting should be held to develop a behavioral plan as soon as behavioral problems begin to manifest.*

ANTI-BULLYING/HARASSMENT POLICY (104)

The West Monona Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

1. “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
 2. “Harassment” and “bullying” mean any repeated or potentially repeated electronic, written, verbal, or physical act or ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the individual in reasonable fear of harm to the individual’s person or property.
 2. Has a substantial detrimental effect on the individual’s physical or mental health.
 3. Has the effect of substantially interfering with the individual’s academic or career performance.
 4. Has the effect of substantially interfering with the individual’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the individual” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
 - “Volunteer” means an individual who has regular, significant contact with students.

Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook,
- Inclusion in the registration materials,
- Inclusion on the school or school district’s website,
- (other) _____

ANTI-BULLYING/ANTI-HARASSMENT INVESTIGATION PROCEDURES

(104.R1)

Filing a Complaint

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available in the Superintendent's Office. An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent or the superintendent's designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- Interviews with the Complainant and the individual named in the complaint ("Respondent")
- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the Respondent to provide a written statement;
- Interviews with witnesses identified during the course of the investigation;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal.

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Additional suggestions for administrative procedures regarding this policy include:

- Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and
- Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.

Decision

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICT OF INTEREST

If the investigator is a witness to the incident, the alternate investigator shall investigate.

COMPLAINT FORM(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of Complaint:	_____
Name of Complainant:	_____
Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else):	_____ _____
Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)?	_____
Date and place of alleged incident(s):	_____
Names of any witnesses (if any):	_____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-Economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	Other – Please Specify:

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary. _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

EDUCATIONAL SERVICES AT THE ELEMENTARY SCHOOL

1. Students may receive interventions, additional instructional or behavioral support, within the classroom from their teacher, if needed in literacy, math and/or behavior through the multi-tiered system of support.
2. Classroom teachers may request additional interventions for students based on assessments and individual student needs. Additional interventions may be provided through interventionists. Problem solving meetings, called CARE team meetings, are held to discuss student progress and address concerns. Meetings are held as needed and discontinued when adequate student progress is shown. The CARE team includes the parents, classroom teacher, interventionist, NWAEA strategist and principal.
3. If adequate progress is not made, adjustments may be made to the interventions and a follow up meeting scheduled. Students may be recommended for an evaluation to gain more information about the student's learning styles and abilities.
4. An eligibility meeting will be held after the evaluation is complete and the team will determine a plan of action to address the student's needs, which may include special education.

West Monona provides a broad variety of special services in cooperation with Northwest Area Education Agency: speech, language, audiology, social work, psychological, and preschool services. These interventions are available to our students with parent's permission. A request may be made through the Principal's office.

ELEMENTARY GUIDANCE DEPARTMENT

The West Monona School District offers a counseling and guidance program for grades K-5th grade. This is a comprehensive, developmental program, which offers many services. These may include: a school problem, peer relationships, self-concepts, family relationships, and changes in his/her life among many others. Referral services are also available.

The guidance program at West Monona offers individual counseling (this is not intended to be therapy), small group counseling, and weekly classroom lessons. It is the goal of the school counselor that the student identify the problem or issue, problem solve, and come up with strategies and make a plan to focus on the problem.

The guidance program involves a mixture of Sanford Harmony and Second Step to design engaging classroom lessons. This research-based curriculum focuses on four major areas: Skills for Learning, Empathy, Emotion Management, and Problem Solving. This curriculum is designed to help prevent problem behaviors, peer rejection, impulsivity, antisocial behavior, and low academic achievement. Students are taught to develop self-regulation skills, social-emotional competencies, and school connectedness.

TALENTED AND GIFTED/ENRICHMENT

The K-12 Talented and Gifted Program is structured to provide educational experiences and opportunities not available in the classroom. The focus of the TAG program is to strengthen the student's oral and written communication skills, informational reading skills, critical and creative thinking skills, as well as leadership skills. The kindergarten students participate in whole class enrichment thinking skills activities with the TAG coordinator. Students in grades 1-5 meet in small groups to complete project based learning projects that are cross-curricular in nature. These students may also complete an independent study project of their own choice. There are various methods and criteria used to identify students for the TAG program, such as a combination of standardized test scores, teacher recommendations, gifted checklists, and other assessments.

PHYSICAL EDUCATION

All students must participate in P.E. unless they have a doctor's written excuse and it is on file in the office. Please try to help your student remember to wear tennis shoes on PE day. If a student has flip-flops or sandals on (any shoe that the teacher thinks is unsafe) they will not be able to participate in PE. They will be given an alternative activity for that class period.

ARTICLES BROUGHT TO SCHOOL

Students should not bring money, toys **and balls** to school. Fifth graders will have lockers, without locks. Students are not allowed to bring their own lock for the lockers. The school is neither responsible nor liable for lost, stolen or damaged items.

Other articles not permitted:

- Toy weapons
- NO ELECTRONIC DEVICES, used within the building.
- NO TRADING CARDS OF ANY KIND.

CELL PHONES

We would prefer no cell phones. If parents determine that they are necessary, the phones should be off for the day. Cell phones are not to be used during the school day, unless supervised by a staff member. This includes recess times, before and after school within the building. The school is neither responsible nor liable for lost, stolen or damaged items. Each classroom teacher may have individual cell phone policies within their classrooms.

SNACKS/TREATS

School treats for birthdays, parties, and snacks must be bought from a store/bakery. Homemade treats will not be allowed. All classrooms have a daily snack time. Your child may bring a healthy snack to eat at that time.

SCHOOL PARTIES

There are three school parties during the course of the school year: Halloween, Christmas, and Valentine's Day. This is for grades Pre-Kindergarten through Fifth. Birthday parties will not be permitted during the school day. However, treats may be shared with classmates.

Party invitations may **NOT** be handed out at school, **UNLESS the whole class is invited.**

TEXTBOOKS AND LIBRARY BOOKS

All students are supplied with books at the opening of school. Students are responsible for keeping them in good condition. Textbooks and library books are the property of the school district and the student at the cost of replacement must pay for lost or damaged books.

ATTENDANCE AT SCHOOL EVENTS

We ask all parents to visit with your students about proper etiquette when attending school activities. Here are some general guidelines for your child:

- Be quiet and respectful during the flag presentation.
- When you come to an activity the purpose is to watch and listen.
- Remain in the bleachers or seats **with your parents** while the event is in progress (not running around the grounds, building or running up and down the bleachers or hallways).
- Do not wear caps or hats in public buildings or during the National Anthem.

If parents and students will assist in following these guidelines, everyone will be able to come to school activities and enjoy watching the talents of our young people.

BICYCLES, SCOOTERS, AND SKATEBOARDS

Bicycles and scooters are to be parked in the bike racks. **The school is not responsible for any theft or damage that might occur to a bicycle or scooter.** Students riding bicycles and scooters are reminded to use proper safety rules. Due to the lack of storage, hoverboards, skateboards, roller blades & roller skates are not permitted. Bicycles and scooters need to be walked off school grounds.

CARE OF SCHOOL PROPERTY

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property **at any time** will be required to reimburse the school district, as well as being subject to additional consequences. **The playground is under video surveillance at all times.** At the discretion of the administration, such students may be turned over to local law enforcement officers. Destroying school property is a federal crime.

VISITORS/VOLUNTEERS

Parents/guardians are welcome and encouraged to visit the schools. All doors are locked and visitors need to come in the main door. Visitors need to ring the buzzer and the office will respond. Please be ready to state the reason for your visit. All visitors are expected to report to the office, and sign in prior to going to classrooms or to recess and get a visitor's badge. Visitors may be required to show their ID when picking up or visiting a child at school. Visitors to the schools must respect the learning environment, staff, and students. Please notify the recess supervisors before approaching your child during recess.

Parent-Teacher Organization (PTO)

The PTO is a volunteer organization where parents and friends make themselves available for activities. This allows the West Monona staff time to focus on instruction, which directly impacts the education and success of West Monona students. Activities may include helping in the classrooms, baking items for bake sales, organizing multiple fund-raisers, providing meals to school staff during conferences, providing financial support for field trips, instructional materials, and much, much more!

West Monona Elementary welcomes volunteers and extends an invitation to any friend, parent, or grandparent of the school to come and join this special organization. The staff and administration wish to express our appreciation to this fine organization for the contribution made to our students.

If you are interested in being a volunteer, please contact the office for further information at 712-433-1393 or email westmononapto@yahoo.com.

ACCEPTABLE USE POLICY FOR TECHNOLOGY

WMCS D offers classroom technology to enhance the education of our students. The internet is also available to students, according to the Appropriate Usage Policy (605.6). The primary goal of WMCS D's available technology is to enrich the learning that takes place in and out of classrooms. However, certain legal and ethical restrictions apply. The following is a list of rules and guidelines which govern the use of WMCS D computers and network resources. Network Resources refers to all aspects of WMCS D's owned or leased equipment, including computers, printers, and other peripherals, as well as email, Internet services, and all other technology-related equipment and services. These rules apply to any use of WMCS D's network resources whether this access occurs while on or off campus.

Students may not use network resources:

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit.
- to download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
- to alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use.
- to conduct any commercial business.
- to conduct any illegal activity (this includes adhering to copyright laws).
- to access the data or account of another user (altering files of another user is considered vandalism).
- to install any software onto WMCS D computers; to copy WMCS D school software (copying school owned software programs is considered theft).
- to bypass the filter through the use of proxies or other services.

General Care

- Do not attempt to remove or change the physical structure of the Computer, including the keys or screen cover. In doing so families may be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Do not do anything to the Computer that will permanently alter it in any way.
- Keep the equipment clean. For example, **don't eat or drink while using the Computer.**

WMCS D retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, West Monona administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

I am responsible for any costs incurred due to loss or damage of equipment as determined by the school. I understand that if my child violates the above, he/she may not be permitted to checkout school equipment in the future and I may be billed for any costs incurred by the school. I agree to the legal and ethical use policies set forth by the WMCS D.

EDUCATION RECORDS ACCESS (506.1)

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular school hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the administration office.

Parents or guardians will be asked to sign a release of information form should they or the school request information be shared with another agency, stating to whom the information is to be released, the reason or purpose for the release of information, when it expires, and the way the parents can withdraw permission in they so choose to do so.

STUDENT DIRECTORY (506.2)

Student directory information is designed to be used internally within the school district. Directory information may include student's name, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, photograph and other likeness. Parents or eligible students have the right and responsibility to tell the school district they do not want directory information released.

WEAPONS POLICY (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.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas

Weapons under the control of law enforcement officials are exempt from this policy. The Principal may allow authorized persons to display weapons, other dangerous objects or look-alikes for educational purposes. Such a display will also be exempt from this policy. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

It shall be the responsibility of the superintendent, in conjunction with principals, to develop administrative regulations regarding this policy.

The following paragraph comes from the Iowa Homeland Security Safety Guidelines

POSSESSION OF WEAPONS OR ILLEGAL DRUGS

Each offense - Out of School Suspension, Refer to Superintendent

POSSESSION OF TOBACCO/ALCOHOL

1st offense - minimum 2 days In School Suspension

2nd offense - minimum 2 days Out of School Suspension

3rd offense - minimum 4 days Out of School Suspension

USE OF TOBACCO/ALCOHOL

1st offense - minimum 2 days Out of School Suspension

2nd offense - minimum 4 day Out of School Suspension

3rd offense - minimum 8 Days Out of School Suspension (School board hearing, possible expulsion.)

FIRE/TORNADO/BUS EVACUATION/LOCKDOWN DRILLS

We are required by law to hold several drills per year. Students should be familiar with the rules and exit routes in the event of a real emergency. Students who are unable to comply with the evacuation because of disability will be assisted by their classroom teacher. In classrooms where there are staff members to assist students with disabilities, assignments for assisting individual students will be made by the classroom teacher. Students will be asked to be quiet, walk and remain calm during these drills. Each classroom has an emergency bucket to use during an evacuation and/or drill.

BREAKFAST AND LUNCH

Breakfast is served from 8:00-8:25 each day. Students must be in class by 8:30.

Our lunch program provides a well-balanced meal each day. Parents are encouraged to complete the forms to qualify for free or reduced lunch. The forms are available at the school office. This information is confidential and is treated as such. Deposits may be made to the family or individual lunch accounts by sending money to school with your child. The daily cost of breakfast and lunch is:

Breakfast: \$1.50 for students	\$3.00 for adults
Lunch: \$2.25 for students	\$4.15 for adults

CHARGES

Charging lunches is discouraged. If a deposit is not made, parents are notified by email, notes home or by a phone call. **Families with a negative balance of \$20 or more will be notified and students will receive an alternative lunch of a cheese sandwich and milk for a lesser fee. Students will receive the standard lunch when the family account is up to date.**

MEDICATION

No prescribed medication can be given to the students unless it is in the original bottle from the pharmacist, accompanied by written consent from both the parent and the physician. This includes all over the counter medications. **Medication should not be transported by students and MUST be dropped off at the school by parents in the original prescription bottle with the student's name and correct dosage on the label.**

8:00 a.m. medicine doses need to be given prior to arriving to school, unless special arrangements are made with the school nurse and the principal.

We prefer that inhalers be left in the office or nurse's office to monitor frequency of use unless permission is given from the physician for students to carry it with them. Inhalers must also have a medication authorization form signed by both physician and parent to administer.

State Law requires that the school lock all medication in a safe place, and that the medicine be administered only by certified personnel. Tylenol or Advil will be given only with parent permission and notes will be sent home with the student.

ILLNESS AND FEVERS

Parents will be contacted for students who have a fever and display symptoms to be picked up from school. Once the fever has been controlled for 24 hours **without medication**, the student is usually safe to return to school. However, your child may still need to stay home if they continue to experience other symptoms.

CONSENT FOR EMERGENCY TREATMENT FORM

Every year we ask the parents to complete and sign the consent for emergency treatment form. We need the information for any unforeseen contingency that might affect your child. If the school can't reach you, we need to know the following:

1. The name of your family doctor.
2. The name and phone number of persons to contact.
3. Your permission for emergency care.
4. The name of your family dentist.

HEAD LICE

The school nurse will periodically conduct checks for students with head lice. When a student has either live lice or nits, a parent/guardian will be notified and the child will need to receive treatment. The nurse will check the child the next day. Please contact the office if there is a case of head lice so that we can help contain the situation.

5th GRADE LOCKERS

Lockers are for coats, snow gear, school supplies, and school bags. No food or drink, with the exception of a sack/cold lunch or weekly snack bags. Magnets are allowed for decoration, but no stickers. No electronics, perfumes or cologne are to be stored in school lockers. Our lockers do not lock and no locks are allowed from home. Students should only open their own lockers and respect the privacy of others.

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued every nine weeks, to keep the parent informed of their child's progress. Report cards will be emailed to all parents/guardians with an active email address on file. Parents/guardians without an active email will be mailed report cards. You may check your child's progress online at www.westmonona.org, under Parents. Passwords are needed to access the gradebook, contact the office if you need a password. **If a child's report card needs to be sent separately to parents, please ensure the office knows.**

EXPLANATION OF GRADE EVALUATION SYSTEM

Students in grades K-3 do not receive grades in science and social studies. Instruction aligns to the Iowa Core and may be assessed through literacy activities.

Students in grades K-5 will receive progress reports that are aligned to the Iowa Core Curriculum with specific standards/expectations in each subject. An overall percentage will be listed in each area with checks in the specific standards/expectations where the student needs to improve. The percentages and grading system are as follows:

Grades K-5

P– Proficient	100 - 80%
AP–Approaching Proficiency	79 - 60%
NP–Not Yet Proficient	59-0%

K-5 Music, Art, & P.E.:

E-Excellent Progress	100-95%
G-Good, above satisfactory	94-85%
S-Satisfactory	84-70%
N-Needs improvement	69-60%
U-Unsatisfactory	59-0%

TRANSPORTATION

The school bus and bus stop are extensions of the classroom. Students at the bus stop and on the bus are subject to district rules and regulations. Any misconduct will be reported to the principal. Students who become a disciplinary problem may have his/her riding privileges suspended. In such cases, the responsibility of getting a student to and from school will rest on the parents.

1. Students are expected to follow the directions the first time given.
2. Students shall sit in the seat assigned by the driver and are expected to stay there while the bus is moving.
3. There shall be no pushing, shoving, fighting or throwing things on the school bus.
4. There shall be no eating or drinking on the bus without the permission of the driver.
5. Students shall keep all parts of their bodies inside the bus.
6. All other conduct rules for school behavior apply on the bus as well.

Consequence:

1st incident --- Driver warns students

2nd incident --- Student assigned to front seat

3rd incident --- Student sent to principal

4th incident --- Conference with parents, driver, Principal/Superintendent. Suspension of riding privileges may result.

Severe incident -- no warning; a conference with parents, driver, Principal/Superintendent will be held. (Suspension may result.)

The West Monona Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to 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 are 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.

BUS STOPS IN ONAWA

Bus stops are available within the town of Onawa to help students get to and from school. These stops would also be available in case of flooding in the streets around the elementary school. There is no supervision available at the bus stops. The following is a list of the current bus stops in Onawa:

- High School
- Liberty park
- 3rd & Granite
- 4th & Diamond
- 6th & Cameo
- 9th & Granite
- 10th & Diamond/Central
- 12th & Cameo
- 13th & Marble
- 15th & Elmwood
- 17th & Sunset

SCHOOL CLOSINGS

The West Monona Schools will be open on all regularly scheduled days unless closed because of a weather alert or some other contingency. When the school is confronted with an emergency, an announcement will be given to radio and television stations at the earliest possible hour. Emergency or early dismissal during the school day will be announced via the School Information System, the WM App, and television as soon as possible. Each child should know where to go if such an emergency arises.

You will be notified through the student information system, by phone calls, texts/and or emails. **It is important to keep contact information current in order to receive these notifications.**

SCHOOL DRESS AND APPEARANCE

The school must prohibit any activity, which would interfere with the orderly operation of the school and affects the learning environment. Part of the school's responsibility is to teach compliance with the law, proper health, hygiene and safety, and to prohibit sexually explicit or obscene expression. If clothing is considered unsuitable, students will be asked to change clothing and/or parent will be called and asked to bring in more suitable clothing for the student.

Therefore, students' dress and appearance in school must comply with these guidelines:

1. Students must wear reasonable, appropriate, and safe footwear (ex: tennis shoes, closed toe shoes, etc.). Recess and P.E. involve running and students must be safe. Some types of shoes are difficult to run/play in and may cause injury to your child (such as flip flops, high heels). No shoes with wheels are allowed.
2. The wearing of clothing bearing profane language or with pornographic overtones or sexual innuendo, illegal substances and activities is prohibited.
3. Halter-tops, spaghetti straps and tube tops are unsuitable attire. Any article of clothing, which exposes a bare midriff, is also unsuitable. Students may wear sleeveless shirts. Sideless shirts (shirts with oversized arm holes) will not be allowed.
4. Hats, caps, bandanas, headscarves, or sunglasses are unsuitable in the school buildings. Students must also keep their hoods down at all times in the building.
5. Short shorts and Boxer shorts are not allowed. Shorts and skirts must be an appropriate mid-thigh length.

SUPPLEMENTAL STUDENT INSURANCE

The school district is not an insurance agency and does not provide any insurance or representations about insurance coverage to pay for injuries incurred by your student at school. Parents must review supplemental student coverage and policies with an insurance agency to determine actual policy provisions. Student insurance is designed to complement your personal health insurance coverage, not replace it. We encourage parents to obtain and/or review their coverage with a licensed agent before students attend school or participate in any school sport or activity.

NON-DISCRIMINATION IN GENERAL (102.E2)

It is the policy of the Board of Education of the West Monona Community School District that the board will not discriminate in its educational activities on the bases of race, color, creed, national origin, religion, disability, sex, sexual orientation, gender identity, marital status, or socioeconomic status. The board fully conforms to all state and federal laws against discrimination in employment and educational programs

GRIEVANCE PROCEDURE

Any student, parent/guardian (of a student) or employee of the West Monona Community School District shall have the right to file a formal complaint alleging noncompliance with regulations outlined by federal law, state law, or school policy.

LEVEL ONE - PRINCIPAL OR IMMEDIATE SUPERVISOR

Level One is an informal and optional step and may be by-passed by the grievant. Any student, parent/guardian or employee with a grievance may first discuss the complaint with his/her principal or immediate supervisor with object of resolving the matter informally. A student with a complaint of discrimination may discuss it with his/her teacher, counselor or building principal.

LEVEL TWO - COMPLIANCE OFFICER

If the grievance is not resolved at Level One and the student, parent/guardian or employee wishes to pursue the grievance, the student, parent/guardian or employee may formalize the complaint by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the compliance officer or the superintendent. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal written complaint at Level Two must be within fifteen (15) working days from the date of the event-giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the compliance officer who shall investigate the complaint and attempt to resolve it. A written report from the compliance officer regarding action taken will be sent to the grievant within fifteen (15) working days after receipt of complaint.

LEVEL THREE - SUPERINTENDENT

If the complaint is not resolved at Level Two, the grievant may process it to Level Three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the compliance officer. The grievant may request a meeting with the superintendent or his designee. The superintendent or his designee has the option of meeting with the grievant to discuss the appeal. The superintendent or his designee will render a decision within ten (10) working days after receipt of the written appeal.

LEVEL FOUR - BOARD OF EDUCATION

If the complainant deems it desirable to carry the complaint beyond the decision reached in Level Three, he/she may within ten (10) school days file his/her complaint with the Board of Education. Upon receiving the complaint, the matter shall be placed upon the agenda of the Board of Education, for consideration at the next regular meeting of the board, and a final determination shall be made within thirty (30) calendar days from said meeting.

WITHDRAWAL:

A complaint may be withdrawn by the complainant at any level without prejudice or record.

This procedure in no way denies the right of the grievant to file formal complaints with the Civil Rights Commission, other agencies available for mediation or rectification of affirmative action grievances, or to seek private counsel for complaints alleging discrimination.

COMPLIANCE:

Once a year the West Monona School officials shall conduct an assessment of all board policies, administrative regulations, operational procedures, and all other school functions to determine and assure compliance with all of Section 504 of the Rehabilitation Act of 1973, Title IX of the Civil Rights Act, the Educational Amendment of 1972, and the Multicultural Nonsexist Guidelines as adopted by the State Board in July 1975.

Disability Equity Coordinator:
Telephone: (712) 433-1393

SEXUAL ABUSE/HARASSMENT OF STUDENTS BY EMPLOYEES (402.3)

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators shall be listed in the student handbook, published annually in the local newspaper and posted in all school facilities.

The superintendent is responsible for drafting administrative regulations to implement this policy. Please see W.M.C.S.D. Board Policy for additional guidance.

STAFF INFORMATION

Mr. Marty Fonley	Superintendent	marty.fonley@westmonona.org
Mrs. Tasha Lewis	Principal	tasha.lewis@westmonona.org
Mrs. Jamie Brown	Preschool	jamie.brown@westmonona.org
Mrs. Louise McCall	Preschool	louise.mccall@@westmonona.org
Mrs. Sara Koeppel	Kindergarten	sara.koeppel@westmonona.org
Mrs. Rochelle Petsche	Kindergarten	rochelle.petsche@westmonona.org
Mrs. Beth Kirby	First & Grade	beth.kirby@westmonona.org
Ms. Stacie Reinke	First Grade	stacie.reinke@westmonona.org
Mrs. Mindy VanVoorst	First Grade	mindy.vanvoorst@westmonona.org
Mrs. Anna Bellis	Second Grade	anna.bellis@westmonona.org
Mrs. Hannah Blatchford	Second Grade	hannah.blatchford@westmonona.org
Mrs. Gina Allen	Third Grade	gina.allen@westmonona.org
Mrs. Kimberly Christo	Third Grade	kimberly.christo@westmonona.org
Ms. Jennifer Bechtel	Fourth Grade	jennifer.becht@westmonona.org
Mrs. Kali Boynton	Fourth Grade	kali.boynton@westmonona.org
Mrs. Rachel Schuller	Fourth Grade	rachel.schuller@westmonona.org
Mrs. Chasity Healy	Fifth Grade	chasity.healy@westmonona.org
Mrs. Jill Krueger	Fifth Grade	jill.krueger@westmonona.org
Mr. Nicholas Bowen	Guidance	nicholas.bowen@westmonona.org
Mr. Trey Kluender	Level II/III Resource	trey.kluender@westmonona.org
Mrs. Jessica Fox	Resource	jessica.fox@westmonona.org
Mrs. Beth Wagner	Resource	beth.wagner@westmonona.org
Mrs. Regina Henschen	Title I	regina.henschen@westmonona.org
Mrs. Katie Terry	Title I/Instructional Coach	katie.terry@westmonona.org
Mrs. Kyla Brewer	Interventionist/Peer Coach	kyla.brewer@westmonona.org
Mrs. Mandy Struble	Librarian/Office Assistant	mandy.struble@westmonona.org
Mr. Lance Zeleny	Physical Education	lance.zeleny@westmonona.org
Mrs. Emily Zima	Art	emily.zima@westmonona.org
Mrs. Rhee Zima	Music	rhee.zima@westmonona.org
Mrs. B.J. Richards	Nurse	bj.richards@westmonona.org
Ms. Amy Merritt	Secretary	amy.merritt@westmonona.org
Mrs. Mary Beth Fox	Custodian	marybeth.fox@westmonona.org
Mr. Austin Evers	Custodian	austin.evers@westmonona.org