



**2021-2022**  
**ORABS**

**East Elementary**

**501 Normal College Avenue  
Sheldon, Iowa 51201**

**712-324-4337**

**East Elementary School  
Parent/Student Handbook  
2021-2022**

**MISSION STATEMENT  
SHELDON COMMUNITY SCHOOL**

The mission of the Sheldon Community School District is to prepare all learners to be productive citizens. Our caring and dedicated staff will accomplish this, in partnership with family and community, by providing a developmentally appropriate curriculum in a nurturing and stimulating environment.

**BELIEF STATEMENTS**

Everyone is unique, has value, and wants to be successful.

Everyone can learn.

Learning is life-long.

A safe environment contributes to well-being.

Change is inevitable.

Everyone needs personal, social, and job skills.

Everyone needs to enjoy life.

Communication builds mutual understanding.

With rights come responsibilities.

Education is a shared responsibility.

Family is important.

**EAST ELEMENTARY MISSION STATEMENT**

**The mission of East Elementary is to prepare all students to be self-confident learners.**

**The child-centered, enthusiastic, dedicated staff, in cooperation with family and community, will provide an appropriate well-defined curriculum through rich, varied experiences to meet individual needs in an accepting and nurturing environment.**

**MOTTO**

**Learning for the Future**

Handbook adopted by

The Sheldon Community School Board of Education

May, 2021

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*INTRODUCTION*  
**EAST ELEMENTARY STAFF**  
**2021-2022**

**Email Users: Please use these for school related issues. Please refrain from sending forward messages. Please have change of schedule notices sent before 2:30 p.m.**

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# SHELDON COMMUNITY SCHOOL DISTRICT CALENDAR 2021-22 SCHOOL YEAR

**Summary of Calendar:**

Days in classroom:  
 First Semester ..... 91  
 Second Semester ..... 89  
 Total Days ..... 180

Contractual Holidays:  
 Labor Day  
 Thanksgiving Day  
 Christmas Day  
 New Year's Day  
 Memorial Day

**Calendar Legend**

- NO SCHOOL  
Staff Prof. Dev/Workday
- NO SCHOOL  
Holiday and/or Vacation
- NO SCHOOL  
Teacher Comp Day
- Parent/Teacher Conferences
- Begin Quarter/Semester
- End Quarter/Semester
- School Registration
- One-Hour Early-Out

**Every Wednesday is 1 hour early dismissal for teacher professional development**

**All days missed due to inclement weather or other reason will be added to the end of the school year.**

Certified Staff Contract Days:  
 Days in classroom 180 days  
 Prof Dev/Workdays 8 days  
 Parent-Teacher Conf 2 days  
 Holidays 5 days  
 Total Contract Days 195 days  
 plus  
 Teacher Quality PD 2 days  
 - Built into calendar 1 day  
 - Wednesday afternoon's 1 day

Public Hearing & Board Approval:  
 February 16, 2021

M	T	W	TH	F
<b>August</b>				
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
<b>September</b>				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
<b>October</b>				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
<b>November</b>				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
<b>December</b>				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
<b>January</b>				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
<b>February</b>				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				
<b>March</b>				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
<b>April</b>				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
<b>May</b>				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
<b>June</b>				
	1	2	3	

**Events:**

- Aug. 13 & 16 No School - New Teacher Orientation
- Aug. 17-20 No School - Teacher PD/Workday
- Aug. 23 1st Day of School  
Begin 1st Quarter/1st Semester
- Sept. 6 No School - Labor Day
- Oct. 22 End 1st Quarter (44 days)
- Oct. 25 No School - Teacher Prof. Dev.
- Oct. 26 Begin 2nd Quarter
- Nov. 1 Parent/Teacher Conferences (4:00-8:00 p.m.)
- Nov. 4 Parent/Teacher Conferences (4:00-8:00 p.m.)
- Nov. 5 No School - Teacher Comp Day
- Nov. 24-26 No School - Thanksgiving Break
- Nov. 25 No School - Thanksgiving Day
- Dec. 23 No School - Begin Winter Break  
Dec. 23 thru Jan. 1 - No School
- Dec. 25 Christmas Day
- Jan. 1 New Year's Day Holiday
- Jan. 3 Classes Resume
- Jan. 13 End 2nd Quarter/1st Semester (47/91 Days)
- Jan. 14 No School - Teacher PD/Workday
- Jan. 17 Begin 3rd Quarter/2nd Semester
- Feb. 21 No School - Teacher PD/Workday
- Mar. 18 End 3rd Quarter (44 Days)
- Mar. 21 Begin 4th Quarter
- Mar. 28 Parent/Teacher Conferences (4:00-8:00 p.m.)
- Mar. 31 Parent/Teacher Conferences (4:00-8:00 p.m.)
- Apr. 1 No School - Teacher Comp Day
- Apr. 15 No School - Spring Break
- Apr. 18 No School - Teacher PD/Workday
- May 25 Last day for seniors
- May 25-29 End 4th Quarter/2nd Semester (45/89 Days)
- May 26 No School - Teacher PD/Workday (TQ)
- May 29 Commencement - 2:00 p.m.
- May 30 Memorial Day

## **GENERAL INFORMATION**

### **TIME SCHEDULE**

Bus students enter through the south doors. All other students enter through the front door.

		<b><u>Wednesday Schedule</u></b>	
8:00–8:15 A.M.	All students enter by office area	8:00 – 8:15 A.M.	All students enter by office area
7:55–8:15 A.M.	Breakfast served	7:55 – 8:15 A.M.	Breakfast served
8:25 A.M.	Classes begin	8:25 A.M.	Classes begin
3:12 P.M.	Bus Dismissal	2:12 P.M.	Bus Dismissal
3:15 P.M.	East Elementary Dismissal	2:15 P.M.	East Elementary Dismissal
3:40 P.M.	Buses Depart from MS	2:40 P.M.	Buses Depart from MS

### **SCHOOL ARRIVAL**

We ask that parents refrain from sending their children *too early*. Breakfast will be served daily 7:55-8:15. If your child is not eating breakfast there is no reason for him/her to come to school before 8:15 A.M. unless he/she is working with a teacher on academic assignments. Those who come before 8:15, but do not eat breakfast should enter through the west office doors and wait in the gym.

### **ATTENDANCE**

Parents and teachers can do much to teach children responsibility by insisting children attend school on a regular basis. Regular attendance and being on time are two things that help your child have a good attitude toward school. Absences and tardiness disrupt schedules, require readjustment to the class routine and slow learning. **Boys and girls should be in class each day unless they are sick.**

**Please remember to call/email the school when your child will not be in school for a day.** To help create fewer miscommunications, please send all notifications of dismissal plans, absences, etc. to the office. The office will forward the emails to the teachers or provide a message for their substitute. (You may choose to carbon copy your child's teacher as well.) Please send emails to our building secretaries (you will find their email addresses on the website). If your child is not in school and we have not heard from you, we will attempt to contact you at home or work. Students are required to **bring a note** from home the first day they return to school after being absent if you did not contact the school beforehand and we were unable to contact you. The note should contain information that will explain the **reason for the absence.**

It is realized that family vacation plans sometimes call for missing some days of school. Attendance is important at any grade level and at any time of the school year. If a pupil is to miss school due to vacation travel, parents are required to contact the teacher **well in advance** of their travels. (See homework section.) **All work must be completed before the student's absence to be considered excused.**

Please help encourage school attendance by scheduling appointments during vacations or on days school is not in session. If it must be on a school day, please schedule at the beginning or end of the day to minimize the amount of instructional time missed.

### **COMPULSORY ATTENDANCE Board Policy 501.3**

Parents, within the school district, who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the Board. Students will attend school the number of days' school is in session in accordance with the school calendar. Students of compulsory attendance age shall attend school a minimum of 95% of the scheduled hours each semester. Students not attending the minimum days must be exempted by this policy as listed below or referred to the county attorney. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;

- are attending religious services or receiving religious instruction;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited nonpublic school;
- are receiving independent private instruction; or
- are receiving competent private instruction.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

The principal or other school official shall investigate the cause for a student's truancy. If the principal or other school official is unable to secure the truant student's attendance, the principal or other school official should discuss the next step with the School Board. If after school board action, the student is still truant, the principal or other school official shall refer the matter over to the county attorney.

The school will participate in mediation if requested by the county attorney. The Superintendent shall represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

**STUDENT ABSENCES: EXCUSED – Board Policy 501.9**

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal or their attendance center.

Student absences approved by the principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. These absences include, but are not limited to, illness, family emergencies, family activities, recognized religious observances, and school-sponsored or approved activities.

The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. However, there may be rare and unusual circumstances created by public emergencies declared by state or local officials which temporarily prevent students from attending traditional, in-person school. In these circumstances, the superintendent will have discretion to make reasonable accommodations for students, on a case-by-case basis, to attend school through remote learning opportunities within the available resources of the district and as permitted by law. During approved remote learning, attendance will be taken, assessments may be administered, and grades will count towards students' cumulative grade point averages as if they were attending in person. The provision of special education and accommodations for students who have individualized education programs (IEPs) or Section 504 plans will be determined by each respective IEP or Section 504 team.

Students whose absences are approved shall make up the work missed and receive full credit for the missed schoolwork. It shall be the responsibility of the student to initiate the procedure with the student's teacher to complete the work missed.

Students who wish to participate in school-sponsored activities must attend school one-half day of the activity unless permission has been given by the principal for the student to be absent.

**TRUANCY AND UNEXCUSED ABSENCES – Board Policy 501.10**

Unexcused absences shall include, but not be limited to: tardiness, shopping, hunting, concerts, preparations or participation in parties and other celebrations and employment.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the Board. Truancy is the act of being absent without the knowledge of the student's parent or guardian and/or a reasonable excuse. All absences resulting from truancy will be unexcused. The Board will not tolerate truancy. Students are subject to disciplinary action for truancy including suspension and expulsion.

## EAST ELEMENTARY ATTENDANCE POLICY

### *Tardies:*

Tardies will be made up at recess or after school. Arriving after 8:45 the tardy will be considered an absence.

### *Attendance Awareness Letter:*

At 5 days of absence, a letter will be sent to the parents or guardians of the student notifying them of the number of absences during the semester. The letter will indicate the concern that the district has for students who have high incidence of absences and the school's willingness to discuss ways to reduce the absences. This letter provides parents or guardians with their child's attendance record and allows the opportunity to confer with the school about any concerns they may have. The original letter will be sent to the parents or guardian while copies will be kept by the office personnel, the school counselor and the classroom teacher.

### *Attendance Conference:*

If the student continues to be absent or tardy after the initial parent or guardian letter for another five days or a total of 10 absences for the semester, the building principal may contact the parents or guardians by letter and set a date and time for a parent conference. In this letter, the parents or guardians will be informed of the total number of absences and will be requested to hold a school meeting to discuss their child's attendance and ways to improve their child's attendance. A copy of this letter will be kept by the office personnel, school counselor, and classroom teacher.

The principal, along with the school counselor and classroom teacher, will attend the conference. Parents or guardians will be informed of the seriousness of the number of absences and its negative impact on the child's educational program.

If the student has five or more absences beyond the initial conference, a total of 15 or more days, the principal may set a date, time and place for a second Attendance Conference. In the letter, the parent or guardian will be informed of the total number of absences that the attendance has not improved, and that a second Attendance Conference will be held. Present at the conference will be the principal, school counselor, classroom teacher, parent or guardian and student when appropriate. The parents or guardian will be informed of the impact that limited school attendance has on the child's educational success. If the Iowa Compulsory Attendance Law applies, the parents or guardian will be advised of the legal action that the district will be required to take if absences continue. A written summary of the conference will be placed in the student's file. **If the parent or guardian fail to attend the conference or set up an alternative date for the conference or** if the student continues to be absent and/or tardy beyond the second Attendance Conference, the Superintendent, in cooperation with the Building Principal, will notify the County Attorney who may proceed with the steps toward prosecution for noncompliance of Iowa Code 299.1. If the Code does not apply, then appropriate steps by the Sheldon Community School District will be taken and alternatives will be implemented.

Time will be required after school to make up absences or time lost when a student has an unexcused tardy. This will be determined by the principal and stated in the letter to the parent or guardian.

To limit the number of student absences, please schedule **appointments** on dates when school will not be in session.

## NEWSLETTERS

School/Parent communication is key to progress. Teachers will send letters to parents at least once monthly. The building's newsletter will be available to parents on the District web page on a quarterly basis. Upon request, a printed copy will be sent home with your student. Please read these to keep aware of current happenings at East and in your student's classroom. Be sure to watch for East Elementary news in the Sheldon Mail-Sun. Each month East Elementary School will be featured.

## CHURCH NIGHT

In cooperation with the area churches, the school refrains from planning school activities on Wednesday evenings.

### **VISITOR POLICY**

All visitor/parents are required to sign-in at the office and wear the visitor's badge. We encourage you to contact us any time you have questions, or if some problem should develop. Students are not permitted to bring friends or same-age guests to school.

### **ITEMS BROUGHT IN AFTER SCHOOL HAS STARTED**

If a parent needs to bring in an item, example: glasses, coats, mittens, lunch, treats, etc. they must be left in the office. The office staff will make sure it gets to your child. Parents will NOT be allowed to go to the classroom after school has begun.

### **LOST AND FOUND**

Student clothing and other items should come to school **clearly labeled with the child's name**. This action will ensure a speedy return of lost items. A lost and found area is maintained near the office. If your child has lost any item, we shall do what is possible to help him/her find it. It is the student's responsibility to periodically check the lost and found for any missing items. The school assumes no responsibility for any personal property that is brought to school. Any theft should be reported IMMEDIATELY to the principal's office.

### **TELEPHONE USE**

Please contact your child by telephone **only in emergencies**. Children will be allowed to use the telephone to call home with permission from their teacher. Telephone calls to arrange social activities must be made outside of school. Please send signed, and dated notes instead of calling for these routine items.

**Please call or send email message before 2:30 p.m. for changes in after school plans. Email communications should be sent to the classroom teacher and either of the secretaries in the office.** When calling a teacher at school, please call from 8:00-8:25 a.m. or 3:35-4:00 p.m., so not to disrupt class time.

### **SCHOOL PICTURES**

School pictures will be taken in the fall on parent/teacher conference nights. The school will send them home as soon as we have them. The school does not encourage or discourage parents to buy the pictures—it is a service offered to families. All students must have their picture taken for the class composite. Each child will receive a class composite.

### **MONEY/VALUABLES**

No money is to be collected from students for any purpose without the approval of the principal. It is the policy of the school to discourage children from bringing money to school except for authorized or school sponsored activities such as meals, paperback book sales, pictures, or special events. If possible, send a check rather than cash to provide safety in case of loss.

Please conduct fund-raising sales outside of the school facilities (example: cookie sales, church groups). In all cases when money is sent to school, it should be enclosed in an envelope with the following information given:

- \*child's name
- \*amount of money enclosed
- \*purpose for which it is being sent

### **CELLULAR PHONES, PAGERS, AND ELECTRONIC DEVICES**

The use of cellular phones, pagers and other electronic communication devices by students of the Sheldon Community School District interferes with the instructional process at the District. During regular school hours, students may not use electronic communication devices and must keep such devices out of site (e.g., in a locker or backpack). If an electronic communication device, in the possession of a student, is seen or heard by a staff member during regular school hours, the device will be confiscated from the student for the remainder of the school day and the school office will be notified. If a student violates this policy on a second occasion within the school year, the student's parent or guardian will be notified and only said parent or

guardian will be allowed to retrieve the electronic communication device that has been confiscated from the student. If a student violates this policy on a third occasion within the school year, the student may be subjected to additional discipline, up to and including a suspension.

The District realizes that students are immersed in technology. To allow students to use technology appropriately, calculators, musical electronic devices (e.g., iPods and MP3 players), personal planners, laptops and other electronic devices that are being used for educational purposes may be allowed in classrooms at the discretion of the classroom teacher. Students may not take pictures or videos while on school premises using any school or personal device without the permission of teaching staff. Cell phones are never allowed in restrooms. Generally, while on school premises students should use phones and picture taking with caution and should respect others with their phones. Pictures should never be shown or taken unknowingly while on school premises or at any location.

### **BREAKFAST PROGRAM**

Research indicates that students who eat breakfast perform better in school, show increased improvement on standardized test scores, tardiness rates, and absenteeism. Children who eat breakfast are less likely to suffer from fatigue and inability to concentrate.

Breakfast is served from 7:55 a.m. until approximately 8:15 a.m. in the elementary cafeteria. Cost of breakfast is \$1.65 for students. Reduced price breakfasts are 30 cents. Students who qualify for free and reduced lunches also qualify for free and reduced price breakfasts. Your child's existing lunch account is used for breakfast. **In the event of late starts, no breakfast will be served.**

### **LUNCH PROGRAM**

Sheldon Community Schools offers a lunch program and encourages student participation. If, for reasons valid to you as parents, you permit your child to bring a sack lunch, we encourage you to send lunches that are nutritionally balanced. State regulations **prohibit pop** in the lunchroom. **We do not allow meals from restaurants to be brought in for consumption in the lunchroom.** Our lunch program, like other programs offered, is a part of the child's educational experience. A student lunch is \$2.65, and the reduced price for lunch is 40 cents for students. Free and Reduced-price meals are available for families that qualify. Information is available on the school website and in each building.

Extra milk is available for children in grades 1-4 desiring more than one carton of milk with their regular lunch or may be used in conjunction with their sack lunches for all students. Cost of a carton of milk is 30 cents. Students on the free/reduced priced meal program will also need to pay for this if they desire extra milk or want milk with a sack lunch. Soy milk is available at lunch with a letter from your doctor stating that for health reasons your child should not drink milk.

Seconds may be offered on a daily basis, depending on the entrée. Students must have money in their account in order to receive seconds.

We also encourage parents to participate in the hot lunch program by eating at school. Please send a note or call **before 9:30 a.m.**, if you plan to visit or take part in the hot lunch program so we can have an accurate count. The cost for an adult meal is \$3.70. Parents and visitors should not walk back to class with their child(ren) after lunch.

### **SPECIAL MILK/JUICE PROGRAM**

A Special Milk/Juice Program is available. This program affords the child an opportunity for drinking a carton of milk or orange juice at mid-morning or mid-afternoon. Students on the free/reduced priced meal program will also need to pay for this. *The Special Milk/Juice Program should not be confused with extra milk with the noon lunch.*

### **MEAL CHARGE POLICIES—UNPAID MEAL CHARGE REGULATION**

In accordance with state and federal law, the Sheldon Community School district adopts the following policy to ensure school

district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals and maintain the financial integrity of the nonprofit school nutrition program.

1. Staff members are not allowed to have a negative balance, a reminder will be sent via email when the account reaches \$10.00.
2. Seconds and ala-carte items will NOT be allowed if there is a negative balance.
3. A reminder will be sent home with the child and an email and letter from the Principal's office will be sent to the parent/guardian when a child reaches \$6.00.
4. Daily emails will continue as reminders for the parents.
5. When a student's account reaches negative \$6.00 a reminder will be sent home via child and an email and mailed letter.
6. When a student/family account reaches negative \$15.00 per student the district office will send out an email and letter to the family.
7. When a student account reaches a negative balance of \$15.00 per student, the student will need to bring a sack lunch or the student will be served and charged for an alternate lunch, (entrée, veg. & milk) or alternate breakfast, (cereal & milk). A student may purchase milk if bringing a sack lunch.
8. The child will be notified of the alternate meal.
9. Alternate meals will be served to the students in the same manner as all student meals and contain components available to all students.
10. Students with an outstanding meal charge shall be allowed to purchase a meal if the student pays for the meal when received.
11. Students who qualify for a free meal shall not be denied a reimbursable meal.

#### **Communication of the Policy**

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year
- Students and families who transfer into the district, at the time of transfer; and
- All staff responsible for enforcing any aspect of the policy

Please make use of the free and/or reduced priced meals by completing an application (available in each building). You may reapply when your financial status changes. **Remember parents/guardians are responsible for any charges incurred before the application is approved.** Filing applications in a timely manner prevents unnecessary charges. Even though your child is on the free or reduced lunch program, he/she must pay for milk if they bring a sack lunch.

With Parent Portal, parents can now make payments for school lunches online! This program allows you to make deposits to your children's lunch account online via e-check or credit card at your convenience all from our school's Website: [www.sheldonschools.com](http://www.sheldonschools.com).

**How it Works:** When you are in your Parent Portal account, you click on the menu tab and find the food service tab. Then, simply select the pay icon and add the amount you wish to add to your account and add to cart. You then go to your cart and choose to pay by e-check or credit card. To pay by e-check (directly debiting your bank account), you will enter your bank's ABA routing number and date for your VISA, Master Card or Discover credit card. After you complete your purchase, an e-mail confirmation and receipt will immediately be sent to you. Parent Portat uses Secure Sockets Layer (SSL) software, requires passwords throughout the program, and does not store personal bank or credit card information to ensure privacy and security for users.

#### **Benefits for You:**

- Easy and convenient online access to pay fees 24 hours a day, 7 days a week
- No more lost checks
- Ability to view account history of purchases

- Assurance of private and secure transmissions
- Meal payments are updated to your student account within 15 minutes.

Not only is this service a convenience for you, it saves district resources that can be spent on your child’s education.

Schools are in the people business. We are willing to cooperate with parents/guardians. Should circumstances arise that prevent you from paying for meals in advance, we will meet with you and discuss ways to resolve concerns. Please keep us informed so that together we can make positive decisions about meals—just as we would other important educational matters.

**RECESS**

Child development authorities agree that children can tolerate sitting still or working quietly for relatively short periods of time. Boys and girls need vigorous exercise and the freedom for social interaction. Recess behaviors are part of our school learning.

To make the playground safe for all children we have established some general playground rules:

1. Students are to remain on the playground unless they have permission from the supervisor on duty.
2. Soccer, football, kickball, and basketball are permitted, but not baseball.
3. Sliding down sloping areas is dangerous and prohibited. The exception to this rule is supervised sledding in the winter.
4. Touch and flag football is permitted, not tackle football.
5. Kicking of footballs/other playground balls is to be done at a safe distance from the building out of the grassy areas.
6. Building snowmen and snow forts and playing with snow is encouraged, but snow is not to be thrown.
7. Climbing on snow piles is discouraged and “King of the Mountain” type activity is prohibited.
8. Children must walk into and out of the building. Running is discouraged.
9. Children are prohibited from bringing items from home to play with at school.
10. No CD players, hand-held games, etc. should be used during recess breaks.

**REQUESTS TO STAY INDOORS DURING RECESS**

Fresh air and a chance to “run off” excess enthusiasm are a must for elementary children. They are expected to go outside for recess unless inclement weather makes it impractical to do so. Some of the factors that determine whether children should go outside are the temperature, wind chill, precipitation, and lightning. Please be sure that your child is dressed appropriately for his/her outdoor recess. **We do not go outdoors if the wind chill is below zero.**

**A child, who is well enough to come to school, is well enough to participate in the daily program.** Exceptions are made in certain cases when the *family physician* requests that a child be excused from outdoor activity. In this instance, please send a note from the physician to the school nurse stating such so she can keep it as part of the health record.

A teacher may occasionally decide to keep a student in during breaks or after school (with parental knowledge) to complete unfinished schoolwork or we may keep children inside if serving detention.

**REGISTERED THERAPY DOGS REQUIREMENTS FOR EAST ELEMETARY:**

- Dogs and handlers have passed basic obedience course(s) and/or the AKC Canine Good Citizenship course.
- Dogs and handlers will be registered through a nationally recognized therapy dog organization (Alliance of Therapy Dogs, Therapy Dogs International, etc.) and will provide proof of membership on file in the school office.
- Submit vaccine records and rabies certificate annually and on file in the school office.
- Dogs will be professionally groomed and bathed regularly to maintain cleanliness.
- Any student that will be working directly with the therapy dog will be required to have a parental permission form completed and on file in the school office.

- Have signs posted on classroom doors alerting staff of student dog allergies as well as to let handler know if the therapy dog is able to enter the classroom or not.

#### **Overall the therapy dog:**

- Will provide emotional and physical support in the educational setting. This will primarily be within the school counselor's office; meeting with students either one-on-one or in small groups. The therapy dog will not attend full-length large group classroom guidance lessons with the possible exception of introducing the therapy dog to the classroom for the first time.
- The therapy dog will be introduced to each classroom to familiarize the students with the dog.
- Will model good behavior while at school. Will be an ORAB at all times.
- May visit an approved classroom with permission or at the request of the classroom teacher.
- Will not be a distraction to instruction.
- Will wear a collar at all times.
- Will be on leash at all times in hallways.
- Will have a crate/kennel available at all times.

#### **Therapy Dog Handler requirements:**

- Will remain with the dog at all times unless the dog is in its designated crate/kennel in the school counselor's office.
- Will house the therapy dog within their personal home and be responsible for daily care of the dog.
- Will develop a school safety plan for the dog during emergency procedures.
- Will know and recognize signs of stress in the therapy dog (excessive panting, jumping/climbing on handler, hiding, shaking, dog looks for doorway or escape routes, and noticeable changes in behavior or desire to socialize). The handler will never put the therapy dog in questionable or threatening situations.
- Will clean up after the dog both inside and outside of the building.

#### **Student Procedures:**

- Students will be allowed to pet and interact with the therapy dog in designated classrooms with parent permission (on file in office).
- Students will never be required to interact with the therapy dog. Only if the student has permission and wants to interact with the dog will this take place.
- Students will be taught appropriate behavioral expectations when interacting with the therapy dog.
- Students will treat the therapy dog with respect and follow the school and handler's instructions.

Students are never to be left alone with the therapy dog; a designated adult must always be present. When the dog is unattended, it will be in a crate/kennel in the school counselor's office.

### ***STUDENT SAFETY, HEALTH, WELL-BEING***

#### **SAFETY RULES**

The safety of our children is a prime concern to everyone. These safety practices have been established:

Students who arrive between 8:00 and 8:15 and are not eating breakfast should report to the gym. Those who eat breakfast at school may come between 7:55 and 8:15. Students **MUST** be in their classroom seat by 8:25 a.m.

Play equipment may not be taken outside before or after school.

Children must go home after school. If they come back to play it must be with parent's permission. Supervision will be the responsibility of parents.

Children at the East Elementary School who do not ride the school buses will remain in the building until the buses depart. For the children's safety, each family will be assigned and given a pick-up number. Parents need to line up in the circle drive and along Normal College Avenue to pick up your child after school. Four vehicles will pull up at a time and the students will be waiting to load. Do not leave your vehicle.

For the children's safety, parents may also use the Circle Drive to drop off their children at school in the morning. To help alleviate the traffic flow problem, we ask that cars use the right lane only. When you are ready to leave, pull into the left lane and exit, after stopping at the crosswalk in front of the school.

Elementary students may also go to St. Patrick's School, Sheldon Christian School, or any of the bus stops in the mornings to catch a bus ride to East Elementary.

### **HEALTH SERVICES**

The school nurse is scheduled to spend time in each of our buildings. The nurse coordinates our health program, which includes personal hygiene, vision screening, 4<sup>th</sup> grade girls "growing up" class, hand washing, hearing tests, heights and weights, BMI and dental screening (for transitional kindergarten and kindergarten students). Parents are invited to call the nurse between 8:30 and 12:30 for health information or schedule a conference if they have any medical concerns with any of their children. The following specific health services are administered:

- Annual vision screening tests
- Annual audiometer (hearing) screening test
- Elementary students are weighed and measured and BMI is calculated.
- Checks for head lice as need indicates

All students enrolling in Transitional Kindergarten or Kindergarten need a dental screening, physical examination (if not done before preschool) which includes lead level testing, and a current immunization record.

### **HYGIENE**

If there is a hygiene concern with your child the school nurse or school counselor will contact you to discuss this matter in further detail.

### **MEDICATION**

If your child is to take any prescription medication during the school day, you must send a statement, *signed by the parent*, giving specific instructions as to the *time and amount*. *The medicine must be sent in the original prescription bottle labeled properly by the pharmacist.*

Over the counter medication must be **supplied by parents** (ex. Tylenol, cough medicine, antacids) and can be given with parents signed permission at the nurse's discretion. All over-the-counter medication should be in the *original container*.

The note and medicine are to be given to the teacher or secretary immediately upon arriving at school. If medication is not properly labeled, the parent will be contacted for verification. Students may not self-administer medication at the elementary school. All medication will be kept in the Nurse's office and be dispensed by her or trained staff. A student may carry an inhaler with them if a signed form from the child's physician and parent is on file in the nurse's office.

### **IOWA IMMUNIZATION LAW**

Iowa Immunization Law requires parents to vaccinate their children against dangerous diseases as a condition of enrollment. *A completed, signed certificate of immunization must be submitted to the school prior to attending.* Required immunizations for grades K-12:

**Polio** – 4 doses with 1 dose received on or after 4 years of age if born after September 15, 2003; or 3 doses with 1

dose received on or after 4 years of age if born on or before September 15, 2003.

**DTP/DtaP** – 5 doses with one dose received after 4 years of age if born on or after September 13, 2003; or 4 doses with one dose received on or after 4 years of age if born after September 15, 2000, but before September 15, 2003; or 3 doses with one dose received after 4 years of age if born on or before September 15, 2000.

**Measles/Rubella** – 1 dose of MMR given after 12 months of age. The second dose shall have been received on or after 28 days after the first dose.

**Hepatitis B** – 3 doses of Hepatitis B vaccine if born on or after 7/1/94, prior to enrollment in school.

**Varicella** – 2 doses if born on or after September 13, 2003, or has a reliable history of natural disease. (Chicken Pox Vaccine) Students transferring from another school are granted 120 days to allow for their immunization record to transfer from their previous school.

### **DENTAL/VISION**

Iowa law requires a certificate of dental and vision screening to be on file for every transitional kindergarten and kindergarten student. The school nurse will contact parents if no certificate is on file. These forms are available at school. When a student is getting their Kindergarten physical, it is acceptable to have a physician complete vision test and dental screen.

### **ACCIDENT PROCEDURES**

A safety unit is taught in each classroom every year. Hopefully, this helps prevent accidents, however, should a serious accident occur the parents will be contacted immediately. If an emergency does exist and we cannot locate the family or persons designated on the student data sheet, the school personnel will contact the family doctor or emergency room.

### **ILLNESS AT SCHOOL**

If your child becomes seriously ill at school, we will contact you immediately. If the nurse is in the building, she will care for your child until you get here. If the nurse is not available, someone will be assigned to keep close watch on your child until you arrive.

In the event of an emergency and we are unable to locate you or persons designated on the student data sheet and we feel your child needs emergency care, the child will be taken to the nearest doctor or emergency room by ambulance.

Children with a temperature of 100 degrees or greater will be sent home and should **remain there until their temperature has been normal for 24 hours without the administration of Tylenol or Ibuprofen.** Other instances when your child may be sent home include vomiting, diarrhea, pinkeye, a rapidly spreading undiagnosed rash, or if illness prevents a student from participating comfortably in school activities.

### **ABSENCE FROM SCHOOL DUE TO ILLNESS**

If your child has been absent from school send a note, email, or phone as to the reason for the absence. This information helps keep our health records current and aids in controlling communicable diseases. When your child has been diagnosed as having a communicable disease by your family doctor, call us at your earliest convenience.

### **HEAD LICE**

Head lice are a recurring concern, but should not result in the loss of instructional time under usual circumstances. School personnel will inform parents and request their cooperation in handling this as quickly and efficiently as possible. Both the student and the student's home must be treated to eliminate the problem. The child may return to school after the recommended initial treatment has been completed. Other members of the class will receive notification when appropriate.

Pediculosis (Head Lice) is the second leading communicable condition in childhood. This parasitic problem most often affects children between the ages of 3 and 12. It affects children from all socio-economic backgrounds and races. It is slightly more common in females than males. Parents understandably feel panic when hearing their child has head lice. The fact is that any place children spend time together – at school, day care, play groups – head lice can invade and spread.

1. Parents should screen their children weekly at home.
2. If head lice are discovered at school, your child will be checked by the school nurse for confirmation.
3. Parent will be notified by phone call or by a note.
4. The school expects the affected child to receive treatment before returning to school.
5. The school nurse will provide educational materials on head lice detection and treatment.
6. A note will be sent home to the entire classroom, alerting parents to lice found in the classroom. Confidentiality will be maintained.
7. The nurse and/or her assistant will not do mass screening of the entire school, but will screen on an individual basis upon referral by teachers or parents. This will be done by visual screening, or robicomb. This will not take the place of treatment.
8. The school nurse may screen classmates, siblings, and other close contacts of an affected child at her discretion or teacher/parents referrals. She may rescreen the affected child at her discretion.
9. If you find your child has head lice at home, please contact the school so that appropriate follow up may be done at school.
10. In chronic (repeat) cases of head lice, administration may become involved.

### **SCHOOL INSURANCE**

School insurance is available to all students. Please contact the school for the name of the local insurance provider for questions and additional information.

### **EMERGENCY SCHOOL CLOSING OR DISMISSAL**

Should inclement weather or any other emergency occur resulting in the closing of school please listen to the following media stations for inclement weather announcements: KIWA Radio Station – Sheldon – AM 1550/FM 105.3 or KTIV Television Station – Sioux City – Channel 4. Staff, parents, and students may also check the following websites for school related announcements: Sheldon Community School District Facebook page via the district website [www.sheldonschools.com](http://www.sheldonschools.com); KIWA Radio - <http://www.kiwaradio.com> and KTIV Channel 4 - <http://www.ktiv.com>. School announcements can also be received by following the district’s Twitter account [@sheldonschools](https://twitter.com/sheldonschools) which can be found on the school district’s webpage at [www.sheldonschools.com](http://www.sheldonschools.com). Families may sign up for text alerts through the District as well by filling out the School Messenger Parent Contact Information sheet.

### **STUDENT DATA FORMS**

A student data form is to be filled out by parents during registration. It is extremely important to fill in all information requested and **keep the file *up-to-date* as changes occur during the school year.** Should an accident or illness occur the school would notify parents or persons designated on the student data form.

An emergency form for early dismissal must also be filed in the office. School staff needs to know where your child is to go and with whom they should go as time does not allow staff to contact parents for early dismissals.

### **HOMELESS CHILDREN OR YOUTH**

#### **Definition of a Homeless Child/Youth**

- A homeless child or youth ages 3-21;
- A child who lacks a fixed, regular and adequate nighttime residence and including the following:
  - \* A child who is sharing the housing of others (includes doubled-up families) due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, or camping grounds due to the lack of alternative accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital, or is awaiting foster care placement.
  - \* A child who has 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
  - \* A child who is living in a car, park, abandoned building, substandard housing, bus or train station, or similar setting;

or

- \* A migratory child/youth who qualifies as homeless because of the living circumstances described includes youth who have runaway or youth being forced to leave home.

The Board shall make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving education which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the High School Principal, 1700 E. 4<sup>th</sup> Street, Sheldon, IA 51201, 712-324-2501.

### **PERSONS COMING FOR CHILDREN**

The school *must be notified* if anyone other than parents or a legal guardian comes for a child during school hours. Parents should impress upon their children the need for caution in offers of help, rides, etc. coming from strangers. Also, please let the teacher know if they are to go to Children's World.

### **PARENT AND CUSTODIAL RIGHTS**

Disagreements between family members are not the responsibility of the school district. The school district will not take the "side" of one family member over another in a disagreement about custody or parental rights. Court Orders that have been issued shall be followed by the school district. It shall be the responsibility of the person requesting an action by the school district to inform and provide the school district the court order allowing such action. This policy does not prohibit an employee from listening to a student's problems and concerns. It shall be the responsibility of the Principal to ensure employees remain neutral in a disagreement about custody and parental rights. If you wish duplicate copies of student newsletters, it is necessary to request them each year from your child's teacher.

### **OUTDOOR DRESS**

Iowa weather conditions can change drastically within a few hours. Therefore, children need to be prepared for changing conditions. Layered clothing may be a solution. For example, cool mornings become warm afternoons. Sending hats, jackets, and mittens even if not used are preferable to children being cold or unprotected when weather conditions change. Boots are to be worn during the winter regardless of precipitation or snow covering. Be aware of temperatures when dressing your child in the morning. Students go to recess in the morning and shorts may not be appropriate. We discourage sending children to school in flip-flops for safety reasons.

### **PHYSICAL EDUCATION CLOTHES**

All children in TK-4 should have soft rubber gym or tennis shoes to wear for physical education. These may be the ones worn for the entire day.

### **TRAINING FOR FIRES AND TORNADOES**

Fire and Tornado drills are held on a regular basis. Each room has special instructions to follow. Because of the need to receive emergency directions in a large group, the students are expected to remain quiet during drills and to proceed in an orderly manner. The fire drill is a continuous buzzing of the alarm, while a tornado or storm warning is indicated by an announcement over the intercom.

## ***STUDENT ACTIVITIES***

### **SNACKS AND TREATS**

If your child wishes, he/she may bring birthday treats during the year. If treats are brought, a treat is needed for every person in your child's room. Please be aware of students who have allergies, i.e. peanuts. The classroom teachers will notify you. Store or bakery-bought treats are **required**. Please do not send anything that the students cannot handle carrying to school themselves. The treats should be simple enough that the students can be done sharing in 10-15 minutes. If students bring treats to school, the treats must be store-brought, pre-packaged, and unopened. The ingredients must be clearly listed on the package. If the treats require plates, spoons etc. you are responsible to furnish those items.

**INVITATION TO PRIVATE PARTIES**

One of the cruelest experiences a child can have is to stand empty-handed while watching others open their invitations to a birthday party. No child should have to experience this misery at school. Therefore, if you do not wish to, or have the facilities or resources to invite all the boys or all the girls in your child’s class, please notify the guests in another manner. These incidents may seem trivial to an adult, but to a youngster they can assume immense proportions. Please do not allow your child to contribute to the unhappiness of others. Please handle other invitations outside of school.

**SCHOOL PARTIES**

Classes will have three parties and a picnic each year. Teachers may ask parents to provide store-brought, pre-packaged, and unopened snacks and refreshments along with helping serve at parties or donate towards party costs. Treats for school parties are planned to limit the cost to parents. Student lunch accounts will be charged for a sack lunch provided by the kitchen on picnic day, scheduled on the last day of school.

**FIELD TRIPS/ASSEMBLIES**

Field trips/assemblies are educational as well as fun. These are limited to the funding available each year. Parents/volunteers may be asked to help with supervision. A permission slip must be signed for your child to participate. Most field trips are offered at no additional fee. You will be notified in advance if there is additional cost.

**ACTIVITY TICKETS**

Students may purchase a student activity ticket for admission to certain school district activities. Activity tickets should be brought to any activities the students attend. Students not wishing to purchase an activity ticket or students who do not bring their activity tickets with them to activities must pay regular prices to attend school district activities.

**FOOTBALL GAMES AND OTHER ATHLETIC EVENTS**

- Park bikes away from the ticket gate. Do not block the emergency gate.
- Do not play football or any games. Leave all footballs and other equipment home. No noisemakers of any kind are allowed.
- All students **MUST** sit with their parents or whoever they came with. There is **NO** elementary section.
- During the national anthem, stand, remove any head covering, face the flag, and pay respectful attention.
- Cheer with cheerleaders.
- Do not run up and down the steps. Use caution. Limit your movement. Limit trips out of bleachers for any reason.
- Be courteous of other fans.
- To boo is taboo.

***STUDENT ACADEMICS***

**TESTING PROGRAM**

The following standardized tests are given:

	<u>TK</u>	<u>K</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
BRI Basic Reading Inventory			X	X	X	X
FAST Formative Assessment Systematic Testing	X	X	X	X	X	X
Iowa Statewide Assessment of Student Process				X	X	X
Cognitive Ability				X		X
I-ELDA (ELL Only)	X	X	X	X	X	X
TELEPA	X	X	X	X	X	X

**SUPPLEMENTAL PROGRAMS**

Our school offers a Title I reading program to assist students who demonstrate a need. This program is funded by Title I of the

Elementary and Secondary Education Act of the Federal Government. Students in the Title I program receive reading instruction from their regular classroom teacher and a special reading teacher/teacher associate. Entering into this program requires parental knowledge and consent. Classroom teachers will contact you before your child is initially placed.

Some students qualify for help through a program called “English Language Learners” or ELL. Students are assessed before being placed in this program. Parents are informed if their child is entitled to receive ELL services.

Some students qualify for help through a program called “Success Program”. Students are assessed before being placed in this program. Parents are informed if their child is entitled to receive “Success Program” services.

### **SPECIAL EDUCATION SERVICES**

The division of Special Education has the two major responsibilities to find/identify children with disabilities and providing support and related services to those identified children. Services are provided for children birth through the age of 21 and can be accessed through requests made by parents or school personnel. A NWAEA Special Education Strategist will facilitate full and individual initial evaluations as part of the agency’s child find process. When appropriate they will provide feedback and coaching of instructional and behavioral strategies for teachers of students with disabilities receiving special education services. Special Education support services may also include specialized services such as, speech and language services, occupational therapy, physical therapy, hearing services, vision services, and others.

The philosophy for Special Education is based on the Multi-Tier Systems of Support (MTSS) model. Based on the use of evidence based instructional and behavioral strategies matched to individual student needs and frequent monitoring of student progress, the approach uses a three-tiered structure of increasing instructional intensity to make decisions about a student’s educational program, including whether or not the student is eligible for special education services. Special Education services provide specialized instruction and/or support for children and students birth to age 21 with diverse learning needs.

### **SUMMER SCHOOL**

East Elementary students will be required to attend summer school if they do not attain 100% of their essential skills throughout the school year. To help students achieve 100% East Elementary staff will provide the following:

- WIN Week (Intervention) prior to the winter holiday break.
- WIN Week (Intervention) prior to the last week of school.
- Staff will reteach and allow students to retake assessments throughout the school year.
- After School Program weekly two days a week.

If your child does not attain 100% after these intervention opportunities, they will be required to attend summer school.

### **ENRICHMENT PROGRAM**

The Sheldon Discovery Program is a program for the gifted and talented. Students in K-2 will have the opportunity to participate in an enrichment pool based on classroom performance in math and reading. Students in grades 3-4 may be identified in the area of General Intellect or Creativity. The Discovery Program will serve all identified students. Identified students will be pulled out of the regular classroom twice a week for 20-30 minutes each time. The Discovery students will not be responsible for homework missed during this time, however they will be responsible for the reading and understanding the material. Students will be identified for the program each year.

There will be an annual Personal Education Plan (PEP) review meeting with the parents of each Discovery student, the classroom teacher, and the Discovery Program teacher. This meeting will be held during fall parent-teacher conferences. For questions regarding the program, please contact the building principal.

### **REPORTING TO PARENTS**

Open House is held prior to the first day of school to provide students and parents a close look at their child’s learning environment. It is a good time for parents to meet and visit with their child’s teacher and to meet other parents of children in

your child's class.

Parents will receive report cards after the end of each quarter. Parent/teacher conferences will be held after the end of the first and third quarters. Due to the number of conferences each teacher has to schedule, we will offer only one conference per student each time unless there is a legal reason why parents/guardians may not attend together. Whenever there is a need a special conference may be scheduled by a parent or teacher.

### **RETENTION – Board Policy 505.2**

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

The retention of a student will be determined based upon the judgement of the licensed employee and the principal. When it becomes evident a student in grades kindergarten through eighth may be retained in a grade level for an additional year, the parents will be informed.

### **CUMULATIVE RECORD INSPECTION**

The cumulative records of students are on file in the school office with the exception of special education files. These files are kept in the special education room because they are referred to so often.

All records of students are available for parent inspection at any time. Parents or anyone else having legitimate reason for seeing the files may do so by first signing a log kept in the building office and stating the reason for seeing the files.

No files may be removed from the building without a court order or in the case of parent permission should their child transfer to another district. Forms for this parental release of records are available in the elementary school office.

### **EXCELLENCE FOR EAST (Parental Involvement)**

Studies show that the single most effective way to help children is to get their parents involved in school. During the school year Sheldon School District will be hosting approximately four meetings for *all parents* to discuss ways to continue to improve our programs. The meeting dates will be published in newsletters and/or the local media and all parents will receive a written invitation. Excellence for East has a webpage on [www.sheldonschools.com](http://www.sheldonschools.com).

Now is an exciting time to be involved in education and we want to work together as a collaborative team leading our school in a positive direction.

### **HOMEWORK**

Homework is defined to be extra-class activities and assignments which may properly be considered as extensions and enrichment of the regular classroom instructional program. Homework should be an integral and relevant part of every student's instructional program. It should be used consistently throughout the grades and classes.

The purpose of carefully assigned homework should be:

1. To develop study skills, work habits and a sense of responsibility so that the student may become an independent learner.
2. To provide additional drill and practice in the basic skills. (Example: Completion of math home links.)
3. To supplement other educational experiences designed to meet each individual student's academic, social, emotional, and physical needs.
4. To make up incomplete class or subject assignments.
5. To organize student's thoughts and thinking processes in preparation for classroom activities.
6. To bring students in contact with learning resources beyond the school.

7. To help meet the district educational goals.
8. To create a concept that education is a lifelong process.
9. To provide a communication link between school and home.

#### PRE-KINDERGARTEN THROUGH GRADE FOUR

In order to carry out the educational objectives of our school, the home and the school need to work together. Each member of this team must know what to expect of the other because the child's total environment affects his/her academic, emotional, social, and physical development.

Homework is a worthwhile activity which extends the learning that occurs in the classroom. It needs to be carefully planned and evaluated to best nurture creativity and growth in an individual according to his/her interests, needs and abilities.

Homework assignments help students become self-reliant, learn to work independently, and practice using skills already learned.

Regular school assignments will not be sent home unless the child has been absent. Homework will be assignments supplementing the regular school work. Some examples of good homework in which students can be involved are:

	<u>KG</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Reading daily to your children	X	X	X	X	X
Recreational reading (Including Accelerated Reader)	X	X	X	X	X
Students reading to parents	X	X	X	X	X
Writing stories and letters	X	X	X	X	X
Studying Spelling		X	X	X	X
Preparing a newspaper or magazine article to share		X	X	X	X
Listening to a specific TV program	X	X	X	X	X
Playing family games	X	X	X	X	X
Flashcards (math facts, vocabulary words, letters)	X	X	X	X	X
Finding materials for school projects	X	X	X	X	X
Finding pictures of letter sounds	X	X	X	X	X
Selecting topics for showing	X	X	X	X	X
Visiting museums and art galleries	X	X	X	X	X
Students retelling/drawing pictures about stories	X	X	X	X	X
Games stressing physical development	X	X	X	X	X
Reviewing for tests		X	X	X	X

In this cooperative effort the parents must help their children learn how to budget leisure time so that they don't become involved in too many activities.

East Elementary Homework Policy must be managed with a high degree of communication between the parents and teacher so as to assure the student the activity is meaningful and educational. If students continually do not complete homework as assigned, a conference will be called to resolve the issue.

#### **Responsibilities**

The Principal/Designee will:

1. Monitor the quality and quantity of homework assigned
2. In-service faculty on the intent of our district's use of homework.

3. Disseminate to parents the district's homework policy.
4. Administer a school educational program that homework will be introduced modestly in kindergarten and increased gradually through grade four.

The Teacher will:

1. Explain the district's homework policy to students.
2. Develop homework assignments according to district educational goals.
3. Develop a means of monitoring and evaluating homework assignments.
4. Plan and assign homework that can be completed with an 85% degree of accuracy.
5. Coordinate with other teachers the quantity of homework.

The Parent will:

1. Become familiar with the district's homework policy.
2. Provide the teacher with feedback
3. Help schedule time for their children to do homework.
4. Provide a designated space with an atmosphere suitable for studying.
5. Be encouraged and supportive of their children as they complete their assignments, but parents should not do their children's homework.
6. Seek information to confirm successful completion of homework.

The Student will be responsible for:

1. Getting and understanding the assignment.
2. Taking the necessary resource materials home.
3. Scheduling time to complete homework.
4. Completing assignment(s) neatly and turning them in on time.

### **CHEATING ON HOMEWORK AND/OR TESTS**

Students found to be cheating on homework and/or tests are subject to disciplinary action. Homework assigned by teachers is designed to be a building block in the progression of course work and as a check for understanding of the concepts necessary. Each student has the responsibility to do his/her own homework.

### **PAPERBACK BOOKS/COMPUTER SOFTWARE**

Some families like to buy paperback books/computer software for their children. We send order forms home several times per year for these purposes. You may contact your teacher or school library for more opportunities. The school does not encourage or promote the buying of these books/software. It is our intention to simply provide a convenient service to the parents. Our school maintains a very complete library and our computer lab has many excellent programs available.

### **BOX TOPS**

General Mills is supporting our children's education for the future with its annual "**General Mills Box Tops for Education**" Campaign. This program helps accredited schools raise money to purchase items that are not covered by shrinking school budgets. Our students' families and members of our community collect box tops from hundreds of General Mills products for our school. We receive 10 cents for every qualifying General Mills box top collected. The Box Tops App is also available on your smart phone.

## ***TRANSPORTATION***

### **SCHOOL TRANSPORTATION SAFETY** – *Adapted from "Back to School Safety Tips," Health News Digest, August 2007*

In order to learn, students must first get to school safely. Getting to school safely, whether riding the school bus, a bicycle, or walking, requires following some basic safety tips. Educators, parents and students are urged to review and discuss the following safety tips provided by Iowa Association of School Boards, Iowa Pupil Transportation Association and Iowa State Patrol:

**Riding the School Bus:**

According to the National Highway Traffic and Safety Administration, the school bus remains the safest way for students to get to and from school. However, accidents can happen and student injuries do occasionally occur. Parents can help reduce these by discussing the following school bus safety rules with their children.

- Arrive at the bus stop at least five minutes before the bus arrives.
- Stay out of the street or roadway and avoid horseplay.
- Always wait for the bus driver's signal before crossing the street or roadway to the bus; and always look both ways to make sure no vehicles are passing the bus.
- Always cross at least 10 feet (or 10 giant steps) in front of the bus so the bus driver can see you.

**Rules while Riding the Bus**

- Please sit in your seat with feet on the floor while the bus is moving.
- Please keep hands, head and personal belongings inside the bus.
- Please dispose of trash in an appropriate manner.
- Please talk in a normal tone and always use appropriate language.
- Please follow directions of the bus driver at all times.

**Riding Bikes to School:**

More than 27 million children ages 5 to 14 ride bicycles, and many of them ride their bikes to school. Unfortunately, bicycles are associated with more childhood injuries than any other product except the automobile. To keep children safe, they should follow these safety tips for parents of children riding bicycles to school:

- Ensure that children wear bike helmets at all times when bicycling. Head injury is the leading cause of death in bike crashes, accounting for more than 60 percent of bicycle-related deaths. Bike helmets have been shown to reduce the risk of head injury by as much as 85 percent and the risk of brain injury by as much as 88 percent.
- Teach children to follow the rules of the road. Ride on the right side of the road, with traffic, not against traffic; use appropriate hand signal, respect traffic signals; stop at all intersections, marked and unmarked; and stop and look left, right and left again before entering or crossing the street.
- Do not allow children to ride on the road without direct adult supervision until age ten.
- Plan a safe cycling route with children and ride it with them.
- Do not let children ride at night. The risk of sustaining an injury during non-daylight conditions is nearly four times greater than during the daytime.
- Ensure schools provide cyclists with "safe areas" to park their bikes and cross the street.

**Walking to School:**

Pedestrian injuries remain the second leading cause of unintentional injury-related deaths among children ages 5-14 according to Safe Kids Worldwide, a national organization dedicated to keeping kids safe. Several national survey reports support this, including one in nine out of 10 crosswalks within the vicinity of an elementary or middle school had at least one of four common hazards: cross walks in poor condition or not present; drivers failed to stop, or stopped and made illegal turn; posted speed limits during school hours were 35 mph or more, and curb ramps were either outside the crosswalk or missing completely. Another survey found that nearly 60 percent of parents and children walking to school encountered at least one serious hazard with the most common being lack of sidewalk or crosswalks, wide roads and speeding drivers. Here are some safety tips for parents to discuss with their children:

- Children under 10 should never cross the street alone.
- Choose the safest route to school and walk it with your child.
- Instruct children to recognize and obey all traffic signals and markings.
- Make sure children look in all directions before crossing the street.
- Direct children to not enter the street from between parked cars or from behind bushes or shrubs.
- Train children to cross the street at a corner or crosswalk.
- Warn children to be extra alert in bad weather.
- Inform children of designated crossings.

- Teach children to never dart out into traffic.
- Demonstrate to your children pedestrian safety by being a good parent role model.

### **BUS TRANSPORTATION**

Students living more than one mile from the nearest of any of the following centers will be furnished transportation: Senior High Building, Middle School Building, East Elementary Building, St. Patrick's School, or Sheldon Christian School. Students who live closer to the Middle School than East Elementary can always go to the Middle School and ride a bus to East Elementary. Students may also wait at several bus stops throughout Sheldon to ride the bus to and from school.

If your child finds it necessary to be temporarily transported on a bus, other than the one to which he/she is regularly assigned, we require a **signed note** from the parents requesting that privilege.

### **STUDENT CONDUCT ON SCHOOL TRANSPORTATION – Board Policy 711.2**

Students utilizing school transportation shall conduct themselves in an orderly manner according to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver shall have the authority to maintain order on the school vehicle. It shall be the responsibility of the driver to report misconduct to the building administrator. The building principal shall have the authority to suspend transportation privileges of the student or impose other appropriate discipline.

The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy and administrative regulations.

It shall be the responsibility of the Superintendent, in conjunction with the building principal, to develop administrative regulations regarding student conduct and discipline when utilizing school district transportation.

### **STUDENT CONDUCT ON SCHOOL TRANSPORTATION REGULATION—Board Policy 722.1R1**

All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this policy. Video cameras may be in operation on the school buses.

1. Bus riders shall be at the designated loading point before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to depart from the bus.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept clear at all times.
5. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Bus riders should use waste containers on the bus for waste disposal.
11. Permission to open windows must be obtained from the driver.
12. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
13. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and cheerfully.

14. Students shall assist in looking after the safety and comfort of younger children.
15. A bus rider, who must cross the roadway to board or depart from the bus, shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
16. Students shall not throw objects about the vehicle nor out through the windows.
17. Shooting paper wads, squirt guns, or other material in the vehicle is not permitted
18. Students shall keep feet off the seats.
19. Rough housing in the vehicle is prohibited.
20. Students shall refrain from crowding or pushing.
21. The use or possession of alcohol, tobacco, or look-alike substances is prohibited in the vehicle.
22. The Good Conduct Rule is in effect. (Board Policy 503.4)

**Inappropriate behavior in school vehicles may result in disciplinary action up to and including termination of riding privileges.**

It is our responsibility to provide safe transportation for all students riding the bus. To ensure a safe ride for everyone we have the following 6 basic rules expected to be followed by students riding the buses:

1. Students should remain seated while the bus is moving.
2. Students should keep their hands, head, and personal belongings inside the bus.
3. Students should dispose of trash in an appropriate manner.
4. Students should talk quietly and always use appropriate language.
5. Students should keep their hands, feet, and personal belongings to themselves.
6. Students should follow the driver's directions at all times.

**Bus Conduct Consequences:**

- First Offense:** Student will visit with the building principal/designee. Parents will be informed of behavior that is unacceptable. Student will have 30 minutes detention.
- Second Offense:** Student will visit with the building principal/designee and lose bus privileges for three days. Parents will receive notification of the offense and be made aware that the student must find alternative transportation for the three days.
- Third Offense:** Student will visit with the building principal/designee and lose privileges for five days. Principal/designee will notify parents to come for a conference and inform them that the student must find alternative transportation for five days.
- Fourth Offense:** Student will visit with the building principal/designee and lose bus privileges for one month. The student, parents, transportation director, and principal will hold a conference and inform the parents that the student must find alternative transportation for one month. A written plan for changing inappropriate behavior will be made at this conference. Failure to agree on a plan of action may necessitate further restrictions of bus riding privileges.
- Fifth Offense:** The student, parents, transportation director, and principal will hold a conference. Bus riding privileges will be suspended for the remainder of the school year.

There are two exceptions to the above plan:

1. Severe misbehavior
2. Special Education students subject to the mandates of Public Law 94-142 where transportation is a mandated service.

Our buses operate on a very tight schedule. The time of pickup will not vary more than two or three minutes. Please have your children be prompt in their readiness to board the bus. With everyone's cooperation we can have an enjoyable and safe year in transportation.

**In Town Bus Route Information**

The in-town bus route is an optional service that the school district provides to transport students to and from school. **The school district is not required to provide this free service.** It is important for the safety and well-being of all students who are transported by school buses that all students behave in such a way that does not endanger themselves or other students. Since the in-town bus route service is optional, students utilizing the in-town bus service will need to follow the additional rules outlined below:

1. In the morning, students should not arrive at a designated in-town bus stop more than five (5) minutes before the bus is scheduled to arrive at the bus stop.
2. In the afternoon, upon exiting the bus, students should head immediately for their homes. Students should not hang around the bus stop areas after being dropped off in the afternoon.

Students who fail to follow the rules for riding the bus will be asked to get off the bus and will have to walk to school/home the day of the incident and will not be allowed to utilize the in-town bus service for five days for the first offense. A second offense will result in loss of in-town transportation privileges for twenty days. A third offense will result in loss of in-town transportation privileges for the remainder of the school year.

### **BICYCLES, ROLLER BLADES, SKATEBOARDS AND SCOOTERS**

There shall be no use of roller blades, skateboards, bicycles, and scooters for recreational purposes on school grounds at any time the building is in use.

Students may ride their bicycles, roller blades, skateboards and scooters to school. Parents should be aware of the hazards of children riding these to and from school when the streets around the buildings are busy with cars and school buses. All bicycles must be placed in the bike racks. Roller blades must be removed before entering the building. The rollerblades, skateboards and scooters must be stored in their lockers and they will not be permitted on the playground during school time.

Parents should monitor weather conditions affecting safety. **Please encourage your child to wear a helmet.**

## ***STUDENT CONDUCT AND SCHOOL POLICIES***

### **STUDENT CONDUCT – Board Policy 503.1**

The Board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others 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 misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for misconduct will be fair and developmentally appropriate in the light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

A student, who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; or while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension shall be sent to the Board President. The Board shall review the suspension to determine whether to impose further sanctions against the student that may include expulsion. Assault for purposes of this section of this policy is defined as:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day, *or on a non-school day*. Whether a student will serve detention, and the length of the detention, shall be within the discretion of the licensed employee disciplining the student or the building principal.

Suspension means an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall result in immediate reinstatement of the penalty.

Expulsion means an action by the Board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the Board.

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The student's Individual Education Program (IEP) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspension, either in or out of school, equal ten days on a cumulative basis, a staffing team shall meet to determine whether the IEP is appropriate.

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

### **STUDENT DISCIPLINE POLICY – Board Policy 503.1R1**

An important part of the educational process is helping young people become aware of their rights and the responsibilities that accompany those rights. The school has the duty to create an atmosphere in which self-discipline, as an aspect of responsibility, is approached both positively and productively.

Parents must be the first to foster self-discipline within the child at home; the school provides an environment in which this training can be developed further, enabling all students to have the right to pursue their own educational needs without unnecessary disruption by others.

Inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on the school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students will be subject to disciplinary action for any misconduct that occurs while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school buses, chartered buses, or pep buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Misconduct directed at school staff, even if it occurs away from school, may result in disciplinary action at school.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct that results in the violation of the rules or regulations established by the Board of Directors of the School District, including breach of discipline as defined by this policy, or who have documented cases of conduct detrimental to the best interests of the school district; conduct which disrupts the rights of other students to obtain their education or participation; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion.

Disciplinary action should follow as closely as possible the infraction and be related directly to the student(s) involved. The teacher is the key to providing disciplinary direction. The principal or a designee should be involved only in those cases in which the student's behavior interferes substantially with the educational program.

For those students who seem unable or unwilling to adjust self-discipline to the common good and who, consequently, continually disrupt the orderly operation of the school, procedures must be established to prevent and correct abuses. When situations allow, an attempt should be made by teachers, counselors, and administrators, in cooperation with parents, to help troubled students modify their behavior. Iowa Department of Education guidelines indicate that it is appropriate for the principal to suspend a student from classes when necessary.

Section 282.4 of the Code of Iowa provides: "The Board may, by a majority vote, expel any student from school for a violation of the regulations or rules established by the Board, or when the presence of the student is detrimental to the best interests of the school. The Board may confer upon any teacher, principal, or the Superintendent the power temporarily to suspend a student, notice of the suspension being at once given in writing to the President of the Board."

Iowa Code Section 279.8 empowers the Board to adopt rules governing the conduct of pupils.

Iowa Code Section 282.5 provides: "When a student is suspended by a teacher, a principal, or Superintendent, pursuant to Section 282.4, the student may be re-admitted by the teacher, principal, or Superintendent when the conditions of the suspension have been met, but when expelled by the Board the student may be re-admitted only by the Board or by the manner prescribed by the Board."

The goal of school discipline policies should be to ensure the right of all students to a productive educational environment in which they may learn the social skills necessary to develop into mature, responsible young adults, accountable for their own actions.

- I. SCHOOL DISCIPLINE is the guidance of the conduct of pupils in a way that permits the orderly and efficient operation of the school, i.e. the maintenance of a scholarly, disciplined atmosphere to achieve maximum education benefits for all pupils.
- II. BREACH OF DISCIPLINE is any conduct of pupils which interferes with the maintenance of school discipline. Acts of behavior which conflict with the educational program or which are antagonistic to the rights of other students to attain their education shall not be permitted. Breach of discipline includes, without limitation:
  - A. Temper tantrums which disrupt a class.
  - B. Bully type of behavior.

- C. Refusal to conform to rules and regulations, loud and boisterous conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of the school.
- D. Insubordination or disobedience. Refusal to comply with the request or direction of teachers, administrators, or other school personnel.
- E. Physical attack or any act that constitutes an assault as defined in Paragraph J below or threats of physical attack or assault, or physical violence or threats of physical violence to teachers, to pupils, school visitors or any other school personnel.
- F. Extortion.
- G. Possession of dangerous materials.
- H. Display of racial bigotry or intolerance.
- I. Criminal or illegal behavior of students or non-students.

J. Assault. A student who commits an assault against an employee or other person on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered buses; or while attending or engaged in school district activities shall be suspended by the principal. Notice of the suspension shall be sent to the Board President. The Board shall review the suspension to determine whether to impose further sanctions against the student that may include expulsion. Assault for purposes of this policy is defined as:

- Any act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- Intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social, or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

- K. Willful injury. Any person who does an act which is not justified and which is intended to cause and does cause serious injury to another violates this policy.
- L. Theft. A person commits theft when the person does any of the following:
  1. Takes possession or control of the property of another, or property in the possession of another, with the intent to permanently deprive the other thereof.
  2. Commits any act that is declared to be a theft by any provision of the Code of Iowa.
- M. Robbery. A person commits a robbery when, having the intent to commit a theft, the person does any of the following acts to assist or further the commission of the intended theft or the person's escape from the scene thereof with or without the stolen property:
  1. Commits an assault on another.
  2. Threatens another with or purposely puts another in fear of immediate serious injury.
  3. Threatens to commit immediately any forcible felony as defined under Iowa Law.

It is immaterial to the question of guilt or innocence of robbery that property was or was not actually stolen.

- N. Criminal Mischief. Criminal Mischief includes damage, alteration, injury, defacing or destruction of any building, fixture or tangible property, real or personal, and includes the willful writing, making marks, drawing characters, etc., on walls, furniture and fixtures.

- O. Unlawful Assembly. An unlawful assembly is three or more persons assembled together, with them or any of them acting in a violent manner, and with intent that they or any of them will commit a public offense. A person who willingly joins in or remains a part of an unlawful assembly, knowing or having reasonable grounds to believe that it is such, violates this policy.
- P. Disorderly Conduct. A person violates this policy when the person does any of the following:
1. Engages in fighting or violent behavior in the school, on school grounds or at school functions.
  2. Makes loud and raucous noise in the vicinity of the school, on school grounds or at school functions which causes unreasonable distress to the occupants or participants thereof.
  3. Directs abusive epithets or makes any threatening gesture which the person knows or reasonably should know is likely to provoke a violent reaction from another.
  4. Without lawful authority, or position of authority, the person disturbs any lawful assembly or meeting of persons by conduct intended to disrupt the meeting or assembly.
  5. By words or action, initiates or circulates a report or warning of fire, epidemic, the placement of an incendiary or explosive device or material or other destructive substance or device, or other catastrophe, knowing such report to be false or such warning to be baseless.
  6. Knowingly and publicly uses the flag of the United States in such a manner as to show disrespect for the flag as a symbol of the United States with the intent or reasonable expectation that such use will provoke or encourage another to commit a public offense.
  7. Without authority or justification, the person obstructs school premises or any access to school premises with the intent to prevent or hinder its lawful use by others. This shall include premises where any school function is held.
- Q. False Reports. A person who, knowing the information to be false, conveys or causes to be conveyed to any person any false information concerning any matter under investigation by school district authorities violates this policy.
- R. Threats. Any person who threatens to place or attempts to place any incendiary or explosive device or material, or any destructive substance or device in any place where it will endanger persons or property, violates this policy.
- S. Trespass.
1. The term “property” shall include any land, dwelling, building, conveyance, vehicle, or other temporary or permanent structure whether publicly or privately owned, used by the school corporation.
  2. The term “trespass” shall mean one or more of the following acts:
    - a. Entering upon or in school property without justification or without the implied or actual permission of the principal or other designated supervisor in authority with the intent to commit a public offense or to use, remove therefrom, alter, damage, harass, or place thereon or therein anything animate or inanimate.
    - b. Entering or remaining on school property without justification after being notified or requested to abstain from entering or to remove or vacate therefrom by the principal or other designated supervisor in authority, or by any peace officer, magistrate, or public employee whose duty it is to supervise the use or maintenance of the property.
    - c. Entering upon or in property for the purpose or with the effect of unduly interfering with the lawful use of the property by others.
    - d. Being upon or in property and wrongfully using, removing therefrom, altering, damaging, harassing, or placing thereon or therein anything animate or inanimate, without the implied or actual permission of the principal or other designated supervisor in authority.
  3. The term “trespass” shall not mean entering upon school property for the sole purpose of retrieving personal property which has accidentally or inadvertently been thrown, fallen, strayed, or blown onto the school property, provided that the person retrieving the property takes the most direct and accessible route to and from the property to be retrieved, quits the property as quickly as is possible, and does not unduly interfere with the lawful use of the property.
- T. Arson. Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any property with the intent to destroy or damage such property, or with the knowledge that such property will probably be destroyed or damaged, is arson, whether or not any such property is actually destroyed or damaged.
- U. Alcohol and Controlled Substances. No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage including powder, crystal, or other condensed or concentrated form, malt beverage, or fortified wine or

other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, as defined in schedule I through V of section 202 of the Controlled Substances Act (21 U.S.C. §812) and as further defined by regulation at 21 C.F.R. 1308.11 through 1308.15, and/or as prohibited under Iowa law, before, during or after school hours at school or in any other school district location as defined below.

“School district location” means in a school building or on school premises; on a school owned vehicle or in other school-approved vehicle used to transport students to and from school or school activities; off school property at a school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

- V. Smoking and Tobacco including e-cigarettes, vaporizers or other Electronic Nicotine Delivery Systems. To smoke or possess tobacco or any controlled substance before, during, or after school hours at school or in any other school district location as defined above in paragraph U of this Article.
- W. Truancy. Truancy is an unauthorized absence from school, assigned classes, or related activities. Truancy is a violation of the compulsory attendance law.
- X. Class Attendance. Class attendance is mandatory. Unauthorized absence from classes, resource centers, laboratories or other designated areas will not be permitted without disciplinary action.
- Y. Gambling. Engaging in any gambling activities including but not limited to making any wager or bet, participating in any game for any sum of money or other property of any value, engaging in bookmaking or making a wager as part of any game of chance, lottery or gambling scheme shall be prohibited.
- Z. Vulgar or Profane Speech. Use of vulgar or profane speech or engaging in vulgar or profane conduct is prohibited.
- AA. Sex Acts. Participating in a sex act as defined in Iowa Code Section 702.17 on property of the Sheldon Community School District or committing a sexual related criminal offense as more particularly defined under Iowa Code Chapter 709.
- BB. Cheating. Willful use or attempted use of another person’s work with the intent to present that other person’s work as your own; or attempting to defraud, copy, mislead or obtain benefit, value, or to obtain property by unlawful means is prohibited.
- CC. Student-To-Student Harassment and Sexual Harassment. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
  - submission to such conduct is made either explicitly or implicitly a term or condition of a student’s education or of a student’s participation in school programs or activities;
  - submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
  - such conduct has the purpose or effect of unreasonably interfering with a student’s performance or creating an intimidating or hostile learning environment.

Sexual harassment as set out above, may include, but is not limited to the following:

  - verbal or written harassment or abuse;
  - pressure for sexual activity;
  - repeated remarks to a person with sexual or demeaning implications;
  - unwelcome touching; and/or
  - suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a written, verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

  - submission to such conduct is made either explicitly or implicitly a term or condition of a student’s education or of a student’s participating in school programs or activities;
  - submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
  - such conduct has the purpose or effect of unreasonably interfering with a student’s performance or creating an intimidating or hostile learning environment.

Harassment as set forth more specifically in Board Policy 504.11 may include, but is not limited to, the following:

  - verbal, physical or written harassment or abuse;
  - repeated remarks of a demeaning nature;
  - implied or explicit threats concerning one’s grades, achievements, etc.; and/or
  - demeaning jokes, stories, or activities directed at the student.
- DD. Weapons. Possession of weapons or dangerous objects or look-a-likes on school property are prohibited as defined in Board Policy 502.6.

- EE. Terrorism. Means a student who threatens to commit terrorism or threatens to cause terrorism to be committed and who causes a reasonable expectation or fear of the imminent commission of such an act of terrorism as defined in Section 708A(3) of the Iowa Code.
- FF. Forgery. A person is guilty of forgery if, with intent to defraud or injure anyone, or with knowledge that the person is facilitating a fraud or injury to be perpetrated by anyone, the person does any of the following: 1) Alters a writing of another without the other's permission; 2) Makes, completes, executes, authenticates, issues, or transfers a writing so that it purports to be the act of another who did not authorize that act; 3) Uses a writing the person knows to be forged; and 4) Possesses a writing which the person knows to be forged; or 5) Commits any other act deemed to be a forgery under Iowa law.
- GG. Engaging in any other conduct detrimental to the best interest of the School District, or engaging in conduct, which would make the student unworthy to represent the ideals, principles, and standards of the School District.

### III. SANCTIONS FOR BREACH OF DISCIPLINE

Students who violate the regulations or rules established by the Board of Directors of the school district, including breach of discipline as defined by Section II of this student Discipline Policy (Code 503.1R1), or who have documented cases of conduct detrimental to the best interests of the school district, may be suspended or expelled from school, or otherwise sanctioned as provided by this policy.

The principal or designee in each attendance center shall have the authority to suspend students temporarily. Expulsion shall be by majority vote of the Board of Directors upon the recommendation of the Superintendent.

- A. Suspension. Suspension means either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The Individual Education Program (IEP) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspension, either in or out of school, equals ten days on a cumulative basis, a staffing team shall meet to determine whether the IEP is appropriate.

- B. Expulsion. Expulsion is that act carried out only by the Board of Directors by a majority vote that expels any student from school for violation of the regulations or rules established by the Board, including without limitation, this discipline policy, or when the presence of the student is detrimental to the best interest of the school. The Board of Directors may, by majority vote, expel any student from school for a violation of the regulations or rules established by the Board, including without limitation, this discipline policy, or when the presence of the student is detrimental to the best interests of the school. In addition, the Board of Directors may exclude any incorrigible child or any child whose presence in school may be injurious to the health or morale of other pupils or to the welfare of the schools.
- C. Corporal Punishment. Corporal punishment shall mean punishment inflicted directly on the body either with a person's foot, hand, or object held in the hand. Corporal punishment, as a means of correcting student behavior shall not be an acceptable form of discipline in the Sheldon Community School District.

The Board of Directors supports the maintenance of good conduct and acceptable, if not exemplary behavior on the part of students who attend the school. However, it is felt that good discipline can result from proper communication and the many other desirable alternatives to physical punishment.

- D. Other sanctions: In addition to suspension or expulsion, a student may be disciplined by detention, probation, in-school suspension, removal from a specific class for the balance of the semester, denial of privileges, or by being declared ineligible for participation in extracurricular activities. In addition, a student who violates the terms of the district's drug-free schools policy, under section II, Item U, may be required to satisfactorily complete a drug abuse assistance or rehabilitation program approved by the School Board. If the student fails to satisfactorily complete such a program, the student may be expelled from school at the discretion of the Board.

- E. Sanctions regarding students' behavior while involved in activities/athletics shall be governed by Board Policy 503.4 (Student Conduct). Accordingly, in an addition to the sanctions listed above, a student may also be subject to the sanctions arising from his or her violation of the school district's Eligibility Policy.
- F. The Superintendent shall promulgate rules and procedures to implement this discipline policy and shall report such procedures to the Board of Directors of the school district.

IV. RESTRAINT

- A. Restraint is the act of controlling the action of a pupil when as a result of such action the pupil may inflict harm to himself, herself, or others. Teachers and administrators must feel free to use reasonable and appropriate means at the moment as may be necessary to prevent a pupil from harming himself or herself or others, or to prevent a breach of discipline.

Factors determining reasonable and appropriate means are:

1. Age.
2. Physical stature and strength of the pupil.
3. Previous history.
4. Maturity of the pupil.
5. The seriousness of the action requiring control.
6. The teacher's motive and state of mind.
7. The nature of the danger to the pupil or the nature of the danger to others.
8. The privilege of the teacher to use only moderate physical force which will not cause serious or permanent harm. No instrument shall be used which will produce injury to the student.

- B. Whenever restraint is used, it shall be reported immediately to the building principal or designee.

V. SCOPE OF DISCIPLINE POLICY

This discipline policy shall apply to students in the following circumstances:

- A. While on school premises.
- B. While observed in the proximity of school premises.
- C. While on school-owned or other school-approved vehicles used to transport students to and from school or school activities, including, but not limited to school buses, chartered buses and pep buses.
- D. While engaged in school-sponsored activities or school-approved activities.
- E. While away from school if the student's conduct will directly affect the good order, efficient management, and welfare of the School District.
- F. While otherwise involved with school employees, school representatives, and school staff.

- VI. NON-AUTHORIZED PERSONS should not be in the school building or on school premises at any time without authorization of the school building administrator. Teachers are obligated to inform the administrator of any intruders. Any intruder who interferes with school procedure may be compelled to leave the school premises, and if his/her activities or actions disrupt the orderly operation of the school, or disrupt the disciplined, scholarly atmosphere, he/she may be subject to prosecution.

- A. Non-authorized persons are:

1. Students not assigned to that specific building.
2. Any person not an employee of the Sheldon Community School District.
3. An employee not assigned duties at that particular building.

- B. School administrators may enlist the aid of the Police Department to have any non-authorized person removed.

- C. Procedures dealing with non-authorized persons should be reasonable, and non-discriminatory and non-arbitrary in their operation.

## VII. ACTIONS FOR ASSAULT AND THREATS TO SCHOOL PERSONNEL.

Any student who assaults or threatens a school employee, school representative, school volunteer, whether the assault or threat occurs in a school building, on school grounds, at a school sponsored event, or whether the assault or threat occurs elsewhere, shall be suspended by the principal.

Assault for the purposes of this policy is defined as:

- Any act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- Intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social, or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

- A. Whenever any officer, employee or agent of the school district has been struck or attacked by any individual or group, or has suffered bodily harm, he or she shall notify the principal immediately. The principal shall call the police and the student or students shall be suspended at once with a recommendation for expulsion.
- B. Whenever any officer, employee, or agent of the school district is threatened with bodily harm by an individual or group, he or she shall notify the principal immediately, who shall suspend the student or students. A report of the incident shall be sent to the Superintendent for possible further action.
- C. It shall be the responsibility of the person who suffers the assault or injury to file any charges for prosecution.

VIII. THE DISCIPLINE POLICY AND ADMINISTRATIVE RULES AND PROCEDURES shall be printed and distributed to attendance centers: shall be made available to staff, students and parents.

## IX. PROCEDURE FOR EXPULSION CASES

- A. Notify the Superintendent, who shall immediately meet with the principal to investigate and review the alleged misconduct and all relevant matters. The building principal shall hold a conference with the parent(s) or guardian(s) and the student to discuss the reasons for the suspension and proposed recommendation for expulsion.
- B. If, after investigation and review, it is determined that expulsion should be recommended to the Board of Directors, the Superintendent with assistance from the school legal counsel shall prepare appropriate notice. The Superintendent shall consult with the President of the Board to arrange a time for the hearing. The notice of hearing on the recommended expulsion shall state the reason for the recommendation for expulsion and shall have attached thereto documents that describe the alleged incidents that have precipitated the recommendation for expulsion. There shall be included a direct citation of the section of the Discipline Policy, Board Policy and/or State statute that has been violated. The notice shall state the time and place of the hearing.
- C. Notice shall be served upon the parent(s) or guardian(s) or notice shall be sent by certified mail to the last known local address of the parent(s) or guardian(s). The parent(s) or guardian(s) (and student, if notice is served upon the student) shall sign an acknowledgement that they have personally received the documents.

If the student has attained age 18, the notice shall be given to the student as well as to the student's parent(s) or guardian(s) unless the student has shown he or she is not a dependent as defined in the family Educational Rights & Privacy Act of 1974 and the regulations thereunder.

- D. At the same time the notice and supporting documents are delivered to the student and his or her parent(s) or guardian(s), copies shall be forwarded to the president of the School Board who shall immediately call a meeting of the Board to hear the matter. Copies shall also be delivered to the Superintendent, principal, the school's legal counsel, and the Secretary of the Board of Education.

E. The Hearing

1. The hearing shall be held on a date no later than ten (10) school days subsequent to the date of suspension.
2. The student may be accompanied by:
  - a. Parent(s) or guardian(s).
  - b. Legal counsel or any other advisor of his or her choice.
3. The School District may also be advised by its legal counsel.
4. The Board, in its discretion, may postpone the hearing upon request when it deems such a postponement necessary or appropriate; but a request for postponement for the convenience of legal counsel shall ordinarily be refused.
5. The student and his/her parent(s) or guardian(s) may waive the hearing by furnishing a signed statement that they will waive the hearing. Nothing in this policy shall be construed to prohibit settlement by the parent(s) or guardian(s) by agreement, or waiver of hearing, or both.
6. At the hearing, the student may respond to the complaint orally or in writing. The response may admit or deny the allegations of the notice in whole or in part. The student may also offer any explanation or comment that he or she believes relevant or appropriate.
7. Each party to the hearing, directly or through his/her legal counsel or other advisor, may introduce evidence, witnesses to testify, or statements in writing, and may testify on his or her own behalf. To the extent that either party may rely on written statements as evidence, he or she shall clearly indicate how and from what source the evidence has been obtained. Each party shall have an opportunity to question any witnesses, either directly or through his/her legal counsel, or other advisor. If the Board should find it necessary to limit the number of witnesses in order to protect the hearing against disruption, confusion, or unwarranted dilatory tactics, it shall have the authority to do so. The proceedings shall be administrative and shall not be conducted as an adversary proceeding.
8. If the student shall fail to appear at the hearing, or if, having appeared, shall make no response to the complaint, the Board shall nevertheless invite the school administration to submit evidence in support of the complaint. The hearing shall be in closed session so as not to disclose confidential student records, unless an open session is requested by the student, or the parents(s) or guardian(s) of the student if the student is a minor.
9. If a party to the hearing should deliberately conduct himself or herself in a manner disruptive of the hearing, the Board shall be authorized to exclude him or her and to proceed with the hearing as if he or she had not personally appeared. A hearing shall be attended only by the Board, the Superintendent or the designee, administrative personnel familiar with the case, the student, the student's parent(s) or guardian(s), the student's legal counsel or other advisor, and the school legal counsel. Witnesses other than the foregoing should be excluded except when presenting information to the Board, unless the student and his/her parent(s) or guardian(s) waive this exclusion. The Board may order all witnesses to be excluded on its own motion.
10. Provisions shall be made either for a transcript or for a verbatim record in the form of a tape recording of the hearing. The complaint, the student's response, the transcript or record, and all other paper in the proceeding except the final disposition of the case, shall be for the use only of the proceedings and in the internal processes of the school district related thereto; and no such transcript, record or papers shall be voluntarily disclosed to any person outside the school district, except with the student's consent.

F. The Decision

1. The Board in executive session shall consider all relevant evidence introduced at the hearing, make findings of fact and conclusions as to the disciplinary action as it deems to be appropriate. The Board may consider the student's prior record as submitted by the school administration at the hearing. The determination shall be by majority vote. The entire record, as submitted, shall be open to the student or his or her parent(s) or guardian(s) if the student is a minor. The School Board shall promptly notify the parent(s) or guardian(s) and the student, as well as the Superintendent or the person designated by him/her, concerning the Board's findings of fact and determination.
2. A student may appeal the decision of the Board as provided in Chapter 290, Code of Iowa.

G. Readmission. Readmission shall be in the manner prescribed by the Board of Education.

**STUDENT DISCIPLINE – ADMINISTRATIVE RULES AND PROCEDURES – Board Policy**

**503.1R2**

- I. **AUTHORIZED ACTIONS:** The following actions are authorized under the Discipline Policy of the School District and by these Administrative Rules & Procedures, and may be taken at any stage in the discipline proceedings:
  - A. By the teacher designee:

Detention, before or after school, with proper notice to the parent(s) or guardian(s).

Removal from class, not to exceed one (1) school day.

A. By the principal or designee:

Denial of privileges and /or participation in extracurricular activities.

Probation

In-school suspension, not to exceed 10 days.

Out-of-school suspension, not to exceed 10 days.

B. By the principal:

Removal from a specific class for the balance of the semester.

C. By the Board of Directors of the School District:

Expulsion.

Criminal acts may be subject to discipline procedures under the Discipline Policy. In addition, criminal acts shall be reported by the building principal or his/her designee to the Police.

II. DEFINITIONS

- A. Detention. Detention shall be the requirement that a student is sent from the requirement that a student remain after school or come to school early, for purpose of discipline.
- B. Removal from Class. Removal from class is that period of time a student is sent from the classroom by the teacher to the office of the principal or a designee for a period of time not to exceed one (1) day when the principal or designee reviews with the student and the classroom teacher the misconduct and determines the conditions for readmission to class, or further disciplinary proceedings.
- C. Denial of Extracurricular Activities or Privileges. Denial of extracurricular activities or privileges shall be the declaration of ineligibility to participate in such extracurricular activities or privileges for a period of time to be specified by the building principal or his/her designee.
- D. Probation. Probation is conditional attendance during a trial period imposed for conduct which violates the regulations or rules established by the Board of Directors, including breach of discipline as defined in the Discipline Policy, or in cases of conduct detrimental to the best interest of the school. Breach of the condition of probation may result in more severe sanctions.
- E. In-school Suspension. In-school suspension is the temporary isolation of a student from one or more classes while under proper administrative supervision. In-school suspension may be imposed by the principal or designee for violation of school rules or policies (including the Discipline Policy) where the infraction does not necessarily warrant removal from school by suspension.
- F. Suspension. Suspension is that period of time a student is sent home from school by the principal. A student may be suspended from school for a period of time not to exceed ten (10) school days except in instances when the student is awaiting a hearing on a recommendation to the Board of Directors for expulsion. A suspended student shall be given opportunity to make up work and receive credit on the same basis as other absentees. Suspended days are to be counted as absences.
- G. Removal from a specific class for the balance of the semester. Where the student's conduct does not warrant expulsion from school, the student may be removed from a specific class without credit for the balance of the semester. This in-school suspension may isolate the student from a specific class while under proper supervision.
- H. Expulsion. Expulsion is that act carried out only by the Board of Directors by a majority vote that expels any student from school for violation of the regulations or rules established by the Board, including without limitation, the Discipline Policy, when the presence of the pupil is detrimental to the best interest of the school.

III. ADMINISTRATIVE ACTION

- A. Removal from Class. Classroom teachers may temporarily remove from class any student who has become a discipline problem. Such removal from class shall be to the office of the principal or a designee and shall not exceed ten (10) days.

When a student is removed from class to the office of the principal or a designee by a classroom teacher, the principal or designee shall ascertain the reasons for the temporary removal from class. The classroom teacher shall submit a written report to the principal specifying the misconduct or reason for suspension from class. If

necessary, suitable arrangements for readmission to class shall be established during a teacher-student conference, which may include the principal or his or her designee, and may also include the parent(s) or guardian(s).

- B. Probation Period. The principal or his or her designee may specify that the student may be readmitted to class upon probation, conditional upon good behavior during a specific period. Probation may be imposed for infractions of school rules or policies (including the Discipline Policy) where the infraction does not necessarily warrant removal from school by suspension. Written notice of probation shall be given to the student and his or her parent(s) or guardian(s) and shall be placed in the student's file. Should the student breach the conditions imposed for probation, the student may be suspended from school, or may be subject to any of the other authorized actions pursuant to the Discipline Policy and these Administrative Rules and Procedures.
- C. In-school Suspension. The principal or designee may specify the imposition of an in-school suspension which shall be imposed for a period not to exceed ten (10) school days. In-school suspension may be imposed for infractions of school rules or policies (including the Discipline Policy) where the infraction does not necessarily warrant removal from school by suspension. Written notice of an in-school suspension shall be given to the student and his or her parent(s) or guardian(s), and shall be placed in the student's file and shall also be given to the President of the Board of Directors of the school district. Administrative Procedures in Section IV herein shall be followed.
- D. Removal from a specific class for the balance of the semester (grades 7-8)/term (grades 9-12). If the principal or designee determines that other sanctions for discipline have not and will not resolve a specific discipline problem in a class situation, and if the principal or designee in consultation with the Superintendent determines that expulsion is not recommended, then the principal may recommend removal of the student from the specific class for the balance of the school semester (grades 7-8)/term (grades 9-12). Such removal shall be specified only after the principal has explored all available disciplinary alternatives and all other educational alternatives, including placement of the student in another class under the direction of another teacher, and only after a conference has been held with the student and his or her parent(s) or guardian(s). Notice of such removal from class for the balance of the semester shall be given in writing to the student, parent(s) or guardian(s), the Superintendent of Schools, and the President of the Board of Directors of the school district.

When a student is removed from a specific class for the balance of the semester (grades 7-8)/term (grades 9-12), such action shall be taken only after thorough investigation by the principal as above specified, and only after a conference with the student and the student's parent(s) or guardian(s). Prior to such conference, the principal shall give written notice to the parent(s) or guardian(s) that the principal is considering removal of the student from a specific class for the balance of the semester (grades 7-8)/term (grades 9-12). The notice shall describe, or have attached, documents which describe the alleged incidents which gave rise to such consideration, including a direct citation of the discipline policy, board policy, and/or state statute that has been violated, and the time, place, and date of the conference. At the conference, the principal shall explain the evidence and the rules or policy allegedly violated. If the student denies the charges, the student shall be given the opportunity to examine witnesses, to call witnesses on his or her own behalf, and to offer an explanation on his or her own behalf. After such conference, the principal shall review the evidence and determine what sanction should be imposed, if any.

No more than one such removal from a specific class may be imposed upon a single student during a single semester, and if further removal is indicated, then the student should be recommended for expulsion.

- E. Suspension. A student may be suspended for up to ten (10) school days by the principal or his/her designee for violation of the regulations or rules established by the Board of Directors of the School District, including breach of discipline as defined by the Discipline Policy, or for conduct detrimental to the best interests of the School District, or when the presence of the student will cause substantial interference with the maintenance of the educational environment or in the normal operation of the school. Notice of suspension shall be mailed to the student's parent(s) or guardian(s), the Superintendent, and the President of the Board of Directors of the

school district. Under no circumstances may more than one (1) in-school suspension or out-of-school suspension be imposed upon a student based upon the same set of facts.

- F. Exclusion of Student for Health Reasons. Any student who has a communicable disease or poses a substantial threat to the health or safety of the school community may be removed from school by the principal or a designee, in consultation with the student, the student's parent(s) or guardian(s), and a medical consultant of the school district. The student who is excluded from school may be readmitted by a statement from a doctor that is reviewed by a school medical consultant, satisfactory to the school medical consultant that the student no longer poses a threat to the health or safety of the school community.

A medical consultant may exclude any child who is so abnormal that regular instruction would be of no substantial benefit to the student or whose presence in school may be injurious to the health of self or others. However, such student shall be provided special instruction. Such exclusion shall be only after evaluation of the student and consultation with the parent(s) or guardian(s). A person shall not be enrolled without proper documentation of immunization.

#### IV. ADMINISTRATIVE PROCEDURES

To be followed when a student is placed on probation or suspended or denied privileges or declared ineligible for extracurricular activities, or when a student is removed from a specified class for the balance of the semester.

- A. The student should be told what he or she is accused of doing, orally or in writing, and be given an explanation of the evidence and the rules or policy allegedly violated. The principal or designee shall make an informal investigation, hearing all available accounts of the incident, and have discussion with the student. If written notice and explanation is not given, a written memorandum shall be prepared after the discussion, one copy to be placed in the student's file and the other to be mailed to the student's parent(s) or guardian(s).
- B. If the student denies the charges, he or she should be given an opportunity to explain his or her side of the story. There need be no delay between the time of the discussion and explanation to the student and the student's opportunity for response.

The principal or designee may, in his or her discretion, find it advisable to have the person(s) who observed and reported the misconduct present when the accusation and explanation is given; to allow the student to confront each person(s); or to hear the person(s) on behalf of the student. Such proceedings shall be recorded. If the student makes a reasonable request that other persons be questioned, the principal or designee should attempt to talk to them if possible.

- C. If the student does not deny the charges, the principal shall explain the sanction to be imposed.
- D. Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, the notice and hearing should follow as soon as practicable, not later than three (3) school days after immediate suspension. If the student is immediately removed from school, the principal or designee shall investigate the incident and decide, by the end of the school day, whether further disciplinary action is necessary. If an additional suspension is necessary beyond the end of the school day, the principal or designee shall give notice to the student and his or her parent(s) or guardian(s), describing what the student is accused of doing, an explanation of the evidence, the rule or policy allegedly violated, and the time when the student and his or her parent(s) or guardian(s) may have a hearing as heretofore provided.
- E. Nothing in this procedure shall be construed to prohibit informal settlement by the parent(s) or guardian(s) by agreement, or waiver of hearing, or both.
- F. To the extent the above-listed procedures are inconsistent with the due process procedures set forth in Policies 503.2R1 and 503.4R1, the latter policies shall take precedence over this policy and the procedures listed herein.

#### V. PROCEDURES FOR SENDING A SUSPENDED PUPIL HOME DURING THE SCHOOL DAY

When a student is suspended, the principal shall attempt to reach the student's parent(s) or guardian(s) to inform them

of the school's action and to request that they come to the school for the child. If the student is entitled to transportation, and if the parent(s) or guardian(s) are unable to come for the child, the school shall provide transportation to the home, provided there is a parent or guardian there to receive the child. If the principal cannot reach the parent(s) or guardian(s), or where no one will be at home to receive the student, the student shall remain on school property until the close of the school day. Notwithstanding this requirement, the principal may order the student to leave the school premises immediately when faced with mass violations of school rules or where it is not possible to keep the student on school premises and restore order or protect people on the school grounds. However, even in this instance, distance to the home and the age of the individual child may require keeping the student until the parent(s) or guardian(s) can be contacted.

VI. PROCEDURES FOR HANDLING STUDENT TOBACCO, ALCOHOL OR CONTROLLED SUBSTANCE CASES.

Smoking, drinking alcoholic beverages, use of controlled substances or possession of any of these substances on school property is prohibited.

- A. A student's violation of Board Policy 502.7 regarding tobacco shall result in the following discipline:
  - 1. First Offense: Three (3) day suspension and other disciplinary action at the discretion of the principal.
  - 2. Second Offense: A second offense in any one school year will result in a ten (10) day suspension and other disciplinary action at the discretion of the principal.
  - 3. A third offense in any one school year will result in a recommendation to the Board of Directors for expulsion.
  - 4. Where appropriate, Board Policy 503.4 (Student Conduct) will also be enforced.
- B. A student's violation of Board Policy 502.7 regarding alcohol shall result in the following discipline:
  - 1. First Offense: Ten (10) day suspension and other disciplinary action at the discretion of the principal.
  - 2. Second Offense: A second offense in any one school year will result in a recommendation to the Board of Directors for expulsion.
  - 3. Where appropriate, Board Policy 503.4 (Student Conduct) will also be enforced.
- C. A student's violation of Board Policy 502.7 regarding controlled substance shall result in the following discipline:
  - 1. An offense in any one year will result in a recommendation to the Board of Directors for expulsion.
  - 2. Where appropriate, Board Policy 503.4 (Student Conduct) will also be enforced.

VII. ALCOHOL OR CONTROLLED SUBSTANCE REFERRAL

- A. All school personnel shall report information relative to students with alleged drug problems to the principal.
- B. The principal may refer the matter to the counselor or other school personnel.
- C. The principal may refer the case to the school physician.
- D. In cases of self-referral by a student, parent(s) or guardian(s) may be called at the discretion of the principal.

VIII. STAFF COOPERATION

It shall be the responsibility of all teachers, administrators and staff members (PK-12) to cooperate with any investigations into purported student violations of the Student Discipline, Good Conduct or Eligibility Policy. Teachers, administrators and staff members shall have the affirmative duty to report all known violations to the appropriate authorities for investigation. If information comes to the attention of school authorities by way of a substantiated rumor that a particular student has violated the Student Discipline, Good Conduct or Eligibility Policy, the appropriate administrator will investigate the facts and circumstances surrounding the alleged violation.

### **SUSPENSION AND EXPULSION – Board Policy 503.2**

The principals and persons in charge of attendance centers in the Sheldon Community School District shall have the authority to suspend students temporarily from school for a period not to exceed ten (10) consecutive days. Additionally, the principals or their designee shall have the authority to suspend students from co-curricular activities in accordance with school district disciplinary rules, the student eligibility policy and other administrative policies. Further, upon recommendation of the Superintendent, the Board of Directors, by majority vote, may expel a student for a period of time not to exceed twelve (12) months. Due process shall be observed.

### **SUSPENSION – ADMINISTRATIVE RULES AND REGULATIONS – Board Policy 503.2R1**

Students may be suspended from school, for a period not to exceed ten (10) consecutive days, and additionally can be suspended from extracurricular activities for misconduct and violation of school district policies, including, but not limited to the student discipline and student eligibility policies.

Prior to any such suspension from school or extracurricular activities, the following due process procedure shall be followed:

1. A hearing will be held with the student and/or his parent(s) or guardian(s), at which time the student is given oral or written notice of what he/she is accused of doing.
2. During the hearing, the student shall be told the basis for the accusation and shall be given an explanation of the evidence.
3. The student shall be given an opportunity, during the hearing, to present his/her side of the story if the student denies the charge.
4. The hearing may be held immediately following the notification of the alleged misconduct.
5. A student may be immediately removed from school when the student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process. In case of immediate removal from school, the necessary notice and hearing (as provided in Nos. 1, 2, and 3 above) shall be followed as soon as practicable.
6. Immediately following the suspension of a student, his/her parents or guardian(s) shall be notified in writing that the suspension has occurred and the reason(s) therefore.
7. The student, and his/her parent(s) or guardian(s), shall be apprised that they may appeal to the Superintendent of Schools if the suspension is made by the principal of his/her designee and to the Board of Education if the suspension is made or upheld by the Superintendent.
8. Written notice of student suspension shall be given at once to the Superintendent, who will notify the President of the School Board.

### **EXPULSION – ADMINISTRATIVE RULES AND REGULATIONS – Board Policy 503.2R2**

The Board of Directors may, by majority vote, expel any student from school for a violation of the rules and regulations approved by the Board, or when the presence of the student is detrimental to the best interest of the school.

1. Prior to the expulsion, a hearing before the full Board will be held with the student and his/her parent(s) or guardian(s).
2. Prior to a hearing before the full Board, the student and his/her parent(s) or guardian(s) will be given written notice about the regulation being violated, the evidence and witnesses the school will produce at the hearing, and be advised that the student may be represented by counsel. The information will be conveyed to the parent(s) or guardian(s) far enough in advance of the hearing to allow for preparation of defense. The minimum allowance for notice shall be 2 days.
3. The student will be allowed to be represented by counsel if such assistance is retained by the parents and student.

The opportunity for cross-examination shall be permitted at a student's hearing. However, the Board shall use wise discretion to protect student witnesses. The Board may legally elect to substitute sworn testimony, or may hear and question the student witness out of the presence of the defended student.

A student expelled by a majority vote of the Board of Education can only be readmitted by majority vote of the Board of Education in the same school year.

**GOOD CONDUCT RULE – Board Policy 503.4**

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes.

Students who participate in co-curricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal shall keep records of violations of the good conduct rule.

It shall be the responsibility of the Superintendent to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

**CARE OF SCHOOL PROPERTY / VANDALISM – Board Policy 502.2**

Students will treat school district property with the care and the respect they would treat their own property. Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school district. They may be subject to discipline under board policy and the school district rules and regulations. They may also be referred to local law enforcement authorities.

It is the responsibility of the Superintendent, in conjunction with the principal, to develop administrative rules regarding this policy.

**STUDENT-TO-STUDENT HARASSMENT/ANTI-BULLYING /HARASSMENT POLICY – Board Policy 502.10104**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Board. The Board 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. To that end, the Board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees and volunteers who have direct contact with students will not be tolerated in the school or school district.

The Board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but 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, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the Board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school and school district. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measure up to, and including, 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 up to and including, 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 up to, and including, exclusion from school grounds. “Volunteer” means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that has the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall 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.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Level I or Alternate Level I Investigator will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the Superintendent, in conjunction with the Level I, Alternate Level I, and building principals, to develop procedures regarding this policy. The Superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include proven effective harassment prevention strategies. The Superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment.

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 web site, and a copy shall be made to any person at the central administrative office at 1700 E. 4<sup>th</sup> Street, Sheldon, IA 51201.

#### **DISTRICT NETWORK (ORABNET) & TECHNOLOGY ACCEPTABLE USE POLICY**

Technology is a vital part of the Sheldon Community School District's (District) curriculum. OrabNet and the Internet are available to students, employees, volunteers, and contractors (users). Appropriate and effective use of the OrabNet and the Internet allows access to resources critical in supporting our mission. The Internet can provide a vast collection of educational resources for students and employees. The purpose of this policy is to be transparent with users about the expectations on safe and acceptable use of our technology.

All users shall abide by the District's policies and regulations as well as applicable federal, state, and local laws when using the District's technologies including computers and devices and when using personally-owned technology on the District's campuses. Violations may result in disciplinary action including, but not limited to, loss of privileges for a definite or indefinite period, termination of employment, or in the case of a student, notification to parents, probation, suspension, and/or expulsion. Violations of law may result in criminal or civil prosecution.

The District employs various security measures to protect the security of information technology resources and individual user information. The District educates students about appropriate online behavior including interacting with other individuals through e-mail, social networking sites, and chat rooms. Students are also educated on cyber bullying such as awareness and response and other unlawful activities online such as hacking. Employees provide age-appropriate training for students who use the Internet at school. Training also educates users on the District's compliance with the E-rate program requirements of the Children's Internet Protection Act (CIPA).

Employees and students will be instructed on the safe use of the Internet on an annual basis. Students' Internet activities will be monitored on a random basis by the District to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography, or other harmful content to minors. The District uses technology protection measures to restrict students' access to harmful materials.

Due to the global nature of the Internet, it is impossible for the District to control all available information. Information on the Internet appears, disappears, and changes constantly. The District cannot predict or control all the information students or employees may locate on the Internet. Although students will be under District employee supervision, it is not possible to constantly monitor all students individually while they are accessing the Internet or other outside networks. Some students may encounter information having no educational value. Also, the District does not guarantee the accuracy of information on the Internet.

Parents, students, and employees must sign a permission form to access the Internet. Students and employees will sign a form on an annual basis acknowledging they (1) have read and understand the District Network (OrabNet) & Technology

Acceptable Use Policy and Regulations, (2) will comply with the policy and regulations and (3) understand the consequences for violation of the policy or regulations. Individual OrabNet accounts will be issued to students for Internet access. While at school, students shall use only their own OrabNet account. Users are not allowed to access personal or home accounts such as, but not limited to, Yahoo, Hotmail, MSN, Facebook, and MySpace within OrabNet.

Student internet records and access records will be managed in accordance with applicable federal and state laws. In compliance with federal law, this policy will be maintained at least five (5) years beyond the termination of funding under the Children's Internet Protection Act (CIPA) and/or E-rate. The District is committed to compliance with all applicable state and federal law applicable to technology use.

### **DISTRICT NETWORK (ORABNET) & TECHNOLOGY ACCEPTABLE USE REGULATIONS**

The following regulations shall apply equally to students, employees, volunteers, and all other persons (collectively users) accessing and using the Sheldon Community School District's (District) technology. Specific users may have additional obligations to the District based upon the nature of their positions. All District technologies including, but not limited to, hardware, software, Internet, and mobile devices are to be used in a responsible, ethical, and legal manner.

The District's technology network system (OrabNet) links schools together and provides access to public networks to promote education. Use of OrabNet is solely to facilitate the exchange of information to further student's education and research consistent with our mission. OrabNet's software and hardware technology, the information transmitted on it, and documents created on it are the property of the District.

The District has the right to supervise the use of such property and may monitor, access, and review such property without prior permission of any OrabNet users. Each person requesting access to OrabNet must complete an Access Release and Authorization Form acknowledging user obligations. Use of OrabNet or the District's technology without signed authorization is prohibited.

The District shall not be liable for the actions of anyone connecting to OrabNet or the Internet through OrabNet. All users shall assume full liability (legal, financial, or otherwise) for their actions while using OrabNet and will be held accountable for any harm or damages that result. Parents or guardians agree to accept financial responsibility for any damages or expenses incurred because of activity by their student while using OrabNet.

#### **NETWORK (OrabNet):**

1. Use of OrabNet promotes the exchange of information to further education and research and is consistent with the mission of Sheldon Community School District.
2. Access to online content via the network may be restricted in accordance with our policies and state and federal regulations including the Children's Internet Protection Act (CIPA).
3. OrabNet is not for game playing, private or commercial business use, political or religious purposes, or for accessing personal or home accounts.
4. Any use for illegal activity or attempted illegal activity is prohibited.
5. Use to access, create, upload, download, or distribute material that may reasonably be categorized as containing nudity, obscene or pornographic material, or individuals not meeting the Student Appearance policy and regulations is prohibited.
6. Cyberbullying in any form intended to scare, hurt, embarrass, or intimidate another person is prohibited.
7. Sending material reasonably likely to be offensive or objectionable to other individuals is prohibited.
8. Hacking; uploading, downloading, or creating computer viruses and other malicious computer programs; and using programs that harass persons within or outside the District's network or infiltrate a computing system and/or damage the software components is prohibited.
9. Users will make the most efficient use of network resources to minimize interference with network performance and other users.
10. Any use to access outside resources must conform to this policy and regulations.
11. Users shall not plagiarize any resources or content located within or outside of the District's network. Research conducted online should be appropriately cited to give credit to the original author.
12. Subscriptions to listserves, bulletin boards, social media feeds, and other services must be pre-approved.
13. Web browsing, posts, chats, sharing of information and documents, and messaging on the District's network may be monitored.

#### **SECURITY:**

1. Users will respect the rights and property of others and will not improperly access, misappropriate, or misuse the files, data, or information of others within or outside of the OrabNet network.

2. Users may not share their accounts with anyone or leave the account open or unattended.
3. Users will keep all accounts and passwords confidential and inaccessible to others.
4. Users are responsible for making back-up copies of their documents.
5. Users should be careful not to share personally-identifying information online.
6. Users will alert the District immediately of any concerns for safety or security.

**SOFTWARE & HARDWARE:**

7. Users are responsible for taking precautions in preventing viruses on personal computer hardware and mobile devices as well as the District's computer hardware and mobile devices.
8. Use of personally-owned devices by users on the District's campuses must comply with District policies and regulations and violations may result in disciplinary action as described herein.
9. Illegal installation, upload, download, or distribution of copyrighted software or files is prohibited.
10. Contact the District's System Manager to install any software on the District's hardware.
11. Users shall immediately report any loss, damage, or malfunction of the District's software or hardware.
12. Use of District issued software and hardware, including laptops, tablets, and mobile devices, may be monitored without prior consent of the user.
13. Users shall abide by this policy and regulations when using the District's hardware or devices off the District's network.
14. No person shall have exclusive use of District equipment unless authorized by the Superintendent or his/her designee.

**ELECTRONIC MAIL (E-MAIL):**

15. E-mail is provided to District staff to exchange information consistent with the District's mission.
16. Students may access the e-mail for approved classroom projects through their teacher's account.
17. E-mail cannot be used for private or commercial offerings of products or services for sale or to solicit products or services.
18. E-mail cannot be used for political or religious purposes.
19. E-mail messages are subject to District monitoring, access, and review at any time.
20. E-mail should not be used to broadcast messages outside of the building unless approved by the District.
21. Employees may use e-mail for limited personal use provided such messages (whether being sent or received by an OrabNet user) comply with this policy and regulations, do not interfere with their employment duties, and do not result in the misuse of the District's time or other resources.
22. No content should be included in an email message transmitted via the OrabNet that would not be appropriate to place on the District's letterhead correspondence subject to state and federal laws.
23. Nothing in this subsection or any other provision of this policy and regulations shall be construed to limit the right of the District to access and review any user's e-mail messages without obtaining the prior permission of that user.
24. E-mail should be deleted regularly from the user's e-mail directory to conserve electronic file space.

**GOOGLE SUITE FOR EDUCATION:**

25. The District will provide staff and students with a Google Suite for Education account.
26. Google Suite for Education provides our students and teachers with a platform to communicate and collaborate in a safe, online environment using word processing, presentation, and spreadsheet tools.
27. Google Apps services may be accessed at any location with an Internet connection (school, home, smart phone, etc.).
28. The District's Google Suite accounts are only to be used for school related tasks.

**NETWORK ETIQUETTE:**

1. Use of OrabNet is a privilege and may be taken away for violation of Board policy or regulations.
2. Each network outside of OrabNet may have its own set of policies and procedures. Users will abide by the policies and procedures of these other networks when connected to utilize those resources.
3. Users will respect all copyright and license agreements.
4. Users will properly cite authors or authorities for all quotes, references, and sources.
5. Users will only not waste District technology resources such as bandwidth.
6. Users will also apply the privacy, ethical, and educational rules governing other forms of communication.
7. Users should alert a teacher or other District employee if such user sees threatening, bullying, inappropriate, or otherwise harmful content online or conduct by another user.
8. Users accessing Internet services incurring a cost will be responsible for payment of those costs.
9. Users should adhere to the following guidelines on managing email:
  - a. Others may read or access the e-mail and the District may monitor such emails; therefore, private messages should not be sent.
  - b. Delete unwanted messages immediately.

- c. Use of objectionable or offensive language or content is prohibited.
- d. Always sign messages with an appropriate signature and title as applicable.
- e. Always acknowledge receipt of a document or file.

**EXAMPLES OF TECHNOLOGY UNACCEPTABLE USE:**

Examples of violations include but are not limited to:

1. Using or attempting to use someone else's authorization for access to OrabNet.
2. Accessing or attempting to access without permission someone else's computer files (including system files) on the District's network or property or outside OrabNet with the District's technology property.
3. Threatening, intimidating, bullying, or harassing another person by use of District property or network.
4. Impairing, interrupting, or inhibiting any other person's access to or use of resources (e.g., generating or spreading a virus, sending codes to lock another person's keyboard, making excessive noise, playing games on-line, inordinate consumption of resources, etc.), except as consequential to normal and acceptable use.
5. Permitting others (at Sheldon or elsewhere) to use your authorization.
6. Sending anonymous, deceptive, fraudulent, offensive, or unwelcome electronic communications.
7. Using local, regional, or national networks for conduct that violates Sheldon Community School District agreements with the Iowa Communication Network (ICN).
8. Violating license agreements, copyrights, or other intellectual property rights.
9. Forwarding cartoons, videos, chain emails, jokes, and other information or content that do not serve a legitimate educational purpose as determined solely in the discretion of the District.
10. Attempt or perform any other activity contradictory to or not consistent with the mission, policies, and best interests of the Sheldon Community School District.

**GENERAL INFORMATION:**

Interpretation: Interpretation, application, and modification of this District's Network (OrabNet) & Technology Acceptable Use Regulation are within the sole discretion of Sheldon Community School District. Any questions or issues regarding this policy should be directed to the Sheldon Community School District administration.

Acceptable Use: Users must comply with Sheldon Community School District education policies and regulations. Use of the OrabNet must comply with the goals and objectives of the District classes and educational programs. Users must be aware that inappropriate use of an account can be a violation of local, state, and federal laws, and that they could be prosecuted for violating those laws.

Personal Responsibility: Users must accept personal responsibility for authorized and appropriate use of any OrabNet account made available to them. Access to OrabNet resources is a privilege not a right. Users acknowledge that they will be held personally responsible for any use made of authorized access to OrabNet computing resources. Unauthorized or inappropriate use of the OrabNet computing resources may be grounds for sanctions, which could include suspension or loss of computing privileges, disciplinary action up to and including suspension, expulsion, termination of employment, or legal action.

Limitation on Liability: The District will not be responsible for damage or harm to persons, files, data, software, or hardware. The District maintains filtering devices and other safety and security measures, but the District cannot predict or control all the information students or employees may locate on the Internet. The District makes no guarantees as to the effectiveness of such safety and security measures. Any debt incurred by a user as a result of improper use of OrabNet, the Internet, or e-mail is the responsibility of the user or if a student, the student's parent/guardian/custodian.

Privacy and Safety: E-mail is not guaranteed to be private. The District reserves the right to monitor communications on all authorized accounts and the network. Protect your own privacy. Be cautious. On the Internet users may claim to be someone they are not. Don't publicly post your phone number, address, or other personal information or save the same information to the District network drive. User files are accessible to persons with system privileges. Do not arrange a face-to-face meeting with a person whom you do not know. Do not respond to any messages or social media posts that are suggestive, obscene, belligerent, threatening, or make you feel uncomfortable. If you receive any uncomfortable messages, promptly reported it to your teacher.

Copyrighted Software: Users of software shall abide by the software licensing agreement provided by the software publisher. Without notice, any equipment on the District's property may be audited for compliance. Software piracy and the illegal use or possession of copyrighted software is strictly prohibited.

Site Licensed Software: Site licensed software is that which can be used on any equipment at the site for which the software was purchased. This software can be copied legally by anyone to any equipment at the site belonging to the license. Unless

permitted by the license, it shall not be copied to equipment not owned by the licensee. Before equipment is moved from one site to another, any site-licensed software shall be removed.

Network Use Software: Network use software is purchased for use by a limited number of concurrent users. This software is launched from a server and concurrent use is regulated by server software. Unless permitted by the license, this software shall not be copied from the server to individual hard drives or storage devices.

Concurrent Use Software: Concurrent use software is the same as network use software except it can be copied to work stations if regulated by metering program.

Single License Software: Single license software can be owned by a school, department, or sub-organization within the District. Such software shall not be copied to multiple machines or media in violation of the license agreement.

Such software owned by individuals in the district may be brought into the District under the following conditions:

- a. The user can provide ownership.
- b. The user adheres to the licensing agreement for the software.
- c. The user has registered software with the software company.
- d. The user has registered the software with the District's System Manager and received permission to use the software.

Property Rights: The District has the right to specify who uses its equipment and the information contained therein, under what circumstances, and to what purpose. Equipment purchased by the District belongs only to the District and neither employees, volunteers, nor students in the District have ownership rights to any equipment loaned to them by the District. Extensive use of District equipment and software for private or personal business is strictly prohibited and will subject the violator to disciplinary action.

Security: The District assumes no responsibility or liability if documents stored on District equipment are lost or damaged, nor will the District be responsible for security violations beyond the proper punishment of those persons involved in such violations. Do not give your password to any other person. Do not use another person's account. You are responsible for any use of your authorized account and for keeping it secure.

False Entry/Alteration: No user shall make false entry or alteration of any document, either paper or electronic, used or intended to be used in connection with the operation of any school within the District, nor shall any user open or alter official school documents or private documents, either paper or electronic.

Banned Website Visits: A list of all sites a student accesses or attempts to access is recorded in accordance with the Children's Internet Protection Act (CIPA). Our proxy servers automatically pick up any illegal site requests from students. Students are accountable for accessing or attempting to access illegal sites unless approved by their teacher. Illegal sites include, but are not limited to: adult oriented sites, gambling sites, illegal drug sites, gaming or arcade sites, social networking sites

Controversial Materials: OrabNet users may encounter material that is controversial and which users, parents, teachers, administrators, or others may consider inappropriate or offensive. However, on a global network it is impossible to control effectively the content of available data. The user must apply the guidelines of this policy and regulations in making decisions about accessing material. Any effort on the part of the District to restrict access to material shall not be deemed to impose any duty on the part of the District to regulate the content of material on the Internet, the World Wide Web, or other accessible networks.

Restricted Material: OrabNet Users will not intentionally access, upload, download, or disseminate any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations

Enforcement: The District shall rigorously uphold laws and rules pertaining to the use of technological equipment and the information contained in them and/or generated by their use in the Sheldon Community School District. Anyone found to be violating such laws or rules shall be subject to suit for criminal charges and civil damages as well as prosecution by the District to the full extent of the law. Any violation of the rules may result in the revocation of access privileges and disciplinary action up to and including suspension, expulsion, legal action, or termination of employment.

Warranties: The District makes no warranties of any kind, whether expressed or implied, regarding use of computer information services. The District will not be responsible for any damages suffered because of using computer information services. The District will not be responsible for loss of data because of delays, non-deliveries, or interruptions of service caused by the system or user errors or omissions. Use of any information obtained through the system or network is at the user's risk. The District specifically disclaims any responsibility for the accuracy of information obtained through use of your network account.

Student Violations: Students who violate this policy and regulations shall be subject to the appropriate action described in Board policy or regulations or the following consequences. The District reserves the right, in its sole discretion, to determine the level of violation and discipline. The descriptions below are not intended to be exhaustive as other violations and disciplinary actions may apply. If the conduct involves a civil or criminal law violation, information on the student's conduct may be turned over to the proper authorities.

#### Level 1 Violation Descriptions and Disciplinary Actions

These violations include, but are not limited to:

- Using student technology (school or personal) during class for non-class related reasons (games, videos, music files, CDs, DVDs, handheld devices including phones, browsing off-topic websites)
- First attempted access to banned sites (attempt defined by all attempts within one day unless circumstances of the daily activity warrant higher discipline)
- Minor vandalism or damage of technology devices (intentional or unintentional) collectively valued under \$100.00.
- Sending an inappropriate email not including harassment, bullying, offensive content, or pornographic material.

Disciplinary actions for Level 1 violations include, but are not limited to:

- Warning, detention, suspension, and loss of computer privileges for a determined amount of time

#### Level 2 Violation Descriptions and Disciplinary Actions

Level 2 Violations are considered major offenses and typically show the higher disregard for other people, the school's equipment, and our policy.

These violations include, but are not limited to:

- Failure to report any vandalism or network security violations known or which a student becomes aware.
- Second attempted access to banned sites. Parents/guardians/custodians will receive a list of sites attempted.
- Using technology to cheat, plagiarize, or infringe copyright.
- Vandalizing or damaging hardware (intentional or unintentional) causing damage collectively valued at more than \$100.00 but less than \$500.00.
- Sharing your account with another person or using another student's account.
- Using or attempting to use proxy or anonymous surfing services to mask internet usage.

Disciplinary actions for Level 2 violations include, but are not limited to:

- Detention, suspension, and loss of computer privileges for a determined amount of time

#### Level 3 Violation Descriptions and Disciplinary Actions

Level 3 Violations are considered severe offenses and are typically malicious in nature with the intent to cause a major (1) disruption on our network or within the classroom or (2) harm others or property.

These violations include, but are not limited to:

- Creating or posting information, documents, or images aimed at insulting, defaming, harassing, bullying, threatening, belittling, or otherwise intending to harm (emotionally or physically) another person (violation severity level based upon facts of the situation)
- Using the District's technology or a staff member's computer without permission.
- Attempting to acquire unauthorized access to the network. This includes trying to steal teachers, staff or administrators' passwords.
- Creating documents or posting information advocating or threatening illegal acts towards one's self or another person
- Attempting to use or using tools or the District's technology for hacking, phishing, or similar activity illegal or intended to be disruptive to a network or person's hardware/software.
- Use of the District's technology for any illegal activity
- Purposely and willfully vandalizing or attempting to vandalize software, data, or hardware causing the need for complete device replacement or repair costs of \$500.000 or more.

Disciplinary actions for Level 3 violations include, but are not limited to:

- Suspension, recommendation for expulsion, and loss of computer privileges for a determined amount of time.

**Please sign the Access Release and Authorization Form if you would like to be granted Internet access and return the permission form to the building principal's office.**

**ACCESS PERMISSION LETTER TO PARENTS**

Dear Parents:

Your child is qualified to receive an OrabNet and Internet account. For your child to utilize these resources, the District needs your permission to provide him/her the account. Your child will use this account to communicate with other schools, colleges, organizations, and students around the world. Additionally, the account will give your child the opportunity to connect with other people to share educational information, learn concepts related to their studies, and research topics for projects.

With this educational resource access also comes responsibility. You and your child must read the enclosed Access Release and Authorization Form and the District Network (OrabNet) & Technology Acceptable Use Policy & Regulations. Please discuss the information with your child. We will gladly answer any questions you may have.

The Acceptable User Policy and Regulations outline the rules that students are expected to follow when using school technologies or when using personally-owned devices on the District's campuses. It is extremely important that your child follows the rules when using his/her OrabNet & Internet account. Failure to follow the policy and regulations will result in the loss of the privilege to use this key educational tool. Violations of the rules may also result in detention, suspension, or even expulsion.

Please note that you are legally responsible for your child's actions when using this account. Stress to your child the importance of using only his/her own account and password in a respectful and compliant manner. Explain the importance of keeping his/her account access information a secret from other students. Your child should NOT let anyone else use his/her account and password under any circumstances!

Although we have established acceptable use policies and regulations, please be aware that there may be unacceptable material or communications on the Internet that your child can access. We also provide age appropriate education to students on safe use of the internet. Yet, the District cannot control or guarantee all material available to students on other computer systems and networks.

After you have read and discussed the policy and regulations with your child, and if you agree to allow your child to have an OrabNet and Internet account, please sign the Access Release and Authorization Form. Then return it to your school by [DATE].

Sincerely,

**DISTRICT NETWORK (ORABNET) & TECHNOLOGY ACCEPTABLE USE POLICY**

Student: \_\_\_\_\_

Principal: \_\_\_\_\_

Date: \_\_\_\_\_

The above-named student violated the OrabNet Acceptable Use Policy in the following manner and will receive the discipline action outlined below:

**Level 1 Violation Descriptions and Disciplinary Actions**

The violation:

- \_\_\_\_\_ Using student technology (school or personal) during class for non-class related reasons (games, videos, music files, CDs, DVDs, handheld devices including phones, browsing off-topic websites)
- \_\_\_\_\_ First attempted access to banned sites/illegal sites (attempt defined by all attempts within one day unless circumstances of the daily activity and content of sites warrant higher discipline)
- \_\_\_\_\_ Minor vandalism or damage of technology devices (intentional or unintentional) collectively valued under \$100.00.
- \_\_\_\_\_ Sending an inappropriate email not including harassment, bullying, offensive content, or pornographic material
- \_\_\_\_\_ other: \_\_\_\_\_

Disciplinary Actions for Level 1 Violations:

- \_\_\_\_\_ warning
- \_\_\_\_\_ detention
- \_\_\_\_\_ suspension, and loss of computer privileges for a determined amount of time
- \_\_\_\_\_ other: \_\_\_\_\_

**Level 2 Violation Descriptions and Disciplinary Actions**

The violation(s):

- \_\_\_\_\_ First attempted access to banned sites/illegal sites (attempt defined by all attempts within one day unless circumstances of the daily activity and content of sites warrant higher discipline).
- \_\_\_\_\_ Failure to report vandalism or network security violations
- \_\_\_\_\_ Vandalizing or damaging hardware causing damage (intentional or unintentional) collectively valued at more than \$100.00 but less than \$500.00
- \_\_\_\_\_ Sharing your account with another student or using another student's account
- \_\_\_\_\_ Using or attempting to use proxy or anonymous surfing services to mask internet usage
- \_\_\_\_\_ Other: \_\_\_\_\_

Disciplinary Actions for Level 2 Violations:

- \_\_\_\_\_ detention
- \_\_\_\_\_ suspension
- \_\_\_\_\_ loss of computer privileges for a determined amount of time
- \_\_\_\_\_ other: \_\_\_\_\_

**Level 3 Violation Descriptions and Disciplinary Actions**

Level 3 Violations are considered severe offenses and are typically malicious in nature with the intent to cause a major disruption on our network, or within the classroom.

The violation(s):

- \_\_\_\_\_ Creating or posting information, documents, or images aimed at insulting, defaming, harassing, bullying, threatening, belittling, or otherwise intending to harm (emotionally or physically) another person (violation severity level based upon facts of the situation).
- \_\_\_\_\_ Using the District's technology or a staff member's computer without permission
- \_\_\_\_\_ Attempting to acquire unauthorized access to the network. This includes trying to steal teachers, staff or administrators' passwords
- \_\_\_\_\_ Creating documents or posting information advocating or threatening illegal acts towards one's self or another person
- \_\_\_\_\_ Attempting to use or using tools or the District's technology for hacking, phishing, or similar activity illegal or intended to be disruptive to a network or person's hardware/software

- \_\_\_\_\_ Use of the District's technology for any illegal activity
- \_\_\_\_\_ Purposely and willfully vandalizing or attempting to vandalize software, data, or hardware
- \_\_\_\_\_ Other: \_\_\_\_\_

Disciplinary Actions for Level 3 Violations:

- \_\_\_\_\_ suspension
- \_\_\_\_\_ recommendation for expulsion
- \_\_\_\_\_ loss of computer privileges for a determined amount of time
- \_\_\_\_\_ Other: \_\_\_\_\_

**SHELDON COMMUNITY SCHOOL DISTRICT NETWORK (ORABNET) & TECHNOLOGY  
STUDENT ACCESS RELEASE AND AUTHORIZATION FORM**

As a condition of using Sheldon Community School District's network (OrabNet), I understand the use of OrabNet and access to public networks is a privilege and agree to the following:

1. I will abide by such rules as adopted by Sheldon Community School District including the District Network (OrabNet) Acceptable Use Regulation.
2. Sheldon Community School District has the right to review any material transmitted or stored on any technology (hardware or software) provided by the District. The District has the right to edit or remove any material. I hereby waive any right that I may otherwise have in and to such material.
3. All information and services available on the Internet and OrabNet are placed there for informational purposes. I understand that I use OrabNet at my own risk.
4. Sheldon Community School District does not warrant the function of OrabNet or any other technologies provided and networks accessible through OrabNet to meet any specific requirements I may have. The District does not warrant that OrabNet and Internet access will be error free or uninterrupted. The District is not liable for any damages incurred in connection with the use, operation, or inability to use OrabNet and the Internet through OrabNet.
5. In consideration for using OrabNet and having access to public networks, I hereby release Sheldon Community School District and its officers, employees, and agents from any claims and damages arising from my use or inability to use OrabNet, the Internet, or other District technologies and property.
6. Further, I understand as a student I am subject to all school district policies, regulations, and procedures. I am charged with knowledge of the policies and regulations available to me to read by request or online at <http://sheldonschools.com>. I also understand that any violation may result in school discipline, a civil or criminal offense, and monetary damages. Should I commit any violation, my access privileges may be revoked, and disciplinary action taken up to and including suspension or expulsion. I may contact my building principal or the superintendent if I have questions about any policy.

Student Name: (please print) \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**PARENT OR GUARDIAN**

(a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Acceptable Use Policy and the Access Release and Authorization Form. I understand that this access is designed for educational purposes. Sheldon Community School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Sheldon Community School District to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. I will accept financial responsibility for any damages or expenses incurred because of my child's or ward's inappropriate or illegal activity while using OrabNet. Further, I accept responsibility for supervision when my child's or ward's use is not in a school setting. I hereby give permission to issue an account for my child or ward and certify that the information on this form is correct.

Parent or Guardian's Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**SHELDON COMMUNITY SCHOOL DISTRICT NETWORK (ORABNET) & TECHNOLOGY  
DISTRICT EMPLOYEE ACCESS RELEASE AND AUTHORIZATION FORM**

As a condition of using Sheldon Community School District's network (OrabNet), I understand the use of OrabNet and access to public networks, is a privilege and agree to the following:

1. I will abide by the rules as adopted by Sheldon Community School District including the District Network (OrabNet) & Technology Acceptable Use Policy and Regulations.
2. Sheldon Community School District has the right to review material transmitted or stored on any technology (hardware or software) provided by the District. The District has the right to edit or remove any material. I hereby waive all rights that I may otherwise have in and to such material.
3. All information and services available on the Internet and OrabNet are placed there for informational purposes. I understand that I use OrabNet at my own risk.
4. Sheldon Community School District does not warrant the function of OrabNet or any other technologies provided and networks accessible through OrabNet to meet any specific requirements I may have. The District does not warrant that OrabNet and Internet access will be error free or uninterrupted. The District is not liable for any damages incurred in connection with the use, operation, or inability to use OrabNet and the Internet through OrabNet.
5. In consideration for using OrabNet and having access to public networks, I hereby release Sheldon Community School District and its officers, employees, and agents from any claims and damages arising from my use or inability to use OrabNet, the Internet, or other District technologies and property.
6. Further, I understand that as an employee I am subject to all school district policies, regulations, work rules, and procedures. I am charged with knowledge of those policies available to me to read by request or online at <http://sheldonschools.com>. I also understand that any violation may result in employment discipline, professional ethics violation, a civil or criminal offense, and monetary damages. Should I commit any violation, my access privileges may be revoked, and disciplinary action taken up to and including termination of employment. I may contact my building principal, the board secretary, or the superintendent if I have questions about any policy.

User Name: (please print) \_\_\_\_\_ Building: \_\_\_\_\_

User Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## **STUDENT COMPLAINTS**

Students may file a complaint regarding school district policies, rules, and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

1. If an employee is involved, discussed the complaint with the employee within 2 days of the incident;
2. If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 2 school days of the employee's response or the incident;
3. If unsatisfied with the principal's response, talk to the superintendent within 2 days of the principal's response;
4. If unsatisfied with the superintendent's response, students may be required to speak to the board within 2 days of the superintendent's response. The board determines whether it will address the complaint.

## **SCHOOL BOARD POLICIES AND RULES**

A copy of the current Board of Director's Policy Manual and Discipline Policies and Administrative Rules is located in the lounge and the office of the Elementary Principal.

### **STUDENT APPEARANCE – Board Policy 502.1**

The Board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of student employees and visitors.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirement of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The Board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place, and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

### **PERSONAL PROPERTY AND SCHOOL LOCKERS, DESKS AND OTHER SCHOOL PROPERTY**

The School District assumes no responsibility for any personal property that is brought to school.

This includes, but is not limited to radios, calculators, musical instruments, cars, bicycles, clothing, etc. Any theft, however, should be reported IMMEDIATELY to the principal's office.

Although school lockers, desks and any other facilities and spaces may be temporarily assigned to individual students, they remain the property of the School District at all times. The School District has a reasonable and valid interest in insuring that school property is properly maintained. For this reason and in order to enforce school rules and maintain discipline, school officials may, without prior notice, periodically inspect all, or a randomly selected number of, school lockers, desks, and other facilities or spaces owned by the School District. Locker inspections may be completed without any suspicion of wrongdoing by students. A periodic inspection of a school locker, desk, or other facility or space owned by the School District will be conducted only in the presence of the student whose locker is being inspected or in the presence of at least one person other than the school official conducting the inspection. The affected student shall be informed of the search either prior to the search or as soon as reasonably practical after the search is conducted.

### **SEARCH AND SEIZURE / STUDENT SEARCH RULE – Board Policy 502.8**

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation

or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in schools, promote educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides a lock for it shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are 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 misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be ground for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The Board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

It is the responsibility of the Superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

#### **WEAPONS – Board Policy 502.6**

The Board believes that weapons, dangerous objects, and look-a-likes cause or may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors to 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-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and other 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, dangerous objects or look-a-likes 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 explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, any explosive, incendiary, or poison gas, or otherwise defined applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the Board are exempt from this policy. The superintendent may develop and administrative process or procedures to implement the policy.

#### **NOTICE OF SECURITY CAMERA & VIDEO USE POLICY**

The Sheldon Community School District Board of Directors has authorized the use of video cameras in the school district’s buildings and on school property. The video cameras will be used to monitor student behavior to maintain a safe, secure, and healthy environment for students, faculty, and staff. Students and parents are hereby notified that the content of the video recordings may be used in a student disciplinary proceeding. The content of the video recordings may be a confidential student record and, if so, will be retained with other student records. Video recordings will only be retained if necessary for use in a student disciplinary proceeding or other matters as determined necessary by school administration. Parents may request to

view recordings of their children in the even the recordings are used in disciplinary proceedings involving their children. Any such request shall be processed by the school district in accordance with applicable state and federal law.

### **OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS – Board Policy 500**

It is the goal of the Board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The Board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, creed, sex, marital status, national origin, religion or disability race, color, national origin, creed, religion, gender, disability, sexual orientation, gender identity, marital status, or socio-economic status. This concept of equal educational opportunity serves as a guide for the Board and employees in making decisions relating to school district facilities, employment, selection of education materials, equipment, curriculum, and regulations affecting students.

In the delivery of the education program, students shall treat the employees with respect and students will receive the same in return. Employees have the best interests of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with the guidance counselor or other employees.

Board policies, rules and regulations affect students while they are 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 misconduct will directly affect the good order, efficient management and welfare of the school district.

Board policy refers to the term “parents” in many of the policies, The term parents is for the purposes of this policy manual shall mean the legal parents, legal guardian or custodian of a student and, students who have reached the age of majority or are otherwise considered an adult by law.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Sheldon Community School District, 1700 4<sup>th</sup> Street, Sheldon, Iowa 51201; or by telephoning (712) 324-2504.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison St., Ste. 1475, Chicago, IL, (312) 730-1560, <http://www.state.ia.us/government/crc/index.html> or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district Superintendent’s office and the principal’s office in each attendance center.

### **NOTIFICATION REGARDING “FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974”**

The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion of a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Correspondence should be addressed to: The Family Educational Rights and Privacy Act Office, Department of Education, Switzer Building, 300 C Street SW, Washington, D.C. 20201.

#### **NOTICE OF NONDISCRIMINATION – Board Policy 102.E1**

Students, parents, employees and others doing business with or performing services for the Sheldon Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex/gender, marital status, sexual orientation, gender identity, disability, or socio-economic status in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex/gender, marital status, sexual orientation, gender identity, disability, or socio-economic status in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), §504 or Iowa Code §280.3 is directed to contact:

Cynthia Barwick, Middle School Principal  
Sheldon Community School District  
310 23<sup>rd</sup> Avenue  
Sheldon, Iowa 51201  
712-324-4346

Cynthia Barwick, Middle School Principal, has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and Iowa Code §280.3 (2007).

### **INTREPRETATION SERVICES:**

Interpreter services are available at East Elementary from 8:00 a.m. until 8:20 a.m. and 2 p.m. until 4:30 p.m. daily.

Servicio de Interpretacion:

Servicio de interpretacion disponible en East Elementary de 8:00 a.m. hasta las 8:20 a.m. y 2:00 p.m. hasta las 4:30. diariamente.

## **RESOURCES FOR FAMILIES WITH ELEMENTARY – AGED CHILDREN (AGES 5-10)**

### **Resources:**

**Pacer Center's Kids Against Bullying** – This website provides children in 2<sup>nd</sup> through 6<sup>th</sup> grades a safe, entertaining way to learn how to respond to bullying.

**Stop it Now!** – This website has prevention tools and lists of warning signs for adults who may suspect a child has been sexually abused, and also lists signs to watch for in other adults who may be abusing children.

**Keeping Children Safe from Abuse** Tips for Parents and Caregivers

**Early Childhood Great Lakes Region** Resources for O'Brien County

**CAASA** Center's Against Abuse and Sexual Assault

**Family Crisis Center**

### **Contact Information:**

[www.pacerkidsagainstabullying.org](http://www.pacerkidsagainstabullying.org)

[www.stopitnow.org](http://www.stopitnow.org)

Helpline: 1.888.PREVENT

[www.cfchildren.org](http://www.cfchildren.org)

<http://www.ecilakesregion.com/wp/business-directory/>

<https://www.caasaonline.org/>

<http://www.familycrisiscenters.org/>

1.800.382.5603 Free and Confidential Services

## **EAST ELEMENTARY – WEB PAGE INFORMATION**

**District website: www.sheldonschools.com**

- [Weekly bulletin](#) on Fridays
- [Daily announcements](#) every day
- [Activity Day Calendar](#)
- [Building Schedules](#) – Music, PE, Guidance, Library, Recess, Computer Lab
- [Parent Portal](#) to access students' grades, attendance, and lunch accounts.
  - See more info on bottom of this page

- Staff Directory - teachers' email addresses
- Excellence for East
- Student Handbook
- News and Announcements
- Class Supply Lists

### **Accelerated Reader (AR)**

- AR Quiz Finder
  - Just click on this link and enter the title to see if there is an AR Quiz for any book. The Reading Level and Points of all AR Quiz titles are also given.
- AR Parent Access
  - Click East Elementary Information
  - Click on Accelerated Reader
  - enter your child's AR user name and password (same AR user name/password child uses at school)

### **Accessing Parent Portal**

- 1) School homepage: [www.sheldonschools.com](http://www.sheldonschools.com)
- 2) Find the Parent Resources tab
- 3) Click on Parent Portal
- 4) or Pay Schools (Access to lunch accounts)
- 5) Enter username (set by you – call office for activation key if needed)
- 6) Enter password (for Parent Portal the password is your child's birthdate)
- 7) Access the information you need:
  - Attendance information
  - Report cards
  - Progress reports
  - Update your contact information
  - Check lunch balance or add lunch money

*Please contact the office if you need assistance to set up your Parent Portal account*

While most school materials are provided by the school, there are some tools that are better provided by the students.  
As a help to you as parents, your child will need the following school supplies:

<p><b>TRANSITIONAL KINDERGARTEN</b></p> <p>4 Pencils (No. 2) Ticonderoga preferred</p> <p>2 Boxes (24 Count) Crayola Crayons</p> <p>2 Boxes (8-10 Count) Crayola Classic Colors Markers</p> <p>1 Bottle (4 oz.) Elmer's Glue</p> <p>4 Large Elmer's Glue Sticks</p> <p>2 EXPO White Board Markers</p> <p>1 Flat Pencil Pouch (that can fit in a 3 ring binder)</p> <p>2 Boxes of Kleenex</p> <p>1 Container of Clorox Wipes</p> <p>1 Folder</p> <p>1 Plastic Fold Out Mat (one that can be wiped down) No rugs or blankets</p> <p>1 Set of Headphones (with a cord) (no ear buds)</p> <p>1 School Bag or Backpack (no wheels)</p>	<p><b>KINDERGARTEN</b></p> <p>2 Boxes (24 Count) Crayola Crayons (Small Size)</p> <p>2 Bottles (4 oz.) White Elmer's Glue</p> <p>6 Elmer's Glue Sticks</p> <p>2 Boxes (8-10 Count) Crayola Classic Colors Markers (Large Size)</p> <p>2 Black EXPO White Board Markers</p> <p>2 Boxes (200 Count) Kleenex</p> <p>1 Container of Clorox Wipes</p> <p>10 Pencils (No. 2) Ticonderoga preferred</p> <p>Zipper Pencil Pouch</p> <p>1 3-Ring Binder, 1 inch with Clear Cover</p> <p>1 Plastic or Heavy Duty Folder with Bottom Pockets</p> <p>1 Set of Headphones (with a cord) (no ear buds)</p> <p>1 School Bag or Backpack (no wheels)</p>
<p><b>FIRST GRADE</b></p> <p>1 Crayola Washable Watercolor Paints (8 Count)</p> <p>2 Boxes (24 Count) Crayola Crayons</p> <p>2 Box (12 Count) Colored Pencils</p> <p>4 Expo White Board Markers (Thin)</p> <p>2 Boxes Crayola Markers (8- 10 Count) Classic Colors</p> <p>12-24 Sharpened Pencils (No. 2) Yellow Only</p> <p>1 Bottle (4 oz.) White Regular Elmer's Glue</p> <p>4 Elmer's Glue Sticks</p> <p>2 Boxes (200 Count) Kleenex</p> <p>Scissors (Small - Preferably Fiskars)</p> <p>1 or 2 Pink Erasers</p> <p>Backpack</p> <p>School Box</p> <p>2 Spiral Notebooks (Wide-Ruled)</p> <p>1 3-Ring Binder, 1 inch with Clear Cover</p> <p>1 Box Ziploc Bags (Boys Bring Gallon and Girls Bring Sandwich Size) (no sliders)</p> <p>1 Container of Clorox Wipes</p> <p>1 Set of Headphones (with a cord) (no ear buds)</p>	<p><b>SECOND GRADE</b></p> <p>2 Boxes (24 Count) Crayola Crayons</p> <p>1 Box (8-10 Count) Crayola Classic Colors Markers</p> <p>4 EXPO White Board Markers</p> <p>24 Sharpened Pencils (No. 2) Yellow Only</p> <p>White Elmer's Glue (4 oz.) Regular</p> <p>2 Large Elmer's Glue Sticks</p> <p>2 Boxes of Kleenex (200 Count)</p> <p>Scissors (Small – preferably Fiskars)</p> <p>2 Pink Separate Erasers</p> <p>School Box</p> <p>School Bag or Backpack</p> <p>1 Spiral Notebook (Wide-Ruled)</p> <p>1 Folder (Red)</p> <p>1 Folder for Guidance</p> <p>1 3-Ring Binder, 1 inch with pockets (no trapper or zippers)</p> <p>1 Container of Clorox Wipes</p> <p>1 Set of Headphones (with a cord) (no ear buds)</p>
<p><b>THIRD GRADE</b></p> <p><b>1 Box (24 Count) Crayola Crayons</b></p> <p><b>1 Box (8 Count) Crayola Markers - washable</b></p> <p><b>4 EXPO White Board Markers</b></p> <p><b>24 Pencils (No. 2) (no mechanical)</b></p> <p><b>1 Package (8 Count) Colored Pencils</b></p> <p><b>1 Crayola Washable Watercolor Paints (8 count)</b></p> <p><b>1 Bottle (4oz.) White Elmer's Glue—regular</b></p> <p><b>2 Elmer's Glue Sticks</b></p> <p><b>1 Box Kleenex (200 Count)</b></p> <p><b>Scissors (small – preferably Fiskars)</b></p> <p><b>2 Separate Pink Erasers (no pencil top erasers)</b></p> <p><b>School Box</b></p> <p><b>School Bag or Backpack (no wheels)</b></p> <p><b>3 Spiral Notebooks (70-120 Count – wide-ruled, 1 of each; red, yellow, blue)</b></p> <p><b>1 Package of Loose Leaf Wide Ruled Paper</b></p> <p><b>3 Folders</b></p> <p><b>1 3-Ring Binder, 1 inch with pockets (no trapper or zippers)</b></p> <p><b>1 Folder for Guidance</b></p> <p><b>1 Container of Clorox Wipes</b></p> <p><b>1 Set of Headphones (with a cord)</b></p>	<p><b>FOURTH GRADE</b></p> <p>1 Box (24 Count) Crayola Crayons</p> <p>1 Box (24 Count) Colored Pencils</p> <p>2 Sharpie Fine Point Markers</p> <p>2 Sharpie Extra Fine Point Markers</p> <p>4 EXPO White Board Markers</p> <p>24 Pencils (No. 2) Ticonderoga preferred (no mechanical)</p> <p>2 Large Highlighters (Any Color)</p> <p>1 Bottle (4 oz.) White Elmer's Glue - Regular</p> <p>1 Box of Kleenex (200 Count)</p> <p>Scissors (medium preferably Fiskars)</p> <p>2 Large Pink Erasers</p> <p>2 Zippered Pencil Pouches (need to have 3 holes to clip in binders)</p> <p>School Bag or Backpack (no wheels)</p> <p>1 3-Ring Binder, 2 inch with interior pockets (no trapper or zippers)</p> <p>5 One Subject Notebooks (any color)</p> <p>5 Heavy Duty Plastic Folders (three hole punched on the exterior)</p> <p>4 Large Glue Sticks</p> <p>1 Container of Clorox Wipes</p> <p>1 Set of Earbuds</p>

**2020-2021 EAST ELEMENTARY SCHOOL SUPPLIES**

The glue bottles will be refilled from bulk supply. Please do not send duffels instead of book bags, and no trapper keepers. Desk and locker space is limited, so please no bags with wheels. All students need boots, snow pants, hats and mittens.