

# **Delwood Community School District**



## **Parent-Student Handbook 2023-2024**

## STAFF DIRECTORY

**District Website:** [delwood.k12.ia.us](http://delwood.k12.ia.us)

**Twitter:** @dcsvikings

**Facebook:** Delwood Community School District

Superintendent  
Principal  
Instructional Coach  
Preschool  
Preschool  
Kindergarten  
First Grade  
Second Grade  
Third Grade  
Fourth Grade  
Fifth Grade  
Sixth Grade  
Art

Interventionist  
Interventionist  
Title I

Resource  
Resource

TAG

Media/STEM

Vocal/Instrumental Music

Physical Education

Family Resource Director

Guidance

Business Manager

Assistant Business Manager/HR

Secretary

Transportation

Technology Director

Custodian

Custodian

Chris Fee  
Marty Marshall  
Julie Wagner  
Cathy Pickup  
Melissa Felten  
Marcia Kleinsmith  
Asley VanderHeiden

Jill Eberhart  
Aubrey Kieffer  
Shelley LaMar  
Michelle Maher  
Ray Cavanagh  
Charley Ohnemus

Cora Roe  
Laura Buller  
Kelly Doll

Jess Durkop  
Lauren Till

Liz Kent  
Carolyn Proesch  
Thomas Knowles

Sam Skogen

Karen Neeley

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mmaher@delwood.k12.ia.us  
rcavanagh@delwood.k12.ia.us  
cohnemus@delwood.k12.ia.us  
croe@delwood.k12.ia.us  
lbuller@delwood.k12.ia.us  
kdoll@delwood.k12.ia.us  
jdurkop@delwood.k12.ia.us  
ltill@delwood.k12.ia.us  
lkent@delwood.k12.ia.us  
cproesch@delwood.k12.ia.us  
tknowles@delwood.k12.ia.us  
sskogen@delwood.k12.ia.us  
kneeley@delwood.k12.ia.us  
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Paraprofessionals

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Amy Fischlein  
Jammie Goodenow  
Becky Grandick  
Jennifer Holst  
Cynthia Marsh-Vervaecke  
Colleen Rowan  
Cathy Rupp  
Jill Yeager

Food Service

Rose Schepers  
Mark Schepers

Bus Drivers

Gary Dietzel  
Pat Hanrahan  
Lynn Gooddard

### Board of Education

Board President  
Board Vice President  
Board Member  
Board Member  
Board Member  
Board Secretary

Ryan Hackman  
Lyndsey Eberhart  
Bree Kilbrug  
Cody Meyer  
Ron Filloon  
Denise Swanson

## **DELWOOD MISSION STATEMENT**

**Striving to meet the individual needs of children in a family atmosphere, promoting positive and creative learning.**

### **INTRODUCTION**

The staff of Delwood Elementary School welcomes parents and children back for another year. We are pleased that your children are part of our family at Delwood and we look forward to providing them with outstanding learning opportunities. Our motto is “A Family of Learners.”

The intent of this “Student-Parent Handbook” is two-fold:

- (1) to provide general information about Delwood Elementary and
- (2) to illustrate specific policies, regulations and general procedures that apply to the elementary school and to all students in the district.

We hope that the information presented is clear and meaningful. If questions arise as you read through the handbook, please feel free to call Mr. Marshall at 674-4164 or 574-4164.

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students, teachers, employees and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year.

Students are expected to comply with and abide by the school district’s policies, rules, regulations and student handbook. Students who fail to abide by the school district’s policies, rules, regulations and student handbook 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 obtain their education or to participate in school activities; 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. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student’s record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the office at 674-4164 or 574-4164 for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

In this handbook, the “parent” also means “guardian” unless otherwise stated. An administrator’s title, such as superintendent or principal, also means that individual’s designee unless otherwise stated. The term “school grounds” includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term “school facilities” includes school district buildings and vehicles. The term “school activities” means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Delwood Community School administrative staff is responsible for this process. Representatives from the area education agency may also assist the school district process. Parents wanting access to this process should contact Marty Marshall at 674-4164 or 574-4164.

### **EQUAL EDUCATIONAL OPPORTUNITY**

It is the policy of the Delwood Community School District not to discriminate on the basis of race, color, creed, religion, gender, gender identity, sexual orientation, marital status, national origin, age, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973. Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, to the Director of the Regional VII Office of Civil Rights, Department of Education, Kansas City, Missouri, or to Delwood Compliance Officer Chris Fee, Superintendent, Delwood Elementary School (674-4164 or 574-4164).

### **STUDENT FEES**

The school district charges fees for certain items such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially-waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the secretary at fall registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

# **STUDENT ATTENDANCE**

## **ATTENDANCE/TARDINESS/ILLNESS**

**Regular school attendance is very important. If it is necessary for your child to be absent, please call the school at 674-4164 or 574-4164. If you do not have a phone, please send a note the next day explaining the reason for the absence. If the absence is due to illness, we request that you tell us the type of illness since it is necessary to monitor contagious diseases. We may request a doctor's note in cases where absences are prolonged or frequent. We will call you if we aren't notified by 9:00 AM.**

Students are counted tardy after 8:15 AM daily. Students arriving at school by 11:00 AM will be considered tardy and students who arrive at school after that time will be considered absent for half of the day. Any student leaving the building before 2:00 PM will be considered absent for half the day. If you know your child will be absent in advance (doctor's appointment, etc.), please notify the office so that we may make arrangements for your child to receive assignments.

The school determines whether an absence or tardy is excused or unexcused. Excused absences or tardies include, but are not limited to, illness, family emergency, court, recognized religious observances and school activities. Students are expected to be in class on time.

### **Delwood Elementary Attendance Policy**

- Phone call home at 3 days unexcused absences in any one quarter.
- Parent Letter Sent at 5 days unexcused absences in any one quarter.
- Parent meeting at 8 days unexcused absences in any one quarter.
- Contact Clinton County Attorney's Office.

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up. Students who return to class or arrive after the school day has begun must present a signed note from their parents to the office for re-admission. Students are not released to anyone other than their parents during the school day unless the office has a telephone call from the student's parents or has a note signed by the student's parents.

Students will not be allowed to leave school without parental consent. If your child needs to go to the doctor or dentist during the school day, we ask that you send a note stating the purpose and time the child must leave. This note must be approved by the office so we have an official record. If there is no note, we insist that you come to the office and pick up your child.

Students participating in school activities must be in school at least one-half day on the day of the event in order to participate in a school activity. The remaining half-day is considered an excused absence. Only in extraordinary circumstances may this rule be waived by the principal.

Students are responsible for arranging to make up schoolwork and are allowed to make up schoolwork only upon the approval of their teacher. Students who know in advance

that they are going to be absent must make arrangements with their teachers in advance to make up schoolwork.

### **SCHEDULE CHANGES DUE TO WEATHER**

If the weather is bad, an announcement concerning transportation and/or schedule changes will be made over the following radio and television stations:

**KMAQ**-1320 AM; 95.1 FM (Maquoketa)

**KWQC**-Channel 6 (Quad Cities)

**WQAD**-Channel 8 (Quad Cities)

**WE WILL NOT GUARANTEE PARENTS WILL BE CALLED AT HOME OR AT WORK.** If the weather forecast sounds threatening, please listen to the radio, watch the TV, or have someone available to contact you about school closings. You will also be able to see the changes on our Facebook page.

If we have an early dismissal because of inclement winter weather, we will not have an after school program or any other extra-curricular activity or practice that might be scheduled.

## **STUDENT HEALTH AND SAFETY**

### **SCHOOL YEAR/DAY/HOURS**

The school year for students is 177 days. Good attendance is a key to students' present and future performances. The daily schedule is as follows:

- First Bell--enter for breakfast      7:47 AM
- Report to class      8:09 AM
- Tardy Bell      8:15 AM
- Student dismissal      3:30 PM

Students are expected to leave the school grounds within 10 minutes of dismissal.

School will start at **9:00 AM** when we have a 1 hour late start and at **10:00 AM** when we have a 2 hour late start. There will be no breakfast or early recess with late starts. Students arriving more than 5 minutes late will be counted as tardy.

### **MORNING SUPERVISION**

Supervision of students does not begin until 7:50 AM. We encourage students to time their departure from home so they do not arrive until then. Elementary bus students are supervised upon arrival before school. If you arrive before 7:45 you will be sent to the morning program. **Middle School and High School students should not arrive before 7:45 AM.**

### **SCHOOL SAFETY**

It is important for everyone in the school to observe safety, conducting themselves with safety in mind and with concern for their own and others' safety. It is important to notify teachers or administration of risks of injury or harm to themselves or others. Students should always walk while inside the school and follow bicycle safety rules and obey traffic rules outside the school.

## **Delwood School Illness Policy**

The best way to prevent the spread of illness in our school is for children to stay home when they are sick. Below is a list of common illnesses and the exclusion time needed per Delwood School Policy.

### **Fever**

Any child with a temperature of 100.5°F or more is excluded from school. Children must be fever-free (temperature below 100.0°F) for a full 24 hours *WITHOUT* the use of fever-reducing medications before returning to school.

### **Vomiting and/or Diarrhea**

Children with stomach viruses often do not have fevers. It is difficult to know whether a child's vomiting or diarrhea is caused by a virus, something they ate or some other reason; therefore, any child who vomits or has diarrhea is excluded from school.

Children who vomit or have diarrhea should remain home until they have not vomited or had diarrhea for a full 24 hours. Children should be tolerating regular meals without discomfort before returning to school.

### **Cough**

Children who are coughing continuously should remain home if; the cough is such that it interferes with their ability OR the ability of others to concentrate on school work, even if they are fever free. School nurse or building principal will make the recommendation on when to send the student home. *Written permission* from the *parent* is required in order for children to have cough drops in school. Because of the potential for choking, students are required to come to the office to have their cough drops.

### **Strep Throat**

Children diagnosed with strep throat need to be on antibiotic therapy for a full 24 hours before returning to school. *They must also be fever-free without fever-reducing medications for a full 24 hours* before returning to school.

Exclusions for all other common child illnesses will be determined by the Iowa Department of Public Health guidelines. You may access that online at [https://www.idph.iowa.gov/Portals/1/userfiles/128/childhood\\_illness\\_1\\_21\\_update%20%281%29.pdf](https://www.idph.iowa.gov/Portals/1/userfiles/128/childhood_illness_1_21_update%20%281%29.pdf) or contact the school nurse for recent updates.

**\*\*Many children return to school before they have recovered from an illness. Children who are not fully recovered from an illness may still be contagious and able to infect others. Children who are not feeling well have difficulty performing well in school.**

### **EMERGENCY CARE OF ILLNESS AND INJURY**

1. The school is responsible for emergency care of sudden illness and injury. First aid will be given, but subsequent care is the responsibility of the parent and physician.
2. Parents or guardians are responsible for providing the school with home and work telephone numbers as well as alternate persons to contact in the event the school is unable to contact the parents.
3. The school shall attempt to notify the parent, guardian, or another responsible person when a child is sick or injured. The family doctor will not be contacted without the authority from parent or guardian unless it is apparent that an injury or illness needs immediate medical attention.
4. No sick or injured student will be sent home without first contacting the parent or another responsible adult listed as a contact by a parent.
5. After parents or other responsible designees are contacted, students will be sent home with any of the following symptoms: fever over 100°, vomiting, diarrhea, undiagnosed rash, inflammation of eyes, untreated impetigo or ringworm.
6. Students should be treated before returning to school with contagious illnesses. It is extremely important that medical assistance is received and then the prescribed treatment is followed. After 3 consecutive days a doctor's note is required for an illness to be considered excused.

### **ADMINISTRATION OF MEDICATION**

Students may need to take prescription or non-prescription medication during school hours. Students may carry medication only with the permission of the parents and principal. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication, as well as parental authorization to administer the medication.

**Medication is stored in a locked cabinet and distributed by certified individuals. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.**

### **HEALTH SERVICES**

Services provided by our school nurse include, but are not limited to:

1. Limited health education in kindergarten through 6th grade.
2. Screening, re-screening and follow-up on vision screening.
3. Individual health counseling by referral from administration only.
4. Consultation regarding content of health curriculum.



5. Follow up on non-compliant immunization certificates.
6. Home visits to coordinate between the home and the school on specific health issues.
7. Limited health services provided on an as needed basis.

### **IMMUNIZATIONS**

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the parent makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Parents who have questions should contact the school office.

### **Hawki HEALTH INSURANCE FOR CHILDREN**

Parents can apply for low-cost or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (**Hawki**) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <https://dhs.iowa.gov/hawki> for more information.

### **STUDENT INSURANCE**

There is liability insurance available for your children in case of any accident that would occur on the playground or after school. Any accident claim must be made through insurance company representatives. The school accepts no responsibility for this coverage. Contact the school office if you are interested in purchasing the insurance prior to the start of school.

### **SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES**

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Marty Marshall at 674-4164 or 574-4164 as its Level I investigator.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior, as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such 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 is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

### **CHILD ABUSE**

Iowa law, effective 1977, makes it a requirement for all certified school employees to report all cases of suspected child abuse to the Department of Human Services. Failure of the school employee to do so may result in fines and/or imprisonment.

### **PHYSICAL RESTRAINT OF STUDENTS**

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

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

If you have any questions about this state law, contact your school. The complete text of the law can be found at [www.iowa.gov/educate](http://www.iowa.gov/educate), and search for "Timeout, Seclusion and Restraint."

### **EMERGENCY DRILLS**

Periodically the school holds emergency fire, intruder, bus evacuation, and tornado drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency.

These drills are planned to train staff and students how to evacuate to safety areas in case of a tornado, severe weather conditions, fire or a bus accident.

### **SHIRTS, SHOES AND SCHOOL**

**All students, parents and guests are expected to wear shoes and a shirt at school and school events.**

### **ASBESTOS NOTIFICATION**

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the school office.

## **STUDENT ACTIVITIES**

### **BEFORE SCHOOL PROGRAM**

A before-school program is provided by the school, starting at 7:00 AM, Monday through Friday, to accommodate parents' busy work schedules. The program is available at 7:00 AM on school days when there is a late start. If you have any questions or would like additional information, please contact the school office at 674-4164 or 574-4164.

### **EXTENDED DAY PROGRAM**

An extended child care/educational program will be available for students from 3:30 PM until 5:30 PM Monday through Friday. The program is not held on winter weather-related early out school days. Our goal is to provide a positive atmosphere with competent and caring supervisors. If you have any questions, please call the school office at 674-4164 or 574-4164.

### **RECESS**

All students will participate in recess unless there is a medical excuse. Students should dress appropriately for the weather. Boots are necessary on the playground to keep feet dry. Students are not allowed to leave the playground without permission. No toys are to be brought to school. Unacceptable behavior will lead to disciplinary action, including loss of recesses.

Students will have recess indoors if it is raining or the temperature is 0° F (wind chill factored in) or below.

### **QUARTERLY ACTIVITIES**

PBIS will be planning quarterly activities (Dodgeball, Caroling, Field Day, etc.) for students and there may be grade-level field trips that are planned.

- Students that have received 2 majors will be exempt from the activity for that quarter
- After every 2 majors that students accumulate, students will be exempted from the next activity within that quarter.
- We will be following a matrix that will help guide how students receive a major.

### **USE OF SCHOOL DISTRICT FACILITIES BY STUDENT ORGANIZATIONS**

School district facilities are available during non-school hours to school-sponsored and non school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules and regulations are in effect during these meetings.

## **STUDENT RECORDS**

## **STUDENT RECORDS**

All academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents and school officials. These records are available for review by students, parents and school officials.

Student records containing personally identifiable information are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the Board Secretary.

The Family Educational Rights and Privacy Act (FERPA) affords parents, and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of receipt of the request.

Parents and eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to not consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff, law enforcement unit personnel and certain volunteers), a person serving on the school board, a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist), or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks to, or intends to, enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: ***Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605***

#### **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

**If you move or change your telephone number, report this to the school office immediately. Accurate information helps school staff members communicate with families.**

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **EDUCATIONAL OPPORTUNITIES**

Students enrolled at Delwood Elementary experience a wide variety of educational opportunities. Students receive instruction in the basic educational areas of language arts (reading, writing, speaking and listening), mathematics, science and social studies. Special areas of instruction include Title I reading, physical education, vocal and instrumental music, art, health education, library skills, technology and guidance services. Great emphasis is placed on achieving academic goals for all students. Students are instructed using a wide variety of instructional techniques to encourage participation and promote greater learning.

Kindergarten students must be five years of age and first grade students must be six years of age by September 15 of the current school year.

### **SPECIAL EDUCATION**

Delwood Elementary School provides a resource program for students who qualify. Other special education students may receive services outside the district depending on their individual needs. Every effort is made to place students in programs which best meet their needs and provide the least restrictive environment.

### **INTERNET**

It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material. We use an internet filter offered through the Area Education Agency, in Bettendorf.

The use of the Internet is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these networks.

**Students will adhere to on-line protocol:**

1. Respect all copyright and license agreements.
2. Cite all quotes, references and sources.
3. Remain on the system long enough to get needed information, then exit the system.
4. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.

Students should adhere to the following guidelines:

1. Others may be able to read or access the mail so private messages should not be sent.
2. Delete unwanted messages immediately.
3. Use of objectionable language is prohibited.
4. Always sign messages.
5. Always acknowledge receipt of a document or file.

Restricted Material – Students will not intentionally access or download 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, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, or will cause the commission of unlawful acts or the violation of lawful school regulations.

Unauthorized Costs – If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

Students who access restricted items on the Internet are subject to the following consequences:

**First Violation** – A verbal and written “Warning” notice will be issued to the student. The student may lose Internet access for a period of 2 weeks at the discretion of the supervising teacher. A copy of the notice will be mailed to the student’s parent and a copy provided to the building principal.

**Second Violation** – A verbal and written “Second Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent and a copy provided to the building principal. The student will forfeit all Internet privileges for a minimum period of 4 weeks.

**Third Violation** – A verbal and written “Third Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent and a copy provided to the building principal. The student will forfeit all Internet privileges for 9 weeks or for the balance of the school year.

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

The school wants all students to be healthy and safe. It is important for a student to notify a teacher or administrator if he or she believes a student is at risk of hurting themselves or others.

**DISCIPLINE**

A discipline plan should help students improve their behavior from year to year. Delwood has a plan with several parts. These are:

1. a **set of guidelines** describing acceptable behavior
2. a **set of consequences** to deal with the unacceptable behavior
3. a **set of positive rewards** for good behavior

Each student is taught the rules and the consequences for breaking the rules. The administration reserves the right to suspend any student whose behavior: 1) poses a

safety threat to other students or staff; 2) interferes with the learning environment of other students; or 3) is continually unacceptable.

### **BEHAVIOR GUIDELINES**

1. Follow directions of all staff members the first time.
2. Show respect for others by demonstrating courtesy and avoiding name-calling, teasing, and offensive language or gestures.
3. Keep hands, feet, and all objects to yourself.
4. Walk quietly to and from your destination.
5. Show respect for property belonging to others.

### **CONSEQUENCES**

The consequences below are listed in a range of decisions from the least to the most severe. Students may be immediately suspended from class, pending an investigation. In determining the appropriate consequence, an administrator will usually begin with the least severe penalty but may use more severe penalties, depending upon the age and maturity of the student, the severity of the incident, and the frequency of the misbehavior. Students who have Individualized Educational Plans (IEPs) may have them revised as warranted.

#### **Behavior**

##### **1. FIGHTING**

#### **Consequence**

Short-term suspension from recess  
Parent conference  
Long-term suspension from recess  
In-school/out-of-school suspension

##### **2. VERBAL ABUSE TO STAFF**

Short-term suspension from recess  
Parent conference  
Long-term suspension from recess  
In-school/out-of-school suspension

##### **3. ASSAULTING OF STAFF**

Parent/student/administrator conference  
In-school/out-of-school suspension  
or possible expulsion hearing with  
the Board.

##### **4. HARASSMENT**

Short-term suspension from recess  
Parent conference  
Long-term suspension from recess  
In-school/out-of-school suspension

##### **5. WEAPON POSSESSION**

Parent conference  
In-school/out-of-school suspension  
Expulsion hearing with the Board  
Law enforcement will be contacted

##### **6. WILLFUL DAMAGE OF SCHOOL, STAFF OR STUDENT PROPERTY**

Parent conference  
Restitution  
In-school/out-of-school suspension  
Law enforcement will be contacted

##### **7. THEFT**

Parent notification/conference  
Restitution

	In-school/out-of-school suspension Law enforcement will be contacted
8. POSSESSION, USE OR DISTRIBUTION OF DRUGS, ALCOHOL, OR CONTROLLED SUBSTANCE	Parent notification/conference Law enforcement will be contacted In-school/out-of-school suspension Expulsion hearing with the Board

In the case of minor infractions, the supervisor and student(s) will work out the problem using the following win/win guidelines:

1. Stop, cool off
2. Talk and listen to each other
3. Find out what the parties involved need to know about the problem
4. Brainstorm solutions
5. Choose the best solutions
6. Make a plan and follow through with it

### **BEHAVIOR EXPECTATIONS FOR SCHOOL BUS RIDERS**

The privilege of riding Delwood Community School buses carries with it an obligation for proper conduct. The rules established by the school officials must be followed in order for students and drivers to be safe. All students are held responsible for their personal actions. Support from students and parents/guardians is a key to making the bus experiences safe and positive.

The following behaviors will not be permitted on school buses:

1. hitting
2. spitting
3. profanity/abusive language
4. name-calling
5. failure to remain seated
6. throwing objects
7. obstructing aisles
8. making excessive noise
9. assault
10. fighting
11. vandalism
12. failure to comply with a reasonable request from the bus driver or supervisor
13. possession of a weapon
14. possession of tobacco or smoking
15. possession of alcohol or other controlled substances
16. any other conduct deemed hazardous to the safety of the passengers or to the bus

In the event there is a violation of the above rules, the following procedures will be followed:

#### **A. First Infraction**

The bus driver will confer one-on-one with the student and a verbal or written report will be given to the superintendent.

The driver will call the parents/guardians to report the incident.

#### **B. Second Infraction**

The bus driver will submit a written report to the superintendent.



The superintendent or bus driver will contact the student and the parents/guardians. The penalty for a second infraction is probation, or the superintendent may suspend the student from riding for one to three days. The second infraction may occur on the same day as the first infraction based on the student's continued misbehavior.

C. Third Infraction

The bus driver will submit a written report to the superintendent.

The superintendent will notify the parents/guardians that the student is immediately suspended from riding the bus. Bus-riding privileges will be restored only after a meeting of the driver, the student, the parents/guardians, and the superintendent which results in an agreement satisfactory to and signed by all parties.

Third violations will be reported to the Board of Education.

D. Fourth Infraction

Students who receive a fourth notice shall be referred to the superintendent and appropriate action will be taken.

Parents will be notified of such action and will have an opportunity for a hearing.

Action taken by the superintendent may include up to a 15-day suspension, or the superintendent may recommend to the Board of Education that the student be removed from the school bus for the remainder of the school year.

In the event of an infraction deemed severe by the superintendent, steps A and B may be bypassed, and the situation dealt with as described in Step C.

If a serious problem arises on the bus that demands immediate attention, the driver shall radio or call the transportation director and/or the superintendent for assistance.

Drivers are not to remove a student from the bus before arriving at the destination-either school or home. The superintendent reserves the right to deviate from this procedure to insure the health, safety, and educational well-being of all students.

If students ride the bus in the morning but have other means of returning home in the afternoon, a note explaining this should be signed by the parent; otherwise students are expected to ride the bus. Parents of students who normally ride the bus in the morning are asked to contact their bus driver by 7:00 AM if they will not be riding the bus.

If a driver chooses to report a student discipline problem to the administration, a "Bus Driver Student Discipline Report" will be completed (see form example next page).

## **BUS DRIVER STUDENT DISCIPLINE REPORT**

Bus driver name \_\_\_\_\_

Date of incident \_\_\_\_\_

Student(s) involved in discipline concern \_\_\_\_\_

Complete description of discipline concern: \_\_\_\_\_

Was the student given a verbal reprimand? \_\_\_\_\_

When? \_\_\_\_\_

If appropriate, were explanations from other students heard concerning the bus discipline incident given? \_\_\_\_\_

Bus driver recommendation \_\_\_\_\_

\*\*\*\*\*

Date received by the administration \_\_\_\_\_

Date parent(s) contacted by the administration \_\_\_\_\_

Action taken by the administration \_\_\_\_\_

### **WEAPONS AND DANGEROUS INSTRUMENTS**

All students shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or on a school vehicle during and immediately before or immediately after school hours. The penalty for this includes suspension from school.

**Toy weapons (guns, squirt guns), knives and pocket knives and any other object that could potentially be dangerous to the student or others will be taken from the student and given to the principal. The principal will determine the appropriate disciplinary action.**

### **STUDENT SEARCHES**

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school-owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

1. eyewitness observations by employees;
2. information received from reliable sources;
3. suspicious behavior by the student; or,
4. the student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

1. the age of the student;
2. the gender of the student;
3. the nature of the infraction; and
4. the emergency requiring the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same gender as the student and with another adult witness of the same gender present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, bookbags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same gender as the student, with an adult of the same gender present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

### **STUDENT LOCKERS AND DESKS**

Student desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned desk clean and undamaged. The expenses to repair damage done to a student's desk are charged to the student.

Although school desks and other spaces are 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 ensuring the desks and other spaces are properly maintained. For this reason, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the desk or other space. Periodic inspections of all or a random selection of desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

### **CELL PHONE POLICY**

Once students enter the building cell phones are expected to be out of sight. If a cell phone or smartwatch is seen or heard, it will be turned over to an adult and given to the main office. If a smartwatch is suspected of being used for something other than telling time, the student will be asked to remove the watch for the remainder of the school day. If issues continue with a smartwatch, the same steps detailed below for a cell phone will occur.

**1<sup>st</sup> time - Parent phone call and student receives the phone after school.**

**2<sup>nd</sup> time - Parent phone call and parent will need to pick up the phone from the main office.**

## **HARASSMENT**

Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed should:

1. Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor, bus driver or principal to help.
2. If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
  - a. tell a teacher, counselor or principal; and
  - b. write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    1. what, when and where it happened;
    2. who was involved;
    3. exactly what was said or what the harasser did;
    4. witnesses to the harassment;
    5. what the student said or did, either at the time or later;
    6. how the student felt; and
    7. how the harasser responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, gender, disability, age or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

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

## **STUDENT APPEARANCE**

Educators, parents and students share responsibility for appropriate student appearance. Delwood staff members believe that better school work is done when students are well-dressed and groomed. Students will not be allowed to wear hats, caps, muscle shirts, crop tops, or "short" shorts. Clothing and other apparel that promotes tobacco, alcohol or other drugs is not acceptable. Inappropriate language, skulls and other symbols in poor taste on apparel will not be allowed.

The administration reserves the right to judge what is proper and what is not. When apparel is not appropriate, students will be asked to change into something else or to turn the clothing inside out. Your child is also expected to wear proper clothing to school, based on weather conditions. If students or parents have questions about appropriate apparel or related issues, they are encouraged to contact the teacher or the principal.

## **BICYCLE AND SCOOTER RULES**

1. The school is not responsible for bicycles or scooters that are damaged or stolen.
2. All bicycles and scooters must be walked on the school grounds and parked in the racks in front of, or in back of, the school building.
3. Students who do not follow these rules will be required to leave their bicycles and/or scooters at home.

## **OPEN ENROLLMENT TIMELINES**

If a parent or guardian wishes to open enroll their child or children, they must:

- complete an application (available in any Iowa public school district's central office and on the Iowa Department of Education's website,
- submit an application for each child in their family and
- send a copy of the application to both the resident and receiving school districts.

If a current open enrolled student would like to open enroll to a new school district, the parent or guardian must:

- file a new application with:
  - the district the student is currently attending and open enrolled into,
  - the resident district and
  - the district the student wants to attend; and
- indicate on the application that the child is currently open enrolled and would like to open enroll to a new school district.

Parents of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend that is determined by the resident school district.

Parents should be aware that open enrollment may result in the loss of athletic eligibility.

For application forms or further details, contact the school district at 674-4164 or 574-4164.

## **DUAL ENROLLMENT**

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the superintendent.

## **STUDENT SCHOLASTIC ACHIEVEMENT**

### **GRADES**

Student marks are an indication of education progress. Report cards are issued at the end of each quarter. These marks reflect the work your child has done in his or her classes. If you have concerns at any time during the year, we strongly encourage you to talk to your child's teachers.

## **RETENTION**

Student retention is an important decision and will be based on input from the teacher(s), parents, guidance counselor and administration. Parental requests, teacher recommendations and other evaluations will be used in the decision-making process. If retention is to be considered, it is the administration's priority that it be used in selected situations at an early stage in the child's educational career.

## **AREA EDUCATION AGENCY SERVICES**

Delwood Community School receives services from the Mississippi Bend Area Education Agency 9. Films, video tapes and library books are available from AEA 9's main office in Bettendorf. In addition, printing and audio visual production services assist the teaching staff in the preparation of learning materials.

AEA 9 also provides us with special services which assist students. The school psychologist administers intelligence and achievement tests. The results of the tests are used to determine if a student qualifies for special education services. The speech clinician diagnoses speech and language development problems and provides direct remediation services.

A social worker, a vision-impaired consultant, audiologist and other special education consultants are also available.

## **HUMAN GROWTH AND DEVELOPMENT**

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

## **MISCELLANEOUS**

### **PARENT VISITATION**

We welcome the active interest and participation of all parents in visiting your children's classes. You are especially encouraged and invited to attend special assemblies, performances, musicals, our field day and other activities. **Please notify the office when you wish to visit school and stop in at the office when you arrive.** Two-hour visits, including lunches, are suggested to parents.

### **STUDENT VISITATION**

In order to protect from disruption, students from other schools are not allowed to visit kindergarten through third grade classes. Students from other schools may be allowed to visit fourth through sixth grade classes on a limited basis and only with the permission of the teacher(s) and principal involved. They will not be allowed to visit for more than two hours and this includes lunch and recess.

### **PETS**

**Students and parents are not allowed to bring pets to school or on school grounds while school is in session.** On special occasions, exceptions are made if they are approved by the teachers. Students and parents must first receive permission. Service animals are always permitted.

### **PERSONAL PROPERTY AT SCHOOL**

Students are encouraged to leave money, radios, toys or other objects at home unless they have been given specific permission by the teacher. Even then, it is a good idea for students and parents to discuss this with the teacher in advance. Items which are brought from home should be turned into the office and marked so they can be identified. The school will not be responsible for loss or damage to items brought from home.

### **TELEPHONE CALLS, MESSAGES, PICKING UP STUDENTS AND DELIVERIES**

Messages and deliveries from home should be left in the office. Students will not be called to the phone during school hours. The only exception to this rule is emergencies. **Check-in at the office when you come to school to pick up students, bring students in during school hours or bring items for your student. Please sign students in and out at the secretary's office.** Parents should plan ahead and send notes to school concerning after-school plans for their children.

### **CHILD CUSTODY**

In most cases when parents are divorced, both parents continue to have visitation rights with their children. If both parents **want** report cards and/or conferences, please let us know and we will be happy to schedule them.

Please let us know if there are special circumstances **affecting your children**. Unless we receive documentation outlining other procedures, we will provide equal rights to both parents.

### **BOOKS AND STUDENT FEES**

All students will have access to textbooks, library books and reference books. Fines will be assessed for lost or damaged books. The amount of the fine will depend on the condition of the book and cost of replacement.

Student fees are \$30 per student or \$40 per family. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fee waived or partially-waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the superintendent or building secretary at registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

### **SCHOOL BREAKFAST AND LUNCH PROGRAM**

Hot lunches are served daily by the Delwood food service personnel. Any child may purchase a hot lunch. Students may bring sack lunches if they choose. Student breakfast cost is \$1.10 per day. Lunch is \$2.25 per day. Adult breakfast is \$1.90 per day and adult lunch is \$4.85. Students are encouraged to maintain a positive balance in their lunch account. Students and parents will be notified when students have less than \$5.00 in their lunch account or are running a deficit. Written notification will be sent home from the superintendent's office if your child's lunch account shows a deficit of more than \$15.00. Free and reduced priced breakfasts and lunches are provided for those students whose parents meet federal guidelines. Application forms for this service are available in the office.

### **LOST AND FOUND**

If your child has misplaced an item at school, please have them check the lost and found. Items are held for one school year. At the end of each year, clothing is delivered to a local shelter house to be distributed to the needy. It is stressed that:

1. Clothing articles are labeled.
2. Children are encouraged to be responsible for their property.

### **PARTIES AND TREATS**

Classes at the elementary level usually have room parties to celebrate the holidays or seasons. On these occasions, teachers will ask parents to furnish nutritious treats for parties. With the exception of birthday treats, parties should be cleared through the teacher and then the principal. **Personal party invitations** may not be passed out at school **unless all students in the class will be invited (or all boys or all girls).** Instead, please mail them to student's homes. All snacks brought to school must be prepackaged.

### **PARENT NOTIFICATION ON VIDEOTAPING**

At registration, parents are asked to sign a release authorizing their child to be videotaped. If the parent wants to revoke this authorization at any time, he/she should contact the superintendent at 674-4164 or 574-4164.

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are held twice each school year, in the spring and fall. We schedule conferences and would appreciate knowing times that would work best with your work schedule. Parents are invited and strongly encouraged to attend each session to become aware of your child's progress in school. Other conferences may be scheduled at any time throughout the year. We ask that you call the school and arrange a time to meet with your teacher. The teachers' work day is from 7:45 AM until 3:45 PM. Conferences can be scheduled at other times by appointment.

### **NEWSLETTER**

Delwood publishes a monthly newsletter that is made available to parents and patrons at the beginning of each month during the school year. The newsletter is posted on the Delwood website, [www.delwood.k12.ia.us](http://www.delwood.k12.ia.us). The newsletter contains planning dates, lunch menus, classroom news and other items of general interest. If you have questions or suggestions, please call the school at 674-4164 or 574-4164.

### **DISTRICT ADVISORY COMMITTEE**

Volunteers are needed to serve on the District Advisory Committee. The group is made up of parents, patrons and educators and meets to share perspectives on how education can be improved for Delwood students. If you are interested or have questions about District Advisory, please call the superintendent at 674-4164 or 574-4164.

### **COMPLAINTS**

If you have a complaint about any part of the school operation, we encourage you to talk with the person or persons who are responsible for solving the problem. If it is a classroom situation, the teacher is the person to contact. If there is a problem at the building level, the principal should be first contacted. If you have a concern about a board policy, you should contact the superintendent or a Board member. If you wish to speak to the Board of Education at a regular meeting, please contact the



superintendent five days before the scheduled meeting (usually the third Monday of the month) in order to be placed on the agenda. We are interested in resolving all conflicts as quickly as possible, so it is important that we work together.

### **CALENDAR**

The Board of Directors establishes the calendar prior to the start of the new school year. Copies are available at registration. Changes may be made due to weather, safety or other unforeseen circumstances.

### **HOMELESSNESS AWARENESS**

The definitions of Homeless Children and Youth include the following definitions:

- Lack fixed, regular and adequate nighttime residence
- Share housing (due to loss or hardship)
- Live in hotels, motels, trailer homes, campgrounds, shelters, abandoned in hospitals or are awaiting foster care
- Primary nighttime residence not designed or ordinarily used as regular sleep accommodations
- Live in cars, public spaces, abandoned buildings, substandard housing, bus or train stations
- Unaccompanied youth (not in physical custody of a parent or guardian)
- Migratory children who qualify because of their living situation

We want to make sure all students have equal access to a quality education. Being aware of any homeless children in our areas is the first step in assisting families with their children's education needs. Every child should have the educational opportunities to reach their potential!

#### **Local Contact: Jenny Flanigan**

(563) 674-4164

jflanigan@delwood.k12.ia.us

#### **State Coordinator: Sandy Johnson**

(515) 281-3965

sandy.johnson@iowa.gov

## **ANTI-BULLYING/HARASSMENT POLICY**

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 other students, by school employees, and by 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, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, 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 or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, 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:

- Repeated remarks of a demeaning nature
- Implied or explicit threats concerning one's grades, achievements, property, etc.
- Demeaning jokes, stories, or activities directed at the student
- Unreasonable interference with a student's

Sexual harassment of a student by an employee 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 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 superintendent or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and 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 how to recognize harassment and what to do in case a student is harassed. It will also 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 in the board.

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website,
- (other) \_\_\_\_\_,

and a copy shall be made to any person at the central administrative office at 311 Delmar Ave.

Legal References: 20 U.S.C. §§ 1221-1234i (2004).

29 U.S.C. § 794 (1994). 42 U.S.C. §§ 2000d-2000d-7 (2004). 42 U.S.C. §§ 12001 *et. seq.* (2004).

Senate File 61, 1st Regular Session, 82nd General Assembly, (2007).

Iowa Code §§ 216.9; 280.3 (2007). 281 I.A.C. 12.3(6).

# **Delwood Community School Assignments for 2023-2024**

## **Level I Investigator - Principal (Marty Marshall)**

311 Delmar Ave, Delmar, IA 52037

(563) 674-4164

[mmarshall@delwood.k12.ia.us](mailto:mmarshall@delwood.k12.ia.us)

## **Level II Investigator - Law Enforcement**

### **Equity Coordinator - Chris Fee**

(563) 674-4164

[cfee@delwood.k12.ia.us](mailto:cfee@delwood.k12.ia.us)

### **Homeless Coordinator – Jenny Flanigan**

311 Delmar Ave, Delmar, IA 52037

(563) 674-4164

[jflanigan@delwood.k12.ia.us](mailto:jflanigan@delwood.k12.ia.us)

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#### *Equity Statement*

*It is the policy of the Delwood Community School District not to discriminate on the basis of race, color, gender, creed, marital status (for programs), national origin, religion, socioeconomic status (for programs), age (for employment), disability, gender identity or sexual orientation in its educational programs and employment practices. If you believe you have (or your child has) been discriminated against or treated unjustly at school, there is a grievance procedure for processing complaints of discrimination. Please contact the District's Equity Coordinator, Superintendent Chris Fee, 311 Delmar Ave., Delmar, IA 52037, 563-674-4164.*