

# KEOKUK COMMUNITY ELEMENTARY SCHOOLS

## STUDENT HANDBOOK

2016-2017



GEORGE WASHINGTON ELEMENTARY SCHOOL  
HAWTHORNE ELEMENTARY SCHOOL

## Basic Elementary School Rules

Students are expected to:

1. Be Respectful
2. Be Responsible
3. Be Ready

Each elementary school follows these basic rules. A list of more specific rules for each building or classroom may be sent home the first week of school.

## Elementary School Hours

### Hawthorne Elementary:

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

Student Hours: 8:00 a.m.-3:00 p.m.

### **Wednesday Early Out Schedule - 1:45 Dismissal**

Students may NOT arrive at school prior to 7:40 a.m. unless they are going to eat school breakfast. Please see the timeline below.

7:30 – 8:00 a.m.	Arrive at school if eating breakfast
7:40 – 8:00 a.m.	Students arrive on school grounds; Supervision begins
<b>8:00 a.m.</b>	First Bell - <b>School Starts</b>
8:05 a.m.	Second Bell – Tardy
3:00 p.m.	Dismissal Bell

### George Washington Elementary:

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

Student Hours: 7:50 a.m.-2:50 p.m.

### **Wednesday Early Out Schedule - 1:35 Dismissal**

Students may NOT arrive at school prior to 7:35 a.m. unless they are going to eat school breakfast. Please see the timeline below.

7:20 – 7:50 a.m.	Arrive at school if eating breakfast
7:35 – 7:50 a.m.	Students arrive on school grounds; Supervision begins
<b>7:50 a.m.</b>	First Bell - <b>School Starts</b>
7:55 a.m.	Second Bell – Tardy
2:50 p.m.	Dismissal Bell

### **Attendance and Behavior at Events Outside of School**

Children attending school activities such as sporting events, plays, P.T.O. meetings, or any other function or activity which takes place on or in school property and facilities are expected to respect and follow all school rules regarding behavior and conduct. Parents in attendance with their child(ren) are expected to insist that their child(ren) honor and obey the school rules. Students not obeying the rules may be removed from the school activity and their parent(s) will be notified.

### **Bicycles**

In order for a student to ride a bicycle to school the student must:

1. Be at least in second grade or higher.
2. Be riding with permission of his/her parent or guardian indicating the student is proficient in the rules of bike riding and can operate the bike in a safe manner.
3. Have the bike locked up in the school's designated area.
4. Walk the bike while on school property.

### **Bus Students**

In-city students who are transported by bus will be picked up and dropped off at the school building or other designated location within their attendance area.

The following are some specific rules relating to students riding school buses.

1. Bus riders are not counted tardy when the bus is late.
2. Written request from the parent is required when requesting a child ride a different bus than his/her assigned bus. This request is to be approved by the building principal and the Director of Transportation. Approval is dependent on the number of students riding that bus.
3. If a parent does not want his/her student to ride the bus home, the parent must contact the school either in writing or by calling the school office prior to 1:30 p.m. on Mon, Tues, Thurs, or Fri. OR on Wednesdays by 12:15 p.m.

Bus rules approved by the district will also be distributed to parents and their bus riding child(ren) at registration or during that first week of school. It is the responsibility of the parent(s) to make sure they have reviewed these rules with their child. Riding a bus is a privilege a student can have taken away if bus rules are not followed.

### **Deliveries to School**

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

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

Student directory information designed to be used internally to assist certified personnel is not accessible to the public. Student directory and general student information will be provided to the public for school related activities and/or educational opportunities without parents'/guardians' consent unless the parent(s)/guardian(s) have made note in PowerSchool that they want to opt out.

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

### **Field Trips**

Educational field trips may be taken with administration approval. Parents will be notified if their child will be leaving school grounds. Teachers may request parents to chaperone, but it is not necessary and must be approved by administration. Since this is an opportunity for parents to have quality time with their child, siblings are not to attend field trips.

### **Fines**

Fines are assessed when textbooks, library books, other school materials, or property are damaged beyond that of normal wear and use as a result of carelessness or deliberate actions of the student. Lost or damaged books need to be replaced. The replacement cost is the responsibility of the student and the student's parent. School fines stay with students until their 12th grade year, so it important to pay them promptly.

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

If a child is found to have Head Lice the parent/guardian will be notified by phone and a note informing them of effective home and hair treatment. This will include information from the Iowa Department of Health on head lice treatment. If the parent/guardian chooses to take the student home that day it will be considered an absence. It is the position of the Iowa Department of Public Health that the child remain in school upon the finding of head lice. The child is expected to be treated before returning to school the next day. A note will also be sent home to each student in the class at the elementary level notifying that lice has been found in the class. The child will be checked the following morning. If it is determined by the school nurse that no treatment has been done, there are viable nits or live bugs present the parent/guardian will be notified immediately to provide treatment and return the child to school the same day. Parents may always contact the school nurse for further information regarding head lice.

### **Immunization Requirements**

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

### **Keeping Children After School**

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

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

Students may not leave the school grounds during school hours unless they are given permission by the principal or his/her designee; they may not leave the classroom or playground without teacher or principal permission. Students who do leave without permission are considered truant and may be subject to suspension. In the event they do leave without permission, administration reserves the right to call the local police to help in keeping your child safe. All students must have permission with either a parent note or a parent phone call in order for the student to be allowed to leave the school grounds.

### **Open Enrollment Notification**

Parents/Guardians considering the use of the Open Enrollment option to enroll their child/children in another public school district in the State of Iowa should be aware of the following dates:

September 1, 2016: Last date to make an Open Enrollment request for kindergartners and for those students falling under the “good cause” definition for the 2016-2017 school year.

March 1, 2017: Last date to make an Open Enrollment request for students entering grades 1st-12th for 2017-2018.

Parents/Guardians of Open Enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or a cash stipend.

Parents should be aware that Open Enrollment may result in the loss of athletic eligibility. For further details, contact your school office.

### **Parent / Teacher Organization**

The P.T.O. is an active organization made up of parents, teachers and other staff. Each building has its own P.T.O. unit. This group works to provide materials and resources for our students. They also support the various programs of the building ranging from special events to a school bookstore. We invite you to be a part of our P.T.O. group, please contact the school's main office if you are interested. There is no fee to belong and meetings are held monthly.

### **Parent Volunteers and Resource Persons**

We are always looking for quality volunteers. If you would like to help listen to a child read, help them with math or share your job and occupation, we would encourage you to contact us. If you are interested, a simple background check is necessary for the safety of all of our kids. Please contact the school's main office.

### **Pets**

All pets are not allowed on school property unless prior written permission is received from the teacher and/or school principal.

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

Both nonprescription and prescription medication can be administered at school with the proper authorization and approval by the school nurse and/or building principal. A Medication Permission Form must be filled out and signed by the parent/guardian before medications can be administered.

- **All** medications must be in their original containers and prescription medication must be in a pharmacy labeled container.
- **All** medications must be brought to the school office by an adult. They can not be transported by the student.
- **All** medications are kept in the nurse's office and monitored by the nurse. If there is a need for a medication to be kept anywhere at school other than the nurse's office, those arrangements **must** be approved by the nurse or principal.
- Parents may come to school and administer medication to their child. The Medication Permission Form is available upon request from the school nurse.

Essential oils will NOT be administered at school due to the differing effect they can have on each individual child. Due to the fact they are oils it is impossible to ensure they won't be spread from one child to another.

### Professional Qualifications of Staff

Parents have the right to know the professional qualifications of the teachers who instruct their child(ren). Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner when requested. You have the right to ask for the following information:

- Whether the Iowa Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Iowa Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations, because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teacher's associates or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact your child's school principal. You may also check certification on the Iowa Department of Education's website: <https://www.iowaonline.state.ia.us/boee/>

### Proof of Student's Date of Birth

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

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

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

Copies will be made at school at no charge.

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

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

### **Recess Guidelines**

The Keokuk Community School District believes in the importance of fresh air and the negative health consequences of children spending too much time in closed, indoor settings. Students will go outside in cold weather unless the real feel, or windchill temperature, is 20 degrees or lower. Students will go outside in hot weather unless the real feel, or temperature with humidity, is 90 degrees or higher. If you feel your child needs to stay in from recess the day after an illness, a note from the parent/guardian is required. A doctor's note may be required to stay inside for additional days.

### **Reporting Child Abuse**

In attempting to provide the greatest possible protection to victims or potential victims of child abuse, all school employees are required as Mandatory Reporters to report any suspected violations they note. This information is kept in highest confidence.

### **Reporting to Parents**

Report cards are sent home at the end of each trimester. Conferences with parents are held once in the Fall and once in the Spring. All parents are strongly urged to attend their child's conferences. If a conference is desired at any time during the year, parents are encouraged to call the school or contact the teacher to make arrangements.

### **School Closings/Cancellations**

There are times when school is canceled or a late start is announced due to inclement weather or other building problems. Please listen to KOKX-AM Radio 1310 or Channel KHQA or WGEM for updates. If the school has to dismiss early, the same media will be used to notify the public.

The district will also utilize an automated telephone notification service for notifications; current home/cell numbers are required for this system. Notify the building secretary of any changes in telephone numbers. Also, if a parent wants to call the district's 24-hour number it is 524-1402. Parents can assist by talking to their child about the plans in case of an early dismissal.

Parents may also refer to the KCSD website for the most up to date information regarding cancellations and delays: <http://www.keokukschools.org/>

### **School Safety Patrol : George Washington Elementary**

The school safety patrol consists of 5th grade student volunteers. They are trained to assist students in safely crossing the street near school and near the playground before and after school. Students are expected to either cross the street with an adult or at one of the approved crossings where there is a safety patrol member. Students are to be courteous to patrol members at all times.

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

In addition to the classroom teacher, the Keokuk Elementary Schools have several individuals who are available to help you and your child(ren). We have building principals, student services coordinators, school counselors, nurses, Title I reading services, special education services, school psychologists, speech teachers, physical and occupational therapists, services for the hearing impaired, and educational consultants. All of these people are employed to assist you and your child with concerns that may arise about your child's educational programming.

### **Student Behavior / PBIS**

All buildings in the Keokuk School District are PBIS schools. The goal of PBIS is to proactively teach kids how to be responsible, respectful and ready in all areas of the school including the bus and bus stops. Positive reinforcement lessens the number of discipline problems. PBIS also outlines the protocol children must follow when they have acted against school expectations. See Appendix A for further details.

In order to ensure maximum educational benefits for all students, each student is expected to follow to all regulations of the school and conduct themselves at all times in a manner fitting his/her ability, age, and grade. Copies of Board Policy Breach of Discipline Code No. 502.2 are available upon request from each school office.

### **Student Dress Code**

It is our belief that appropriate student dress is an important factor in the establishment of a healthy educational atmosphere.

Students need to wear clothing that doesn't cause a safety problem for the child. Clothing including short shorts, short tops, see-through tops, and similar items are not appropriate for school. Clothing which advertises drugs or cigarettes, displays inappropriate language or an inappropriate message is unacceptable and cannot be worn at school. Personal appearance that is distracting or interferes with school learning and safety will not be allowed. Caps, hats, headgear, and similar items shall not be worn inside the building except with permission.

### **Student and Staff Harassment**

The Keokuk Community School District has policies against student and staff harassment. Copies of this policy are distributed at registration. Additional copies may be obtained upon request at any of the school offices in this district. Bullying, which is a form of harassment, will not be tolerated. Students and parents should report harassment to the building principal.

### Student Illness or Injury at School

The building nurse shall direct the immediate care of ill or injured persons who come within his/her area of responsibility. All cases of accidents or serious illness occurring on school property which will require special attention shall be reported immediately to the building principal. The nurse will evaluate and treat accordingly, then notify the parent of the illness or injury. Each building shall maintain a log of reportable accidents occurring on school property involving students and employees under school jurisdiction. Students with contagious diseases as defined by Iowa law/statute must report it to the school immediately, so it can be closely monitored by the school nurse. If at any time the school feels the need to have a note from the doctor, it is the responsibility of the parent to obtain such documentation. It is required that any student who has a fever needs to remain home from school for 24 hours after the temperature has returned to normal without using Tylenol, Ibuprofen, or Motrin. The same requirement continues for vomiting and diarrhea, home for 24 hours after the last episode of vomiting or diarrhea.

The school district assumes no responsibility for medical treatment of a student who becomes ill or is injured at school, but first aid can and will be administered. Whenever possible, parents are notified by telephone and instructions requested for further action if needed. If a parent cannot be reached, efforts will be made to reach one of the individuals listed as an emergency contact.

A. The school **MUST** have permission from someone on the child's contact list to transport a child to a hospital or doctor. In cases where, in the judgment of professional staff, the situation is a matter of life or death, or other serious injury requiring immediate medical attention, a child will be taken to the hospital or EMS will be notified if a parent or other designated individual can not be contacted. Further medical attention is the responsibility of the parent/guardian, or the person designated for emergencies. It is important that the school be instructed by parents as to the procedure to be followed in cases of extreme emergencies when the parents cannot be reached.

B. **Parents are requested to be sure that the place of employment and telephone numbers where they can be reached are kept current in the school records.** Emergency telephone numbers are very important to the school staff. Please supply the name of a person or persons who reside within the Keokuk Community School District and their telephone number as persons to be contacted in case you cannot be reached.

### **Student Records**

Parents will receive a copy of the student records policy called the Federal Family Educational Rights and Privacy Act (FERPA) at registration. It guarantees privacy of your child's school records and provides parents with access if you ever wish to review your child's records. If parents need a copy of records, the policy provides information regarding how that takes place, time to produce the records, and any cost to parents.

### **Telephones and Electronic Devices**

Students are not allowed to leave classes or go to phones during the school day to receive phone calls unless it is an absolute emergency. Your child needs to make his/her plans with you before leaving for school instead of calling you from school. If you need to get a message to your child, call the school office and speak with office personnel.

Cell phones and other electronic devices are not necessary at school. Students who have a legitimate need to call must get permission from staff to do so. Cell phones are to be turned off before first bell and stay off until dismissal time. They are to be stored in bags. They may not be used or taken out unless teachers give permission. Video or pictures are not to be taken without teacher permission. Games may only be played with teacher permission. KCSD is not responsible for damaged or stolen items.

### **Testing and Evaluation Program**

A comprehensive testing and evaluation program is conducted by the Keokuk elementary schools for elementary students. The purpose of testing is to evaluate the total program as well as to provide a basis for the best programming to meet individual needs. Examples of assessments that KCSD currently participates in are (but aren't limited to): FAST (reading screener), MAP (math and reading), Iowa Assessment, and multiple teacher generated assessments.

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

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

Any student who has tobacco, alcohol or drugs in any form in his/her possession at school is subject to suspension or expulsion and/or a fine by the Keokuk School District for violating this policy.

### **Transportation**

Students eligible for transportation services will be required to be picked up and deposited at specific designated bus stops nearest their place of residence. These specific designated bus stops and approximate times will be made known to parents. No students or parents/guardians are allowed to ride a KCSD bus without prior administrative approval.

Students with temporary residence due to a valid special condition or restrictions may be considered for transportation services. Requests for such special consideration must be submitted in writing to the building principal and transportation director.

### **Truancy and Attendance**

Truancy is defined as the failure to attend school without reasonable excuse for the absence (Iowa Code 299.8). Legitimate reasons for an absence include illness, medical appointments, funeral of family members, court appearances, family vacations (with prior notification of principal) and school-sponsored activities. An unexcused absence is when a pupil is absent from school for any one of several reasons not recognized by school authorities, such as play, work, truancy, babysitting and parent neglect. Neglect can be oversleeping, shopping trips, visiting, and other absences not approved by the building principal. When a pupil is present for only part of the day his/her attendance will be counted according to the nearest half day. The pupil who is present part of either a morning or afternoon session is counted as being present, provided he/she is present for at least two hours of that half day. Absences due to illness or accident may, at the discretion of the principal, require a written statement of verification from a doctor.

Regular school attendance of school-age children is required by state law. It is the responsibility of the school to provide accurate accounting and reporting of student attendance. This includes all absences and tardies. Parents are responsible for contacting the school when their child(ren) are absent or tardy. Failure to report an absence will result in the absence being considered unexcused.

Any child of compulsory attendance age who is enrolled in this school district and is truant for more than two (2) unexcused days per trimester, six (6) unexcused days per school year, three (3) percent of the school year, or is tardy for 8 or more school days per trimester, may have their case referred to the county attorney (Iowa Code 299.11). In addition, the building principal may impose discipline on the truant child in accordance with the district attendance policy (e.g. require time missed to be made up and or hold a meeting with child and parent).

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

### Unauthorized Presence on School Premises

All persons who visit school **MUST** first check in with the office. **This includes parents and family members of enrolled students.** In order to keep our buildings safe, we maintain records of who is in the building at all times. Those who refuse to comply will be asked to leave school grounds. All unauthorized persons who refuse to leave when requested may be prosecuted as a trespasser.

### Use of Photos, Slides, and or Video Tape and/or DVD Recordings of Students for Public Relations Purposes

The school maintains the right and freedom to use photographs, slides, video recordings, and DVDs of classroom and school activities involving students for the purpose of public relations. Any parent/guardian objecting to this procedure must indicate on PowerSchool while registering their child.

### Weapons

Weapons and other dangerous objects are not permitted on school grounds as stated in Board Policy Weapons Code No. 502.10. Students bringing a firearm or knives to school may face possible suspension or expulsion for up to one year. Copies of this policy are available upon request.

It is the policy of the Keokuk Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Tim Hood, Superintendent, 1721 Fulton Street, Keokuk, Iowa 52632, 319-524-1402 ext. 1616, [thood@keokuk.k12.ia.us](mailto:thood@keokuk.k12.ia.us).

Appendix A



George Washington PBIS



Minors (Teacher Managed)	Majors (Office Managed)
Talking During Instruction	Physical Aggression
Rudeness, inappropriate comments	Forgery / Theft
Line basics in hallways	Abusive / Inappropriate Language
Refusal to follow directions (defiant)	Harassment / Bullying - peer / staff
Out of seat behavior / avoidance of work	Vandalism
Not giving best effort	Use or Possession of Weapons
Tattling (chronic offenders)	Repeated minor behaviors: (3 minors of the same thing within a month time frame)
Minor physical altercation (pushing another student)	Cell Phone Violation
Lying/cheating	Technology Violation
Food in class	Inappropriate display of affection
Unprepared for class	Ongoing Disruption
Not returning to class on time (from Library, TAG, resource, restroom)	Insubordination
Using cell phone without permission	Use or possession of alcohol / drugs/ tobacco
Using technology without permission	
Property damage (intentionally ripping books, drawing on desk)	
Peer Conflict	