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EXPERIENCE OUR ADVANTAGE.

**2016-17**

**Elementary Handbook**

[www.ottumwaschools.com](http://www.ottumwaschools.com)

# School Contact Information



## **Horace Mann**

1523 N. Court Street

Ottumwa, IA 52501

Phone: (641) 684-4661

Principal: Jody Williams    Secretary: Sara  
Buller

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August, 2016

Dear Parents and Families,

Welcome to the 2016-2017 School Year! Horace Mann has a strong tradition of providing a quality education to our students. You and your family are now part of that tradition.

Horace Mann offers grades Kindergarten through Fifth grade with two sections of each of the grades. There are a variety of after school programs, volunteer opportunities, and ways for your child and your family to be involved in our school. Be on the look-out for PTA meetings and other announcements.

Student learning and safety are our priorities. You can help by checking your child's backpack each day for notes and homework. Yes, homework. Look for the "Home Links" which are your child's math homework to come home regularly along with books to read. We do our best to communicate regularly with notes home and want you to be well informed. You are also welcome to call with any questions.

To help us with safety, please check into the office when visiting school during the day. This helps us to monitor adults in the building. Also, please use the South entrance to enter the building after the school day has started. If you need your child to leave during the school day, come to the office. We will then phone the classroom and have the child come to the office. We ask that you stay in the office to wait for your child.

I invite you to read through the Student Handbook as it may answer many questions you have about school and Horace Mann.

On behalf of our staff, we appreciate you being an important part of your child's educational career and working as a team for your child's education. It is a pleasure to serve you and your family.

Sincerely,

Jody Williams  
Principal

## Horace Mann School Staff 2016-2017

	<b>Assignment</b>	<b>Room</b>	<b>E-mail Address</b>
Mrs. Jody Williams	Principal	Office	<a href="mailto:jody.williams@ottumwaschools.com">jody.williams@ottumwaschools.com</a>
Mrs. Sara Buller	Secretary	Office	sara.buller@ottumwaschools.com
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Mrs. Heidi Owens	Kindergarten	102	<a href="mailto:heidi.owens@ottumwaschools.com">heidi.owens@ottumwaschools.com</a>
Ms. Kristen Meeker	1 <sup>st</sup> grade	110	<a href="mailto:kristen.meeker@ottumwaschools.com">kristen.meeker@ottumwaschools.com</a>
Mrs. Emily Penner	1 <sup>st</sup> grade	108	emily.penner@ottumwaschools.com
Ms. Abby Leonard	2 <sup>nd</sup> grade	104	<a href="mailto:abby.leonard@ottumwaschools.com">abby.leonard@ottumwaschools.com</a>
Ms. Kathy Schuitema	2 <sup>nd</sup> grade	106	<a href="mailto:kathy.schuitema@ottumwaschools.com">kathy.schuitema@ottumwaschools.com</a>
Mrs. Joan Fall	3 <sup>rd</sup> grade	114	<a href="mailto:joan.fall@ottumwaschools.com">joan.fall@ottumwaschools.com</a>
Mrs. Becky Ingle	3rd grade	210	<a href="mailto:becky.ingle@ottumwaschools.com">becky.ingle@ottumwaschools.com</a>
Ms. Lyndsey Vandello	4 <sup>th</sup> grade	202	<a href="mailto:Lyndsey.vandello@ottumwaschools.com">Lyndsey.vandello@ottumwaschools.com</a>
Mrs. Kim Hudson	4th grade	208	<a href="mailto:kim.hudson@ottumwaschools.com">kim.hudson@ottumwaschools.com</a>
Mrs. Courtney Brown	5 <sup>th</sup> grade	119	courtney.brown@ottumwaschools.com
Mrs. Ann Weilbrenner	5 <sup>th</sup> grade	118	<a href="mailto:ann.weilbrenner@ottumwaschools.com">ann.weilbrenner@ottumwaschools.com</a>
Mrs. Nicole Witt	Special Education	112	nicole.witt@ottumwaschools.com
Mr. Joss Teed	Physical Education	Gym	<a href="mailto:joss.teed@ottumwaschools.com">joss.teed@ottumwaschools.com</a>
Mr. Dennis Gilbertson	Physical Education	Gym	<a href="mailto:dennis.gilbertson@ottumwaschools.com">dennis.gilbertson@ottumwaschools.com</a>
Ms. Ellen Stoltz-McGinity	Music	201	<a href="mailto:ellenstoltzmcginity@ottumwaschools.com">ellenstoltzmcginity@ottumwaschools.com</a>
Ms. Felicia Dighton	Music	201	felicia.dighton@ottumwaschools.com
Ms. Kelly Lehman	Art	201	<a href="mailto:kelly.lehman@ottumwaschools.com">kelly.lehman@ottumwaschools.com</a>
Ms. Carissa Hughell	Art	201	carissa.hughell@ottumwaschools.com
Mrs. Gail Hunter	Curriculum Leader Reading Teacher	112	gail.hunter@ottumwaschools.com
Mrs. Dana Pierson	Title I	111	<a href="mailto:dana.pierson@ottumwaschools.com">dana.pierson@ottumwaschools.com</a>
Ms. LeAnn Oldenburger	TAG	207	<a href="mailto:leann.oldenburger@ottumwaschools.com">leann.oldenburger@ottumwaschools.com</a>
Mrs. Joni Nicholson/Sandra Norton Library		107	<a href="mailto:joni.nicholson@ottumwaschools.com">joni.nicholson@ottumwaschools.com</a>
Mrs. Nicole Friedman	ELL	204	<a href="mailto:nicole.friedman@ottumwaschools.com">nicole.friedman@ottumwaschools.com</a>
Mr. Rick Tanner	Counselor	207	<a href="mailto:rick.tanner@ottumwaschools.com">rick.tanner@ottumwaschools.com</a>
Mrs. Julia Blunt	Nurse	Office	Julia.blunt@ottumwaschools.com
Mr. Bob Brisendine	Head Custodian		
Mr. Brian Burrows	Night Custodian		
Mrs. Barb Thomspen	Crossing Guard		

## 2016-2017 CALENDAR

\* Subject to change \*

Please use this calendar to schedule appointments for your child so that they miss a minimal amount of school.

August 24 .....	First Day of School.....	8:15 a.m.
September 5 .....	No School—Labor Day	
September 7 .....	Early Dismissal.....	1:30 p.m.
September 13 .....	School Picture Day	
September 20 .....	F.I.R.S.T. Night/Open House .....	5:30-7:00 p.m.
September 21 .....	Early Dismissal.....	1:30 p.m.
October 5 .....	Early Dismissal.....	1:30 p.m.
October 19 .....	Early Dismissal.....	1:30 p.m.
October 27 .....	Fall Fest	
November 2 .....	Early Dismissal.....	1:30 p.m.
November 9 .....	End of 1 <sup>st</sup> Trimester	
November 17 .....	No School—Parent Teacher Conferences.....	
November 18 .....	No School or Conferences	
November 23 .....	1:30 Dismissal for Thanksgiving Break	
November 24-25 .....	No School—Thanksgiving Break	
November 28 .....	No School—Professional Development	
December 7 .....	Early Dismissal.....	1:30 p.m.
December 21 .....	Early Dismissal.....	1:30 p.m.
December 23 .....	1:30 Dismissal for Winter Break	
December 24-January 2 ...	No School—Winter Break	
January 3 .....	Classes Resume.....	8:15 a.m.
January 18 .....	Early Dismissal.....	1:30 p.m.
February 1 .....	Early Dismissal.....	1:30 p.m.
February 15 .....	Early Dismissal.....	1:30 p.m.
February 20 .....	No School—President’s Day	
February 22 .....	End of 2 <sup>nd</sup> Trimester	
March 2 .....	No School—Parent Teacher Conferences.....	
March 3 .....	No School or Conferences.....	
March 6 .....	No School—Professional Development	
March 15 .....	Early Dismissal.....	1:30 p.m.
March 20-24 .....	No School—Spring Break	
April 3-7 .....	Iowa Assessments for Grades 3-5	
April 5 .....	Early Dismissal.....	1:30 p.m.
April 14 .....	No School—Good Friday	
April 19 .....	Early Dismissal.....	1:30 p.m.
May 3 .....	Early Dismissal.....	1:30 p.m.
May 17 .....	Early Dismissal.....	1:30 p.m.
May 29 .....	No School—Memorial Day	
May 31 .....	Proposed Last Day of School	

This elementary handbook is an attempt to answer many common questions parents often ask. Please contact your child’s school when a question may arise. Remember, the more communication there is between home and school the better our educational program will become for your child.

## **MISSION**

Our mission is a quality education for each and every student.

## **EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT**

The Board of Directors of the Ottumwa Community School District is committed to a quality education for every student. The objective of this philosophy is to help each child develop into a mature individual and a contributing member of society. The board believes that this objective can best be met through a school program wide enough in scope to encompass the intellectual, physical, civic, social and aesthetic education of children.

The Board of Directors realizes that an effective public school program must be directed toward common needs of all children; however, the board believes the emphasis must lie always on the unique needs of each individual child.

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

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

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

## **COMMUNICATION BETWEEN HOME AND SCHOOL**

Students are more successful in school when the important adults in their lives are working together to support the efforts of the child. A concerted effort is made by the elementary staff to keep parents informed of the skills, topics and activities being pursued and the success each child has achieved.

Communications will be sent home frequently from the classroom and the office. Please encourage your child to be responsible for bringing those home and showing them to you. You can count on those communications containing a listing of upcoming events and notifications of changes in schedules. We will also publish a monthly newsletter with important information.

### **STUDENT ASSISTANCE TEAM (S.A.T.)**

A team of school educators make up the Student Assistance Team. The team is available to assist students who may be struggling in school academically and/or socially. For more information contact your child's teacher.

### **POSITION STATEMENT CONCERNING HOMEWORK**

One of the questions you may ask is why do schools prescribe homework; why are not the hours during the day enough? We believe that children learn from everyone in a variety of settings and the time spent in school is but one segment of a student's learning experience.

A student's success in school depends, to an extent, upon the time spent in family assistance at home. The time that parents/guardians spend in working with their children is considered prime time for learning because we feel students will do better in school when they have the support and interest of the home and family.

Staff members are asked to budget their homework requests of students and examine their schedule so these demands are not punitive or excessive during any given time.

Traditionally, the Ottumwa School District has recognized Wednesday when many churches have youth activities. Therefore, attempts should be made to avoid scheduling extensive homework or other school activities on Wednesday.

### **PROMOTION AND RETENTION POLICY**

Promotion and retention consideration for elementary students should be carefully discussed by the teachers and the building principal. The parents should be involved in the retention discussions. Students should be retained in the primary grade if retention is necessary. However, students may be retained in other grades.

The final decision to promote shall be reached by the professional staff after documented consideration of the following, but not limited to: the child's academic achievement, chronological age, attendance record, mental ability, social and emotional adjustment, physical attributes, and the potential for the individual to demonstrate additional growth in key areas as mentioned above.

The final decision to promote shall be the responsibility of the building administrator.



## **INITIATIONS, HAZING, BULLYING, OR HARASSMENT**

Harassment, bullying 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 they have been harassed or bullied should:

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

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of 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, designed to embarrass, distress, agitate, disturb or trouble persons when:

- \* 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 physical or mental health;
- \* 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.

Sexual harassment includes, but is not limited to:

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

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- \* verbal, physical, or written harassment or abuse;
- \* repeated remarks of a demeaning nature;
- \* implied or explicit threats concerning one's grades, job, etc; and
- \* demeaning jokes, stories or activities.

To assist in expediting the investigation, an online form is linked on our website at:

<http://www.ottumwaschools.com/students/Bullying-Harassment-Reporting-Form.cfm>

### **CIVILITY EXPECTATIONS**

The elementary staff will treat parents and other members of the public with respect and expect the same in return. The school must keep classrooms and the administrative office free from disruptions and prevent unauthorized persons from entering school/district grounds.

Accordingly, these practices promote mutual respect, civility, and orderly conduct among district employees, parents, and the public. We do not intend this to deprive any person of his or her right to freedom of expression. Rather, we seek to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting teachers and other employees as positive role models, we encourage positive communications and discourage volatile, hostile, or aggressive actions. The school seeks public cooperation with this endeavor.

**1. Disruptive Individual Must Leave School Grounds** - Any individual who disrupts or threatens school/office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school district property will be directed to leave school or school district property promptly by the school's principal or other chief administrative officer.

**2. Directions to Staff in Dealing with Abusive Individual** - If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely warn the speaker to communicate civilly. If the abusive individual does not stop the behavior, the district employee will verbally notify the abusive individual that the meeting, conference, or telephone conversation is terminated; and, if the meeting or conference is on district premises, the employee shall direct the abusive individual to leave promptly.

**3. Provide Policy and Report Incident** - When a staff member determines that a member of the public is in the process of violating the provisions of these expectations, staff member should provide a written copy at the time of occurrence. The staff member will then immediately notify his or her supervisor and provide written report of the incident.

## **ELEMENTARY CODE OF CONDUCT**

The following Code of Conduct has been established with the belief that an orderly school environment is essential for the promotion of academic achievement and an atmosphere in which students and teachers feel safe both physically and emotionally. Careful examination and understanding of this code can greatly enhance the school's ability to help young people grow to their full potential.

The ultimate responsibility for children's behavior rests with parents; however, children at the elementary level need to begin to develop their own sense of responsibility and self-discipline. Students have the responsibility to make an effort to behave properly while at school. This responsibility is possible for students if the school's expectations are made clear to them. This Code of Conduct attempts to make clear to students the school's expectations. Knowing these expectations enables them to act responsibly.

## **DUE PROCESS**

It shall be the policy of the Ottumwa Community School District that acceptable behavior be recognized as essential to the development of responsible and self-disciplined citizens and to provide an effective school program. Positive behavior is based on respect for one's self and for the worth and human dignity of others. Development of such positive behavior in students is a dual function of the home and of the school.

All students are guaranteed, by Board Policy 503.1 and by public law, constitutional rights to due process and fundamental fairness.

1. The student must have prior knowledge of the conduct which is required of or prohibited to him/her.
2. The student must be aware of the specific behavior giving rise to any of the proposed penalties or discipline.
3. The student must have some opportunity to express or convey to the decision-making authority his/her views or rebuttals regarding the incident, prior to any disciplinary action.
4. The decision-making authority must base its decision on the incidents or matters about which the student has been apprised as indicated above.

The courts have also determined that any disciplinary action must meet the test of fairness under a given set of circumstances. Various factors must be considered in each situation to determine the formality which is required.

## INFORMAL DISCIPLINE, IN-SCHOOL AND OUT-OF-SCHOOL SUSPENSION

### **I. INFORMAL DISCIPLINARY ACTION** - To be administered by building supervisory personnel.

The majority of discipline situations begin and end in the classroom. For example, a student may be disruptive and the teacher will issue a verbal reprimand or the student may be kept after school. Students will normally not be held after 3:00 p.m., and students will be given the opportunity to call home so that parents are aware of the situation.

The following forms of disciplinary action may generally be given but are not limited to the various types of misconduct by a student:

#### **Verbal reprimand, and/or detention, and/or parent contact during or after the school day.**

1. Inappropriate behavior - conduct that interrupts the educational process
2. Failure to abide by any corrective measures used by school personnel for misconduct
3. Continued disruptive conduct
4. Continued inappropriate behavior
5. Continued use of profanity, inappropriate language/gestures
6. Fighting and/or physical abuse to others
7. Stealing
8. Smoking or the possession of tobacco or matches
9. Possession of pornographic literature or materials
10. Defiance of authority
11. Throwing objects that might cause bodily harm
12. Vandalism
13. Truancy
14. The wearing or displaying of Logos, Slogans, etc. on any item of clothing, book bag, books, notebooks, etc., promoting the use of alcohol, illegal drugs, tobacco products, obscene pictures, words, gestures, and sexually suggestive pictures, words, or gestures
15. Harassment, including sexual harassment

### **II. IN-SCHOOL SUSPENSION** - To be administered by the building administrator or designee in the building administrator's absence.

Every effort is to be made to ensure that a student remains in the classroom for optimal educational experiences. However, under certain circumstances it may be appropriate to remove a student for a period of time to ensure that the classroom continues to function in an appropriate manner. If in-school suspension is administered, parents will be notified by telephone or by mail.

The following may result in in-school suspension:

1. Repeated acts of disruptive conduct listed in part one
2. Possession of a dangerous weapon or instrument
3. Inciting others to violence
4. Use, sale or possession of narcotics, liquor, drugs and other harmful substances
5. Harassment, including sexual harassment

**III. OUT-OF-SCHOOL SUSPENSION and/or RESTITUTION** - To be administered by the building administrator or designated administrator in the building administrator's absence. The suspension could be for a period not to exceed 5 days. The Superintendent may extend the suspension upon the principal's request, for a total of no more than 10 days. If out-of-school suspension is administered, parents will be notified by telephone and/or by mail. A parent conference will be required prior to the re-entry of the student to school.

The following may result in out-of-school suspension:

1. Threat to or assault on any school employee
2. Repeated disobedience to school staff
3. Attack or fighting with another student
4. Threat or physical assault on another student to obtain money or other materials of value
5. Continued harassment of a student, including sexual harassment
6. Damage of school property
7. Possession of or the construction of a weapon
8. Use, sale or possession of narcotics, liquor and other harmful substances
9. Open or persistent defiance of authority and/or school rules and regulations
10. Theft
11. Failure to abide by corrective measures, such as detention for previous acts of misconduct
12. Immorality; including the writing or use of profane and obscene language
13. Smoking
14. When the student's presence is detrimental to the school's operation
15. Parent refusal to accept in-school suspension.

#### **IV. ADDITIONAL DISCIPLINARY MEASURES**

In addition to the foregoing informal disciplinary or corrective actions set out in Parts I, II and III above, the teacher, building administrator or designee shall have the authority to impose additional corrective action such as counseling of students by administrative and teaching personnel, conducting parent conferences, rearranging schedules, requiring students to receive counseling and restricting extra-curricular activities.

#### **V. STUDENT EXPULSION**

The Board may, by a majority of the members present at a hearing to determine the severity of the alleged misconduct, expel a student from school. The legal grounds for expulsion are:

- 1) immorality; 2) violations of rules and regulations set or approved by the Board; and
- 3) evidence that the presence of the student is detrimental to the interests of the school.

The expulsion of a student shall be considered only after a thorough investigation of the facts, with procedural due process observed.

A disciplinary hearing shall be scheduled by the Superintendent when, in the Superintendent's opinion, expulsion of the student is one of the alternatives in dealing with the case under consideration.

Students expelled from school shall be considered for readmission only by the Board of Directors. The procedures for reconsideration shall be forwarded to the student in the letter of expulsion.

### **LEVEL I INVESTIGATORS**

Building principals in the Ottumwa Community School District serve as Level I Investigators for allegations of abuse of enrolled students. Associate principals and deans of students will serve as alternative Level I Investigators and will serve as appointed by the Superintendent. Level I Investigators will respond promptly to allegations of physical abuse and investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible, according to board policy. Employees are required to assist in the investigation to provide information and to maintain confidentiality of the reporting and investigation process. All Level I Investigators and alternates have received the appropriate training to conduct such investigations. Board policy requires the district to release this information to parents annually.

### **NON-DISCRIMINATION STATEMENT**

It is the policy of the Ottumwa Community School District that each student and employee should be treated equally. If a student or employee believes that he/she has been treated unequally on the basis of race, color, age, national origin, gender, sexual orientation, gender identity, marital status (for programs), socioeconomic status (for programs), disability, religion or creed, then he/she should contact Teri King. She is the contact person for students or employees who think they may have been treated unfairly. He will work with district administrators to make certain that the provisions of Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act are not violated.

Teri King, Director of Student Supports

[teri.king@ottumwaschools.com](mailto:teri.king@ottumwaschools.com)

Phone: (641) 684-6597

### **GRIEVANCE PROCEDURE—TITLE IX**

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to Compliance Officer Teri King ([teri.king@ottumwaschools.com](mailto:teri.king@ottumwaschools.com)), Phone (641)684-6597; to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

## **EQUAL EDUCATIONAL OPPORTUNITY**

The board will not discriminate in its educational activities on the basis of race, color, national origin, religion, sex, disability, sexual orientation, gender identity, marital status, socioeconomic status, or creed. The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, religion, sex, disability, sexual orientation, gender identity, marital status, socioeconomic status, or creed.

Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

## **DISTRICT ATTENDANCE POLICY**

### **ALL EXCUSED ABSENCES MUST HAVE DOCUMENTATION**

Examples:

- \* Medical documented illness (from a Doctor or School nurse)
- \* Medical documented appointments (from a Physician, Dentist, etc.)
- \* A Funeral Notice
- \* Court documented appointments (from Juvenile Court, DHS, Counselor, etc)
- \* School sponsored activities
- \* Extenuating circumstances approved by the building principal

**A parent or guardian may call their student out of school 6 times a school year for other reasons. (These days are verified, not excused.)**

**Any absence beyond six, without documentation for the absence, is considered truant (unexcused).**

Reviewing the steps:

**6th Non-Excused Day** = Notification Letter Sent

**9th Non-Excused Day** = Request for Documentation Sent

**12th Non-Excused Day** = Building Level Administrative Attendance Hearing County Attorney Given Notice

**Continued Non-Excused Absences** = Referral for Legal Action to the County Attorney

*Our goal is to increase communication and engage in collaborative efforts to maintain excellent attendance.*

If your child is going to be absent or tardy from school, please call and inform the office by 8:30 a.m. Feel free to call during non-office hours and leave a voice mail. In the event we are not notified, an effort will be made to call you to let you know your child did not arrive at school.

If your child has been diagnosed as having a contagious disease, inform the office so proper health measures and reporting procedures can be fulfilled.

If your child is going to miss over three days due to illness, a doctor's note is required in the school office. If you know of the absence in advance, please contact the office. If you would like to have work sent home or picked up for your child please make arrangements with the office or the teacher one day in advance. A note from your doctor stating the reason for his/her absence is required when he/she returns to school concerning the absence.

### **TARDINESS**

It is important that students arrive at school on time. All attendance is kept on the basis of half days. If a student arrives after 8:15 a.m., he/she is marked tardy. If the student is more than 1.5 hours late, he/she is marked absent for that half day. Students must be accompanied to the office to check in upon their arrival to school. The tardy policy will follow the same rules as absences for excuses and notifications.

### **STUDENT APPOINTMENTS**

Any student leaving the building during regular school hours will have to report to the office and wait for a parent/guardian to pick them up. Upon returning to school, the parent will need to bring the student back to the office. This procedure is for the safety of your child. We do not want any child picked up by an unauthorized individual. Students may be gone to a medically documented appointment for no more than 1.5 hours and not have it count as an absence or tardy.

### **PERFECT ATTENDANCE**

Perfect attendance is defined as not having ANY tardies or absences during the entire school year.

### **DAILY SCHEDULE**

- 7:40 a.m. Supervision and breakfast serving begins
- 8:00 a.m. Teachers must arrive
- 8:05 a.m. Students to classrooms
- 8:15 a.m. Classes begin; tardy bell rings
- 3:00 p.m. Students dismissed
- 3:30 p.m. Teachers may leave



## ARRIVAL AND DISMISSAL

Students are scheduled to be dismissed at 3:00 p.m. If a student is behind in class work, needs extra help, or had a discipline problem at school they may be required to stay until 3:30 p.m. If your child has to stay after school there will be an effort made by his/her teacher to notify you.

It is an important part of safety and of growing up for our students to be able to walk to and from school and get along with each other. Students need to be reminded to cross only at designated areas, not to visit with strangers, and use good safety procedures in coming to school and going home, including walking on the sidewalk (when possible). Two specific ways parents can help us in this area are: 1) allow your children to leave home at a time that offers only a few minutes extra before they are required to be at school; and 2) encourage your children to come straight home after school.

## SCHOOL CANCELLATIONS OR EARLY DISMISSAL

In the event school is cancelled or dismissed early due to inclement weather, mechanical failure, etc., notice will be placed on the Ottumwa Schools' website, Facebook, Twitter, and PowerAnnouncement. The district will also release information to the following media:

**TV includes:** KTVO, KCCI, KYOU, WHO, and WOI; **radio stations include:** KBIZ, KTWA, KRKN, KISS, KLEE, KOTM, KBOC, KMCD, KICK, KIIC, KMGO, KEDB, and KQLF; and newspapers include The Ottumwa Courier and Ottumwa Evening Post. These media will be notified immediately after a decision has been made and will broadcast the information as soon as they are contacted.

It is a good idea to make arrangements in advance with a friend, neighbor, or relative to care for your children in case school is dismissed early and you are not at home. When school is dismissed early we are always concerned that children may get home and not be able to get inside. Every year you fill out a registration form and the instructions on this form will be followed. If that information changes please make sure that you notify your child's teacher and the school office. Also, please discuss with your child what they are to do before it happens so that they understand what they are to do, saving much confusion. Please make sure that your child and your child's teacher know what your plans are for those conditions. Every effort will be made to post signs on all the doors indicating delays or cancellations. Please check the doors each morning before leaving your children unattended. Children should be taken home or to sitters in this event.

## **PRIME TIME YOUTH CARE—PTYC**

The Ottumwa Schools' Prime Time Youth Care program provides before school, after school and summer care to elementary-aged youth. Program activities include: field trips, games, arts and crafts, computers, and enrichment. The program is fee-based, parents are required to pay for services in advance. Assistance is available.

Children must be in grades K-6 during the current school year to be eligible to enroll. Children entering kindergarten may enroll in the summer program prior to beginning kindergarten in August of the same year and must be toilet trained.

There is an annual \$10 nonrefundable registration fee charged for each family attending the PTYC program.

Parents must complete an enrollment form before a child will be admitted to the program.

1. If parents wish to enroll their child(ren), a set of enrollment forms will be provided. Prior to the child's first day of attendance, the parent will complete all forms for each child and submit them to the Director or the Community Programs office.
2. Children will be allowed to attend the program only after all forms have been completed, returned and registration and tuition payment made. Parents will be asked to complete the following forms:
  - \* Enrollment Form
  - \* Emergency Medical Consent
  - \* Field Trip Consent Form
  - \* Medication Authorization (as needed)

The program expects all forms to be kept current. Parents must provide new information to the director regarding: emergency persons, names, address, employer, phone number and attendance changes.

Prime Time Youth Care is an accountable-care program. To ensure accountable care, parents are responsible for notifying the program of attendance before 2:30 p.m. on the day their child will attend.

Please find other information on the district's website under "Programs," PTYC.

## **RELEASING STUDENTS' NAMES AND ADDRESSES**

Under Iowa Law, records of students' names and addresses are public record open to public examination. Federal law says that "directory information" including name and address is not confidential, but requires that the school give public notice of what information it intends to publish or release, and allow parents or adult students a reasonable time to claim a right to give prior consent to such publication. Without such request on file, records containing student names and addresses are open to public inspection. School administration has no discretion regarding who may inspect, or for what reason.

### **STUDENT FEES**

The 2016-17 school student fees are \$48.00. Third grade students will pay an additional \$3.25 recorder fee. Please make checks payable to Ottumwa Community Schools.

### **VISITOR POLICY**

All visitors must check in the office to receive a visitor's pass and sign our guest book before entering other parts of the building. We appreciate your cooperation in making this a part of your routine when entering the school.

**Parent/Guardian Visitors** - It is always good to have parents and/or guardians visit school. We encourage parents and/or guardians to visit school often. It is a good idea to contact your child's teacher a day before you plan to visit. If you schedule a time to visit, you will be able to observe a particular class or activity that is of special interest to you.

**Student Visitors** - It is the Ottumwa School District's policy not to allow students from other districts to visit in the Ottumwa System.

### **CELL PHONE, ELECTRONICS AND TOY POLICY**

Students may bring a cell phone to school, but must keep them turned off and in their backpack. They are not to be used throughout the day to receive or make phone calls, take pictures, text message, or any other function for which they are capable during school hours.

If a student chooses not to abide by this policy, the phone will be taken and turned in to the office. A parent/guardian will be notified to pick the phone up from the office.

Please leave toys, electronics, jewelry, large sums of money, or anything that is not school related, at home. These items all create a distraction to the learning process. If it is not on the school supply list, please do not bring it to school. We thank you for your assistance.

### **STUDENT DRESS CODE**

We take pride in the appearance of our students. Students should be neat and well groomed at all times. The clothing worn must be appropriate and not distracting. Clothing with questionable wording and/or prints is not acceptable. Articles of clothing that are inappropriate may include (but are not limited to):

- \* Clothing which advertises tobacco, alcohol, violence, sex and/or any form of harassment or offensive implications.
- \* Clothing which is too revealing (i.e. too short, too tight)
- \* No head coverings are to be worn in the building.

While the primary responsibility for appearance rests with the parents, the administration will reserve the right to make the final decision concerning appropriateness of student appearance.

### **PARTY INVITATIONS AND CLASSROOM DELIVERIES**

To avoid disappointment and hurt feelings, students are not to distribute invitations to home parties at school.

In order to avoid interrupting the education process we ask that you not order balloons, flowers, etc. to be delivered to school.

### **HOMELESS CHILDREN**

The Board of Directors of the Ottumwa Community School District is responsible for locating and identifying homeless children and youth who are “found” within the district. A “homeless child or youth of school age” is defined as one between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth living on the street, in a car, tent or abandoned building or some other form of shelter not designed as a permanent home; living in a community shelter facility; or living with non-nuclear family members or friends who may not have legal guardianship over the child or youth of school age. The district shall make available to the homeless child or youth all services and assistance including but not limited to compensatory education, special education, English as a second language, vocational courses or programs for gifted and talented, health services, and food and nutrition programs, on the same basis as those services and assistance are provided to resident pupils.

### **FREE AND REDUCED MEALS**

Applications for free or reduced meals are available at the beginning of each school year and must be re-filed annually to maintain status. In the event a family’s income changes during the year, new applications should be obtained from the food service cashier and re-submitted.

## HEALTH INFORMATION

### **Medication Policy:**

Students needing to have medication administered during the school day must follow the school districts' medication policy. Prescription medication shall be administered when the student's parent or guardian, and doctor provides a signed and dated written statement requesting medication administration. Non-prescription medication shall be administered when the student's parent or guardian provides a signed and dated written statement requesting medication administration. All medications must be in their current original labeled container.

### **Head Lice Procedure:**

Students with live lice are to go home for treatment. Students with only nits (eggs) may stay at school, as these do not transfer from person to person. If you have questions, please contact your school nurse.

### **Bed Bugs:**

School nurse will notify maintenance of possible issue. Custodial staff will inspect environment and follow school plan. The school will notify the student's parent/guardian by phone.

### **Illnesses:**

Your child may become ill during the school year. We request that students be fever free before returning to school. We appreciate you keeping your children home during an illness to decrease the exposure to the other students.

### **Immunizations:**

State law requires that students must be properly immunized against diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella, chicken pox, hepatitis B and pneumonia before entering school. Only students who are medically exempt or have a religious exemption will be allowed to enter school without the required immunizations.

### **Health Care Plans:**

Students with special health care needs are required to have an individualized care plan. This care plan will be written by the school nurse in collaboration with the student's primary physician, parents and educational team members. If your student has a special health care need, please contact your school nurse at your earliest convenience.

### **Health Education:**

At each grade level, school nurses teach various health issues as part of the science curriculum. Examples of topics include but are not limited to: hand-washing, AIDS, puberty and communicable diseases. The curriculum content is available for parents to review. Contact your school nurse for further information.

**Peanut and Nut Free:**

The Ottumwa Community School District is a peanut/tree nut free school district. These products are not used in any food items served in our school district.

**Healthy Snacks:**

The Ottumwa Community School's Wellness Policy promotes a healthy school environment, including classroom celebrations. Foods served during the school day or in after school programs should make a positive contribution to children's diets and health, with an emphasis on serving fruits, vegetables, low fat milk, 100% juices and or water. Please check with your child's teacher when planning classroom celebrations. Each celebration should have no more than 2 food items and a drink. PLEASE NO CANDY BAGS!!!!!!

## **MEDIA CENTER POLICIES AND PROCEDURES**

**Library Hours** - The library is open to students when the Teacher Librarian or the Library Associate is on duty. In the event of the absence of these staff, the building will have a contingency plan to maintain both the availability of the library to the students and the integrity of the library's operation.

**Check out and Return Procedures** - Students may have two regular items checked out for recreational reading (Teacher may make arrangements for students to check out additional materials when they are needed for an assignment). Regular materials are due in one week or at the next class check out time. Regular materials may be renewed once.

Reference materials are never to leave the school building. They are to be returned the following school day unless other arrangements are made. Reference materials are not renewable. Students cannot check out additional materials if they have more than one overdue item. Teachers may make arrangements for students who need materials for assignments.

**Overdue Materials** - There are no fines for overdue items. Additional materials will not be checked out to a student with more than one overdue item.

At the beginning of the school year, students with one overdue item from a previous school year will again be allowed to check out. The overdue item will remain on the student's record. If the student incurs a second overdue, he/she will not be allowed to check out another item, even at the beginning of a new school year, until restitution or other arrangements have been made.

**Lost or Damaged Books** - Students will pay the replacement cost for lost or severely damaged library materials. The Teacher Librarian will assess a fine for minor damages to library materials.

When a student leaves the building and transfers to another building within the Ottumwa School District or is promoted to a higher grade in a different building within the Ottumwa School District, a listing of the student's outstanding fines or overdue books is sent to the Library staff in that building.

### **PHYSICAL EDUCATION PARTICIPATION**

Physical Education is required of all students in kindergarten through grade five. Students who cannot participate in the skills portion of the class because of a medical reason can participate as spectators, help in activities they can do or help peers in the class.

Following is the policy of the K-5 Physical Education Department concerning students who cannot participate in Physical Education because of medical reason(s):

1. Parent's excuse for medical reason(s) - Parents or Legal Guardians may request, in writing, that their child not participate in the skills (activity) portion of the class for a maximum of one day.
2. Doctor's excuse for medical reason(s) - A doctor may write a note requesting that a student not participate in the skills (activity) portion of a class. This note should indicate the length of time the child should not participate in the skills (activity) portion of the class.
3. The students need to wear tennis shoes for Physical Education Class. Students may wear the same pair of rubber-soled shoes for PE that they wear the rest of the day at school if they are not muddy. A special pair of tennis shoes is not required.