



Ottumwa Community Schools

# 2019-2020 Elementary Handbook

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

## **NON-DISCRIMINATION STATEMENT**

It is the policy of the Ottumwa Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Teri King, Director of Human Resources, 1112 N. Van Buren, Ottumwa, IA 52501, Telephone: (641) 684-6597, Email: ([teri.king@ottumwaschools.com](mailto:teri.king@ottumwaschools.com)); or the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).

## School Contact Information



### **Douma**

307 W. Mary Street  
Ottumwa, IA 52501  
Phone: (641) 684-4668  
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Secretary: Jenna Hoskins



### **Eisenhower**

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Principal: Dana Warnecke  
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### **Horace Mann**

1523 N. Court Street  
Ottumwa, IA 52501  
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Principal: Jody Williams  
Secretary: Sara Buller



### **James**

1001 N. Benton Street  
Ottumwa, IA 52501  
Phone: (641) 684-5411  
Principal: Jay Green  
Secretary: Jessica Williams



### **Liberty**

50 Traxler Drive  
Ottumwa, IA 52501  
Phone: (641) 682-4502  
Principal: Dawn Sievertsen  
Associate Principal: Anne Clark  
Secretaries: Kim Glosser and Tammy Proenneke



### **Wilson**

1102 E. Fourth Street  
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Principal: Jeff Hendred  
Secretary: Salud Leyva

## Ottumwa Community School District 2019-2020 School Calendar (Revised 3/25/19)

School Start Time: 8:10 am / School Dismissal Time: 3:15 pm  
Students First Day of School: August 23, 2019 / Students Last Day of School: June 2, 2020

August 2019						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Teacher Days = 10 Student Days = 6						

September 2019						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Teacher Days = 20 Student Days = 19						

October 2019						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Teacher Days = 23 Student Days = 23						

November 2019						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Teacher Days = 19 Student Days = 18						

December 2019						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Teacher Days = 15 Student Days = 15						

January 2020						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Teacher Days = 22 Student Days = 22						

February 2020						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
Teacher Days = 19 Student Days = 19						










March 2020						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Teacher Days = 17 Student Days = 17						

April 2020						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
Teacher Days = 21 Student Days = 21						

May 2020						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Teacher Days = 20 Student Days = 20					

June 2020						
S	M	T	W	TH	F	S
	1	2	3			
Teacher Days = 3 Student Days = 2						
Year Total Student Attendance Days = 182						
Year Total Teacher Work Days = 189						

Quarters/Trimesters						
Quarter 1: Aug 23-Oct 29						
Quarter 2: Oct 30-Jan 15						
Quarter 3: Jan 16-Mar 27						
Quarter 4: Mar 30-Jun 2						
Trimester 1: Aug 23-Nov 15						
Trimester 2: Nov 18-Feb 21						
Trimester 3: Feb 24-Jun 2						

-  Workshop for New Teachers
-  1:00 pm Dismissal for Teacher PD
-  Workshop for All Teachers
-  Teacher Quality Paid Day (Aug 20; Sep 16)
-  First and Last Day of School
-  1:00 pm Early Dismissal
-  Holiday
-  Parent-Teacher Conferences
-  Non-Student Attendance Day

## **Calendar Dates for 2019-2020:**

August 13, 14, 15: Workshop for New Teachers  
August 19, 21, 22: Workshop for All Teachers  
August 20: Teacher Quality Paid Workshop Day for Teachers  
August 23: Students First Day of School  
August 30: 1:00 pm Dismissal for Teacher PD  
September 2: No Classes • Labor Day  
September 6, 13, 20, 27: 1:00 p.m. Dismissal for Teacher PD  
September 16: No Classes • Teacher Quality Paid Workshop Day for Teachers  
October 4, 11, 18, 25: 1:00 pm Dismissal for Teacher PD  
October 8: Evans Parent-Teacher Conferences (4:00-7:30 pm)  
October 10: Evans Parent-Teacher Conferences (4:00-7:00 pm)  
October 24: OHS Parent-Teacher Conferences (4:00-7:30 pm)  
October 25: End 1<sup>st</sup> Quarter  
October 28: OHS Parent-Teacher Conferences (4:00-7:00 pm)  
November 1, 8, 15, 22: 1:00pm Dismissal for Teacher PD  
November 15: End Trimester 1  
November 25: Elementary & Preschool Parent-Teacher Conferences (4:00-7:30 pm)  
November 26: 1:00 pm Dismissal for Parent-Teacher Conferences  
    Elementary & Preschool Conferences (1:00-3:30 and 4:00-7:00 pm)  
    Evans & OHS Make-up Conferences and work time (1:00-3:30 pm)  
November 27: No Classes • Teacher Comp Day  
November 28-29: No Classes • Thanksgiving Break  
December 6, 13: 1:00 pm Dismissal for Teacher PD  
December 20: 1:00 pm Dismissal for Winter Break  
December 23-January 1: No Classes • Winter Break  
January 2: Classes Resume  
January 3, 10, 17, 24, 31: 1:00 pm Dismissal for Teacher PD  
January 14: End 2<sup>nd</sup> Quarter  
February 7, 14, 21, 28: 1:00 pm Dismissal for Teacher PD  
February 17: No Classes • Presidents' Day  
February 21: End Trimester 2  
February 27: Preschool Registration  
March 6, 27: 1:00 pm Dismissal for Teacher PD  
March 5: Kindergarten Registration  
March 5: OHS Parent-Teacher Conferences (4:00-7:00 pm)  
March 9: Evans Parent-Teacher Conferences (4:00-7:30 pm)  
March 9: OHS Parent-Teacher Conferences (4:00-7:30 pm)  
March 10: Elementary & Preschool Parent-Teacher Conferences (4:00-7:30 pm)  
March 12: 1:00 pm Dismissal for Parent-Teacher Conference  
    Evans and Elementary Conferences (1:00-3:30 and 4:00-7:00 pm)  
    OHS Make-up Conferences and work time (1:00-3:30 pm)  
March 13: No Classes • Teacher Comp Day  
March 16-20: No Classes • Spring Break  
March 27: End 3<sup>rd</sup> Quarter  
April 3, 17, 24: 1:00 pm Dismissal for Teacher PD  
April 1-12: Iowa Assessments  
April 10: No Classes • Good Friday  
May 1, 8, 15, 22, 29: 1:00 pm Dismissal for Teacher PD  
May 24: Commencement for Class of 2020  
May 25: No Classes • Memorial Day  
June 2: 1:00 pm Dismissal; Students Last Day of School; End 4<sup>th</sup> Quarter/Trimester 3  
June 3: Workshop Day (Last Contract Day) for Teachers

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## **Ottumwa Community School District**

### **VISION**

Engage, Educate and Empower Every Student Every Day

### **MISSION**

Inspire every student to think, learn, achieve and care

### **CORE BELIEFS**

1. Every student matters
2. Building relationships is a foundation of success
3. We will meet the needs of all students
4. Data will drive our decision making
5. Collaboration and teamwork are necessary for success
6. All students can learn at high levels

### **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 are published on our school website, District App and at times sent home from the classroom and the office with your child. Please encourage your child to be responsible for bringing those home and showing them to you. You can count on the communication on the website and District App to contain a listing of upcoming events and notifications of changes in schedules.

### **DAILY SCHEDULE**

- 7:40 a.m. Supervision and breakfast begins
- 8:00 a.m. Teachers must arrive
- 8:05 a.m. Students to classrooms
- 8:10 a.m. Classes begin; tardy bell rings
- 3:15 p.m. Students dismissed
- 3:30 p.m. Teachers may leave

Students walking home/being picked up after school will be supervised for 10 minutes after dismissal (3:25 daily / 1:10 on Friday). Students riding school busses will be supervised until placed on school busses.

### **ARRIVAL AND DISMISSAL**

Students are scheduled to be dismissed at 3:15 p.m. 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.

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, you will be notified by his/her teacher.**

### **DISTRICT ATTENDANCE POLICY**

Board Policy [501.09](#), [501.10](#), [501.11](#)

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

### **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 (non-excused).**

### **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

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 voicemail. 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 (Loss of Instructional Time)**

It is important that students arrive at school on time and stay for the entire school day to ensure access to the full academic day. All attendance is kept on the basis of half days. If a student arrives after 8:10 a.m. or leaves prior to 3:15 p.m. (1:00 p.m. on early dismissal days), he/she is marked tardy. If the student is more than 1.5 hours late or leaves more than 1.5 hours early, 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 time a student leaves the building during regular school hours, that student will have to be checked out from the office by an authorized person. Students will be called out of class **after** the authorized person has reported to the office. Upon returning to school, the child will report back to the office for a pass to class. This procedure is for the safety of the student. We do not want any student picked up by an unauthorized individual. Students may be gone for an appointment for no more than 1.5 hours, and bring a physician's excuse, 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.

### **SCHOOL CANCELLATIONS OR EARLY DISMISSALS**

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 and Power Announcement. The district will also release information to the following media: TV Stations: KTVO, KCCI, KYOU, and WHO. Radio Stations: KBIZ, KTWA, KRKN, KISS, KLEE, KOTM, KBOE, KMCD, KICK, KIIC, KMGO, KEDB, and KQLF. 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 non-refundable 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 children, 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.

## **STUDENT FEES**

The 2019-20 elementary student fees are \$53.00. Additional fees that apply to specific grade level(s) and or activities are noted below.

<b>Elementary Fees 2019-20</b>	
Recorder Fee (3rd Grade)	\$3.25
Piano Festival	\$9.00
Summer Instrumental Music Program (5th Grade)	\$30.00
Instrument Rental Fees - Instrument (5th Grade)	\$55.00
Instrument Rental Fees - Percussion (5th Grade)	\$35.00
Solo Day Fee (5th Grade)	\$10.00

## **MEALS CHARGES**

### [Board Policy 710.4](#)

In accordance with state and federal law, the Ottumwa Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

### **Payment of Meals**

Students have use of a meal account. All meal and milk purchases are to be prepaid before meal service begins. Families may utilize payments by sending money with their student to school, paying in the school office, mailing a check to the school, or using the online electronic payment system already in place. It is not the intention of the district for this meal/milk account to maintain a negative balance status.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

Employees or guests are not allowed to charge meals or milk.

### **Negative Account Balances**

The school district makes reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified as follows:

- Elementary students: Food Service cashier sends weekly statements home requesting payment with the account balance. If the balance notice receives no response than an additional free and reduced meal application will be sent home with the next statement.
- Middle school students: Food Service cashier verbally tell students when they are charging and also send quarterly statements and a free and reduced meal application, and electronic payment flyer, requesting payment.
- High school students: verbally telling students as they come through the lunch line when they are charging and when they reach \$10.00 in charges that they can only get the meal from the lunch line.
- U.S. mailing letters home for accounts owing more than \$50.00. Enclosed with that letter is a free and reduced meal application, and a paypams flyer.

### **Communication of the Policy**

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

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

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

### **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.

### **COMMUNITY ELIGIBILITY PROGRAM (C.E.P.)**

The Community Eligibility Program is a Federally funded lunch program that Douma, James, Liberty and Wilson Elementary Schools qualify to participate in. This program provides free breakfast and lunch for every enrolled student in that building regardless of economic status. This program follows the same nutritional guidelines of all school lunch programs. While no application for free or reduced lunch is required in these four buildings, you will still need to complete a Home Income Survey to qualify for any fee waiver.

## **STUDENT HONOR CODE**

This code is required of all Districts as part of the State of Iowa Testing Security Policy. All students grades 3-5 will be instructed in the Student Honor Code. The OCSD's Student Honor Code is as stated:

*I will perform with honesty and integrity. Even when something is hard for me, I will do my own work so that my teachers know what I need and how to help me improve. I will try my hardest. I am aware that there are consequences for cheating, and I pledge that:*

- a. *I will not take pictures of any answer electronically.*
- b. *I will not show answers by sharing my screen, using hand signals, or sharing scratch paper. I will not look for answers by looking at someone else's screen, interpreting others' hand signals, or looking at others' scratch paper.*
- c. *I will not talk about tests I have taken and my friends have not.*
- d. *I will not share test tickets.*
- e. *I will not do anything to artificially improve my scores or others' scores.*

## **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.

## **INTERNET ACCESS**

(Reference Board Policy [605.6](#), [605.6R1](#), [605.6R2](#), [605.6R3](#), [605.6R4](#), [605.6R5](#), [605.6E1](#), [605.06E2](#), [605.06E3](#))

Your child has access to the Internet. The vast domain of information contained within the Internet's libraries can provide unlimited opportunities to students.

**Students will be issued district accounts with which school business shall be conducted.**

Students will be expected to abide by the following network etiquette, including but not limited to:

- The use of the network 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. Students will abide by the policies and procedures of these other networks.

- Students will respect all copyright and license agreements.
- Students will cite all quotes, references, and sources.
- Students will only remain on the system long enough to get needed information.
- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- Students access for electronic mail will be through their own account. Students should adhere to the following guidelines:
  - Others may be able to read or access the mail, so private messages should not be sent.
  - Delete unwanted messages immediately.
  - Use of objectionable language is prohibited.
  - Always sign messages.
  - Always acknowledge receipt of a document or file
- Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

### **STUDENT PROMOTION-RETENTION-ACCELERATION**

#### **[Board Policy 505.2](#)**

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

The district shall adhere to the following:

- Retention/Promotion in kindergarten–eighth grade: The retention of a student will be determined based upon the judgment of the district’s professional staff. When it becomes evident a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents will be informed prior to making the retention decision. It is within the sole discretion of the district to retain students in their current grade level and to deny promotion to a student.
- Acceleration in kindergarten–twelfth grade: Students in grades kindergarten through twelve with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements.
- Retention or Acceleration in kindergarten-twelfth grade may also occur in additional instances as provided by law.

### **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.

### **FIELD TRIPS**

Throughout the school year, elementary students may take educational field trips. If parents volunteer to provide supervision/assistance during field trips, parents will need to leave siblings and other children at home so the focus of the educational field trip can be maintained.

## **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.

## **HEALTH INFORMATION**

### **Medication Policy and Procedure:**

Students needing to have medication administered during the school day must follow the school district's 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. It is strongly encouraged that all medications be brought to or from school by a parent or guardian.

**Head Lice Procedure:**

Students with signs and symptoms of head lice will be referred to the school nurse for evaluation and recommendations for treatment. Parents or guardians will be notified by phone or a letter will be sent home with treatment instructions. Persons with questions should contact the school nurse.

**Bed Bugs:**

School nurse will notify the Director of Buildings and Grounds 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 and vomit free for 24 hours 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, HIV/AIDS, puberty/human growth and development, reproductive systems and communicable diseases. The curriculum content is available on the school website for parents to review. Contact your school nurse for further information.

**Peanut and Nut Aware:**

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

**Healthy Foods:**

The Ottumwa Community School District's Wellness Policy promotes a healthy school environment. The following nutritional guidelines for food available on school campuses will be adhered to:

- Meals served through the National School Lunch and School Breakfast Program will be appealing and meet, at a minimum, nutrition requirements established by state and

federal law;

- Schools providing access to healthy foods outside the reimbursable meal programs before school, during school and thirty minutes after school shall meet the United States Department of Agriculture (USDA) Smart Snacks in Schools nutrition standards, at a minimum. This includes such items as those sold through a la carte lines, vending machines, student run stores, and fundraising activities;
- Snacks provided to students during the school day without charge (e.g., class parties) will meet standards set by the district in accordance with law. The district will provide parents a list of foods and beverages that meet nutrition standards for classroom snacks and celebrations;
- It is our policy to promote good nutrition and a healthy school environment in all aspects of the school day. When bringing treats and snacks to the classroom for other students, parents are asked to ensure snacks are nutritious and safe for individual students (i.e. special diets, allergies, diabetic, monitoring calories, etc.). Examples of healthy snacks include fresh fruit and vegetables (no nuts), cheese, beef sticks, crackers, pretzels, 100% juice, etc. Snacks must be commercially prepared and individually packaged to ensure proper sanitation.
- Schools will only allow marketing and advertising of foods and beverages that meet the Smart Snacks in Schools nutritional standards on campus during the school day.
- Make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, the school district will utilize electronic identification and payment systems and promote the availability of meals to all students.

### **PHYSICAL EDUCATION PARTICIPATION POLICY**

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 of physical education class.
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.

### **RELEASING STUDENT NAMES AND ADDRESSES**

Board Policy [506.02](#), [506.02E\(1\)](#)

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.

### **VISITOR EXPECTATIONS**

All visitors must check in the office to receive a visitor's pass and sign in 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.

We request parents seek prior permission for visiting during the first two weeks of the school year and the last two weeks of the school year. It is important during the first two weeks that staff have students' undivided attention to teacher procedures, routines and expectations, as well as beginning of the year assessments. Visitors during this time do not always allow students to be focused on this important learning. The last two weeks of the school year are filled with end of the year assessments and visitors can distract students attention from the important work at hand.

**Student Visitors:** It is the Ottumwa School District's policy not to allow students from other districts to visit in the Ottumwa Schools during the school day.

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

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 expectation, 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**

Board Policy [502.01](#)

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 may distribute invitations to home parties at school when there is an invitation to every student in the class. In order to avoid interrupting the education process we ask that you not order balloons, flowers, etc. to be delivered to school.

### **HOMELESS CHILDREN**

Board Policy [501.16](#)

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.

### **EQUAL EDUCATIONAL OPPORTUNITY**

Board Policy [105](#)

The board will not discriminate in its educational activities on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs).

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.

### **GRIEVANCE PROCEDURE - TITLE IX**

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to Compliance Officer Teri King, Director of Human Resources, [1112 N. Van Buren, Ottumwa, IA](#)

[52501](#), Telephone: (641) 684-6597, Email: ([teri.king@ottumwaschools.com](mailto:teri.king@ottumwaschools.com)); or the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).

### **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

The use of PBIS in all elementary buildings helps our elementary age students develop respect, responsibility, compassion and safety (both physical and emotional). Students are taught at the beginning of the school year (and throughout) expected school behaviors for areas such as the playground, hallway, lunchroom, restroom and classroom. Teachers use a building designed reinforcement system for expected behaviors not only at the beginning of the school year, but throughout the school year. Reinforcement helps cement expected behaviors allowing students to successfully engage in learning. Some examples of reinforcement systems are Bulldog Bucks, Awesome Tags, Liberty Loot, etc.

Each elementary building has a defined list of minor behaviors, that teachers manage within the classroom, and major behaviors, that are office managed. This ensures consistency in behavioral expectations for all students no matter who they interact with or where they are in the school building. Through regular review of building data teachers can reteach and place greater reinforcement in areas that students might be struggling, allowing a greater emphasis to be put on the expected behaviors.

### **ELEMENTARY CODE OF CONDUCT**

(Board Policy [503.01](#))

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 through the use of PBIS, which teaches and reinforces the school's expectations throughout the school year to all students. 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 503.01 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**

Board Policy [503.01R\(1\)](#)

#### **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 3:30 p.m., and if so, 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.

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, bullying, discrimination

**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. 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 (from school counselor) and restricting extra-curricular activities.

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

Board Policy [503.02](#)

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.

#### **ANTI-BULLYING/ ANTI-HARASSMENT/ ANTI-DISCRIMINATION**

(Board Policy [106](#), [106.E2](#), [106.E3](#))

Bullying, harassment and discrimination 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.

Harassment, bullying and discrimination can be electronic, written, verbal or a physical act or conduct toward a student based on that individual's actual or perceived 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, and which creates an objectively hostile school environment that meets one or more of the following conditions:

- 1)** Places the student in reasonable fear of harm to the student's person or property;

- 2) Has a substantial detrimental effect on the student's physical or mental health;
- 3) Has the effect of substantially interfering with a student's academic performance;
- 4) Has the effect of substantially interfering with the student's ability to participate in or benefit from services, activities, or privileges provided by a school.

Steps to take if a student, parent or guardian believes they have been bullied:

- Report concern to classroom teacher and/or building principal as soon as possible.
- Complete Anti-bullying/Harassment/Discrimination Witness Disclosure Form (available in the school's office or District website at:  
<http://www.ottumwaschools.com/students/Bullying-Harassment-Reporting-Form.cfm>)
- Turn completed form in to Building Principal
- An investigation will begin within 48 hours (school days)
- Principal will communicate anticipated timeline of investigation with you.
- Upon completion of investigation, a written Disclosure Form with the findings will be shared either through a face-to-face meeting or phone conference.

## **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.

**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.

**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.

**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.

### **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.