



Vinton-Shellsburg Community Schools

Shellsburg Elementary School

Student Handbook

Shellsburg Elementary School reflects a student population of approximately 275 unique preschool through fifth grade learners. We are confident that you will find Shellsburg Elementary to be a child and family centered school with high expectations for student learning and achievement. We believe you will be pleased with the educational program and the supportive, caring atmosphere that Shellsburg Elementary offers.

Shellsburg Elementary places student learning and helping each child reach his or her full potential as our primary focus. Our school also offers additional support services in the areas of Title 1 reading/math intervention, special education, and extended learning. With our strong emphasis on meeting the needs of all learners through differentiated, research-based instructional practices, our students are able to continually make strong achievement gains.

We believe that through teaching, modeling, and practicing, Shellsburg Elementary Students will show good character by demonstrating safe, caring, respectful, and responsible behaviors. We believe that by acknowledging and recognizing students when they demonstrate those core values, we will promote continued positive behavior.

Effective communication between school and home is an important aspect of your child's education. Feel free to stop by or call at any time throughout the school year with questions, concerns, or suggestions. By communicating effectively, we will make this a rewarding school year for all.

There are lots of opportunities to get involved and to volunteer at Shellsburg Elementary. We encourage you speak with your child's teacher or visit the school webpage for more information.

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Shellsburg Elementary School
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Student Learning Goals

1. All students will communicate effectively.
2. All students will be independent life-long learners.
3. All students will be technologically literate.
4. All students will use leadership skills to develop positive relationships and work collaboratively.
5. All students will be effective problem solvers.

District Mission Statement and Goals

Mission Statement: To Be Positive Difference Makers

Goals: Our goal is for each student to have access to an effective teacher and access to the same content, knowledge and skills in each section or class (guaranteed and viable curriculum), including a strong system of supports that gives students what they need when they need it (MTSS/RtI).

Academics

Iowa Core Curriculum

Our teachers strive to give students access to the same content, knowledge and skills as others in their grade level, regardless of which class they are in. Our teachers follow the Iowa Core Curriculum to teach appropriate grade level standards at the appropriate rigor. Students are made aware each day of the specific Learning Intentions and Success Criteria for the content they will be working on.

Parent's Right to Opt Out

Parents may contact the district office to review educational materials prior to their use. Parents wishing to excuse their children from parts of the educational program need to identify the specific objectives and the class from which they wish to have their child excused. A district form can be obtained from the central office.

Support Services Available

Additional support services are available to assist teachers when concerns arise with students. These services include our building staff, (special education teachers, counselor, nurse, etc.) and Grant Wood Area Education Agency support staff, (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators and others).

Grant Wood Agency support staff members are an important part of our team. They often assist with students who are struggling academically or behaviorally. They assist with developing supplemental and intensive assistance plans. They also may visit classrooms to observe and work with students. Of course, no educational placement decisions are made without parent input. Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these

strategies, or in monitoring individual student progress. These services are available for all students through teacher or parent request. Working together, we can provide the best education possible for all of our children.

Report Cards / Progress Reports

There will be two grading periods for the school year. Report cards will go home at a time that corresponds with the end of 1st and 2nd semester. A student's academic progress will also be discussed at Parent/Teacher Conferences in the fall and spring. At any point during the year you may contact your child's teacher to find out about your child's academic progress.

Daily Schedule

Building Office Hours

The school offices are open from 7:30 AM to 4:00 PM Monday through Friday. The buildings are locked at 4:00 PM. Before 7:30 AM and after 4:00 PM, a voicemail system will take your messages. Elementary offices are not open on vacation and/or holiday dates. The District Administration Office is open throughout the summer.

Student Schedule for Arrival and Dismissal

Students should arrive after 7:30 A.M. (there is no student supervision before this time)

7:40 A.M. -- Students have the option of breakfast or recess

8:05 A.M. – Bell Rings for students to go inside to their lockers

8:10 A.M. -- Students to their classroom

8:15 A.M. -- TARDY BELL

3:05 P.M. – 5th Grade Vinton students dismissed

3:20 P.M. – Shellsburg Town students dismissed

3:40 P.M. – Shellsburg Bus students dismissed

Student Drop Off and Pick Up Procedures

Morning Drop Off is Actually Quite Easy and Fast:

- Students being dropped off can be let out of vehicles either on Cottage Street or in the parking lot.
- Supervision will be on the playground starting at 7:30. Students should not be dropped off before that. Students will not be allowed in the building before 7:30, regardless of the weather, due to lack of supervision. Please plan accordingly.
- If you are going to leave your car to bring your child in, please park in the parking lot.
- **Vinton Fifth Graders** will leave Tilford Elementary at **7:45**. They will wait for the bus in the cafeteria or auditorium.

Picking Students Up Can Get A Little Congested:

- We are requiring that cars keep moving and parents stay in their cars when picking up their children. If you want to walk up and pick up your child, please park in the parking lot. Parents are asked to wait at the fence line and not enter the playground when picking up their children.
- Students should be picked up by 3:40. There is not playground supervision after all route buses have picked up students and left.
- Students walking home should leave the school grounds immediately when they are dismissed, unless they are waiting for a ride. If they are wishing to come back to play on the playground, they must wait until 4:00. The reason for this is that the playground supervisors are making sure all kids get where they are supposed to go (bus, Creative Kids), so they need to visually see that the playground is clear.

Students Leaving Early or Changing Routines for the Day

- To be excused during school hours, a child must bring a personal note, or we must have a call from a parent stating the reason for the absence. The child must be signed out in the office. **Parents having total custody rights who do not wish to have the non-custodial parent take the child from school must leave a copy of the court order with the school district.**
- Parents must contact the school by sending a note or phone call for students not following their usual dismissal routine, informing the school of where the child should go and how he/she will get there. Without a phone call or note stating otherwise, students will be sent home following their usual routine. To alleviate student worry and confusion, regular routines should be followed as much as possible.
- If a student is going home with a friend on a bus that they do not regularly ride, they must bring a note from their parent with details about what day, and who the friend is that they are riding with. The note should be brought to the office to be signed by the principal or secretary and should then be given to the bus driver by the student when they board the bus.

2 Hour Early Dismissal Schedule

Early dismissals for teacher professional development and parent-teacher conferences are noted on our school calendar. Plan now to use those free hours to take care of some of your child's out-of-school needs (medical and dental appointments). These "shortened" days for our District will be "early dismissals", meaning school will be dismissed 2 hours early. Teachers utilize professional development time to strengthen their instructional practices and to collaborate with others for providing the best possible differentiated learning opportunities for our students.

1:05 5th Grade Vinton students dismissed
1:20 Students getting picked up and walkers dismissed
1:40 Shellsburg bus students dismissed

School Delays Or Cancellations

The Remind App is an automated phone messaging system that will send text messages, emails and phone calls to alert you of any school closings, late starts, and "Hard surface roads bus routes only". These will also be announced on WMT, KXEL, KHAK, KOEL, and KRNA radio and KWWL, KGAN, and KCRG TV. ***It is important that cell phone numbers and contact information is kept up to date.***

Attendance

Parents within the school district who have children that are 5 years old by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days school is in session in accordance with the school calendar.

Regular attendance is essential for students to obtain maximum benefit from the educational program. The VSCSD is concerned about making sure your student is in school and engaged in learning on a regular basis. All absences, whether excused or unexcused, will be addressed when they are deemed to be excessive.

6 Absences: Letter will be sent home for 6 absences, as per School Board Policy. Absences are cumulative throughout the school year.

12 Absences: Letter will be sent home and student and parents will conference with the school. If no conference occurs, the County Attorney will be contacted if any of the 12 absences are unexcused.

18 Absences: The County Attorney will be notified which will likely result in a mediation conference with the County Attorney and school officials.

Note: Principal's designee may be the school student services coordinator, nurse, guidance counselor, teacher or secretary. A conference could be by phone, home visit, or a school conference.

Each situation is unique and will be evaluated as such, however, in general excused absences are as follows:

- Religious holidays
- Illness, hospitalization or doctor's care
- Death in the family or family emergency
- School trips
- Court appearance or other legal situations beyond the control of the family
- Family vacations
- Medical or dental appointments
- Parent or guardian initiated absences must occur before 9:00 am on the day the student is absent, or it will be counted as an unexcused absence.

The policy of the school is that parents are to call the school by 9:00 AM on the day of the absence. This is done for a number of reasons, including good school attendance practices, missing or lost children checks, and classroom management and work assignments.

- If your child has been diagnosed with an infectious disease, we would appreciate a call notifying us so that we may send letters home to alert parents of the other children in your child's classroom.
- Students need to check with their teacher about school work they may have missed. Some recesses or free time may need to be used to make up the work.
- For absences due to reasons other than illness or the death of a relative or friend, the school is to be contacted prior to the absence.
- If your child is late to school parents **MUST** bring the student into the office to sign the student in and to receive a slip admitting them to class.
- Students absent from school due to illness will not be permitted to attend school-sponsored events that evening.

Health and Safety

Health Procedures

Nurse's Office

The school maintains a health room/nurse's office in each building. The school nurse is available to help care for sick or injured children.

Children who are obviously ill should not be sent to school. A child's temperature should remain normal for 24 hours without the use of Tylenol or Motrin before returning to school. A child who is taking medication to reduce a fever, **should not be sent to school.** A child who has a temperature of 100°F or higher will be sent home. A child who has vomited or has had diarrhea within the last 24 hours **should not be sent to school.**

If your child has been hospitalized and will be returning to school, it is policy to have a doctor's note/release upon their return. Likewise, if school setting restrictions (such as limitations for PE/recess) are ordered or lifted by a doctor, a note from the doctor will be required.

Cleanliness

We expect students to come to school clean and well groomed. If hygiene issues are affecting the academic setting, the school nurse will work with families to come up with a plan to improve the situation.

GWAEA Hearing Screening

Hearing Screening: Grant Wood Area Education Agency (GWAEA) screens all students in Pre-school, Alternative Kindergarten (AK), Kindergarten, and grades 1, 2, and 5. Students in grades 3, 4, middle, and high school, who are new to the school, that don't have a documented hearing test, and some students with a history of known hearing loss will also be tested. Follow-up testing may occur periodically if previous hearing test results were not within normal limits. Parent/guardians not wishing their child's hearing tested should notify the health office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing may contact their school nurse or Grant Wood Area Education Agency to schedule a hearing test at any time at (319)399-6700.

Communicable Diseases

Students exhibiting symptoms of possible communicable diseases are reported to the school nurse. Each case is treated according to school guidelines with length of exclusion from school variable with the specific disease. Please contact the school if your child is treated for a communicable disease. This will alert us of other cases in the school and enable us to take preventative action to stop the spread of the disease.

Bloodborne Pathogens

To provide for the safety and protection of our students and staff, we have initiated several precautionary measures. The staff is prepared for emergency situations involving blood by having appropriate bloodborne pathogen training annually.

Medication Policy

If your physician has prescribed medication for your child that must be taken during school hours, the school nurse or trained office personnel will see that your child receives the medication. In order to give prescription medication, the medication must be in the original container, stating the child's name, medication name and dosage. Also A PERMISSION SLIP MUST BE SIGNED BY THE DOCTOR AND THE PARENT/GUARDIAN. Medication permission slips are available in the nurse's office. No medication will be given without written permission. This includes Ibuprofen, Tylenol and antacids.

For prescription medication, most pharmacists will provide you with an extra container for any medication that needs to be taken during school hours. The policy for grades K-2 is that an adult should bring the medication directly to the nurse's office. If the directions make it

possible for parents to administer the medication at home, it would be extremely helpful to the school if you would do so.

If there are any changes to the original prescription, we must have a written or verbal order from the prescribing physician providing us with the proper information. We feel that extra caution is warranted when it comes to administering medication to your child, and we thank you for your cooperation and understanding.

- **In the event of a late start**, medications routinely given @ 8:00, will not be given, unless permission to do so has been received from the parents. This can be done through a phone call or note, giving permission to give the med at a later time. This will alleviate confusion & possible over-medicating of the student.

Accidents

The school will administer first aid to all minor injuries. In case of a major injury, parents will be contacted and emergency care will be given.



If parents cannot be located and the school feels that the child needs immediate medical attention, the doctor listed on the child's emergency card will be called. Every effort will be made to contact the parents or emergency number. Please notify the office of any changes, such as new employment, emergency and sitter's number.

Responsibility for reporting the accident will rest upon the injured person, the teacher who is on playground duty at the time of the accident, and upon anyone who may have witnessed or received a report of it.

Emergency Medical Treatment

There may be instances throughout the school year when children will be injured and it would be wise to seek the help of a doctor immediately. It is possible that this could happen to your child and you are not available by telephone to secure permission for treatment. Therefore, we would like to have your written consent on file so there will be no delay in receiving treatment. This form is for your convenience and your child's benefit.

Student Appearance

The board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, and visitors on school property or on property within the jurisdiction of the school district.

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

The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and purpose intended. Clothing or other apparel

promoting products illegal for use by minors; clothing displaying obscene material, profanity, or reference to subversion; and headwear, are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.

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

Physical Education

If students are unable to participate in physical education class due to an illness or injury, they should not go out for recess. It seems reasonable that if a student is too ill or injured to participate in physical education class he/she should not risk additional illness by participating in physical activity during recess.

1. All medical excuses written by parents will be referred to the school nurse. She will make the judgment as to level of participation, if any, for that day.
2. The nurse will use her judgment and call parents as she feels it necessary to verify the situation.
3. A doctor's note for extended illness or injury will be required.

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

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

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

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

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

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

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

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

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

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

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or

- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

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

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy should be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy should be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Superintendent or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent or appropriate building principal will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

Discipline

Student Behavior Expectations (referred to in school as Viking Spirit)

Respect

Treat others as you would like to be treated
Listening to others
Following directions
Accepting differences
Using manners and kind words

Safety

Using line and body basics
Asking for help
Reporting your concerns
Following school procedures
Keeping hands and feet from hurting others

Responsibility

Following Directions Right Away
Completing work
Being prepared
Taking care of yourself and property
Making good choices
Doing your best
Helping others



We strongly encourage students to take pride in their learning and choices. Please reinforce and encourage appropriate behaviors at home using these expectations.

Care Of School Property / Vandalism

Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school district. They may be subject to discipline under board policy and the school district rules and regulations. They may also be turned over to local law enforcement authorities.

School equipment, furniture, books, etc. are provided for the children's use. It is the responsibility of each child and parent to care for books and equipment used. Should a child fail to care for books issued to him/her or misuse school property in any way, he/she will be required to pay for the damage. Books lost or significantly damaged will be replaced at full replacement cost. Students shall treat school district property with the care and the respect they would treat their own property. This is an excellent opportunity to teach respect for public property.

Weapons

The board believes weapons and other look-a-like dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a

threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous object on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for no less than 12 months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Search And Seizure

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district: while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to

local law enforcement officials. The board believes that such illegal, unauthorized or contraband materials cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

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

Student Behavior Definitions and Staff Response

Criteria for Majors: Disruption or Disrespectful behaviors that are not responsive or resolved through the teacher interventions.

Minor Problem Behaviors			People Responsible: All Staff
Behavior	Definition	Examples	Menu of Staff Interventions
Inappropriate/abusive language, profanity	Student engages in low-intensity instances of inappropriate language.	Naughty finger, L-sign, crap, frickin', sucks, profanity that slips and not directed at anyone	<ul style="list-style-type: none"> • Non-verbal reminders • Warning • Role Play • Apologies • Verbal reminder • Proximity • Restating the Expectation • Individual Student Conference • Reteach expectations • Student contract • Behavior Lesson • Parent Contact • Time Out • Private Conversation • Modeling Behavior • Discussing examples/ Non-examples • Student Contract • Loss of Privilege • Reteach • Class Meeting
Non-compliance, defiance, or insubordination	Student engages in brief or low-intensity failure to follow directions or talks back.	Continuing something when asked to stop, refusing, temporary shut down	
Disrespect	Student delivers low-intensity , socially rude or dismissive message to adults or students.	Refusal to follow directions, arguing with an adult	
Disruption	Student engages in low-intensity , but inappropriate disruption.	Making noise, unnecessary talking/blurting, out of seat/roaming	
Physical aggression without injury	Student engages in non-serious , but inappropriate physical contact.	Pushing, shoving, rough housing, play fighting	
Property damage/vandalism	Student engages in low-intensity misuse of property	Drawing, marking on desks/textbooks, wasteful use of resources	
Lying/ Cheating	Student delivers a message that is untrue or deliberately violates rules about cheating.	Misrepresentation of events or cheating	
Stealing	Student is responsible for possessing or passing on someone else's property.	Impulsive reaction to finding something, not habitual	
Technology violation	Student engages in non-serious , but inappropriate use of cell phone, music/ video players, camera and/or computer.	Wrong website, inappropriate searches, typing or sending inappropriate messages/words, not treating the devices appropriately, taking unauthorized pictures	

	Major Problem Behaviors Highlight - Meet with Principal (if available; if not available, work with Counselor)		People Responsible: All Staff
Behavior	Definition	Examples	Menu of Staff Interventions: All of the above, and the option of...
Abusive or inappropriate language, profanity	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.	Purposefully using profanity directed at someone, sexual words, threats to harm others, repeated offense	<ul style="list-style-type: none"> • Parent Meeting • Restriction of privileges • Possible counseling services
Defiance, insubordination, or non-compliance	Student engages in refusal to follow directions or talks back to teachers/ staff.	Running from teacher, hiding, refusing to follow directions and causing significant disruption	<ul style="list-style-type: none"> • Parent Meeting • Restriction of privileges • Possible counseling services
Disrespect	Student delivers socially rude or dismissive messages to adults or students.	Behavior continues despite attempts to resolve, swearing at adults	<ul style="list-style-type: none"> • Parent Meeting • Restriction of privileges • Possible counseling services
Disruption	Student engages in behavior causing an interruption in a class or activity including sustained loud talking, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.	Yelling, behavior stopping the instruction	<ul style="list-style-type: none"> • Parent Meeting • Restriction of privileges • Possible counseling services
Inappropriate display of affection	Student engages in inappropriate, consensual verbal and/or physical gestures or contact of a sexual nature with another student/adult.	Kissing, unsolicited hugging, showing or touching private body parts	<ul style="list-style-type: none"> • Parent Meeting • Restriction of privileges • Possible counseling services
Inappropriate location	Student is in an area that is outside of school boundaries .	Students outside of the playground area, on fire escape, outside of ball diamond area, in non-student areas such as the boiler room for more than five minutes.	<ul style="list-style-type: none"> • Parent Meeting • Restriction of privileges • Possible counseling services • Involved police/DHS
Physical aggression with injury	Student engages in actions involving serious physical contact (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) where either the offender(s) or	Hitting, biting, kicking, punching, throwing an object at someone intentionally	<ul style="list-style-type: none"> • Parent Meeting • Restriction of privileges

	victim(s) require professional medical attention.		<ul style="list-style-type: none"> • Possible counseling services • Involve police/DHS Repeated instance <ul style="list-style-type: none"> • Possible suspension / expulsion
Physical aggression without injury	Student engages in actions involving serious physical contact (e.g., hitting punching, hitting with an object, kicking, hair pulling, scratching, etc.) where either the offender(s) or victim(s) do NOT require professional medical attention.	Hitting, biting, kicking, punching, throwing an object at someone intentionally with injury	<ul style="list-style-type: none"> • Parent Meeting • Restriction of privileges • Possible counseling services
Physical fighting with injury	Student engages in a mutual physical fight where the offender(s) or victim(s) require professional medical attention.	Hitting, kicking, punching, throwing an object at someone intentionally	<ul style="list-style-type: none"> • Parent Meeting • Restriction of privileges • Possible counseling services • Involve police/DHS Repeated instance <ul style="list-style-type: none"> • Possible suspension / expulsion
Physical fighting without injury	Student engages in a mutual physical fight where the offender(s) or victim(s) do not require professional medical attention.	Hitting, kicking, punching, throwing an object at someone intentionally with injury	<ul style="list-style-type: none"> • Parent Meeting • Restriction of privileges • Possible counseling services
Property damage/vandalism/misuse	Student participates in an activity that results in damage, destruction, or misuse of property.	Purposefully defacing/destroying property	<ul style="list-style-type: none"> • Parent Meeting • Restriction of privileges • Possible counseling services • Involve police/DHS Repeated instance <ul style="list-style-type: none"> • Possible suspension / expulsion
Stealing	Student is responsible for possessing or passing on someone else's property.	Habitual, planned, sneaky	<ul style="list-style-type: none"> • Parent Meeting • Restriction of privileges • Possible counseling services • Involve police/DHS

Technology violation	Student engages in serious and inappropriate use of cell phone, digital device, camera, and/or computer.	Deliberate destruction of school issued device or another's device, engages in repeated or explicit inappropriate content searches, sending repeated explicitly inappropriate messages online on a school-issued device or on school property	<ul style="list-style-type: none"> • Parent Meeting • Restriction of privileges • Possible counseling services Repeated instance <ul style="list-style-type: none"> • Loss of access
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Bussing



Bus Procedures

The safety of every child on our school buses is of great concern to all of us. Your cooperation is necessary in emphasizing the need for your child or children to adhere to the following rules that have been established for the safety of students and the orderly operation of the bus fleet.

In the fall there always seems to be one or two people who are not aware of the state laws governing school districts and eligibility of students to be transported. Chapter 43 of School Rules of Iowa states, that pupils whose residence is within two miles of the school are ineligible for transportation at public expense. In other words, if you live within two miles of your child's attendance center or town shuttle you are not eligible for transportation. The misunderstanding seems to occur when a parent of a young child makes babysitting arrangements at a home that is more than two miles from school. According to state law, we must determine transportation eligibility on the basis of a child's home address not the babysitters address. If you live within two miles of school and your babysitter lives four miles from school, your child is not eligible for bus transportation even if the bus directly passes the babysitter's home.

1. Students should be at their pick-up stations at the established time. School buses will not wait for students to appear. If the bus waits for students, the bus will be late all along the route.
2. All pupils shall be received and discharged from the right front entrance of every school bus and if pupils must cross the highway, they shall be required to pass in front of the bus, look in both directions, and proceed to cross the highway only on signal from the bus driver.
3. According to State statutes, pupils may be picked up or discharged along established regular bus routes only at designated stations (where bus students reside). Students who wish to be discharged from the regular route at some place other than that which has been

previously designated, may do so only if the stop is a designated pick-up on the route. The pupil must also submit a note to the building principal from the parents requesting such, before the privilege is granted.

4. Students who wish to ride a bus that is not their regular means of transportation to and from school must bring a note from their parent/guardian. This note will need to be signed by office personnel.

5. A ruling by the Attorney General prevents a school bus from loading or unloading students when there is less than 300 feet visibility because of fog or a snowstorm. Buses will not be sent out unless there is 300 feet of visibility, we will plan to delay school opening for up to 2 hours depending on conditions. Such delays will be announced on the same stations listed under School Cancellation. If the buses are out and fog suddenly develops, the drivers will not stop unless there is at least 300 feet of visibility. If this should be during morning pick-up, the driver will continue on in to school and parents will be notified by phone that the bus was unable to stop. During the evening route the bus will stop in a safe farm yard off the road and wait for conditions to clear before continuing the routes.

Student ID Cards for Bus

ID card use on buses policies and procedures.

- Each Student will be given two copies of their student ID and a retractable lanyard at the beginning of each school year.
- One copy of the ID must be attached to the students backpack or computer bag. The second copy will be kept at school with their teacher.
- Scanning on and off the buses will be required for all transportation services including any activities or field trips.
- Students can access the Unite GPS website if they have a cellphone or other electronic device and get a digital boarding pass as well. This is strongly encouraged.

Lost or stolen card(s)

- Must inform the bus driver or transportation director immediately so another card can be issued.
- Cards may be replaced at expense of the student or parent/guardian.
- If card(s) or lanyard break/wear out students must inform the driver or transportation director immediately and a new card or lanyard will be issued at no cost.

Misuse of cards

- Students will only scan his/her cards.
- Students being caught scanning another student's card will be issued a bus conduct report. Parents will be contacted and disciplinary actions will be given depending on circumstance, up to and including a bus suspension.

Forgotten Cards

- Students will be expected to have their card or digital bus pass available anytime busing is needed.
- Students forgetting their cards more than four times in a month will be issued a bus conduct report.

Emergency Bus Routes

During time when the country roads are too muddy and soft or too icy for the school buses to travel, emergency routes will be used. These routes will be on hard surface roads only. When emergency routes are followed in the morning, they will also be followed in the afternoon.

The Remind App is an automated phone messaging system that will send text messages, emails and phone calls to alert you of any school closings, late starts, and "Hard surface roads bus routes only". These will also be announced on WMT, KXEL, KHAK, KOEL, and KRNA radio and KWWL, KGAN, and KCRG TV.

Ways to have a safe bus ride:

1. Follow driver's directions
2. Stay in seat, face forward, feet on floor, aisle clear
3. Use 6-inch voices, no cursing or profanity allowed
4. Keep hands, feet and objects to oneself



Consequences to not following safe riding rules:

Please keep in mind that getting your children to and from school safely is the prime objective of a bus driver. For safety reasons, it is necessary for students to respect the privilege of riding a bus and behaving appropriately. It is important that you stress to your child/children the importance of following the procedures stated above. It may be necessary to immediately impose bus-riding restrictions if a student exhibits severe behavior problems.

First Offense -- The driver verbally warns a student that the unwanted behavior must stop.

Second Offense -- The driver places a check mark after the student's name and detains the student at the bus stop to talk to him/her about the unwanted behavior. A bus conduct report form will be completed, sent home and signed by a parent/guardian in order for bus service to continue for the student. Building principal will be notified by phone, in person, or by receiving a copy of the bus report.

Third Offense -- Driver places a second check mark after student's name. A bus conduct report is completed, sent home and signed by a parent/guardian. Parent, student, driver, transportation director, and principal may hold a joint conference.

Suspension of student's bus riding privileges may occur.

Fourth Offense -- Driver places third check mark after student's name. Parents, transportation director, and building principal are contacted. Student may be excluded from bus service for an extended period of time.

Miscellaneous

Visitors / Volunteers

Parents or visitors that come to our school must stop in the office first to sign in and receive visitor identification. We ask that you sign out as you leave. All Volunteers will need to have a background check done through the school before volunteering.

If possible, we would appreciate your calling the school the day before your visit. Visits during lunch time need to be confirmed with the building secretary before it takes place. If a parent wants to visit during an academic portion of the day or during recess, is must be cleared with the building principal prior to the visit. Parents visiting/volunteering should make alternative arrangements for non-school age children.

Conferencing With A Teacher

All students will be provided with a scheduled, personal parent-teacher conference during the fall and spring. Our elementary schools strive for 100% attendance by families. Due to being limited to the number of conference slots available, divorced or separated parents may not necessarily be provided with separate conferences. In the event that the family is unable to attend, a rescheduled date and time will be provided. You may contact any teacher in the district by calling their building. Teachers are often available to come directly to the phone at 8:00 AM or at 3:30 PM. At other times leave a voice mail message and your call will be returned as soon as possible.

Student Phone Calls

Students are allowed to call home with the teacher's or principal's permission. Cell phones may be brought to school, but must stay in the locker and be turned off during school hours. If a student has a phone out, it will be taken to the principal's office, and can be picked up at the end of the day. If there is a second offense, the phone will be kept in the office during the school day and a parent/guardian may come and pick it up.

Toys/Electronics/Spinners at School

Toys and electronics at school can be a distracting influence during the school day. If these items become a problem in the classroom or within the school environment, the student will be asked to not bring them to school again. Should this issue occur repeatedly, the item will be given to the principal to keep until the parent/guardian personally picks it up from the

school. Electronics may be used in the classrooms for special events or learning opportunities established by the classroom teacher. The school is not responsible for the loss or breakage of toys, spinners or electronics. For the safety of students, hard balls and baseball bats are not allowed at school.

Cell Phones

Cell phones with cameras and other portable handheld technology devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students may be disciplined for any use of handheld technology devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless prior approval has been given to the audience to record a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator.

Student Lockers

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongs necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged. To ensure students are properly maintaining their assigned locker, the principal of the building may periodically inspect the lockers. Student lockers may be searched in compliance with board policy regulating search and seizure.

School Resource Officer (SRO)

The SRO is a Vinton Police Officer who is assigned to work in the schools. This program provides an opportunity for students to build positive relationships with the community police department. The SRO visits classrooms making presentations on a wide range of topics of student interest, is visible in the hallways and school grounds throughout the school day, assists at various events, and works with the administration as needed. The SRO is available to answer student or parent questions and assist them with a variety of issues.

Animals In The Classroom

Live animals will not be allowed in school district facilities except under special circumstances and must be present for an educational purpose. **Permission from the principal** will be required of anyone wishing to bring an animal into school district facilities. Appropriate supervision of animals is required when animals are brought into the school district facilities.

The person bringing the animal must furnish transportation for the animal brought to school. Animals will not be allowed to travel to and from the student's attendance center on the school bus.

Solicitations From Outside

Employees should be free from solicitations at their place of employment. No organization or individuals, including employees, may solicit or distribute flyers or other materials within school district facilities or on school district grounds without the approval of the superintendent.

TITLE I READING PARENT INVOLVEMENT POLICY

It is the policy of the Vinton-Shellsburg Community School District that parents of participating children shall have the opportunity to be involved jointly in the development of the district plan and in the district's review process for the purpose of school improvement. Recognizing that parental involvement is the key to academic achievement, we seek to involve parents in an effective home-school partnership that will provide the best possible education for our students. The district provides coordination, technical assistance and other supports necessary to aid in the planning and implementation of this partnership through providing information about standards and assessments; providing training and materials for parents to help their children; educating school personnel about involving parents and the value of parent contributions; and developing roles for community organizations and businesses to work with parents and schools.

1. Parents are given assistance in understanding the Title I requirements, standards, and assessments through the annual meetings and at Parent-Teacher conferences.
2. Parents receive an explanation of the school's performance profile, the forms of academic assessment used to measure student progress, and the expected proficiency levels in the annual progress report at conference time and/or through report cards.
3. In targeted assistance buildings, parents are informed of and involved with their child's participation in the Title I program. They are also informed about the curriculum, instructional objectives and the methods used in the program. This information is delivered through newsletters, conferences, and/or the annual meetings.
4. The Title I program provides opportunities for parents to become partners with the school in promoting the education of their children both at home and at school. Parents are given help monitoring their student's progress and provided assistance on how to participate in decisions related to their student's education. The school also provides other reasonable support for parental involvement activities as requested by parents. Parents are encouraged to participate as volunteers in the school setting. Individual conferences will also be held upon request. A reading library that contains reports on educational issues, books and videos is available to parents for check out at the Vinton-Shellsburg elementary buildings.
5. The school continues to coordinate and integrate to the extent feasible and appropriate, the parent involvement policy and other programs and activities within the district.
6. An annual evaluation of this parental involvement policy shall be conducted to determine its effectiveness. Findings will be used to design strategies for school improvement and revision of policies. The annual spring meeting will serve as the site for the discussions of program adjustments.

Providing all Vinton-Shellsburg Community School District's children with equal access to quality education is the primary purpose. It is crucial that all partners (students, parents,

educators, and communities) have the opportunity to provide input and offer resources to meet this purpose. As these partnerships are mutually beneficial, developing cooperative efforts will ensure improved academic achievement for all students.

Student Classroom Placement

A lot of time and effort are put into developing class lists. Class lists are actually developed during the months of March and April. Information is gathered from each student's teacher regarding his/her academic development and social behavior. The first priority is to balance each room academically and behaviorally. We also work to ensure that students entitled to our district supports such as special education, will be in a classroom where schedule and support align with that student's needs. We then separate students who may not demonstrate their best behavior when paired with another student.

Please remember, students will have many teachers during their educational experiences. If a student is responsible with homework and is respectful to all, he/she will have a successful learning experience in any of our classrooms. All of our teachers are willing to work in partnership with parents to provide the best possible learning experience for their children.

We do not accept any specific teacher requests. We are always open to meeting with parents who have a serious educational or social concern about their child at any time.

Waiver Of Student Fees

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

Student Contact Information / Records

Parents may view the contents of their child's cumulative folder in the presence of the building principal. Contact the building office to set up an appointment. Parents are responsible for keeping their contact information current using our PowerSchool program available through our school website at vcsd.org. It is critical to have current phone numbers and contacts as emergencies can arise with your student at any time.

School Supplies

A list of school supplies will be available on-line and at registration. For elementary students all clothing, school bags, and shoes need to be marked with their name.

Parties Outside Of School

No invitations will be exchanged at school. Contacts and invitations to personal parties are to be handled privately outside of school unless all children in the class are receiving an invitation.

Winter Recess Procedures

Children will continue to go outside for recesses even in cold weather. Parents should see that children are properly dressed for adequate protection from the wet and cold weather. Children are not permitted to play in the rain. If the Wind Chill temperature is **0 degrees F or colder** children will remain inside. Please send your child to school dressed with the appropriate winter clothing layers. If your child needs to remain inside for recess because of illness or injury, please send an excuse from the doctor.

504 PLAN

Section 504 of the Rehabilitation Act of 1973 requires the Vinton-Shellsburg Community School District to provide to eligible students a free appropriate education, including individually designed instruction. Section 504 does not require a written IEP but does require an educational plan which outlines accommodations for providing an education for handicapped students comparable to that provided to non-handicapped students.

Questions regarding the district's 504 Plan may be directed to any of the building administrators or to the Superintendent.

HOT LUNCH PROGRAM

Students will be served the menu for the day with the exception of those with special dietary needs due to a medical condition. These needs should be in writing and given to the school nurse or principal who will relay the information to the building head cook. Milk will be served with all hot lunches unless we are otherwise notified in writing from a doctor.

Parents can make payments for students lunch account on the schools' web site, through PaySchools or in any school office.

If you would like to eat lunch with your child, please notify the school the day before or early the same day you plan to eat. Please **DO NOT** plan to bring **take out or fast food** into the lunchroom.

Child Custody

Parents and others, with permission from parents, will be allowed to pick up students from school. The District will try and respect the rights of parents, both custodial and non-custodial, to participate in the education of their child. Absent a court order, decree or other documentation, the school will assume both parents have equal custodial rights and shall allow both parents to visit or pick up the child from school.

If the custodial parent indicates that the non-custodial parent should not visit the school, or the non-custodial parent does not have authority to take the child from the school, it shall be the custodial parent's responsibility to immediately provide the District with documentation regarding any restrictions applicable to the noncustodial parent, such as a court order or decree. When in doubt about releasing the

student, the District shall call the custodial parent. The custodial parent will be required to come to school if there is any dispute about whether the non-custodial parent may take the child off school premises. The non-custodial parent shall be kept informed during this situation. Throughout the process, the District's primary concern shall be looking after the best interest of the student. If a non-custodial parent is subject to a court order or other authority restricting his or her access to or custody of the student, the non-custodial parent will not be entitled to visit or pick up his or her child at school. If ever a parent resists the District's actions or becomes disruptive, the school administrator will seek all reasonable and necessary assistance, including law enforcement.

WE HAVE A PROBLEM: A Parent's Guide for Solving Problems at School

Unfairness, misunderstanding, hurt feelings, and conflict are experiences common to all of us. We recognize the special pain that parents feel when their children experience these problems in school and the difficulties that children, parents, and school staff face as they try to overcome these problems.

STEP ONE

Take your concern to the person closest to the problem.

No matter where the problem is, take your concerns there first. Whether in the classroom, on the bus, or on the practice field, the quickest and easiest solution can usually be found with the staff member most directly involved. Sometimes this approach just isn't possible or leads to an unsatisfactory conclusion; then what?

STEP TWO

Present your concern to the next level.

Building principals and the director of transportation are examples of the next level of school personnel to contact. Their interest in your problem will be increased if you share with them the steps you've already taken with the person closest to the situation, or if you will take the time to openly share with them the reasons why you feel uncomfortable dealing directly with the person who's closest to the problem.

STEP THREE

Talk with the superintendent of schools.

Sometimes all the best intentions can't solve a problem. When you believe you've worked hard with those closest to the problem, and you've taken the problem to the next level but still haven't achieved a satisfactory outcome, the superintendent of schools is the next place to go. Keep in mind that the superintendent's day starts early and often ends late in the evening. Part of the superintendent's job requires attendance at area-wide meetings outside the district. As a consequence, a meeting with the superintendent will probably require some advance planning.

STEP FOUR

Contact your school board members.

School board members are elected to represent the interest of all parents and district residents, and you should always feel free to tell them your point of view. School board members do not, however, have authority in day-to-day school operations.

So when should a board member be contacted and what can they do?

Contact a board member....

- after other means to solve a problem have been tried.
- when a policy is being enforced but you believe it results in bad consequences.
- when you believe a policy isn't being enforced.
- when policies or procedures are not enforced fairly for all.

The board member may take one or all of the following actions:

- informally discuss the issue with the superintendent or other administrators.
- request that the board review the specific policies that relate to the situation.
- propose new policies for the board's consideration.

The laws of the State of Iowa do not grant individual board members any authority over the school. All authority is the result of official actions by a majority of the board at meetings open to the public.

SOME PRACTICAL SUGGESTIONS

Don't be a stranger.

Make time to talk with school personnel regularly. Know who your children's teachers, bus drivers, and coaches are and how they may be contacted.

Communicate concerns quickly and openly.

Get concerns out in the open early. The problem you or your child faces may be the result of an oversight or misunderstanding that can be easily rectified once it is brought to the attention of the appropriate school personnel.

Give everyone a chance to understand your concern.

If you call for an appointment to see the person involved, why not let them know in advance what the general nature of your concern is? This gives them a chance to reflect on it before the appointment and ask other staff members for information that might relate to your problem or concern. If a personal visit isn't possible, why not call once to state the problem, and during that conversation, offer to call back at a time when you can both discuss the situation in more detail?

Be careful sharing frustrations with your children.

A unified team of parent and teacher provides the most effective educational experience. Use caution when sharing frustrations regarding school with your children so that a temporary problem does not permanently alter the student's perception of teamwork between school and home.

EQUITY

Vinton-Shellsburg CSD EQUITY STATEMENT

The Vinton-Shellsburg Community School District provides equal educational and employment opportunities and will not illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, or gender identity. Vinton-Shellsburg Community School District shall take affirmative action in recruitment, appointment, assignment and advancement of women and men, minorities and disabled. Inquiries regarding compliance with equal educational or employment opportunities and/or affirmative action shall be directed to Becky Lutgen, Equity Coordinator, Vinton-Shellsburg CSD, 1502 C Avenue, Vinton, Iowa 52349 or becky.lutgen@vscsd.org. Inquiries may also be directed in writing to the Director of the Region VII Office of the United States Equal Employment Opportunities Commission, or the Director of the Region VII Office of Civil Rights, United States Department of Education in Chicago, IL.