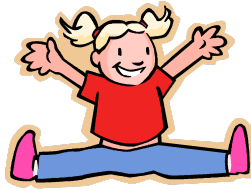


**South Winneshiek Elementary  
Student Handbook  
Grades K-4**



**2024-2025**



### **PRINCIPAL'S MESSAGE**

Welcome to South Winneshiek Elementary School where learning designed to meet the needs of each individual student. As educators, we recognize the unique developmental and academic needs of our students. We accept the responsibility to challenge and prepare students to be productive members of our global society.

It is our belief that every child is a unique and special individual who can learn. Our role as facilitators is to provide a caring and nurturing environment for children to reach their maximum potential. We are committed to providing opportunities that will assist the students in making self-directed, realistic and responsible decisions when solving problems they may encounter in our multicultural and ever-changing world.

We are proud of our school and to have your child as a student. Let's work toward a successful and productive year at South Winneshiek Elementary.

**Please contact us if you have any questions or concerns.**

**GO WARRIORS!!!**

### **FOREWORD**

The purpose of this handbook is to acquaint you with the expectations of school life and activities. This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

The South Winneshiek Community School district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status or disability. Students are educated in programs that foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women to society. Students who feel they have been discriminated against are encouraged to report it to their teacher or the principal.

### **ABSENCE-ATTENDANCE**

School day begins at 8:12. Students are expected to be in their classrooms at this time. Parents should call the South Winneshiek Elementary/Middle School office by 8:00 AM, when their child will be absent from school. An answering machine is available to leave a message if it is before or after school hours. The school day ends at 3:17. Students riding the shuttle bus will be dismissed; next the walkers at 3:20, and late bus students at 3:25 PM.

### **AREA EDUCATION AGENCY (AEA)**

Keystone Area Education Agency 1, with a main office in Elkader and field office in Decorah, provides services which include hearing, speech, testing, or consultation which may provide added information, techniques, or individual assistance which can help the school make the most appropriate education experience possible for your child. We hope that you will utilize their services or seek assistance from them as you would any other staff member in our district.

Federal and state regulations require that parents must grant written approval prior to the initiation of any of the above services.

The AEA staff assigned to South Winn is dedicated, knowledgeable, and is here to help our students and families be successful.

### **ARRIVAL & DEPARTURE**

*Students should not arrive until 7:50 A.M.* Students are not supervised until this point and are not allowed in the buildings or on the playground. Students entering or leaving the building should use the sidewalk. If you bike to school please use the bike rack. Please do not litter or walk on others property when coming to or leaving school. We would appreciate your cooperation in keeping our school and grounds clean and attractive. Students should leave the building by 3:30 P.M. Exceptions will be made for those involved in extra-curricular activities, Homework Helper, or who have requested permission from the office.

### **ART PHILOSOPHY**

Art is communication through a variety of forms in which students express feelings and experiences about themselves and the world around them. At South Winneshiek, we believe that the student of tomorrow must be able to find solutions to old and new problems. It is for this reason that the art program emphasizes creative thinking and problem solving techniques with which students build self-awareness, self-confidence and self-respect. Through various projects and experiences, students are encouraged to investigate and discover their environment, their cultural heritage and their individual potential for self-expression. With the combination of these experiences, the art department enables the individual to actively meet the challenges and comprehend the changing visual world that is theirs today and motivates them to continue learning for a lifetime.

### **ARTIFICIAL INTELLIGENCE**

Since it is the expectation that all coursework be produced solely by the student, the use of AI (artificial intelligence) to produce content the student then submits as their own original work is considered plagiarism and will be subject to disciplinary action. South Winneshiek utilizes technological resources to check the likelihood of AI-generated content. If evidence suggests the student utilized AI to create an essay or other similar writing assignment, the burden of proof regarding the assignment's authentic creation will fall on the student. That burden of proof may include dated Google document notes, printed research sources, and evidence of multiple written drafts and revisions. All instances of AI-generated plagiarism will face the same plagiarism consequences outlined in the student handbook.

### **ATTENDANCE AT EXTRA-CURRICULAR EVENTS**

We strongly encourage students to attend and support our extra-curricular programs. Elementary students attending extra-curricular activities should be seated with a friend or an adult to watch a game. Rough playing on the "hill" at football games, loitering in the hallways or gyms during indoor games is not allowed. Students will not be allowed to play in the Multi-Purpose Room during athletic events at the elementary and middle school. Students who do not follow the rules will be subject to disciplinary actions.

### **BAND**

Students in fifth grade have the opportunity to explore the world of instrumental music. The students and parents will be invited to attend a "Band Night", usually in the first 2 weeks of school. At this meeting, students may rent or purchase instruments that may last them their entire lives. Lessons begin in like instrument groups, one lesson per cycle, lasting about 15 minutes. By second semester group band will begin rehearsals, usually every-other-day for 40 minutes, and the students perform a few selections at the elementary spring program at the end of April. The basics of band--instrument care, posture, sound production, counting, note recognition, and more--are introduced in an enjoyable setting, with the hope that the students will continue through middle school and high school, and beyond!

### **BANKING PROGRAM**

"The Giant Piggy Bank" was established through a partnership between South Winneshiek Elementary/Middle School and the Security State Bank of Calmar and Ossian. Students in grades K-Prep-8th are given an opportunity to make weekly deposits (Tuesday AM) into a savings account. The bank provides interest on money deposited into their savings account. Interest is paid monthly and students will receive quarterly statements showing their current balance.

The purpose of the program is that students are encouraged to take advantage of this opportunity to learn the value of saving money and the vocabulary of the banking world.

### **BICYCLES**

Students should place their bikes in the bike rack on the front side of school (near the flagpole). If the bike rack is full, they should place their bike on the grassy area next to the bike rack.

Students who do not follow the rules will lose the privilege of riding their bike to school, and may be subject to additional consequences.

### **BUS EXPECTATIONS AND SAFETY**

The safety of all students is very important and it requires everyone's cooperation. The driver must pay attention to his/her driving responsibilities at all times. Anything that distracts the driver from the road endangers the safety of all riders. There are four basic expectations of all students who ride the bus. They are:

1. Sit down and remain seated.
2. Keep feet and hands to yourself
3. Use a quiet voice.
4. No throwing items in bus or out window.

In addition students should observe all additional rules listed below.

1. Students are under the total authority of the bus driver.
2. All school rules/regulations/policies apply on the bus.
3. Be on time.
4. If students must cross the roadway, pass in front of the bus no closer than 10 feet, look both directions, and proceed only on signal from driver.
5. Go directly to your seat and remain seated until the bus comes to a complete stop.
6. Refrain from talking to the driver while the bus is in motion-no noise when the bus crosses railroad tracks.
7. Don't extend hands, arms, or head through bus windows and no opening/closing windows without permission of the bus driver.
8. No pushing, shoving, or fighting.
9. No swearing, using rude gestures, teasing others, or talking loud.
10. No throwing objects in or out of the bus.
11. No damaging bus and please help keep the bus clean

### **State law mandates:**

**-No books or other property in aisles.**

**-School buses cannot "sit" on highway waiting for students.**

**Those students who do not behave may be subject to being written up and suspended from the bus if necessary. Parents will be notified when bus write up occur.**

*At the discretion of administration all passengers are required to wear seatbelts if the bus is equipped with seatbelts.*

### **BUS PASSES**

Parents need to send a note or call to notify the school of any change in a child's routine at dismissal, like a change of bus. The school office will issue a bus pass. For the child's safety, without proper communication, students will be expected to follow their normal dismissal procedure.

### **CHILD ABUSE REPORTING**

In compliance with state law and to provide protection to victims of child abuse, incidents of alleged child abuse will be reported to the proper authorities. Employees are encouraged, and licensed employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties. See Board Policies 402.2.

### **CHILD CUSTODY**

If there are court ordered restrictions as to who is allowed to pick up your child from school, the office and your child's teacher(s) must be notified in writing with official court documents.

### **COMPUTERIZED BREAKFAST/LUNCH PROGRAM**

A nutritious breakfast and lunch are served at school every day. Students may deposit any amount of money in their lunch account at any time. Students who have a delinquent account will be at the end of the lunch line. Students who bring cold lunch from home and would like to drink milk with it, you may purchase a carton. Each student has his or her own account. Money to be deposited in accounts should be brought to the office window as soon as students arrive in the morning. All money brought in for lunch must be deposited in meal account. NO CHANGE IS GIVEN. If a student needs to bring money for other things, that must be a SEPARATE CHECK.

### **CONFERENCES**

Conferences are held twice a year for the purpose of reporting to parents about their child's progress. Conferences are scheduled at the end of the first quarter and the third quarter of the school year. Each teacher will be scheduled one time slot for you child. We know that the most valuable conferences are those that include both parents. If parents are not living together, it works best to mutually decide on a time that is acceptable. We prefer to schedule one conference time per family. If additional conferences are desired throughout the school year, the student, the parent, or the teacher may request such a conference. Open communication and working together is vital for success.

## **DARE**

The **DARE** (Drug Abuse Resistance Education) is taught by a police officer to help students recognize and resist the pressures that may influence them to experiment with drugs. They will also learn how violence hurts everyone. Students in the 5th grade will need to complete a DARE workbook, have good attendance and behavior in class, write an essay, and keep their body free from drugs. This will allow them to participate in our DARE graduation. Parents/guardians are encouraged to be involved in home discussions with their children.

Students in 8<sup>th</sup> grade will take a short refresher course and also discuss topics such as cyber bullying, harassment, Internet safety, and drug resistance. They will also have the opportunity to go on a field trip to the Winneshiek County Courthouse for a mock trial upon successful completion of the unit.

## **DISCIPLINE and (Chapter 103)**

Staff tries to be proactive in model expectations for behavior and work habits. Teachers are to handle issues as they arise in their classrooms but sometimes students will come to see the principal. We strive to teach students so they can learn for their mistakes.

Corporal punishment, Restraint, and Physical Confinement and Detention are governed by state law and can be found in Chapter 103 of special education law. State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

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

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's website: [www.iowa.gov/educate](http://www.iowa.gov/educate)

## **DRESS/APPEARANCE**

There is a strong connection between academic performance, students' appearance, and students' conduct. Inappropriate student appearance may cause disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness. Students are expected to wear clothing that is appropriate to their age level, displays modesty and does not disrupt the school or educational environment.

Students are also expected to dress appropriately for the weather conditions. After the first snowfall students will need winter coats, snow pants, boots,

mittens or gloves, and appropriate head covering. Students will need these items in school everyday, as they will go outside for recess unless the temperature or wind chill is below zero.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays.

Students may wear caps when entering or leaving the building. While in the building students are to place caps in lockers. *The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or parents will be contacted for a change of clothes.*

### **EMERGENCY FORMS**

At the beginning of each school year, the parents must file an emergency form with the office. Please provide the emergency telephone numbers of the parent(s) as well as alternate person(s) to contact in the event the school is unable to locate the parent(s). The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year.

### **ELP - EXTENDED LEARNING PROGRAM (Gifted/Talented)**

The Extended Learning Program is an academically based program for those students needing more challenges. ELP is primarily a pullout program. Students qualify for ELP based on the results of several objective and subjective measures, including standardized tests as well as teacher and peer nominations. Each student is evaluated and an ELP Committee makes the final selections. Based on their test scores and their interests, an Personal Educational Plan is created. The PEP is academically based and reviewed every year.

### **EQUAL EDUCATIONAL OPPORTUNITY**

It is the policy of the South Winneshiek 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 Mr. Jason Halverson, Equity Coordinator, South Winneshiek Community School District, P.O. Box 430, Calmar, Iowa 52132, 563.562.3269, [jhavlerson@swinn.k12.ia.us](mailto:jhavlerson@swinn.k12.ia.us).



### **FIELD TRIPS**

There are opportunities during the school year when students may go on school-sponsored field trips. Students are expected to represent our school in a positive manner. Parent permission forms will be signed at the beginning of the year. When admission charges are required in order to see a special exhibit, parents are requested to send payment.

Should a student show signs of illness before leaving the school (fever, flu symptoms, etc.) the child will remain at school until parents arrive to pick up the student. The South Winneshiek Education Foundation raises funds to help provide these opportunities for our students.

### **FIRE/TORNADO PROCEDURES**

Fire and tornado drills are held several times during the school year. Students should be aware of the procedures to follow in case of a fire evacuation or a tornado warning. All students are to follow the basic rules:

- A. No talking.
- B. Listen carefully to directions.
- C. Stay together.
- D. Meet at an assigned area during the fire or tornado drill.

### **GRADING SYSTEM**

#### **Grades 1**

E - Excellent Progress  
S - Satisfactory  
I - Improvement Shown  
N - Needs to Improve

#### **Grade 2 & 3**

E - Excellent  
G - Good  
S - Satisfactory  
N - Needs to Improve

#### **Grade 4**

A 93-100	B- 80-82	D+ 67-69
A- 90-92	C+ 77-79	D 63-66
B+ 87-89	C 73-76	D- 60-62
B 83-86	C- 70-72	F 59 and below

### **GUIDANCE**

The School Counseling program at South Winneshiek is a developmental, proactive model. Classroom Guidance is provided at all grade levels. Small group or individual counseling is available upon student, parent, teacher, or principal request.

### **HARASSMENT** (Board Policy 502.10) Iowa Code 280.28 (3)

Harassment of students by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district;

while on school-owned and/or school-operated buses, vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district. Harassment and bullying by the staff, students, and volunteers which is based on 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. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure, which may result in discipline, up to, and including, suspension and expulsion.

### **HEALTH SERVICES - NURSE**

The nurse's office at Ossian is located in the general office area near the north entrance. The nurse is available at the Ossian Center from 7:45 a.m. to 3:45 p.m.

#### **Accidents/Illness**

- In case of illness or serious injury of a student, the parent will be notified. No child sick or injured will be sent home unless accompanied by an adult.
- If parents or the emergency contact cannot be reached and medical care is urgent, the school will assume responsibility for safe transport to a doctor's office or hospital.
- If your child has a fever over 100.0 degrees your child is not to return to school until he/she is fever free for 24 hours without medication.
- If your child has vomited, your child is not to return to school until they have been vomit free for 24 hours and have been able to eat a meal without vomiting.
- If your child has been prescribed an antibiotic, he/she needs to have taken that antibiotic for 24 hours before returning to school.

#### **Medication**

- Students may need to take prescription or over-the-counter medications during school hours. Both prescription and over-the-counter medications must be supplied by the student/parents. Parents must provide written instructions and parental authorization for all medications administered at school.
- When a student receives medication at school the following protocol must be followed:
  - Parent's written instructions include: name of the medication, indication for medication, route, dosage, duration, and frequency.
  - If a physician or prescriber requests a medication be left in charge of a nurse or school official to be given to a student at a prescribed time during school hours, the medication must be in its original container labeled with; the student's name, name of the

medication, dose of medication, route of medication, time of administration, and name of prescriber. A form is available in the nurse's office and on the school's website.

- o No medications, prescribed or over-the-counter will be furnished by the school.
- o No medications will be administered at school unless all of the above information is complete.

### **EMERGENCY/HEALTH FORMS**

At the beginning of each school year, parents must file an emergency/health form with the office providing the emergency contact information and health information. This emergency/health form also gives the school district permission to release the student to the alternate person in the event the parents/guardians cannot be reached. This emergency/health form will contain a statement that give the school district permission to release the student to emergency care personnel in the even the parents cannot be reached.

Information on the emergency/health information will be utilized by staff as deemed necessary to meet the student's health and safety needs while maintaining privacy regulations. **Parents/guardians must notify the office if the information on the emergency/health form changes during the school year. It is the parent's/guardian's responsibility to notify the school immediately when any of the information on this form changes.**

### **HOME/SCHOOL COMMUNICATION**

The school regularly sends notes and papers home with students. Parents need to ask their child to notify them of any communication from the school. All staff members have an email address and all teachers have a phone with voicemail so that you can have access to open communication.

Parents need to send a note to notify the school of any change in a child's routine at dismissal (ex. change of bus, staying after school, going home with a friend, Girl Scouts, Boy Scouts, religion classes, athletic events, etc.) For the child's safety, without the proper communication, students will be expected to follow their normal dismissal procedure.

### **HOMEWORK**

Homework is work that is assigned, to be completed at home, to strengthen academic progress. Homework, at all grade levels, will be determined by the classroom teacher and will vary be grade level and subject area. Homework is assigned to help teach responsibility and should review concepts taught at school.

### **HOMEWORK HELPER**

Homework Helper is an assistance program for students in grades 4-8. Students can be recommended or required to attend if they are not meeting homework expectations. A school employee will supervise this program

Monday-Thursday after school until 4:15 p.m. Parents will be contacted if this program is needed for their child.

### **LEVEL ONE INVESTIGATOR & LEVEL TWO INVESTIGATOR**

The Level One Investigator for South Winneshiek Elementary School is Jason Halverson with the alternate being Mary Kleve. The Level Two Investigator is Calmar/Ossian Police Chief Joe Ward.

### **LIBRARY/MEDIA CENTER**

The school has a library/media center stocked with a variety of books for our students. Each classroom is scheduled to use the library at least once per cycle. A student with an overdue book will not be able to check out a book until the overdue book is returned. Lost or damaged book fees are to be paid for by the student according to replacement value.

### **LOCKERS**

Student lockers are the property of the school district. Students will use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. The expense for repairing a damaged locker is charged to the student.

A student's locker can be searched whenever an administrator or teacher has a reasonable suspicion that a criminal offense or a school district policy, rule, or regulation bearing on school order has been violated. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials.

Locker cleaning and maintenance inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept.

### **LUNCHROOM EXPECTATIONS**

1. Use line basics:
  - Hands to side.
  - Use soft voices.
  - Walk.
2. Use good table manners:
  - Use utensils and straw properly.
  - Use soft voices.
  - No trading
  - Students can get seconds if they clean their trays.
  - Clean up own area.
3. Students must have permission from the supervisor to leave the lunchroom.

### **MONEY**

Students should not carry extra money to school. They should carry money for meals in a safe way, such as an envelope clearly marked with their teacher's name and grade. Money for the "Giant Piggy Bank" should be brought on Tuesday.

### **MUSIC**

Students in grades K-5 attend music class twice a 6-day cycle for 30 minutes. Preschool will receive music twice a cycle for at least 20 minutes. Emphasis is on building a lifelong appreciation and enjoyment of music. Students participate in activities that include reading notes, rhythm patterns, and rhythmic movement, as well as learning about composers and singing. Music grades will focus on pitch, rhythm, concepts, and participation. Two music programs are given during the year: A winter Program in December for grades EC-5, and a Preschool program in April.

### **MULTICULTURAL AND GENDER FAIR**

Enrolled students have an equal opportunity for a quality public education without discrimination, regardless of their race, creed, sex, marital status, national origin, ability or disability. The educational program is free of such discrimination and provides equal opportunity for the participants. The educational program fosters knowledge of and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It also reflects the wide variety of roles open to both men and women and provides equal opportunity to both sexes. Any complaints or grievances shall be addressed to the building principal.

### **OPEN ENROLLMENT**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Parents who wish to open enroll their child to another school district must apply by March 1st, and for kindergarten students, September 1. Parents interested in open enrolling their child out of the school district must contact the Superintendent's Office.

### **PARTY INVITATIONS**

Please do not send party invitations to school for your child to distribute in the classroom. Children who are excluded have their feelings hurt. The only exception to this policy is if all boys and girls in the classroom are invited.

### **PICKING STUDENTS UP / DROPPING THEM OFF**

Parents picking students up after school should meet them in the multi-purpose room. Prior to 3:00, parents are required to report to the office to check their child out of school. Office personnel will contact the classroom and ask the child to report to the office for dismissal. We are in need of

parental cooperation and assistance in providing a safe area for students to load and unload our buses. In the mornings from 8:00-8:20 AM, we are asking parents who bring their child or children to school, to drop them off at the sidewalk entrance on the north side of the school and have them walk to the school entrance.

In the afternoons, from 3:00-3:30 PM, parents who will be picking up their child or children from school should park on the street (Brooks Street) on the north side of the school. For the safety of students loading and unloading buses no vehicles, other than the school buses should use the circle drive from, 8:00-8:15 AM and 3:00 to 3:30 PM. Your cooperation will insure a safe loading and unloading area for our students.

### **PHYSICAL EDUCATION**

All students take physical education. Students will be expected to bring a pair of tennis shoes that will be used only for P.E. class.

Sometimes parents tell us their child cannot participate in P.E. for one reason or another. If your child's P.E. activities need to be restricted we will need a note from your family physician.

### **PTO**

South Winneshiek has a Parent Teacher Organization. The members meet and support events such as the annual fundraiser, family nights, and volunteers in the classroom. Please notify the office if you would be willing to volunteer your time and be part of this non-profit organization.

### **RECESS GUIDELINES**

A complete set of guidelines for recess is available in the Elementary/Middle School office for parents. Encouragement procedures and consequences for infractions are included in this document.

GOAL STATEMENT: Recess will be a supervised time when students are safe, exercising, and can have fun.

#### **RECESS EXPECTATIONS**

1. Students will play in designated areas.
2. No rough play.
3. Football should be two-handed touch, below the waist.
4. Students will use appropriate language playground.
5. Playground equipment should be used safely and picked up at the end of the recess period.
6. Students should dress appropriately for the weather. If the temperature is above zero (including wind-chill) students should be prepared for an outdoor recess.
  - Students must have boots and snow pants after the first snowfall to play off the blacktop.
  - Students must have boots to play on the blacktop after the first snowfall.

·Students not wearing boots must stay on the sidewalk or cement area to keep shoes and feet dry.

7. King of the Mountain and throwing snowballs or ice are prohibited.
8. Students may sled in designated areas.
9. Footballs and soccer balls will not be used in the gym during indoor recess. All other balls should be thrown and not kicked.
10. Children may bring games for indoor recess.
11. Students should wear appropriate shoes in the gym for indoor recess.
12. Students must have permission from school personnel before leaving the gym.

### **READING RECOVERY**

Reading Recovery is an early intervention program for students in the 1<sup>st</sup> grade, having the most difficulty with beginning reading and writing. A child in Reading Recovery receives individualized help based on his/her strengths that have been identified through careful observations of the child's reading and writing behaviors. A Reading Recovery trained teacher works with one child at a time for 30 minutes daily. This is a short-term program usually lasting about 20 weeks and has a goal of helping the student progress quickly and develops strategies needed to read and write at the level of their classmates.

### **SCHOOL DELAY, EARLY DISMISSAL, CANCELLATION**

Announcements will be made over KDEC, and K-Viking Gold radio stations and KWWL and KCRG television. The school also uses the student record management software (JMC) to send out weather related messages via phone, email, and text. You may also sign up via several stations for a text message to be sent to your cell phone. Weather is usually the reason for school closing, but it may be necessary for other reasons.

### **SEMESTER MILK**

Students in grades PK-5 have the option of morning and/or afternoon milk breaks. If you are not on the semester milk list, you may purchase a daily milk ticket in the office.

### **SPECIAL EDUCATION**

South Winneshiek's Special Education program is to serve students who are eligible due to specific student learning needs. A team approach is used to determine the best ways to help students who struggle. MTSS (Multi-tiered systems of support) are used to determine interventions and supports for students. If a team feels that a student needs Special education, a Disability Suspect meeting can be called and held to determine the next steps. If a student qualifies for special education there are annual meetings held with IEP

(Individual Education Plan) teams. Goals are set and growth is determined to decide the effectiveness of the IEP. When the support is no longer needed, students may be exited from the special education program.

### **STUDENT EXTRA-CURRICULAR ACTIVITIES**

Students attending extra-curricular activities should be seated by a friend or an adult to watch the game. Playing football on the hill at football games is NOT allowed. When attending games, students held in the gym, students will be expected to watch the ball games and not loiter outside of the gym.

### **TELEPHONE**

Elementary students may use the office phone for school business and emergencies by asking permission.

### **TESTING**

Several tests are administered to our students to check for progress and to diagnose reading level. Students in K through 4th grade will be given the FAST (Formative Assessment for Teachers) 3 times each year. Kindergarten scores are reported to the State Department of Education. MAP test are given in the fall and the spring each year as well. The Iowa Assessments are given for all students in grades K-8 in spring of each school year.

### **TITLE 1 READING**

Title 1 Reading is a federally funded program. The purpose of Title 1 is to offer supplemental literacy instruction within a small group setting. This is not to replace regular classroom reading instruction, but rather, to expose students to additional literature, reading time, decoding strategies, and comprehension strategies. The selection of students is determined by academic performance, standardized tests, and teacher recommendation.

### **TITLE IX STATEMENT**

The South Winneshiek Elementary School does not willfully or knowingly discriminate on the basis of sex in the educational program or activities that it operates. Students have an equal opportunity for a quality public education without discrimination, regardless of their race, creed, sex, national origin, ability, or disability. The educational program is free of such discrimination and provides equal opportunity for the participants. The education program fosters knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups to society. It also reflects the wide variety of roles open to both men and women and provides equal opportunity to both sexes.

The school district is required by Title IX of the Educational Amendments of 1972 and the regulations there under not to discriminate in such a manner. The



requirements not to discriminate in educational programs and activities extends to employment therein and admission thereto.

**USE OF SCHOOL FACILITIES** (Board Policy No. 1004.3R).

School district facilities are available during non-school hours to school-sponsored and non-school sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules, and regulations are in effect during these meetings. (Board Policy No. 1004.3R). ***A building use form will need to be completed and approved prior to usage.***

**VOLUNTEER PROGRAM**

Parents and members of the community are encouraged to offer their assistance to the school. Many students can use a mentor as well. We encourage you to donate your time and talents. Contact the office, 532-9365, if you are interested.

**WEAPONS** (Board Policy No. 502.5)

Gun Free Schools - The Iowa law is very specific about guns in schools and states that school districts must expel students for a minimum of one year for bringing a weapon to school or for possessing a weapon at school. Therefore, if a student is expelled in October 2010, the student cannot return until November 2011. “Weapon” is defined as a firearm, which includes guns and bombs. A knife or other dangerous object is not considered a weapon for which the mandatory expulsion applies.

If a student has been expelled or suspended from school and has not met the conditions of the expulsion or suspension and if the student or the parent or guardian of the student changes districts or residence, the student shall not be enrolled in the new district of residence until the board of directors of the new district of residence approves by a majority vote, the enrollment of the student. (Board Policy No. 502.5) The board believes weapons and other 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 weapons (or look-alikes). Weapons and other dangerous objects 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 objects (or look-alikes) 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 not less than twelve 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 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.

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