

Mount Ayr Community Elementary School Parent and Student Handbook 2018-2019



Caring and Working Together

NON-DISCRIMINATION POLICY STATEMENT

It is the policy of the Mount Ayr Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Joe Drake, 1001 E. Columbus Street, Mount Ayr, Iowa 50854. Telephone number (641) 464-0539.

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MOUNT AYR COMMUNITY SCHOOL MISSION STATEMENT

"The Mount Ayr Community Schools care and work together to create excellence in a dynamic educational process for the global citizen."

The Mount Ayr Community School District does not discriminate on the basis of sex in the educational programs or activities, which it operates. The Mount Ayr Community School District is required by Title IX of the Education Amendments of 1972 and the regulations thereunder not to discriminate in such a manner. The requirement not to discriminate in educational programs and activities extends to employment therein and to administration thereto.

Bill Huntington is the 504 Coordinator for the Mount Ayr Community School District. He is located at the high school building at 1001 E. Columbus Street, Mount Ayr, Iowa. The telephone number is 464-0539.

Important Numbers To Remember:

District Superintendent	464-0500
Elementary Principal	464-0539
Elementary Nurse	464-0546
Little Raider Preschool	464-0517
Bus Garage	464-0534

Mount Ayr home page @ <http://www.mtayrschools.org/>

CHARACTER COUNTS! at Mount Ayr Elementary

I pledge to be a Kid for Character.

I will be worthy of trust.

I will be respectful and responsible, doing what I must.

I will always act with fairness.

I will show that I care.

I will be a good citizen and always do my share.

The Six Pillars of CHARACTER COUNTS!

Trustworthiness	Fairness
Respect	Caring
Responsibility	Citizenship

Certified Staff Assignments

Little Raider Preschool
Early Childhood Special Education
Kindergarten

First Grade

Second Grade

Third Grade

Fourth Grade

Fifth Grade

Sixth Grade

Special Education Coordinator
Special Education

Title I

Art, Title I Math, TAG
Instrumental/Vocal Music
Physical Education
Technology Coordinator
Guidance Counselor
Nurse
Instructional Coach
Principal

Beth Christner
Bethay Knox
Brittany Binning
Katie Coulson
Kristen Graham
Tracy Giles
Stasia Nickle
Jessica Showalter
Betsy Budach
Jody Greene
Mariah Mason
Darla Sobotka
Deb Lynch
Karen Taylor
Jess Frost
JoAnn Gregg
Julie Shields
Tara Shields
Ranae Stewart
Kris Quick
Courtney Adams
Amy Levine
Caitlyn Weir
Dara Greenland
Annie Hosfield
Stephanie Remmenga
Melissa Weber
Jane Uhlenkamp
Jennifer Rau
Deb Larsen
Mark Edwards
Barb Gerber
Stacey Andresen
Jill Weehler
Chris Elwood

SUPPORT STAFF ASSIGNMENTS

Secretary
SLF Coordinator
Special Education Aides

Library Associate
Custodians

Jackie Schnoor
Tara Rush
Heidi Albaugh, Lesa Darrah, Emily
Eggert, Cari Head, Jolene Jones, Holly
Kerwin, Annie Main, Colleen Minnick,
Stephanie Riley, Christy Still, Anne Taylor
Mabel Trujillo
Josh Hanawalt, Brandon Pearce

2018-2019 School Calendar

Our school year is 180 days. When school is closed or dismissed early because of bad weather or some other emergency, a text will be sent via TextCaster. Please do not call teachers or the school administration.

Student Registration	Aug. 6-7
Staff fall professional development	Aug. 15-16, 20-22
Classes begin	Aug. 23
Labor Day - No School	Sept. 3
Early Dismissal (1:05/1:10) P. D.	Sept. 12
Early Dismissal (1:05/1:10) P. D.	Sept. 26
Early Dismissal (1:05/1:10) P. D.	Oct. 10
End 1st Quarter	Oct. 19
Early Dismissal (1:05/1:10) P. D.	Oct. 24
Parent Teacher Conferences (1:05/1:10 Dismiss)	Oct. 30
Parent Teacher Conferences (1:05/1:10 Dismiss)	Nov. 1
No School	Nov. 2
Early Dismissal (1:05/1:10) P. D.	Nov. 14
Early Dismissal (1:05/1:10)	Nov. 21
Thanksgiving Break	Nov. 22-23
Early Dismissal (1:05/1:10) P.D.	Dec. 12
Early Dismissal (1:05/1:10)	Dec. 20
End of 2nd Quarter/1st Semester	Dec. 20
Winter Break	Dec. 21-Jan. 1
Begin 2nd Semester	Jan. 2
Early Dismissal (1:05/1:10) P.D.	Jan. 11
Early Dismissal (1:05/1:10) P.D.	Jan. 23
Early Dismissal (1:05/1:10) P.D.	Feb. 6
Early Dismissal (1:05/1:10) P.D.	Feb. 15
End of 3rd Quarter	Mar. 8
Parent Teacher Conferences (1:05/1:10 Dismiss)	Mar. 12
Parent Teacher Conferences (1:05/1:10 Dismiss)	Mar. 14
No School	Mar. 15
Spring Break - No School	Mar. 18-22
All Day P.D.	Apr. 3
Early Dismissal (1:05/1:10) P.D.	Apr. 19
Early Dismissal (1:05/1:10) P.D.	May 1
Early Dismissal (1:05/1:10)	May 23
End of 4th Quarter	May 23
Last Day for Teachers	May 24

Building Schedule

7:50-8:25	Cafeteria open for breakfast
8:00	Building is open to students
8:30	Classes begin/Tardy Bell
3:20	Begin dismissal of classes*
3:25	Bus departure

*Non-bus students will be dismissed following bus departure

About Our School

The elementary programs are organized on a Kindergarten-6th grade plan. Kindergarten classes meet daily for a full day. Our elementary classrooms are self-contained.

Each classroom teacher is responsible for the basic subject offerings. Art, vocal and instrumental music, physical education, and library skills are taught by special teachers. Students enrolled in Special Education classes are mainstreamed into the regular class and special activities as determined appropriate by each IEP (Individual Educational Program). Mount Ayr Community Elementary is a school-wide Title I School, therefore all elementary students in grades Kindergarten - 6th grade in the district are eligible for Title I reading and math assistance.

Student Arrival & Dismissal

Parents are asked not to let students off at the school **before 7:50 a.m.** Students who arrive at school at 7:50 a.m. are expected to wait quietly inside the southeast entryway until 8:00 a.m. at which time they are to report directly to their homeroom teachers. Students who are going to eat breakfast may enter the building at 7:50 to go to the cafeteria. There is no adult supervision for students who arrive before 7:50 a.m. Students will be counted tardy for the morning if they arrive after 8:30 a.m.

Dismissal for students who ride buses begins at 3:20. After all buses have loaded and departed the bus station, all other students will be dismissed. (Approximate time is 3:25 p.m.) If you are picking up your child, please do so promptly by 3:30. Students are required to leave school grounds following dismissal. Students are not to be in the building without adult supervision.

Students who must leave during school hours will be dismissed from the Principal's office. Parents should come to the south (main) entrance and check the student out in the Principal's office. Students will not be permitted to leave with anyone but the legal guardian unless there is written authorization for the

release, or an emergency arises and there is verbal permission from a legal guardian.

Students arriving between 8:31-9:00 are tardy. Students absent only one hour of the school day due to doctor, dentist appointments, etc., will be considered attending a full day as long as the student produces a note from the doctor or dentist. For example, if your child goes to the dentist and returns at 9:15 with a note from the dentist, your child will not be counted absent **or** if your child leaves at 2:30 for an orthodontic appointment and brings a note back the next day from the orthodontist then your child will not be counted absent. A student spending more than one-half of the morning or afternoon in the Nurse's Office will be marked absent for that half day. **Students who are absent during the afternoon of a school activity or program will not be eligible to participate in the function that evening unless the absence was due to an unavoidable emergency. Students may attend a dental or medical appointment in the afternoon and still attend the evening activity/event if they bring a note from their doctor. If there is no medical note, then no activity that evening.**

Attendance

School attendance is the responsibility of the student and his/her parents or guardians. This responsibility includes being aware of the school standards for attendance, informing the school if the student is absent and for what reason, and developing an acceptable attendance pattern for the student now and in the future. Iowa Code Chapter 299, Compulsory Education in Iowa, states a child, ages 6 - 16 years by September 15, in proper physical and mental condition, shall attend school the number of days school is in session in accordance with the school calendar.

It is the educational philosophy at Mount Ayr Community Schools that regular attendance at school by all students is essential to student learning and cannot be duplicated by other methods. Students are expected to be in class

and to make attendance a top priority. While it is possible for an absent student to make up much of the schoolwork missed, it is impossible to completely compensate for an absence from class. Learning lost due to an absence can never be replaced.

Students who have good attendance records are more likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. Life long patterns of responsibility and self-discipline are fostered by attention given to school attendance.

Students who are absent during the afternoon of a school activity or program will not be eligible to participate in the function that evening unless the absence was due to an unavoidable emergency. Students may attend a dental or medical appointment in the afternoon and still attend the evening activity/event if they bring a note from their doctor. If there is no medical note, then no activity that evening.

Excused and Unexcused Absences

An unexcused absence from school may be determined for the following reasons:

- a. truancy
- b. shopping
- c. hair appointments
- d. excessive absences as deemed by school officials

The student will be required to make up work at the discretion of the teacher.

If a student is absent from school and the school has not been informed of the student's absence, the school nurse may contact the parent or guardian. Please send a note or appointment card from the doctor, dentist, etc. if your child has missed school and attended an appointment. Suspected truancy, defined as failure to attend school without a reasonable excuse for the absence, could result in a home visit by a school official and the truancy officer. The truancy officer may take into custody, without a warrant, any apparently truant child, and place the child in the custody of the school principal, or the principal's designee.

The truancy officer will make every reasonable attempt to notify the parent or guardian of the child's location and will promptly institute proceedings against any person violating the compulsory education law, in accordance with school board rules for punishment of truants. School officers shall attempt to find the cause of truancy and use every means available to assure that the child attends school.

Student attendance will be monitored on a daily basis. The following steps will be followed for excessive excused or unexcused absences:

1. Eight days absent during a semester will result in a meeting with parent/guardian and school officials to discuss solutions for improving attendance.
2. Twelve days absent during a semester will result in a meeting with the parent/guardian and school officials (to include school truancy officer) to review the previous interventions to improve attendance. Included in this meeting will be a discussion of legal procedures if attendance does not improve.

If absence is deemed excessive or unreasonable, notification will be sent to the parents. If unexcused absence continues without improvement, an attendance cooperation meeting between school officials and the child's parents or guardians will be scheduled. The purpose of the meeting is to ascertain the reason for the child's nonattendance, arrive at an agreement for addressing the nonattendance and initiate referrals to any counseling or other services deemed appropriate. If these efforts are unsuccessful, then the truancy officer shall refer the matter to the Ringgold County Attorney for mediation or prosecution.

Make-up Work

Parents are encouraged to notify the office at 464-0539 if your child will be absent. Students who have excused absences will receive credit for missed work if it is made up in a reasonable time. Students will be allowed two

days to make up the work for one day's absence and one additional day for each consecutive day of absence. Parents who need to pick up make-up work from the teacher should contact the Principal's Office allowing sufficient time for the school to get materials collected.

Homework

Teachers assign homework, extra class activities or projects as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in a failing grade in the class. A student's grade will drop 20% for each school day that the assignment is late excluding weekends. For instance, if a student were two days late turning in an assignment then the best possible grade would be a 60% (Example: A student that turns in on Wednesday an assignment that is due on Monday will have a grade reduction of 40%). Make-up work from an excused absence is NOT deducted unless the student does not turn in make-up work in the allotted time. Any assignment that is turned in the day that it is due will receive full credit.

Grading Practices

Make-up work due to an excused absence will receive full credit if completed according to building policy: "Students will be allowed two days to make-up one day's absence, and one additional day for each consecutive day. Make-up work due to an unexcused absence must be made up but credit will be deducted at the rate of 20% per day. Full credit will be given for all homework submitted at the time the assignment is due. Work turned in after the due date will be deducted at 20% per day.

Teachers will consider attendance and participation in class discussion as factors when assigning final grades. Thus, a student who is absent from class may find a lower grade due to this grading practice.

Reporting Student Progress

Student progress is reported for elementary students at the end of each nine-week period. Parent-teacher conferences are scheduled soon after the first nine weeks and third nine weeks, so teachers and parents can discuss the student's progress. Special conferences may be scheduled by the teacher or parent on an individual basis at anytime during the year.

The letter system for assigning grades is used in the 3rd through 6th grades. The following percent scale is in effect:

95-100	A
93-94	A-
90-92	B+
85-89	B
83-84	B-
81-82	C+
75-80	C
73-74	C-
71-72	D+
67-70	D
65-66	D-
0-64	F

Parents of students in 3rd through 6th grades may also monitor their child's progress and attendance by logging onto the internet at <http://mtayrschools.powerschool.com>. Confidential ID's and passwords will be issued at the beginning of the year for each student. Contact the elementary secretary if you wish to log into Power School.

Mid-Term Reports

Halfway through each nine week grading period, mid-term reports will be sent home with students. These serve to inform parents of the student's progress. It is suggested that parents seek a conference with their student's teacher or counselor if they feel it is necessary.

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. Students wishing to open enroll to another school district must apply for

open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause as defined by the law for which the deadline is June 30. Students entering kindergarten have until September 1 to open enroll into another school district. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in the loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the superintendent of schools for information and forms.

By September 30 of each year, the district shall notify parents of open enrollment deadlines, transportation assistance, and possible loss of athletic eligibility for open enrollment pupils. This notification may be published in "The Good News", a newspaper of general circulation or a parent handbook provided to all patrons of the district. This information shall also be provided to any parent/guardian or a pupil who transfers into the district during the school year.

Entrance Requirements and Transfers In

(Board Policy-Code No. 501.2)

A birth certificate or other satisfactory evidence of age is required of pupils entering school in this district for the first time. Students expelled or suspended from another school will not be enrolled. Pupils must furnish certified proof of immunization or have a provisional certificate. Required immunizations must be up-to-date within 120 calendar days or remainder of the semester in which the provisional certificate is granted. A religious exemption may be granted. The school district reserves the right to deny admission to any nonresident student unless the student is complying with open enrollment procedures.

The school district shall request the student's cumulative records from a previous school. If the student cannot offer proof of grade level, the superintendent will make the grade level determination. The superintendent may

require testing or other information to determine the grade level.

The superintendent shall determine the amount of credits to be transferred. If the student has not previously attended an accredited school, it is within the superintendent's discretion to accept or reject credits or grades.

The board may deny admission if the student is not willing to provide the district with the necessary information. Any student transferring to Mount Ayr Community Schools who is serving an extracurricular ineligibility from a previous school, will not be allowed to participate in extracurricular activities at this school until or unless the ineligibility at the previous school has been completed.

Students Transferring to Another School or District

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents notified that the student's records have been sent are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district.

Homeless Children and Youth

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education that may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is Kris Quick, Homeless Coordinator.

A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence

and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

Essential Concepts and Skill Sets of the Iowa Core Curriculum

The Iowa Core Curriculum provides local school districts a guide to delivering instructional content that is challenging and meaningful to students. The curriculum identifies the essential concepts and skill sets for literacy, mathematics, science and social studies, as well as 21st century learning skills (civic literacy, financial literacy, technology literacy, health literacy, and employability).

If you would like to view the essential concepts and skills sets for each curricular area, please go to www.corecurriculum.iowa.gov/

Elementary School Testing Program

Purpose:

- to identify students in need of special educational assistance
- to improve instruction and learning
- to improve the curriculum
- to impartially evaluate the educational program.

The Gold Assessment is used as a screening instrument to help determine student readiness for school.

The Iowa Assessments are intended to provide objective information about skills performance that will constitute a partial basis for making instructional decisions for individual students. This test will be given annually in the spring in 2nd-6th grades.

The Fountas and Pinnell Benchmark Reading Assessment is used in grades K-6 to diagnostically identify areas of concern in Reading and Literacy.

The FAST Assessment is used three times a year in grades K-6 to identify students who may be at risk or are persistently at-risk in grade-level reading targets.

Highly Qualified Teachers and Parents' Right-to-Know

All teachers at Mount Ayr Elementary School are highly qualified in their field. All teachers, including Title I teachers, are fully certified in the areas in which they teach. Ongoing relicensure (6 credit hours every 5 years) and professional development requirements keep staff current and up-to-date on scientifically based teaching practices. Each teacher is required to self-evaluate and implement a professional growth plan each year that focuses on the building goal, the building professional development plan, and is tied to the eight Iowa teaching standards and 43 criteria. Parents may request and the district must provide (in a timely manner) information regarding the professional qualifications of students' classroom teachers. Parents will be notified if a teacher who is not highly qualified has taught their child for four or more consecutive weeks. This could happen on a rare occasion when a long-term substitute teacher is needed and a highly qualified replacement cannot be found.

Talented and Gifted Program

In compliance with Iowa State Department of Education requirements to meet the needs of all students, the local Board of Education provides a qualitatively differentiated Talented and Gifted program. R.E.A.C.H. (Recipe for Each Academic and Creative Hand) identifies and serves talented and gifted students at Mount Ayr Elementary. Second through sixth graders are served through a pullout program with learning strategies and enrichment activities appropriate for gifted individuals. Creative problem solving is emphasized to challenge and empower students to reach their fullest potential for high achievement and lifelong learning. Classroom teachers also provide curriculum differentiation in lessons and assignments for talented and gifted students.

Multiple criteria are used for placement in the program. First grade students are given the Otis-Lennon School Ability Test (OLSAT) in the spring to begin identifying candidates for the TAG program. Additional criteria used in the identification process include 1) parent nomination, 2) teacher nomination, 3) Iowa Assessment results, and 4) the Screening Assessment for Gifted Elementary Students (SAGES).

Title I Program

All elementary students in Kindergarten through 6th grade in the district are eligible for Title I reading and math assistance. Mount Ayr Community Elementary is a school-wide Title I program so that our Title I staff may better meet the needs of our students. The objective of the Title I program in the district is to improve achievement of all students in reading and math. Parent meetings are held during the year for the purpose of improving the Title I Program and increasing family involvement.

Special Education Services

The district provides services for students with special learning needs. A resource teacher and special class teacher serve the elementary students who have difficulties, which restrict normal educational development. The Area Education Agency provides the following special services: hearing, speech, vision, and psychological testing. A listing of local school programs follows.

Early Childhood Special Education

The services offered by this program are for children who are below the age of 6 years and who require special educational service in order to better meet their needs. The program meets four days a week with emphasis on building developmental and pre-academic skills prior to school entry.

Resource Room Instructional Program

The services offered by the resource room instructional program are supplementary to the

regular educational program. In this program, the students will receive instruction in the resource room for a period of time from thirty minutes up to two hours per day or in the regular education classroom.

Special Class With Integration Instructional Program

The services offered by the special class with integration instructional program are designed to meet the needs of children who need more time for special instruction than provided by the resource room instructional program. Students who would receive support help will be out of the regular classroom 2-5 hrs./day.

Self Contained Instructional Program

The services offered by the self-contained instructional program are designed to meet the special needs of children over age 6, who have physical, academic, intellectual and behavioral limitations that prevent successful participation in a regular school program. Integration into special activities, lunch, and recess will be made.

Spinners (aka, “Fidget” Spinners)

Spinners are not allowed in the elementary school. If a student has a spinner in the building, it will be taken and given back at the end of the school day. If a student has a spinner taken a second time, the spinner will be left in the office for a parent to pick up at their convenience.



Elementary Library Program

The basic services of the library are:

- to promote media for use by pupils and teachers;
- to develop and promote reading interest;
- to encourage research and study from various sources;
- to develop skills for use in the library;
- to provide recreational and leisure reading.

Library materials are available for students, teachers, and patrons of the community. The borrower is responsible for the return of the materials.

Any student who has overdue books or has outstanding book fines from previous years will not be allowed to check out books until the fines are paid or the books are returned to the elementary library.

Library Rules

- A quiet student atmosphere with limited talking will be maintained.
- No gum or candy in the library.
- All materials taken from the library must be checked out.
- Renewal for one additional checkout period is possible upon request.
- Do not walk through the library when a class is in the library.

Lost books/materials must be paid for before additional books can be checked out.

Lost or Damaged Books

There is a fee for replacing lost or damaged library books and textbooks. If books are not returned, students are charged a replacement fee. A fine will also be assessed for damage to any library book or textbook that is beyond normal wear. The fee for replacing library books and textbooks is based on the age of the materials. Students may also be charged fines for damage to classroom equipment.

Printed and non-printed materials:

0-2 years	Actual replacement cost
3rd year	75% of replacement cost
4th year or older	50% of replacement cost

Field Trips

In all classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. Prior to attending a field trip outside of the county, the student must return a signed Parental Permission Form.

Sack Lunches for Field Trips

When students attend field trips and won't be eating the regular lunch meal, students should be encouraged to eat a school sack lunch meal. This helps to keep the school lunch program stable and helps to ensure that students have a lunch that is healthy.

Presidential Academic Award

Special award certificates and pins will be presented to sixth grade students who are recognized for academic achievement while in the elementary school. The criteria for the award are:

- Attained a B+ average or higher, accumulated during the 5 semesters beginning with the fourth grade and including the first semester of the sixth grade. The academic subjects to be averaged are: language, math, reading, science and social studies.
- Received a core composite score on the most recent Iowa Assessments at or above the 90% percentile based on national norms.

Jurisdictional and Behavioral Expectations Statement

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, teachers, employees and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language.

Discipline

Students shall be expected to conduct themselves in an appropriate manner at all times. Respect for the authority vested in all school employees, regard for public property, and consideration of the rights and welfare of all students should govern student actions. The goal of a school wide Discipline Plan is “to establish a systematic plan for behavior in-class and out-of class “. The basic plan for the Mount Ayr Elementary School will apply to all classrooms in the building. Each teacher may extend the basic plan in order to better meet his/her classroom expectations for good behavior. Parents will receive a copy of the classroom discipline plan from the child’s homeroom teacher during the first week of school. Student and parent signatures will show an agreement to follow the Mount Ayr Elementary School Discipline Plan.

Student referrals to the Principal’s office will be handled on an individual basis. Consistency, fairness, and firmness are all necessary for good discipline. In situations where fighting, bullying, or other dangerous incidents occur, parents will be notified of the incident. Possible consequences include: conference with the student, missing of recess(es), lunch detention, after school

detention, in-school suspension, or out-of-school suspension.

Gum Policy

At Mount Ayr Elementary School we have a strict policy prohibiting gum at school. This policy is in place to ensure an environment where all can take pride in the upkeep and cleanliness of our school. There will be no gum chewing allowed at school. This includes before, during, and after school. This policy will also extend to cover all school bus trips. This policy will be reviewed with students at the beginning of each school year by the building principal.

Consequences of chewing gum at school:

- 1. Warning**
- 2. One day lunch detention**
- 3. One week lunch detention**
- 4. Two week lunch detention**
- 5. Parent meeting**



Mount Ayr Elementary School Discipline Plan

The goal of a building Discipline Plan is to support the philosophy of the teachers, administration, and community as a whole and uphold the pillars of Character Counts -- Trustworthiness, Responsibility, Respect, Caring, Fairness and Citizenship.

Kindergarten through Sixth Grade Classroom Rules

Show RESPECT for people and property

- Follow directions given by all school personnel
- Leave other's personal property alone
- Use appropriate language and voice tone
- Be courteous and truthful

Provide a SAFE learning environment

- Follow playground rules
- Keep hands and feet to self
- Walk in hallways
- Follow teacher's directions

Demonstrate RESPONSIBILITY for learning and facilities

- Take care of furniture and equipment
- Help keep the building clean and sanitary
- Put all materials away
- Develop and practice a good work ethic, including work completion, attendance and punctuality.

Kindergarten through Sixth Grade Expected Character Counts Behaviors

1. Trustworthiness

- be honest & dependable
- no cheating
- keep your word

2. Respect

- use appropriate language
- no talking back
- follow staff directions

3. Responsibility

- be prepared for class
- record all assignments
- hand in work on time

4. Fairness

- talk with permission
- use work time wisely
- be on time, seated quietly

5. Caring

- treat people kindly
- no name-calling
- no bullying or harassment

6. Citizenship

- take care of property
- no gum in the building
- use technology correctly

Bus Transportation

School bus transportation is a service provided by the Mt. Ayr Community School District. The school bus driver has the responsibility of safely transporting students to and from school. The bus driver will complete a Bus Conduct Report if an incident needs to be reported to the building Principal and parents. The Principal will discuss the report with the student(s) involved and will also talk with the student's parent(s). The Bus Conduct Report will be sent to parents, with a copy also being kept by the Principal and the Director of Transportation.

Warning and Suspension Notices

Warning: When, in the opinion of the bus driver, there has been an infraction of rules or misconduct by a student, which does not endanger the safety or welfare of other students or the operation of the bus a Bus Conduct Report will be given as a warning.

First Report: The student and parents will be notified that a three-day suspension from bus riding privileges will occur with the next offense.

Second Report: A three-day suspension of bus riding privileges will occur. Parents will be contacted about the impending suspension. Parents will be notified about the beginning and ending date of the suspension.

Third Report: A five-day suspension from bus riding privileges will occur. Parents will be contacted about the impending suspension. Parents will be notified about the beginning and ending date of the suspension. Parents will need to meet with the Superintendent, Principal, and Director of Transportation before their child will be allowed back on the bus.

Fourth Report: A ten-day suspension from bus

riding privileges will occur. Parents will be contacted about the impending suspension. Parents will be notified about the beginning and ending date of the suspension. Parents will need to meet with the Superintendent, Principal, and Director of Transportation before their child will be allowed back on the bus.

Fifth Report: May result in the suspension of riding privileges for the remainder of the school year. Parents will need to meet with the Superintendent, Principal, and Director of Transportation.

The following infractions may result in a suspension of riding privileges on the first offense: fighting on the bus; using profanity; refusal to obey the driver; throwing objects while on the bus; use of alcohol, drugs, or tobacco while on the bus; and direct defiance or disrespect to the bus driver.

Students will be transported daily in accordance with their district assignments unless there is written authorization by the parent or guardian to transport the student on a different route. Students will not be left off the bus at stops that are not designated bus stops without a written request and administrative approval.

Persons riding in school district vehicles shall adhere to the following rules.

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Riders must keep their hands and feet to themselves – no hitting, pushing, or kicking.
- Inappropriate language is not allowed.
- Riders must keep their voices at a low level so that they can hear emergency instructions.
- Aisles must be kept cleared at all times. This includes putting feet and legs out into the aisle.
- Riders shall load and unload through the

right front door. The emergency door is for emergencies only.

- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders are not allowed to take pictures or videotape other students.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders must not throw objects about the vehicle nor out the windows.
- Riders must keep their feet off the seats.
- Roughhousing on or in the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco, or look-a-like substances is prohibited in the vehicle.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.

NOTE: The term "vehicle" is used to address school buses as well as cars and vans.

Inclement Weather

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over WHO (1040-AM), KMA (960-AM), KSIB (1520-AM ; 101.3 FM) radio and KCCI television before 7:00 a.m. Parents may also sign up for weather text alerts via **Textcaster** which can be found at the bottom of the school's webpage: www.mtayrschools.org. If the weather is such that notification can be given the evening before, this will be done on TV stations WHO-TV(13) & KCCI-TV(8). If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents may pick up the students at the student's school. Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are canceled and generally rescheduled. The superintendent may determine whether to hold extracurricular practices or activities.

Appropriate Dress

Students are expected to dress in good taste at all times with neatness and cleanliness recognized as being important in our school. Examples of inappropriate dress are: a) clothing and apparel with advertising slogans or pictures of products/services that are illegal to minors; b) short shorts (shorts should be below the length of arms and fingertips); c) halter tops; d) mini-skirts; e) loose muscle shirts; f) no tops with spaghetti straps; g) or any clothing that fits too tightly or is suggestive in nature.

While the primary responsibility for appearance rests with the parents, the school reserves the right to judge what is appropriate and what is not. If there is a question or if the length is

marginal, it would be advisable to check before wearing the clothing to school. Parents will be contacted if their child comes to school inappropriately dressed.

Hats, caps and bandanas are not to be worn in the building at any time.

Art Class

Elementary students meet for art once a week. Students need to feel free to be creative, which sometimes involves materials like clay and paint. Although aprons are provided, accidents still can happen so please make sure that the students dress appropriately for art class.

Outdoor Dress

Children are required to wear appropriate clothing for outdoor play (coats, mittens, boots, head coverings). Children will normally have outdoor recess unless the temperature or chill factor is below five degrees F. **Children will be required to wear coats and long pants if the temperature is below 60 degrees F.**

If students come to school unprepared for recess temperatures below 60 degrees, the school is not responsible for providing a coat for students.

Alcohol, Tobacco, and Drugs

Possession or use of alcohol, tobacco, or drugs by any student while in school or while on school property or while attending any school activity, either at home or out of town, is cause for severe punishment. The parents will be notified in writing of the action taken by the school. Students should not bring matches or lighters to school.

Weapons

(Board Policy - Code No. 502.6)

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 objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or from students who are within the control of the school district. Pocketknives should not be brought to school.

Parents of students found to possess a weapon or dangerous objects 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 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.

Internet Usage

MACSnet is a local area network connected to other local and national networks. Its purpose is to meet the mission of the Mount Ayr Community Schools. It is also to advance and enhance students' access to educational resources, improve teacher resource and training, collaboration and dissemination of successful district and student materials, educational

practices and methods.

With this accessibility comes a need for appropriate and responsible use. All Facebook sites are off limits for students during school hours unless specifically given permission by the teacher for a classroom project. The goal of providing access to teachers and students is to further educational excellence by facilitating resource sharing, innovation, and communication. The Mount Ayr Community School District has taken every step to ensure the best security and appropriate use of the network. Software filters have been installed to monitor all use of our link to the Internet. We have configured the network hardware to promote the highest level of security, both to outside networks and the internal school network. All students must go through an orientation on the proper use of Internet and have a signed parent consent form before they will be allowed access to Internet in or out of a classroom setting.

Students may use Kindles, iPads, Nooks, and other e-reader devices to access internet but may **not** use cell phones and iPods.

All students must have the proper documents on file before they are allowed access to the Internet. If a student's license is removed he/she will not be allowed to use the Internet or log on to the MACSnet network. If his/her license is revoked, he/she will not be allowed to use Internet or the student network without the permission of a member of the faculty or the lab supervisor.

Search and Seizure

(Board Policy- Code No. 502.4)

All school property is held in public trust by the Board of Directors. School authorities may, inspect students, or student vehicles under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, visitors to the schools and school personnel.

School authorities may seize any illegal,

unauthorized or contraband materials discovered in the search. It is recognized that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student anywhere on the school premises, 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.

All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

Student Lockers, Desks

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 belongings necessary for attendance at school. It shall be the responsibility of each student to keep his or her assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned locker, the principal of the building may periodically inspect the lockers. Students will be given notice of a maintenance inspection within a reasonable time period after the inspection. School handbooks will provide notice to students and parents at the beginning of the school year of random periodic inspections of school lockers,

desks and other facilities or spaces owned by the school district but provided as a courtesy to the students. Student lockers may be searched in compliance with board policy regulating search and seizure.

Initiation, Hazing, Bullying, Cyber bullying, or Harassment

Harassment, bullying, cyber bullying, initiation, hazing, and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

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

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender

identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes a conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health; 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.

Sexual harassment includes, but is not limited to:

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

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

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

Cyber bullying refers to bullying through phone text messages, emails, phone calls, internet chat rooms, instant messaging, and social network websites. Students should note that any electronic message that is of bullying nature that is sent to other students can be used against them as evidence.

Consequences for bullying and harassment include but are not limited to phone calls to parents, loss of recess, detention, in-school or out of school suspension.

Abuse and/or Harassment of Students by Employees

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the school nurse and school principal at 641-464-0539 as its Level I investigators. The county sheriff may also be contacted directly at 641-464-2911.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Marking Personal Items

All personal items should be marked with the child's name. **A nametag, initials, or identification mark should be on all sweatshirts, snow boots, mittens, caps, etc., that are worn to school.** Students are responsible for their personal belongings.

School Supplies

**(No supplies are needed for Head Start.)
Little Raider Preschool**

- 1 box of Crayola washable markers

- 1 box of Crayola crayons (24 count)
- 1 pair of scissors (Fiskars, blunt end)
- 1 box of Kleenex
- backpack (Please send daily.)
- 1 bottle of Elmer's white glue
- 6 glue sticks
- 1 container Clorox or Lysol wipes

Kindergarten

- 2 boxes of 24 count crayons
- 2 packs of glue sticks
- 1 pair safety scissors
- 4 boxes of magic markers (washable)
- 2 containers of Clorox or Lysol Wipes
- 1 bottle Germ-X Hand Sanitizer
- 1 roll of paper towels
- 1 box of Kleenex
- 1 package of napkins
- 1 package of baby wipes
- 1 pair of headphones (no earbuds)
- 1 three-pronged folder
- 1 backpack (no wheels)
- 1 package of fine-tip dry erase markers
- 1 1½" 3-ring binder

First Grade

- 1 box of 16 or 24 count crayons
- 1 pair of scissors
- 1 pack of glue sticks
- 2 packages of pencils (No. 2)
- 2 boxes of colored pencils
- 2 boxes of markers
- 2 large boxes of Kleenex
- 1 toolbox for supplies (no taller than 4")
- 1 pocket folder
- 1 container of Clorox or Lysol Wipes
- 1 bottle of GermX
- 1 pair of headphones (no earbuds)
- 1 highlighter
- 1 backpack (no wheels)
- 1 Expo dry erase marker
- 1 composition notebook

Second Grade

- 1 box of crayons (16 or 24)
- 2 packs of glue sticks
- 1 pair of scissors

- 2 packages of pencils (No. 2)
- 2 large boxes of Kleenex
- 1 box of magic markers (washable)
- 1 highlighter
- 1 small box of colored pencils
- 1 small box of erasable colored pencils
- 1 pocket folder
- 1 toolbox for supplies (no taller than 4")
- 2 containers Clorox or Lysol wipes
- 1 pair of headphones or earbuds
- 2 composition notebooks
- 1 backpack (no wheels)
- 1 package of fine-tip dry erase markers

Third Grade

- 1 small box of colored pencils
- 1 box of crayons
- 2 packs of glue stick
- 2 packages of pencils (No. 2)
- 3 wide-ruled spiral notebooks
- 3 pocket folders
- 1 pair of scissors
- 1 eraser
- 1 highlighter
- 2 large boxes of Kleenex
- 1 box of magic markers (8 Basic Colors)
- 1 toolbox for supplies (no taller than 4")
- 3 pads of Post-It notes
- 1 container of Clorox or Lysol wipes
- 1 pair of headphones or earbuds
- 1 backpack (no wheels)
- 1 1" 3-ring binders
- *No Trapper Keepers

Fourth Grade

- 1 box of markers
- 1 box of colored pencils
- 2 packs of glue sticks
- 1 package of pencils (No. 2)
- 1 ruler (Metric and Standard)
- 1 pair of scissors
- 6 wide-ruled notebooks (not a 5-subject notebook)
- 1 1" 3-ring binder
- 2 boxes of Kleenex (large boxes)
- 3 pocket folders

- 1 toolbox for supplies (no taller than 4")
- 1 package 3" x 3" Post-It notes or smaller
- 1 highlighter
- 1 pair of headphones or earbuds
- 1 backpack (no wheels)
- 1 package index cards
- 1 Pink Pearl eraser

Fifth Grade

- 1 toolbox or pouch for supplies
- 1 pair of scissors
- 2 packages of pencils (No. 2)
- 1 ball point pen
- 2 boxes of Kleenex
- 1 ruler (Metric and Standard)
- 1 small box of crayons
- 1 box of colored pencils
- 1 box of markers
- 1 glue stick
- 1 Pink Pearl eraser
- 1 package of 4" by 6" lined notecards
- 1 small package of loose leaf paper
- 1 1" 3-ring binder (no Trapper Keepers)
- 1 highlighter
- 1 package of Post-It notepads (3" X 3" size)
- 5 notebooks with 5 matching colored folders in a variety of colors
- 1 container of Clorox or Lysol Wipes
- 1 pair of earbuds

Sixth Grade

- 1 toolbox/pouch for supplies
- 1 pair of scissors
- 2 packages of pencils (No. 2)
- 1 ball point pen
- 3 boxes of Kleenex
- 1 ruler (Metric and Standard)
- 1 small box of crayons
- 1 box of colored pencils
- 1 box of markers
- 1 package of glue sticks
- 1 Pink Pearl eraser
- 1 package of 4" by 6" lined notecards
- 1 package of regular 3" X 3" Post-It notes (any color)
- 4 notebooks with 4 matching colored folders in a variety of colors

- 1 composition notebook
- 1 1" 3-ring binder
- 1 highlighter
- 2 containers of Clorox or Lysol Wipes
- 1 hand sanitizer (optional)
- 2 dry erase markers
- 1 pair of earbuds

Assignment Books

The school will provide all students in 4th through 6th grades with an assignment book. The assignment book will be a key tool in helping students stay organized and up to date on assignments. It will also be used by teachers to record marks for discipline or other information that needs to be communicated to parents on a daily basis. The assignment book will serve as a vital communication tool between school and home. If a student loses his/her assignment book, a \$3.00 fee will be charged for a new one.

School Health Program

School Nurse

The school nurse serves the elementary and Jr./Sr. High school buildings. The nurse's office is located in the main office of the elementary building.

Immunizations

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health Immunization Certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempt from the immunization requirements. Parents who have questions should contact the nurse (464-0546).

Student Illness or Injury at School

If your child has been ill (vomiting, diarrhea, or a temperature of 100° F or more) within the past 24 hours, please keep your child at home. It is

the Mount Ayr Elementary school policy that if your child has a temperature of 100° F or more or is too ill to participate in regular activities, your child will be sent home from school.

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment.

The school nurse is responsible for the health of the students and staff. The school nurse takes charge in any emergency that calls for First Aid treatment. Students who become ill at school will be sent to the nurse's office for examination. If it is necessary for the child to go home, the parents will be contacted by the school nurse. **MAKE SURE THE SCHOOL HAS 3 EMERGENCY NUMBERS TO CONTACT IN CASE YOUR CHILD IS ILL OR INJURED.**

Before the school nurse or designee may dispense physician prescribed medication, physician and parent authorization must be obtained. For administration of nonprescription (over the counter) medication, only the parent authorization is required. Medication administration forms are available in the nurse's office upon request. The school nurse maintains health records for all students. These include height - weight measurements, vision and hearing screening results, current immunization records and medication administration.

Parents are responsible to notify the school of a child's absence from school, including an illness. The school nurse may contact the parent to inquire as to the nature of the child's illness,

recommend a medical professional examination and require physician documentation for absence or return to school. The nurse may report any possible health problems and may conduct a home visit when deemed necessary.

Students with a communicable illness or condition as stated on page 24 by the Iowa

Department of Public Health, will be allowed to attend school as long as their attendance does not create a substantial risk of transmission, harm to the students or school employees and they are physically able to perform the tasks assigned to them.

Minimum Exclusion Periods for Communicable Illnesses

Chicken pox.....	5 days from onset of pocks or until pocks become dry
Conjunctivitis (Pink Eye).....	During acute state or until treatment begins
Erythema Infections (5th Disease)...	After diagnosis no exclusion from school
German Measles (Rubella).....	4 days from onset of rash, exclude from pregnant women
Haemophilus Meningitis.....	Until physician permits return
Hepatitis A.....	14 days from onset of clinical disease and at least 7 days from onset of jaundice
Impetigo.....	No exclusion, area may be covered while at school
Measles.....	4 days from onset of rash
Meningococcal Meningitis.....	Antibiotics for 24 hours or until physician permits return
Mumps.....	9 days after onset of swollen glands or until swelling disappears
Pediculosis (head/body lice).....	After treatment and removal of lice
Pertussis (Whooping Cough).....	5 days after start of antibiotic treatment
Ringworm.....	No exclusion from school, avoid gym and contact sports
Scabies.....	After first treatment
Scarlet Fever, Scarletina, or Strep Throat.....	24 hours after antibiotics started and no fever

A student will be excluded from school when his/her condition has been determined to be injurious to the health of others or when the student is too ill to attend school. The listing of communicable conditions on page 24 indicates the minimum exclusion period for which a student will be excused from school or as recommended by the student’s physician. Physician documentation may be requested and will be maintained in the student’s individual health record.

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the human growth and

development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or excuse their child from human growth and development instruction.

Hearing Screenings

Audiologists and audiometrists from the Area Education Agency will be working in our school this year screening students for hearing problems and conducting hearing evaluations. This is being done, as in the past years, to identify students who have hearing losses or problems of educational or medical significance. If you DO NOT want your child to participate in this program, please let the school secretary or nurse

know and they will notify the appropriate AEA staff. If the school is not notified, it will be assumed that permission is given for this screening and routine hearing testing. Parents will be notified of test results.

Communications

Communications with the children's teachers is vital! Children sometimes get confused about what they are to do after school. They sometimes give their classroom teachers misinformation. **Without a written note sent to school with the students, school personnel have no way of knowing what is really supposed to happen when there is a change in routine.**

Help us make good decisions regarding your children's safety by sending a WRITTEN note to school. Plans should be made each morning and a note sent to school when there is a change in buses or someone else is picking up a child. If there is no note, the student will be sent to the usual place. If you do need to change plans, please call the school by 3:00.

Money

Students should not bring large amounts of money or other valuables to school. Money sent to school with students should be sent in an envelope and identified with the following information:

1. student's name
2. amount enclosed
3. what the money is for.

Emergency Drills

Periodically, the school holds emergency fire, tornado and intruder in the building drills. At the beginning of the year, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in

addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials. At the sound of the fire alarm all students will exit their rooms.

Walk at a moderate speed; do not run. The first essential of an emergency drill is orderliness. The first person going out of the building should hold the door open until everyone has left the building. When outside, move far enough away from the building so that all other students may exit freely. The building intercom system will be used to announce directions for tornado drills. Students should move to their assigned areas.

Telephone Messages

Neither students nor teachers will be called from class for a telephone message unless there is an emergency. The school secretary will relay all messages rather than interrupt classes. Messages that are to reach the children before dismissal time should be called in before 3:00 p.m.

Students wanting to use the office telephone need permission from their classroom teachers or the office secretary. The telephone should be used for business purposes and necessary personal matters. Children should not call home during class time unless it is absolutely necessary.

Cell Phone Use

During the school day, students must keep their cell phones turned off and in their school bags. **The Mount Ayr Community School District is not responsible for lost or stolen cell phones.** If a student needs to call a parent, the student may go to the main office to make the phone call. The first time students use their cell phones during the school day, the cell phone will be taken away from the student and returned at the end of the school day. If repeated cell phone offenses occur, the parent will need to come to the school to collect the cell phone.

Electronic Devices

Students may bring their own Kindles, iPads, Nooks, and e-reader devices to read electronic books and access internet information if internet rules are followed. Students are responsible for locking and keeping track of their electronic devices. Students must have a combination lock for their lockers to keep these devices safe.

Students should not bring radios, CD's, iPods, laser lights, games or electronic devices, etc. to school to play with at recess. These items could get lost, broken or stolen. **The Mount Ayr Community School District is NOT responsible for any items that are brought from home to school.**

School Food Service

The type of lunch that is served by our school provides each child a wholesome, balanced meal. Students are encouraged to try all foods. Pop is not allowed in the lunchroom. Milk is available for children who bring a lunch and for those who want an additional half pint during their afternoon break. Orange juice is also available in the afternoon.

All children, including those with free or reduced tickets, are required to have a ticket when they go through the line. Students will not be allowed more than one charge at any one time. Children whose accounts are delinquent more than \$20 may be served sack lunches containing a peanut butter sandwich, fruit and milk until their account is paid in full.

Food Service Prices

Lunch:	\$2.25 per day
Breakfast:	\$1.50 per day
Milk/Juice Prices:	50¢ per day

Recess

All students are required to regularly participate in recess activities. Staying in from recess may be allowed under the following conditions: 1) the child is required to stay in for

make-up work; 2) the child is missing recess due to disciplinary actions; 3) the child has just returned following an illness and the school nurse determines that the child should not play outside; or 4) the parents send an order from their doctor stating the reason the child should not go outside with specific dates.

Students who get into arguments and physical altercations at recess will be put on monitored recess for a period of time. This means that your child will only be able to play in a specific area on the playground that is away from the student(s) that he/she is having difficulty with.

Students who break school rules may be asked to walk laps around the playground during part of their recess. This serves as a consequence but allows students to still get exercise.

School Visits

We welcome visits to school by parents. We ask your cooperation in limiting the visit to not more than half a day and to stop by the Principal's Office when you arrive. Parents should avoid visiting during the first two and last two weeks of the school year.

Students from other schools are not permitted to visit our school. Former students may visit for a portion of the day (1/2 day or less) with prior approval from the building principal.

School Parties

Three building parties are held each year: fall, winter, and spring. The building principal must approve all other parties. Parents will be asked to volunteer for snacks and games for the parties. No homemade snacks or treats will be allowed in the classroom, only prepackaged items that can be shared and distributed in a safe manner will be permitted. Snacks for special occasions or daily snacks in kindergarten must be brought in an unopened container or come individually packaged. To comply with the Healthy Kids Act, snacks need to be healthy and low in sugar. Suggestions for snacks are: prepackaged peanut butter or cheese and crackers, string

cheese, whole grain cereal, fruit, whole grain chips, baby carrots, or granola bars.

Parent Volunteers

We welcome and encourage parent volunteers. We encourage you to contact the school office or your child's classroom teacher if you are interested in becoming a volunteer.

Pets and Animals at School

Students are not permitted to bring pets or animals to school without advanced approval by the teacher or principal because of health and safety factors. This policy will be strictly enforced.

Fee Waiver

Students whose families meet the income guidelines for free or reduced priced 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 fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Superintendent's office for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Education Records and Notification

The Mount Ayr Community School District maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his or her education and may include but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The records of each student are generally located in the school that he or she is attending. Any exception will be noted in the student's other records or by the person in charge of record maintenance for each school building. The name and position of the person responsible for maintenance of student records follows:
Mount Ayr Elementary School Principal Chris Elwood

Jr./Sr. High School Counselor John Larsen

Certain persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent of students' parent/guardian or upon court order or legally issued subpoena.

Those with access:

- School officials, teachers and AEA personnel with a legitimate educational interest.
- Officials of other schools in which the student proposes to enroll.
- Representatives of state and local government when auditing and evaluating Federal educational programs.
- Officials connected with a student's educational financial aid applications.
- Governmental officials to which information is to be reported under state law adopted prior to November 19, 1974.
- Organizations that process and evaluate standardized tests.
- Accrediting organizations for accrediting purposes.
- Parents of dependent children, regardless of the child's age.
- Appropriate parties in a health or safety emergency.

Student records are reviewed and inappropriate material removed periodically, whenever a student moves from the elementary level to high school level, or when a student transfers out of the district. Those records not of permanent importance are destroyed within three

years of graduation or discontinued attendance.

The parents of handicapped students, or handicapped students over age 18, will be informed when personally identifiable information in the records is no longer needed to provide educational services, and before the information is destroyed.

Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and to have the records explained.

The procedure to be followed in exercising any of the rights under school policies or rules may be obtained from any of the aforementioned persons responsible for maintaining student records.

The principal or person in charge of each attendance center may release the following types of information to the public, where appropriate, keeping in mind the privacy of the student and the student's family and the totality of the surrounding circumstances: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school of institution attended by the student and other similar information.

The above information from students' educational records may be released without the consent of parents in the form of "Student Directory Information". Parents may deny the release of directory information by notifying the Elementary Principal's office prior to September 1 of the current school year. Students and parents may file with the Department of Education complaints concerning alleged failures of the school district to comply with federal legislation dealing with student records. Correspondence should be addressed to: The Family Educational Rights and Privacy Act Office, Department of

Education, Switzer Building, 330C. Street S.W., Washington, D.C. 20201.

Equal Educational Opportunity

Mount Ayr Community School District is an equal opportunity and affirmative action Employer. The district does not discriminate in its education programs or educational activities on the basis of race, color, creed, sex, marital/parental status, ethnicity, national origin, religion, age, marital/parental status, ethnicity, national origin, religion, age, disability, sexual orientation or gender identity. 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. Inquiries concerning application of these statements, including grievance procedures, should be addressed to Chris Elwood, equity coordinator, 607 E. Madison Street, Mount Ayr, Iowa 50854. Telephone number (641) 464-0539.

Inquiries may also be directed in writing to the director of the Office of Civil Rights, Kansas City Office, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64144, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The building principal is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact Chris Elwood at 641-464-0539.

Building Security and Visitor Parking

For the safety of our students, all outside doors to the elementary school will be locked between the hours of 8:45 a.m. and 3:00 p.m. except for the central doors to the office on the south side of the building. Please do not knock on

classroom doors to ask to be let in as this interrupts the classrooms.

Guest parking is available on the south side of the building. Parents and other guests who plan to visit our school are encouraged to use the parking spaces designated for visitors. Vehicles that are parked along Jefferson Street are illegally parked and may be ticketed. **Cars are not permitted to park along the south bus station between the hours of 8:00 and 8:15 and 3:00 and 3:30, as this is a BUS LOADING ZONE.**

Parents who come to pick their children up after school should wait for the buses to leave the bus station, then pull up to the sidewalk by the south doors. Students who must cross the street, should be escorted by an adult. **Parents should not use the north doors in the morning or at dismissal time to drop off or pick up students.** This is due to unsafe conditions because of heavy traffic on the north side of the building.

Related Special Services

Mount Ayr Community School District strives to make every student's educational experience a successful one. To ensure success of all students we sometimes must make accommodations and/or modifications for particular students. These modifications and accommodations are referred to as general education interventions. They involve attempts to correct a student's academic or behavioral challenges in a systematic fashion within a student's regular classroom. Teachers work with a team of teachers from their building to develop interventions. If initial interventions are ineffective, further interventions may be attempted or a child's parent(s) may be contacted about the possibility of a full individual evaluation for their child.

At times, we enlist the support of professional staff from Green Hills Area Education Agency to assist in developing these accommodations and modifications. Professional staff from GHAEA consist of Speech-Language Pathologists, Itinerant Hearing and Vision

Teachers, Occupational Therapists, Transition/Work Experience Instructors, School Social Workers, and School Psychologists. If involved, staff from GHAEA may assist through their work with our team of teachers in a particular building, through observations of a child in the child's classroom, and through review of a student's educational records. Prior to any direct involvement (ie., talking with a student) of the GHAEA staff with a particular student, a parent's permission must be secured through their signing of an "Informed Consent" form. Regardless of the type of involvement, direct or indirect, GHAEA staff are to keep the length of their involvement brief (i.e., through indirect contact on no more than two occasions for a particular child).

Complaints and Grievances

It is the goal of the district to resolve students' complaints and grievances at the lowest level. Students and parents are encouraged to address problems to the student's teacher or other licensed employee, other than the administration. If the complaint cannot be resolved by the teacher, the student or parent may discuss this matter with the principal within 5 days. If the matter cannot be resolved by the principal, the matter may be discussed with the superintendent within 2 days after speaking with the principal.