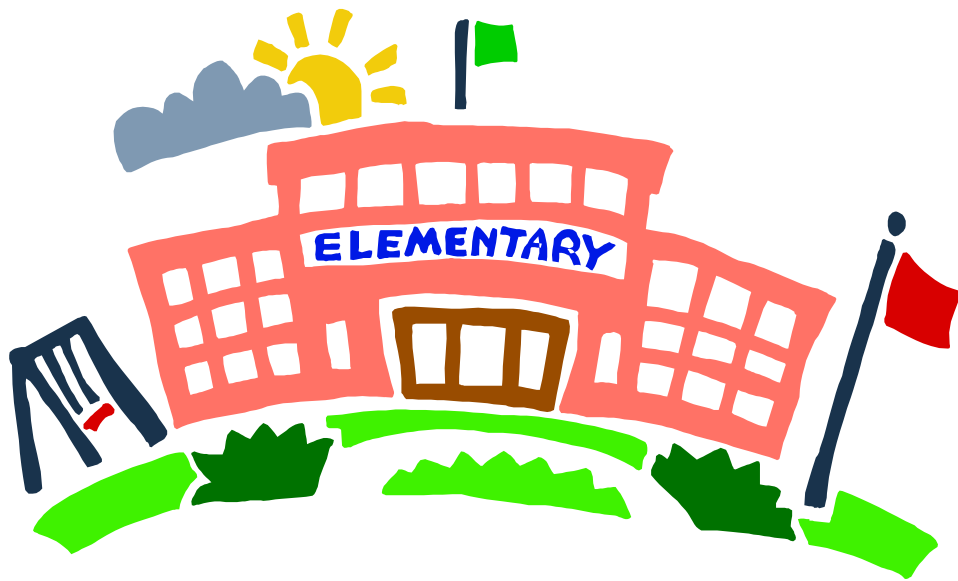


2011-2012
Student Handbook

East Elementary
501 Normal College Avenue
Sheldon, Iowa 51201
712-324-4337



Together We Can Make A Difference

**East Elementary School
Parent/Student Handbook
2011-2012**

**MISSION STATEMENT
SHELDON COMMUNITY SCHOOL**

The mission of the Sheldon Community School District is to prepare all learners to be productive citizens. Our caring and dedicated staff will accomplish this, in partnership with family and community, by providing a developmentally appropriate curriculum in a nurturing and stimulating environment.

BELIEF STATEMENTS

Everyone is unique, has value, and wants to be successful.

Everyone can learn.

Learning is lifelong.

A safe environment contributes to well being.

Change is inevitable.

Everyone needs personal, social, and job skills.

Everyone needs to enjoy life.

Communication builds mutual understanding.

With rights come responsibilities.

Education is a shared responsibility.

Family is important.

EAST ELEMENTARY MISSION STATEMENT

The mission of East Elementary is to prepare all students to be self-confident learners.

The child-centered, enthusiastic, dedicated staff, in cooperation with family and community, will provide an appropriate well-defined curriculum through rich, varied experiences to meet individual needs in an accepting and nurturing environment.

**MOTTO
Learning for the Future**

Handbook adopted by
The Sheldon Community School Board of Education
May, 2011

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INTRODUCTION
EAST ELEMENTARY STAFF
2011-2012

Email Users: Please use these for school related issues. Please refrain from sending forward messages. Please have change of schedule notices sent before 2:30 p.m.
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Office

Tanya Langholdt	Principal
Lori Cannoy	Secretary
Deb Ten Clay	Clerical

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Susan Zehnder	Kdgn. B
Sharla Roozeboom	Kdgn. C
Sarah Dykstra	Kdgn. D
Kimberly Buenger	1A
Pam Thornton	1B
Ashley Jaspers	1C
Stephanie Pritts	1D
Kristen Leng	2A
Jennifer Van Beek	2B
Debra Haning	2C
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Anna Van Gorp	Title 1
Amanda Noteboom	Success Program
Chris Walker	Resource (3-4)
Katie Triplett	Resource (K-2)
Shantel Mozer	SCI
Angie Lickhart	Preschool
Jeri Kruger	Transitional Kdgn.
Luan McQuown	ELL

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Diane Langstraat	Speech Associate
Dick Miske	Hearing Impaired Teacher
Karen Mueting	Speech Pathologist

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INTRODUCTION
EAST ELEMENTARY STAFF
2011-2012

Continued

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Deb Severson	Audiologist
Dianna Stallmann	Speech Pathologist
Libby Van Bruggen	Occupational Therapist
Sara Youngers	Coach
Linda Porter	Strategist (Kdgn)

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Nancy Woelber

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SCHOOL CALENDAR

August 12	New Teacher Orientation
August 15-16	Staff In-Service Days
August 16	TK-4 Open House, 5:00-6:30 p.m.
August 17	First Day of School
September 5	Labor Day - No School
September 13	Excellence for East – 6:30 p.m.
September 14	Early Dismissal – 1:15 (Prof. Dev.)
October 12	Early Dismissal – 1:15 (Prof. Dev.)
October 13	Title 1 Parent Meeting – 5:30 p.m.
October 18	End of First Quarter
October 21	Fall Parties
October 24 & 27	Parent/Teacher Conferences and School Pictures
October 28	No School
November 9	Early Dismissal – 1:15 (Prof. Dev.)
November 15	Excellence for East – 6:30 p.m.
November 24 & 25	Thanksgiving - No School
December 22	Winter Parties
December 23-Jan. 1	End of 2 nd Quarter/1 st Semester Christmas Holiday/Winter Break
January 2	Teacher's Workday – No School
January 3	Staff In-service – No School
January 4	Classes Resume
February 10	Spring Party
February 20	Teacher Prof. Dev. – No School
February 21	Excellence for East – 6:30 p.m.
March 12-23	Iowa Test of Basic Skills
March 13	End of 3 rd Quarter Kdgn. Round-up Parent meeting, 6:30 p.m.
March 20 & 22	Parent/Teacher Conferences
April 6 & 9	No School
April 10	No School – Staff In-service
April 17	Excellence for East – 6:30 p.m.
April 18	Kdgn. Round-up for students, 1:00-3:00
April 25	4 th Grade States' Fair, 6:30 p.m.
May 8 & 10	East Elementary Music Programs, 7:00 p.m.
May 17	End of 4 th Quarter/2 nd Semester Last Day of School
May 18	Teacher Quality Prof. Dev. Day

GENERAL INFORMATION

TIME SCHEDULE

8:00 – 8:15 A.M.	All students enter by office area
7:55 – 8:20 A.M.	Breakfast served
8:25 A.M.	Classes begin
3:12 P.M.	Bus Dismissal
3:15 P.M.	East Elementary Dismissal
3:40 P.M.	Buses Depart from Middle School



SCHOOL ARRIVAL

We ask that parents refrain from sending their children *too early*. Breakfast will be served daily 7:55-8:20. If your child is not eating breakfast there is no reason for him/her to come to school before 8:15 A.M. unless he/she is working with a teacher on academic assignments. Those who come before 8:15, but do not eat breakfast should enter through the west doors and wait in the designated area in the multi-purpose room.

ATTENDANCE

Parents and teachers can do much to teach children responsibility by insisting children attend school on a regular basis. Regular attendance and being on time are two things that help your child have a good attitude toward school. Absences and tardiness disrupt schedules, require readjustment to the class routine and slow learning. **Boys and girls should be in class each day unless they are sick.**

➔ **Please remember to call/email the school when your child will not be in school for a day.**

If your child is not in school and we have not heard from you, we will attempt to contact you at home or work. Students are required to **bring a note** from home the first day they return to school after being absent if you did not contact the school beforehand and we were unable to contact you. The note should contain information that will explain the **reason for the absence**.

It is realized that family vacation plans sometimes call for missing some days of school. Attendance is important at any grade level and at any time of the school year. If a pupil is to miss school due to vacation travel, parents are required to contact the teacher **well in advance** of their travels. (See homework section.) **All work must be completed before the student's absence to be considered excused.**

Please help encourage school attendance by scheduling appointments during vacations or on days school is not in session. If it must be on a school day, please schedule at the beginning or end of the day to minimize the amount of instructional time missed.

COMPULSORY ATTENDANCE – Board Policy 501.3

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the Board. Students shall attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age shall attend school a minimum of 87 days each semester. Students not attending the minimum days must be exempted by this policy as listed below or, for student in grades 7-12, referred to the county attorney or, for students in grades K-6, referred to the Attendance Cooperation Process (ACP) . Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are attending religious services or receiving religious instruction;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited nonpublic school; or,
- are receiving competent private instruction.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

The principal or other school official shall investigate the cause for a student's truancy. If the principal or other school official is unable to secure the truant student's attendance, the principal or other school official should discuss the next step with the School Board. If after school board action, the student is still truant, the principal or other school official shall refer the matter over to the county attorney for students in grades 7-12. Truant students who have not yet completed sixth grade will be subject to the Attendance Cooperation Process outlined in the supporting administrative regulation.

The school will participate in mediation if requested by the county attorney. The Superintendent shall represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

When it is determined that a student in grades K-6 is in violation of the school district attendance policy and procedures, the principal or other school official will check with the Department of Human Services (DHS) records to determine whether the student's family is receiving Family Investment Program (FIP) benefits. If the student's family is receiving FIP benefits, the principal or other school official will notify DHS. DHS is then responsible for the ACP.

If the student's family is not receiving FIP benefits, the principal or other school official will initiate the ACP. The purpose of the ACP is to determine the cause of the student's nonattendance, get the parties to agree to solutions addressing the nonattendance and initiate referrals to any other services that may be necessary. Refer to Board Policy 501.3R1.

STUDENT ABSENCES: EXCUSED – Board Policy 501.9

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal or their attendance center.

Student absences approved by the principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. These absences include, but are not limited to, illness, family emergencies, family activities, recognized religious observances, and school-sponsored or approved activities.

Students whose absences are approved shall make up the work missed and receive full credit for the missed school work. It shall be the responsibility of the student to initiate the procedure with the student's teacher to complete the work missed.

Students who wish to participate in school-sponsored activities must attend school the entire day of the activity unless permission has been given by the principal for the student to be absent.

TRUANCY AND UNEXCUSED ABSENCES – Board Policy 501.10

Unexcused absences shall include, but not be limited to: tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the Board. Truancy is the act of being absent without the knowledge of the student's parent or guardian and/or a reasonable excuse. All absences resulting from truancy will be unexcused. The Board will not tolerate truancy. Students are subject to disciplinary action for truancy including suspension and expulsion.

EAST ELEMENTARY ATTENDANCE POLICY

Attendance Awareness Letter:

At 5 days of absence and/or tardies, a letter will be sent to the parents or guardians of the student notifying them of the number of absences and/or tardies during the semester. The letter will indicate the concern that the district has for student who have high incidence of absences and/or tardies and the school's willingness to discuss ways to reduce the child's absences and/or tardies. This letter provides parents or guardians with their child's attendance record and allows the opportunity to confer with the school about any concerns they may have. The original letter will be sent to the parents or guardian while copies will be kept by the school, the school counselor and the classroom teacher.

Attendance Conference:

If the student continues to be absent or tardy after the initial parent or guardian letter for another five days or a total of 10 absences and/or tardies for the semester, the building principal may contact the parents or guardians by letter and set a date and time for a parent conference. In this

letter, the parents or guardians will be informed of the total number of absences and/or tardies, and will be requested to hold a home visit to discuss their child's attendance and ways to improve their child's attendance. A copy of this letter will be kept by the school, school counselor, and classroom teacher.

The principal, along with the school counselor and classroom teacher, will attend the conference. Parents or guardians will be informed of the seriousness of the number of absences and/or tardies and its negative impact on the child's educational program.

If the student has five or more absences and/or tardies beyond the initial conference, a total of 15 or more days, the principal may set a date, time and place for a second Attendance Conference. In the letter, the parent or guardian will be informed of the total number of absences and/or tardies, that the attendance has not improved, and that a second Attendance Conference will be held. Present at the conference will be the principal, school counselor, classroom teacher, parent or guardian and student when appropriate. The parents or guardian will be informed of the impact that limited school attendance has on the child's educational success. If the Iowa Compulsory Attendance Law applies, the parents or guardian will be advised of the legal action that the district will be required to take if absences continue.

A written summary of the Conference will be placed in the student's file. **If the parent or guardian fail to attend the conference or set up an alternative date for the conference or** if the student continues to be absent and/or tardy beyond the second Attendance Conference, the Superintendent, in cooperation with the Building Principal, will notify the County Attorney who may proceed with the steps toward prosecution for noncompliance of Iowa Code 299.1. If the Code does not apply, then appropriate steps by the Sheldon Community School District will be taken and alternatives will be implemented.

Time may be required after school to make up absences or time lost when student is tardy. This will be determined by the principal and stated in the letter to the parent or guardian.

To limit the number of student absences, please schedule **appointments** on dates when school will not be in session.

NEWSLETTERS

School/Parent communication is key to progress. Teachers will send letters to parents at least once monthly. The building will send a newsletter, **The Bridge**, to parents on a monthly basis. Please read these to keep aware of current happenings at East and in your student's classroom.

Be sure to watch for East Elementary news in the Sheldon Mail-Sun. Each month East Elementary School will be featured.

CHURCH NIGHT

In cooperation with the area churches, the school refrains from planning school activities on Wednesday evenings.

VISITOR POLICY

All visitors/parents are asked to sign-in by the office and wear the visitor's badge. You are invited to visit your child's classes at any time. We encourage you to contact us any time you have questions, or if some problem should develop. Students are not permitted to bring friends or same-age guests to school.

LOST AND FOUND

Student clothing and other items should come to school **clearly labeled with the child's name**. This action will insure a speedy return of lost items.

A lost and found area is maintained near the office. If your child has lost any item, we shall do what's possible to help him/her find it. It is the student's responsibility to periodically check in the office for any missing items. The school assumes no responsibility for any personal property that is brought to school. Any theft should be reported IMMEDIATELY to the principal's office.

TELEPHONE USE

Please contact your child by telephone **only in emergencies**. Children will be allowed to use the telephone to call home with permission from their teacher. Telephone calls to arrange social activities must be made outside of school. Please send signed, dated notes instead of calling for these routine items.



Please call or send email message before 2:30 p.m. for changes in after school plans. Email communications should be sent to the classroom teacher and either Lori Cannoy or Deb Ten Clay in the office. When calling a teacher at school, please call from 8:00-8:25 a.m. or 3:35-4:00 p.m., so not to disrupt class time.

SCHOOL PICTURES

School pictures will be taken in the fall on parent/teacher conference nights. The school will send them home as soon as we have them. The school does not encourage or discourage parents to buy the pictures--it is a service offered to families. Each child will receive a class composite.

MONEY/VALUABLES

No money is to be collected from students for any purpose without the approval of the principal. It is the policy of the school to discourage children from bringing money to school except for authorized or school sponsored activities such as meals, paperback book sales, pictures, or special events. If possible, send a check rather than cash to provide safety in case of loss.



Please conduct fund-raising sales outside of the school facilities (example: cookie sales, church groups). In all cases when money is sent to school, it should be enclosed in an envelope with the following information given:

- * child's name
- * amount of money enclosed
- * purpose for which it is being sent

CELLULAR PHONES, PAGERS, AND ELECTRONIC DEVICES

The use of cellular phones, pagers and other electronic communication devices by students of the Sheldon Community School District interferes with the instructional process at the District. During regular school hours, students may not use electronic communication devices and must keep such devices out of site (e.g., in a locker, backpack or car). If an electronic communication device, in the possession of a student, is seen or heard by a staff member during regular school hours, the device will be confiscated from the student for the remainder of the school day and the school office will be notified. If a student violates this policy on a second occasion within the school year, the student's parent or guardian will be notified and only said parent or guardian will be allowed to retrieve the electronic communication device that has been confiscated from the student. If a student violates this policy on a third occasion within the school year, the student may be subjected to additional discipline, up to and including a suspension. A student who has emergency service responsibilities may carry an electronic communication device during regular school hours, provided the student has obtained permission from the principal to do so and provided the device is used exclusively for the student's emergency responsibilities.

The District realizes that students are immersed in technology. To allow students to use technology appropriately, calculators, musical electronic devices (e.g., iPods and MP3 players), personal planners, laptops and other electronic devices that are being used for educational purposes may be allowed in classrooms, the library and/or study hall at the discretion of the school employee responsible for overseeing such areas.

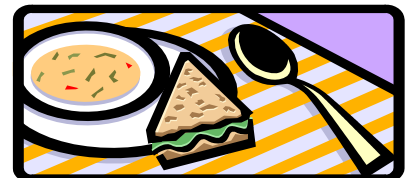
BREAKFAST PROGRAM

Research indicates that students who eat breakfast perform better in school, show increased improvement on standardized test scores, tardiness rates, and absenteeism. Children who eat breakfast are less likely to suffer from fatigue, irritability, and inability to concentrate.

Breakfast is served from 7:55 a.m. until approximately 8:20 a.m. in the elementary cafeteria. Everyone, including parents and/or visitors, is welcome to eat. Cost of breakfast is \$1.35 for students, \$1.70 for adults. Reduced price breakfasts are 30 cents. Students who qualify for free and reduced lunches also qualify for free and reduced price breakfasts. Your child's existing lunch account is used for breakfast. **In case of late starts, no breakfast will be served.**

LUNCH PROGRAM

Sheldon Community Schools offers a lunch program and encourages student participation. If, for reasons valid to you as



parents, you permit your child to bring a sack lunch, we encourage you to send lunches that are nutritionally balanced. State regulations **prohibit pop** in the lunchroom. **We do not allow meals from restaurants to be brought in for consumption in the lunchroom.** Our lunch program, like other programs offered, is a part of the child's educational experience. A student lunch is \$2.00. Reduced price for lunch is 40 cents for students. Applications are available at registration and in the East Elementary office.

Extra milk is available for children in grades 2-4 desiring more than one carton of milk with their regular lunch or may be used in conjunction with their sack lunches for all students. Cost of a carton of milk is 35 cents. Students on the free/reduced priced meal program will also need to pay for this if they desire extra milk or want milk with a sack lunch.

Seconds may be offered on a daily basis, depending on the entrée. Students must have money in their account in order to receive seconds.

Orange juice is available at lunch with a letter from your doctor stating that for health reasons your child should not drink milk.

We also encourage parents to participate in the hot lunch program by eating at school. Please send a note or call before 9:30 a.m., if you plan to visit or take part in the hot lunch program so we can have an accurate count. The cost for an adult meal is \$2.70.



SPECIAL MILK / JUICE PROGRAM

A Special Milk/Juice Program is available. This program affords the child an opportunity for drinking a carton of milk or orange juice at mid-morning or mid-afternoon. Students on the free/reduced priced meal program will also need to pay for this. *The Special Milk/Juice Program should not be confused with extra milk with the noon lunch.*

BREAKFAST/LUNCH PAYMENT POLICY

The school breakfast and lunch programs are important in many ways. Good nutrition is directly linked to effective learning. Good meals cost money; both for the food and for the time of school personnel that help prepare, serve, and administer the program. The following guidelines have been put in place:

1. A printout will be sent home or an email will be sent out to inform parents/guardians when the account reads a negative balance.
2. Reminders will be sent home two consecutive days.
3. On the third day we will notify the parents/guardians by phone.
4. When charges reach \$10.00 the student will need to bring a sack lunch or the student will only be allowed to eat a peanut butter sandwich and milk until the charges are paid.
5. Seconds will not be permitted when students have a negative balance.

Please make use of the free and/or reduced priced meals by completing an application (available

in each building). You may reapply when your financial status changes. **Remember parents/guardians are responsible for any charges incurred before the application is approved.** Filing applications in a timely manner prevents unnecessary charges. Even though your child is on the free or reduced lunch program, he/she must pay for milk if they bring a sack lunch.

Schools are in the people business. We are willing to cooperate with parents/guardians. Should circumstances arise that prevent you from paying for meals in advance, we will meet with you and discuss ways to resolve concerns. Please keep us informed so that together we can make positive decisions about meals -- just as we would other important educational matters.

RECESS

Child development authorities agree that children can tolerate sitting still or working quietly for relatively short periods of time. Boys and girls need vigorous exercise and the freedom for social interaction. Recess behaviors are part of our school learning.



To make the playground safe for all children we have established some general playground rules:

1. Students are to remain on the playground unless they have permission from the supervisor on duty.
2. Soccer ball, football, kickball, and basketball are permitted, but not baseball.
3. Sliding down sloping areas is dangerous and is prohibited. The exception to this rule is supervised sledding in the winter.
4. Touch and flag football is permitted, not tackle football.
5. Kicking of footballs/other playground balls is to be done at a safe distance from the building.
6. Building snowmen and snow forts and playing with snow is encouraged, but snow is not to be thrown.
7. Climbing on snow piles is discouraged and “King of the Mountain” type activity is prohibited.
8. Children must walk into and out of the building. Running is discouraged.
9. Children are prohibited from bringing items from home to play with at school.
10. No CD players, hand-held games, etc. should be used during recess breaks.

REQUESTS TO STAY INDOORS DURING RECESS

Fresh air and a chance to “run off” excess enthusiasm are a must for elementary children. They

are expected to go outside for recess unless inclement weather makes it impractical to do so. Some of the factors that determine whether or not children should go outside are the temperature, wind chill, precipitation, and lightning. Please be sure that your child is dressed appropriately for his/her outdoor recess. **We do not go outdoors if the wind chill is below zero.**

A child who is well enough to come to school, is well enough to participate in the daily program. Exceptions are made in certain cases when the *family physician* requests that a child be excused from outdoor activity. In this instance, please send a note from the physician to the school nurse stating such so she can keep it as part of the health record.

A teacher may occasionally decide to keep a student in during breaks or after school (with parental knowledge) to complete unfinished schoolwork or we may keep children inside if serving detention.

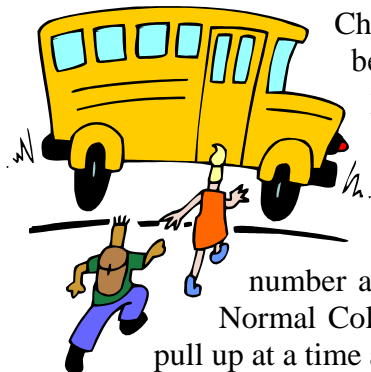
STUDENT SAFETY, HEALTH, WELL-BEING

SAFETY RULES

The safety of our children is a prime concern to everyone. These safety practices have been established:

Children are not to arrive at school early to play on the school grounds. Students should arrive after **8:15** if they do not eat breakfast at school. Those who eat breakfast at school may come between 7:55 and 8:15.

Play equipment may not be taken outside before or after school.



Children must go home after school. If they come back to play it must be with parent's permission. Supervision will be the responsibility of parents.

Children at the East Elementary School who do not ride the school buses will remain in the building until the buses depart. For the children's safety, each family will be assigned and given a pick-up number at registration. Parents need to line up in the circle drive and along Normal College Avenue to pick up your child after school. Three vehicles will pull up at a time and the students will be waiting to load. Do not leave your vehicle.

When buses are not loading and unloading students south of East Elementary, parents may use this area to drop off their children, but are *strongly* encouraged to do so by driving *west* on Sixth Street so the children do not have to cross the street (see diagram at the end of this handbook.) **Please, for your child's safety, do not drop off your child on the south side of the street.**

For the children's safety, parents may also use the Circle Drive to drop off their children at school (as shown on the diagram at the end of this handbook.) To help alleviate the traffic flow problem, we ask that when parking to wait for your child, please use the right

lane only. When you are ready to leave, pull into the left lane and exit, after stopping at the crosswalk in front of the school.

Elementary students may also go to St. Patrick's School, Sheldon Christian School, or any of the bus stops in the mornings to catch a bus ride to East Elementary.

HEALTH SERVICES

The school nurse is scheduled to spend time in each of our buildings. The nurse coordinates our health program, which includes personal hygiene, vision screening, 4th grade girls "growing up" class, hand washing, hearing tests, heights and weights. Parents are invited to call the nurse between 8:30 and 12:30 for health information or schedule a conference if they have any medical concerns with any of their children. The following specific health services are administered:



- ◇ Annual vision screening tests
- ◇ Annual audiometer (hearing) screening test
- ◇ Elementary students are weighed and measured
- ◇ Checks for head lice as need indicates

All students enrolling in Transitional Kindergarten or Kindergarten and any new students to our district need a dental screening, physical examination (if not done before preschool), and a current immunization record.

MEDICATION

If your child is to take any prescription medication during the school day, you must send a statement *signed by the parent* giving specific instructions as to the *time and amount*. *The medicine must be sent in the original prescription bottle labeled properly by the pharmacist.*



Over the counter medication must be **supplied by parents** (ex. Tylenol, cough medicine, antacids) and can be given with parents signed permission at the nurse's discretion. All over the counter medication should be in the *original container*.

The note and medicine are to be given to the teacher or secretary immediately upon arriving at school. If medication is not properly labeled, the parent will be contacted for verification. Students may not self-administer medication at the elementary school. All medication will be kept in the Nurse's office and be dispensed by her or trained staff. A student may carry an inhaler with them if a signed form from the child's physician and parent is on file in the nurse's office.

IOWA IMMUNIZATION LAW

Iowa Immunization Law requires parents to vaccinate their children against dangerous diseases as a condition of enrollment. ***A completed, signed certificate of immunization must be submitted to the school prior to attending.*** Required immunizations for grades K-12:

Polio – 4 doses with 1 dose received on or after 4 years of age if born after September 15, 2003; or 3 doses with 1 dose received on or after 4 years of age if born on or before September 15, 2003

DTP/DtaP – 5 doses with one dose received after 4 years of age if born on or after September 15, 2003; or 4 doses with one dose received on or after 4 years of age if born after September 15, 2000, but before September 15, 2003; or 3 doses with one dose received after 4 years of age if born on or before September 15, 2000.

Measles/Rubella – 1 dose of MMR given after 12 months of age. The second dose shall have been received on or after 28 days after the first dose.

Hepatitis B – 3 doses of Hepatitis B vaccine if born on or after 7/1/94, prior to enrollment in school.

Varicella – 2 doses if born on or after September 15, 2003, or have a reliable history of natural disease. (Chicken Pox Vaccine)

Students transferring from another school are granted 120 days to allow for their immunization record to transfer from their previous school.

DENTAL

Iowa law requires a certificate of dental screening to be on file for every transitional kindergarten and kindergarten student. The school nurse will contact parents with no certificate on file. These forms are available at school and your dentist.

ACCIDENT PROCEDURES

A safety unit is taught in each classroom every year. Hopefully, this helps prevent accidents. However, should a serious accident occur the parents will be contacted immediately. If an emergency does exist and we cannot locate the family or persons designated on the student data sheet, the school personnel will contact the family doctor or emergency room.



We encourage you to keep the information on our student data sheet as accurate and complete as possible. **Please notify the office if a change of address or phone number occurs during the year. This includes work phone numbers and email addresses.**

ILLNESS AT SCHOOL

If your child becomes seriously ill at school we will contact you immediately. If the nurse is in the building she will care for your child until you get here. If the nurse is not available someone will be assigned to keep close watch on your child until you arrive.

If you are home and unable to come for your child, we will attempt to arrange transportation.

In the event of an emergency and we are unable to locate you or persons designated on the student data sheet and we feel your child needs emergency care, we will take the child to the doctor or emergency room.

Children with a temperature of 100 degrees or greater will be sent home and should remain there until the temperature has been ***normal for 24 hours***. Other instances when your child may be sent home include vomiting, diarrhea, pinkeye, a rapidly spreading, undiagnosed rash, or if illness prevents a student from participating comfortably in school activities.

ABSENCE FROM SCHOOL DUE TO ILLNESS

If your child has been absent from school send a note, email, or phone as to the reason for the absence. This information helps keep our health records current and aids in controlling communicable diseases. When your child has been diagnosed as having a communicable disease by your family doctor, call us at your earliest convenience.

HEAD LICE

Head lice are a recurring concern, but should not result in the loss of instructional time under usual circumstances. School personnel will inform parents and request their cooperation in handling this as quickly and efficiently as possible. Both the student and the student's home must be treated to eliminate the problem. The child may return to school after the recommended initial treatment has been completed. Other members of the class will receive notification when appropriate.

Pediculosis (Head Lice) is the second leading communicable condition in childhood. This parasitic problem most often affects children between the ages of 3 and 12. It affects children from all socio-economic backgrounds and races. It is slightly more common in females than males. Parents understandably feel panic when hearing their child has head lice. The fact is that any place children spend time together – at school, day care, play groups – head lice can invade and spread.

1. Parents should screen their children weekly at home.
2. If head lice are discovered at school, your child will be checked by the school nurse for confirmation.
3. Parent will be notified by phone call or by a note.
4. The school expects the affected child to receive treatment before returning to school.
5. The school nurse will provide educational materials on head lice detection and treatment.
6. A note will be sent home with the entire classroom, alerting parents to lice found in the classroom. Confidentiality will be maintained.
7. The nurse and /or her assistant will not do mass screening of the entire school, but will screen on an individual basis upon referral by teachers or parents. This will be done by visual screening, or rovicomb. This will not take the place of treatment.
8. The school nurse may screen classmates, siblings, and other close contacts of an affected child at her discretion or teacher/parent referrals. She may rescreen the affected child at her discretion.
9. If you find your child has head lice at home, please contact the school so that appropriate follow up may be done at school.
10. In chronic (repeat) cases of head lice, administration may become involved. The parent will be notified and expected to treat their child before the child returns the next school day.

SCHOOL INSURANCE

School insurance is available to all students. Please contact the school for the name of the local insurance provider for questions and additional information.

EMERGENCY SCHOOL CLOSING OR DISMISSAL

Should inclement weather or any other emergency situation occur which would result in the closing of school, announcements will be made by KIWA Sheldon Radio Station, frequency 105.3 FM or 1550 AM. This information may also be available on KTIV-TV channel 4 and KMEG-TV channel 14 (channel 6 on cable), Spencer Radio, frequency 107.7 and the website <http://schoolalert.iowa.gov>. Families may sign up for text alerts on the KTIV website, too. Parents need to complete the student data sheet that lists the names of friends or relatives where your child can stay if the weather is so bad the buses cannot run.



STUDENT DATA FORMS

A student data form is to be filled out by parents during registration. It is extremely important to fill in all information requested and **keep the file up-to-date as changes occur during the school year**. Should an accident or illness occur, the school would notify parents or persons designated on the student data form.

An emergency card for early dismissal must also be filed in the office. School staff needs to know where your child is to go and with whom they should go as time does not allow staff to contact parents for early dismissals.

HOMELESS CHILDREN OR YOUTH

Homeless children or youth of school-age are defined as children or youth between the ages of 5 and 21 who lack a fixed, regular, and adequate nighttime residence including children or youth who are living on the street, in a car, tent, abandoned building, or some other form of shelter not designed as a permanent home; living in a community shelter facility; living in transitional housing; or living temporarily with non-nuclear family members or with friends who may or may not have legal guardianship. Any student fitting this definition should contact his/her building principal to insure an appropriate education.

PERSONS COMING FOR CHILDREN

The school *must be notified* if anyone other than parents or a legal guardian comes for a child during school hours. Parents should impress upon their children the need for caution in offers of help, rides, etc. coming from strangers. Also, please let the teacher know if they are to go to Children's World.

PARENT AND CUSTODIAL RIGHTS

Disagreements between family members are not the responsibility of the school district. The school district will not take the “side” of one family member over another in a disagreement about custody or parental rights. Court Orders that have been issued shall be followed by the school district. It shall be the responsibility of the person requesting an action by the school district to inform and provide the school district the court order allowing such action. This policy does not prohibit an employee from listening to a student’s problems and concerns. It shall be the responsibility of the Principal to ensure employees remain neutral in a disagreement about custody and parental rights.

If you wish separate conferences or duplicate copies of student newsletters, it is necessary to request them each year from your child’s teacher.

OUTDOOR DRESS

Iowa weather conditions can change drastically within a few hours. Therefore, children need to be prepared for changing conditions. Layered clothing may be a solution. For example, cool mornings become warm afternoons. Sending hats, jackets, and mittens unused are preferable to children being cold or unprotected when weather conditions change. Boots are to be worn during the winter regardless of precipitation or snow covering. Be aware of temperatures when dressing your child in the morning. Students go to recess in the morning and shorts may not be appropriate. We discourage sending children to school in flip-flops for safety reasons.



PHYSICAL EDUCATION CLOTHES

All children in TK-4 should have soft rubber gym or tennis shoes to wear for physical education. These may be the ones worn for the entire day.

TRAINING FOR FIRES AND TORNADOES

Fire and Tornado drills are held on a regular basis. Each room has special instructions to follow. Because of the need to receive emergency directions in a large group, the students are expected to remain quiet during drills and to proceed in an orderly manner. Students will be accompanied to the basement area during tornado drills, or in the event we are advised of a tornado warning by weather officials.



The fire drill is a continuous buzzing of the alarm, while a tornado or storm warning is indicated by an announcement over the intercom.

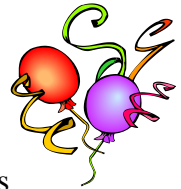
STUDENT ACTIVITIES

TREATS FOR BIRTHDAYS

If your child wishes, he/she may bring birthday treats during the year. If treats are brought, a treat is needed for every person in your child's room. Please be aware of students who have allergies, i.e. peanuts. The classroom teachers will notify you. Store or bakery bought treats are preferred.

INVITATION TO PRIVATE PARTIES

One of the cruelest experiences a child can have is to stand empty-handed while watching others open their invitations to a birthday party. No child should have to experience this misery at school. Therefore, if you do not wish to, or have the facilities or resources to invite all the boys or all the girls in your child's class, please notify the guests in another manner. These incidents may seem trivial to an adult, but to a youngster they can



assume immense proportions. Please do not allow your child to contribute to the unhappiness of others. Please handle other invitations outside of school.

SCHOOL PARTIES

Classes will have three parties and a picnic each year. Teachers may ask parents to provide/prepare/serve refreshments at parties or donate towards party costs. Treats for school parties are planned to limit the cost to parents. One drink and one food item are preferable. Students need sack lunches on picnic day, scheduled on the last day of school.

FIELD TRIPS/ASSEMBLIES

Field trips/assemblies are educational as well as fun. These are limited to the funding available each year. Parents/volunteers may be asked to help with supervision. **A permission slip must be signed for your child to participate.** Most field trips are offered at no additional fee. You will be notified in advance if there is additional cost.

ACTIVITY TICKETS

Students may purchase a student activity ticket for admission to certain school district activities. **Activity tickets should be brought to any activities the students attend.** Students not wishing to purchase an activity ticket **or students who do not bring their activity tickets with them to activities** must pay regular prices to attend school district activities.

FOOTBALL GAMES AND OTHER ATHLETIC EVENTS

- Park bikes away from the ticket gate. Do not block the emergency gate.
- Do not play football or any games. Leave all footballs and other equipment at home. No noisemakers of any kind are allowed.
- All students who do not sit with their parents should sit in the SOUTH bleachers above the high school students.
- During the national anthem, stand, remove any head covering, face the flag, and pay respectful attention.
- Cheer with cheerleaders.
- Do not run up and down the steps. Use caution. Limit your movement. Limit trips out of bleachers for any reason.
- Be courteous of other fans.
- To boo is taboo.

STUDENT ACADEMICS

TESTING PROGRAM

The following standardized tests are given:

	<u>K</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
<u>Stanford Reading</u> (Reading, vocabulary, comprehension)			X	X	X
Iowa Test of Basic Skills			X	X	X
DIBELS (Diagnostic Inventory of Basic Early Literacy Skills)	X				
Basic Reading Inventory (BRI)		X	X	X	X

SUPPLEMENTAL PROGRAMS

Our school offers a Title I reading program to assist students who demonstrate a need. This program is funded by Title I of the Elementary and Secondary Education Act of the Federal Government. Students in the Title I program receive reading instruction from their regular classroom teacher and a special reading teacher / teacher associates. Entering into this program requires parental knowledge and consent. Classroom teachers will contact you before your child is initially placed.

Some students qualify for help through a program called “English Language Learners” or ELL. Students are assessed before being placed in this program. Parents are informed if their child is entitled to receive ELL services.

SPECIAL EDUCATION SERVICES

All children are entitled to an education, but merely attending school does not ensure learning

and optimal growth. Children deserve the most appropriate education. To provide an appropriate education for all students we have several special programs available.

Problem Solving Process - These steps are initiated if concerns about a student arise. This is a prescribed process to solve problems in any area--academic, social, emotional, and/or physical. The parents and a team of teachers and/or other specialists will develop ways to meet student needs.

Speech and Language - A speech and language pathologist is available to evaluate and provide individual and small group classes for children. This pathologist may also provide consultant services to teachers and parents.

Hearing - Hearing screening is conducted annually in our school by Northwest AEA Hearing Education/Conservation Services personnel. The children to be screened will include: (1) all kindergarten through fourth; eighth and eleventh grade students; (2) all students new to the area served by Northwest AEA; (3) all children placed in special education classrooms; and (4) all children with previously identified hearing losses.

Psychological Services - The Sheldon Community Schools utilize a Northwest AEA school psychologist to assist in diagnosing and developing learning programs for students with learning problems. The psychologist is also used in helping school personnel and parents in helping children learn acceptable behavior.

Special Education Programs - The Sheldon Community School District has special classes for students with specific learning problems in each building.

Not all students learn at the same rate and some students require special assistance in school. Support service professionals from Northwest Area Education Agency assess the needs of students who may require special education. One helpful piece of information is a comparison between a student having problems learning and other students who are in the same classroom. One way to gather or compile this information is to administer a short test, called a probe, to several students for comparison with a student who is experiencing difficulties. Your child may be involved in this process from time to time by spending a few minutes with the AEA school psychologist or consultant. By doing this, your child is helping us to understand the needs of one of his or her classmates.

ENRICHMENT PROGRAM

The Sheldon Discovery Program is a program for the gifted and talented. Students in K-2 will have the opportunity to participate in an enrichment pool based in classroom performance in math and reading. Student in grades 3-4 may be identified in the area of General Intellectual or Creativity. The Discovery Program will serve all identified students. Identified students will be pulled out of the regular classroom twice a week for 20-30 minutes each time. The Discovery students will not be responsible for homework missed during this time, however they will be responsible for the reading and understanding the material. Students will be identified for the program each year.

There will be an annual Personal Educational Plan (PEP) review meeting with the parents of each Discovery student, the classroom teacher, and the Discovery Program teacher. This meeting will be held during fall parent-teacher conferences. For questions regarding the program, please contact the building principal.

REPORTING TO PARENTS

Open House is held prior to the first day of school to provide students and parents a close look at their child's learning environment. It is a good time for parents to meet and visit with their child's teacher and to meet other parents of children in your child's class.

Parents will receive report cards after the end of each quarter. Parent/teacher conferences will be held after the end of the first and third quarters. Whenever there is a need a special conference may be scheduled by a **parent or teacher**.

RETENTION – Board Policy 505.2

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

The retention of a student will be determined based upon the judgment of the licensed employee and the principal. When it becomes evident a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents will be informed.

CUMULATIVE RECORD INSPECTION

The cumulative records of students are on file in the school office with the exception of special education files. These files are kept in the special education room because they are referred to so often.

All records of students are available for parent inspection at any time. Parents or anyone else having legitimate reason for seeing the files may do so by first signing a log kept in the building office and stating the reason for seeing the files.

No files may be removed from the building without a court order or in the case of parent permission should their child transfer to another district. Forms for this parental release of records are available in the elementary school office.

EXCELLENCE FOR EAST (Parental Involvement)

Studies show that the single most effective way to help children is to get their parents involved in school. During the school year Sheldon School District will be hosting approximately four meetings for *all parents* to discuss ways to continue to improve our programs. The meeting dates will be published in newsletters and/or the local media and all parents will receive a written invitation.

Now is an exciting time to be involved in education and we want to work together as a collaborative team leading our school in a positive direction.

HOMEWORK

Homework is defined to be extra-class activities and assignments which may properly be considered as extensions and enrichment of the regular classroom instructional program.

Homework should be an integral and relevant part of every student's instructional program. It should be used consistently throughout the grades and classes.



The purpose of carefully assigned homework should be:

1. To develop study skills, work habits, and a sense of responsibility so that the student may become an independent learner.
2. To provide additional drill and practice in the basic skills. (Example: Completion of math home links.)
3. To supplement other educational experiences designed to meet each individual student's academic, social, emotional, and physical needs.
4. To make up incomplete class or subject assignments.
5. To organize students' thoughts and thinking processes in preparation for classroom activities.
6. To bring students in contact with learning resources beyond the school.
7. To help meet the district educational goals.
8. To create a concept that education is a life long process.
9. To provide a communication link between school and home.

Pre-Kindergarten through Grade Four

In order to carry out the educational objectives of our school, the home and the school need to work together. Each member of this team must know what to expect of the other because the child's total environment affects his/her academic, emotional, social, and physical development.

Homework is a worthwhile activity which extends the learning that occurs in the classroom. It needs to be carefully planned and evaluated to best nurture creativity and growth in an individual according to his/her interests, needs, and abilities.

Home assignments help students become self-reliant, learn to work independently, and practice using skills already learned.

Regular school assignments will not be sent home unless the child has been absent. Homework will be assignments supplementing the regular school work. Some examples of good homework in which students can be involved are:

	<u>K</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Reading daily to your children	X	X	X	X	X
Recreational reading (Including Accelerated Reader)	X	X	X	X	X
Students reading to parents	X	X	X	X	X
Writing stories and letters	X	X	X	X	X
Studying spelling		X	X	X	X
Preparing a newspaper or magazine article to share			X	X	X
Listening to a specific TV program	X	X	X	X	X
Playing family games	X	X	X	X	X
Flashcards (math facts, vocabulary words, letters)	X	X	X	X	X
Finding materials for school projects	X	X	X	X	X
Finding pictures of letter sounds	X	X			
Selecting topics for sharing	X	X	X	X	X
Visiting museums and art galleries	X	X	X	X	X
Students retelling/drawing pictures about stories	X	X	X	X	X
Games stressing physical development	X	X	X	X	X
Reviewing for tests			X	X	X

In this cooperative effort the parents must help their children learn how to budget leisure time so that they don't become involved in too many activities.

East Elementary Homework Policy must be managed with a high degree of communication between the parents and teacher so as to assure the children the activity is meaningful and educational. If students continually do not complete homework as assigned, a conference will be called to resolve the issue.

Responsibilities

The Principal/Designee will:

1. Monitor the quality and quantity of homework assigned.
2. Inservice faculty on the intent of our district's use of homework.
3. Disseminate to parents the district homework policy.
4. Administer a school educational program that homework will be introduced modestly in kindergarten and increased gradually through grade four.

The Teacher will:

1. Explain the district homework policy to students.
2. Develop homework assignments according to district educational goals.

3. Develop a means of monitoring and evaluating homework Assignments.
4. Plan and assign homework that can be completed with an 85% degree of accuracy.
5. Coordinate with other teachers the quantity of homework.

The Parent will:

1. Become familiar with the district homework policy.
2. Provide the teacher with feedback.
3. Help schedule time for their children to do homework.
4. Provide a designated space with an atmosphere suitable for studying.
5. Be encouraging and supportive of their children as they complete their assignments, but parents should not do their children's homework.
6. Seek information to confirm successful completion of homework.

The Student will be responsible for:

1. Getting and understanding the assignment.
2. Taking the necessary resource materials home.
3. Scheduling time to complete homework.
4. Completing assignment(s) neatly and turning them in on time.

CHEATING ON HOMEWORK AND/OR TESTS

Students found to be cheating on homework and/or test are subject to disciplinary action. Homework assigned by teachers is designed to be a building block in the progression of course work and as a check for understanding of the concepts necessary. Each student has the responsibility to do his/her own homework.

PAPERBACK BOOKS/COMPUTER SOFTWARE

Some families like to buy paperback books/computer software for their children. We send order forms home several times per year for these purposes. You may contact your teacher or school library for more opportunities.



The school does not encourage or promote the buying of these books/software. It is our intention to simply provide a convenient service to the parents. Our school maintains a very complete library and our computer lab has many excellent programs available.

BOX TOPS / WAGONS / FEDORAS / MILK CAPS

Mills is supporting our children's education for the future with its annual "**General Mills Box Tops for Education**" campaign. This program helps accredited schools raise money to purchase items that are not covered by shrinking school budgets. Our students' families and members of our community collect box tops from more than hundreds of 60 General Mills products for our school. We receive 10 cents for every qualifying General Mills box top collected.

Pizza Ranch offers school **Pizza Ranch Wagons** program. The school receives 25 cents for every Pizza Ranch Wagon collected. Just send the Wagons to school and drop them in our collections box. Wagons can be found on 8 & 12 piece chicken boxes and medium or large pizza boxes. We use the monies collected from Wagons to help pay for transportation costs for field trips.

Godfather's Pizza offers school **Funds for Fedoras** program. Collect the Godfather's fedora and earn money for our school. Fedoras are found on medium, large and jumbo pizza boxes. The school receives 25 cents for each Fedora collected. Just send the Fedoras to school and drop them in our collections box. We use the monies collected from Fedoras to help pay for transportation costs for field trips.

Land O Lakes has started a **Save Five For Schools** program. Save your Land O Lakes caps from gallon jugs of milk, orange juice and chocolate milk and send them to school. Our school will receive 5 cents for each cap collected. The caps must be clean and dry, so we ask that you please rinse and dry them before sending them to school.

TRANSPORTATION

SCHOOL TRANSPORTATION SAFETY TIPS - *Adapted from "Back to School Safety Tips," Health News Digest, August 2007*

In order to learn, students must first get to school safely. Getting to school safely, whether riding the school bus, a bicycle or walking, requires following some basic safety tips. Educators, parents and students are urged to review and discuss the following safety tips provided by Iowa Association of School Boards, Iowa Pupil Transportation Association and Iowa State Patrol:

Riding the School Bus:

According to the National Highway Traffic and Safety Administration, the school bus remains the safest way for students to get to and from school. However, accidents can happen and student injuries do occasionally occur. Parents can help reduce these by discussing the following school bus safety rules with their children.

- Arrive at the bus stop at least five minutes before the bus arrives.
- Stay out of the street or roadway and avoid horseplay.
- Always wait for the bus driver's signal before crossing the street or roadway to the bus; and always look both ways to make sure no vehicles are passing the bus.
- Always cross at least 10 feet (or 10 giant steps) in front of the bus so the bus driver can see you.
- Remain seated at all times and keep the bus aisles clear.

- Wait until the bus comes to a complete stop before leaving your seat and exiting the bus.
- Do not throw objects.
- Do not shout or distract the driver unnecessarily.
- Obey the driver at all times.
- Keep heads and arms inside the bus and never throw objects out bus windows.

Riding Bikes to School:

More than 27 million children ages 5 to 14 ride bicycles, and many of them ride their bikes to school. Unfortunately, bicycles are associated with more childhood injuries than any other product except the automobile. To keep children safe, they should follow these safety tips for parents of children riding bicycles to school:

- Ensure that children wear bike helmets at all times when bicycling. Head injury is the leading cause of death in bike crashes, accounting for more than 60 percent of bicycle-related deaths. Bike helmets have been shown to reduce the risk of head injury by as much as 85 percent and the risk of brain injury by as much as 88 percent.
- Teach children to follow the rules of the road. Ride on the right side of the road, with traffic, not against traffic; use appropriate hand signals, respect traffic signals; stop at all intersections, marked and unmarked; and stop and look left, right and left again before entering or crossing the street.
- Do not allow children to ride on the road without direct adult supervision until age ten.
- Plan a safe cycling route with children and ride it with them.
- Do not let children ride at night. The risk of sustaining an injury during non-daylight conditions is nearly four times greater than during the daytime.
- Ensure schools provide cyclists with “safe areas” where there are few motor vehicles and pedestrians.

Walking to School:

Pedestrian injuries remain the second leading cause of unintentional injury-related deaths among children ages 5-14 according to Safe Kids Worldwide, a national organization dedicated to keeping kids safe. Several national survey reports support this, including one in which nine out of 10 crosswalks within the vicinity of an elementary or middle school had at least one of four common hazards: cross walks in poor condition or not present; drivers failed to stop, or stopped and made illegal turns; posted speed limits during school hours were 35 mph or more; and curb ramps were either outside the crosswalk or missing completely. Another survey found that nearly 60 percent of parents and children walking to school encountered at least one serious hazard with the most common being lack of sidewalks or crosswalks, wide roads and speeding drivers. Here are some safety tips for parents to discuss with their children:

- Children under 10 should never cross the street alone.
- Choose the safest route to school and walk it with your children.
- Instruct children to recognize and obey all traffic signals and markings.
- Make sure children look in all directions before crossing the street.
- Direct children to not enter the street from between parked cars or from behind bushes or shrubs.
- Train children to cross the street at a corner or crosswalk.
- Warn children to be extra alert in bad weather.
- Inform children of designated crossings.

- Teach children to never dart out into traffic.
- Demonstrate to your children pedestrian safety by being a good parent role model.

BUS TRANSPORTATION

Students living more than one mile from the nearest of any of the following centers will be furnished transportation: Senior High Building, Middle School Building, East Elementary Building, St. Patrick’s School, or Sheldon Christian School. Students who live closer to the Middle School than East Elementary can always go to the Middle School and ride a bus to East Elementary. Students may also wait at several bus stops throughout Sheldon to ride the bus to and from school.

If your child finds it necessary to be temporarily transported on a bus, other than the one to which he/she is regularly assigned, we require a **signed note** from the parents requesting that privilege.

STUDENT CONDUCT ON SCHOOL TRANSPORTATION –

Board Policy 711.2



Students utilizing school transportation shall conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver shall have the authority to maintain order on the school vehicle. It shall be the responsibility of the driver to report misconduct to the building administrator. The building principal shall have the authority to suspend transportation privileges of the student or impose other appropriate discipline.

The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy and administrative regulations.

It shall be the responsibility of the Superintendent, in conjunction with the building principal, to develop administrative regulations regarding student conduct and discipline when utilizing school district transportation.

STUDENT CONDUCT ON SCHOOL TRANSPORTATION REGULATION **- Board Policy 711.2R1**

All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of

this policy. Video cameras may be in operation on the school buses.

1. Bus riders shall be at the designated loading point before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Bus riders should use waste containers on the bus for waste disposal.
11. Permission to open windows must be obtained from the driver.
12. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
13. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and cheerfully.
14. Students shall assist in looking after the safety and comfort of younger students.
15. A bus rider, who must cross the roadway to board or depart from the bus, shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
16. Students shall not throw objects about the vehicle nor out through the windows.
17. Shooting paper wads, squirt guns, or other material in the vehicle is not permitted.
18. Students shall keep feet off the seats.
19. Roughhousing in the vehicle is prohibited.
20. Students shall refrain from crowding or pushing.
21. The use or possession of alcohol, tobacco, or look-alike substances is prohibited in the vehicle.
22. The Good Conduct Rule is in effect. (Board Policy 503.4)

Inappropriate behavior in school vehicles may result in disciplinary action up to and including termination of riding privileges.

Bus Conduct Consequences:

- **First Offense:** Student will visit with the building principal/designee and lose bus privileges for one day. . Parents will receive notification of the offense and be made aware that the student must find alternative transportation for one day.
- **Second Offense:** Student will visit with the building principal/designee and lose bus privileges for three days. Parents will receive notification of the offense and be made aware that the student must find alternative transportation for the three days.
- **Third Offense:** Student will visit with the building principal/designee and lose bus privileges for five days. Principal/designee will notify parents to come for a conference and inform them that the student must find alternative transportation for five days.
- **Fourth Offense:** Student will visit with the building principal/designee and lose bus privileges for one month. The student, parents, transportation director, and principal

will hold a conference and inform the parents that the student must find alternative transportation for one month. A written plan for changing inappropriate behavior will be made at this conference. Failure to agree on a plan of action may necessitate further restrictions of bus riding privileges.

- ***Fifth Offense:*** The student, parents, transportation director, and principal will hold a conference. Bus riding privileges will be suspended for the remainder of the school year.

BICYCLES, ROLLER BLADES, SKATEBOARDS, & SCOOTERS

There shall be no use of roller blades, skateboards, bicycles, and scooters for recreational purposes on school grounds at anytime the building is in use.



Students may ride their bicycles, roller blades, skateboards, and scooters to school. Parents should be aware of the hazards of children riding these to and from school when the streets around the buildings are busy with cars and school buses. All bicycles must be placed in the bike racks. Roller blades must be removed before entering the building. The roller blades, skateboards, and scooters must be stored in their lockers and they will not be permitted on the playground during school time.

Parents should monitor weather conditions affecting safety. **Please encourage your child to wear a helmet.**

STUDENT CONDUCT AND SCHOOL POLICIES

STUDENT CONDUCT – Board Policy 503.1

The Board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students will be subject to disciplinary action for any misconduct that occurs while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses or pep 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. Misconduct directed at school staff, even if it occurs away from school, may result in disciplinary action at school. Consequences for misconduct will be fair and developmentally appropriate in the light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct

which disrupts the rights of other students to obtain their education or participation; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

A student, who commits an assault against a school employee, a school representative, or a school volunteer, when the assault occurs because of the individual's relationship with the school, shall be suspended by the principal. Notice of the suspension shall be sent to the Board President. The Board shall review the suspension to determine whether to impose further sanctions against the student that may include expulsion. Assault for purposes of this section of this policy is defined as:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during nonschool hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day, *or on a non-school day*. Whether a student will serve detention, and the length of the detention, shall be within the discretion of the licensed employee disciplining the student or the building principal.

Suspension means either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall result in immediate reinstatement of the penalty.

Expulsion means an action by the Board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the Board.

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The student's Individual Education Program (IEP) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team shall meet to determine whether the IEP is appropriate.

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

STUDENT DISCIPLINE – Board Policy 503.1R1

An important part of the educational process is helping young people become aware of their rights and the responsibilities that accompany those rights. The school has the duty to create an atmosphere in which self-discipline, as an aspect of responsibility, is approached both positively and productively.

Parents must be the first to foster self-discipline within the child at home; the school provides an environment in which this training can be developed further, enabling all students to have the right to pursue their own educational needs without unnecessary disruption by others.

Inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on the school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students will be subject to disciplinary action for any misconduct that occurs while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school buses, chartered buses, or pep 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. Misconduct directed at school staff, even if it occurs away from school, may result in disciplinary action at school.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct that results in the violation of the rules or regulations established by the Board of Directors of the School District, including breach of discipline as defined by this policy, or who have documented cases of conduct detrimental to the best interests of the school district; conduct which disrupts the rights of other students to obtain their education or participation; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion.

Disciplinary action should follow as closely as possible the infraction and be related directly to the student(s) involved. The teacher is the key to providing disciplinary direction. The principal or a designee should be involved only in those cases in which the student's behavior interferes substantially with the educational program.

For those students who seem unable or unwilling to adjust self-discipline to the common good and who, consequently, continually disrupt the orderly operation of the school, procedures must be established to prevent and correct abuses. When situations allow, an attempt should be made by teachers, counselors, and administrators, in cooperation with parents, to help troubled students modify their behavior. Iowa Department of Education guidelines indicate that it is appropriate for the principal to suspend a student from classes when necessary.

Section 282.4 of the Code of Iowa provides: "The Board may, by a majority vote, expel any student from school for a violation of the regulations or rules established by the Board, or when the presence of the student is detrimental to the best interests of the school. The Board may confer upon any teacher, principal, or the Superintendent the power temporarily to suspend a student, notice of the suspension being at once given in writing to the President of the Board."

Iowa Code Section 279.8 empowers the Board to adopt rules governing the conduct of pupils.

Iowa Code Section 282.5 provides: "When a student is suspended by a teacher, a principal, or Superintendent, pursuant to Section 282.4, the student may be re-admitted by the teacher, principal, or Superintendent when the conditions of the suspension have been met, but when expelled by the Board the student may be re-admitted only by the Board or by the manner prescribed by the Board."

The goal of school discipline policies should be to ensure the right of all students to a productive educational environment in which they may learn the social skills necessary to develop into mature, responsible young adults, accountable for their own actions.

- I. SCHOOL DISCIPLINE is the guidance of the conduct of pupils in a way that permits the orderly and efficient operation of the school, i.e. the maintenance of a scholarly, disciplined atmosphere to achieve maximum education benefits for all pupils.
- II. BREACH OF DISCIPLINE is any conduct of pupils which interferes with the maintenance of school discipline. Acts of behavior which conflict with the educational program or which are antagonistic to the rights of other students to attain their education shall not be permitted. Breach of discipline includes, without limitation:
 - A. Temper tantrums which disrupt a class.
 - B. Bully type of behavior.
 - C. Refusal to conform to rules and regulations, loud and boisterous conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of the school.
 - D. Insubordination or disobedience. Refusal to comply with the request or direction of teachers, administrators, or other school personnel.

- E. Physical attack or any act that constitutes an assault as defined in Paragraph J below or threats of physical attack or assault, or physical violence or threats of physical violence to teachers, to pupils, school visitors or any other school personnel.
- F. Extortion.
- G. Possession of dangerous materials.
- H. Display of racial bigotry or intolerance.
- I. Criminal or illegal behavior of students or non-students.
- J. Assault. A student who commits an assault against an employee or other person on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered buses; or while attending or engaged in school district activities shall be suspended by the principal. Notice of the suspension shall be sent to the Board President. The Board shall review the suspension to determine whether to impose further sanctions against the student that may include expulsion. Assault for purposes of this policy is defined as:
 - Any act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
 - Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
 - Intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social, or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

- K. Willful injury. Any person who does an act which is not justified and which is intended to cause and does cause serious injury to another violates this policy.
- L. Theft. A person commits theft when the person does any of the following:
 1. Takes possession or control of the property of another, or property in the possession of another, with the intent to permanently deprive the other thereof.
 2. Commits any act that is declared to be a theft by any provision of the Code of Iowa.
- M. Robbery. A person commits a robbery when, having the intent to commit a theft, the person does any of the following acts to assist or further the commission of the intended theft or the person's escape from the scene thereof with or without the stolen property:
 1. Commits an assault on another.
 2. Threatens another with or purposely puts another in fear of immediate serious injury.
 3. Threatens to commit immediately any forcible felony as defined under Iowa Law.

It is immaterial to the question of guilt or innocence of robbery that property was or was not actually stolen.

- N. Criminal Mischief. Criminal Mischief includes damage, alteration, injury, defacing or destruction of any building, fixture or tangible property, real or personal, and includes the willful writing, making marks, drawing characters, etc., on walls, furniture and fixtures.
- O. Unlawful Assembly. An unlawful assembly is three or more persons assembled together, with them or any of them acting in a violent manner, and with intent that they or any of them will commit a public offense. A person who willingly joins in or remains a part of an unlawful assembly, knowing or having reasonable grounds to believe that it is such, violates this policy.
- P. Disorderly Conduct. A person violates this policy when the person does any of the following:
 - 1. Engages in fighting or violent behavior in the school, on school grounds or at school functions.
 - 2. Makes loud and raucous noise in the vicinity of the school, on school grounds or at school functions which causes unreasonable distress to the occupants or participants thereof.
 - 3. Directs abusive epithets or makes any threatening gesture which the person knows or reasonably should know is likely to provoke a violent reaction from another.
 - 4. Without lawful authority, or position of authority, the person disturbs any lawful assembly or meeting of persons by conduct intended to disrupt the meeting or assembly.
 - 5. By words or action, initiates or circulates a report or warning of fire, epidemic, the placement of an incendiary or explosive device or material or other destructive substance or device, or other catastrophe, knowing such report to be false or such warning to be baseless.
 - 6. Knowingly and publicly uses the flag of the United States in such a manner as to show disrespect for the flag as a symbol of the United States with the intent or reasonable expectation that such use will provoke or encourage another to commit a public offense.
 - 7. Without authority or justification, the person obstructs school premises or any access to school premises with the intent to prevent or hinder its lawful use by others. This shall include premises where any school function is held.
- Q. False Reports. A person who, knowing the information to be false, conveys or causes to be conveyed to any person any false information concerning any matter under investigation by school district authorities violates this policy.
- R. Threats. Any person who threatens to place or attempts to place any incendiary or explosive device or material, or any destructive substance or device in any place where it will endanger persons or property, violates this policy.
- S. Trespass.
 - 1. The term “property” shall include any land, dwelling, building, conveyance, vehicle,

- or other temporary or permanent structure whether publicly or privately owned, used by the school corporation.
2. The term “trespass” shall mean one or more of the following acts:
 - a. Entering upon or in school property without justification or without the implied or actual permission of the principal or other designated supervisor in authority with the intent to commit a public offense or to use, remove therefrom, alter, damage, harass, or place thereon or therein anything animate or inanimate.
 - b. Entering or remaining on school property without justification after being notified or requested to abstain from entering or to remove or vacate therefrom by the principal or other designated supervisor in authority, or by any peace officer, magistrate, or public employee whose duty it is to supervise the use or maintenance of the property.
 - c. Entering upon or in property for the purpose or with the effect of unduly interfering with the lawful use of the property by others.
 - d. Being upon or in property and wrongfully using, removing therefrom, altering, damaging, harassing, or placing thereon or therein anything animate or inanimate, without the implied or actual permission of the principal or other designated supervisor in authority.
 3. The term “trespass” shall not mean entering upon school property for the sole purpose of retrieving personal property which has accidentally or inadvertently been thrown, fallen, strayed, or blown onto the school property, provided that the person retrieving the property takes the most direct and accessible route to and from the property to be retrieved, quits the property as quickly as is possible, and does not unduly interfere with the lawful use of the property.
- T. Arson. Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any property with the intent to destroy or damage such property, or with the knowledge that such property will probably be destroyed or damaged, is arson, whether or not any such property is actually destroyed or damaged.
- U. Alcohol and Controlled Substances. No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, as defined in schedule I through V of section 202 of the Controlled Substances Act (21 U.S.C. §812) and as further defined by regulation at 21 C.F.R. 1308.11 through 1308.15, and/or as prohibited under Iowa law, before, during or after school hours at school or in any other school district location as defined below.
- “School district location” means in a school building or on school premises; on a school owned vehicle or in other school-approved vehicle used to transport students to and from school or school activities; off school property at a school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.
- V. Smoking and Tobacco. To smoke or possess tobacco or any controlled substance before, during, or after school hours at school or in any other school district location as defined above in paragraph U of this Article.

- W. Truancy. Truancy is an unauthorized absence from school, assigned classes, or related activities. Truancy is a violation of the compulsory attendance law.
- X. Class Attendance. Class attendance is mandatory. Unauthorized absence from classes, resource centers, laboratories or other designated areas will not be permitted without disciplinary action.
- Y. Gambling. Engaging in any gambling activities including but not limited to making any wager or bet, participating in any game for any sum of money or other property of any value, engaging in bookmaking or making a wager as part of any game of chance, lottery or gambling scheme shall be prohibited.
- Z. Vulgar or Profane Speech. Use of vulgar or profane speech or engaging in vulgar or profane conduct is prohibited.
- AA. Sex Acts. Participating in a sex act as defined in Iowa Code Section 702.17 on property of the Sheldon Community School District or committing a sexual related criminal offense as more particularly defined under Iowa Code Chapter 709.
- BB. Cheating. Willful use or attempted use of another person's work with the intent to present that other person's work as your own; or attempting to defraud, copy, mislead or obtain benefit, value, or to obtain property by unlawful means is prohibited.
- CC. Student-To-Student Harassment and Sexual Harassment. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
 - submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
 - such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Sexual harassment as set out above, may include, but is not limited to the following:

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

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a written, verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participating in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or

- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as set forth more specifically in Board Policy 504.11 may include, but is not limited to, the following:

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

DD. Weapons. Possession of weapons or dangerous objects or look-a-likes on school property are prohibited as defined in Board Policy 502.6.

EE. Engaging in any other conduct detrimental to the best interest of the School District, or engaging in conduct which would make the student unworthy to represent the ideals, principles, and standards of the School District.

FF. Forgery. A person is guilty of forgery if, with intent to defraud or injure anyone, or with knowledge that the person is facilitating a fraud or injury to be perpetrated by anyone, the person does any of the following: 1) Alters a writing of another without the other's permission; 2) Makes, completes, executes, authenticates, issues, or transfers a writing so that it purports to be the act of another who did not authorize that act; 3) Uses a writing the person knows to be forged; and 4) Possesses a writing which the person knows to be forged; or 5) Commits any other act deemed to be a forgery under Iowa law.

III. SANCTIONS FOR BREACH OF DISCIPLINE

Students who violate the regulations or rules established by the Board of Directors of the school district, including breach of discipline as defined by Section II of this student Discipline Policy (Code 503.1R1), or who have documented cases of conduct detrimental to the best interests of the school district, may be suspended or expelled from school, or otherwise sanctioned as provided by this policy.

The principal or designee in each attendance center shall have the authority to suspend students temporarily. Expulsion shall be by majority vote of the Board of Directors upon the recommendation of the Superintendent.

- A. Suspension. Suspension means either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The Individual Education Program (IEP) shall be

evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspension, either in or out of school, equals ten days on a cumulative basis, a staffing team shall meet to determine whether the IEP is appropriate.

- B. **Expulsion.** Expulsion is that act carried out only by the Board of Directors by a majority vote that expels any student from school for violation of the regulations or rules established by the Board, including without limitation, this discipline policy, or when the presence of the student is detrimental to the best interest of the school. The Board of Directors may, by majority vote, expel any student from school for a violation of the regulations or rules established by the Board, including without limitation, this discipline policy, or when the presence of the student is detrimental to the best interests of the school. In addition, the Board of Directors may exclude any incorrigible child or any child whose presence in school may be injurious to the health or morale of other pupils or to the welfare of the schools.
- C. **Corporal Punishment.** Corporal punishment shall mean punishment inflicted directly on the body either with a person's foot, hand, or object held in the hand. Corporal punishment, as a means of correcting student behavior shall not be an acceptable form of discipline in the Sheldon Community School District.

The Board of Directors supports the maintenance of good conduct and acceptable, if not exemplary behavior on the part of students who attend the school. However, it is felt that good discipline can result from proper communication and the many other desirable alternatives to physical punishment.

- D. **Other sanctions:** In addition to suspension or expulsion, a student may be disciplined by detention, probation, in-school suspension, removal from a specific class for the balance of the semester, denial of privileges, or by being declared ineligible for participation in extracurricular activities. In addition, a student who violates the terms of the district's drug-free schools policy, under section II, Item U, may be required to satisfactorily complete a drug abuse assistance or rehabilitation program approved by the School Board. If the student fails to satisfactorily complete such a program, the student may be expelled from school at the discretion of the Board.
- E. **Sanctions regarding students' behavior while involved in activities/athletics shall be governed by Board Policy 503.4 (Student Conduct).** Accordingly, in an addition to the sanctions listed above, a student may also be subject to the sanctions arising from his or her violation of the school district's Eligibility Policy.
- F. **The Superintendent shall promulgate rules and procedures to implement this discipline policy and shall report such procedures to the Board of Directors of the school district.**

IV. RESTRAINT

- A. **Restraint is the act of controlling the action of a pupil when as a result of such action the pupil may inflict harm to himself, herself, or others. Teachers and administrators must feel free to use reasonable and appropriate means at the moment as may be necessary to prevent a pupil from harming himself or herself or others, or to prevent a breach of discipline.**

Factors determining reasonable and appropriate means are:

1. Age.
2. Physical stature and strength of the pupil.
3. Previous history.
4. Maturity of the pupil.
5. The seriousness of the action requiring control.
6. The teacher's motive and state of mind.
7. The nature of the danger to the pupil or the nature of the danger to others.
8. The privilege of the teacher to use only moderate physical force which will not cause serious or permanent harm. No instrument shall be used which will produce injury to the student.

- B. Whenever restraint is used, it shall be reported immediately to the building principal or designee.

V. SCOPE OF DISCIPLINE POLICY

This discipline policy shall apply to students in the following circumstances:

- A. While on school premises.
- B. While observed in the proximity of school premises.
- C. While on school-owned or other school-approved vehicles used to transport students to and from school or school activities, including, but not limited to school buses, chartered buses and pep buses.
- D. While engaged in school-sponsored activities or school-approved activities.
- E. While away from school if the student's conduct will directly affect the good order, efficient management, and welfare of the School District.
- F. While otherwise involved with school employees, school representatives, and school staff.

VI. NON-AUTHORIZED PERSONS should not be in the school building or on school premises at any time without authorization of the school building administrator. Teachers are obligated to inform the administrator of any intruders. Any intruder who interferes with school procedure may be compelled to leave the school premises, and if his/her activities or actions disrupt the orderly operation of the school, or disrupt the disciplined, scholarly atmosphere, he/she may be subject to prosecution.

A. Non-authorized persons are:

1. Students not assigned to that specific building.
2. Any person not an employee of the Sheldon Community School District.
3. An employee not assigned duties at that particular building.

B. School administrators may enlist the aid of the Police Department to have any non-authorized person removed.

- C. Procedures dealing with non-authorized persons should be reasonable, and non-discriminatory and non-arbitrary in their operation.

VII. ACTIONS FOR ASSAULT AND THREATS TO SCHOOL PERSONNEL.

Any student who assaults or threatens a school employee, school representative, school volunteer, whether the assault or threat occurs in a school building, on school grounds, at a school sponsored event, or whether the assault or threat occurs elsewhere, shall be suspended by the principal.

Assault for the purposes of this policy is defined as:

- Any act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- Intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social, or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

- A. Whenever any officer, employee or agent of the school district has been struck or attacked by any individual or group, or has suffered bodily harm, he or she shall notify the principal immediately. The principal shall call the police and the student or students shall be suspended at once with a recommendation for expulsion.
- B. Whenever any officer, employee, or agent of the school district is threatened with bodily harm by an individual or group, he or she shall notify the principal immediately, who shall suspend the student or students. A report of the incident shall be sent to the Superintendent for possible further action.
- C. It shall be the responsibility of the person who suffers the assault or injury to file any charges for prosecution.

VIII. THE DISCIPLINE POLICY AND ADMINISTRATIVE RULES AND PROCEDURES shall be printed and distributed to attendance centers: shall be made available to staff, students and parents.

IX. PROCEDURE FOR EXPULSION CASES

- A. Notify the Superintendent, who shall immediately meet with the principal to investigate and review the alleged misconduct and all relevant matters. The building principal shall hold a conference with the parent(s) or guardian(s) and the student to discuss the reasons for the suspension and proposed recommendation for expulsion.

- B. If, after investigation and review, it is determined that expulsion should be recommended to the Board of Directors, the Superintendent with assistance from the school legal counsel shall prepare appropriate notice. The Superintendent shall consult with the President of the Board to arrange a time for the hearing. The notice of hearing on the recommended expulsion shall state the reason for the recommendation for expulsion and shall have attached thereto documents that describe the alleged incidents that have precipitated the recommendation for expulsion. There shall be included a direct citation of the section of the Discipline Policy, Board Policy and/or State statute that has been violated. The notice shall state the time and place of the hearing.
- C. Notice shall be served upon the parent(s) or guardian(s) or notice shall be sent by certified mail to the last known local address of the parent(s) or guardian(s). The parent(s) or guardian(s) (and student, if notice is served upon the student) shall sign an acknowledgement that they have personally received the documents.

If the student has attained age 18, the notice shall be given to the student as well as to the student's parent(s) or guardian(s) unless the student has shown he or she is not a dependent as defined in the family Educational Rights & Privacy Act of 1974 and the regulations thereunder.

- D. At the same time the notice and supporting documents are delivered to the student and his or her parent(s) or guardian(s), copies shall be forwarded to the president of the School Board who shall immediately call a meeting of the Board to hear the matter. Copies shall also be delivered to the Superintendent, principal, the school's legal counsel, and the Secretary of the Board of Education.
- E. The Hearing

1. The hearing shall be held on a date no later than ten (10) school days subsequent to the date of suspension.
2. The student may be accompanied by:
 - a. Parent(s) or guardian(s).
 - b. Legal counsel or any other advisor of his or her choice.
3. The School District may also be advised by its legal counsel.
4. The Board, in its discretion, may postpone the hearing upon request when it deems such a postponement necessary or appropriate; but a request for postponement for the convenience of legal counsel shall ordinarily be refused.
5. The student and his/her parent(s) or guardian(s) may waive the hearing by furnishing a signed statement that they will waive the hearing. Nothing in this policy shall be construed to prohibit settlement by the parent(s) or guardian(s) by agreement, or waiver of hearing, or both.
6. At the hearing, the student may respond to the complaint orally or in writing. The response may admit or deny the allegations of the notice in whole or in part. The student may also offer any explanation or comment that he or she believes relevant or appropriate.
7. Each party to the hearing, directly or through his/her legal counsel or other advisor, may introduce evidence, witnesses to testify, or statements in writing, and may testify on his or her own behalf. To the extent that either party may rely on written statements as evidence, he or she shall clearly indicate how and from what source the evidence has been obtained.

Each party shall have an opportunity to question any witnesses, either directly or through his/her legal counsel, or other advisor. If the Board should find it necessary to limit the number of witnesses in order to protect the hearing against disruption, confusion, or unwarranted dilatory tactics, it shall have the authority to do so. The proceedings shall be administrative and shall not be conducted as an adversary proceeding.

8. If the student shall fail to appear at the hearing, or if, having appeared, shall make no response to the complaint, the Board shall nevertheless invite the school administration to submit evidence in support of the complaint. The hearing shall be in closed session so as not to disclose confidential student records, unless an open session is requested by the student, or the parents(s) or guardian(s) of the student if the student is a minor.
9. If a party to the hearing should deliberately conduct himself or herself in a manner disruptive of the hearing, the Board shall be authorized to exclude him or her and to proceed with the hearing as if he or she had not personally appeared. A hearing shall be attended only by the Board, the Superintendent or the designee, administrative personnel familiar with the case, the student, the student's parent(s) or guardian(s), the student's legal counsel or other advisor, and the school legal counsel. Witnesses other than the foregoing should be excluded except when presenting information to the Board, unless the student and his/her parent(s) or guardian(s) waive this exclusion. The Board may order all witnesses to be excluded on its own motion.
10. Provisions shall be made either for a transcript or for a verbatim record in the form of a tape recording of the hearing. The complaint, the student's response, the transcript or record, and all other paper in the proceeding except the final disposition of the case, shall be for the use only of the proceedings and in the internal processes of the school district related thereto; and no such transcript, record or papers shall be voluntarily disclosed to any person outside the school district, except with the student's consent.

F. The Decision

1. The Board in executive session shall consider all relevant evidence introduced at the hearing, make findings of fact and conclusions as to the disciplinary action as it deems to be appropriate. The Board may consider the student's prior record as submitted by the school administration at the hearing. The determination shall be by majority vote. The entire record, as submitted, shall be open to the student or his or her parent(s) or guardian(s) if the student is a minor. The School Board shall promptly notify the parent(s) or guardian(s) and the student, as well as the Superintendent or the person designated by him/her, concerning the Board's findings of fact and determination.
2. A student may appeal the decision of the Board as provided in Chapter 290, Code of Iowa.

G. Readmission. Readmission shall be in the manner prescribed by the Board of Education.

STUDENT DISCIPLINE – ADMINISTRATIVE RULES AND PROCEDURES – Board Policy 503.1R2

- I. **AUTHORIZED ACTIONS:** The following actions are authorized under the Discipline Policy of the School District and by these Administrative Rules & Procedures, and may be taken at any stage in the discipline proceedings:

- A. By the teacher designee:
 - 1. Detention, before or after school with proper notice to the parent(s) or guardian(s).
 - 2. Removal from class, not to exceed one (1) school days.

- B. By the principal or designee:
 - 1. Denial of privileges and/or participation in extracurricular activities.
 - 2. Probation.
 - 3. In-school suspension, not to exceed 10 days.
 - 4. Out-of-school suspension, not to exceed 10 days.

- C. By the principal:
 - 1. Removal from a specific class for the balance of the semester.

- D. By the Board of Directors of the School District:
 - 1. Expulsion.

Criminal acts may be subject to discipline procedures under the Discipline Policy. In addition, criminal acts shall be reported by the building principal or his/her designee to the Police.

II. DEFINITIONS

- A. Detention. Detention shall be the requirement that a student remain after school, or come to school early, for purpose of discipline.

- B. Removal from Class. Removal from class is that period of time a student is sent from the classroom by the teacher to the office of the principal or a designee for a period of time not to exceed one (1) day when the principal or designee reviews with the student and the classroom teacher the misconduct and determines the conditions for readmission to class, or further disciplinary proceedings.

- C. Denial of Extracurricular Activities or Privileges. Denial of extracurricular activities or privileges shall be the declaration of ineligibility to participate in such extracurricular activities or privileges for a period of time to be specified by the building principal or his/her designee.

- D. Probation. Probation is conditional attendance during a trial period imposed for conduct which violates the regulations or rules established by the Board of Directors, including breach of discipline as defined in the Discipline Policy, or in cases of conduct detrimental to the best interest of the school. Breach of the conditions of probation may result in more severe sanctions.

- E. In-school Suspension. In-school suspension is the temporary isolation of a student from one or more classes while under proper administrative supervision. In-school suspension may be imposed by the principal or designee for violation of school rules or policies (including the Discipline Policy) where the infraction does not necessarily warrant removal from school by suspension.

- F. Suspension. Suspension is that period of time a student is sent home from school by the principal. A student may be suspended from school for a period of time not to exceed ten (10) school days except in instances when the student is awaiting a hearing on a recommendation to the Board of Directors for expulsion. A suspended student shall be given opportunity to make up work and receive credit on the same basis as other absentees. Suspended days are to be counted as absences.
- G. Removal from a specific class for the balance of the semester. Where the student's conduct does not warrant expulsion from school, the student may be removed from a specific class without credit for the balance of the semester. This in-school suspension may isolate the student from a specific class while under proper supervision.
- H. Expulsion. Expulsion is that act carried out only by the Board of Directors by a majority vote that expels any student from school for violation of the regulations or rules established by the Board, including without limitation, the Discipline Policy, when the presence of the pupil is detrimental to the best interest of the school.

III. ADMINISTRATIVE ACTION

- A. Removal from Class. Classroom teachers may temporarily remove from class any student who has become a discipline problem. Such removal from class shall be to the office of the principal or a designee and shall not exceed ten (10) days.

When a student is removed from class to the office of the principal or a designee by a classroom teacher, the principal or designee shall ascertain the reasons for the temporary removal from class. The classroom teacher shall submit a written report to the principal specifying the misconduct or reason for suspension from class. If necessary, suitable arrangements for readmission to class shall be established during a teacher-student conference, which may include the principal or his or her designee, and may also include the parent(s) or guardian(s).

- B. Probation Period. The principal or his or her designee may specify that the student may be readmitted to class upon probation, conditional upon good behavior during a specific period. Probation may be imposed for infractions of school rules or policies (including the Discipline Policy) where the infraction does not necessarily warrant removal from school by suspension. Written notice of probation shall be given to the student and his or her parent(s) or guardian(s) and shall be placed in the student's file. Should the student breach the conditions imposed for probation, the student may be suspended from school, or may be subject to any of the other authorized actions pursuant to the Discipline Policy and these Administrative Rules and Procedures.
- C. In-school Suspension. The principal or designee may specify the imposition of an in-school suspension which shall be imposed for a period not to exceed ten (10) school days. In-school suspension may be imposed for infractions of school rules or policies (including the Discipline Policy) where the infraction does not necessarily warrant removal from school by suspension.

Written notice of an in-school suspension shall be given to the student and his or her

parent(s) or guardian(s), and shall be placed in the student's file and shall also be given to the President of the Board of Directors of the school district. Administrative Procedures in Section IV herein shall be followed.

- D. Removal from a specific class for the balance of the semester (grades 7-8)/term (grades 9-12). If the principal or designee determines that other sanctions for discipline have not and will not resolve a specific discipline problem in a class situation, and if the principal or designee in consultation with the Superintendent determines that expulsion is not recommended, then the principal may recommend removal of the student from the specific class for the balance of the school semester (grades 7-8)/term (grades 9-12). Such removal shall be specified only after the principal has explored all available disciplinary alternatives and all other educational alternatives, including placement of the student in another class under the direction of another teacher, and only after a conference has been held with the student and his or her parent(s) or guardian(s). Notice of such removal from class for the balance of the semester shall be given in writing to the student, parent(s) or guardian(s), the Superintendent of Schools, and the President of the Board of Directors of the school district.

When a student is removed from a specific class for the balance of the semester (grades 7-8)/term (grades 9-12), such action shall be taken only after thorough investigation by the principal as above specified, and only after a conference with the student and the student's parent(s) or guardian(s). Prior to such conference, the principal shall give written notice to the parent(s) or guardian(s) that the principal is considering removal of the student from a specific class for the balance of the semester (grades 7-8)/term (grades 9-12). The notice shall describe, or have attached, documents which describe the alleged incidents which gave rise to such consideration, including a direct citation of the Discipline Policy, board policy, and/or state statute that has been violated, and the time, place, and date of the conference. At the conference, the principal shall explain the evidence and the rules or policy allegedly violated. If the student denies the charges, the student shall be given the opportunity to examine witnesses, to call witnesses on his or her own behalf, and to offer an explanation on his or her own behalf. After such conference, the principal shall review the evidence and determine what sanction should be imposed, if any.

No more than one such removal from a specific class may be imposed upon a single student during a single semester, and if further removal is indicated, then the student should be recommended for expulsion.

- E. Suspension. A student may be suspended for up to ten (10) school days by the principal or his/her designee for violation of the regulations or rules established by the Board of Directors of the School District, including breach of discipline as defined by the Discipline Policy, or for conduct detrimental to the best interests of the School District, or when the presence of the student will cause substantial interference with the maintenance of the educational environment or in the normal operation of the school. Notice of suspension shall be mailed to the student's parent(s) or guardian(s), the Superintendent, and the President of the Board of Directors of the school district. Under no circumstances may more than one (1) in-school suspension or out-of-school suspension be imposed upon a student based upon the same set of facts.

- F. Exclusion of Student for Health Reasons. Any student who has a communicable disease or poses a substantial threat to the health or safety of the school community may be removed from school by the principal or a designee, in consultation with the student, the student's parent(s) or guardian(s), and a medical consultant of the school district. The student who is excluded from school may be readmitted by a statement from a doctor that is reviewed by a school medical consultant, satisfactory to the school medical consultant that the student no longer poses a threat to the health or safety of the school community.

A medical consultant may exclude any child who is so abnormal that regular instruction would be of no substantial benefit to the student or whose presence in school may be injurious to the health of self or others. However, such student shall be provided special instruction. Such exclusion shall be only after evaluation of the student and consultation with the parent(s) or guardian(s).

A person shall not be enrolled without proper documentation of immunization.

IV. ADMINISTRATIVE PROCEDURES

To be followed when a student is placed on probation or suspended or denied privileges or declared ineligible for extracurricular activities, or when a student is removed from a specified class for the balance of the semester.

- A. The student should be told what he or she is accused of doing, orally or in writing, and be given an explanation of the evidence and the rules or policy allegedly violated. The principal or designee shall make an informal investigation, hearing all available accounts of the incident, and have discussion with the student. If written notice and explanation is not given, a written memorandum shall be prepared after the discussion, one copy to be placed in the student's file and the other to be mailed to the student's parent(s) or guardian(s).
- B. If the student denies the charges, he or she should be given an opportunity to explain his or her side of the story. There need be no delay between the time of the discussion and explanation to the student and the student's opportunity for response.

The principal or designee may, in his or her discretion, find it advisable to have the person(s) who observed and reported the misconduct present when the accusation and explanation is given; to allow the student to confront each person(s); or to hear the person(s) on behalf of the student.

Such proceedings shall be recorded. If the student makes a reasonable request that other persons be questioned, the principal or designee should attempt to talk to them if possible.

- C. If the student does not deny the charges, the principal shall explain the sanction to be imposed.
- D. Students whose presence pose a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In

such cases, the notice and hearing should follow as soon as practicable, not later than three (3) school days after immediate suspension. If the student is immediately removed from school, the principal or designee shall investigate the incident and decide, by the end of the school day, whether further disciplinary action is necessary. If an additional suspension is necessary beyond the end of the school day, the principal or designee shall give notice to the student and his or her parent(s) or guardian(s), describing what the student is accused of doing, an explanation of the evidence, the rule or policy allegedly violated, and the time when the student and his or her parent(s) or guardian(s) may have a hearing as heretofore provided.

- E. Nothing in this procedure shall be construed to prohibit informal settlement by the parent(s) or guardian(s) by agreement, or waiver of hearing, or both.
- F. To the extent the above-listed procedures are inconsistent with the due process procedures set forth in Policies 503.2R1 and 503.4R1, the latter policies shall take precedence over this policy and the procedures listed herein.

V. PROCEDURES FOR SENDING A SUSPENDED PUPIL HOME DURING THE SCHOOL DAY

When a student is suspended, the principal shall attempt to reach the student's parent(s) or guardian(s) to inform them of the school's action and to request that they come to the school for the child. If the student is entitled to transportation, and if the parent(s) or guardian(s) are unable to come for the child, the school shall provide transportation to the home, provided there is a parent or guardian there to receive the child. If the principal cannot reach the parent(s) or guardian(s), or where no one will be at home to receive the student, the student shall remain on school property until the close of the school day. Notwithstanding this requirement, the principal may order the student to leave the school premises immediately when faced with mass violations of school rules or where it is not possible to keep the student on school premises and restore order or protect people on the school grounds. However, even in this instance, distance to the home and the age of the individual child may require keeping the student until the parent(s) or guardian(s) can be contacted.

VI. PROCEDURES FOR HANDLING STUDENT TOBACCO, ALCOHOL OR CONTROLLED SUBSTANCE CASES.

Smoking, drinking alcoholic beverages, use of controlled substances or possession of any of these substances on school property is prohibited.

- A. A student's violation of Board Policy 502.7 regarding tobacco shall result in the following discipline:
 - 1. First Offense: Three (3) day suspension and other disciplinary action at the discretion of the principal.
 - 2. Second Offense: A second offense in any one school year will result in a ten (10) day suspension and other disciplinary action at the discretion of the principal.
 - 3. A third offense in any one school year will result in a recommendation to the Board of Directors for expulsion.
 - 4. Where appropriate, Board Policy 503.4 (Student Conduct) will also be enforced.

B. A student's violation of Board Policy 502.7 regarding alcohol shall result in the following discipline:

1. First Offense: Ten (10) day suspension and other disciplinary action at the discretion of the principal.
2. Second Offense: A second offense in any one school year will result in a recommendation to the Board of Directors for expulsion.
3. Where appropriate, Board Policy 503.4 (Student Conduct) will also be enforced.

C. A student's violation of Board Policy 502.7 regarding controlled substance shall result in the following discipline:

1. An offense in any one year will result in a recommendation to the Board of Directors for expulsion.
2. Where appropriate, Board Policy 503.4 (Student Conduct) will also be enforced.

VII. ALCOHOL OR CONTROLLED SUBSTANCE REFERRAL

- A. All school personnel shall report information relative to students with alleged drug problems to the principal.
- B. The principal may refer the matter to the counselor or other school personnel.
- C. The principal may refer the case to the school physician.
- D. In cases of self referral by a student, parent(s) or guardian(s) may be called at the discretion of the principal.

VIII. STAFF COOPERATION

It shall be the responsibility of all teachers, administrators and staff members (PK-12) to cooperate with any investigations into purported student violations of the Student Discipline, Good Conduct or Eligibility Policy. Teachers, administrators and staff members shall have the affirmative duty to report all known violations to the appropriate authorities for investigation. If information comes to the attention of school authorities by way of a substantiated rumor that a particular student has violated the Student Discipline, Good Conduct or Eligibility Policy, the appropriate administrator will investigate the facts and circumstances surrounding the alleged violation.

SUSPENSION AND EXPULSION – Board Policy 503.2

The principals and persons in charge of attendance centers in the Sheldon Community School District shall have the authority to suspend students temporarily from school for a period not to exceed ten (10) consecutive days. Additionally, the principals or their designee shall have the authority to suspend students from co-curricular activities in accordance with school district disciplinary rules, the student eligibility policy and other administrative policies. Further, upon recommendation of the Superintendent, the Board of Directors, by majority vote, may expel a student for a period of time not to exceed twelve (12) months. Due process shall be observed.

SUSPENSION – ADMINISTRATIVE RULES AND REGULATIONS – Board Policy 503.2R1

Students may be suspended from school, for a period not to exceed ten (10) consecutive days,

and additionally can be suspended from extracurricular activities for misconduct and violation of school district policies, including, but not limited to the student discipline and student eligibility policies.

Prior to any such suspension from school or extracurricular activities, the following due process procedure shall be followed:

1. A hearing will be held with the student and/or his parent(s) or guardian(s), at which the student is given oral or written notice of what he/she is accused of doing.
2. During the hearing, the student shall be told the basis for the accusation and shall be given an explanation of the evidence.
3. The student shall be given an opportunity, during the hearing, to present his/her side of the story if the student denies the charge.
4. The hearing may be held immediately following the notification of the alleged misconduct.
5. A student may be immediately removed from school when the student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process. In case of immediate removal from school, the necessary notice and hearing (as provided in Nos. 1, 2, and 3 above) shall be followed as soon as practicable.
6. Immediately following the suspension of a student, his/her parents or guardian(s) shall be notified in writing that the suspension has occurred and the reason(s) therefore.
7. The student, and his/her parent(s) or guardian(s) , shall be apprised that they may appeal to the Superintendent of Schools if the suspension is made by the principal of his/her designee and to the Board of Education if the suspension is made or upheld by the Superintendent.
8. Written notice of student suspension shall be given at once to the Superintendent, who will notify the President of the School Board.

EXPULSION – ADMINISTRATIVE RULES AND REGULATIONS – Board Policy 503.2R2

The Board of Directors may, by majority vote, expel any student from school for a violation of the rules and regulations approved by the Board, or when the presence of the student is detrimental to the best interest of the school.

1. Prior to the expulsion, a hearing before the full Board will be held with the student and his/her parent(s) or guardian(s).
2. Prior to a hearing before the full Board, the student and his/her parent(s) or guardian(s) will be given written notice about the regulation being violated, the evidence and witnesses the school will produce at the hearing, and be advised that the student may be represented by counsel.

The information will be conveyed to the parent(s) or guardian(s) far enough in advance of the hearing to allow for preparation of defense. The minimum allowance for notice shall be 2 days.

3. The student will be allowed to be represented by counsel if such assistance is retained by the parents and student.
4. The opportunity for cross-examination shall be permitted at a student's hearing. However, the Board shall use wise discretion to protect student witnesses. The Board may legally elect to substitute sworn testimony, or may hear and question the student witness out of the presence of the defended student.
5. A student expelled by a majority vote of the Board of Education can only be readmitted by majority vote of the Board of Education in the same school year.

GOOD CONDUCT RULE – Board Policy 503.4

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes.

Students who participate in co-curricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal shall keep records of violations of the good conduct rule.

It shall be the responsibility of the Superintendent to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

STUDENT USE AND CARE OF TEXTBOOKS CARE OF SCHOOL PROPERTY / VANDALISM – Board Policy 502.2

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage or replace the item as per Board Policy 502.2. Students shall treat school district property with the care and the respect they would treat their own property. Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school district. They may be subject to discipline under board policy and the school district rules and regulations. They may also be referred to local law enforcement authorities.

Parents, of minor children under the age of 18, shall be held liable for actual damages to person or property, in or on the Sheldon Community School District property, up to \$2,000 for any one act and not more than \$5,000 for two or more unlawful acts caused by such child. After proof of responsibility has been established, the Director of Operations and Maintenance will prepare a statement of loss to the Superintendent of Schools, who will send it by registered mail to the parents. Failure to pay the claim within a reasonable period would cause the Superintendent to notify the school attorney to take the necessary legal steps to recover damages.

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

STUDENT-TO-STUDENT HARASSMENT ANTI-BULLYING/HARASSMENT POLICY – Board Policy 502.10104

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

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

This policy is in effect while students or employees are on property within the jurisdiction of the Board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school and school district. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measure up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. “Volunteer” means an individual who has regular, significant contact with students.

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

- Places the student in reasonable fear of harm to the student’s person or property;
- Has a substantially detrimental effect on the student’s physical or mental health;

- Has the effect of substantially interfering with the student’s academic performance; or
- Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one’s grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student’s performance or creation of an intimidating, offensive, or hostile learning environment.

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

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

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

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student’s education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

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

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited.

Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Level I or Alternate Level I Investigator will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the Superintendent, in conjunction with the Level I, Alternate Level I, and building principals, to develop procedures regarding this policy. The Superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include proven effective harassment prevention strategies. The Superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment.

The Board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,

and a copy shall be made to any person at the central administrative office at 1700 E. 4th Street, Sheldon, IA 51201.

DISTRICT NETWORK (ORABNET) ACCEPTABLE USE POLICY

Technology is a vital part of the school district curriculum and the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Individual student accounts will be issued to students to allow access to the Internet. Electronic mail (e-mail) addresses will not be issued to individual students. Students will be able to access the electronic mail (e-mail) for approved classroom projects through their teachers. If a student already has an electronic mail address, the student will not be permitted to use the address to send and receive e-mail at school

The Internet can provide a vast collection of educational resources for students and employees. It is a global network, which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while

on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored on a random basis by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography, or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access.

Employees and students will be instructed on the acceptable use of the Internet. Parents, students, and school employees will be required to sign a permission form to allow them to access the Internet. Students and district staff will sign a form acknowledging they have read and understand the District Network Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations on an annual basis.

DISTRICT NETWORK (ORABNET) ACCEPTABLE USE REGULATIONS

Unless otherwise specified, the following regulation shall apply equally to students, employees, volunteers, and contractors employed by the District. Employees, volunteers, and contractors may have additional obligations owing to the nature of their positions and/or access privileges.

Sheldon Community School District's network (OrabNet) system is a local and wide area technology network linking schools together that also provides access to public networks.

The use of OrabNet is solely for the purpose of facilitating the exchange of information to further communication, education, and research that is consistent with mission of Sheldon Community School District. OrabNet and the messages transmitted and documents created on it are the property of the Sheldon Community School District. The Sheldon Community School District has the right to supervise the use of such property. An authorization form must be completed by each person requesting access to OrabNet. Any use without authorization is prohibited.

Network

1. The use of Sheldon Community School District's Network (OrabNet) is to promote the exchange of information to further education and research and is consistent with the mission of Sheldon Community School District.
2. OrabNet is not for private or commercial business use, political, or religious purposes.
3. Any use of OrabNet for illegal activity is prohibited.
4. Use of OrabNet to access obscene or pornographic material is prohibited.
5. Sending material likely to be offensive or objectionable to recipients is prohibited.
6. Using programs that harass OrabNet users or infiltrate a computing system and/or damage the software components is prohibited.
7. The user will make the most efficient use of network resources to minimize interference with others.
8. Any use of OrabNet that accesses outside resources must conform to their "Acceptable Use Policy."
9. Subscriptions to Listservs, bulletin boards, and on-line services must be pre-approved by the district.

Security

10. The user will respect the rights and property of others and will not improperly access, misappropriate, or misuse the files, data, or information of others.
11. The user may not share his/her account with anyone or leave the account open or unattended.
12. The user will keep all accounts and passwords confidential and inaccessible to others.
13. The user is responsible for making back-up copies of the documents.

Software

14. The user is responsible for taking precautions in preventing viruses on his/her personal computer equipment and Sheldon Community School District's computer equipment.
15. The illegal installation of copyrighted software or files for use on district computers is prohibited.
16. Please contact the District's System Manager to install any software on district computers.

E-Mail

17. E-mail is provided for the purpose of exchanging information consistent with the mission of Sheldon Community Schools. Students will be able to access the Electronic mail (e-mail) for approved classroom projects through their teachers.
 - a. OrabNet's E-mail cannot be used for private or commercial offerings of products or services for sale or to solicit products or services.
 - b. E-mail cannot be used for political or religious purposes.
 - c. E-mail messages are subject of district review at any time.
 - d. E-mail should not be used to broadcast messages outside of the building.
18. E-mail should be deleted regularly from the user's E-mail directory to conserve file space.

Interpretation, application, and modification of this District Network (OrabNet) Acceptable Use Regulation is within the sole discretion of Sheldon Community School District. Any questions or issues regarding this policy should be directed to the Sheldon Community School District administration.

Copyrighted Software: Users of software shall abide by the software licensing agreement provided by the software publisher. Without notice, any equipment on the District's property may be audited for compliance. Software piracy and the illegal use or possession of copyrighted software is strictly prohibited.

Site Licensed Software: Site licensed software is that which can be used on any equipment at the site for which the software was purchased. This software can be copied legally by anyone to any equipment at the site belonging to the licensee. Unless permitted by the license, it shall not be copied to equipment not owned by the licensee. Before equipment is moved from one site to another, any site-licensed software shall be removed.

Network Use Software: Network use software is purchased for use by a limited number of concurrent users. This software is launched from a server and concurrent use is regulated by server software. Unless permitted by the license, this software shall not be copied from the server to individual hard drives or storage devices.

Concurrent Use Software: Concurrent use software is the same as network use software except it can be copied to work stations if regulated by metering program.

Single License Software: Single license software can be owned by a school, department, or sub-organization within the District. Such software shall not be copied to multiple machines or media in violation of the license agreement.

Such software owned by individuals in the district may be brought into the district under the following conditions:

- a. The user can provide ownership.
- b. The user adheres to the licensing agreement for the software.
- c. The user has registered software with the software company.
- d. The user has registered the software with the building's System Manager and received permission to use the software.

Property Rights: The District has the right to specify who uses its equipment and the information contained therein, under what circumstances, and to what purpose. Equipment purchased by the District belongs only to the District and neither employees, volunteers, nor students in the District have ownership rights to any equipment loaned to them by the District.

Extensive use of District equipment and software for private or personal business is strictly prohibited and will subject the violator to disciplinary action.

No person shall have exclusive use of District equipment unless authorized by the Superintendent/designee.

Data Security: The District assumes no responsibility or liability if documents stored on District equipment are lost or damaged, nor will the District be responsible for security violations beyond the proper punishment of those persons involved in such violations.

False Entry/Alteration: No student, volunteer, or District employee shall make false entry or alteration of any document, either paper or electronic, used or intended to be used in connection with the operation of any school within the District, nor shall any student open or alter official school documents or private documents, either paper or electronic.

Enforcement/Consequences: The District shall rigorously uphold laws and rules pertaining to the use of technological equipment and the information contained in them and/or generated by their use in the Sheldon Community School District. Anyone found to be violating such laws or rules shall be subject to suit for civil damages as well as prosecution by the District to the full extent of the law and any violation of the rules may result in the revocation of access privileges and disciplinary action up to and including suspension, expulsion, legal action or termination of employment.

OrabNet Users will be expected to abide by the following network etiquette:

- * The use of OrabNet is a privilege and may be taken away for violation of Board policy or regulations. As a user of the OrabNet, users may be allowed access to other networks. Each network may have its own set of policies and procedures. Users will abide by the policies and procedures of these other networks.
- * Users will respect all copyright and license agreements.
- * Users will cite all quotes, references, and sources.
- * Users will only remain on the system long enough to get needed information.
- * Users will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- * Student access for electronic mail will be through the supervising teacher's account. Students should adhere to the following guidelines:
 - a. Others may be able to read or access the mail, so private messages should not be sent.
 - b. Delete unwanted messages immediately.
 - c. Use of objectionable language is prohibited.
 - d. Always sign messages.
 - e. Always acknowledge receipt of a document or file.
 - f. Users accessing Internet services that have a cost involved will be responsible for payment of those costs.

1. **Personal Responsibility:** Users must accept personal responsibility for authorized and appropriate use of any OrabNet account made available to them. Access to OrabNet resources are a privilege, not a right. Users acknowledge that they will be held personally responsible for any use made of authorized access to OrabNet computing resources. Unauthorized or inappropriate use of the OrabNet computing resources may be grounds for sanctions, which could include suspension or loss of computing privileges, disciplinary action up to and including suspension, expulsion, termination of employment, or legal action.

2. **Acceptable Use:** Users must understand that use of an account must comply with Sheldon Community School District education policies. Use of the OrabNet must comply with the goals and objectives of Sheldon Community School District classes and educational programs. Users must be aware that inappropriate use of an account can be a violation of local, state, and federal laws, and that they could be prosecuted for violating those laws. In addition, users must comply with common rules of Network Etiquette (see Section No. 3). In general, transmission of any material in violation of federal or state law is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret. Commercial activities for profit generally are not acceptable. Product advertisements and political lobbying are also prohibited. This policy sets forth some examples of unauthorized, unacceptable, or inappropriate use of OrabNet resources. These examples are intended to suggest rather than define limits:

1. Using, or attempting to use, someone else's authorization.
2. Accessing, or attempting to access, someone else's computer files (including system files), at Sheldon or elsewhere without permission.
3. Threatening, intimidating or harassing another person.

4. Impairing, interrupting or inhibiting any other person's access to or use of resources (e.g., generating or spreading a virus, sending codes to lock another person's keyboard, making excessive noise, playing games on-line, inordinate consumption of resources, etc.), except as consequential to normal and acceptable use.
 5. Permitting others (at Sheldon or elsewhere) to use your authorization.
 6. Sending anonymous, deceptive, fraudulent, or unwelcome electronic communications.
 7. Using regional or national networks for purposes that violate Sheldon Community School District agreements with the Iowa Communication Network (ICN).
 8. Violating license agreements, copyrights or intellectual property rights.
 9. Any other activity contradictory to, or not consistent with, the mission, policies or best interest of Sheldon Community School District.
3. **Network Etiquette and Writing Considerations:** Account users will be expected to abide by generally accepted rules of network etiquette sometimes referred to as "netiquette." General rules of netiquette include, but are not limited to, the following:
- a. Be a good Internet citizen. Users are citizens of a worldwide community on the Internet. Remember that Internet users have a wide variety of backgrounds and opinions. When responding to another user, be civil and respectful. Never send, or encourage others to send, abusive messages.
 - b. Lurk and learn. A great deal can be learned by "lurking" (reading messages for a period of time to learn about common practices before sending messages of your own). This is particularly important when joining a new listserv or discussion group.
 - c. Get the FAQs. Many services have a list of Frequently Asked Questions. Accessing and studying FAQs is a good way to learn the basics about a particular service.
 - d. Use appropriate language. Remember that you are a representative of Sheldon Community School District and that your messages reflect upon the Sheldon community. Remember that your use of the system is to comply with the policies and programs of Sheldon Community School District.
 - e. Conserve resources and share. Use disk storage space frugally. Keep storage files organized and "weeded." Use access efficiently. The same or similar resources are often available on many computers on the network. Try to download from computers closest to your location. Do not download from or access a computer on another continent when the same files are available from a much closer source.
 - f. Rules of other networks. When connecting to another computer system, remember that you are a guest. General rules for using the remote system are usually posted. As a guest, it is important that you take note of these rules and follow them.
 - g. Chain letters. Do not participate in or start any chain letters. Many networks, upon discovering chain letter participants, deny further access to those participants.

4. **Privacy and Safety:**
 - a. Privacy of E-mail. Electronic mail is not guaranteed to be private. Sheldon Community School District reserves the right to monitor communications on all authorized accounts.
 - b. Protect your own privacy. Be wary. On the Internet users can never be sure that anyone is who they claim to be. Don't publicly post your phone number, address, or personal information on the system disk storage. User files are accessible to persons with system privileges.
 - c. Meeting with strangers. Do not arrange a face-to-face meeting with a person whom you do not know.*
 - d. Responding to messages. Do not respond to any messages or bulletin board items that are suggestive, obscene, belligerent, threatening, or make you feel uncomfortable. If such a message is received, it should be reported to and forwarded to your teacher.

5. **Warranties:** Sheldon Community School District makes no warranties of any kind, whether expressed or implied, regarding use of computer information services. Sheldon Community School District will not be responsible for any damages suffered as a result of using computer information services. Sheldon Community School District will not be responsible for loss of data as a result of delays, non-deliveries, or interruptions of service caused by the system or user errors or omissions. Use of any information obtained through the system is at the user's risk. Sheldon Community School District specifically disclaims any responsibility for the accuracy of information obtained through use of your network account.

6. **Controversial Materials:** OrabNet users may encounter material that is controversial and which users, parents, teachers, administrators, or others may consider inappropriate or offensive. However, on a global network it is impossible to control effectively the content of available data. The user must apply the guidelines of this contract in making decisions about accessing material. Any effort on the part of Sheldon Community School District to restrict access to material shall not be deemed to impose any duty on the part of Sheldon Community School District to regulate the content of material on the Internet, the World Wide Web, or other accessible networks.

7. **Restricted Material:** OrabNet users will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

8. **Security:** Do not give your password to any other person. Do not use another person's account. You are responsible for any use of your authorized account and for keeping it secure.

*For more information read the brochure "Child Safety on the Information Highway" which is published by the National Center for Missing & Exploited Children.

Student Violations - Consequences and Notifications: Students who access restricted items on OrabNet shall be subject to the appropriate action described in Board policy or regulations or the following consequences:

1. **First Violation** - A verbal and written “Warning” notice will be issued to the student. The student will lose Internet access for a period of 30 school days at the discretion of the supervising teacher. A copy of the notice will be mailed to the student’s parent(s) or guardian(s) and a copy provided to the building principal.
2. **Second Violation** - A verbal and written “Second Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent(s) or guardian(s) and a copy provided to the building principal. The student shall forfeit all Internet privileges for a period of 90 school days.
3. **Third Violation** - A verbal and written “Third Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent(s) or guardian(s) and a copy provided to the building principal. The student shall forfeit all Internet privileges for the remainder of the student’s school career.

Please sign the Access Release and Authorization Form if you would like to be granted Internet access and return the permission form to the building principal’s office.

ORABNET ACCESS PERMISSION LETTER TO PARENTS

Dear Parents,

Your child has qualified to receive an Internet account and needs your permission to do so. Your child will be able to communicate with other schools, colleges, organizations, and students around the world. An Internet account allows your child the opportunity to reach out to many other people to share information, learn concepts, and research subjects.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed Access Release and Authorization Form and the District Network (OrabNet) Acceptable Use Regulation and discuss it together.

When your child is given an account and password to use on the computer, it is extremely important that the rules be followed. Failure to follow the rules will result in the loss of the privilege to use this educational tool.

Remember that you are legally responsible for your child's actions. Please stress to your child the importance of using only his or her own account and password, and the importance of keeping it a secret from other students. Your child should under NO circumstances let anyone else use his or her account and password!

Although we have established use policies, please be aware that there may be unacceptable material or communications on the Internet that your child can access. We cannot control material available on other computer systems.

After you have read and discussed this with your child, and if you agree to allow your child to have an Internet account, please sign the Authorization Form and return it to your school.

Sincerely,

ORABNET ACCEPTABLE USE VIOLATION NOTICE

Student: _____

Principal: _____

Date: _____

Students who access restricted items on the OrabNet shall be subject to the appropriate action described in the school's discipline policy or student handbook or to the following consequences:

_____ First Offense:

The above student has violated the District Network (OrabNet) Acceptable Use Regulation by intentionally accessing restricted material. He/She will lose OrabNet access for 30 school days. A second offense will result in the student losing OrabNet access for a period of 90 school days.

_____ Second Offense:

The above student has violated the District Network (OrabNet) Acceptable Use Regulations by intentionally accessing restricted material for a second time. As a consequence of this violation the above student has lost OrabNet access for a period of 90 school days. A third offense will result in the student losing OrabNet access for the remainder of the student's school career.

_____ Third Offense:

The above student has violated the District Network (OrabNet) Acceptable Use Regulation by intentionally accessing restricted material for a third time. As a consequence of this violation the above student has forfeited all OrabNet privileges for the remainder to the student's school career.

SHELDON COMMUNITY SCHOOL DISTRICT NETWORK (ORABNET) STUDENT ACCESS RELEASE AND AUTHORIZATION FORM

As a condition of using Sheldon Community School District's network (OrabNet), I understand the use of OrabNet and access to public networks is a privilege and agree to the following:

1. I will abide by such rules as adopted by Sheldon Community School District including the District Network (OrabNet) Acceptable Use Regulation.
2. Sheldon Community School District has the right to review any material stored on any system provided by the District and to edit or remove any material. I hereby waive any right that I may otherwise have in and to such material.
3. All information and services available on The Internet and OrabNet are placed there for informational purposes. I use OrabNet at my own risk.
4. Sheldon Community School District does not warrant the function of OrabNet or any of it accessible through OrabNet to meet any specific requirements I may have or that OrabNet will be error free or uninterrupted. Sheldon School District staff is not liable for any damages incurred in connection with the use, operation, or inability to use OrabNet.
5. In consideration for using OrabNet and having access to public networks, I hereby release Sheldon Community School District and its officers, employees, and agents from any claims and damages arising from my use or inability to use OrabNet.
6. I have read and agree to comply with the Acceptable Use Policy. I also understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action taken up to and including suspension or expulsion.

User name: (please print) _____ Building: _____

User Signature: _____ Date: ____/____/____

PARENT OR GUARDIAN

(a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Acceptable Use Policy and the Access Release and Authorization Form. I understand that this access is designed for educational purposes. Sheldon Community School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Sheldon Community School District to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information on this form is correct.

Parent or Guardian's Name (please print): _____

Signature: _____ Date: ____/____/____

**SHELDON COMMUNITY SCHOOL DISTRICT NETWORK (ORABNET)
DISTRICT EMPLOYEE ACCESS RELEASE AND AUTHORIZATION
FORM**

As a condition of using Sheldon Community School District's network (OrabNet), I understand the use of OrabNet and access to public networks is a privilege and agree to the following:

1. I will abide by such rules as adopted by Sheldon Community School District including the District Network (OrabNet) Acceptable Use Regulation.
2. Sheldon Community School District has the right to review any material stored on any system provided by the District and to edit or remove any material. I hereby waive any right that I may otherwise have in and to such material.
3. All information and services available on The Internet and OrabNet are placed there for informational purposes. I use OrabNet at my own risk.
4. Sheldon Community School District does not warrant the function of OrabNet or any of it accessible through OrabNet to meet any specific requirements I may have or that OrabNet will be error free or uninterrupted. Sheldon Community School District staff is not liable for any damages incurred in connection with the use, operation, or inability to use OrabNet.
5. In consideration for using OrabNet and having access to public networks, I hereby release Sheldon Community School District and its officers, employees, and agents from any claims and damages arising from my use or inability to use OrabNet.
6. I have read and agree to comply with the Acceptable use Policy. I also understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action taken up to and including termination.

User name: (please print) _____ Building: _____

User Signature: _____ Date: ____/____/____

STUDENT COMPLAINTS

Students may file a complaint regarding school district policies, rules, and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

1. If an employee is involved, discussed the complaint with the employee within 2 days of the incident;
2. If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 2 school days of the employee's response or the incident;
3. If unsatisfied with the principal's response, talk to the superintendent within 2 days of the principal's response;
4. If unsatisfied with the superintendent's response, students may be required to speak to the board within 2 days of the superintendent's response. The board determines whether it will address the complaint.

SCHOOL BOARD POLICIES AND RULES

A copy of the current Board of Director's Policy Manual and Discipline Policies and Administrative Rules is located in the lounge and the office of the Elementary Principal.

STUDENT APPEARANCE – Board Policy 502.1

.The Board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of student employees and visitors.

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

The Board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place, and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

PERSONAL PROPERTY AND SCHOOL LOCKERS, DESKS AND OTHER SCHOOL PROPERTY

The School District assumes no responsibility for any personal property that is brought to school.

This includes, but is not limited to radios, calculators, musical instruments, cars, bicycles, clothing, etc. Any theft, however, should be reported IMMEDIATELY to the principal's office.

Although school lockers, desks and any other facilities and spaces may be temporarily assigned to individual students, they remain the property of the School District at all times. The School District has a reasonable and valid interest in insuring that school property is properly maintained. For this reason and in order to enforce school rules and maintain discipline, school officials may, without prior notice, periodically inspect all, or a randomly selected number of, school lockers, desks, and other facilities or spaces owned by the School District. Locker inspections may be completed without any suspicion of wrongdoing by students. A periodic inspection of a school locker, desk, or other facility or space owned by the School District will be conducted only in the presence of the student whose locker is being inspected or in the presence of at least one person other than the school official conducting the inspection. The affected student shall be informed of the search either prior to the search or as soon as reasonably practical after the search is conducted.

SEARCH AND SEIZURE / STUDENT SEARCH RULE – Board Policy 502.8

School district property is held in public trust by the board. To protect the health, safety, and welfare of students, employees and visitors to school property, the Board is adopting this Student Search Rule pursuant to Iowa Code Chapter 808A.

School district authorities may, without a search warrant, search students, or protected student areas (including, but not limited to clothing worn or carried by a student, a student's pocketbook, briefcase, duffel bag, book bag, backpack, knapsack, or any other container used by a student for holding or carrying personal belongings of any kind or automobiles parked on school property) on a reasonable ground that a search will produce evidence that a student has violated or is violating either the law or a school district policy, rule or regulation. The search shall be conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive in light of the age and gender of student and the nature of the infraction. Nothing contained in this Student Search Rule shall limit or prevent school district authorities from conducting random, periodic inspections of all, or a randomly selected number of school lockers, desks, and other facilities and spaces owned by the School District and provided for the use of students as otherwise provided in this Parent/Student Handbook. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk or other facility so provided.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property.

Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from

school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be ground for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The Board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

WEAPONS – Board Policy 502.6

The Board believes that weapons, dangerous objects, and look-a-likes cause or may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors to School District premises or property within the jurisdiction of the School District.

As used in this handbook, the term “weapon” means any instrument or device which is designed to inflict death or injury to a human being or animal. The term “weapon” includes, but is not limited to, any pistol, revolver, or other firearm (as defined in this handbook), dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding three (3) inches in length.

As used in this handbook, the term “dangerous object” means any instrument or device which may be used to inflict death or injury to a human being or animal regardless of whether or not it is designed to inflict death or injury.

As used in this handbook, the term “look-a-like” means any object which is not a weapon or dangerous object but which resembles, looks like, or could reasonably be mistaken for, a weapon or dangerous object. Any object with a sharpened blade of any kind will be prohibited.

Any student who brings a weapon, dangerous object, or look-a-like to school or to a school activity shall be subject to disciplinary action, including suspension or expulsion. School officials shall confiscate any weapon, dangerous object, or look-a-like which a student brings to school or to a school activity, shall notify the parents of the student, and shall refer the student to law enforcement or juvenile authorities.

Students who bring a firearm to school or who knowingly possess a firearm at school shall be expelled from school for a period of not less than one year. For purposes of this handbook, the term “firearm” includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of such a weapon, a muffler or silencer for such a weapon, or any explosive, incendiary, or poison gas. The superintendent shall have the authority to recommend that this expulsion requirement be modified for a student on a case-by-case basis.

To the extent appropriate, this policy shall also apply to individuals other than students who are in possession of a prohibited item on school property or at a school activity.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons (never students) to display weapons, dangerous objects,

or look-a-likes for educational purposes. Authorized persons for purposes of this policy shall be limited to include only trained and authorized military personnel and law enforcement officers. Such a display shall also be exempt from this policy.

OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS – Board Policy 500

It is the goal of the Board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The Board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, creed, sex, marital status, national origin, religion or disability race, color, national origin, creed, religion, gender, disability, sexual orientation, gender identity, marital status, or socio-economic status. This concept of equal educational opportunity serves as a guide for the Board and employees in making decisions relating to school district facilities, employment, selection of education materials, equipment, curriculum, and regulations affecting students.

In the delivery of the education program, students shall treat the employees with respect and students will receive the same in return. Employees have the best interests of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with the guidance counselor or other employees.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Any concerns regarding compliance with the district's Equity Policy may be directed to the district's Compliance Administrator, 310 23rd Ave., Sheldon, IA 51201, telephone 324-4346. This section of the board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual shall mean the legal parents. It shall also mean the legal guardian or custodian of a student and students who have reached the age of majority or are otherwise considered an adult by law.

Inquiries by students regarding compliance with equal educational opportunities and affirmative action laws and policies, including but not limited to complaints of discrimination, shall be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Sheldon Community School District, 1700 4th Street, Sheldon, Iowa 51201; or by telephoning (712) 324-2504.

Inquiries by students regarding compliance with equal educational opportunity and affirmative

action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 10220 N. Executive Hills Blvd., 8th Floor, Kansas City, MO. 64153-1367, (816) 891-8156 or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district Superintendent's office and the principal's office in each attendance center.

NOTIFICATION REGARDING "FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974"

The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion of a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Correspondence should be addressed to: The Family Educational Rights and Privacy Act Office, Department of Education, Switzer Building, 300 C Street SW, Washington, D.C. 20201.

NOTICE OF NONDISCRIMINATION – Board Policy 102.E1

Students, parents, employees and others doing business with or performing services for the Sheldon Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex/gender, marital status, sexual orientation, gender identity, disability, or socio-economic status in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis or race, color, age (except students), religion, national origin, creed, sex/gender, marital status, sexual orientation, gender identity, disability, or socio-economic status in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district’s compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), §504 or Iowa Code §280.3 is directed to contact:

Cynthia Barwick, Middle School Principal
Sheldon Community School District
310 23rd Avenue
Sheldon, Iowa 51201
712-324-4346

Cynthia Barwick, Middle School Principal has been designated by the school district to coordinate the school district’s efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and Iowa Code §280.3 (2007).

Resources for Families With Elementary – Aged Children (Ages 5 -10)

Resources

How to Protect Your Child from Child Abuse:

An insert in each Cub and Boy Scouts of America Handbook And It Happened to Me (DVD) and the Adult Leader Youth Protection Training Available online.

No Way, Don't Go There, & I Don't Think So:

Books about staying safe from Girl Scouts of America.

Safe Schools and Healthy Students Initiative: This Government site provides various youth and school violence prevention resources.

Pacer Center's Kids Against Bullying: This website provides Children in 2nd through 6th grades a safe, entertaining way to Learn how to respond to bullying. The site includes a cast of Animated characters, celebrity videos, kid videos, Webisodes, games, contests, stories, etc.

Families are Taking: A newsletter that provides tips to help Parents and caregivers talk with their children about sexual abuse, sexual harassment, and sexual assault.

7 Steps to Protecting Our Children: A guide for parents and Caregivers to use to protect their children as well as prepare their children to protect themselves from child sexual abuse.

Stop It Now! Has a sex-step "Family Safety Plan" to help families identify their support network and create an environment to keep children safe from sexual abuse. Developmentally appropriate sexual behavior in children is described. The website describes warning signs for adults who may suspect a child has been sexually abused, and also lists signs to watch for in other adults who may be abusing children.

Keeping Children Safe from Abuse: Tips for Parents and Caregivers, provides guidelines for opening discussions with children on topics from personal/body safety, to sexual abuse, to date rape. It also includes several school-based curricula options for preventing bullying and sexual violence.

Contact Information

www.BSA-IA.org
515-266-5135
800-999-SCOUT

www.GirlScouts.org
Or contact your local Council

www.sshs.samhsa.gov/initiative/resources.aspx

www.pacerkidsagainstbullying.org

[www.siecus.org/pubs/families/FAT Newsletter V3N3.pdf](http://www.siecus.org/pubs/families/FAT_Newsletter_V3N3.pdf)

Additional newsletters
And resources:
<http://www.siecus.org/pubs/pubs0004.html>

<http://www.d21.org>
(use a small "L," not a "one" in the web address).

<http://www.stopitnow.org>
Stop It Now! Has a help-line available (1-888-PREVENT) for individuals and families to call for support and access to resources in a confidential setting

<http://www.cfchildren.org/parents/parentindex/>
The website provides several parent resources, including a series of articles.

For more information on sexual violence go to:

www.icyd.org

East Elementary School Web Page Information

www.sheldon.k12.ia.us

Elementary Information

- Monthly Newsletter
- East Elementary Student Handbook
- AR Quiz Finder
 - Just click on this link and enter the title to see if there is an AR Quiz for any book. The Reading Level and Points of all AR Quiz titles are also given.
- AR Parent Login
 - Enter your child's AR user name and password (same AR user name/password your child uses at school)
- Parent Access to student's grades, attendance, lunch accounts
 - Username is your last name
 - Password is your oldest child's student number (lunch).
- Specials Schedule – Art, Music, P.E. and Guidance Schedule
- Lunch Schedule
- Staff Directory
 - Teachers' email addresses

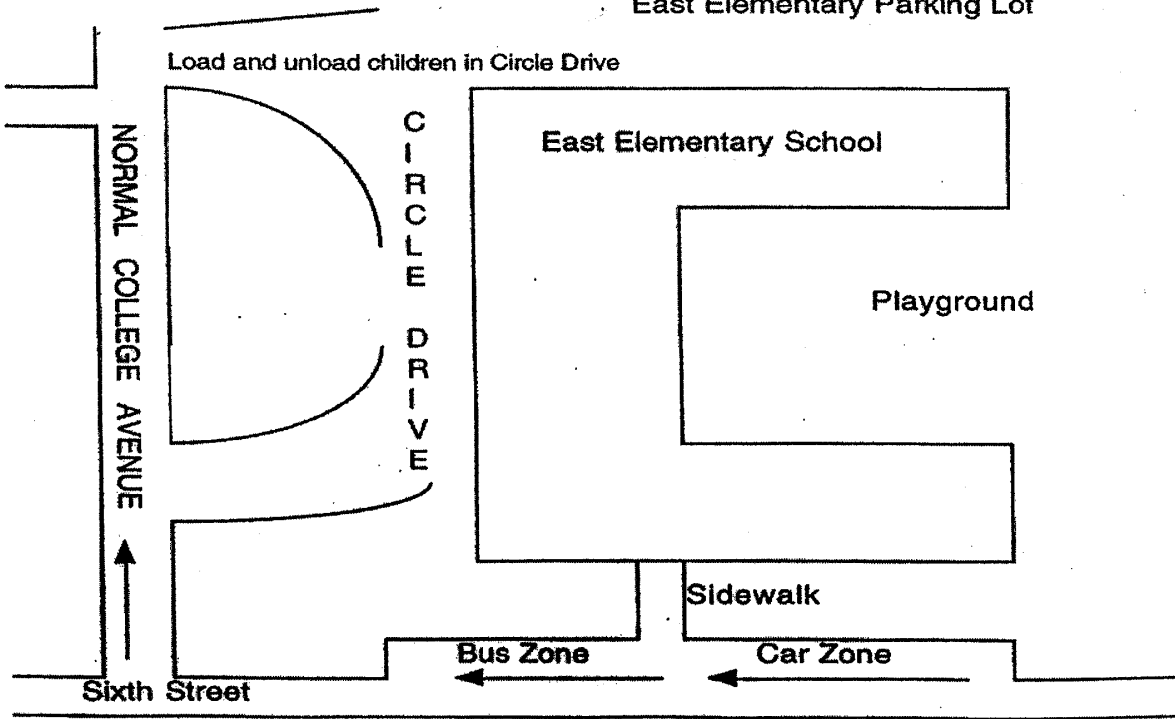
EAST ELEMENTARY SCHOOL SUPPLIES – 2011/2012

While most school materials are provided by the school, there are some tools that are better provided by the students. As a help to you as parents, your child will need:

<p><u>TRANSITIONAL KINDERGARTEN</u> 1 Box Crayola Classic Washable Markers 2 Expo white board markers 1 Box (24) Crayola Classic Crayons 1 - 4 oz. bottle Elmer's Glue All (Not School Glue) 2 Box Tissues 4 Elmer's Glue Sticks 1 Folder 4 - #2 lead Pencils School Box - plastic 1 One inch binder 1 School Bag or Backpack 1 Paint Shirt 1 blanket or rug for rest time</p>	<p><u>KINDERGARTEN</u> Crayola Crayons (8 -16 crayons) 2 Expo white board markers Crayola Markers – 8 large washable Pencils (No. 2) White glue (4 oz. Elmer's) Kleenex (2-200ct. boxes) Paint Shirt (old shirt) School Box – plastic Tote Bag (Back pack – no wheels) Folder (2 pockets) Napping rag rug</p>
<p><u>FIRST GRADE</u> 2 boxes Crayola Crayons (16-24 count) 2 Expo white board markers Crayola Markers – 8 or 10 ct. broad line washable 10-12 Pencils (No. 2) 2 White glue (4 oz. Elmer's) Kleenex (2-200 ct. boxes) Scissors (small - preferably Fiskars) Separate Eraser Tote Bag (Back pack – no wheels) School Box Spiral notebook (wide-ruled, 70 ct.) 5 Folders – (4 any <u>plain</u> color, 1 red) 1 – 3-ring (1/2") plastic binder (no pockets) Math money in plastic container or baggy: 4 quarters, 10 dimes, 10 nickels, 20 pennies 1 box of Ziploc bags (gallon or sandwich size) or a Container of Clorox wipes</p>	<p><u>SECOND GRADE</u> 2 boxes Crayola Crayons (24 count) 2 Expo white board markers 1 Pen - purple 12 Pencils (No. 2) White Glue (4 oz. Elmer's regular) Kleenex (2 – 200 ct. boxes) Scissors (small – preferably Fiskars) Separate Eraser (2) School Box Tote Bag (Back pack – no wheels) 1 Spiral notebooks (wide-lined) 1 folders (red) 2 binder, 3-ring, 1 inch with pockets (no trapper or zippers) Math money in plastic container or baggy: 6 quarters, 10 dimes, 10 nickles, 10 pennies 1 container of Clorox wipes</p>
<p><u>THIRD GRADE</u> Crayola Crayons (16-24 count) Crayola Markers – 8 ct. broad line washable 2 Expo white board markers 10-12 Pencils (No. 2) White glue (4 oz. Elmer's) Kleenex (2 – 200 ct. boxes) Scissors (small – preferably Fiskars) 1 pkg. pencil top erasers 2 Separate Eraser School Box Tote Bag (Back pack – no wheels) 3 Spiral notebooks (70-120 ct. – wide-lined) 1 – 3-ring (1") binder with pockets (No trapper or zippers) Teachers will provide folders.</p>	<p><u>FOURTH GRADE</u> 2 Boxes Crayola Crayons (24 ct.) 2 Boxes of colored pencils (12 ct.) 1 Sharpie permanent black marker – fine pt. 2 Expo white board markers Pencils (1 pkg. wood or mechanical) 2 ink pens (1 each – green, red) 1 yellow highlighter pen White glue (4 oz. Elmer's regular) Kleenex (2 -200 ct. boxes) Scissors (medium or large-preferably Fiskars) Separate Eraser – 2 1 zippered pencil pouch Tote Bag (Back pack – no wheels) 1 – 3-ring (1") binder with pockets (No trapper or zippers) 2 Three subject notebooks (red and yellow) 2 Packages of loose leaf paper-wide ruled 5 Folders (red, blue, yellow, green, your choice)</p>
<p><u>GUIDANCE</u> Grades 1-4: 1 folder</p>	

The glue bottles will be refilled from bulk supply. Please do not send duffels instead of book bags, and no trapper keepers. Desk and locker space is limited, so please no bags with wheels. All students need boots, snowpants, hats and mittens.

East Elementary Parking Lot



Go Orabs!!!

The term “Orab” has been around since the 1920’s. The name was submitted for a contest held to choose a name for the school annual. Beth Powell, an eighth grade student at the time, created the name by combining the school colors, orange and black. Athletic teams also became known as Orabs. Sheldon students, seventy plus years later, are still supporting the home team, Orabs.

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