

# **Elementary Section**

**2018-2019**

## **PARENT-STUDENT HANDBOOK**

It is the policy of the Maple Valley-Anthon Oto Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Shari Blake, 501 South 7<sup>th</sup> Street, 712-881-1315, [sblake@mvaoschool.org](mailto:sblake@mvaoschool.org).

## TABLE OF CONTENTS

AFTER SCHOOL.....	3
BIRTHDAYS .....	4
DISCIPLINE .....	5
ELEMENTARY SUPPLIES .....	3
FIELD TRIPS .....	4
HEAD LICE .....	4
HELP YOUR CHILD RECEIVE THE MOST FROM SCHOOL .....	6
IRRESPONSIBLE DAMAGE TO SCHOOL PROPERTY .....	6
MANDATORY RETENTION .....	3
MILK BREAK .....	3
MONEY .....	3
HEALTH SERVICES .....	3
BOOTS.....	4
PERSONAL PLAY EQUIPMENT .....	4
PHYSICAL EDUCATION .....	5
SCHOOL CONDUCT, RULES & CONSEQUENCES .....	5
STUDENT PROGRESS REPORTS .....	3
CHILDREN NEED RECESS.....	4

# MAPLE VALLEY-ANTHON OTO ELEMENTARY SCHOOLS

This handbook is prepared to give parents a better understanding of the education their child is to receive and to acquaint parent and child with the rules and policies established to allow the school to function efficiently and effectively.

A close relationship is essential to the educational growth of a child. It is important that each parent understand the position of the school in all areas that directly involve their child or children. It is for this purpose the handbook is written. Should parents still have questions that need an answer, they are encourage to contact the school by phone or by stopping in at school. School is always open for adult visitation. It is appreciated if arrangements are made prior to school visits to avoid any misunderstanding.

## MONEY

It is always a good policy to pay school expenses by check. All checks should be made out to the School District. Students bringing cash to school should be especially careful and turn it in as soon as they reach school. Receipts are issued to each student when they turn in any money. Children in the lower grades might benefit if the money is placed in an envelope with a note indicating what the money is for.

## MILK BREAK

Milk break will be provided for the kindergarten students only. Milk may be purchased by the semester, or by the year. Under this program, milk will not be sold on a daily basis.

## ELEMENTARY SUPPLIES

This varies with each grade and between teachers of each grade. A list of supplies needed will be included in the August Newsletter.

## STUDENT PROGRESS REPORTS

Students shall receive a progress report at the end of each grading period. Parents may have access to on-line grades at any time. The link is located on the school website, [www.mvaoschool.com](http://www.mvaoschool.com) and passwords may be obtained by calling the elementary office. They can also obtain access to teacher email addresses through this link. Students who are doing poorly, and their parents, shall be notified prior to the end of the semester in order to have an opportunity to improve their grade. Notification of students who have made marked improvement prior to the end of the semester is also encouraged.

## RETENTION

The retention of a student will be determined on the judgment of the certified staff and principal. When it becomes evident a student in grades kindergarten through fifth may be retained in a grade level for an additional year, the parents shall be consulted. It shall be within the sole discretion of the Board to retain students in their current grade level.

## AFTER SCHOOL

Students going home differently than the normal procedure must **BRING A NOTE** to school informing the teacher and bus driver of the change. This is the only way to avoid having "lost" children. Children occasionally have ideas that differ from their parents' desires!

## HEALTH SERVICES

The health of the school aged child, although the responsibility of the parent(s)/guardian(s), is also a necessary part of modern education. Health services are designed to protect the student's health and to aid each student in reaching

and maintaining his/her best state of possible well-being. A full-time nurse is employed by the school district. Nursing functions include but are not limited to: communicable disease prevention and control, health appraisal, maintaining health records, medication administration, first aid, and health counseling. In conjunction with the student's parent-guardian the nurse strives to provide a safe and healthy school environment.

### **HEAD LICE**

Head lice continues to be a problem for Iowa school-aged children. Having head lice is NOT a sign of being dirty, is not dangerous, and they do not spread diseases. As a parent, it is important to do your part in routinely checking your child's head. Studies have found that parents are the first line of defense in detecting and controlling the spread of head lice.

Students who are found to have head lice (live bugs) are excluded from school until they have been appropriately treated. Having 'nits' (eggs) on the hair shaft(s) does not require the student to be excluded from school but does require treatment. Parents are also asked to notify the school nurse if they find lice in the family so the school can take the necessary precautions to prevent the spread. For more information you can visit [www.idph.state.ia.us/adper/common/pdf/epi\\_manual/lice.pdf](http://www.idph.state.ia.us/adper/common/pdf/epi_manual/lice.pdf) or [www.cdc.gov/lice/head](http://www.cdc.gov/lice/head).

### **CHILDREN NEED RECESS**

It is understood that at certain times the child's health combined with bad weather may be detrimental to their well being and the child must stay inside. It is felt that a child needs the chance to get outside and get a little fresh air and it is very doubtful if the short period of time involved would be any noticeable harm. Students must have a note from a parent or guardian to be permitted to remain inside during recess. If a child is to remain inside for more than three days for the same illness, a doctor's excuse may be required. Recess will be outside when the air temperature and wind chill are 10 degrees or higher. Dress your children to ensure safety and good health. Label clothing to prevent mix-ups.

### **PERSONAL PLAY EQUIPMENT**

Students are discouraged from bringing any items to school. The school provides sufficient materials for recess activities. All materials of a personal nature lost at school will be the responsibility of the individual child.

### **BOOTS**

Students do go outside nearly everyday and quite often boots, coats and mittens are necessary. A general rule to follow is if the ground around the house demands boots, the same is probably true at school. Also, please label with child's name inside each boot.

### **FIELD TRIPS**

Students in grades K-5 will go on field trips at various times during the year. These trips will provide a variety of educational experiences and will provide connections to the classroom curriculum.

### **ELEMENTARY BIRTHDAYS**

Elementary students are thrilled when it is their birthday. School personnel appreciate and share this joy. A student's birthday is recognized in several different ways during the course of the day. The school's Wellness Policy does not permit candy or food to be brought to school and distributed to the other children. We also ask that other types of gifts are not sent in lieu of the candy or food. Parents should understand that if one child is permitted, the other children feel committed to bring something and some families do not care to furnish gifts for everyone.

No birthday party invitations may be handed out to students at school. It would be more appropriate to send them by mail or by telephone.

## **PHYSICAL EDUCATION**

Classes are held in all grades at least twice a week. Students not able to participate are to bring a note from home. Dismissal for longer than a week should have a doctor's request. Students must provide appropriate clothes to wear during P.E.

## **DISCIPLINE**

### **Maintenance of Orderly Conduct**

Pupils shall be expected to conduct themselves in keeping with their levels of maturity at all times. Respect for the authority vested in all school employees, regard for public property, and consideration of the rights and welfare of all students should govern pupil actions.

All employees of the district share the responsibility for seeing that behavior of students meets the standards of conduct conducive to a learning situation. Emphasis shall be placed upon the growth of the ability for the student to discipline himself.

With due consideration to these obligations, it is the responsibility of the school board, administrators, and classroom teachers to make reasonable rules and regulations for the governing of student behavior and conduct.

## **SCHOOL CONDUCT, RULES & CONSEQUENCES**

### **School Conduct Rules**

1. No excessive talking without permission.
2. Listening and paying attention to teachers during class and other appropriate times.
3. Show proper respect and be courteous to teachers and other school personnel.
4. Obey directions from teachers and other school personnel.
5. Proper conduct in halls, restrooms, lunchroom, playground, classrooms, buses, etc.
6. Proper language be used at all times. No profanity.
7. Students should not abuse other students, their property, or school property.

**Activity Attendance:** Of extreme importance is the conduct of students when attending school activities, whether at home or away. Booing, catcalling, or boisterous rowdiness when seated in a group or in a bus will not be tolerated. School officials reserve the right to deny admission or participation to any student or students who do not portray the best image of the school; other disciplinary actions may also be taken. It should be remembered that all school discipline rules apply to students at away functions as well as those in our school.

**Detention:** Any student receiving a detention for disciplinary reasons will be required to stay before or after school at a scheduled time in an adult-supervised environment. Since students must provide their own transportation home after detention periods, it becomes incumbent on each individual to conduct him/herself in accordance with the school rules and regulations. No activity after school will be an excuse for being absent from a detention assignment. Failure of a student to serve a detention on time will result in an additional detention and other disciplinary measures.

**Disciplinary Reassignment** means the student will attend school under supervision but will be temporarily isolated from other students for one or more classes; the parents will be informed if their child is assigned. The student may not attend school activities and may not participate in contests or extracurricular activities. Students will receive credit for work completed and handed in to the principal on the day the work is assigned; each student is responsible for getting his/her assignments and materials before school. Disciplinary reassignment will not exceed ten consecutive days.

**Suspension** means that, for disciplinary reasons, the student is removed from the school environment, which includes school classes, functions, activities and practices. Students will receive credit for all work completed and handed in at the end of the suspension. Suspensions will not exceed ten consecutive days. Reinstatement will usually come only after a conference with the students, parents and the principal.

**Expulsion:** A student may be expelled by the Board of Education. This involves being excluded from school for the balance of the semester, or longer, with the loss of all grades and credits for that time (suspensions may be issued for shorter periods). Such students may apply to the Board of Education for reinstatement for the semester

following the expulsion. Normally, expulsions are issued upon the recommendation of the administration. Anytime a student is suspended from school twice, he/she is subject to expulsion. Extreme, inappropriate behavior may necessitate expulsion without prior suspensions.

Unacceptable Behaviors on school property or at school activities which may result in Disciplinary Reassignment or Suspension (depending on severity, frequency and/or disciplinary history), or even expulsion, include, but are not restricted to:

1. Physical fighting or other threatening behavior.
2. Use of or being in possession of tobacco, or look alike tobacco.
3. Use or possession of alcoholic liquor or beer, any controlled substance (illicit drugs) or look alikes.
4. Four detentions.
5. Damage to the property of the school, a teacher, or a fellow student, or other dangerous conduct.
6. Gross insubordination to a teacher or other extreme conduct.
7. Profanity, vulgarity and insubordinate acts.
8. Possession of a look-a-like weapon or electronic devices
9. Bringing to or possessing at a school activity, or bringing to or possessing on school property, a shotgun, rifle, pistol or other firearm, knife or other dangerous object (one-year expulsion).
10. The use of any object with the intention of seriously injuring someone.
11. Violations of the law (will also be reported to the proper authorities when deemed appropriate by the administration). In the event criminal proceedings are in process and the District becomes aware of the incident, the principal may proceed with an investigation which may or may not lead to consequences under school rules, regulation or policies.

#### PROCEDURE

In general, when any disciplinary action is taken with a student, the student will first be advised of what he or she is accused of doing and be given an opportunity to respond to those charges. Both suspensions and expulsions, as a result of violations of school rules, shall be in accordance with respective board policies/regulations. At the discretion of the building principal, a case may be referred to the Superintendent for review and disciplinary action.

When a student is suspended, he/she shall be advised of his/her rights to due process. The following procedures are recommended:

1. Prior to suspension, the student is told, orally or in writing, what he or she is accused of doing, and given an explanation of the evidence.
2. An opportunity should be given the student to present his or her side of the story.
3. The discussions with the student may be held immediately following notification of alleged misconduct, may be verbal and on an informal basis.
4. The student may be removed from school immediately when, in the opinion of the administrator, his or her presence constitutes a danger to person or property or threat of disrupting the academic process. In such case, the necessary notice and discussion (No. 1, 2, and 3) should follow as soon as practicable.
5. Immediately following the suspension of a student, his or her parents should be notified by mail that the suspension has occurred and why.

All disciplinary hearings before the Board of Education shall be governed by due process procedures as defined by policy/regulation.

#### **IRRESPONSIBLE DAMAGE TO SCHOOL PROPERTY**

Any student who defaces school property or writes on property may be charged a minimum fee of \$10.00 for cleanup. If a student breaks or destroys school property, they may be required to pay for the damages plus charged a fee of \$10.00 per hour per custodian for repair of that property.

#### **HELP CHILDREN RECEIVE THE MOST FROM SCHOOL**

Parents should:

1. Be certain their child is physically able to learn by having check-ups pertaining to the child's overall health condition as well as for eyes and ears.
2. Provide nutritional meals and plenty of rest at night. (Early to bed, early to rise; makes a person healthy, wealthy, and wise.)

3. Show interest and concern about school activities. (Be a good listener.) It is practically impossible for even the most conscientious teacher to match the effort and concern that a responsible mother or father can contribute to the upbringing of a child.
4. Work closely with school officials and their child's teacher.
5. Realize the capabilities of their child and expect that he or she performs to their capabilities.
6. Provide a learning atmosphere and experiences at home with books and materials suitable to a child's abilities.
7. Provide social situations where communication and association skills are developed.
8. Assist the child in gaining the ultimate goal--complete independence--by providing the leadership, patience and guidance needed during these formative years.