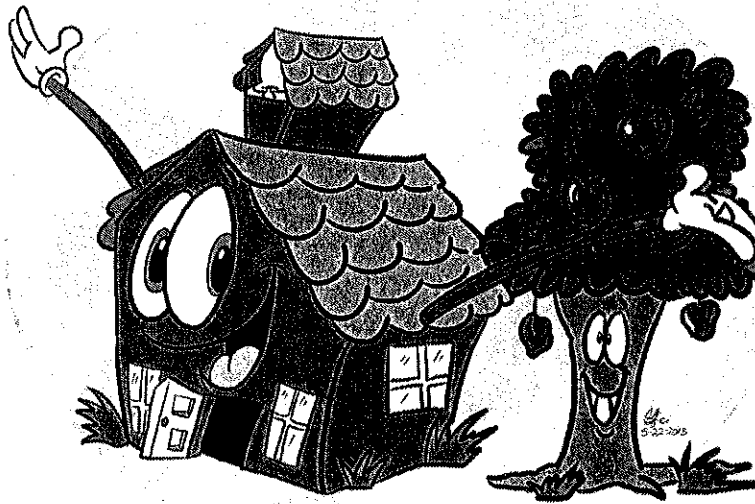


ELEMENTARY HANDBOOK

2022-2023



*"Together, our mission is to prepare students
to become responsible citizens in today's world."*

Whiting Community School

606 West Street ~ PO Box 295

Whiting, Iowa 51063

Phone: 712-455-2468

FAX: 712-455-2601

www.whitingcsd.org

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JURISDICTIONAL & BEHAVIORAL EXPECTATIONS STATEMENT

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

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and the student handbook 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 maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students and parents with questions or concerns may contact the office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

STATEMENT OF NONDISCRIMINATION

It is the policy of the Whiting School District not to discriminate on the basis of race, color, age (for employment), marital status (for programs), religion, national origin, creed, sex, sexual orientation, gender identity, socioeconomic status (for programs) or disability in its educational programs and its employment practices. Any person having inquiries concerning the school district's compliance with discrimination is directed to contact: Stacey Schmidt Whiting PK-12 Principal; 606 West St., Whiting, IA 51063. (712) 455-2468 or at sschmidt@whitingcsd.org

STAFF MEMBERS

Pre School	Jennifer Bakke
Kindergarten	Anne Weber
First Grade	Kristen Cuffman
Second Grade	Darlene Bowman
Third Grade	Jennifer Parr
Fourth Grade	Tammy Sila
Fifth Grade	Britney Specht
Sixth Grade	Alice McQueen
Title One/Tag	Kristy East
Title Math	Emily Lenhart
Special Education	Heather Bryan
Media Specialist	Dennis Peters
Library Assistant	TBD
Vocal & Instrumental Music	TBD
Physical Education	Alex Lamp
Superintendent	Derek Briggs
PK-12 Principal	Stacey Schmidt
K-12 Counselor	TBD
Secretary	Tracy Bell
Board Secretary	Lori West
Curriculum Director	TBD
Preschool/Special Education Aides	Ashley Coensgen
	Dani Johnson
	Karen Kepford
	Mike Gibler
	Skip West
	Kathy Parr
	Michelle Collins
	Bryce Sidwell
	Kathy Parr
	Tammy Blinde
	Susan Anderson
School Nurse	
Bus Drivers	
Custodians	
School Lunch Program	

WHITING COMMUNITY SCHOOL MISSION STATEMENT

*"Together, our mission is to prepare students
to become responsible citizens in today's world."*

BELIEFS

We believe that the school, family and community should be partners in the educational process.

We believe students should become life-long learners and contributing members of society.

We believe students should have a thorough understanding of the principles of democracy.

We believe there should be high expectations and high ethics by all involved.

We believe the school should foster a safe environment for learning.

We believe individuals should be accountable for their own actions.

We believe there should be mutual trust and respect by all involved in the educational program.

We believe that diversity is an important part of society.

We believe students should obtain the necessary skills and background to enable them to independently broaden and deepen their knowledge of technology.

We believe that opportunities should be made available for the staff to continue to learn through participation in workshops, credit classes, and in service meetings.

EXIT OUTCOMES

All graduates will:

- Possess a positive self-concept.
- Be self-motivated.
- Accept responsibility.
- Demonstrate concern, tolerance and respect for others.
- Demonstrate problem solving and decision making abilities.

- Demonstrate the ability to read, write, think, listen, speak and evaluate effectively in real life situations.
- Demonstrate proficiency in basic math, reading, writing, science and technology.
- Possess skills in adapting to personal and social change.
- Demonstrate behaviors that support a healthy environment.
- Demonstrate skills in expressing themselves creatively and responding to the creative works of others.
- Demonstrate understanding and appreciation of American culture, history and government.
- Demonstrate an understanding of world cultures.

COMPREHENSIVE SCHOOL IMPROVEMENT PLAN

Student Achievement Long Range Goals & Annual Improvement Goals

Long Range Student Achievement Goal:

By January of the 2022-2023 school year, the reading, mathematics, and science achievement of students in the Whiting Community School District will improve as measured by the Iowa Assessments.

Annual Improvement Goals

Reading

Students in grades 4, 8, and 11 will increase in reading proficiency as measured by the Iowa Assessments using one or both of the following methods:

Compare data involving cohort groups (4th, 8th, and 11th grades) of the current year to the previous testing year (3rd, 7th, and 10th).

Compare annual trend line data from prior year to current year.

Mathematics

Compare data involving cohort groups (4th, 8th, and 11th grades) of the current year to the previous testing year (3rd, 7th, and 10th).

Compare annual trend line data from prior year to current year.

Science

Students in grades 8 and 11 will increase in science proficiency as measured by the Iowa Assessments using one or both of the following methods:

Compare data involving cohort groups (4th, 8th, and 11th grades) of the current year to the previous testing year (3rd, 7th, and 10th).

Compare annual trend line data from prior year to current year.

SCHOOL PRIDE AND SCHOOL SPIRIT

Whiting Community School is proud of its community; and the community is proud of its school. The people realize that their children need the best education available, and they take great interest to see that the best is provided.

This is your school. Be proud that you attend Whiting! Be constructive and put forth your best effort and Whiting School will be proud of you.

Finally, but not least, we must always exhibit the highest degree of school spirit and good sportsmanship. Enthusiasm and pride in our school should be an essential part of your school experience.

School Spirit is Pride;

School Spirit is participation as a spectator, as a cheerleader, or as a player;

School Spirit is the emotion, which swells in cheers at sports events when you back your team;

School Spirit is your cooperation and participation in our music, drama, speech, and other activities and the pride you take in all the accomplishments of these fine organizations.

School Spirit is YOU, the Students and Parents of Whiting Community School.

~ Warrior School Song ~

Washington & Lee Swing

Oh, when those Whiting teamsters fall in line,
We'll get a fair and square deal all the time.
We know that we will win if we're all here.
And if we win tonight we'll all be fair and square.

We love our high school colors, Red and White.
We stand behind our school with all our might.
We are the ones who put the aim of fame on this game.
Here's to Whiting High, rah, rah!

WELLNESS POLICY

In cooperation with the federal government's requirements, the Whiting Board of Education has adopted a local Wellness Policy. The intent and purpose of the policy is to promote student health and reduce childhood obesity.

The following three goals have been adopted by the Board of Education to promote healthy students by supporting wellness, good nutrition and regular physical activity as a part of each student's total learning environment:

- Goal #1: Nutrition Education and Healthy Nutrition Environment
 - * Through the district's classrooms and food service programs.
- Goal #2: Physical Activity and Other School-based Activity
 - * Through the district's physical education program.
 - * Through the district's before/after school extra-curricular activities.
- Goal #3: Community Sponsored Activities that Promote Student Wellness
 - * Through the district's sharing of information with all staff and after-school programs.
 - * Through the district's support of parental efforts and through community-based physical activities occurring outside of school.

Our board, administration and staff welcome the ongoing interest and support of our parents and patrons in our efforts to support and promote good nutrition and physical activity made possible through the cooperation with community-based programs.

In order to effectively implement the new Wellness Policy, Whiting Community Schools will be making several changes in the best interest of our student's health, nutrition and education as outlined above. Some of the changes being implemented in the 2022-2023 school year include:

- The soda and other vending machines will have timers for the purpose of limiting access during the school day.
- Healthier, alternative vending will be made available to the students for their use during appropriate times of the day.
- The school district's food service program has adopted higher nutrition standards for the breakfast and lunch programs.
- Nutrition education will continue to be emphasized at all levels of the district's K-12 educational system.
- Physical education classes will continue to be designed to promote active student involvement and participation.
- Cooperation with community-based organizations will continue for the purpose of promoting good nutrition and physical activity for our community's before and/or after school programs.

MANDATORY CHILD ABUSE REPORTER

Level One	Level Two
Mike Gibler	Jeff Pratt
School Nurse	Monona County Sheriff
712-455-2468	712-423-2525

EQUAL OPPORTUNITY

It is the policy of the Whiting Community School District to provide equal opportunity and not to illegally discriminate on the biases in the basis of age, color, creed, national origin, gender, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status or disability in its educational and employment practices. The agency will affirmatively recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are underrepresented.

This agency shall provide program activities, a curriculum and instructional resources that will reflect the racial and cultural diversity present in the United States and the variety of careers, and roles open to both men and women in our society. One of the objectives of the agency programs, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate biases in the basis of age, color, creed, national origin, gender, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status. The curriculum, programs and services shall foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

Inquiries concerning the application of Title IX, Section 504 or Title VI may be referred to Stacey Schmidt (455-2468) at 606 West Street, Whiting Iowa.

ASBESTOS NOTIFICATION

Asbestos is present in the Whiting Community School. The location is posted on the bulletin board in the office. The board has adopted a management plan to inspect every 6 months. The asbestos, which is located in the steam pipe tunnels, has already been encapsulated and is not accessible to students, staff, or the public. The plan is available in the Superintendent's Office for inspection during the regular school hours.

SCHOOL DAY

The Whiting Elementary School classes begin at 8:20 A. M. Country buses usually arrive at 7:45. Bus students may enter the building when their bus arrives at school. All students who do not ride the bus may enter the building at 7:45 A.M. Parents are to drop students off in the lobby. From the lobby students will walk to their appropriate classrooms on their own. **The doors to the school will remain locked until 7:45 A. M. Because students wait outside, they should not arrive or be dropped off prior to 7:45 A. M. There is nothing scheduled for them to do and there is not proper supervision provided. Teachers and Substitute Teachers are to be in their rooms at 7:50 A. M. to supervise students.** Students may enter early at a teacher's request for schoolwork, music activities, etc. School is dismissed at 3:18 P.M.

PICKING UP CHILDREN FROM SCHOOL

Parents need to communicate with the teacher their child's normal routine from getting to and from school each day. When there is a change, parents need to send a written note to the teacher at the beginning of the day to assist students in arriving at the proper place. Any time that a student is riding a bus that they do not normally ride, he/she must have a note to present to the teacher and the bus driver. Without a note, he/she is not allowed on the bus.

If anyone other than a parent or legal guardian is to pick a student up from school, the school needs to be notified by the parent or legal guardian as to who will be picking up the child, how that person can be identified and when he/she is picking up the child. Parents need to complete the form stating who may pick up their child, and it needs to be updated when circumstances change. A copy will be kept by the teacher and by office personnel. The person needs to go the office first and notify the secretary, and the room will be called to have the child dismissed. The safety of the child will be the priority.

A copy of any legal restraint should be on file in the school office. Any attempt by an unauthorized person will be communicated to the parent. Unless the legal documents are on file with us, we must provide equal rights to both parents.

CLOSING SCHOOL DUE TO INCLEMENT WEATHER

Occasionally it becomes necessary to close school because of inclement weather and bad road conditions. When possible, the principal makes the decision early in the morning or the evening before. When weather conditions might suggest that school would be closed for the day, students or parents should listen to television stations in Sioux City. **This information is also placed on the school website as soon as a decision has been made regarding school closings.** With proper arrangements this information can be received by e-mail or text message.

If the decision is made to send the students home early due to the weather, this announcement will be made on the radio and television stations as soon as a decision has been made. It is

helpful if you have a plan that both the student and the teacher know in the event of an early dismissal due to weather.

Iowa law requires that all public schools make up each missed whole day of school; therefore, the district has established emergency bus routes. Use of emergency routes will be announced on local TV stations as well as posted on the internet. **If we start the day with emergency bus routes, we will end the day using emergency bus routes.** Use of emergency bus routes requires parents to bring their children to pre-determined roads and bus stops and then pick them up from the same location.

ATTENDANCE AND ABSENCES

The Whiting Elementary School **expects students to attend classes regularly and to be on time so as to receive maximum benefits from the instructional program, develop habits of punctuality, self-discipline and responsibility.**

Students receive their education through class discussion, participation in class, group work, etc. which can never be made up when they are absent. Students who have good attendance records are most likely to achieve higher grades, enjoy school life to a greater degree, and have more opportunities after leaving school.

We will use 10:00 and 2:00 as the times to be counted as half- days. After five days of absences from school **per semester**, parents will be sent a letter of notice from the principal as to the number of times the student has been absent from school. After ten days of absences from school **per semester**, the principal will review the absences and schedule a parent-teacher-student-principal conference to work out a cooperative plan to improve the child's school attendance. Other conferences will be set up as needed to improve the child's school attendance. Absences will start over at the beginning of the semester.

At the end of the year, the elementary classes give awards to recognize students who have had perfect attendance.

TARDINESS

The Whiting CSD expects students to be to school on time. A pupil will be regarded as tardy unless the pupil is in the classroom at the proper time. School begins at 8:20 A.M., and the district expects teachers to use every available minute to provide instruction starting at 8:20.

The teacher will notify the parent/guardian by note or phone when a child has been tardy. After five tardies parents will be sent a letter of notice as to the number of tardies. Parents will be asked to work out a plan to reduce or eliminate future tardies. **After eight tardies, a parent-teacher-student-principal conference will be set up** to develop a plan to reduce or eliminate the

tardies. Other conferences will be set up as is needed if there are further tardies. Tardies will start over at the beginning of the semester.

This policy also includes being requested to be dismissed from school prior to the scheduled 3:18 p.m. dismissal time.

ABSENCES & REPORTING

A parent/guardian is asked to phone the school before 9:00 A.M. regarding a student's absence. It is required that a parent make the call to the school regarding absences. If the school is not notified of the absence, the school will call the parents to determine why a student is not in school. This will also insure that both the parent and the school will know where the child is.

ANTICIPATED ABSENCES

The parents need to notify the school as soon as possible so that arrangements can be made. Students with excessive absences will require a meeting with the parent, teacher and superintendent. Every attempt should be made to schedule routine appointments and family activities outside of the regular school day.

PARENTAL RESPONSIBILITIES

Parents have the basic responsibility for the attendance of their children. School officials suggest that parents not allow their children to be absent from school for anything other than the following reasons:

1. Personal illness.
2. Death or serious illness in the family or household.
3. Medical or dental appointments that cannot be made other than during school time. This should be limited only to the time required.

When the parents of a student are going to be gone for more than one night and the child will either be staying with someone else or someone will be staying with them in their home, the school office should be notified who should be contacted in case of an emergency.

TRUANCY

Regular attendance by the students at school 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 will attend school unless excused by the principal of their attendance center.

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 parent or school knowledge in conjunction with excessive absences that are unsubstantiated. Truancy will not be tolerated by the board. In accordance with Iowa Code, if a child is not in compliance with the attendance requirements established under section 299.1, and has not completed educational requirements through the sixth grade, and the school has used every means available to assure the child does attend, the school officer shall contact the child's parent, guardian, or legal or actual custodian to participate in a truancy attendance cooperation meeting. The purpose of the attendance cooperation meeting is for the parties participating in the meeting to attempt to ascertain the cause of the child's nonattendance, to cause the parties to arrive at an agreement relative to addressing the child's attendance, and to initiate referrals to any services or counseling that the parties believe to be appropriate under the circumstances. At this point, the goal is to have the child in school.

If this fails, in the case where a child is deemed to be truant under this section, the school truancy officer shall provide notification to the department of human services. An initial and any subsequent notification shall be made in writing. The form of the notification shall be mutually determined by the departments of human services and education.

In addition, the school truancy officer may utilize other sources available to the officer as necessary to verify whether a child is a member of a family receiving family investment program assistance. A public school shall exercise the authority granted under this section as a means of increasing and ensuring school attendance of young children, as education is a critical element in the success of individuals and good attendance habits should be developed and reinforced at an early age.

The superintendent is designated as the "truancy officer."

(Legal Reference: Iowa Code §§ 294.4; 299 (2011). 281.I.a.c.12.2(4).

PROCEDURE FOR DISPENSING MEDICATIONS

In the interest of providing safe procedures for dispensing medication to students the following policy is in effect.

The office will keep medication when a parent/guardian sign a request to have this prescribed or over the counter medication dispensed to only their child according to the written directions as given to the school by the parent/guardian. The school does not keep any medications for student use that is not sent from home in the original packaging or in a properly marked container from the pharmacy. This includes over-the-counter medication, antacids, cough drops, etc.

If no medication has been brought from home according to the guidelines above, staff members, with the exception of the school nurse, are prohibited from determining which medication, including over-the-counter medicine, can be given. Parents will be called and asked to bring the proper medication, including over-the-counter medicine, for their children.

Prerequisites to assure that the specified drug is dispensed to the designated pupil in the prescribed amount at the specified time are listed as follows:

1. The parent/guardian will send a written permission slip to school stating the specific medication to be given in a specific amount at the specific time to the designated pupil. The pharmacist may supply 2 containers, one for the school and one for home if asked. The medication must be in the bottle with the proper label from the pharmacy.
2. The correct amount of the medication should be sent in the original container.
3. File all medication permission slips in the school nurse's office.
4. All medications are appropriately identified for each child and kept in a safe place in the office.
5. If a student refuses to take the medication prescribed, the staff will document the refusal and attempt to notify the parent immediately.

FIRST AID

It is the policy of the Whiting Elementary School in case of a serious accident or medical emergency to have the school administer any necessary first aid if a person competent to do so is available. Every possible effort is made to contact the parents to find out what their wishes are in the matter. If a parent cannot be contacted, the school assumes the right to call a doctor to administer emergency treatment. The school DOES NOT assume financial obligations.

HEALTH

If the student is ill enough not to be in class, it is assumed that he/she should go home. A school staff person will notify a parent when a student is ill and needs to go home. Generally, the student will be referred home if the student has vomited or has a temperature over 100 degrees. Students cannot attend any evening activities if they are too sick to be in school, either as a participant or an audience member.

HEAD LICE

The school nurse will conduct checks on an as needed basis for head lice. When a student has live lice present, he/she will be sent home for treatment. The student may return to school the following day. Students will not be sent home if nits are present. Parents of the affected classroom(s) will not be notified unless there are multiple cases present. This is by the recommendation of both the Iowa Dept. of Education and the Iowa Dept. of Public Health. Students should be reminded not to share hats, brushes, combs or other items.

ILLNESS AND INJURY

If a student becomes ill or is injured at school, parents will be notified as soon as possible. Emergency or minor first aid will be administered if a person competent to do so is available. Ill or injured students will be turned over to the care of the student's parents or qualified medical personnel as quickly as possible. Parents will be asked to annually complete an emergency medical form providing necessary information to be used in case of an illness or injury. Injuries

shall be reported and within 24 hours a "Preliminary Accident Report" will be filed in the Nurse's Office.

ENTRANCE/ADMISSION REQUIREMENTS

Children wishing to enroll in kindergarten must be at least five (5) years of age on or before September 15th of the year in which they wish to enroll. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before that child may enroll. It will be within the discretion of the superintendent or the superintendent's designee to determine what is satisfactory evidence for proof of age.

Prior to enrollment the child must provide the administration with a completed health and immunization certificate. Such certificate may be obtained from the school office. Any deficiencies in these records will be referred to the school nurse and will be discussed with the parents.

TRANSFERS IN/OUT OF THE DISTRICT

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the student must provide the district with proof of the student's grade level and a copy of the student's cumulative records from the student's prior school district. If the student is unable to provide the principal with proof of the student's grade level or permanent records, the principal will make the grade level determination. The school office will assist the parents or legal guardians in accessing the records from the previous school.

For students wishing to transfer out of the district before graduation, the student's parents should notify the administration in writing as soon as possible. The written notice should include the anticipated last date of attendance and the name and address of the school district to which the parent would like to have the student's records sent. After such notice is received, the student will receive instructions regarding the return of textbooks, library books, locker and equipment. **No refunds of lunch accounts will be made until all fees or fines are paid and check out is completed.**

CHANGE OF ADDRESS

Please inform us immediately of any changes in your telephone number, address, or the identification of a person who is to be notified in case of an emergency; we may need to contact you at your place of employment. Please keep the office aware of changes in work-related information such as business and phone number.

If your cell phone number changes, please notify the school immediately so we are able to contact you.

OPEN ENROLLMENT

Parents/guardians considering the use of the open enrollment option to enroll their child/ren in another public school district in the state of Iowa should be aware of the following:

House File (HF) 2589 eliminates the March 1 deadline for open enrollment. This change allows parents/guardians to apply for open enrollment at any time without the need for good cause.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation assistance or in the form of a cash stipend.

For further details, contact the superintendent's office at 455-2468.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll

- (4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent. The school district will not market or sell directory information without prior consent of the parent.

Any student over the age of eighteen or parent not wanting this information released to the public must make object in writing by the end of the first week of school to the superintendent. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, GRADE LEVEL, ENROLLMENT STATUS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

Military recruiters and postsecondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters or postsecondary institutions to access the information must ask the school district in writing that the school district to withhold the information. Parents not wanting military recruiters to contact their children, have the right to deny permission for this activity.

- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Ave., SW, Washington, DC, 20202-4605.

The Whiting School District may share any information with the Parties contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the School District to the Parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the Whiting School District to the Parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not

admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Information obtained from others shall not be used for the basis of disciplinary action of the student. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

ACCESS TO STUDENT RECORDS

Parents and eligible students over the age of 18 years have the right to access the student's records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. All parents with parental rights will have access to the student's records regardless as to which parent has legal custody.

Records may be disclosed in limited circumstances without permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of parents or the eligible student. The superintendent will keep a list of individuals and their positions who are authorized to view records without parent or eligible student permission.

GRADING SYSTEM AND REPORT CARDS

Grades K-2 each have their separate report cards. Each of these grades lists the major goals to be accomplished for each subject matter and use a grading symbol to indicate if the student has accomplished these goals. Report cards will be given at the end of each quarter for a total of 4 times annually. Parents are encouraged to contact their child's teacher for more frequent checks on student progress if needed.

Grades for 3, 4, 5 & 6 will use A, B, C, D, F grades;

100	A+	100-94	A	93-90	A-
89-87	B+	86-83	B	82-80	B-
79-77	C+	76-73	C	72-70	C-
69-67	D+	66-63	D	62-60	D-
59 & Below	F				

SPECIAL SERVICES

The following special services are available to your child as a student of the Whiting School District: Speech Therapy, Hearing and Vision Screening, Title I Reading and Math, School Psychologist, Social Worker, and Special Education Classes. Other services are provided through Northwest Area Education Agency as needed. During the school year, it may be beneficial for teachers and parents to request these specially trained people to provide a better educational

program for your child. Your written permission is needed for these services. If you wish to contact the Northwest Area Education Agency their phone number is 1-800-352-9040.

PROMOTION OR RETENTION OF A STUDENT

If an elementary student is in danger of failing, or the parent or teacher feels it would be in the best interest of a child to be retained in a grade, the teacher will notify the parents of this situation. The parent, teacher, and principal will meet before a final decision is reached as to what is best for the child.

PARENT-TEACHER CONFERENCES

Regular elementary conferences are scheduled in November and February of each year. Additional conferences can be scheduled by contacting the school at 455-2468, and a time can be arranged when parents, teacher, students and other interested parties can meet. We encourage parents to communicate with the school so that any problems or misunderstanding can be discussed. Faculty members are encouraged to contact parents on matters concerning their students.

The teachers and staff are available for conferences or meetings between the hours of 7:30 a.m. and 4:00 p.m.

CARE OF SCHOOL PROPERTY/VANDALISM

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. At the discretion of the administration, such students may be turned over to local law enforcement officers.

Students who deliberately destroy or steal the property of other students will be subjected to repayment of the destroyed property and referred for additional consequences. At the discretion of the administration, such students may be turned over to the local law enforcement officers.

SENDING MONEY TO SCHOOL

Any money sent to school should be sealed in an envelope with your child's name, the teacher's name, and the purpose for sending the money to school. Please do not allow your child to bring extra money to school. The school is not responsible for the theft of any money.

VALUABLES

The school is not responsible for lost or stolen articles or money. Keep your valuables with you or in a safe place. **Students are not to bring any personal toys, playthings, balls, trading cards, or anything that can be disruptive to the school day unless they are specific to a school project or a sharing activity. When brought for a school project or sharing activity, items are not to be played with at recess and other times.** The best practice is to not bring the items to school that are valuable to children and/or parents and leave them at home.

USE OF BICYCLES

Riding a bicycle to and from school is a privilege, not a right. Students who fail to follow the rules set by the administration and the teachers will have the privilege of bike riding revoked, and may also be subject to additional discipline.

The school will make an intensive effort to teach safety habits and to encourage and enforce safety regulations. The school will encourage children to respect each other's bikes; however, the school cannot be responsible for stolen, "borrowed", or damaged bicycles.

Your child may ride his or her bike to school if the student meets the following requirements:

1. Parks his or her bike in the racks provided by the school
2. Always observes the rules of safety including watching for cars in front of the school.

GUM, CANDY, POP AND SPORTS' DRINKS

No gum, candy, pop or sports' drinks are allowed in school unless it's approved by the classroom teacher. Pop machines are not available during the school day.

Due to federal regulations, no pop or juice unless it is 100% fruit juice is allowed in the lunchroom during breakfast or lunch.

LOCKERS

The student's classroom teacher will assign lockers near their classroom for students to use during the school year. Lockers are the property of the Whiting CSD.

Only signs approved by their teacher will be allowed on the outside. Within one week of decorations being posted, students will be asked to bring decorations home. Students are expected to use their own locker and keep it neat.

School administrators and/or designated representatives possess the authority to conduct a reasonable search of student lockers periodically.

Students are discouraged to keep anything of value or money in their lockers at any time.

RESTROOMS

It is the student's responsibility to keep the restroom neat and clean. Common courtesy and manners are expected. Report any problems to the classroom teacher, office personnel, or to the custodians immediately.

TOBACCO, ALCOHOL, DRUGS

The use or possession of tobacco, and the use or possession or being under the influence of alcohol, other controlled substances, or "look alike" substances that appear to be tobacco, alcohol or controlled substances by individuals under the age of eighteen and all students regardless of age on school property or at any activities sponsored by the school is strictly forbidden. This includes electronic nicotine devices (E-cigarettes). Violation of this rule will result in disciplinary action which may ultimately include expulsion. Such violation may also be reported to local law enforcement authorities.

HALL REGULATIONS

Students are to be engaged in instructional activities in their classrooms and not be loitering in halls or restrooms during class, or before or after school. Students are to be in the halls only during passing period, unless they have permission from their teacher. Students are expected to be quiet in the halls so they don't disrupt others.

DANGEROUS WEAPONS

The board believes weapons, look-a-like weapons, toy weapons and other dangerous objects in the school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

Weapons or dangerous objects are not allowed in school district facilities, grounds, or properties. Weapons and other dangerous objects shall be confiscated from any person bringing them on school property.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension and/or expulsion per policy. Weapons confiscated under this policy shall be turned over to law enforcement officials.

Students who bring a firearm to school shall be expelled for not less than twelve months per state statute in which the superintendent recommends the expulsion to the school board. Provisions in

state statute exist that allows the superintendent to modify the expulsion requirement under limited circumstances. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

SEARCH AND SEIZURE

School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, and barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

INTERVIEWS BY OUTSIDE AGENCIES

As a general rule, individuals from outside of the school district may not interview students. If an individual, such as a law enforcement officer wishes to interview a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when a child abuse investigator, or when such an interview request is supported by a court order makes the request. Prior to allowing the interview, the administrator shall attempt to contact the parent or guardian of the child (if appropriate) and inform them of the request and ask if they wish to be present.

TELEPHONE USAGE

The office telephone is available for student use before and after school upon approval of the staff. Messages will only be accepted from parents, and all others will be asked to contact the student outside of school. Important messages will be delivered to the student if received in the office before 2:30 P.M. In order to facilitate student learning, **classrooms will not be interrupted during class time.** Students will not be called out of class to take messages or

phone calls. In the case of a true emergency, students will be notified immediately. Please make arrangements for family activities at home so students are in class during instruction.

Teachers will not be asked to leave their classes to answer telephone calls except in cases of emergencies. The office staff will take and deliver messages so your call is returned in a timely manner.

Cell phones and other electronic devices are a part of life, and students need to learn respectful, appropriate use of them. The use of electronic devices including, but not limited to, cell phones, iPhones, iPads, MP3 players, and pagers during school hours (7:45 AM - 3:20 PM) without permission is prohibited. The use of electronics is prohibited during recess both indoor and outdoor. We understand the value of cell phones and other electronic devices, and we ask students to leave them with the teacher during the day. Students will be responsible for asking for electronic devices when school is dismissed that day. Electronic devices used during the school day without permission will be confiscated and returned to students after dismissal for the school day. In the case of habitual abuse, parents will be notified.

STUDENT CONDUCT/BEHAVIOR AT EXTRA-CURRICULAR EVENTS

Parents are responsible for their children at school extra-curricular events whether it is ball games, music concerts, graduations, talent shows, etc. Appropriate behavior is expected when attending school extra-curricular activities.

1. Students need to remain seated in the bleachers except during quarter or half time breaks when they can go to the concession stand for food or drink. This includes all athletic contests, concerts, and other activities that are hosted by the school. At indoor activities, students are not to be outside the building.
2. At football games, students are not bring footballs or play football or other games on the sidelines, around the bleachers, or on softball diamond.
3. Other events: We expect appropriate dress and behavior.
4. Student behavior and language is expected to be appropriate and not to distract others. When behavior or language is offensive to others, the administrator present will be notified which may result in the student being asked to leave the event. If more than one incident occurs, students may be prohibited from attending future activities.

The Whiting CSD is not liable for any injuries to non-participants that occur during athletic or other activities.

BOARD SUPPORT OF SCHOOL DISCIPLINE POLICY

The Whiting School Board hereby affirms its intent to support the school discipline policies, its intent to support school staff who enforce the policies and its intent to hold school staff accountable for implementing the discipline policies. **Circumstances may dictate consequences; staff and administrative discretion will be honored.**

RECESS RULES

Students are expected to comply with all common sense and reasonable rules. Recess will be “taught” to students, and students will be expected to follow the guidelines taught.

Any sort of “rule” can fall under the following guidelines:

- Follow directions
- Listen to others
- Use equipment properly and responsibly
- Help others
- Show respect and caring to others
- Be responsible for your own actions
- **Safety of all people is the number 1 priority!**

Teachers on recess duty will document inappropriate behaviors of children, thereby, maintaining a log of student misbehavior. Consequences will occur if your child consistently does not follow the above rules or if a student engages in an act that impedes the safety of themselves or others. Such consequences include, but are not limited to:

Re-teaching of behavior during student’s free time (before or after school, during recess, etc.
Sitting along the building or wall.
Missing one or more recesses and staying in the classroom.
Missing one or more recesses and sitting in the principal’s office.
Parent conference with child, teacher, and principal.

Teachers do not see every behavior that occurs, and therefore, staff members must do their best to determine “what really happened.” Students are not always 100% truthful, and we all strive to be fair and just. Circumstances may dictate consequences; staff and administrative discretion will be honored.

Students need to use the restroom before they go out for recess. We realize that occasionally a student may forget. In that case, the child must checkout with the adult on duty if he/she needs to leave the playground or gym. If a child needs to go to the restroom, they must go to the

restrooms located in the elementary building if recess is outside and the lobby restrooms if recess is in the gym.

RECESS: REQUEST TO STAY INDOORS

It is our practice that if a child is well enough to come to school, the student is well enough to participate in the daily program. Exceptions are made in certain cases where the family physician requests that a child be excused from outdoor activity. Fresh air and exercise are a must for elementary children. Recess will be outdoors if feel like temperature is 10 degrees or higher. Please be sure that your child is dressed appropriately for recess.

If for some medical reason your child cannot participate in outdoor activities, **send a note** to your child's teacher so that it can be kept as part of your child's health record. Your child will not be asked to go out in inclement weather.

PHYSICAL EDUCATION AND INDOOR RECESS

All students are required to wear tennis shoes when on the gym floor. Students will have PE two-days a week. Shoes do not need to be new, but should be non-marking and clean-soled, and must be free of rocks. For their own safety, students will not be allowed to participate in stocking or bare feet.

FIGHTING

Fighting is prohibited, both at school and going to or from school. Students who are fighting at school will be dealt with according to the Student Conduct section which follows.

STUDENT CONDUCT

Students are expected to conduct themselves in a manner fitting their age level and maturity with respect and consideration for the rights of others while on the school premises, while on a school owned or operated vehicle, while attending or engaged in any school sponsored activity or trip. Students who fail to abide by this policy and the administrative regulations supporting it will be disciplined for conduct which disrupts or interferes with the safe and efficient operation of the school or school activity, or in any way interferes with another student's right to obtain his/her education or participation in a school-sponsored activity. Disciplinary sanctions for any violations include but are not limited to, expulsion, suspension, probation, removal from the classroom or activity, or detention.

- Expulsion means that a student, by action of the Board of Education, will be removed from the registration rolls for the remainder of the semester.

- Suspension may be either in- or out-of-school, a restriction from the student participating in an activity, or attendance during a non-school day such as a Saturday or teacher workday, and shall be governed by the due process procedure as outlined. An out-of-school suspension means that the student will be removed from the school premises for the period of the suspension. An in-school suspension means that the student will be isolated from the general student body for the period of the suspension. Any student who has been suspended will not attend or participate in any school sponsored activity or trip. No student will be suspended for a period of more than ten (10) consecutive days.

BULLYING OR HARASSMENT, INITIATIONS, OR HAZING

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

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

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

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

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

Places the student in reasonable fear of harm to the student's person or property;

Has a substantially detrimental effect on the student's physical or mental health;

Has the effect of substantially interfering with the student's academic performance; or

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

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

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

Repeated remarks of a demeaning nature;

Implied or explicit threats concerning one's grades, achievements, property, etc.;

Demeaning jokes, stories, or activities directed at the student; and/or,

Unreasonable interference with a student's performance.

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

Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;

Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or,

The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

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

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

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

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

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

who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy 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 building principal or designee will be responsible for handling all complaints by employees alleging harassment.

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

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 606 West St., Whiting, IA.

Students who feel that they have been harassed or bullied need to:

Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable with doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.

If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:

Tell a teacher, counselor or principal; and

Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:

What, when and where it happened;

Who was involved;

Exactly what was said or what the harasser or bully did;

Witnesses to the harassment or bullying;

What the student said or did, either at that time or later;

How the student felt; and,
How the harasser or bully responded.

PETS/ANIMALS AT SCHOOL

Because of the safety and welfare of our students and staff, no pets or animals will be allowed in school classrooms or on school property without permission from administration. Parents need to leave their pets in their vehicles when picking up children.

HOT LUNCH/BREAKFAST

The Whiting Community School uses a computer system for the management of student food service accounts. Student's accounts are deducted the price of a lunch, breakfast or milk at the time of purchase. When the student's account is low, the system will issue a reminder for the child to bring home. Students are not allowed to borrow from another student's account.

Money may be deposited your child's food service account at any time. During the school year, lunch money should be brought to the office before the start of the school day and not during the lunch hour. Any money left at the end of the year will be rolled into the following school year.

The school will determine a week for parents to participate in the school lunch/breakfast program. Prior notice will be given, and parents will be asked to sign up before the week so the cooks can plan and order supplies. **Due to disruptions, parents, young children, and other adults not affiliated with the school need to notify the office before eating at school. We strongly encourage parents, young children, and others not affiliated with the school to participate in Hot Lunch Week with their children.**

Breakfast will be served each morning from 7:50-8:15 A.M. The cost for the meal is determined prior to the start of the school year and can be found in the newsletter sent at registration time.

PLAYGROUND/INSIDE RECESS PARTICIPATION

For safety reasons, only students enrolled in Whiting Community School District and staff members will be allowed on the playground or in the gym for recess during school hours. Students attending other schools, small children, and other adults will not be allowed on the playground. This is for the safety of our children.

CAFETERIA RULES

Students should be orderly and quiet in the line and in the cafeteria. They are to follow the instruction of the staff and the teachers who are in the cafeteria.

Failure to comply with these or any other regulation, may result in the student being denied the privilege of eating in the cafeteria. They will eat in another supervised area of the building.

Because of federal guidelines, outside foods including fast food and pizza, and other treats shall not be served in the lunchroom during the school's lunch schedule

BIRTHDAY TREATS

Birthday treats may be brought to school for each member of the class. Please make arrangements with your child's teacher ahead of time and ask if there are any students with dietary restrictions so he/she will not be excluded.

The school shall not be used as a place to pass out invitations to birthday parties unless everyone in the class is invited. Invitations to a selected group of students damages relationships and bring about very negative feelings for those who are not invited.

CLASSROOM PARTIES

We will have three (3) parties per room this year. These will be Halloween Party, Christmas, and Valentine's Day.

We will use school parties as a learning experience for students by:

1. Using committees
2. Students learning to plan and be responsible for clean-up

FIRE DRILLS/TORNADO DRILLS

In case of fire or tornado drills, listen carefully to the directions of your teacher. Students should follow the direction of their teacher quickly without talking. The signal for the fire drill will be one signal with a fire alarm and visual flashing of the lights in the corridors. The tornado signal will be a verbal warning over the intercom system.

STUDENT APPEARANCE

It is generally recognized that there is a strong correlation between the appearance of the student and the atmosphere and discipline of the school. Therefore, children are expected to be well-groomed and dress neatly in good taste and style appropriate for the elementary school activities and the weather. Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco or drugs, or clothing displaying obscene material, profanity or reference to subversion, is not allowed. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not. State law requires some type of footwear must be worn at all times to insure safety. Parents are reminded that strapless shoes, for example flip-flops, are difficult for elementary students because of keeping them on during class. They can be a safety hazard at recess.

PROTECTIVE CLOTHING FOR BAD WEATHER

Children are expected to participate in outdoor activity at recess time when the weather is appropriate. Warm caps, jackets, and mittens, and snow boots (extra pair of dry socks in their backpack) in the winter or a pair of old shoes for playing on a muddy playground needs to be brought by the student. Not only will that help in keeping classrooms clean and inviting, but students will be more comfortable if they are dry and warm.

Students are reminded that in Iowa the late fall, winter, and early spring can be very cold. Students are to wear appropriate clothing at all times. A **guideline** would be no shorts after October 15th and before March 15th. If students ride the bus, they must be dressed appropriately in cold weather in the event the bus would stall.

TEXTBOOK RENTAL FEES

Due to financial constraints that the State of Iowa has placed upon the public schools of Iowa, students will be assessed textbook rental fees of \$40 per pupil per year kindergarten through 12th grade. Please note that should a textbook be lost or damaged, an additional fee will be assessed.

Parents of students meeting specific financial eligibility standards will be eligible to apply for a waiver of student fees or a reduction of student fees based upon the request of the parent. Those forms are available in the office.

TEXTBOOKS/LIBRARY BOOKS

Textbooks and library books are furnished for students' use. No marking of books or magazines will be tolerated. Damage, misuse, or abnormal wear of books will be charged to the student. If a textbook or library book is lost, we will charge the student for the replacement of the book. The teacher and the superintendent will determine the cost of the replacement.

SUBSTITUTE TEACHERS

Substitute teachers are what it says: Teachers. Students will be expected to cooperate with and respect any teacher who may teach for any regular teacher who becomes ill or is absent for any other reason. Consequences will be administered for any student who does not show proper respect to a substitute teacher.

HOMEWORK

Good study habits are important if you are going to get your work done correctly and in a timely manner. When you have homework, make it a priority to complete. While there are times that the assignment is given specifically as homework, a student may need to complete work at home that was not completed in the classroom during the regular school day.

VISITING SCHOOL

Parents and adults are always welcome to visit the room of their children so that they will become familiar with school routines and observe the progress of their children. In the best interest of the children, please do not visit during the first 2 weeks of school, days prior to vacation, special days, and during the last 2 weeks of school unless the teacher invites you. All visits to school for the purpose of visiting your child's class must be pre-arranged with the teacher. Visits to each classroom should be limited to less than 2 hours.

For safety reasons, all visitors must enter through the main lobby doors near the office and check in with the secretary. There they will receive a visitors pass, and office personnel will assist the parent in getting to the classroom. All doors will be secured shortly after the school day has begun.

In order to prevent disruptions, students are not able to bring other children to school. Your child's business at school is to learn.

The school will determine a week for parents to participate in the school lunch/breakfast program. Prior notice will be given, and parents will be asked to sign up before the week so the cooks can plan and order supplies. **Due to disruptions, parents, young children, and other adults not affiliated with the school need to notify the office before eating at school. We strongly encourage parents, young children, and others not affiliated with the school to participate in Hot Lunch Week with their children.**

FIELD TRIPS

Field trips are planned as an additional educational experience for your child. Prior to each trip, a permission form will be sent home for you to sign and return to school. Without this form, the student will not be able to attend and will remain in school for that period of time. Occasionally teachers will contact parents to request assistance in supervising a field trip. The teacher has the authority to cancel a field trip for any student if behavior requirements are not met. The parent will be notified as soon as possible in the event that the student will not be allowed to participate.

USE OF SCHOOL FACILITIES

No individual or group shall have access to any building for any activity unless first approved by the activities director. No keys shall be given out by any school personnel to any non-school individuals or groups. The only exception to this rule is if the group is accompanied by a faculty member or school-designated sponsor. Keys will not be given to any group or individual unless approved by the activities director, principal or superintendent. A facilities' usage form must be completed prior to any decision being made.

Priorities for Use

Activities and programs of the Whiting Community School District directly related to the instructional and educational program of the district take first priority.

Events or activities (a) designed to serve the youth and citizens or the individual school community, which are planned and directed by school-attached groups, and/or (b) connected with a community youth recreation program, will be permitted to use the school facilities when proper approval is attained.

USE OF THE MEDIA CENTER

Books are a friend to all. Treat them with care so that many students may enjoy them. Do not take books from the library without checking them out with the librarian. Always return books on or before the due date.

Students may use the library upon receiving permission from their teacher to go to the library during open hours. The librarian will set up times for each class to go to the library.

INTERNET USAGE

The teachers and other staff members may use the internet as an instructional tool in the classroom. The intent is to make information available to the students and to increase their knowledge of technology. In the elementary grades, students will not be allowed to use the internet independently. In the lower grades the teacher will access a web site and will share the content with the students as part of the classroom instruction. In the upper grades, students may also be given a specific internet address and access the site with the assistance of the teacher.

Teachers will be expected to monitor students. Parents who do not wish their child to participate in these activities must notify the office in writing.

NO CHILD LEFT BEHIND ACT

NOTICE CONCERNING STAFF QUALIFICATIONS

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Whiting Community School will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. Parents may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of certification or degree.

We will also, upon request, inform parents whether their child is being provided services by a

paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in the child's school building. The information will be provided in a timely manner. Finally, Whiting Community School will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the Act.

NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION

The No Child Left Behind Act of 2001 requires the Whiting Community School to provide military recruiters and institutions of higher education access to secondary school students' names, addresses and telephone listings. Parents and secondary students have the right to request the Whiting Community School not provide this information. (See The Family Educational Rights And Privacy Act (FERPA) on page 13 for detailed information).

HOMELESS EDUCATION POLICY

What Homeless Families Need to Know

- Homeless children have the right to attend school.
- You do not need a permanent address to enroll your child in school.
- Homeless children have the right to stay in their home if the parents choose.
- Your child cannot be denied school enrollment just because school records or other enrollment documentation are not immediately available.
- Your child has the right to participate in extracurricular activities and all federal, state, or local programs for which he/she is eligible.

Homeless Student Policy

The Whiting School, under Chapter 281-33, wishes to notify you that our school is available to you. We can assist with records, waiver of fees, etc. In order to ensure that homeless students have equal access to the same free appropriate public education as provided to other students, the following shall apply:

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Students who are sharing the housing of other persons, due to loss of housing, economic hardship or a similar reason; are living in motel, hotels trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Students who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Students are living in cars, parks, public spaces, abandoned buildings substandard housing, bus or train stations or similar settings.
4. Migratory students who meet one or the above described circumstance.

STUDENT PUBLICATIONS

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in the newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Any expression made by students, including student expression in official school publications, is not an expression of official school policy. **The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.**

Official school publications are free from prior restraint by employees or officials except as provided by law. A faculty advisor will supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. The production of official school publications is guided by the law and by the ethical standards adopted by professional associations or societies of journalism.

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication will follow the grievance procedure outlined in board policy 214.1. Students who believe their freedom of expression in a student-produced official school publication has been restricted will follow the grievance procedure outlined in board policy 502.6.

SUCCESS 4/CHARACTER DEVELOPMENT

Success 4 was started as a statewide initiative for schools to meet the needs of the students' intellectual, social, emotional and behavioral selves. The Whiting Community School has continued the program due to positive outcomes. The district promotes and expects the use of positive character education using the six pillars of Character Counts which are: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship.

IMPORTANT THINGS STUDENTS SHOULD KNOW AND PRACTICE DAILY

1. Some people think it is smart to break rules. They do it to show how big, important and grown up they are. The funny thing is that it shows just the opposite. Who is it that objects

to rules and restrictions of any kind? A baby usually makes the most fuss, doesn't he? And who usually makes the least fuss about obeying the rules and laws? Grown-ups, of course.

2. Rules and laws help and protect us all. Even though they sometimes keep us from doing things we like to do, they also keep others from doing things we wouldn't like them to do. They protect your rights and everyone else's.
3. Respect other people's rights and property.
4. Be friendly and courteous to all, especially your teachers.
5. Address your teachers as Miss, Mrs., or Mr., as the case may be.
6. Thoughtfulness is a sign of adulthood.
7. Do not tolerate profane and dirty language.
8. Choose your friends carefully.
9. Bring your little, as well as, your big problems to your teacher or principal at any time.
10. People you should know by name and appearance: the office staff, the librarian, the cooks, the custodians, your teachers and the principal.
11. Be truthful! Lying will injure your character.
12. Cheating never pays.
13. Notify the office if you know of any obscene pictures or literature being passed around.
14. Watch your study habits.
15. Concentrate on your lessons.
16. Pay close attention to discussions in class.
17. Swearing and the use of foul language will not be tolerated. Students violating this rule will be sent to the office for disciplinary action.
18. Determine to get more out of your education.

SAFETY TIPS

1. Tell your child never to take money from anyone except your mom or dad.
2. Tell your older children never to take a job unless it is checked out thoroughly first.
3. Teach your child that only two people will pick him/her up in case of emergency and only those two people.
4. Tell them never to get into a car with a stranger.
5. Teach your child to stay in-groups—3's, 4's or at least 2's.
6. Tell your child not to talk to a stranger.
7. Teach your child to scream when in danger from a stranger.
8. Define the word stranger to your children.

STUDYING

One of the most important gifts parents can give to their children is that of helping to learn to study effectively. Good study habits can bring success and satisfaction during the school years,

and they may bring the same rewards in the working world. Make your home a good place for studying. There are several steps you can take:

1. Find the best time for studying. Decide together on the best time for study and then set that time aside at least five days out of the week.
2. Eliminate common distractions. People moving around talking, younger children playing, cluttered work area; television, radio or stereo are common distractions.
3. Avoid interruptions.
4. Provide physical conditions that help concentration.
 - a. Good light
 - b. Right temperature
 - c. Table or desk
 - d. Good posture
5. Keep supplies handy.
6. Know some study methods. It is common to hear students say, "I've read my assignment, but don't remember what I've read." Many study formulas have been written to make it easier for students to remember information. Two examples are:
 - e. 2Q3R = Survey, Question, Read, Recite, Review
 - f. PQIRST = Preview, Question, Read, State, Test
7. Flash cards are helpful any time a large number of facts need to be learned. Practicing often for short period of time will aid retention.

MAKE "READING ALOUD" A PRIORITY

As parents and educators it is our responsibility to help children discover the joy of reading. Learning to read is one of the most valuable skills your child will ever learn. One practice that helps children continue on the road to success is for parents to set aside a special time each day to read with their children. This sharing time is important since it demonstrates to your child that reading can be fun, exciting, and informative. Show your child that reading is something you value!

When a child is motivated the mind moves forward. The more you read to a child the more they want to be read to, the more they want to learn, the more they want to learn, the more they want to read. Children must practice the skill of reading to learn to read. First, they must want to read. Reading aloud is the motivator!

Every time we pick up a book we are conditioning a child's mind to associate with learning. Books need to be advertised for all age children.

A child has a much larger listening vocabulary than a reading vocabulary. Reading aloud builds this skill and helps a child become familiar with words he will encounter in print. We learn vocabulary by meeting it in print in a meaningful way.

Children of all ages enjoy and want to listen to the adventures found in books, magazines, newspapers, etc. Take a few moments each week to share the joys of literature.

Children learn to speak the English language, to play, to eat, by imitating adults. Children who see books being enjoyed by their parents and teachers will imitate them. Let's advertise our products (Books!).

Here are some ideas:

1. Give your child plenty of opportunities to choose the reading materials you read together. Let him pick books based on special interest or hobbies.
2. For students who are not used to listening start with short stories and progress to novels.
3. Read aloud with lots of expression and every once in awhile do some shared reading with your child.
4. Share with your child some interesting topics that you enjoyed as a child.

STATEMENT OF NONDISCRIMINATION

The Whiting Community School does not discriminate on the basis of age, color, creed, national origin, race, religion, gender, marital status, sexual orientation, gender identity, physical attributes, physical or mental disability, ancestry, political party affiliation, political belief, socioeconomic status, or family status.

THE RULES AND REGULATIONS OUTLINED HEREIN ARE IN NO WAY ALL ENCOMPASSING. THE ADMINISTRATION HAS THE DISCRETION AND RESPONSIBILITY TO OPERATE THE SCHOOL IN A TOTAL ENVIRONMENT CONDUCTIVE TO LEARNING, AND WITHIN THE GUIDELINES OF STATE STATUTES. THEREFORE, OTHER INCIDENTS NOT SPECIFICALLY STATED HEREIN MAY BE DEALT WITH AS THE NEED ARISES.

THE WHITING ELEMENTARY HANDBOOK WAS APPROVED AND ADOPTED AT THE JULY 2022 WHITING BOARD DIRECTORS' MEETING.

***Together, our mission is to prepare students
to become responsible citizens in today's world.***