



## **WELCOME TO WILKINS**

Welcome to the Wilkins Elementary Family. We are glad you are a part of our learning community at Wilkins. We invite you to learn and be a part of our school by talking with our teachers, visiting classrooms, volunteering, and attending PTO meetings. We appreciate it when you share questions, positive comments and concerns with us. Our goal is to provide a safe, trusting and respectful environment where each child is a successful student.

We encourage you to read this family handbook with your child so that you become familiar with the practices at Wilkins.

Amanda Potter  
Principal

Nick Mohwinkle  
Counselor

Lisa Silver  
School Facilitator



## **SCHOOL HOURS**

The official school day is from 8:30 to 3:15. Walking children are asked not to arrive at school prior to 8:15. We dismiss children to their classrooms at 8:15 to allow them to prepare themselves for the instructional day starting promptly at 8:30. Children must be in class by 8:30 to not be counted tardy. If you are dropping your child off please allow time for them to get to class. All students should be picked up no later than 3:15 p.m. unless they are staying with a staff member or for an activity.

## **SAFETY PROCEDURES**

Current Wilkins practices:

- All visitors are asked to sign in and out when they visit school.
- All visitors are expected to wear a visitor's badge at all times when they are at Wilkins.
- Staff members are expected to address any visitor who does not have a visitor's badge on.
- All exterior doors are locked after 8:30 except the front office doors.
- Marion Police Officers conduct walk through visits in all Linn-Mar Schools on a regular basis.
- Emergency plans are in place for lock downs and evacuations of Wilkins. These plans are very specific and detailed. We do not publicize these plans for confidentiality reasons, but we have well-developed plans for emergencies.
- Parents are not able to walk their child down to the classroom for school (beyond the first week). If special circumstances arise, please check in at the office.

## **SIGN-IN/SIGN-OUT PROCEDURES**

Parents/guardians are to SIGN-OUT their student in the main office when it is necessary to leave the school during the school day. Students should have a NOTE signed by their parents stating the time and reason for leaving school. Parents/guardians MUST also SIGN IN at the office to secure a pass to class when returning to school after leaving for any reason.

## **ATTENDANCE**

Parents/guardians must call the school by 8:45 a.m. if their child will not be in school because of illness, appointment, funerals, trips, etc. They can call the school at 447-3382, 24 hours a day and leave a message on voicemail. **If the school DOES NOT receive a call, we will attempt to contact the parents/guardians.** If you have contacted the school, a note is not necessary to be readmitted to class. **ATTENDANCE NUMBER: 447-3382. If appointments will be recurring please get a note.**

### **COMPULSORY ATTENDANCE**

Board Policy 501.1

Parents or guardians within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the Board.

Students will attend school the number of days school is in session in accordance with the school calendar.

Students of compulsory attendance age will attend school a minimum of 87 percent of the approved calendar.

Students not attending the minimum days must be exempted by this policy as listed below or referred to the county attorney.

Exceptions to this policy include children who:

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

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

The principal or designee will investigate the cause for a student's truancy. If the principal or designee is unable to secure the truant student's attendance, the principal or designee should discuss the next step with the executive director of student services. If after that referral the student is still truant, the student will be referred to the county attorney.

The school will participate in mediation if requested by the county attorney. The executive director of student services will represent the school district in mediation.

The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

### **TARDINESS**

School starts at 8:30am. Children must be in class by 8:30am to not be counted tardy. If you are dropping your child off please allow time for them to get to class. Once students are at school, they are expected to be in class on time. When students are at school and late getting to class, they are also considered tardy.

### **EXCUSED ABSENCE**

Students may be excused from attendance for reasons of personal illness, death or illness in the student's family. An excused absence may also include medical or business appointments which cannot be scheduled outside of school hours and for other reasons which can be justified from an educational standpoint and for which approval is given by the student's parents or guardians and by the administration. Even though an absence is excused it will still be counted as an absence on attendance records. **Please call the attendance office at 319-447-3382.**

### **UNEXCUSED ABSENCE**

Parents should consult with the Principal/School Facilitator IN ADVANCE to determine the status of absences that are not clearly specified.

### **TRUANCY**

A student who is absent from school without the knowledge of parents or school personnel is considered truant. Truancy accrues on a per year basis and will be handled on an individual basis.

### **ABSENCE & PARTICIPATION IN SCHOOL FUNCTIONS**

Students absent all day due to illness will **NOT** be allowed to participate in a school function/activity that evening. Students absent a portion of the day must consult the administration for clearance to participate in a school function/activity that evening.

## **BIRTHDAYS**

### **HEALTHY KIDS INITIATIVE**

The staff at Linn-Mar Community Schools have committed to promoting the health and well-being of our students. In accordance with Linn-Mar's designation as a Blue Zones School District, new procedures were implemented in the 18-19 school year in regards to birthday celebrations in the classroom.

Student birthdays may be celebrated at school. However, students will be encouraged to bring healthy food or beverages to share with classmates. Items must be store bought and prepackaged. Also, birthdays can instead be celebrated with non-food options including (but not limited to) name recognition on school announcements, classroom recognition (i.e. birthday crowns, sitting with a friend at lunch etc.). Students may also choose to bring in non-food items to share such as pencils, special note pads, pens etc.

### **OUTSIDE PARTIES/ CELEBRATIONS**

If you are having a celebration outside of school, please do not send invitations to school unless you are inviting the whole class.

## **CAFETERIA & LUNCH**



It is recommended that all students eat lunch. Although students may bring their own lunches, the cafeteria is the only place where students may eat their lunches unless authorized and supervised by a teacher. **Commercial products such as pizza, subs, or other take-out foods are allowed as long as they are in a plain bag or sack.**

Parents planning to eat lunch at school are asked to call the main office at 447-3380 before 9:00 a.m. so that we may plan lunch for you. If you bring in take-out meals from restaurants, please make sure they are in a plain bag. When eating lunch with a student you will need to pay at the Wilkins main office with a check, debit/credit card or the correct cash amount, adult lunch is **\$4.15**.

## **COMMUNICATION**

### **PARENT TEACHER CONFERENCES**

Two parent/teacher conferences are held during the school year. During the conference a student's progress is discussed. We encourage parents/guardians to contact their child(ren)'s teachers whenever they have questions and or concerns. Please do not feel that you have to wait until the scheduled conferences to get in touch with your child's teacher.

Divorced/Separated Parents- at Wilkins we believe it is in everyone's best interest if both parents attend their children's parent/teacher conferences. It is not our practice to hold separate conferences for divorced or separated parents.

### **PROGRESS REPORTS**

Communication with parents on all student progress is important for all students. Teachers and parents can communicate by telephone, voice mail, electronic mail or one-on-one conferences. Teachers and parents are encouraged to take advantage of the communication systems available.

### **PARENTAL SUPPORT**

Parents are encouraged to participate in the educational process (i.e., volunteer, attend PTO meetings, share career gifts and talents). We need the support and cooperation of parents to effectively help each student reach his/her fullest potential. The major role of parents in assisting us with school discipline and responsibility is to consistently demonstrate interest and support in how their child is doing in school. When students see that parents support their best efforts, they are given a real incentive to strive for excellence. We will keep parents informed of student responsibilities and efforts through conferences, report cards, phone calls, notes, and e-mail.

Parents may be asked to help teach their child specific skills such as taking responsibility for homework, learning to be independent or managing anger more appropriately.

If there is a severe or recurring problem, parents will be asked to help staff teach the student an alternative set of behaviors. In that case, everyone must recognize that teaching a student to be responsible in the school environment will make it possible for the student to be successful. By working together, parents and staff can help the student learn behaviors that will increase opportunities for success.

### **PARENTS CONTACTING STUDENTS**



**Students will be called out of class for emergencies only.** Calling students out of class for phone calls is disruptive to the learning environment and should be for emergencies only. (We also discourage students from making phone calls to parents during the school day unless it is an emergency, as this too is disruptive to the learning environment.) Likewise, the office staff will not disrupt class to give messages to students such as: reminders to bring home band instruments, or to remember to take home assignments, etc.

## **DISCRIMINATION**

### **Nondiscrimination**

(Policy 105.1)

The Linn-Mar Community School District does not discriminate on the basis of race, color, age, religion, national origin, sex, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities. No employee or applicant shall be discriminated against on the basis of race, color, age, religion, national origin, sex, marital status, sexual orientation, gender identity or disability.

Inquiries and grievances should be filed with: Linn-Mar Equity Coordinators Executive Director of Human Resources Karla Christian or Executive Director of Instructional Services at 3333 North Tenth Street, Marion, Iowa 52302 or 319-447-3036 / 319-447-3028 who have been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504, and *Iowa Code* § 280.3 (2007).

## **DRESS CODE**



Students should dress comfortably based on the weather; clothing should be clean, **MODEST** and age-appropriate. Unacceptable clothing is anything which displays: drugs, alcohol, tobacco, gang symbols, vulgarity, obscenity, and/or demeaning representations. Paint in hair or body paint can interfere with instruction therefore should be avoided at school.

Headwear is removed as a display of respect. The loss, theft, and distraction of some headwear result in unnecessary time and energy being used for recovery and/or management of the headwear.

All staff members have the right to question any clothing which causes a distraction or disruption to the school environment. (Policy #502.9)

## **ELECTRONICS & INTERNET**



### **ELECTRONIC EQUIPMENT & ITEMS FROM HOME**

If electronic equipment is brought to school it is the responsibility of the student. Linn-Mar Schools will not be held responsible if such items are lost, damaged, or stolen. If such items are brought to school, they may **not** be used on school grounds without permission. If items are used during the school day without permission, they will be taken, and will not be returned until the end of the day.

### **TELEPHONE USE & ELECTRONIC EQUIPMENT**

Students should not use school phones for social reasons. All arrangements for after-school play dates, lessons, or meetings should be made at home prior to the beginning of the school day. It is discouraged for students to bring cell phones/electronic equipment to school. If students bring a cell phone or other electronic equipment (including iPads/tablets, Gizmos or mobile/data watches, etc.) to school they are the responsibility of the student. Linn-Mar Schools will not be held responsible if such items are lost, damaged, or stolen. If cell phones/tablets/gizmo watches are brought to school they cannot be used during the school day OR on school grounds without permission. If items are used during the school day or on school grounds without permission, the items will be taken and kept in a safe place until the end of the school day. If students have cell

phones/electronic equipment taken away on more than one occasion, parents/guardians will be asked to come to school to pick up the items; they will not be sent home with students.



## **INTERNET**

(Reference Linn-Mar Board Policies 603.10: 603.12)

The Internet will be used as an educational tool in the classroom. Students will understand and will abide by the Internet Use Agreement. Students will use the Internet in accordance with the terms and conditions cited, and they will understand that they may be subject to discipline for use of the Internet system contrary to those terms.

A parent or guardian must authorize their student's independent use of the Internet by signing the Information/Emergency card kept on file in each attendance center. This card is sent to families with registration materials on an annual basis. Independent use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. These are also located on the permissions page.

To ensure smooth operation of the Internet, users must follow established guidelines regarding use. Signing the Information/Emergency card indicates a student has read and agrees to abide by its terms and conditions.

1. Acceptable Use -- The use of the Internet must be in support of education and research consistent with the educational objectives of the Linn-Mar Community School District and the terms of this document. Use of networks or computing resources of any other organizations must comply with the rules and regulations relating to those networks.

2. Unacceptable -- Transmission of any material in violation of any federal, state, or local law or regulation is prohibited. This includes, but is not limited to, transmission of copyrighted materials, references, student handbooks, or material protected by trade secrets. Use for these activities is not acceptable: harassment, product advertisement, political advertisement, political lobbying, game playing, unauthorized "chat", computer "hacking", knowingly spreading computer viruses, chain letter communication, or any other use for private benefit. Other examples of unacceptable information are pornography, information on explosives, offensive language and communications, flame letters, etc. If users inadvertently discover these items, they shall immediately exit or request staff assistance. It is unacceptable to read the email of others. E-mail will not be allowed on Media Center computers unless it is directly connected with a classroom assignment and then only with the written permission of the classroom teacher.

3. Netiquette -- You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- a. Be polite. Do not be abusive in your messages to others.
- b. Use appropriate language -- Do not swear, use vulgarities, or other inappropriate language. Such abuse is known as "flaming" in electronic communities.
- c. Do not reveal personal addresses or phone numbers.
- d. Note that email is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Illegal activities are strictly forbidden. This includes, but is not limited to, threats, harassment, stalking, and fraud.
- f. Do not use the network in a way that would disrupt the use of the network by others.
- g. Respect intellectual property -- credit sources and obey copyright laws. Users will accept the responsibility of keeping copyrighted software from entering the local area network.

4. No Warranties -- LMCS D makes no warranties of any kind for the information or services provided through the network. Linn-Mar will not be responsible for any damages including loss of data or service interruptions.

5. Security -- Security on any computer system is a high priority, especially when the system involves many users. Any user identified as a security risk may be denied access to the district's computer resources.

6. Vandalism -- Any malicious attempt to harm or destroy hardware, software, or data of another user will result in cancellation of computer privileges.

7. Display -- The display area on a computer monitor should be regarded the same as a t-shirt. Things that should not be displayed on a t-shirt will not be displayed on a computer monitor.

8. Storage -- Network storage areas will be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure users are using the system responsibly.

## **ONLINE RESOURCES**

Iowa's Area Education Agencies and the Linn-Mar School District are providing up-to-date online resources for student use at school and at home. Students can access these online resources at [www.iowaeeonline.org](http://www.iowaeeonline.org) using the following username and password. Remember, the license for these resources limits use to school related activities.

**Username:** 3715wilk  
**Password:** AEA10

## **FIELD TRIPS**

Teachers will sometimes schedule field trips for their classes. Permission to go on field trips is indicated on the back of the school Emergency/Information/Authorization forms, or online registration under the permissions section.

## **GUM CHEWING**

Students will not be allowed to chew gum in school under any circumstances.

## **HEALTH SERVICES**

A full-time school nurse is available to students at Linn-Mar. The nurse may be contacted at 447-3385.

A health assistant is available every day from 8:00-3:30 p.m. Staff may send students to the health office when there is a concern for illness or injury. The health assistant may be reached by dialing 447-3385.



### **KINDERGARTEN SCREENING**

All incoming kindergarten students are required to have a dental screening. The form should be completed by your dental provider and returned to the school's health office.

### **HEARING SCREENING**

The Grant Wood Area Education Agency (GWAEA) screens all students in Alternative Kindergarten (AK), kindergarten, and grades 1, 2, and 5. Students in the Early Learning Program with IEP's will be screened. Students in grades 3, 4, middle, and high school, who are new to the school, don't have a documented hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. **Parents/guardians not wishing for their child's hearing test should notify the health office in writing at the beginning of the year.** Parents/guardians with concerns about their child's hearing should contact the school nurse.

### **COMMUNICABLE DISEASES**

As soon as a parent/guardian knows that their child has a contagious disease, they should notify the school health office. Students with contagious diseases are to be excluded from school for the period of time that their condition may endanger the health of others. A note will be sent to the families within the classroom to notify them that their student has been exposed to a specific communicable disease.

### **ILLNESS**



Your child may be sent home for a number of health reasons. If the student has a temperature of 100.4 or more, s/he will be sent home. We recommend that your child remain at home for at least 24 hours after the temperature returns to normal without the use of Tylenol or other medication before returning to school. If your child has a temperature in the morning, the child should remain at home until s/he is fever free for 24 hours.

[Student Illness Flowchart](#)

***It is critical that emergency telephone numbers are up-to-date when a parent/guardian or emergency contact must be notified about an illness or injury. Emergency numbers must be local numbers.***

## IMMUNIZATION

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations. Exemptions from the immunization requirements will be allowed only for medical or religious reasons recognized under the law. Effective July 1, 2003, the Iowa school immunization law requires that children born on or after September 15, 1997 must receive at least one dose of Varicella vaccine or have a reliable history of the chicken pox disease before entering school. This dose shall have been received on or after the child was at least 12 months of age.

## MEDICATION

1. School personnel cannot dispense any medication during the school day, including prescription and over-the-counter medication, unless the medication permission form is completed. This form was included in registration materials and is available in the nurse's office throughout the school year.
2. **Prescription medication** must be supplied to the school in the labeled prescription container and permission form signed by **parent/legal guardian**. The label must include the name of the student, the name of the medication, dosage prescription, frequency to be given, and the name of the prescribing physician.  
**Non-prescription medication** must be supplied to the school in the original container and labeled with the student's name. The medication permission form must be completed and signed by **physician and parent/legal guardian** before school personnel can administer any over-the-counter medication (this includes Tylenol, cough medicines, throat lozenges, etc.)
3. Any medication sent to school with the student must be accompanied by the above instructions and brought to the health office upon the student's arrival at school. No medication is to be kept by students in their desks, lockers, or on their person. **It is strongly recommended that the parent or legal guardian bring the medication to the school instead of sending it with the student.**

## LIBRARY OVERDUE BOOKS AND FINES

If a student has an overdue book, he/she will not be allowed to check out another book until the overdue book is returned. If a student has a fine due to a lost or damaged book, he or she will not be allowed to check out another book until the fine is paid or arrangements have been made with the principal or designee.

If a book has been lost and the book has been paid for and then later found, a refund will be given upon return of the book if within 30 days. After 30 days, no refunds will be given. Consider the book purchased.

## LOST AND FOUND ITEMS



Students should inquire at the designated lost and found regarding items they have misplaced. Any article that is found should be placed in the designated lost and found.

## RECESS

All students are expected to participate in recess. A parent's written request to keep students indoors for recess due to illness will be honored for up to three consecutive days. Requesting indoor recess for your child beyond three consecutive days requires a written recommendation from a physician.

Grade levels will have one 15 minute recess and one 20 minute recess break every day. The decision to have outdoor recess during cold and inclement weather depends on the weather conditions. When making the decision to have indoor or outdoor recess, we take into account precipitation, wind advisories, (5 degree wind chill or actual temperature according to local media will be indoor recess) and playground conditions. In the event that we cannot have outdoor recess, provisions will be made to hold recess inside.

It is strongly suggested that students dress for the changeable Iowa weather. When snow is on the ground, students must wear boots to participate in "snow activities". Snow pants/suits are also encouraged. Those not wearing snow boots will be asked to stay on the cleared blacktop areas.

We will use this app for the real feel (KCRG app)

1. Kinder-3<sup>rd</sup> grade coats are recommended. 4<sup>th</sup> and 5<sup>th</sup> coats are encouraged but not required. However if a student in any grade does not come to school with these items we can recommend them to use any items in the lost and found. However, it is not required. Please let students know they will not be allowed to come back in the building if they forget their coat. Staff should still remind them if they want a coat to grab it on the way out.
2. Students will stay inside if the temperature is 4 and below, outside if 5 and above (real feel).
3. Snow pants and boots are needed to go wherever at recess. If missing one or the other it will be black top only.

## **SCHOOL ASSEMBLY EXPECTATIONS**

On occasion Wilkins will have an all school assembly. The guidelines and expectations for students are as follows:

- Students will enter the gym quietly and in a line
- Students will sit with their class in the area previously designated
- Students must sit on the floor with hands at their side
- When the assembly is over students will leave the gym by grade level and by teacher instruction. Students must depart quietly, in line and with hands at their side

## **SEVERE WEATHER - SCHOOL CLOSINGS**

Communication notifications for the District can be signed up for in the following ways:

- **School Messenger:** Automatically enrolled if PowerSchool is accurate
- **Facebook:** Visit FB and like ***Linn-Mar Community Schools***
- **School Website:** [www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us)

Weather-related information will be sent out as a District notification. In the event of an emergency, the notification may be sent to the entire District (if appropriate) or it may only be sent to an individual building.

Delays and cancellations are also shared via:

- **Linn-Mar website and red "alert" scrolling banner on website:** [www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us)
- **TV Stations:** KCRG, KGAN, KWWL
- **Radio Stations:** KCCK, KHAK, KKRQ, KMRV, KZIA, WMT, KRNA, KDAT

## **STORM & FIRE DRILLS/ ALICE TRAINING**

Several times a year Wilkins Elementary will run a fire and storm drill. Students will have a previously designated safe area. Students are expected to walk in a straight line with voices off and hands at their side. Students are also expected to follow teacher instruction. ALICE drills will take place throughout the school year and students will work through various scenarios in the event of an intruder in the building or on school grounds.

## **STUDENT BEHAVIOR**

Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. PBIS provides an operational framework for achieving these outcomes. More importantly, PBIS is NOT a curriculum, intervention, or practice, but IS a decision making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students.

PBIS is a school-wide system of support that includes strategies for defining, teaching, and supporting appropriate student behavior to create positive school environments. Instead of using a piecemeal approach of individual behavior management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the



classroom and non-classroom settings (such as hallways, buses, and restrooms). PBIS is a positive support system, where the adults in the school are acknowledging appropriate behavior. At Wilkins we refer to our PBIS plan as **The Wilkins Way**.

## **CONSEQUENCES FOR MISBEHAVIORS**

Every attempt will be made for interventions to be proactive and positive rather than reactive or punitive. If a student does not follow school guidelines, it will be viewed as an opportunity for teaching appropriate and responsible behavior. Within this basic approach, the teacher has latitude for professional judgment in setting-up a series of interventions to help a student with a recurrent problem.

Consequences for classroom misbehavior will be most effective when implemented consistently and calmly. Students should be informed in advance that certain behaviors are unacceptable and will lead to consequences.

Disciplinary procedures are intended to teach students more appropriate behaviors, to protect the rights of others and to provide a safe and positive learning environment. Wilkins Elementary School follows a continuum of interventions from least to more restrictive. Most irresponsible behaviors will be dealt with by discussion or mild consequences.

The Wilkins staff works collaboratively. They are encouraged to seek assistance from the principal, school facilitator, counselor, specialists, and other teachers.

## **DISCIPLINE PROCEDURES**

When inappropriate behavior occurs there are a variety of possible consequences/interventions supervisors may use. Our goal is to determine the most meaningful way to help students learn expected behaviors. Please inform your children of the four-step process listed below.

### **Step #1- Mild Infractions-On the Spot Interventions..."This is a first time slip-up.**

The school staff member observing the inappropriate behavior assumes the responsibility for discipline. Discussions with the student may include:

- A review of appropriate expectations
- A discussion about what to do differently next time
- A logical appropriate consequence and/or restitution (e.g. loss of a privilege and/or a verbal apology)

### **Step #2-Repeated Infractions..."We've talked about this before"**

If a homeroom teacher receives repeated reports of a specific child's inappropriate behavior, the homeroom teacher should use his/her best judgment in deciding when to inform parents of the concern(s). Discussions with the student may include:

- A review of appropriate expectations
- A discussion about what to do differently next time
- A logical appropriate consequence and/or restitution (e.g. loss of a privilege and a written letter of apology)

### **Step #3 Serious Infractions..."This is important." It involves physical behavior, insubordination, extreme put downs, harassment, stealing, or possession or use of alcohol, drugs or tobacco."**

These issues are to be referred to the principal, the counselor or the School facilitator. Teachers are to complete an office referral form and send that form with the child to the office. The parents of the student will be notified. Discussion with the student may include:

- A review of appropriate expectations
- A discussion about what to do differently next time
- A logical appropriate consequence and/or restitution (e.g. loss of recess, time out in the office, in-school suspension, a verbal or written apology, a telephone call home).

### **Step #4- Repeated Serious Infractions..."OK this is really a big deal"**

If students are referred to the office multiple times a parent conference will be scheduled to discuss the concerns. An individual behavior plan will be developed which may include:

- A logical appropriate consequence (e.g. a time out in the office, in-school or out of school suspension, a telephone call home)
- Identification of target behavior goals
- Support and/or services to be provided
- Identification of management strategies and/or consequences in the event of another occurrence.

**Office referrals are reserved for severe and chronic misbehavior.** Five categories of misbehavior will result in an office referral.

1. **Harassment/Bullying:** teasing, pestering, name calling, insults, unkind comments, physically threatening behaviors, staring that makes someone uncomfortable, comments about someone's body, pulling clothes or hair, taking or damaging another's belongings. Consequences for harassment/bullying will follow regular discipline procedures and may include: verbal warning, written warning, student/parent conference, suspension. If the behavior continues after the warning, the student will be sent to the office. (See Linn-Mar Board Policy 502.14; harassment based on age, race, color, sex, religion or disability will NOT be tolerated.) A district harassment form will be completed and kept on file in the principal's office.
2. **Defacing or damaging property:** defacement or damage to another person's property or school property. The person who perpetrated the defacement or damage will make restitution or in some manner reimburse the person or Wilkins for the damage. The principal, facilitator and/or teacher will consult with the parent as to the appropriate cost and how restitution will be made.
3. **Physically dangerous behavior:** fighting, assault, physical intimidation. Adults will firmly stop a physical altercation. Students may be asked to draw or write a Problem Solving/Thinking Plan.
4. **Illegal acts:** When an adult is aware that a student has done or is doing something illegal, the staff member is obligated to refer the situation to the principal.
5. **Insubordinate behavior:** Insubordinate behavior is the direct and immediate refusal to comply with a reasonable adult instruction within a specified period of time. See Linn-Mar Board Policy 502.1 on student conduct. When a student is referred to the office, the principal, school administration manager (facilitator), (or designee) will meet with the student to set up a Problem Solving Plan that will help the student act appropriately in the future. The principal, facilitator, or designee will call the parents to inform them of the student's behavior and the plan of action; a conference time may be scheduled.

## **THE OLWEUS BULLYING PREVENTION PROGRAM**

The Olweus (pronounced OI-VEY-us) Bullying Prevention Program is a multi-level, multi-component school-based program designed to prevent or reduce bullying in elementary and middle schools (students 6 to 15 years old). The program attempts to restructure the existing school environment to reduce opportunities and rewards for bullying. School staff is largely responsible for introducing and implementing the program. Their efforts are directed toward improving peer relations and making the school a safe and positive place to learn and develop.

While intervention against bullying is particularly important to reduce the suffering of the victims, it is also highly desirable to counteract these tendencies for the sake of the aggressive student, as bullies are much more likely than other students to expand their anti-social behaviors. Research shows that reducing aggressive, anti-social behavior may also reduce substance use and abuse.

### **--Definition of Bullying**

A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. Bullying implies an imbalance of power or strength. The student who is bullied has difficulty defending himself / herself.

### **How It Works**

The Olweus program works with interventions at four levels:

#### **School-wide Interventions:**

- Administration of the Olweus Bully / Victim Questionnaire about bullying each year
- Formation of a staff Bullying Prevention Committee
- Staff training
- Development of school-wide rules against bullying
- Development of a coordinated system of supervision during break / free periods

#### **Classroom-level Interventions:**

- Regular classroom meetings about bullying and peer relations

#### **Individual-level Interventions:**

- Individual meetings with children who bully
- Individual meetings with children who are targets of bullying
- Contact parents of children involved

### **School Rules Against Bullying**

1. We will not bully others
2. We will help students who are bullied
3. We will include students who are easily left out
4. When we know someone is being bullied, we will tell an adult

### **Olweus Program Endorsed By:**

- Model Program: Substance Abuse and Mental Health Services Administration (SAMHSA)
- Model Program: Office of Juvenile Justice and Delinquency
- Blueprints for Violence Prevention: One of 11 Model Programs in United States

## **HARASSMENT** **STUDENT RIGHTS AND RESPONSIBILITIES**

**What is harassment?** The word harassment originally meant to “incite a dog.” To incite a dog would require teasing and/or pestering, so harassment might be thought of as teasing or pestering another person. A person who shows respect for others does not tease or pester; therefore, harassment is something that would not be done by someone who is showing respect to others.

**The following are behaviors that may be examples of harassment:** teasing, pestering, name calling, insults, unkind comments, physically threatening behaviors, staring that makes someone uncomfortable, comments about someone’s body, pulling clothes or hair, taking or damaging another’s belongings.

**When the teasing, pestering, or harassment is based on whether you are a boy or a girl, it is called sexual harassment.** The following are behaviors that may be examples of sexual harassment: comments about someone’s body; “dirty” jokes, notes, or pictures; gestures with hands or body; pressure to play games that feel uncomfortable; trying to kiss, hug, or touch someone who doesn’t want to be kissed, hugged or touched.

All Linn-Mar employees and students are expected to behave in ways that show respect to others. Linn-Mar Board Policy 103.1 states that bullying and/or harassment of students, employees, and volunteers is against federal, state, and local policy and are not tolerated by the school board.

**What should you do if you are harassed?** If you are teased, pestered, or harassed by another child or by an adult and you think... “I wish I could make this stop,” then you should say... “Stop! I don’t like that!” If the teasing, pestering, or harassing does not stop or if you are upset by it, you should tell a trusted adult such as your parent/s, your counselor, your teacher, or your principal.

**Can you get in trouble for harassment?** Yes.

Consequences will follow regular discipline procedures and may include: verbal warning, written warning, student/parent conference, and/or suspension.

Some behaviors are more severe than others and the consequences will fit the behavior.

If you have any questions, please contact Nathan Wear at the LRC. 447-3028.

## **Search and Seizure**

**(Reference: Board Policy 502.4, 502.4R)**

All school property is held in trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, personal effects, work areas, or student vehicles under the circumstances as outlined in the regulation 502.4R to maintain order and discipline in the school, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

## **WEAPONS**

Weapons and other dangerous objects are prohibited from any property of the Linn-Mar District as outlined by Board Policies 502.8 and its administrative regulations (502.8-R). Weapons include, but are not limited to, firearms, destructive devices (explosives, incendiaries, & poison gas), knives, clubs, brass knuckles, look-alike weapons, and look-alike firearms.

Violation of the weapons policy will result in confiscation of the weapon(s) or dangerous object(s), notification of parents, and notification of law enforcement officials. The student(s) will be subject to disciplinary action including suspension or expulsion.

Copies of Board Policy 502.8 and 502.8-R can be obtained by contacting the Wilkins Principal’s office or the Superintendent’s office at the Educational Services Center.

## **Parent and Family Engagement Building-Level Regulations New Policy**

**Code 505.7-R**

To further the interests of student achievement, the superintendent [or designee] will create necessary rules to engage parents and family members within the district in the following ways on a building-level basis:

- 1) **Policy Involvement:** The district will host an annual meeting and invite all parents to attend, and inform parents of their rights and the district's requirements under Title I. This meeting will also invite parents to become involved in the planning, review, and improvement of a building policy and in developing the district plan. The district will inform parents of:
  - a. Programs under this policy;
  - b. Curriculum and assessments used for students;
  - c. The opportunity to meet with administration to participate in decisions related to their children's education;
  - d. A description and explanation of curriculum used in the school and forms of academic assessments used to measure student progress; and
  - e. Achievement levels of the challenging State academic standards.
  
- 2) **Accessibility:** Provide opportunities for informed participation of parents and family members in understandable formats and languages. This includes participation by parents and family members who may have disabilities, limited English proficiency, and migratory children. Offer a flexible number of meetings during the day and evenings to facilitate parent involvement. The superintendent [or designee] has discretion to allow schools to provide childcare for families of students during these meetings through Title I funds.
  
- 3) **High Student Academic Achievement:** Each school in the district will jointly develop, with parents and family members, a school-parent compact that outlines how parents, staff, and students share responsibility for improving student academic achievement and how a partnership will be built to achieve this. The compact will describe the responsibility of the school to provide high quality curriculum and instruction, and the parents' responsibility to support their children's learning. This will also address the importance of communication between schools and parents through parent-teacher conferences, regular reports to parents on their children's progress, and ensuring regular, meaningful communication between the family and school staff.
  
- 4) **Building Capacity for Involvement:** Each school within the district will include in their plan ways to achieve the following:
  - a. Assist parents and families to understand topics, including academic standards and assessments, and how to monitor student progress;
  - b. Provide materials and training to help parents work with students to improve achievement;
  - c. Educate teachers and staff in how to communicate with parents and build ties to foster academic success;
  - d. Coordinate and integrate other federal, state, and local programs to support parents in more fully participating in their students' education;
  - e. Ensure information related to the programs is sent to parents and families in understandable formats; and
  - f. Provide other reasonable support to encourage parental involvement.

## **STUDENT RECORDS**

An accurate record is maintained for each student in accordance with Board Policies 505.6, 505.61, and related administrative regulations. A copy of policies and regulations can be found on the LMCDS web site.

## LEGAL DOCUMENTATION

If your family or child is involved in a legal issue that involves custodial rights or any other matter that affects the health and well-being of the child, please notify the office immediately with the **appropriate legal documentation** so that the school can put into place procedures to ensure the safety and security of the child. Please highlight the sections within the document that are essential for the school to know. We will not become involved in matters not directly related to the child's educational needs.



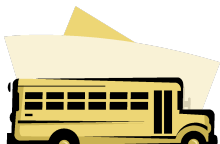
## STUDENT SUPPORT SERVICES

Support services are available to assist teachers and families when concerns arise with students. These services include building staff (student support, teacher, counselor, nurse, health assistant, etc.) and Grant Wood Area Education Agency staff (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators, and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for students by teacher or parent request through the counselor at the student's school.

To further the interests of student achievement, the superintendent [or designee] will create necessary rules to engage parents and family members within the district in the following ways on a building-level basis:

1. **Policy Involvement:** The district will host an annual meeting and invite all parents to attend, and inform parents of their rights and the district's requirements under Title I. This meeting will also invite parents to become involved in the planning, review, and improvement of a building policy and in developing the district plan. The district will inform parents of:
  - a. Programs under this policy;
  - b. Curriculum and assessments used for students;
  - c. The opportunity to meet with administration to participate in decisions related to their children's education;
  - d. A description and explanation of curriculum used in the school and forms of academic assessments used to measure student progress; and
  - e. Achievement levels of the challenging State academic standards.
2. **Accessibility:** Provide opportunities for informed participation of parents and family members in understandable formats and languages. This includes participation by parents and family members who may have disabilities, limited English proficiency, and migratory children. Offer a flexible number of meetings during the day and evenings to facilitate parent involvement. The superintendent [or designee] has discretion to allow schools to provide childcare for families of students during these meetings through Title I funds.
3. **High Student Academic Achievement:** Each school in the district will jointly develop, with parents and family members, a school-parent compact that outlines how parents, staff, and students share responsibility for improving student academic achievement and how a partnership will be built to achieve this. The compact will describe the responsibility of the school to provide high quality curriculum and instruction, and the parents' responsibility to support their children's learning. This will also address the importance of communication between schools and parents through parent-teacher conferences, regular reports to parents on their children's progress, and ensuring regular, meaningful communication between the family and school staff.
4. **Building Capacity for Involvement:** Each school within the district will include in their plan ways to achieve the following:
  - a. Assist parents and families to understand topics, including academic standards and assessments, and how to monitor student progress;
  - b. Provide materials and training to help parents work with students to improve achievement;
  - c. Educate teachers and staff in how to communicate with parents and build ties to foster academic success;
  - d. Coordinate and integrate other federal, state, and local programs to support parents in more fully participating in their students' education;
  - e. Ensure information related to the programs is sent to parents and families in understandable formats; and
  - f. Provide other reasonable support to encourage parental involvement.

## TRANSPORTATION



Students are not allowed to ride district school busses with friends without prior permission from transportation. This means if your son or daughter wants to have a friend ride home on the school bus, and it is not the bus the friend normally rides home on, you will need to call transportation at 447 -3030. Only regular bus route riders will be permitted to ride on district school busses.

### **TRANSPORTATION CHANGES**

If you need to make a change in transportation, please let your child know before the school day begins. If it is necessary to make a change after the school day starts, please make every effort to call the main office **before** 2:30 p.m. to ensure we are able to get the message to your child/children. The end of the day can be very hectic, and we want to assure that all students arrive home safely and stress free.

### **VISITING SCHOOL**

Parents/guardians are encouraged to visit school at any time. FOR THE SAFETY OF OUR STUDENTS AND STAFF, **ALL SCHOOL VISITORS MUST SIGN IN AT THE SCHOOL OFFICE AND WILL WEAR A VISITOR'S BADGE.** Please make an appointment with your child's teacher before visiting the classroom. Parents are strongly discouraged from bringing young children when visiting classrooms.

Parents planning to eat lunch at school are asked to call the main office at 447-3380 before 9:00 a.m. so that we may plan a lunch for you. No fast food please.

### **VOLUNTEERS**

Volunteers assist students and teachers in the classroom, work on activities and projects at school, complete activities and projects at home, and chaperone field trips/events. Volunteers must treat school information in a confidential matter. Volunteers must sign in and out in the school office. Volunteer workshops are held the second Friday of the month from 8:45-10:45 AM. If you are interested in volunteering in the Linn-Mar District, please contact the Community Relations/Volunteer Coordinator at 319-447-3110 to register. *Start the process of becoming an active volunteer today by completing an application.*

**Please refer to Board Policy and/or the District Handbook for information not contained in the family handbook.**

**Thank you for trusting us with your children every day; it is an honor. Educating your child and keeping them safe are our top priorities.**