



MORMON TRAIL

Elementary School

Parent-Student Handbook

2016-2017

Dear Elementary Students and Parents:

Welcome to Mormon Trail Elementary School. The purpose of this handbook is to help inform you about the everyday procedures and general policies designed to help our school run smoothly and safely. It is not intended to burden you with unnecessary rules and regulations, but is necessary to ensure consistency and fairness in dealing with everyday problems that might arise.

We hope this handbook will help promote greater understanding, cooperation and teamwork between the school and home. A student's academic success is often affected by how well we all work together. Students who know their parents are involved in regular communication with the school, usually are more successful in school. Mutual respect, cooperation, understanding and positive support between the school, home and community are vital for a successful school year for all children.

The entire elementary staff believes that all students can learn. In order to provide a quality learning environment for all of our students, each child will be treated with dignity and respect, regardless of age, gender, nationality, physical disability, mental ability, or social circumstances.

Our top priorities are the safety, academic success and social development of the children with whom we are entrusted each day. We will place primary emphasis on the teaching of basic skills, but we will also continually work to create and maintain a pleasant, orderly and safe learning and teaching environment, along with happy, motivated and successful children and adults. These goals can only be achieved with the highest level of communication and cooperation between parents and the educators of this district. We encourage parent involvement in all aspects of our educational program. Please feel free to share your suggestions, concerns and questions with us at any time.

Please take the time to review this Parent-Student Handbook. We are all looking forward to working with you and your family throughout the school year. If we can be of assistance to you, please let us know.

Mormon Trail Elementary Staff

NONDISCRIMINATION STATEMENT

It is the policy of the Mormon Trail Community School District not to illegally discriminate on the basis of race, color, nation origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs), in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Bridgette Stark, Guidance Counselor, 502 East Main. Garden Grove, IA 50103, 641-433-3425 or bstark@mormontrailcsd.org.

STUDENT RIGHTS AND RESPONSIBILITIES

1. I have a RIGHT to learn in this school.

It is my **RESPONSIBILITY** to listen to instructions and to follow general classroom guidelines set by my teachers and principal.

2. I have a RIGHT to hear and be heard.

It is my **RESPONSIBILITY** not to talk, shout, or make loud noises when others are speaking.

3. I have a RIGHT to be respected in this school.

It is my **RESPONSIBILITY** to respect others and not tease, be disrespectful or hurt the feelings of other people.

4. I have a RIGHT to be safe in this school.

It is my **RESPONSIBILITY** not to threaten, bully, or harm anyone else.

I have a **RIGHT** to some privacy and personal property.

It is my **RESPONSIBILITY** to respect the personal property of others and accept their right to privacy.

PARENTS' RIGHTS AND RESPONSIBILITIES

Parents have the **RIGHT** to expect quality education for their child. Parents have the **RIGHT** to assume their child is treated fairly and is safe when at school. Parents have the **RIGHT** to contact the school at any time with any questions. Parents have the **RESPONSIBILITY** to be aware of the school's expectations for students and of the acceptable rules of conduct as outlined in this handbook. Parents are **RESPONSIBLE** for encouraging regular and punctual attendance of their child and for ensuring their student completes assignments and homework. Parents are expected to respond to telephone calls or letters from school.

THE SCHOOL RELIES ON SUPPORT FROM PARENTS IN THE EDUCATION OF YOUR CHILD. WE CANNOT DO THE JOB OF EDUCATING YOUR CHILD ALONE.

YOUR SUPPORT AND INVOLVEMENT ARE MOST IMPORTANT!

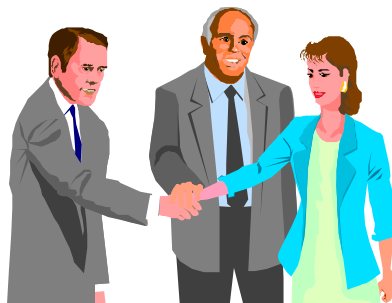


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EDUCATIONAL PHILOSOPHY, MISSION STATEMENT & GOALS PHILOSOPHY

The Mormon Trail Community School District seeks to nurture and educate the whole child through individual attention to his/her intellectual, emotional, social and physical needs. We recognize a responsibility to encourage cooperation, communication, and involvement between the home, school, and community. Each student attending Mormon Trail Elementary is unique in age, ability, development, needs, academic level and background. Children of elementary age are spontaneous and eager to learn. They openly express their feelings and thoughts. The school will provide each student with the opportunity to be educated to the fullest extent of their abilities, aptitudes and interests through a program that recognizes and provides for the individual needs of each child.

DISTRICT MISSION STATEMENT:

The Mormon Trail Community School District, in partnership with the community, will provide quality educational opportunities in a safe and caring environment to prepare all students to function successfully in a diverse and changing world.

DISTRICT EXIT GOALS:

Upon graduation, students who have received the majority of their education in the Mormon Trail Community School District will be able to demonstrate the knowledge, skills, and behaviors essential to...

- *be self-directed learners.
- *be verbally, quantitatively, and technologically literate.
- *apply the skills of problem solving, decision making and critical thinking.
- *effectively communicate and interact within a group.
- *acknowledge the creative expression of others and express oneself creatively.
- *exhibit civic rights and responsibilities.
- *exhibit global understanding of past and present cultures.
- *demonstrate concern, tolerance and respect for self, others, and the environment.
- *create and adapt to change.
- *maintain sound mental and physical health.

ELEMENTARY MISSION AND GOALS:

The mission of the Mormon Trail Elementary School is:

Striving to provide quality
Academic achievement
In a
Nonthreatening environment where
Teachers and students are
Safe and successful.

To accomplish this mission, all school staff will:

- *stress the basic skills of reading, writing, speaking, listening, math, and good citizenship.
- *encourage positive attitudes towards life-long learning.
- *stress respect for self and others, appropriate behavior, courtesy, self-direction and responsibility.
- *promote the development of effective decision-making and higher order thinking skills.
- *utilize a variety of strategic teaching methods across the curriculum.
- *provide a safe, orderly and supportive learning environment for all students.
- *effectively communicate and work with peers, students, parents, and the community.

DEFINITIONS

DEFINITIONS:

In this handbook, the word “parent” also means guardian unless otherwise stated. An administrator’s title, such as superintendent or principal, also means that individual’s designees unless otherwise stated. The term “school ground” includes all facilities and property within the jurisdiction of the school district (including School buses and vehicles). The term “school activities” means all school-sponsored and school-approved activities in which students are involved.

DEFINITION OF HOMELESSNESS:

“Chapter 33 of Iowa Administrative Code defines “Homeless child or youth” as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs “1” and “3” above.

The Mormon Trail Community School District shall make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to the education which may exist in district policies or practices.

Through staff development, all school staff will be made aware of the district policies, guidelines and recommended best practices related to educating homeless children and youth.”

GENERAL EDUCATION INTERVENTIONS

Mormon Trail Elementary School strives to make every student’s education experience a successful one. To ensure success of all students, we sometimes must make accommodations and/or modifications for some individual students. These modifications and accommodations are referred to as **general education interventions**. **General Education Intervention is an attempt to correct a student’s academic or behavioral difficulties in a systematic fashion in the student’s regular classroom setting.** Teachers, sometimes working with a team of other teachers from the building, develop interventions to correct a student’s difficulties. If initial interventions are ineffective at correcting the problem, further interventions may be attempted or a child’s parent(s)/guardian may be contacted about the possibility of a full and individual evaluation for their child.

At times, we will enlist the support of the professional staff from Green Valley Area Education Agency (GVAEA) to assist in developing needed accommodations and modifications. Professional staff from GVAEA consists of speech/language pathologists, itinerant hearing and vision teachers, occupational therapists, transition/work experience instructors, school social workers and school psychologists. If involved, GVAEA staff may assist through their work with our team of teachers, through observations of the child in the classroom or through a review of the student’s educational records. Prior to any direct involvement (i.e., talking directly with the child) of the GVAEA staff with an individual student, parental permission must be secured through the completion of an “Informed Consent Form” regardless of the type of involvement, direct or indirect contact on no more than two occasions for an individual child.)

JURISDICTIONAL STATEMENT

This handbook is an extension of the Mormon Trail Board Of Education policies and is a reflection of the goals and objectives of the board. The school board, administration and school employees expect students to conduct themselves in a manner fitting to their age and maturity level and with respect and consideration for the rights of others.

This handbook and district policies 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, vehicles or chartered buses; while attending or engaged in school related activities; and while away from school grounds if the misconduct directly affects the order, efficient management and welfare of the school district, students, or staff. A violation of a school policy may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities.

Students are expected to comply with all school rules and policies. Students who fail to abide by the district policies may be disciplined for conduct that disrupts or interferes with the orderly and efficient operation of the educational programs, school activities, the rights of other students and staff and the maintenance of a well disciplined, safe school environment. Disciplinary measures include, but are not limited to: removal from the classroom, detention, suspension, probation, or expulsion.

The discipline imposed will be based on the facts of the specific incident, age of the student, circumstances surrounding the incident, the student's past history, and the safety of other students and staff.

The school reserves the right to modify, eliminate or establish district policies and rules as circumstances warrant, including those contained in this handbook. Parents and students will be immediately informed of any changes in school policies. Students are expected to know the contents of this handbook and comply with all policies. Students or parents with questions or concerns should contact the principal for information.

SEXUAL ABUSE & HARASSMENT OF STUDENTS BY SCHOOL EMPLOYEES

The MT School does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or other school employee immediately. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. This procedure requires the school district to designate an independent investigator to look into the allegations. The Mormon Trail Community School District has designated the school juvenile court liaison (877-2521 or 443-3425) as Level 1 Investigator and Wayne County Sheriffs office (872-1566) or Decatur County Sheriffs office (446-4111) as Level II Investigator. It is the policy of the district to respond to all allegations of abuse by school employees by investigating or arranging for a full investigation in a reasonable and prudent manner.

Physical abuse is non-accidental physical injury that leaves a mark at least 24 hours after the incident. Law prohibits corporal punishment. While employees cannot use physical force to discipline a student, the law states that there are times that physical force is appropriate. These times include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous objects, for the purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property, to help calm an agitated student, or to protect a student from self-inflicted harm. Sexual abuse or harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.

SCHOOL ADMISSION REQUIREMENTS

Children wanting to enroll in kindergarten must be at least five years of age on or before September 15th, of the year in which they want to begin school. Parents must present clear evidence of age in the form of a birth certificate or other comparable evidence before a child may enroll. It is within the discretion of the school administration to determine what is satisfactory evidence for proof of age.

According to the state law, a child under the age of 12 must have up-to-date immunizations in order to attend public schools. Prior to enrollment, complete health and immunization records must be submitted to the school. The list of immunizations includes: measles, rubella, polio, and D.P.T. (diphtheria, whooping cough, tetanus and hepatitis B). It is important to report all immunizations to the school office so the school can keep the permanent records up-to-date.

A child who does not have up-to-date Immunizations will be excluded by law from school until the necessary immunizations are completed & on record with the school office.

STUDENT ATTENDANCE

ATTENDANCE POLICY:

Students are expected to be in school and to make attendance a top priority. Only through regular school attendance and class participation do students acquire the full benefits of their educational program. Participating in class discussions, developing an appreciation for the views and contributions of other students, and forming the habit of regular attendance are legitimate and being well prepared for classes helps students succeed in school, as well as prepare them for greater responsibilities down the road. Consequently, the Board of Education, the administration, and the school staff encourage students to be in attendance one hundred and eighty (180) days per academic year.

The school will determine whether an absence is excused or unexcused. Excused absences include, but are not limited to, illness, family emergencies, recognized religious observances, school activities, appointments that cannot be scheduled outside of the regular school day, and special situations approved by the school. Parents may be called to check on absences of a child. In case of certain communicable illnesses or health problems, students may be asked to bring a permit from the doctor before they are admitted back into school.

A student spending a half-day, or more, in the Office will be counted absent from the classroom for that time. Students arriving at school after 10:00 A.M. or 2:00 P.M. will be marked absent for that half-day. Students leaving school before 10:00 A.M. or 2:00 P.M. will be marked absent accordingly.

After seven (7) absences in a semester, parents will be notified of the number of absences. On the tenth (10th) absence in a semester, the parent will again be notified and a conference with the student, parents, counselor and administrator may be required. The students may also be referred to the Student Assistance Team and a plan developed to improve school attendance.

Truancy is the act of being absent from school without an acceptable reason or without parental and/or school knowledge. Extended truancies will be reviewed and disciplinary action taken at the discretion of the administration. Truancy cases may be turned over to the County Attorney.

Students will be allowed to leave the school grounds during regular school hours only with prior authorization from their parents. To ensure the safety and welfare of our students, we ask that parents call or send a written note if their child is to be picked up by someone other than the parent or if there is to be a change in the student's regular after-school routine (riding a different bus, waiting at school, going home with another student, walking to babysitter, etc.) **if a student**

requests a different routine and we have not had a note or phone call, we will NOT be able to approve the request. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the parent/guardian or a phone call from the parent.

Please note that if the student is not in the classroom when the bell rings at 8:20 a.m., that he/she is considered tardy and is marked accordingly on attendance.

OPEN ENROLLMENT:

Parents who wish to transfer their child out of the district under the state Open Enrollment Law may pick up appropriate forms in the Office of the Superintendent in Humeston. These forms must be completed and returned to the Superintendent on or before March 1st, preceding the beginning of the school year in which the child wishes to transfer. Parents need to contact the Office of the Superintendent for additional information.

SCHOOL CANCELLATIONS:

Announcements of school cancellations or early dismissal will be made over radio stations WHO, (1040 AM) and KMGO (98.7 FM) and TV stations, KCCI, (8); WOI, (5); & WHO, (13). Text Messages will also be sent over the Farmer's Bank of Northern Missouri. You must sign up for this to have this available. Notes will be sent home prior to early dismissal for planned teacher workshops and in-services. However, in the case of severe weather conditions or other emergency situations, cancellations may occur at any time. It is the parents' responsibility to instruct children on what they are to do when early dismissals occur. Parents will be asked to complete an Emergency Plan that will be kept on file in the elementary office. No phone calls will be made to individual families.

SCHOOL DAY:

The doors of the elementary building will be open at 7:30 A.M. each morning. As a general rule, adult supervision is not available until that time. Bus students begin arriving at approximately 7:40 A.M. The breakfast program will begin at 7:45 and continue until 8:15 A.M. Students are to be in their classrooms by 8:20 A.M. If they arrive later than that, then are considered tardy. Elementary children living in Humeston do not need to be at school until at least 7:50 A.M.

School will begin dismissing at 3:20 P.M. on regular school days. Parents will be notified when the starting or dismissal times will vary from the normal schedule. **PLEASE DO NOT COME TO PICK YOUR CHILD UP EARLY UNLESS THEY HAVE AN APPOINTMENT.**

TRANSFER IN/OUT OF THE DISTRICT:

Students who transfer into the district must meet the same age and immunization requirements as those students who initially enroll in the district. If possible, the parents and/or student must provide the district with proof of grade level and a copy of the student's permanent records from their prior school district. If the student is unable to provide the school with proof of grade level, the administration will make the grade level determination based on what information is available. Parents of students wanting to transfer out of the district should notify the school as soon as possible. After such notice, the student will receive instructions regarding the return of textbooks, library books, fees, etc. Records will be sent as soon as a written request is received from the new school district.

STUDENT RECORDS

EDUCATIONAL RECORDS:

In order to facilitate the educational process, records on each student are kept in the building in which the student is currently attending. The custodian of the student records is the building

principal. Questions regarding student records should be directed to the principal's office. Student records may include, but not be limited to, identification date, attendance, honors and activities, discipline data, test scores, objective counselor or teacher observation and external agency reports.

Student records containing personally identifiable information, except for directory information, are confidential. Only persons who have a legitimate educational interest are allowed access to a student's records without parent's permission. Parents may access, request amendments to and copy their child's records during the regular school office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the Superintendent's office.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to the middle school level. This is also done when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance. Parents of students under the age of 18 may exercise the opportunity to review educational records, to obtain copies of records, to write a response to material in the records, to challenge the content of the records on the grounds of inappropriateness, inaccuracy, or an invasion of privacy. All examination of student records by parents must be done in the presence of an appropriate school employee.

From time-to-time, student directory information may be released without parental permission, unless the parent asks the school not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school to release directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, honors and awards, most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes.

STUDENTS RIGHT AND RESPONSIBILITIES

COMPLAINTS, GRIEVANCES AND DUE PROCESS:

It is the goal of the MT Community School District to resolve students' and parents' complaints and grievances at the lowest level. Students and parents are encouraged to address problems to the student's teacher first. If the problem cannot be resolved by working with the teacher in a reasonable length of time, the student and/or parent should then discuss the matter with the principal. If the matter still cannot be resolved the problem should then be moved on to the superintendent.

The enforcement of the policy of the MT Board of Education shall be the responsibility of the principal. The school district recognizes and supports the principle of due process. When a student has been disciplined because of a violation of policy or rules of the classroom or Student Handbook, the student or student's parent may appeal the decision.

The principal's decision may be appealed in writing to the superintendent within five (5) days of the decision. The superintendent will return within five (5) days his decision in writing to the person who submitted the appeal. The superintendent's decision may be appealed within five (5) days to the Board of Education by delivering to the superintendent a written notice of appeal. The superintendent shall schedule the appeal hearing for a regular or special meeting of the Board of Education within ten (10) days after receipt of the appeal notice.

CARE OF SCHOOL PROPERTY:

Students are expected to take care of school property including desks, chairs, books, and all other school equipment. Vandalism will not be tolerated. Students found to have destroyed or damaged school property will be required to reimburse the school district. In certain circumstances, students may be reported to the law enforcement officials.

Schoolbooks must be returned to the teacher at the end of the school year. If books are not returned, students will be charged a replacement fee. Damage to a book in excess of normal wear will also be charged to the student. A student will also be required to pay for the replacement of lost or unreturned library books.

DRESS CODE:

There is a strong connection between academic performance, attitude, behavior and student appearance. Inappropriate student attire may cause substantial disruption to the school environment or may present a threat to the health and safety of the student and others. Students are expected to adhere to reasonable levels of cleanliness and modesty. **Students are expected to wear clothing that is appropriate for their age and that does not disrupt the school environment.**

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol, drugs, and tobacco; from wearing shoes with cleats; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks or making reference to prohibited conduct. Under certain circumstances or during certain class activities, a more strict dress code may be appropriate and all students will be expected to comply with the stricter requirements. The administration will make the final determination on the appropriateness of student appearance. Students inappropriately dressed will be required to call home for a change of clothes, turn their shirt inside out, or wear a spare piece of clothing from the school supply.

Shoes are to be worn at all times and for safety reasons, shoelaces must be tied. Caps and hats are not to be worn inside the school building.

FREEDOM OF EXPRESSION:

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since, however, student expression made on school premises or as part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoint and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of the law, cause defamation of persons or contain obscenity or indecency. The administration has the right to determine the time, place, and manner in which the expression is to be allowed so as not to disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION:

Students are prohibited from distributing, dispensing, manufacturing, possessing, using or being under the influence of alcohol, drugs, or **look-a-like substances**; and possessing or using tobacco products or look-a-like substances. Weapons or a **look-a-like** will not be tolerated on school property or at school activities with the exception of weapons in the control of law enforcement officials. The current Iowa Law calls for the immediate expulsion of a student who is in possession of a weapon (gun) on school property. **Parents will be contacted and the student will be reported to the law enforcement officials.**

ITEMS BROUGHT FROM HOME:

Students are not to bring recorders, radios, electronic devices, cell phones, old cell phones, CD players or similar items to school or school activities without permission from school

administration and/or classroom teachers. These items are often expensive and the school will not be responsible for damage or loss. These items are also the cause of unnecessary discipline problems and classroom distractions. Student cell phones brought to school must remain in the student's book bag or locker. Students may take their phone to the office to make necessary calls, with the teacher's permission.

Violation of cell phone use during the school day:

1st violation: Teacher will confiscate the phone, can be picked up at the end of the day.

2nd violation: Teacher will confiscate the phone and will turn it in to the principal, phone can be picked up at the end of the day.

3rd violation: Teacher will confiscate the phone and will turn it in to the principal. The parent must come to pick up the phone and visit with the principal.

POSTING OF INFORMATION:

Students or adults who wish to post or distribute information must first receive permission from the administrative office before the posting or distribution. This applies to information that deals with school-sponsored activities.

SEARCH AND SEIZURE:

School authorities may, without a search warrant, search a students' locker, desk, work area, or school bag based on a reasonable suspicion under the circumstances and in a manner reasonable in scope 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 also seize any illegal, unauthorized contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, 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 actions and may be reported to the local law enforcement authorities. **All searches will either occur in the presence of the student or in the presence of at least one other person.**

STUDENT LOCKERS:

Students in first through sixth grades will be assigned hall lockers. Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing coats, book bags, and other personal items necessary for school. It shall be the responsibility of each student to keep his/her locker clean and undamaged. The expense of repairs done to a student's locker will be charged to the student or the individual found to be guilty of intentional damage.

Locker inspections will be conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring lockers are clean, safe, and well kept.

STUDENT PUBLICATIONS:

Under the supervision of a classroom teacher or other faculty person, students may produce class publications as part of the school curriculum (examples: classroom newspaper, creative writing projects, etc.) Statements made by students, including written statements made in student publications, are not an expression of official school district policy. The school district, the Board of Education, and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from the Board of Education secretary.

A classroom teacher or other certified staff person supervises 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. No student shall express, publish, or distribute in an official school district publication material which is obscene, libelous, slanderous or encourage students to commit unlawful acts, violate school policies, cause a substantial

disruption of the orderly and efficient operation of the school, disrupt or interfere with the educational program, interrupt the maintenance of a disciplined atmosphere or infringe on the rights of others.

Students who feel they have been unreasonably restricted in their exercise of expression in a student publication should follow the complaint procedure outlines in this handbook.

EDUCATIONAL CLIMATE AND COMMUNICATIONS

The school administration, school employees, students and parents all have a responsibility to help establish and maintain a positive learning atmosphere within the school building. **Common rules of courtesy will prevail. Students are to address teachers and other school employees in an appropriate manner (Mr., Miss, and Mrs.). Teachers are expected to call all students by their given names. Keeping the role of teacher and student in proper focus and treating everyone with respect and common courtesy will greatly add to a positive educational climate.**

Individual teachers and the building principal will make every attempt to personally communicate with parents with good news and whenever they deem a problem is likely to affect the child's learning and general welfare.

Parents should always speak with the teacher first if there is a classroom-related concern. A three-way conference, with the child included, can be very effective and is often recommended. Under no circumstances do we recommend a parent and teacher discuss a problem in the presence of the class or in a public location.

After a conference takes place, give the plan a reasonable amount of time to work. Please remember that no medicine is instantaneous. After a reasonable amount of time, if parents feel the problem has not been taken care of, we ask that they schedule a second visit with the appropriate person involved. Parents should not quickly pass judgment on what a child or an outside source says until they have had the opportunity to visit with the teacher, employee, or administration.

School employees are all willing to work closely with parents to provide the most positive educational environment possible for our children. This takes teamwork, cooperation and mutual understanding and respect. Reasonable people can work out reasonable solutions for what sometimes seems like unreasonable problems!

Throughout the year, the school will utilize a variety of methods for developing and maintaining effective communications between the school and home, as well as between the school and community. Communication strategies will include, but not be limited to, parent-teacher conferences, report cards, personal notes, telephone calls, face-to-face visits, monthly district newsletter, school and home visitations, and interactions at school activities.

By developing and maintaining an open line of communication and positive working relationship between the school, home, and community, we will be able to handle all problems in a professional and ethical manner with the child as the main focus. The first priority of everyone concerned should be what is best for the child.

STUDENT ACHIEVEMENT

GRADE REPORTS:

Each student will receive a progress report in the form of a report card at the end of each quarter and semester. Students who have concerns about their grades should talk to their teachers to

determine how they can improve their performance. The following grading scale has been adopted for all students receiving letter grades:

A+	100-97
A	96-94
A-	93-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	0-59

Student-led Conferences are scheduled soon after the first nine weeks is completed and again at the end of the third nine week period. The teacher or parents may arrange special conferences on an individual basis anytime throughout the year. Parents may also request a more frequent update on student grades.

HOMEWORK:

Teachers will assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills, to share and discuss ideas and work with parents, to review, become acquainted with new materials, to organize thoughts and ideas, to prepare for classroom activities, or to make up incomplete class work. Students are expected to complete homework on time. Teachers will each develop their own homework policies and make students and parents aware of the policies they will follow. **One week after the due date**, absolutely no credit will be given for late work.

MAKE-UP WORK:

Students are expected to make up the schoolwork they miss because of a school absence. Students will be given two (2) days for each day missed to complete the make-up work. If the teacher deems it appropriate, the student may be assigned work which is different from that assigned to the class during the time the student was absent. For long term absences, students may receive a time extension to complete the work. If the need arises, students may be held in from recess to complete make-up or to work with the teacher.

Parents who want to pick up schoolwork while their child is absent should contact the school by 9:00 A.M. to allow sufficient time for teachers to get the necessary materials collected. Please do not just drop in and ask for work in a few minutes. We do not want to stop the learning process for the rest of the students while the teacher takes the time to get the work ready during prime academic time for other students.

While it is the teacher's responsibility to give the student make-up work, it is the student's responsibility to see that the work is completed and given to the teacher in a timely manner.

STANDARDIZED TESTS:

Students in grades 3 through 6 are given the Iowa Tests of Basic Skills. These tests are just one of the many assessment techniques used by the school to help determine the academic progress for individual students, a grade level and for the school district. Students are tested unless the Principal excuses them. The purposes of our students achievement program are to:

- Identify students in need of additional support services.
- Improve teacher instruction and student learning.
- Improve the over-all school curriculum.

- Evaluate the total educational program.
- Determine academic progress for individual students and groups of students.

DISCIPLINE AND STUDENT BEHAVIOR

All students will be expected to conduct themselves in an appropriate manner and within their level of maturity at all times. Respect for the authority vested in all school employees, regard for public property, and consideration for the rights and welfare of others should govern all student action.

All school employees share the responsibility for seeing that behavior of students meets the standards of conduct necessary for a positive learning environment. Emphasis shall be placed on the growth of self-discipline and personal responsibility for behavior. With due consideration of these obligations, it is the responsibility of the school board, administration, and teachers to make reasonable rules and policies governing student behavior and conduct. Respect, fairness, and recognition of individual responsibilities for everyone will be top priorities.

We believe all children can behave appropriately. We believe that all children are capable of experiencing success in school and that all children can be taught to be responsible for their own behavior. Emphasis will be placed on high student expectations and reasonable guidelines that will enhance self-esteem. We will not tolerate any students stopping teachers from teaching and other students from learning.

In order to maintain a safe and caring environment for all students and staff, certain rules and expectations for student behavior are necessary. All students will be expected to:

- Be accountable for his/her own behavior.
- Listen to and follow all directions and requests the first time they are given;
- Be positive and respectful to self, others, and property;
- Always do his/her very best: be prepared with necessary materials and assignments; and
- Work collaboratively with others to help maintain a positive and safe learning environment.

The elementary building team may make additional rules and expectations as deemed necessary to implement and carry out the intent of school policy and maintain a safe and orderly learning and working environment.

A school's common area includes such places as playground, hallways, restrooms, and the lunchroom. With different staff supervising these areas, it is important to share consistent expectations and rules for responsible and safe behavior. Each classroom teacher will teach students what constitutes responsible behavior in the common areas of the school. Expectations will be taught and reviewed.

Hallways: The hallways of MT Elementary School will be a safe and quiet environment where people can interact with courtesy and respect.

- Students will walk safely through the hallways, walking on the right side of the hall, facing forward, and using "line basics".
- Go directly to designated area when by self or small groups (without an adult).
- Quiet voices are to be used in the hallways; greet people using appropriate nonverbal acknowledgement such as smiles or nods.
- Lockers will be opened and closed quietly by lifting the latch.
- Students must have a pass to be in the hallways unless accompanied by an adult.
- Hands, feet, and items being carried will remain within the students' own personal space: hands and objects do not need to touch the walls or come in contact with other people.

- Feet remain on the floor at all times; no running or jumping up to touch something.

Restroom Areas: The restroom at MT Elementary School will be clean and safe.

- Group use of restrooms will be following recess and lunch.
- Students using restrooms during class time or recess must have a restroom pass unless accompanied by an adult.
- Students are to keep hands and feet within their own personal space.
- All school supplies and items are to be left in the classroom or outside of the restroom.
- Restrooms are to be used appropriately:
 - Flush toilet or urinal after use.
 - Leave stalls unlocked after use.
 - Wash hands with soap and dry hands before leaving the restroom.
 - Leave the restroom area immediately after use.
 - Respect the privacy of other people using the restroom.
 - Conserve supplies.
 - Leave the area clean and dry.

Commons: The lunch line and commons area at MT Elementary School will be a safe and clean environment where people interact with courtesy and respect.

- Students are to use quiet voices when talking to other people.
- Walk in the commons area at all times.
- Keep hands, feet and objects to self.
- Students are to stay in their seats, sit facing the table, and keep their feet under the table.
- Students will raise their hands to get assistance from the lunch supervisors.
- Students are to keep their own personal eating space clean (table and floor).
- Students will use polite table manners: proper use of silverware, no talking with food in the mouth, please and thank you!
- For health reasons, students will not be allowed to trade food.

Recess: The play areas at MT Elementary School will be a safe and orderly environment where all students are involved in activities and having fun.

- Students will treat others with respect and kindness: include everyone in games, use appropriate language and voice tones, and display no bullying behaviors.
- Students are not to leave the play area without teacher permission and a pass.
- Bullying behavior and harassment of others will not be tolerated.
- No rough play: no pushing, shoving, throwing balls at people, at the ceiling or across the length of the gym, no tackling during games; no wrestling; no physical or verbal aggression; no throwing snowballs (except in designated area), sticks, rocks, wood chips, etc. Rocks and wood chips should ONLY touch students' hands to cushion a fall!
- All recess equipment will be used in a safe and appropriate manner.
- When the supervisor blows the whistle, all students are to STOP, and quickly walk to line up. No breaking into the line. Balls and other equipment will be kept under control in students' hands.
- Children are to wear appropriate clothing for outside recess: coats, hats, and mittens & boots, in cold weather.
- No running on the sidewalks or in any inside area except the gym.
- During inside recess, at the discretion of the recess supervisor, the stage may be used for "quiet activities".
- No regulation baseballs or softballs

Before and After School Procedures: Our goal is to have all students arrive and depart school in a safe and orderly manner.

- All students walking to and from school must use the crosswalk with the aid of the crossing guard.
- Bike riders are to walk their bikes onto and off of the school grounds.
- Students being dropped off or picked up by someone are to use the east drive and school entrance.
- Students arriving at school before the supervising person arrives are to wait quietly in the entryway.
- When the first bus arrives:
 - Students eating breakfast are to take their belongings directly to the gym and go directly to breakfast.
 - All students not eating breakfast will report to the gym (3-6) or library (K-2).
- Students will be dismissed from the gym and will pass quickly and quietly to their classrooms.
- At dismissal time, students will proceed to the proper exit in a quiet and orderly manner.
- Students are not to remain in the building after school unless prior arrangements have been made between parents/guardians and school personnel.

Assemblies:

- Students will walk quietly with their teacher from the classrooms to the assembly area.
- Students are to sit with their teachers in their assigned areas.
- Students are expected to respond politely and positively during the performance. Appreciation is expressed by applause.
- Students are not to behave in any manner that interferes with the rights of others. They must sit flat, keep hands and feet to themselves, and not talk during the performance or a speaking part.
- At the conclusion of the performance, students should wait to be dismissed by their teacher or principal.
- Laughing is appropriate when something is funny. Booming is not appropriate.
- Restroom needs are to be taken care of before or after the assembly.

Classrooms:

Individual teachers will develop their own classroom behavior guidelines and make students and parents aware of behavior expectations, rules, and consequences. Students are to go about their classroom work seriously, creating no disturbances or interfering in any manner with the educational opportunities of other students or the instructional efforts of the teachers. Students creating disturbances in the classrooms will be dealt with by the classroom teacher. If however, the offense warrants being sent from the classroom, the following guidelines will be observed.

- The student will report directly to the office. The administrator will impose consequences for the behavior.
- If the student is sent to the office a second time, a conference with the parent, student, teacher, and principal will be held. The group will determine consequences.

Consequences for behavior infractions will be proportional to the severity of the infraction, previous behavior of the student, age, and recommendation of the teacher and/or principal. Possible consequences for inappropriate behavior include, but are not limited to, the following:

- loss of recess
- temporary removal from class to the office or a short term recovery
- in-school suspension
- restitution
- denial of extra privileges or restriction of activities during the school day
- out-of-school suspension
- referral to outside agencies
- expulsion

Students must remember that they are in control of their own behavior and it is their responsibility to make wise intelligent choices about how to behave. By law, all students are entitled to due process. Due process varies depending upon the severity of the inappropriate behavior, but in most cases involves the following:

- The student is notified of the behavior infraction. The student must be given an explanation of what they have done wrong.
- If the student denies the charges, the student must be given an explanation of the evidence.
- The student has the opportunity to present his/her side of the situation.

CORE BELIEFS WHICH GUIDE ENFORCEMENT OF SCHOOL RULES AND EXPECTATIONS

Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

The Mormon Trail Jr./Sr. High School staff dedicates itself to a set of core beliefs which provides a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents and students to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with these core beliefs.

MORMON TRAIL SCHOOL STAFF CORE BELIEFS

1. I will make every effort to react without anger or haste to problem situations.
2. I will provide consequences that are not punitive but allow the child to experience the results of a poor choice, enabling him or her to make better choices in the future.
3. I will proceed in all situations with the best interest of the child foremost in my mind- academic, social, and emotional well-being will be fostered.
4. I will guide students toward personal responsibility and the decision-making skills they will need to function in the real world.
5. I will arrange consequences for problem situations in such a way that the child will not be humiliated or demeaned.
6. Equal is not always fair. Consequences will be designed to fit the problems of individual students, and they may be different even when problems appear to be the same.
7. I will make every effort to ensure that, in each situation, the students involved understand why they are involved in consequences.
8. If at any time I act or react in a way that a child truly feels is unjust, that student need only say to me, "I'm not sure that's fair." I will arrange a private conference during which the student can express to me why he or she feels my actions were not fair. This may or may not change my course of action. I am always open to calm, rational discussion of any matter.

INDIVIDUAL CLASSROOM RULES

1. Treat your teacher with the same respect with which he/she treats you.
2. Your actions may not cause a problem for anyone else.
3. If you cause a problem, you will be asked to solve it.
4. If you cannot solve the problem, or choose not to, the teacher will do something. What he/she does will depend upon the situation and the person involved.
5. If the teacher does something that appears unfair, whisper to him/her, "I'm not sure that's fair" and then discuss the situation together.

When a student is sent to the office for disciplinary reasons by staff from a classroom, it will be viewed as a serious matter due to the fact that the student has already committed several offenses in the classroom or the severe clause has been involved. The referral system will be implemented according to the discipline schedule.

BUS RULES

The Mormon Trail Community School District Strives to provide student transportation services that reflects an emphasis on safety. Riding a school bus is a privilege that requires responsibility on the part of those who ride to follow the direction of the school bus driver and adhere to the policies cooperatively established by school administration, the school transportation provider, and the Mormon Trail Community School District Board Of Directors.

Durham School Services provides student transportation services for the Mormon Trail District. The company's area office is located in Princeton, MO and can be contacted at 660-748-4500 during regular business hours.

All students are expected to obey the following school bus safety rules:

- 1 Follow the directions of the bus driver the first time they are given.
- 2 No moving or changing seats while the bus is in motion.
- 3 Students are to set in bus seats in a safe and appropriate manner.
- 4 No cursing, vulgar, or abusive language. No fighting or discourteous behavior. No harassment of other students, or the bus driver.
- 5 Keep yourself and all objects inside the bus.
- 6 No littering or destruction of property.
- 7 No food or beverages are to be consumed on the bus.

School bus drivers will use all appropriate available tools to manage student behavior on their bus. When the driver is unable to manage unsafe student behavior, successive safety violations will result in the following consequences:

1st Violation: The student will be warned by driver. The driver will contact the student's parent or guardian explaining the safety issue. A notice will be sent to the parent's , filed with the transportation manager, and the student's building principal.

2nd Violation: The student will be notified of the safety violation and the safety procedures will be reviewed with the student by the driver. The driver will notify the student's parent or guardian of the 2nd violation and schedule a conference with the bus driver and transportation manager to discuss the student's unsafe behavior and develop a plan to address the issue. Meetings will occur at the student's school and must occur in a timely manner. Refusal to meet with transportation management will result in loss of riding privileges. A written report of the safety incident will be given to parents and school administration.

3rd Violation: The student will be notified of the safety violation and the safety procedures will be

reviewed with the student by the driver. The driver will notify the student's parent or guardian of the 3rd violation and schedule a conference with the bus driver, building principal and transportation manager to discuss the student's unsafe behavior and develop a plan to address the issue. Refusal to meet with transportation management will result in loss of riding privileges. Loss of bus riding privileges will be considered to insure the safety of other students riding the bus.

4th & Successive Violations

The procedure will be the same as the 3rd violation with escalated loss of bus riding privileges. **Ultimately students who cannot adhere to the safety rules endanger all other students on the bus. Continual failure to ride in a safe manner will result in permanent loss of bus riding privileges.**

Severe violations of safety rules will be treated on an individual basis and may not go through the progressive steps to the listed procedure.

The Mormon Trail Community School District and Durham School Services partner to provide safe and efficient transportation for all district students. It is our goal to get each student to school safe, on time, and ready to learn each morning and return them safely home each night.

PHYSICAL ABUSE OR THREAT OF A SCHOOL EMPLOYEE:

Any student that physically abuses or threatens a school employee will be subject to immediate suspension from school. Further disciplinary actions will depend on the type and degree of abuse.

STUDENT HARASSMENT/BULLYING:

It is the policy of the Mormon Trail Community School to maintain learning and working environment that is free from harassment. It shall be a violation of this policy for students to harass other students or school employees through conduct of a sexual nature or conduct designed to reduce the dignity of an individual with respect to race, color, creed, religion, national origin, gender, age, disability, physical traits, or any other form of harassment. Harassment can be in verbal, physical, written or electronic form. 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. School employees shall be responsible for promoting an understanding and acceptance of, and assuring compliance with state and federal laws and board policy governing harassment within the school setting. Violations of this policy will be cause for disciplinary actions up to and including expulsion.

Harassment and bullying behavior include, but are not limited to, the following types of activities:

- derogatory names, put downs, or repeated remarks of demeaning nature
- unwanted teasing
- leaving out of recess activities
- punching, hitting, pinching, pushing, tripping, body slamming
- unwanted grabbing
- spreading rumors
- making fun of someone
- jokes designed to demean a person
- activities designed to embarrass, distress, agitate, disturb, or threaten
- behaviors that create an intimidating or hostile work or learning environment
- fighting

Students are encouraged to notify an adult immediately when they are victims of harassment, bullying, or degrading situations. All complaints will be fairly investigated and appropriate actions taken in a timely manner. **HARASSMENT AND BULLYING BEHAVIOR WILL NOT BE TOLERATED AND APPROPRIATE DISCIPLINE PROCEDURES WILL BE CARRIED OUT.**

Students are asked to use the following procedure when handling and reporting harassment or bullying incidents.

Step 1: Communicate to the harasser that you expect the behavior to stop. This may be done verbally or in writing. If a student needs help with this step, they are to seek help from a school employee.

Step 2: Students should tell:

What happened

Where it happened

When it happened

Who the person was that demonstrated harassing or bullying behavior

Names of people who witnessed the behavior

What was said or done

Staff training on harassment and bullying behavior and its negative impact on student achievement, self-concept, and a positive learning environment in general will be completed each year. Appropriate classroom and school-wide curriculum and planned activities will be developed to help eliminate student harassment and bullying behavior.

THREATS OF VIOLENCE:

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the students; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

Additional information on the due process can be found under the STUDENT RIGHTS AND RESPONSIBILITIES SECTION.

WEAPONS AND DANGEROUS INSTRUMENTS:

School facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken away from students and others who bring them onto school property or onto property within the jurisdiction of the school district. Parents of students found to possess a weapon or dangerous object shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis.

USE OF THE INTERNET BY ELEMENTARY STUDENTS

An elementary student must have the permission and supervision of a school employee to use a school resource to access the Internet services. Students who break the rules for Internet usage will not be allowed to use the school Internet for the stated amount of time (see consequences below). Parents will be notified of any problems and loss of Internet privileges.

RULES FOR SCHOOL INTERNET USAGE:

- An Internet Use Agreement must be signed by the student, one parent or guardian, and by the teacher testing for understanding of the AUP before a student may operate a computer to access the school's Internet account.
- Treat all hardware and software with RESPECT.
- A student is to save only what is needed in his/her student folder. Information that is no longer needed is to be discarded. AVOID CLUTTER in folders.
- Students are to ask for assistance if they are unsure of what to do.
- A student that stumbles across QUESTIONABLE MATERIALS IS TO QUICKLY TELL THE SUPERVISING TEACHER. If this is not reported, the student will not be allowed to use the Internet again.
- BE SAFE! Last names, phone numbers, addresses, etc., are never to be given out to anyone on the Internet.
- Students are not to access files that belong to other people.
- Students are not to copy "materials" from the Internet. It may be copyrighted and it is against the law to copy copyrighted materials.
- Students are not to download anything unless a teacher tells them it is okay.
- While on the Internet, students are not to pretend they are someone else.
- Typing in all capital letters is considered "shouting" on the Internet and is considered, very unmannerly!
- Students are not allowed to use "chat rooms" at school.
- Computer intended use is for educational purposes only.
-

Consequences:

Any action that does not conform to board policy or rules posted in the building will result in the following suspensions:

1st Violation will result in a four (4) week suspension from any use whatsoever of school computers.

2nd Violation will result in an eighteen (18) week suspension from use of school computers.

3rd Violation will result in a one-year (52 weeks) suspension from use of school computers.

Upon any violation of school computers, parents will be notified. Suspensions can and will be carried over into the following school year.

The period of ineligibility shall be based on the number of offenses during a school-year period. It will begin over for a new school year.

STUDENT HEALTH AND SAFETY



ASBESTOS NOTIFICATION:

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. **Our new elementary building is asbestos free. The older part of our elementary facility has been inspected by a certified asbestos inspector as required by AHERA and there are no asbestos dangers. A copy of our district's asbestos plan is available for inspection in the Superintendent's office.**

BICYCLE RIDING:

Bicycle riding to school will be permitted for all students who live in town and abide by the following safety rules.

Bicycles are to be parked in the designated area.

Bicycles are to be walked onto and off of the school grounds. They are not to be ridden on the school sidewalks or in the front or side drives.

Bicycles are not to be used or tampered with during the school day.

Riders are to use proper bicycle safety rules; always yield to pedestrians, ride single file in a straight line, use proper hand signals, and obey all traffic laws.

Continued abuse of bicycle safety rules on the way to and from school or on school grounds may result in an individual student not being allowed to ride the bicycle to school.

CHILD ABUSE REPORTING:

All public school employees, by law, are mandatory child abuse reporters. School employees have the responsibility, under penalty of law, to report suspected child abuse cases to the County Department of Human Services.

COMMUNICABLE DISEASES & ILLNESSES:

Students who have infectious or communicable diseases or illnesses are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend or participate in school activities without their personal physician's approval.

Any disease that is unusual in incidence, occurs in unusual numbers of circumstances, or appears to be of public health concern, must be reported to the state and local public health officials.

EXCLUSION PERIOD FOR CONTAGIOUS DISEASES:

Mumps	9 days or until swelling disappears
Scarlet Fever	7 days from onset or 24 hours after antibiotics are given
Strep Throat	24 hours after antibiotics are given
Chicken Pox	Until pox have crusted over and scabbed up
Measles	7 days from onset
3-day Measles	5 days
Whooping Cough	21 days
Impetigo	Until completely healed or physician's okay
Pink Eye	24 hours
Scabies	Until first treatment by physician
Hepatitis	Until physician approves return
Head Lice	Day after proof of treatment

EMERGENCY DRILLS:

The school will periodically hold emergency fire, tornado, and bus evacuation drills for all students. At the beginning of the school year, all teachers and bus drivers instruct students in the proper procedures to follow in the event of a drill or emergency situation. Emergency procedures and proper exit areas are posted in every room in the school building.

Students are expected to remain quiet and orderly and follow all directions given by a school employee during an emergency drill. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, may also be reported to law enforcement officials.

HEALTH SERVICES:

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

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid when appropriate. The school contacts emergency medical personnel if necessary and attempts to notify the parents with details of the situation.

IMMUNIZATIONS:

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without proper certification are not allowed to attend public school until they receive the immunizations or they make arrangements with the school administrative office. Only for specific medical or religious purposes are students exempted from the immunization requirements.

MEDICATION GUIDELINES:

The school recognizes the need for some children to take medications during the school day, but at the same time opposes indiscriminate dispensations of drugs purely to make the task of education easier. Authorized personnel under the following conditions and procedures can administer medications:

Prescription Medication:

Prescription medication must be brought to school in a pharmacy-labeled container for school use.

A note from the prescribing physician or dentist must accompany the medication if there are any special instructions or considerations.

Parents must give the school written permission to administer the prescribed medication according to the physician or dentist's orders on the labeled container.

There is a medication permission form at the back of this handbook that must be completed, signed, and returned to school with the medication.

Non-prescribed Medication:

Non-prescription medication must be brought to school in a labeled container.

Elementary students should not administer their own medication

We ask that all medication, prescription and non-prescription, be immediately brought to the office upon arrival at school.

Parents must send written permission giving the name, amount, and time medicine is to be administered.

Except for long-term treatment, only enough medicine for one day should be sent to school.

By law, the school cannot give any type of medication, including aspirins, without parent permission. The school will not provide medication for children. This is the responsibility of the parents.

PEDESTRIAN SAFETY:

Students must use the painted crosswalks to cross the streets adjacent to the school property. A crossing guard will be on duty in the morning from approximately 7:25 to 8:15 A.M. and again at dismissal time from approximately 3:15 to 3:45 P.M. to ensure the safety of our students.

PICKING UP YOUR STUDENT AFTER SCHOOL:

Parents are asked not to go directly to the child's classroom to pick up their child(ren) after school. Instead, kindly wait at the entrance to the school for the child to come to you after the first dismissal bell rings. If he/she is needed before then, the office personnel would be glad to call down to the classroom to notify the teacher.

PHYSICAL EXAMINATIONS:

Parents are encouraged to have their children receive periodic examinations including medical, vision, hearing, and dental exams with doctors of their choice. Throughout the year, the school district sponsors health screening for vision, hearing, and height and weight changes. Students will automatically be screened unless the parents submit a note asking the student be excused from the screening. Parents will be notified prior to the health screening.

STUDENT INSURANCE:

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student insurance should contact the elementary office. In no way does the Mormon Trail School endorse these insurance policies and all insurance business is between the patron and insurance company.

STUDENT INTERROGATION BY AN OUTSIDE AGENCY:

From time to time, a representative from an outside agency will ask to visit a student. All requests must come through the administration office. Such a request will only be granted when, in the discretion of the administration, such action is in the best interest of the student, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. Parents may be contacted and informed of the request.

STUDENT ACTIVITIES

ASSEMBLIES:

Throughout the school year, the school will conduct a variety of school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion, follow all school rules and remain quiet on their way to assembly, throughout the program, and on their way back to the classroom. All students will attend assemblies, unless for disciplinary reasons, the privilege has been taken away. A student displaying inappropriate behavior during an assembly program will be removed from the assembly. A school employee will supervise students who are not attending the programs.

FIELD TRIPS:

Educational field trips are a part of our instructional program and allow students to see and experience things first hand. Parents will be asked to sign a general consent form at registration and the parents will always be notified of a class trip. Parents are often asked to help supervise on field trips. We welcome parental involvement.

PARTIES:

Three building-wide celebrations will be held during the school year: fall, winter, and spring. All other celebrations or parties must be approved by the building principal. Parents may be asked to serve on a committee to help with a school celebration or party.

Students and/or parents are always welcome to bring treats to school to help observe a birthday. Treats brought into the school must be purchased, not homemade and preferably individually wrapped. Since many of our students have very low tolerance to high sugar foods, we do encourage "nutritious snacks". Please contact the teacher in advance to make arrangements for date and time of treats.

STUDENT COUNCIL:

An Elementary Student Council was organized during the 1993-94 school year. Classroom representatives from 4th, 5th and 6th grades are selected each nine-week period through a democratic classroom election. The student council helps plan student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a sounding-board for student concerns, seeks to interest students in school district affairs, and helps solve problems that may arise in a more democratic manner.

The Elementary Student Council is a school sponsored student organization. Participation in student council and related activities is a privilege. Violations of school policies and rules could result in suspension of a student's privilege to participate as a student council representative. More detailed information concerning student responsibilities as a student council representative will be sent home at the beginning of the school year.

STUDENT FUNDRAISING:

Students may raise funds for school activities upon approval of the activity sponsor, administration, and school board. Funds raised remain in the control of the school district and the Board of Education. School-sponsored student organizations must have the approval of the sponsor and administration prior to spending the money raised.

USE OF FACILITIES BY STUDENT-SPONSORED ORGANIZATIONS:

School facilities are available during non-school hours to school-sponsored and non-school related groups and organizations for the purpose of meetings and activities. Groups wishing to use the school facilities should contact the school office to reserve the facilities needed. School district policies and rules are in effect during these activities.

VOLUNTEERS:

We encourage parents and other interested people in the community to volunteer at school. Volunteering is easy and rewarding. Please contact the District Office if you have some free time (even 15 minutes would be appreciated) and are interested in volunteering. The role of the volunteer in the school is very important. Research show that approximately 40% of the teacher's time is occupied with non-instructional activities. Volunteers can provide a very valuable service by relieving teachers of many of these time consuming non-instructional activities.

Volunteers help enrich the school curriculum by sharing special interests, talents, hobbies, and job skills with our students. Volunteers can help meet the unique needs of individual students by being able to listen to or work one-on-one with students while the teacher works with the rest of the class. Volunteers can help close the "generation gap" by providing more opportunities for children and adults to exchange ideas, experiences, talents, and most of all caring.

Volunteers can help teachers in the classroom by assisting with seat work, special demonstrations or experiments, copying resource materials, administering make-up tests, checking papers, helping students locate reference materials, helping with small group activities, making bulletin boards, providing flash card drills, constructing learning centers, or helping with art activities. The list could go on to include as many areas as the teacher and volunteer can discover together.

SPECIAL SCHOOL SERVICES

BAND PROGRAM:

Fifth and Sixth grade students may participate in our elementary instrumental music program. Parents of students will be invited to attend an informative meeting to learn about the program. The elementary band will meet as a group and students will have individual lessons. Fourth grade students will be introduced to band in the spring.

G.E.I. TEAM (STUDENT ASSISTANCE TEAM):

A Student Assistance Team has been developed to systematically and professionally attends to problems that interfere with student success in school. The G.E.I. Team is comprised of interested individuals who are concerned about student success and is designed to provide assistance to special need and at-risk students so they can experience greater success in their education. It is known as the CARE team.

GREEN HILLS AREA EDUCATION SUPPORT SERVICES:

There are many special services available from our Green Hills Area Education Agency in Creston. These services are available to preschool and school age children who reside in the Mormon Trail School District. Among the services offered are:

Special Education	Technology Services
Vision Screening	12 Resource lending services
Hearing testing	Curriculum consultation
Clinical speech services	Early childhood programs
Psychological services & testing	Material production
School social workers	Staff development
Services for preschool handicapped	Speaker bureau
Crisis response team	Special health needs

When a school feels a child and/or family might benefit from one of these special services, the parents will be asked to come to school for a conference. This will give the parents the opportunity to learn more about the available services. If parents choose to use one of the

services through the school and AEA, a consent form, giving permission for such services, must be signed. The building principal will then contact the appropriate AEA resource person and arrange for services to begin. Please contact the principal's office for additional details.

LIBRARY PROGRAM:

The Elementary Library will be open from 8:30 A.M. to 1:30 P.M. on the days school is in session. The basic services of the library are:

- To promote material used by students and staff.
- To develop and promote reading interest.
- To encourage research and study from various sources.
- To develop skills for use in the library.
- To provide recreational, leisure time, and educational reading.

Each classroom will visit the library for formal library skills instruction each week throughout the school year.

SPECIAL EDUCATION SERVICES:

The Mormon Trail School provides services for students with special learning differences and needs. The services offered by our special education department are designed to meet the specific needs of each individual child who has physical, academic, or behavioral needs that prevent him/her from experiencing success in the regular classroom.

Resource room Instructional Program: The service offered by the resource room is supplementary to the regular education program. The student will receive instruction or support services in the resource room for a period of time ranging from thirty minutes to two hours a day.

Special class with Integration Instructional Program (SCIN): The services offered in the SCIN Program are designed to meet the needs of children who need more time than is provided by the resource program. Students receive support services outside the regular classroom for two to six hours per day.

Self-contained behavioral disorder program (BD): The services offered by the BD Program are designed to meet the needs of children who cannot function successfully in a regular classroom setting because of their inability to demonstrate appropriate self-control and behavior.

TALENTED & GIFTED PROGRAM (TAG)

A school enrichment program is available to help students whose abilities, talents and potential for performance require a variety of special provisions to meet their unique educational needs. In the TAG Program, students have the opportunity to develop skills, concepts and attitudes necessary to pursue their own interests through participation in enrichment activities implemented for individuals, small groups, and classrooms of students.

Several factors are considered in the identification of students for the TAG Program. The Iowa Tests of Basic Skills results and Slosson Intelligence Test are used as part of the screening process. In addition to these standardized testing instruments, parental and teacher input is vital. Once identified, students take part in an enrichment program designed to further develop their social talents, interests, and skills.

TITLE I READING:

Beginning with the 1996-97 school year, the Mormon Trail Elementary School began operating a building wide Title I Reading Program designed to increase the academic achievement of all students. This program is a combination of an in-class model with a smaller amount of time devoted to a pullout program for individual and small group work.

The Title I Program will compliment the regular classroom reading program by placing emphasis on improving the reading skills of all students through a multi-disciplinary integrated curriculum.

MISCELLANEOUS INFORMATION

BREAKFAST AND HOT LUNCH PROGRAM:

A well-balanced school breakfast and lunch program is available to all elementary students. Meal and milk costs are:

Breakfast	Daily	1.25
	Weekly	6.25
	Monthly	25.00
Lunch	Daily	2.15
	Weekly	10.75
	Monthly	43.00
Extra Milk	Daily	.40
	Monthly	8.00

Since our breakfast and lunch program is computerized, students will not be issued daily, weekly or monthly meal tickets. They will be issued a student identification number to use in the meal line. Parents will receive notification when their child's meal fund needs money. Students cannot charge meals or milk. Any delinquent account of \$25; will result in an alternative meal being served.

All Students will be encouraged to try a bite of all requirements of a reimbursable meal. To reduce leftovers, Ala Carte is available to 4th, 5th and 6th grade students.

Applications for free and reduced breakfast and lunches are handed out at our school registration in August, can be picked up in the elementary office, or sent home with students when requested anytime during the school year.

According to Federal School Lunch Guidelines from the State Department, students are not allowed to bring pop into the lunchroom to drink with school purchased meals. We discourage students from bringing pop and candy in their sack lunches. There are many other types of beverages and snacks that are more nutritional for growing children.

GUM:

Chewing gum is allowed at teacher discretion only.

INVITATIONS TO NON-SCHOOL PARTIES:

From time to time, students will bring invitations to school to hand out. **If invitations are not going to be given out to all students in the classroom, the school prefers the invitations be mailed to prevent the other students from feeling left out.**

MONEY BROUGHT TO SCHOOL:

Only money needed to conduct authorized or school sponsored activities should be brought to school. This might include breakfast or lunch money, money for insurance, book club orders, school pictures, field trips, etc. Students should give the money to the appropriate person as soon as they arrive at school to eliminate the possibility of loss or theft. The school will not be responsible for money that is lost if it has not been given to them to keep.

PETS:

Students are allowed to bring pets to school only with advanced permission from the teacher and administration. Pets are not to be transported to and from school on the school bus. Any animal brought to school must be housed in a proper case or container or restrained in such a manner that they cannot harm anyone or escape. We encourage parents to bring in pets and other appropriate animals to share with the students. Parents should contact the classroom teacher or building principal to make arrangements for the visit.

PLAYGROUND ACTIVITIES:

We have adequate space and equipment where children are free to play with others for fun, without fear of failure, rejection, playground/gym areas as places to help students develop desirable character and social traits. Inappropriate behavior or failure to comply with established and posted playground rules may result in a student being removed from the activity, reporting to the time-out area, and/or removal from the playground/gym for a specific length of time.

RECESS PROCEDURES:

Noon recess is provided for all of our children during the school day. We feel a productive learning environment also includes periodical exercise and fresh air. Decisions to have outside recess during cold weather depend upon the temperature and wind chill factor. Shorter outside recess times are scheduled on very cold days. Children should always dress for outside recess.

All students are expected to participate in outdoor recess activities. If an excessive amount of requests are received, the principal may request a note from the family physician.

A teacher may keep a child in from recess as a form of discipline or in order to complete unfinished work.

Kindergarten through 3rd grade students will have an afternoon recess.

VISITORS AND GUESTS:

For safety reasons, all visitors must check in at the Principal's office. Parents are encouraged to visit their children's classroom during the year. Because the first and last weeks of school are hectic times when we are attempting to establish routines and complete yearly goals within each room, we do request that parents not visit during the first two weeks and the last two weeks of school.

Any non-relative visitor must be rearranged and approved by legal guardian/parents. It is requested that no preschool age children visit school unless accompanied by an adult. School age children are not allowed to visit friends or relatives during the school day.

USE OF TELEPHONE BY STUDENT:

Generally, students and teachers receiving telephone calls during the school day are not called to the telephone. The office will take a message and forward it to the person at an appropriate time to avoid interrupting instructional time. Only in emergency situations will students or teachers be interrupted during class time for a phone call or message.

Students who need to use the telephone during the day need to first ask their classroom teacher. Students are not to use the phone without teacher or administration permission. Students are discouraged from using the phone other than for unexpected situations that come up during the school day or in the case of an emergency. Students will need to call "collect" if the call is long distance. For safety purposes all after school arrangements need to be made in advance.