

West Fork Community School District  
Sheffield Campus  
Grades PK-1  
Student Handbook  
2017-18



"Lil Warhawks"

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[www.westforkschool.org](http://www.westforkschool.org)

Darrin Strike- Superintendent  
Clyde Tarrence PK-1/9-12 Principal/AD



## **ESSENTIAL LEARNINGS FOR WEST FORK STUDENTS**

### **CRITICAL THINKING**

The ability to access and analyze key information to develop solutions to complex problems.

### **COMPLEX COMMUNICATION**

Successful sharing of information through multiple means including visual, digital, verbal, and nonverbal interactions.

### **CREATIVITY**

Incorporates curiosity and innovation to generate new or original thoughts, interpretations, products, works, or techniques.

### **COLLABORATION**

Working among and across personal and global networks to achieve common goals. It requires cultural competence and personal and civic responsibilities in all environments which requires open approaches to leadership.

### **FLEXIBILITY AND ADAPTABILITY**

Includes responding and adjusting to situational needs and changing to meet the challenges of new roles, paradigms, and environments. The thoughtful balance between an individual's core beliefs and appropriate reaction to change.

### **PRODUCTIVITY AND ACCOUNTABILITY**

Prioritizing , planning , and applying knowledge and skills to make decisions that create quality results. Skills to make decisions that create quality results through efficient time management, personal integrity and self- monitoring.

**West Fork Community School District Mission**  
*is dedicated to creating successful learners, citizens, and leaders.*

## West Fork Community School District Vision

*students will be proud of their educational experience and confident in their ability to succeed in a complex global environment.*



### COMMUNICATING WITH WEST FORK EDUCATORS

**WEST FORK** teachers and administrators believe that communication is a vital component of a successful school. Therefore, we encourage students, parents, and citizens to bring their questions, concerns, and suggestions to us.

Students are not to arrive before 7:45am. If for some reason you need to make special arrangements please contact Mr. Tarrence. Elementary school classes begin at **8:15 a.m. and end at 3:15 p.m.** Students are welcome to be in the building before and after those hours to get help from teachers, and it is common practice for students to do so. Students are encouraged to see their teachers for help at opportune times during the day, as well. Students should see the counselor or principal to get assistance, if needed, with communication problems.

Questions and problems shall be resolved at the lowest organizational level nearest to the complaint. Students and parents should first confer with the involved teacher about questions and concerns. The principal should then be contacted if the involved parties need assistance resolving any questions or concerns. Complaints shall never be made in the presence of other employees, students or outside persons.

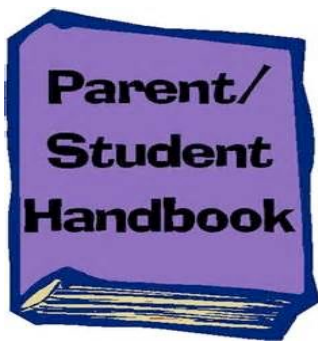
If resolution is not possible by any of the above means, individuals may bring it to the attention of the superintendent within five school days of their discussion with the principal. If there is no resolution or plan for resolution by the superintendent within five school days of the individual's discussion with the superintendent, the individual may ask to have the question or problem addressed with the school board. The action of the board will be final.

It shall be the responsibility of the administrators to resolve questions and problems raised by the employees and the students they supervise and by other members of the school district community.

#### **Telephone**

Permission must be obtained from the teacher before a student uses the telephone. Children will NOT be allowed to use the school telephone for social or personal reasons. Children and teachers will not be called out of class to talk on the phone except for emergencies.

**\*This student handbook is subject to change during the 2017-18 school year. Any changes to this handbook will be published and distributed on the school website at [west.forkschooldistrict.org](http://west.forkschooldistrict.org)**



## EDUCATIONAL PHILOSOPHY

The Board of Education believes the West Fork Community School District should provide the finest administrative, instructional, operating staffs, and physical facilities it can obtain within the limitations of the district's ability to furnish financial support.

The focus of the West Fork School District is on the learner, the student. His or her educational, physical, emotional, mental and social development presents a challenge to school personnel and the community. The Board of Education realizes that an effective public school program must be directed toward common needs of all children, but must also consider the unique differences of individual children. The school shares with the home and community the responsibility for the development of each child into an adult; one who has prepared to be competent, to participate fully, to learn continually, and to contribute meaningfully to the world in relationship to his or her abilities.

We believe the highest priority of the West Fork School District is to provide academic instruction. We should seek to provide students with an understanding of the global nature of society and the interdependence of the world's people. We believe our district must help our students understand themselves and their abilities. We must insure equal opportunities regardless of student abilities and/or social or economic background. We believe learning happens best in a structured environment, which makes allowances for individual differences. We believe attention should be given to higher order thinking and communication skills. Learning activities should be organized around life experiences in ways that will develop students' abilities in many areas. West Fork instructional experiences should be based on thorough curriculum guides and textbooks where appropriate. At West Fork Schools, we believe a balanced pupil activity program is an important component of a well-rounded educational program.

**West Fork Board of Education**



## Sheffield Elementary Staff

Darrin Strike	Superintendent
Clyde Tarrence	K-1/High School Principal/Athletic Director
Shelley Sheppard	Elementary Secretary/Nurse
Jacquelyn Parker	Guidance Counselor/Student Services
Wendy Fullerton	Curriculum Coordinator/ TLC Leader
Eric Burt	Technology Coordinator
Andrea Eng	3-4yr. Old Preschool teacher/ Mentor teacher
Ashley Haxton	4-5yr. Old Preschool/Pre-K/ Mentor teacher
Holly Hurley	After School Program
Rebecca Chyle	Kindergarten/TLC Mentor Teacher
Dianna Ditsworth	Kindergarten
Kristen Determan	Kindergarten
Krista Dickman	1st Grade
Joe Miller	1st Grade
Amy Symens	1st Grade
Gabrielle Lage	Resource Room
Jill Rowe	Title I Reading
Lucy McLennan	TAG
Katy Wilson	Music
Joel Enabnit	Maintenance Director
Tom Worley	Transportation Director
Mary Smit	Paraeducator
Erika Nielson	Paraeducator
Rhonda Guerrero	Paraeducator
Julie Meester	Paraeducator
Chelsey Schulz	Paraeducator
Pam Meints	Paraeducator

Kerri Hanson	Paraeducator
Kaci Harper	Paraeducator
Lori Hubka	Media/Library Associate
Donna Siems	Custodian



### WEST FORK EXPECTATIONS

In order to serve each student effectively a school must have a set of operation policies. If we are to live and learn together successfully, we need order and organization, which in turn requires rules and expectations.

- **We** are expected to settle disagreements with others in an appropriate manner, without resorting to loss of temper, argument, harassment, intimidation.
- **We** are expected to respect other people at all times.
- **We** are expected to respect property at all times.
- **We** are expected to follow the "golden rule", to treat others as we want to be treated.
- **We** are expected to behave in a manner which shows pride in our school, both on and off the campus.
- **We** are expected to attend classes regularly, on time, prepared with appropriate learning materials and assignments
- **We** are expected to cooperate with our classmates and teachers, follow regulations, and help maintain a positive learning environment
- **We** are expected to set goals for ourselves and to work hard to achieve them.
- **We** are expected to enjoy ourselves at school...to develop friendships, to have some fun, and to laugh as we learn



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Guideline For Success:  
...do what you're SUPPOSED to do.  
..do it WHEN you're supposed to  
...do it the BEST you can.

### **Education Equity Policy Statement**

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum should foster respect and appreciation of the cultural diversity found in our country and awareness of the rights duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to the Equity Coordinator, PO Box 60, Rockwell, Iowa 50469, 515-822-3234, to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the Region VII Office of Civil Rights, Department of Education, 10220 N. Executive Hills Blvd., 8th Floor, Kansas City, Missouri 64153-1367. Phone: 816-880-4200; Fax: 816-891-0644; E-Mail: OCR KansasCity@ed.gov; Website: <http://www.ed.gov/offices/OCR>.

### **Equal Educational Opportunity**

It is the policy of West Fork Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (employment only), marital status, sexual orientation, gender identity and socioeconomic status (students/program only) 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, Jacquelyn Parker, West Fork CSD, 504 Park Street, Sheffield, IA 50475, 641-892-4160, [jacquelyn.parker@westforkschool.org](mailto:jacquelyn.parker@westforkschool.org)

### **Jurisdictional Statement**

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

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to

obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record. The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know and comply with the contents of the handbook. Students or parents with questions or concerns may contact the principal's office for information about the current enforcement of the policies, rules or regulations of the school district.

### **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 designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved, whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

### **AUTHORITY OF SCHOOL PERSONNEL**

All school employees, which include high school and elementary teachers, aides, secretaries, custodians, cooks, and bus drivers have the responsibility to direct or correct any student while at school or school sponsored events. If in any situation school personnel judge it necessary to correct a student, the student should listen to the appropriate staff member. If parents feels the correction is unnecessary or unfair, they should contact their teacher to discuss the problem. If that discussion doesn't solve the problem, the parents should bring the matter to the principal. Most problems can be resolved in this matter.

### **OFFICE PROCEDURES**

#### **Notification of Absence**

- If a student is absent, the parent is asked to notify the office. The school phone system is setup to take messages 24 hours a day (for calls before or after the office is open).
- Upon returning to school during the school day, the parent/student is required to check in with the office. (A parent must sign their student in at the office)
- Before leaving the building for any reason during the school day, the parent/student is required to sign your child out in the office.
- If there are any change in your child's daily plan, please contact the office and not the individual teachers.
- If the school has not been notified and the student is absent the school will attempt to contact the parents or guardian.

#### **Free and Reduced Lunch Application**

To protect confidentiality, the Iowa eligibility application for free and reduced meals must not be placed on a table for households to pick up during registration. The application is on the school website. Contact Denise Shreve at the West Fork School-Sheffield campus for further information, 641-892-4461.



**West Fork Nutrition Account Procedures**  
**Reference: School Board Policy 710.4**  
**Implementation August 1, 2017**

In an effort to eliminate overdue negative balances in our not-for-profit school nutrition program, West Fork CSD will be following the written guidelines posted below beginning with the 2017-2018 school year. These procedures are designed to help families prioritize funding the school nutrition account for their child(ren).

**Guidelines**

1. All negative balances must be paid before the start of the school year.
2. Parents can access information to create an online account through JMC our student management system to monitor their account balances.
3. We encourage families to sign up for the JMC parent portal notification that can inform you when your account reaches a threshold you establish.
4. Automated emails will be sent to families on a regular basis making you aware of your balance when it reaches near zero.
5. A letter or email will be sent home when your balance reaches \$-10.00.
6. You will receive a call the next school day as a follow up to the letter.
7. Upon reaching the \$-20.00 balance limit per family, the following rules will apply:
  - Students will not be able to charge breakfast or lunch.(PK-12)
  - A letter will be sent home via US Mail stating that the parent will need to provide a sack lunch for their student(s).
  - The building principal is asked to make contact with parent.
  - If a student has "money in hand" for a meal that student can purchase a meal for that day only.
  - Parents can set up a payment plan but must be making consistent progress toward bringing their account current.

**Preschool, Elementary and Middle School Students who have a \$-20.00 balance.**

- School will ask the teacher on a daily basis to check with individual students to see if they brought their lunch for that day.
- If the student brings nothing, they will be discretely taken to the office to place a call to the parent.
- If the student has money in hand for a meal, they may eat.
- If a parent cannot be reached to bring a meal or money, we will feed the student for up to two days while making contact with parents.

**High School Students who have a \$-20.00 balance**

- No charging is allowed beyond \$-20.00
- Student Services become involved with trying to work with the family on filling out a free and reduced meal application if needed.
- If the student has money in hand for a meal that day, they will be served a reimbursable meal.

**District Staff**

- No negative balances are allowed.

Code No. 710.4

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**MEAL CHARGES**

In accordance with state and federal law, the West Fork CSD adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy

seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

### **Payment of Meals**

Students have use of a family meal account. When the balance reaches \$-20.00, a student may charge no more than \$-20.00 per family. When an account reaches this limit, a student shall not be allowed to charge further meals or ala-carte items until the negative account balance is paid.

#### **Payment Options:**

- Payment can be made online through the PaySchools parent portal link.  
<https://parent.payschools.com/categories.asp?id=11805715059A4C129D4507075950DFFF&>
- Cash and Checks will be accepted at each building
- Checks should be made out to West Fork CSD and should have your student(s) first and last name on the memo line.
- Payschool

Students who qualify for free meals shall never be denied a reimbursable meal. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

Employees may use a charge account for meals, and must maintain a positive balance. No negative charging allowed.

### **Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches \$-10.00. Families will be notified by letter sent via US mail and the JMC automated email system.

### **Communication of the Policy**

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

The superintendent may develop an administrative process to implement this policy.

## **Student Fee Waiver**

The following guidelines apply: Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the building principal at registration time.

## **Tobacco Free Environment**

As of July 1, 2008, smoking is prohibited in all public buildings. In addition, the West Fork School Board has designated a smoke-free environment for all West Fork grounds and vehicles. Effective 24 hours a day, this policy prohibits the use of tobacco products on school grounds and in vehicles. Fans wishing to use tobacco products at school events, (i.e. athletic contests, concerts, etc.) will have to leave school property to do so. Although this may cause an inconvenience for some, the policy promotes a healthy environment for all.

## **Notification of Student Records**

The West Fork Schools collect and maintain records on each student in order to facilitate instruction, guidance and the educational progress of the student. Parents of students under 18 years of age and students over 18 may exercise the opportunity to review educational records of the student, to obtain copies and to write a response to material in the records, to challenge the content of the record on grounds of inappropriateness or inaccuracy, or an invasion of privacy and to have records explained. Parents and students who have complaints regarding the Education Rights and Privacy Act should address correspondence to the Family Education rights and Privacy Act Office at the Department of Education, Washington, D.C.

## **EDUCATIONAL RECORDS**

Student records containing personally identifiable information, except for directory information, are confidential. The Family Education Rights and Privacy Act of 1974 (FERPA) required school districts to keep educational records confidential.

Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular 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, central administration office.

Student directory information may be released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not

want the school district to release directory information. Directory information includes name, address, telephone number, participation in officially recognized activities, awards received, and year in school.

## **Notice of Special Education Rights**

When your child has been referred for special education services, federal and state laws give you certain rights. These include:

- The right to be contacted and told what the school plans to do about your child's educational program. This must be done before your child is tested or placed in a program.
- The right to consent. This means the school must have your permission prior to placing your child in a special education program.
- The right to a full evaluation of your child's needs. If you do not agree with the school's findings, you may request an outside evaluation.
- The right to see your child's records kept at school.
- The right to privacy of information. With a few exceptions, no one may see your child's record without your permission, given in writing. Exceptions are your child's teacher or other school officials engaged in planning your child's educational program.
- The right, as much as possible, to have your child in classes with children who are not in special education programs.
- The right to be involved in the development of your child's IEP (Individual Education Program).
- The right to have someone present to help you in the development of your child's IEP. This could be another parent, a teacher, a lawyer, or an advocate.
- The right to appeal decisions made by the school regarding your child's diagnosis or placement.
- If you desire additional information, please contact your child's principal.

## **Public Law 94-142**

Public Law 94-142 requires schools to maintain an active program for seeking children with special needs from birth to age 21, and provide them with an appropriate special education program.

If you have a child or know of someone who has a child that may have special needs, there is help readily available. Your public school and the Area Education Agency 267 work together to determine a child's needs, and find the right service programs to satisfy those needs.

If you have any questions about your child's development, contact the school at 822-3236 (Rockwell), 892-4159 (Sheffield) or the Area Education Agency 267 at 1-800-392-6640.



### **Student Attendance**

All students are expected to attend school regularly and to be on time. Students and their parents are expected to make attendance a top priority. Regular attendance and promptness are necessary for getting the maximum value from the instructional program, and for developing habits of punctuality, self-discipline, and responsibility. Class participation is vital to learning, and learning lost due to an absence can never be replaced. Students with good attendance records learn more, earn better grades, enjoy school to a greater degree, and are more successful after leaving school. Good attendance fosters a lifelong pattern of responsibility.

Illness in children can occasionally be hard to assess, and decisions whether to send your child to school are sometimes difficult. If the following conditions occur, your child should be kept home:

- Oral temperature of 100 degrees or higher within the past 24 hours without help of meds.
- Vomiting or diarrhea within the past 24 hours
- Earache lasting more than one day
- Persistent cough, croup, chest congestion, or sore throat
- Labored, painful breathing
- Reddened, mattering or crusty eyes
- Moist, draining lesions on the lips or skin
- Undiagnosed rash

If your child goes home sick during the day, he/she must stay home 24 hours before returning to school. If your child is absent due to an illness the day of an event they are not allowed to participate in the event.

Determining if Absent or Tardy:

**Morning:**

If a student comes in before 9:30 a.m., they are counted tardy.

If a student comes in after 9:30 a.m., they are counted as absent for one-half day.

If a student goes home before 10:00 a.m., they are counted absent for the day.

**Afternoon:**

If a student leaves before 1:30 p.m., they will be counted absent for one-half day.

## Known Absences

West Fork Schools provide adequate vacation periods throughout the school year and summer, however, if it is an absolute necessity your child/children miss a day or must accompany the family for an extended period of time, school work missed for that known absence must be made up in a timely matter. The only exception to this policy will be at the discretion of the teacher; it may be necessary that the student make up some work when they return. (This is at the teacher's discretion, not the student or parent.) The school must be notified of any known absences as soon as possible so arrangements can be made for makeup work to be completed. Under no circumstances will any makeup work extend past a time limit determined by the principal. Generally speaking, that limit will be one day for each day absent.



## Bicycles

Bicycles may be ridden to school but must immediately be parked in the bicycle racks and not ridden again until school is out for the day.

## Candy and Gum

Candy and gum are not to be brought to school for use during the day, unless the child is celebrating a birthday or other special occasions, as permitted by the teacher.

## Change of Address

It is very important you inform us immediately of any changes in your telephone number, address, or the identification of a person who is to be notified in case of an emergency.

Please notify the school in advance of a planned move from the West Fork School District so proper arrangements can be made.

## Field Trips

Field trips are planned in order to provide additional educational experiences for your children.

Generally speaking, these field trips are an extension of a classroom experience and have educational

value relevant to material being studied in the classroom.

You were asked to sign a form at registration giving permission for your child to go on out-of-town field trips. This will be used as your written permission for the entire school year. You will always receive advance notice of up-coming field trips.

### **Fundraisers**

From time to time, the district will hold fundraisers to raise additional money for student activities or programs. Participation is voluntary.

### **Inclement Weather/School Cancellations**

All children are expected to be outside during recess unless it is raining or extremely cold. During the cold weather season, students should be dressed warmly, including hats, scarves and mittens. Students are required to have snow pants and boots at school in order to participate in recess during wet and snowy conditions.

If you are in doubt as to whether there will be school because of inclement weather, please listen to KLMJ (104.9), KGLO, KRIB, and KLSS (106.1) radio stations or view KIMT Channel 3 Television. Announcements of school closings will be made as early as possible. We also have an e-mail/text alert system available by signing up on the school website. (School alerts)

### **Parties**

Kindergarten through first grade classes at West Fork Elementary-Sheffield may have parties to celebrate certain holidays. All treats must be prepackaged.



### **CONSEQUENCES FOR ATTENDANCE POLICY VIOLATIONS**

Whenever possible, discipline imposed because of absence problems shall not create further class absences. The following disciplinary measures may be used by school authorities as consequences for attendance violations:

1. Upon acquiring 6 absences per quarter (excused or unexcused) parents or guardians will be contacted by his/her teacher stressing the importance of attendance and the connection to educational success.

2. Upon acquiring 8 absences per quarter from school a meeting will be set up with parents by his/her teacher and principal to discuss reducing absences. The county attorney will also be carbon copied with notes from this meeting.
3. Upon acquiring 10 absences from school, a meeting will be held between teacher/principal, and parent to develop a formal attendance contract. A copy of this contract will be forwarded to the county attorney. Students who miss three consecutive days of school due to illness, may be asked to provide a doctor's note or may have contact with the school nurse.



## LOST AND FOUND

Items found on the playground, in classrooms, hallways, etc. are returned to a designated area in the building or to the office. We encourage parents to periodically check this area for their child's lost belongings.

## KINDERGARTEN and K-Prep ENTRANCE REQUIREMENTS

The state law provides that "no child shall be admitted to school for the year immediately preceding the first grade unless he/she is five years of age on or before the fifteenth of September of the current school year."

A physical examination, proper immunizations, and a birth certificate are required for all children entering kindergarten. This is necessary to be certain that the child is in good health and free from any condition which could interfere with school progress.

## Harassment/Bullying





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

1. Places the student in reasonable fear of harm to the student's person or property.
2. Has a substantially detrimental effect on the student's physical or mental health.
3. Has the effect of substantially interfering with the student's academic performance.
4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school."

Harassment and abuse are violations of school district policies, rules, and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials. Students who feel that they have been harassed should communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor, or principal to help. If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser, the student should:

- Tell a teacher, counselor, or principal; and
- Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
  1. What, when and where it happened;
  2. Who was involved;
  3. Exactly what was said or what the harasser or bully did;
  4. Witnesses to the harassment or bullying;
  5. What the student said or did, either at the time or later;
  6. How the student felt; and
  7. How the harasser or bully responded.

Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when it meets one of the four criteria listed above.



Effective discipline is necessary for quality education. It is the teacher's role to guide and direct the classroom. It is expected that parents will support and cooperate with the classroom teacher.

Students are expected to show respect for teachers, supervisors, staff, and each other. They will not use vulgar or obscene language or signs, nor profanity. When student behavior is deemed inappropriate by the supervising school employee, the following consequences may be imposed:

#### **DISCIPLINE**

- Loss of recess
  - Parent Contact
- Loss of special privileges
- Before or after school detention
- Out-of school suspension
- In-school suspension
- Expulsion from school (This action must be taken by the Board of Directors.)

#### **Corporal Punishment, Restraint, and Physical Confinement and Detention**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parents. If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site:

[www.iowa.gov/educate](http://www.iowa.gov/educate).

## STUDENT LOCKERS

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

A student's locker can be searched whenever an administrator or teacher has a reasonable and articulable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Locker maintenance inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept. Locks may not be placed on student lockers.



## PLAYGROUND RULES

We want every child to enjoy time that is spent on the playground. We do not want any students injured, nor do we want any property damaged. Students must not leave the playground without permission from the supervisor.

The following behaviors, activities, and items are NOT permitted on the school grounds:

- Tackle football
- Intimidation
- Pushing students down on the ground
- Roller skates/blades
- Trading cards
- Throwing rocks, snow, sand, and other natural objects
- Hard balls (baseballs, golf balls, bouncy balls, etc.)
- Matches or lighters

We discourage children from bringing personal toys to school. Problems may occur with breakage or loss, and hurt feelings and problems may arise.



## EMERGENCY DRILLS

Periodically the school holds emergency fire, tornado, evacuations, and bomb threat drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials. It is extremely important that students respond both correctly and immediately. Be sure to know the evacuation procedures for each room attended. Students are expected to remain quiet and orderly during a drill or an emergency.



## DRESS CODE

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco, and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks. Footwear is to be worn at all times. Clothes that are too tight, too short or too revealing. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing. Students should come to school prepared to go to the playground. During the winter months hats, mittens, and boots are a necessity. No playground period is longer than 30 minutes, but students need to dress for snow and cold. If the temperature or wind chill is below 0 degrees F, the playground period may be shortened or students kept inside.

## Shorts 502.13

Students of the West Fork School District will be allowed to wear shorts to the academic classroom, under the following conditions:

- Shorts are not to be worn from November 1 to March 1 unless the temperature is forecasted to be 75 degrees or above at time of the recess. Layers may need to be worn for cool mornings.
- Parents will be notified of this policy and will be asked to help monitor the length of the shorts being worn to school, and also to help enforce the policy of no longer wearing shorts.

Jackets are to be worn from November 1 to March 1 unless the temperature is forecasted to be below 75 degrees at time of recess.

## **EMERGENCY FORMS**

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the principal's office if the information on the emergency form changes during the school year.

## **Counseling & Guidance Services**

The guidance program provides four categories of service to students including counseling, information services, appraisal services, and placement services. Each service is interdependent and assists students with their personal educational and career development and in becoming well-rounded, productive adults.

The guidance program is designed to help students adjust to new school experiences and to help students make the best of educational opportunities. Any problems, whether school problems or personal problems, may be discussed with the guidance counselor. The employees maintain confidentiality involved in the guidance program.

## **CHILD CUSTODY**

In most cases, when parents are divorced, both the mom and dad continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

## **PARENT TEACHER CONFERENCES**

Parent Teacher Conferences have been scheduled throughout the school year to provide parents and teachers the opportunity to discuss a child's progress during the school year. Teachers may schedule conferences at other times

of the school year, if needed, and parents/guardians may also contact a teacher or the office to schedule a conference. Conferences are scheduled for all parents at the end of the first quarter and middle of the third quarter. These dates will be specified on the school calendar. One conference time per student will be allowed at the fall and spring conferences. Teachers and parents are encouraged to request additional conferences at any time when there are questions about a child's progress in school. In addition to conferences, parents receive report cards 3-4 times a year.



## **MEDICATION**

Students may need to take prescription or non-prescription medication during school hours. Parents must provide written instructions for administration of the medication as well as parental authorization to administer the medication.

Medication is held in a cabinet and distributed by the school nurse or her appointee. Medication must be in the original container with the following information:

- Name of the student
- Directions for use including dosage, times and duration
- Date of the prescription (if applicable)
- Potential side effects
- Name of the medication
- Name, phone number and address of the pharmacy (if applicable)
- Name of the physician (if applicable)

## **Health Screenings**

Throughout the year, the school district sponsors health screenings for vision and hearing. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. However, upon a teacher's recommendation, and the parent permission, students not scheduled for screening may also be ineligible.

## **Medical Exclusions from Activities**

All students will be expected to participate in recess activities unless they bring a doctor's written excuse that requests they stay indoors. Almost always, a child who is too sick to go out for a few minutes at recess is too sick to be in school. Since physical education classes are a regularly scheduled part of the school day, all children will be required to participate in these classes unless they have a doctor's written excuse.

## STANDARDIZED TESTS

Sheffield Elementary students in PRE-K, Kindergarten, and First Grade will be tested three times a year using the FASTBRIDGE assessments. This assessment is a standardized individually administered measure of early literacy development.



## OPEN ENROLLMENT

Iowa's Open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's request. Students wishing to open enroll to another school district must apply for open enrollment by January 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the superintendent's office.

## ASSEMBLIES

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly, and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away.



## BUSES AND OTHER SCHOOL DISTRICT VEHICLES

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, on field trips, or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor, and chaperones are to follow the school district policies, rules, and regulations for student violations:

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door.
- The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle, including paper wads, nor out through the windows.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco, or look-a-like substances is prohibited in the vehicle.
- The good conduct rule is in effect.

## **Radon Testing**

During February of 1990, all rooms were tested for radon. The test results indicated the rooms were below the established safety levels. Due to recent legislation (2013), the district will establish a plan for future testing and mitigation.



## **Asbestos Notification**

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the school and to act as a guide to formulating asbestos management policies for the schools. Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and the U.S.S.R. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fireproofing and a variety of miscellaneous uses. There has been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978. A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

### **West Fork Community School District Parent/Guardian/Student Reunification Procedures Student / Family Reunification**

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called reunification and may be necessary due to weather, a power outage, hazmat, school bus accident, violence or threats in the surrounding community, or if a crisis occurs at school. The reunification process is a protocol that makes this process more predictable and less chaotic for all involved. Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends or another off campus site. If this location is another school, then those students may be subject to a controlled release as well.

#### **Notification**

Parents may be notified in a number of ways. The school or district may use its broadcast text message system and/ or a form of social media to contact parents. In some cases, older students may be asked to send a text message to their parents. A typical reunification message may read something like this: "Due to unique circumstances, we have closed the "X" building and those students are now located at "X". Parents are to come to the "X" door with identification to pick up their child(ren).

#### **Parent / Guardian Expectations**

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification to streamline things during reunification. Second, be patient because reunification is a process designed to protect the safety of a student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian. Third, plan to pick up only your children. Neighbor children or relatives will not be released to anyone other than their parent or guardian.

#### **What if Parents Can't Pick-up Their Student?**

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick them up.

**What if a Student Drove to School?**

There may be instances where a student may not be allowed to remove a vehicle from a parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

**How it Works**

For students, the school asks that students be orderly while travelling to the reunification site and while waiting for pick up. Older students may be asked to text a message to their parents or guardians but are also asked not to send other messages to help keep the cellular network usage at the reunification site at a minimum during the reunification.

**Process When Parents Arrive**

When parents are driving to the reunification site, greater awareness of traffic and emergency vehicles is advised. Parents should park only in the designated parking area and not park in other areas so roadways can remain open and the flow of traffic in areas is maintained. Parents should then report to the reunification "Check in" site where lines may be formed based on the first letter of the child's last name or by their grade. While in line, parents may be asked to share identification and to fill out / sign a form. Parents should be advised that in some cases, they may be invited to meet for further information or find that a law enforcement investigation is information.



### STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

### SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

**LOCKOUT** - "Secure the Perimeter"

**LOCKDOWN** - "Locks, Lights, Out of Sight"

**EVACUATE** - "To the Announced Location"

**SHELTER** - "For a Hazard Using a Safety Strategy"

### TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveguys.org>



### LOCKOUT SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the school building.

#### STUDENTS:

- Return to inside of building
- Do business as usual

#### TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



### LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

#### STUDENTS:

- Move away from sight
- Maintain silence

#### TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



### EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.

#### STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

#### TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



### SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

#### SAMPLE HAZARDS:

- Tornado
- Hazmat

#### SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

#### STUDENTS:

- Appropriate hazards and safety strategies

#### TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students





