

West Fork Elementary
Pk- 5th Grades

Student – Parent Handbook

2023-2024



210 S. 2nd St, Rockwell, IA 50469

Phone: (641)-822-3234 Fax: (641)-822-4882

www.westforkschool.org

Mike Kruger- Superintendent

Ashley Flatebo-Pk-5 Principal

MISSION STATEMENT

The West Fork Community School District is dedicated to creating successful learners, citizens & leaders.

VISION STATEMENT

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

WEST FORK PORTRAIT OF A GRADUATE

To work toward our Mission and Vision, West Fork Community School District believes we must provide sound curriculum and instruction embeds the following competencies to prepare our students for success as they leave our system.

Respect

The way we treat or think about something or someone.

Communicate

Listening with intent to respond respectfully with an organized message that is appropriate for the audience and situation.

Persist

Continuing to work through a challenge no matter the difficulty. Not giving up.

Adapt

Collaborate

Think Critically

Dear Parents and Students,

Welcome to West Fork Elementary for the 2023-2024 school year! This handbook is provided to you, our families and students, as a reminder of school procedures and provides general information about our school.

We ask that you read carefully and discuss the information in this handbook, as well as any information provided to you by your child's teacher. Communication is key for all of us to work together to create the best learning opportunities for all of our students.

This year we will continue to implement our PBIS to improve our school climate. Our core values of PBIS are (SOAR) Safe, Outstanding Citizens, Accountable, and Respectful and all staff will be teaching their students the positive behaviors expected to demonstrate at school. While also instilling these core values we will be building the following competencies within our students to help them to achieve success as they leave our district: respect, persistence, adaptation, communication, collaboration, and critical thinking. You will hear more about these throughout the year.

We appreciate your continued support in your child's education. We promote respect, responsibility, honesty and kindness in all areas to foster a great learning environment at West Fork Community School District.

We want to keep the lines of communication open and should you have any questions regarding the information contained in this booklet, please contact elementary principal – Ashley Flatebo @ 641-822-3234 or via email: ashley.flatebo@westforkschool.org.

For more information about our elementary or West Fork school district in general, look for us on the web at www.westforkschool.org.

Thanks for your support and have a wonderful school year!

Ashley Flatebo, PK-5 Principal

West Fork Elementary School Staff

WEST FORK ELEMENTARY

210 S. 2nd Street
PO Box 60
Rockwell, IA 60469
641-822-3234

ELEMENTARY STAFF

Superintendent.....	Mike Kruger
Elementary Principal.....	Ashley Flatebo
Administrative Assistant.....	Kimberly Wiseman
Business Manager/Board Secretary.....	Lacey Pueggel
Three & Four-year-old Preschool.....	Alexis Hansen
Three & Four-year-old Preschool.....	Andrea Engh
Three & Four-year-old Preschool.....	Lexis Barkema
Pre-K.....	Kristen Determan
Kindergarten.....	Erika Nielsen
Kindergarten.....	Kristen Wedmore
Kindergarten.....	Angela Sturges
First Grade.....	Amy Symens
First Grade.....	Krista Dickman
First Grade.....	Haley Kew
Second Grade.....	Mary Jane Symens
Second Grade.....	Janan Wegner
Second Grade.....	Margaret Nash
Third Grade.....	Wendy Fullerton
Third Grade.....	Mary Schulz
Third Grade.....	Madison Bang
Fourth Grade.....	Katelyn Schmitt
Fourth Grade.....	Jessica Minnier
Fourth Grade.....	Sadie Winfrey
Fifth Grade.....	Emily Greimann
Fifth Grade.....	Kristi Kohler
Special Education.....	Marissa Mackin
Special Education.....	Dakota Fleshner
Special Education.....	Madalyn Schott
Special Education.....	Amanda Huston
Title 1.....	Beth Martinek
Title 1.....	Jill Rowe
Music/TAG.....	Emily Koob
Art.....	Katie Kelley
PE.....	Shelly Zeitler
Guidance Counselor.....	Jennifer Schmidt
Media/Para Professional.....	Theresa Blanchard
School Nurse.....	Susan VanLaere
Cook.....	Amber Hanig
Cook.....	Pam Black
Cook.....	Angela Blair
Cook.....	Alberta Christians
Head Custodian.....	Ryan Kruger
Custodian.....	Brian Dahl

Evening Custodian.....	Tammy Barr
Head of Transportation.....	Tony Laudner
Para Professional.....	Lynda Becker
Para Professional.....	Kenzie Watters
Para Professional.....	Michelle Volk
Para Professional.....	Brandy Huling
Para Professional.....	Ronda Guerrero
Para Professional.....	Kaci Harper
Para Professional.....	Kristi McKee
Para Professional.....	Madison Petersen
Para Professional.....	Chelsey Morrison
Para Professional.....	Alicia Vaughn
Para Professional.....	Angelica Watt
Para Professional.....	Bria Hansen
Para Professional.....	Jani Caspersen
Para Professional.....	Noreen Helgeland
Para Professional.....	Wendy Perrott
Para Professional.....	Pam Meints
Para Professional.....	Connie Holze
Para Professional.....	Chelsey Schulz
Para Professional.....	Mary Smit
Para Professional.....	Nicole Helmers
Para Professional.....	Bria Hansen

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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 relation 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 ensure 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

EDUCATION EQUITY POLICY STATEMENT

West Fork Community School District does not illegally discriminate on the basis of race, color, national origin, sexual orientation, gender, disability, religion, creed, age or marital status in its educational programs or employment practices. Please direct all inquiries about policies and practices to Equity Coordinator, Jacquelyn Parker West Fork Community School District, 504 Park Street, Sheffield, IA 50475 or call 641-892-4160. (*Board Policies, 401.1, 603.4*)

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 life styles 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 school principal, 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

West Fork Community School District shall not discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e). Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator, Jen Schmidt, and she can be reached at 641-822-3234. Inquiries may also be directed in writing to the Director of the region VII Office of Civil Rights, US Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI, 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294. Procedures and levels are outlined in district policy for resolving complaints and are available upon request from the curriculum director's office.

PARENTS'/GUARDIANS' RIGHTS NOTIFICATION:

Parents/Guardians in the West Fork Schools have the right to learn about the following qualifications of their child's teacher; state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree.

Parents/Guardians may request this information from the Office of the Superintendent by calling 822-3266 or sending a letter of request to the Office of the Superintendent, 210 South 2nd Street, PO Box 60, Rockwell, IA 50469-0060.

JURISDICTIONAL STATEMENT

This handbook is an extension of board policy and reflects 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 guest with respect and courtesy. Students may not use abusive language, profanity or obscene gestures of language, or publicly display affection.

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 grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves student of staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school districts' 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. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. 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.

DISTRICT-DEVELOPED INSTRUCTIONAL SERVICE DELIVERY SYSTEM

The District Developed Instructional Service Delivery System is a special education plan utilized by the West Fork Schools. It is a process of working with students who need help in the areas of academics and/or behaviors. The Central Rivers AEA staff, teachers, parents and student work through the problem-solving process to better meet students' needs in the least restrictive environment. If there are any questions, please call 822-3233.

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 property, property within the jurisdiction of the 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.

EMERGENCY FORMS

At the beginning of each school year, parents must file or update an emergency form with the office giving 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 office if the information on the emergency form changes during the school year.

STUDENT ATTENDANCE

School Day

If your student walks to school or is dropped off by a private vehicle, please have them arrive by 8: 10 a.m., unless they are to eat breakfast. If they are eating breakfast at school, please have them arrive by 8:00 a.m. and proceed immediately to the lunchroom.

We encourage parents to join us for lunch periodically; however, we ask they contact the school by 8:30 a.m. on the day they wish to visit so they can be included on the lunch count. Dismissal time is approximately 3:10 p.m. Due to overcrowding of the hallways at dismissal, parents are requested to remain outside to pick up their children. The route buses will leave the building at approximately 3:10 p.m.

Absences and Attendance

Regular attendance is required by state and federal laws and is an important factor in a student's education (Iowa Code, chapter 299). If it is necessary for your child to be absent, please call the school before 9:00 a.m. (822-3234). The school secretary will call the home of every student who is not present during the first period of the school day, unless a telephone call or note has been received and the student will be marked unexcused. It is ultimately the principal's responsibility to determine if a child is considered excused or unexcused.

When a child returns after an absence, he/she needs to bring a note to the homeroom teacher, stating the reason for absence and dated and signed by the parent. (If an absence is anticipated, please notify the teacher or principal so the teacher can help the student plan for the absence) If the absence is due to illness, we request you tell us the type of illness. We also require a doctor's note to explain absences longer than one week or frequent absences.

Returning following an illness – If your child has had a fever (100° or higher), diarrhea or has been vomiting must remain out of school for a period of 24 hours after the LAST episode of diarrhea or vomiting and fever without the use of any fever-reducing medications (ex. Tylenol, Motrin, Ibuprofen)

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.

Activity Involvement:

Students must be in attendance by noon to participate in any school related activities being held that day or evening. If a student leaves school due to illness, the students is not allowed to participate in any evening activity.

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 ahead of time. 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.

Attendance and Truancy Intervention

Absences	Actions
3	Letter sent home from principal

5	Second letter sent home from principal
7	Third letter sent home from principal Parent and Principal meeting to arrange a problem solving meeting for attendance
9	Principal notifies Cerro Gordo County Attorney Mediation hearing is scheduled with parents, principal, and county attorney
10+	Principal notifies Cerro Gordo County Attorney Truancy charges are filed against parent of truant student

Leaving School Early

When parents wish to have a child leave school before the regular dismissal time, they may come to the school office for their child or notify the school by note or phone message requesting an early dismissal. Medical or dental appointments or other necessary emergency appointments are considered excused, all other appointments should be made outside the school day. School is dismissed at 3:10.

Students who become ill at school will be dismissed through the school office, after seeing the school nurse & after parents/emergency contact have been notified. If your student calls home please have them visit the school nurse before you come pick them up, as she can better determine if your child needs to leave school.

Under NO circumstance is a student to leave the building without a parent or authorized adult. Signing a child in/out in the Main Office when you pick up/drop off your child is required.

Transportation

Bus Procedures

All students will observe proper bus behavior. Students should understand that loud talking, fighting, throwing objects, profane language, damaging public property, disobeying the driver's instructions and refusing to remain seated are violations of proper conduct on the bus and may result in the loss of bus riding privileges.

Students who are regular bus riders who do not plan to ride on a particular day should inform the bus driver ahead of time.

If it is necessary for a student to ride a bus other than the one assigned, he/she must bring a dated, signed note from a parent requesting the change. This is regardless of whether the student is a regular bus rider or one who usually walks to school. This note should be shown to the teacher and will then be given to the bus driver.

If a child is to leave school by means other than his/her regular arrangements, it is necessary to send a dated, signed note. This is important to ensure teachers know whether to put the child on the regular bus, allow him/her to walk home or to keep him/her at school to be picked up by the parent or other designated person.

Bus Rules

- Follow your bus driver's directions the first time.
- Sit in your seat facing forward, feet on the floor.
- Keep the aisles clear.
- Keep your hands, feet and objects to yourself.
- Use appropriate language and treat each other with respect.
- Keep all parts of your body inside the bus and do not throw or point any objects out of the bus windows.
- No food or drinks on the bus.

- Appropriate disciplinary action will be taken for any offenses.

Consequences for breaking bus safety rules shall include, but are not limited to, the following. First, the driver shall verbally warn the student(s) that the behavior must stop. Second, the driver shall assign seating for the student(s). Finally, the driver shall file a bus conduct report with the building principal. The building principal shall apply the student code of conduct and take appropriate action, which could include suspension from riding the bus.

Bicycles

1. Before and after school, walk your bicycles on the sidewalks in front of or on the side of the school. The street on the east is blocked to traffic during dismissal time, but students should still watch for cars. Bicycles are not to be ridden in the street in front of the elementary building. Bicycles are to be properly parked in the designated areas.
2. Be extremely cautious at intersections.
3. Bicycles may not be ridden about the school premises during the school day.
4. No riding or crossing between buses; always cross at intersections.
5. Bicycles should not be ridden through the playground and main parking lot located on the south side of the building when students are dismissed from school.

Student Health, Well-Being and Safety

The West Fork Schools emphasizes the importance of everyone in the school conducting themselves carefully and with concern for their own and other's safety. Students are encouraged to notify teachers or administrators of risks of injury or harm to themselves or others.

Administration of Medication (See Addendum C)

From time to time students must take prescribed medication during the school day. West Fork Schools will abide by the following guidelines in dispensing medication at school:

1. The medication is prescribed by a licensed medical or osteopathic physician or dentist.
2. The parent sends a signed note requesting the prescribed medication dispensed to their child according to the written directions of the prescribing physician or dentist.
3. The medication must be brought to school and kept in the prescription container filled by the pharmacist.
4. All medications are appropriately identified for each child. When required, refrigeration will be provided.
5. During extended vacations, the end of the school year, or the end of the dispensing time; any remaining medication will be returned to the pupil's parent or destroyed.

Physical Education and Recess - Physical education is required for all students and is regularly scheduled part of the week, all children will be required to participate in these classes unless they have a doctor's written excuse. 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.

Communicable and Infectious Diseases- Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk or harm 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 students shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases as defined by the State Department of Health.

Head Lice Information- When a case of lice is found the parent is notified and the child can return after treatment is given. Tips for parents: Lice killing shampoos, available at your local pharmacy, will kill the lice but not all of the eggs. A second treatment is necessary in 7 to 10 days to kill any newly hatched nits. It is important that all nits are removed to prevent re-infestation. Because lice killing shampoos do nothing to remove the nits, manual removal is necessary. Personal items, such as clothes, sheets, towels, etc., should be machine washed in hot water and dried in a hot dryer for at least 20 minutes.

Combs and brushes should be soaked in hot water (130 degrees for 15 minutes). Hats, stuffed animals, etc. that can't be washed should be sealed in a plastic bag for 2 weeks or dry cleaned. All rooms, furniture, and car seats should be vacuumed. Vacuuming will be as effective as and safer than using pesticide sprays. Remember to check your child's head regularly to be sure there are no nits present.

Student Illness/Injury at School- A student who becomes ill or is injured at school should notify his or her teacher or the school nurse as soon as possible. We understand it is easy to keep in touch with your child via phones/text, when your child says they are ill/hurt, please respond by asking them to visit the school nurse to be assessed.

In case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school (fever over 100°, vomiting or diarrhea), the student is released to the student's 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 if possible. The school will contact emergency medical personnel if necessary and will attempt to notify parents where the student has been transported for treatment.

HAWK-I Insurance for Children- Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 800 257-8563 (toll free) or go the web site at www.hawk-i.org for more information.

Sexual Abuse and Harassment of Students by Employees- The school district 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 another employee. The Iowa Department of Education has established a procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the school principal, at 822-3234, as its Level 1 investigator. The principal may also be contacted directly.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for 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 or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

Inquiries regarding compliance with Chapter 280.17 of the Iowa Code regarding incidents of abuse of students by school employees may be directed to the high school principal at 822-3234. Central Rivers AEA designated personnel will conduct investigations of reported child abuse. (1-800-392-6640)

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's permission, students not scheduled for screening may also be ineligible.

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. When snow is on the ground snow boots and snow pants are required to play in the field, on the playground equipment, and on snow piles. If students do not have snow pants or boots they will need to remain on the plowed areas of the pavement. When air temperatures or wind chills are below 0 degrees Fahrenheit all students will be kept inside for recess.

If you are in doubt as to whether there will be school because of inclement weather, please listen to KLMJ (104.9), KGLO (1300), KRIB (1490), 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 electronic system of communication parents can receive. Please contact the office if you would like information about receiving this correspondence.

Please sign-up for school alerts on our website to ensure you are receiving the most current weather updates from the school. Go to our school website www.westforkschool.org and click on News & Information, scroll down to the School Alert link, complete the form and click submit.

Emergency Drills - Periodically the school holds emergency fire and tornado drills, 4 of each throughout the year. 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, will be reported to law enforcement officials. The school will also hold 2 of our emergency Level 3 drills each year with students.

Change of Address It is VERY important you inform us immediately of any changes in your telephone number, address, email or the identification of a person who is to be notified in case of an emergency. Please notify the school in advance of any planned changes in this information

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 traveling 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 occurring and may be advised that they will need to join their child for interviews or emergency and medical information.


STANDARD RESPONSE PROTOCOL




IN AN EMERGENCY

WHEN YOU HEAR IT. DO IT.


LEVEL 1: LOCKOUT! POTENTIAL EXTERNAL THREAT SECURE THE PERIMETER.

Students Return to building No outside activities Business as usual inside Stay off electronic devices	Teacher Bring everyone indoors Lock perimeter doors Increase situational awareness Business as usual Take attendance Close Classroom blinds Classroom doors remain open/unlocked Turn on cell phones, set to vibrate Keep crisis bucket accessible and visible No crisis information released except by administration	
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LEVEL 2: NON-EMERGENCY LOCKDOWN! NO THREAT TO STUDENTS OR STAFF

Students Remain in current area Stay off electronic devices Respect the privacy of others	Teacher Business as usual, teaching continues Turn on cell phones, set to vibrate Classroom doors closed and locked Sweep hallway for students Close classroom blinds No crisis information released except by administration	
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LEVEL 3: LOCKDOWN! REASONABLE BELIEF OF INTERNAL THREAT

Students Move away from sight Maintain Silence Stay off electronics	Teacher Sweep hallway Lock interior doors Move away from sight Turn out the lights, close blinds Students move to designated area Students prepare for attack Turn phone on, set to vibrate Locate crisis bucket Do not open doors Maintain Silence Take attendance No crisis information released except by administration	
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LEVEL 4: EVACUATE! TO ANNOUNCE LOCATION

Students Bring your phone Leave belongings behind Follow instructions	Teacher Lead students to separate location Take attendance Notify office of missing, extra or injured students No crisis information released except by administration	
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Student Records

Educational Records- Students records containing personally identifiable information, except for directory information, are 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.

Legal Status of Student- If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year; the parent must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

Directory Information- Student information is 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 the following information: name, address, telephone number, e-mail address, photograph, grade level, date and place of birth, major fields of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Procedures for Students who are Transferring to Another School or School District- The school automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents notified that the student's records have been sent are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

Open Enrollment- Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request.

Kindergarten and K-Prep Entrance Requirements-The state law provides that "no child shall be admitted to school for the year immediately proceeding 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.

Student Scholastic Achievement

Before School Open House

Will be held prior to the start of school. The conference should be attended by the student, parents, and teacher to get acquainted and put school supplies away.

Report Cards

Report cards will be issued to students following the close of the quarter, except the final quarter, when they will be mailed home. Grades for specials, literacy, social studies, and science are given as follows:

E = Your child is performing above grade level expectations.

S = Your child is performing right at grade level expectations.

L = Your child is performing at the lower end of the grade level expectations.

U = Your child is performing below the grade level expectations.

For math and PBIS, students will be given standards based report cards that will give you a picture of where students are in regards to each standard that was assessed during that quarter. Grades are given as follows:

M=Meeting: mastery at an independent level

A=Approaching: able to complete some of the work independently; may need support from teacher or peers

NS=Needs Support: requires constant support; performing below grade level

Conferences and Evaluations

Conferences are scheduled for all parents at the end of the first and third quarters. 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 four times a year at nine-week intervals.

Homework

Homework may be assigned as an extension of our daily school program. Examples of the type of homework which may be assigned are: individual math, reading, spelling, vocabulary work and makeup work due to absences or other special projects.

Special Services

The following special services are available to your child as a student at West Fork Elementary: speech therapy, hearing and vision screening, Title I Reading, school psychologist, special education resource room and a school social worker. At some point during the school year it may be beneficial for teachers and parents to request help from these specially trained professionals to provide a better educational program for a child.

Our building has a student assistance team (CARE team) whose duty is to handle student concerns. This team is a group of teachers who receive referrals from teachers or parents for students with at-risk concerns. Parents may contact the classroom teacher, guidance counselor or principal to refer students to this team to request assistance or to determine if their child qualifies for additional assistance for health or learning concerns.

Testing

The ISASP will be given to students in third, fourth, & fifth grade each year. Results of all tests will be shared with parents. The main emphasis of testing is to improve our overall educational program. We will be evaluating K-5 students for phonemic-awareness and fluency three times per year as well as math fluency. (FASTBRIDGE Assessments) Other assessments may be given to meet state and federal guidelines for student achievement accountability. If specialized testing is needed for placement in a special service area, it will be administered after written permission has been granted by parents/guardians.

Student Activities

Field Trips

Field trips are planned to provide additional educational experiences for your children. These field trips are an extension of a classroom experience and have educational value relevant to material being studied.

You are 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 notice of up-coming field trips, and on occasion, teachers may ask parents to assist in supervision of these trips.

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.

Fundraisers

From time to time, the district will hold fundraisers to raise additional money for student activities or programs. Participation is voluntary. High school organizations may sell clothing or charge to attend programs such as clinics. These programs and items are optional as well.

Student Lunch

Lunch Accounts A computerized system is used for our breakfast and lunch program. Each student is assigned an ID number. Money should be deposited into the student's account on a regular basis to cover any breakfasts, lunches and extra entrée or milk he/she may eat and drink. 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 the student's parent or guardian to resolve the matter of unpaid charges. Negative balances of more than \$100.00, not paid prior to the end of the semester and/or the end of the school year will be turned over to the superintendent or superintendent's designee for collection. (See Board Policy 710.04)

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 Paula Meints at the West Fork Elementary campus for further information, 641-822-3234.

No pop, carbonated beverage, or energy drinks are to be brought in school lunches.

Lunch/Cafeteria Behavior

Each student is expected to practice the general rules of good manners one usually finds in the home. To make the lunch period pleasant and relaxing for all, students are expected to:

1. Leave the table and area clean and orderly.
2. Take all trash and the tray to the soiled-dish window.
3. Do not leave the cafeteria while eating or carrying food.
4. Observe good standards of table manners while eating.
5. Enter in a single line and walk in the cafeteria.
6. Do not cut into the lunch line.
7. Refrain from talking too loudly.

Student Fee Waiver

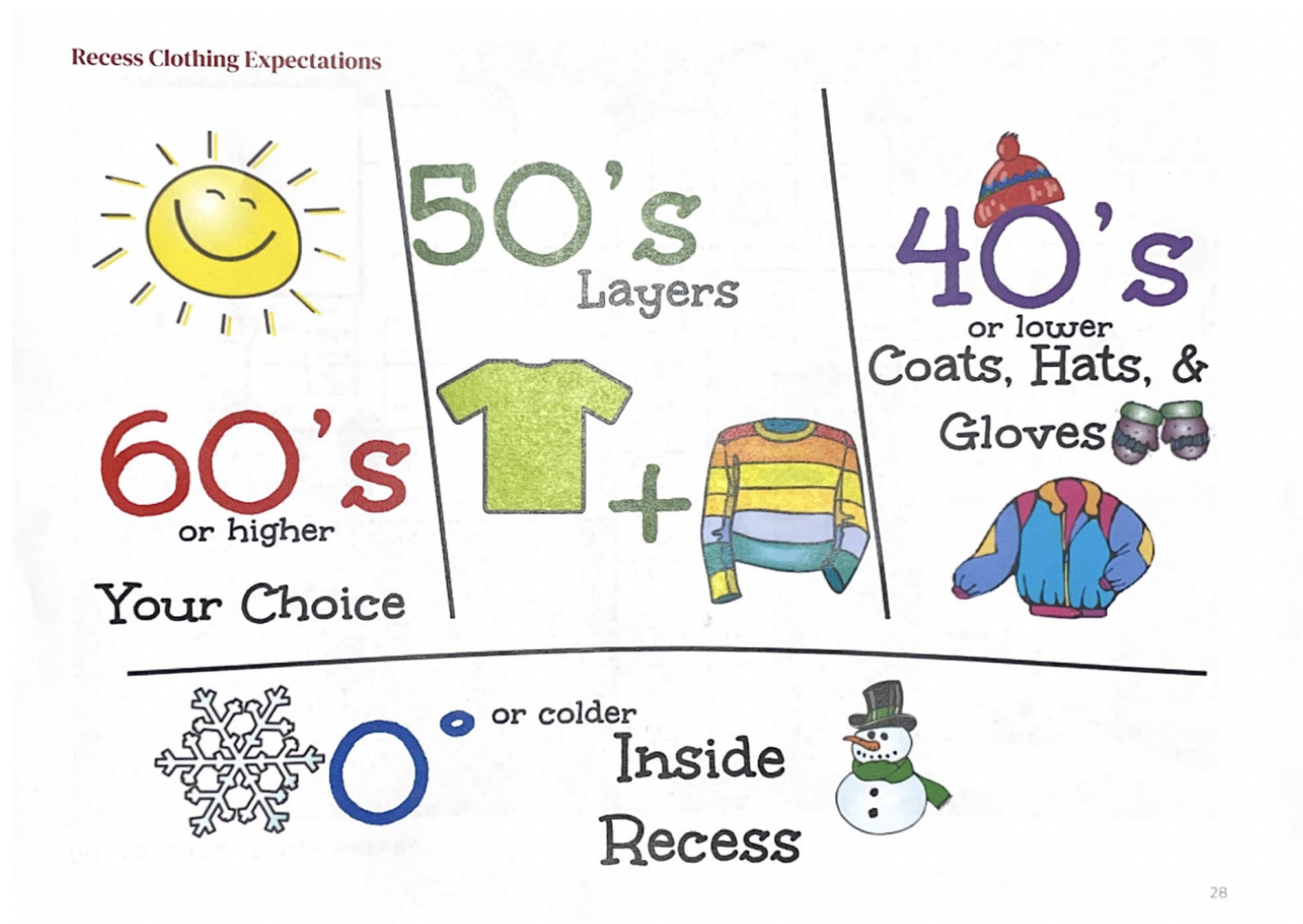
The following guidelines apply: Students whose families meet the income guidelines for free and reduced-price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment or who are in foster care are eligible to have their student fees 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.

Clothing

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting. Clothing or other apparel promoting products illegal for use by minors or clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgement of a principal, a

student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. (See Board policy 502.01)

Recess Expectations for Clothing



Parents will be asked to help enforce the policy.

Student Discipline

Effective discipline is necessary for quality education. Our goal at West Fork Elementary is to meet the needs of each individual student. In order to do this, it is essential for the home and school to work closely together in promoting self-discipline, responsibility, and an appreciation of the rights of others.

The teacher is the administrator of classroom discipline; therefore, minor disciplinary offenses are the responsibility and the obligation of the classroom teacher. It is the teacher's role to guide and direct the classroom. It is expected parents will support and cooperate with the classroom teacher. Parents are also asked to contact the teacher or principal when unusual or temporary home conditions may be upsetting to students. This may help to facilitate our understanding of behavior problems that may arise.

When you have questions or want facts, please call the school. We will be glad to answer your questions and give you the information. We ask for your support, interest and confidence. Through our cooperative effort, we will be able to provide the

maximum education for the children of our school district. The most important reason for our existence is to provide this service to the children - our leaders and educators of the future

When serious or persistent problems arise, discipline will become the joint responsibility of the principal and the teacher.

In addition to following general school rules, which are posted in each classroom, in the hallway, lunch room and near the door for recess here are several items to remember regarding behavior at school.

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 occasion, as permitted by the teacher.

Items Not Permitted at School All schools are required to implement disciplinary action in the event of weapons or other dangerous items that are brought to school.

The following items are not permitted at school: water guns or spraying devices, pocket knives, steel marbles, golf balls, radios, skateboards, rollerblades and items determined by the staff to be dangerous or inappropriate for school. This list is not all-inclusive, but examples of inappropriate items, weapons, and or other dangerous objects and look-a-likes shall not be permitted at school. Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, or look-alike substances; and possessing or using tobacco, tobacco products or look-a-like substances. If they do come to school, they will be taken away from the student and parents will be notified about possible disciplinary action (including suspension or expulsion). Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For the purpose of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon with a muffler or silencer for such a weapon, or any explosive, incendiary or poisons gas.

Personal Property at School Children are discouraged from bringing extra money, radios, toys, electronic games, personal electronics or other objects from home, unless the teacher has given them permission. Items brought from home should be marked so they can be easily identified. The school cannot assume responsibility for the loss or breakage of items brought from home.

Playground During regularly scheduled recess, adults supervise the playground. All classroom teachers will cover specific playground rules which are also posted on the door as students exit to the playground. Students are to avoid bringing potentially dangerous items to school for use on the playground, and no student is allowed to leave the designated playground areas for any reason, without permission from the supervisor.

The field area is primarily used for games and activities that involve kicking or throwing a ball or running. Unsafe activities such as tackling, body slamming, dog piling, slide tackles are not allowed. Touch football and chase games are permitted but only a one hand touch to the shoulder is allowed as the tag. No baseballs are allowed and footballs should not be the hard leather type.

Posted Warhawk Recess Rules

On the Swings: One at a time - Swing straight - Stop swing to get off

On the Slide: Feet First - Up steps/down slide

With Your Hands No pushing – shoving - tackling

With Your Voice Appropriate language

With the Adults Follow Directions - When the whistle sounds: stop, pick-up and line-up

Vandalism Any person or person's willfully damaging school property will be assessed the total cost for all replacement or repairs. In the case of a minor child, the parent or guardian will be held responsible, as provided in Chapter 1.16 Code of Iowa, for all vandalism or destruction.

Student Lockers- Lockers are the property of the school district. Students shall use only 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 his/her locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

The school is not responsible for items in your locker. Lockers are not a secure place to leave valuables. Students are urged to carry little money and leave valued possessions at home. When you must have money and/or valuable items at school, it is the student's responsibility to leave money/valuables with the office secretary or give them to the classroom teacher for protection. Please do not tempt others and risk loss by having money and valued possessions at school unprotected. 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. Illegal items may be given to law enforcement officials.

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. Lockers can and will be periodically inspected by the school and the inspections will be unannounced.

Communication Channels Questions and problems shall be resolved at the lowest organizational level nearest 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.

Student Computer/Internet Acceptable User Policy- The use of the West Fork School District's technology resources is a privilege, not a right. Personal electronic devices can be used before and after school or with permission of a teacher. Devices will remain out of sight and should never interrupt a class and are to remain silent during the school day.

Initiations, Hazing, Bullying or Harassment - Harassment, bullying 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 or bullied should:

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

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

- a) tell a teacher, counselor or principal; and
- b) write down exactly what happened, keep a copy & give a copy to the teacher, counselor or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser or bully did;
 - witnesses to the harassment or bullying;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser or bully responded.

Sexual harassment may include unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature. 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:

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

Sexual harassment includes, but is not limited to:

- Verbal, physical or written harassment or abuse;
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications and suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- Verbal, physical, or written harassment or abuse
- Repeated remarks of a demeaning nature
- Implied or explicit threats concerning one's grades, job, race, religion, and demeaning jokes, stories, or activities

Miscellaneous Information

Parties West Fork Elementary may have parties to celebrate certain holidays. Occasionally, parties are held for special events. Birthday treats & parties should be cleared through the classroom teacher. All foods must be pre-packaged and store bought. (Board policy 507.9)

Lost and Found A lost and found box is located near the office area. When a student realizes he/she has lost an article, he/she should check the office for it immediately. We strongly urge all clothing and personal property be labeled with the student's first and last name.

Visitors Adult visitors are always welcome at West Fork Elementary. Please call or send a note to the teacher before visiting, so that you may check the daily schedule and see the classes of your choice. Please stop in the office to pick up a visitor's pass to use while you are in the building. Always check in the office upon entering the building or taking students for appointments.

Volunteers We encourage and welcome RSVP and PTO volunteers. If you are interested in helping at school on a voluntary basis, please contact the PTO or RSVP.

Interrogation by an Outside Agency As a general rule, individuals from outside the school district may not interview a student during the school day or periods of extracurricular activities. If police officers or other officials request an interview for any issue other than child abuse, an attempt shall be made to contact the student's parents or legal guardians to have one of them present during the interview. If the topic of the interview is child abuse and the investigator determines the child should be interviewed independently of his or her parents, and the school is the most appropriate setting for the interview, school officials will allow the investigator in abuse cases to determine who will be present during the interview.

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.

Chemical Right to Know The Chemical Right to Know Law requires all schools in the nation to prepare a list of chemicals that are known to be present in their buildings and to maintain material safety data sheets on them. The law further states that all chemicals are to be appropriately labeled, storage areas are to be posted for the hazardous chemicals, and employees that work with the chemicals are to be trained in the safe handling of these chemicals. The school is also to acquaint the local fire department with the location of hazardous chemicals in the school. If you want to know what chemicals are used in the school and where they are stored, please contact the superintendent at 822-3236 (Rockwell) or 892-4159 (Sheffield).

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 Central Rivers AEA 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 Central Rivers AEA at 1-800-392-6640. Commission, Des Moines, IA, or by writing to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, MO.

Information for Parents

If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

Then, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

Your children have the right to:

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to other children.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian request such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

When you move, you should do the following:

- Contact the school district's local liaison for homeless education (see phone number below) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

Local Contact:

Phone:
E-mail:

State Coordinator: Raymond E. Morley
Department of Education, Des Moines, Iowa 50319
Phone: 515-281-3966
E-mail: ray.morley@ed.state.ia.us

If you need further assistance, call the
National Center for Homeless Education
at the toll-free HelpLine number:

1-800-308-2145



Copy of iPad/Chromebook Policy Agreement

WEST FORK COMMUNITY SCHOOL DISTRICT

Each student will have Chromebook and/or tablet assigned for their use during the school day and are asked to follow the policy below:

Student Pledge for Chromebook Use

- I will take good care of my Chromebook.
- I will never leave the Chromebook unattended.
- I will not take my Chromebook into the restrooms or locker rooms.
- I will never loan out my Chromebook to other individuals.
- I will charge my Chromebook's battery daily.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by only carrying it while in the case provided.
- I will use my Chromebook in ways that are educational, appropriate and meet West Fork CSD expectations.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the West Fork Community School District.
- I will follow the policies outlined in the Chromebook portion of this handbook and applicable West Fork CSD technology policies while at school, as well as outside the school day.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the District Chromebook, case, and power cords in good working condition.
- I will notify school officials in case of theft, vandalism, and other acts covered by insurance.
- I understand that a police report will be filed by the school if necessary.

Individual school Chromebook computers and accessories must be returned at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at West Fork CSD for any other reason must return their individual school Chromebook computer on the date of termination.

Costs for Damaged, Lost or Stolen Chromebooks

Students will be held responsible for ALL damage to their Chromebooks, but not limited to broken screens, cracked pieces, inoperability, etc.

In the event of damage, the Student and Parent will be billed a fee according to the following schedule:

- First incident – \$100
- Second incident – \$200
- Third incident – the full cost of repair or replacement

Students will be charged the following for Chromebooks that are lost or missing:

- First incident – \$200
- Second incident – the full cost of replacement for the Chromebook

NOTE: Full cost for repair or replacement will be charged when damage occurs due to gross negligence, intentional destruction, or willful misconduct as determined by the administration. Examples of this type of damage include but are not limited to tossing the Chromebook, setting heavy items on top of the Chromebook, stepping on the Chromebook, leaving the Chromebook in extreme heat or cold temperatures, etc. In the event the Chromebook, cover, sleeve or cables are lost or stolen, the Student and Parent may be billed the full cost of replacement as determined by the administration.

*Chromebook Case Cost = \$40.00

*Chromebook Charger = \$40.00

I agree to the stipulations set forth in the above documents including the Chromebook Policy, Procedures, and Information; the Acceptable Use Policy; Chromebook Protection Plan and the Student Pledge for Chromebook Use.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

GRADE: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

All Electronic Devices –

Personal Electronic Devices

Personal electronic devices, including smart watches, can be used before and after school or with the permission of a teacher. Devices will remain out of sight and should never interrupt a class and should remain silent during the school day (unless permission is granted by a classroom teacher.) This includes the use of devices to take photos at school. Devices are not allowed in restrooms.

Permission must be obtained from the teacher before a student uses the telephone or their own phone. 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. Students bringing their own phone to school will leave them in their locker and turned to silent. Locks are not used on the elementary lockers and the school is not responsible for lost/stolen items.

Consequences for failing to adhere to this policy:

1st Offense: The student will have his/her personal device removed by the teacher. It can be picked up from the office at the end of the day.

2nd Offense: The student will have his/her personal device removed by the teacher. Parents will be notified and will be required to pick up the device from the office. The student will be required to turn his/her personal device into the principal's office each school day for ten consecutive days.

3rd Offense: The personal device will be taken away and a parent will be required to come and pick the personal device up from the office and the student will also be required to turn his/her personal device into the principal's office each school day for the next 20 consecutive school days.

School Electronic Devices

The use of the West Fork School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the West Fork School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the West Fork School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

1st offense – Downloading unapproved app, inappropriate searches or misuse of school email will result in a behavior slip. Downloading adult/racist materials will result in the loss of technology resources use for the remainder of the semester.

2nd offense – Downloading unapproved app, inappropriate searches or misuse of school email will result in an after-school detention. Downloading adult/racist materials will result in the loss of technology resources use for the remainder of the school year.

3rd Offense – Downloading unapproved app, inappropriate searches or misuse of school email will result in two after school detentions.

4th offense – Loss of use of school technology resources for one week.

Further violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

Addendum A

Definition of “Threats” - Any verbal, written, or body language communication that makes others feel unsafe.

Procedure for Handling Threats at School:

1. Teachers, staff and students immediately report threats to the administration.
2. Administration contacts outside resources for help (police, fire marshal, and other public safety experts as needed).
3. Administration/safety experts check facility for safety.
4. If unsafe, public is immediately notified and safety precautions are taken.
5. If facilities are safe, no public notification is given. (Remembers, we must make up any school days we miss; we don’t want to start overreacting to false rumors!)

What Happens to People Who Make Serious Threats? - They are immediately turned over to law enforcement. They may also be suspended or expelled from school.

What is My Responsibility for Keeping My School Safe?

1. Never make false threats, even in “fun”.
2. Immediately tell parents, teachers, staff, and/or administration if you see, hear, or witness threats against our safety. ACTION WILL BE TAKEN.
3. Remember that public schools are among the safest places in America. The media often makes it seem otherwise, so be a wise consumer of the news.
4. Respect yourself, respect others and respect your school. We are all in this together and we need to continue to make West Fork School a place where all children feel safe.

NOTICE: 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 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 website: www.iowa.gov/educate.

Addendum B

Anti-Bullying/Harassment Policy

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

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

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

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

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

- Places the student in reasonable fear of harm to the student's person or property: Has a substantially detrimental effect on the student's physical or mental health:
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the Services, activities, or privileges provided by the school.

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

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

Repeated remarks of a demeaning nature that have the purpose or effect of causing injuring, discomfort, fear, or suffering to the victim;
Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

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

Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or

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

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

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

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

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

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The principal or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

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

The board will annually publish the policy. The policy may be publicized by the following means: Inclusion in the student handbook, inclusion in the employee handbook, inclusion in the registration materials, inclusion on the school or school district's web site, and a copy shall be made to any person at the central administrative office at 210 South Second Street, Rockwell, Iowa.

Legal References:

20 U.S.C. §§ 1221-1234i (2004)

29 U.S.C. § 794 (1994)

42 U.S.C. §§ 2000d-2000d-7 (2004)

42 U.S.C. §§ 12001 *et seq.* (2004)

Senate File 61, 1st Regular Session,
82nd General Assembly (2007).

Iowa Code §§ 216.9; 280.3 (2007). 281 I.A.C. 12.3(6).

Cross References

403.6	Harassment
502	Student Rights and Responsibilities
503	Student Discipline
506	Student Records

ANTI-HARASSMENT/BULLYING COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser

Or bully: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment or bullying, i.e. letters, photos, etc.
(attach evidence if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

ANTI-HARASSMENT/BULLYING WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident
witnessed: _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal for help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and how the harasser responded.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the principal. The alternate investigator is the superintendent. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

Addendum C

REQUEST FOR MEDICATION

Dear Parent/Guardian,

You have indicated your child will require medication during school hours. The following information must be on the medication container:

1. Name of medication
2. Dosage
3. Time medication is to be given
4. Name of physician prescribing medication
5. Name of pupil
6. Specific instructions to administer correctly

Please remind your child that he/she is responsible for asking for the medication at the appropriate time.

The bottom part of this form must be completed and returned to school for your child to have medications administered during school. If you have any questions, please call.

As parent/guardian of a student in the West Fork Community Schools - Rockwell Campus, I hereby authorize and consent to school personnel giving medication and releasing the school district and its personnel from any adverse side effects or reactions resulting there from.

Name of Student _____ Grade _____

Medication _____

Dosage _____

Time to be given _____AM _____ Noon _____PM _____

Any specific instructions or warnings: _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

Addendum D

School Calendar- 2023-2024 School Year

2023-2024 School Calendar – Approved 3/20/23

Summary of Calendar:
Days/Hrs. in classroom:
First Semester..... 93/572
Second Semester 87/553
TOTAL DAYS/HS 180/1125

CALENDAR LEGEND

Begin/End
Teacher Comp/Work Day
Prof. Dev.
Holidays
Vacation Days
Early Out

Does not include Professional Development days/hours.

HOLIDAYS:

Labor Day	(9/4)
Thanksgiving Day	(11/23)
New Year's Day	(1/1)
President's Day	(2/19)
Good Friday	(3/29)
Memorial Day	(5/27)

In-clement Weather days will be e-learning days if the weather is forecasted and staff has time to prepare for e-learning and students can all get devices/needed materials home prior to the day. If that doesn't happen then the day would be treated as a snow day and added to the end of the calendar.

Note: In-service Days may be classified as Career Development and/or Professional Development depending on the content of the activities being performed.

August 2023					Student Days/Hours	
M	T	W	Th	F		
14	15	16	17	18		
21	22	23	24	25	3	13.5
28	29	30	31		7	39.5
September 2023						
				1	8	46
4	5	6	7	8	12	72
11	12	13	14	15	17	103.5
18	19	20	21	22	22	135
25	26	27	28	29	27	166.5
October 2023						
2	3	4	5	6	32	198
9	10	11	12	13	36	223
16	17	18	19	20	41	254.5
23	24	25	26	27	46	286
	31				48	297
November 2023						
		1		3	51	313.5
6	7	8	9	10	56	345
13	14	15	16	17	61	376.5
20	21	22	23	24	63	389.5
27	28	29	30		67	414.5
December 2023						
				1	68	421
4	5	6	7	8	73	452.5
11	12	13	14	15	78	484
18	19	20	21	22	83	515.5
25	26	27	28	29	83	515.5
January 2024						
1	2	3	4	5	87	540.5
8	9	10	11	12	92	572
15	16	17	18	19	96	597
22	23	24	25	26	101	628.5
29	30	31			104	647
February 2024						
			1	2	106	660
5	6	7	8	9	111	691.5
12	13	14	15	16	116	723
19	20	21	22	23	120	748
26	27	28	29		124	773
March 2024						
				1	125	779.5
4	5	6	7	8	130	811
11	12	13	14	15	131	817.5
18	19	20	21	22	136	849
25	26	27	28	29	140	874
April 2024						
1	2	3	4	5	145	905.5
8	9	10	11	12	150	937
15	16	17	18	19	155	968.5
22	23	24	25	26	160	1000
29	30				162	1013
May 2024						
		1	2	3	165	1031.5
6	7	8	9	10	170	1063
13	14	15	16	17	175	1094.5
20	21	22	23	24	180	1125
27	28	29	30	31		
June 2024						
3	4	5	6	7		

180 Days/1080 Hours Calendar

Aug. 16 New Teacher Orientation
Aug. 17 Staff Professional Development
Aug. 18 Staff Professional Development
Aug. 21 Staff Professional Development
Open House 4:00-7:00

Aug. 23 Begin 1st Semester

Aug. 23-25 2-Hour Early Dismissal for PD

Aug. 28 4-yr Preschool Begins

Aug. 29 3-yr Preschool Begins

Sept. 4 Labor Day (No School)

Beginning September 13th, School will dismiss one hour early every Wednesday for the rest of the year.

Oct. 9 No School (Prof. Development)

Oct. 27 End 1st Qtr. (46 days/286 hrs.)

Oct. 30 Begin 2nd Quarter

Oct. 30 & Nov. 2 2-Hour Early Dismissal P/T Conf 4-8

Nov. 3 Teacher Comp Day

Nov. 22-24 Thanksgiving Holiday (No School)

Dec. 25-Jan. 1 Winter Break (No School)

Jan. 12 End 2nd Quarter (47 days/286hrs.)

Jan. 12 End 1st Semester (93days/572 hrs.)

Jan. 15 No School (Prof Development)

Jan. 16 Begin 2nd Semester/3rd Qtr.

Feb. 19 No School (Prof Development)

Mar. 4 & 7 2-Hour Early Dismissal P/T Conf 4-8

Mar. 8 End 3rd Qtr. (38 days/245.5 hrs.)

Mar. 18 Begin 4th Qtr.

Mar. 11 Teacher Comp Day

Mar. 12-15 Spring Break (no school)

Mar. 29 Good Friday (No School)

May 24 End 4th Qtr (49 days/307.5 hrs.)

May 24 End 2nd Semester (87 days/553hrs.)

May 27 Memorial Day