

Garfield Elementary Parent/Student Handbook

Parent Reminders:

1. Do Not Park on the Yellow Line or in the Middle of the Street at Garfield's Main Entrance.
 - *This is to ensure safety for our students.*
2. When picking your child up inside, wait in the Main Entrance hallway.
 - *This is to avoid disruption in the classroom.*
3. If dismissal plans are different, please send a note or call the Garfield Office (542-4510).
 - *This alleviates confusion at dismissal.*
4. Contact the Garfield Office when your contact information changes.
 - *This helps us contact you quickly in an emergency.*



2016 - 2017

FORWARD

Welcome to Clarinda Community Schools. We feel we have an excellent school and we are proud of our boys and girls both socially and academically.

This booklet has been prepared to help you become acquainted with your elementary school. It will help you understand some important regulations about the operations of the school. Even though this booklet contains a description of many activities happening during the school year, additional newsletters and notices will be sent home as the year progresses to keep you informed of all activities.

It is our hope that we can provide the best educational opportunities possible to all students. This goal can be attained only with the highest level of communication, cooperation, and involvement between the parents and educators of this district. In this partnership between the school district and you in educating your child, we expect you to discuss the contents of this student handbook with your child. Many of these items are new to children. You, as the parent, are the one best equipped to discuss the items with your child.

The elementary staff wishes to make the school year an enjoyable and productive year for all students. We will strive to create and maintain an orderly learning environment and happy, motivated, successful students.

We encourage parents to visit their children's classroom. We further encourage you to call the principal or your child's teacher any time you have questions and/or concerns: Garfield 542-4510.

We sincerely strive for each child to have a successful school experience.

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Title IX STATEMENT

The Clarinda Community School District does not willfully or knowingly discriminate on the basis of sex in the education programs or activities which it operates. The Clarinda Community School District is required by Title IX of the Education Agreement of 1972 and the regulations there under not to discriminate in such a manner. The requirement extends to employment therein and to admission thereto.

It is the intent of the Clarinda Community School District Board of Education that each individual student be given the opportunity to develop and achieve to the maximum extent of his/her potential, being limited only by individual differences. Therefore, the Clarinda Community School District attempts to foster an educational program that provides equal educational opportunities for all students.

EQUAL EDUCATIONAL OPPORTUNITY

The Clarinda Community School District does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status, sexual orientation, gender identity or disability. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the High School Principal, Clarinda Community Schools, Clarinda, Iowa, (712)-542-5167. 504 compliance issues may be directed to Allison Wellhausen, Clarinda Community Schools, Clarinda, Iowa (712) 542-4510. Inquiries may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294.

NOTIFICATION OF NONDISCRIMINATION POLICY STATEMENT

It is the policy of the Clarinda Community School District not to discriminate illegally on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Teresa J Nook, High School Principal, 100 North Cardinal Drive, 712-542-5167, tnook@clarindacs.org

DISTRICT DEVELOPED SERVICE DELIVERY PLAN

District Developed Service Delivery Plan (DDSDP) is an educational plan through which our elementary staff works to assure the best possible education for our at-risk students. If a classroom teacher feels he/she has a student in need of special help, a request is made to the building's Teacher Assistance Team for a brain storming session for assistance. Sometimes the student is helped in the regular classroom or is taken to a quiet area with few distractions. Perhaps the students may be involved in programs outside the classroom for an hour or so each day. Resource teachers and Title I Reading teachers may give assistance to some students in one of the above settings.

The Green Hills Area Education Agency provides a team of specialists who give consultative assistance to our teachers. In many situations these people provide direct help to students individually or in small groups.

Parents are kept informed if their child is offered any of the extended services. Copies of the complete DDSDP plan are available for review.

HIGHLY QUALIFIED INSTRUCTORS

Clarinda Community School District has always hired highly qualified teachers and staff. The federal legislation called "Highly Qualified Instructors" requires us to notify you that parents and guardians in our school district have the right to learn about the following qualifications of their child's teachers: state licensure requirements for the grade level and content area taught, the current licensing status of their child's teachers, and baccalaureate/graduate certification/degree. Parents/Guardians may request this information from the Office of the Superintendent by calling 712-542-5165 or sending a letter of request to the Office of the Superintendent, Box 59, Clarinda, Iowa 51632.

SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY SCHOOL 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 two-step 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. Level I investigators for the district are the High School Principal, (712) 542-5167, or the alternate Elementary counselor (712) 542-4510

JURISDICTIONAL STATEMENT

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

This handbook and school district policies, rules and regulations are in effect while a student is 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 and while attending or engaged in school activities.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts the orderly and efficient operation of the school district or school activity, conduct which disrupts 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, or expulsion. Discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

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

DISSEMINATION OF INFORMATION

The following information may be released to the public in regard to an individual student of the school district as necessary; name, address, telephone, date % place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees & awards received, the most recent previous school or institution attended by the student, and honor rolls.

Any student, parent/guardian not wanting this information released to the public must make an objection in writing to the principal. It is necessary to renew this objection at the beginning of each school year.

QUESTIONING BY AN OUTSIDE AGENCY

As a general rule, students may not be interrogated by individuals from outside the school. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through an administrative office. Such a request will be granted only when, at the discretion of the administration, such action is in the best interest of the student, when the request is made by a child abuse investigator, or when such an interrogation request is supported by a court order. If appropriate, the administrator may attempt to contact the parent or guardian of the child and inform them of the request.

ABUSE INVESTIGATOR

Anyone who suspects a student has been abused by a school employee, may contact the High School Principal, a Level I Investigator, at 542-5167 or the alternate, the Elementary Counselor at 542-4510

CHILD ABUSE

Neglect, sexual molestation, lack of care, emotional abuse and any non-accidental physical injury suffered by a person under eighteen years of age resulting from acts or omissions of parents, guardians or persons legally responsible for the child, has been declared as child abuse. School personnel, such as school nurse, teacher and principal are mandated to report suspected child abuse to the Department of Human Services.

HOMELESSNESS

Homeless children or youth of school age are defines as:

Individuals between the ages of 5-21 who lack a fixed, regular, and adequate nighttime residence including:

1. Children who are sharing the housing of other persons due to the loss of housing, economic hardship, or a similar situation
2. Children who are living in motels, trailer parks, or camping grounds
3. Children who are living in emergency or transitional shelters
4. Children who are abandoned in hospitals
5. Children who are awaiting foster placement
6. Children who are living in cars, parks, public spaces, abandoned buildings bus/train stations
7. Migratory children who qualify (1-6)

Homelessness can happen for many reasons; unemployment, natural disasters, flood, fire, tornado, long-term illness, behind in monthly bills, housing costs, addictions.

Possible signs of homelessness can include: attending several schools, attention seeking behavior, hunger, poor hygiene/clothing, sleeping in class, comments from student such as "We move a lot. We're staying with relatives."

Children who meet one of the above seven can be referred to the Homeless Liaison. Any school staff, parent/guardian, or person within the community can refer the student. When a student is referred an Identification and Needs assessment form is completed.

If a student qualifies, supporting services (waiver of fees, transportation, special programs such as Special Education, TAG, ELL, Health, Nutrition) will be implemented as needed. The Homeless Liaison will keep all assessments of children referred. The Liaison will inform the Principal, Guidance Counselor, School Nurse, and Homeroom teacher if possible.

STUDENT RECORDS

The Clarinda Community School District maintains records on each student in order to facilitate the instruction, guidance and educational progress of each student. The records contain information about the student and his/her education and may include but are not limited to the following types of records: Identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations and external agency reports.

Parents of students under age 18 and students who are over 18 have the right to:

- 1) inspect and review educational records
- 2) request an amendment of the educational records
- 3) consent to disclosure of personally identifiable information
- 4) file a complaint with the U. S. Department of Education regarding alleged noncompliance with the law
- 5) obtain a copy of the records policy
- 6) withdraw student directory information from release

OPEN ENROLLMENT

Parents who wish to transfer their child out of the district under Open Enrollment may pick up appropriate forms in the office of the superintendent. These forms must be completed and returned to the Superintendent's office on or before March 1st of the school year preceding the year in which the child wishes to transfer. This deadline may be waived if the parents show good cause. Students starting Kindergarten must file open enrollment papers by September 1st.

REGISTRATION

School registration will be held each fall for parents to register their students for school. All elementary students should register at the Garfield/Middle School building. See the newspaper for registration dates. Late registration may be completed at the Garfield building. If you have questions, contact the Central Office 542-5165, or Garfield Elementary 542-4510.

KINDERGARTEN ENTRANCE

Children enrolling in kindergarten must be at least five years of age on or before September 15th of the year in which they wish to enroll. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before that child can enroll.

NOTICE OF TRANSFER

Parents should notify the school office and the teachers involved several days in advance when you are planning to move out of the school district. When a request is received from the school the child will be attending, the records will be sent to that school. Records are not sent with students or parents to a new school.

CHANGE OF ADDRESS AND TELEPHONE NUMBER

When a parent needs to be contacted in an emergency, pupil records are helpful only if they contain up-to-date information. Parents are expected to keep the school office informed of changes in address, telephone number, and of the persons who you are expecting the school to contact if a parent can't be located.

REQUESTING A TEACHER

Many things are considered when making classroom assignments. They include, but are not limited to:

- Designing classroom sections with an even number of boys and girls.
- Learning styles of students and teaching styles of teachers.
- Student abilities/disabilities evenly distributed between sections.

Parents requesting a teacher should follow the steps below.

1. All requests must be put in writing and received by the building administrator no later than April 15th.

2. Parents must state in writing the reason/reasons for the request.

Requests may not be honored based on administration and staff considerations stated previously in this section.

TALENTED AND GIFTED EDUCATION

Clarinda Community Schools provide a talented and gifted program to students in grades kindergarten through twelfth grade. Two general areas of giftedness will be served by the district; general intellectual ability, and creative thinking ability. The identification process includes three steps; 1) Nomination, 2) Screening and 3) Placement. Students may be nominated by a teacher, parent or self-nomination. Anyone interested in learning more about the Talented and Gifted Education Program are encouraged to contact the instructor, Emily Thompson OR Principal Cynthia Opperman at 542.4510.

TITLE I SERVICES

Title I Reading services are provided in grades K-4. Students who qualify for services are provided additional instructional time in reading. If you would like more information about this program, please contact the principal (542-4510).

TARDY POLICY

All students (even those who eat school breakfast) are tardy if they are not in the classroom by 8:15 a.m. If your child is tardy please send a note or call the school with a reason for tardiness. Student tardies are monitored weekly. Parents will be contacted to set up a meeting in order to review their child's tardiness, to verify reasons, and to help develop plans to improve their child's tardiness.

ATTENDANCE POLICY

In order for the Garfield Elementary School Staff to do the very best job of educating the students entrusted to them, the students must be in regular attendance. A successful education program requires the cooperation of the parent, the student and the school staff. We believe that something important happens in class every day and that the activity or interaction between teacher and student can never be exactly duplicated. Regular school attendance is important if a student is to succeed in school. Student attendance is monitored daily.

A successful education program requires the cooperation of the parent, the student and the school staff at all points in the process with one of the most vital points being student attendance. We cannot teach a student who is not present. If a student is absent, parents are to call and inform the school as to why. If notification is not received, the office will attempt to contact the parent at their emergency contact phone numbers provided at registration. Absences are documented by reason and are marked as excused or unexcused in a student's record. Personal illness, medical appointments, legal obligations, family emergency, recognizing religious observances and school activities are examples of excused absences. Unexcused absences include tardies exceeding 10 minutes and no contact between parents and the school the day of the absence.

TRUANCY

Children in Iowa are required to attend school between the ages of 6 & 16 by September 15th of each year. If a student is absent from school the parent should make sure the school knows why. The first line of communication will be the classroom teacher. An attendance letter will be sent home at 4 and 7 absences. Excessive absences will be considered on a case-by-case basis. Intervention strategies to be implemented may include, but are not limited to involvement of: the school nurse, school counselor, at-risk coordinator, administrator, instructor intervention as a team approach or a truancy referral to the county attorney. Excessive tardies may also be considered for truancy concerns.

LEAVING SCHOOL EARLY

For the protection of our students, and to prevent unauthorized and unwanted persons from taking children from school prior to dismissal or at the close of school, please follow this procedure:

- 1) If you want your child to leave school at the end of the day other than the usual routine, either send a note with your child stating the change, or email their teacher. If emailing, it's important to also carbon copy both the secretary jengstrand@clarindacs.org AND the principal, copperman@clarindacs.org in case the teacher is absent.
- 2) If your child is to go home with a friend, or is to be picked up by another adult, etc., a note stating this should be sent to school with your child that morning.
- 3) If picking up your child early, please check in the office first. Do not go directly to get them out of class or from recess.

Students who become ill during the day will be sent to the office. A parent or person designated on the emergency form will be notified if the child needs to go home. Please keep this information current. Any changes to the emergency form should be made by either calling the office at 542-4510 OR providing information via email.

LEAVING TOWN WITH PARENTS

If it is necessary for you to take your child out of town during the school term, please notify the office and teachers as soon as possible. If possible, students should complete assignments before they leave. Communication between parent and teacher is important.

SCHOOL HOURS

Breakfast served	7:45 -8:10
Shuttle Buses from other schools	7:55
Students to classrooms	8:00
Elementary classes begin	8:15
Students tardy	8:15
Preschool classes begin	9:00
Lunch Periods	11:00 -12:00
Preschool classes dismiss	2:30
Dismissal	3:15
Buses to other schools	3:35
Buses to rural areas	3:40

Students should not arrive at school before 8:00 a.m. unless they are eating breakfast. Breakfast students may arrive at 7:45 a.m. Students who walk to school, ride bikes to school or are brought to school by car need not be at school until 8:10 a.m. School begins promptly at 8:15 a.m.

BREAKFAST PROGRAM

Breakfast is served from 7:45 - 8:10 at Garfield School each morning that school starts at regular time. Breakfast is **not served** on late start mornings. Students may arrive as early as 7:45 to eat breakfast. If they do not ride a shuttle bus, they should arrive no later than 8:00 so they can finish breakfast and be in their classroom by the 8:15 bell.

HOT LUNCH PROGRAM

Breakfast and lunch are available daily at all buildings. Students eating at school are processed through the breakfast/ lunch lines using the student number assigned to them at registration.

Each student's number is set up as a lunch account and a family account is established. This allows parents to make a single deposit to cover all of their children in the district. Lunch money is to be deposited in advance, and as meals are purchased, the account is charged. Additional deposits may be made at any time.

It would be helpful if lunch money can be sent to the building in an envelope marked with the student's name and grade on the first of each month. Notices are emailed as a reminder when your child needs lunch money. If you do not have an email account, notices are sent home with students when lunch accounts are in arrears.

Applications for free and reduced price meals are available in the office and may be made at any time throughout the year. Forms are also available at registration.

Students who carry a sack lunch must eat in the lunchroom. Milk is available for purchase daily and may be paid for in cash or charged to the family's account. Soda pop should not be part of a sack lunch for school.

STUDENT FEE WAIVER

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 principal at registration. The waiver does not carry over from year to year and must be completed annually.

WEATHER DISMISSAL

If school will be closed, delayed or dismissed early due to inclement weather conditions, announcements will be made over **KMA**. Additionally, you may sign up for email or text message notifications. In case of severe weather conditions or other emergency situations, cancellations can occur at any time. It is the parent's responsibility to inform children what they are to do and where they are to go when early dismissals occur, particularly when parents will not be home. Your child should understand his/her alternative emergency plan!!

CARE OF SCHOOL PROPERTY

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

LOCKED DOORS

To ensure school safety the North and South doors of Garfield Elementary will be locked during the day. They will reopen at 3:00 to allow parents to pick up students at dismissal. The main entrance (West doors) will remain open all day. Please use this entrance from 8:15 a.m. to 3:00 p.m.

CONFERENCES AND PROGRESS REPORTS

School personnel and parents have a mutual interest in the welfare of our children. Parents should feel free to call and discuss any matter at any time. We will schedule one conference with all parents at the end of the first and second trimesters. This is a 15 minute conference which we expect both parents should be able to get through. We feel it is extremely important for both to hear the same thing at the same time from the teacher. Separate conferences will not be held.

Report cards are issued at the end of each twelve weeks and emailed to the guardian account indicated at registration. If you do not have email, a copy of the report card will be sent home with your child.

Progress reports are sent home in the middle of each trimester (approximately 6 weeks into a trimester). These reports will give you information on how your child is doing half way through each trimester.

ONLINE GRADING

Grades for students 1st-4th grades are available online. Passwords will be handed out at registration. If you cannot remember your password call the Garfield office, 542-4510.

RECESS

Recess will be held outside unless the temperature is below Zero Degrees or it is raining. Be sure your child is dressed appropriately as the season requires. Students should wear appropriate clothing for outdoor play. The children will have recess outside whenever possible and should dress accordingly (coats, mittens, boots, etc.). During raining or snowy seasons, students are required to have boots or a change of shoes to prevent tracking mud, snow, etc. into the building. Please label winter clothing items such as coats, hats, mittens/gloves, and boots with your child's name.

Teachers will honor your request for your child to be excused from outdoor play for one day after a brief illness. If it is to be extended beyond one day, the family doctor's recommendation should accompany the request.

APPROPRIATE DRESS

There is a strong connection between academic performance, students' appearance and students' conduct. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

Some examples of inappropriate dress for the classroom include: halter tops, short shorts, midriff blouses or shirts, T-shirts with suggestive slogans of advertising controlled substances (such as alcohol, tobacco, or drugs) which are illegal for use by minors, and clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed may be asked to change their clothing.

Caps or hats are not to be worn in the school building during school time unless a special activity such as "Hat Day" has been approved by the principal.

It is recommended that students not wear flip-flops to school. While they are fashionable shoes they are not always the best choice. Students wearing flip-flops are more likely to have foot/toe injuries. Straps on flip-flops often break leaving the student with no shoes to wear for the day.

ELEMENTARY ACTIVITY TICKETS

Students who wish may purchase an activity ticket at registration. This entitles them to attend the sports, music and drama activities of the Middle and Senior High Schools.

GARFIELD MUSIC PROGRAMS

Students in grades kindergarten through fourth grade have a Christmas music program during the month of December. A schedule of the specific days and times will be sent home with your child in December. Parents, grandparents, relatives and friends are welcome to attend the concerts. It's important for the students participating in the concert to eat school lunch with their class. Also, due to space limitations in the cafeteria and time limitations for kitchen preparation, visitors for lunch prior to the concert cannot be served. Last year we provided the opportunity for students and their parents to eat together in students' respective classrooms following the concert. We'll look to try this again!

All Garfield students have an opportunity to see each grade level performance in music class or may check out the concert tape from the library. Siblings at Garfield will not be able to attend the day-time concerts of their siblings as they will miss important class time.

VALENTINE'S DAY GIFTS AT SCHOOL

We would like to discourage the giving of gifts on Valentine's Day at school. While it is nice for the student getting the gift, students who do not receive one often have their feelings hurt. If you would like to give a gift on Valentine's day to your child, we ask that you do it at home.

EMERGENCY DRILLS

Emergency drills for fire, severe weather and other disasters will be conducted periodically throughout the year. By Iowa code, we are required to have at least four fire drills and four tornado drills during the school year. A written policy is in place in reference to bomb threats.

BICYCLES

Riding a bike to school is a privilege and students will not be allowed that privilege if they are not safety minded. Bicycles are to be parked at the racks provided on the school grounds. Riders are to ride with the traffic and follow good safety rules. Bicycles should be walked on when on school grounds. NO Skateboards are permitted on school property.

In the interest of safety, we ask that our kindergarten, first and second grade students not ride bikes to school. The areas around the Garfield School are very congested and dangerous.

ITEMS FROM HOME/ LOST AND FOUND

Students should receive permission from their teacher before bringing items from home. Although we do our best to retrieve lost or stolen items the school cannot assume responsibility if items are lost, stolen, or broken. Lost and found items are placed by the office for students to reclaim. Items will not be kept from year to year.

ANIMALS AT SCHOOL

Due to the number of people with allergies to animals we ask that you leave your pet outside.

CLASSROOM RULES AND POLICIES

In addition to the rules and policies stated in this handbook, many classroom teachers have established rules and policies that govern their classroom. Each teacher will supply to the parents a copy of their classroom policies. Should you have a concern about a policy, parents are asked to contact the classroom teacher, before talking with the principal.

SCHOOL VISITATIONS

Parents are encouraged to visit their child's classroom. If you, as parents, will allow the classroom teacher approximately two weeks in the fall to get his/her room organized you will probably feel your visit was more profitable and worthwhile. The closing two weeks of school are always hectic and a visit at that time also will be fun, but probably not as informative as one made during the middle of the year. **All visitors, including parents need to sign in at the office.**

BIRTHDAY TREATS AND PARTY SNACKS

Food allergies are becoming a bigger part of our school lives. Our school policy is any snacks brought into the school for parties or treats have to be pre-packaged and labeled with the ingredients. This will allow the teacher and school staff to know exactly what the ingredients are and be able to make sure that a student who cannot have that particular snack gets an alternative snack. As a school district we want to encourage our students to lead a healthy lifestyle. Here is a list of healthy snack suggestions:

- Fresh Fruits, fruit cups (in water, 100% juice or light syrup), or dried fruit
- Raw Vegetables: carrots, celery, or broccoli that can be served with low fat dip or dressing (no peanut butter please)
- Dairy products: low-fat cheese, cottage cheese, yogurt, and pudding
- Whole grain snacks: cereal, crackers, cereal bars, popcorn or pretzels.
- Popsicles made with 100% fruit juice
- Drinks: water, low fat or fat free milk and 100% fruit juice

If you have any questions on bringing snacks or treats please contact your child's teacher or the school nurse at 542-4510.

PARTY INVITATIONS

Party invitations may be handed out at school, providing invitations go to the entire class, all the boys or all the girls. If only a select few are invited, invitations may not be passed out at school.

FIELD TRIP POLICY

Each grade level takes an annual field trip that is related to their curriculum. The district will do its best to be sure parents who want to attend a field trip will have an opportunity to do so sometime in the student's elementary career. Due to limited bus space and in an effort to be fair, we can't take every parent on every field trip.

- Chaperones will be taken from each classroom. (K-2)
- Student supervision during the field trip will follow 1 adult/ 5 students ratio. (3rd)
- Chaperones will be parents or grandparents only.
- Siblings will not be allowed to attend the field trip.
- Chaperones will pay their own admission fee.
- Family members will not be allowed to drive to the field trip location and accompany the class on the field trip.
- Parents may indicate their willingness to assist in field trip supervision by filling out the form sent home by the classroom teacher.

DETENTION OF STUDENTS

Students may be detained by a teacher after dismissal. Parents will be informed by telephone. The detention may be for incomplete assignments, excessive tardies, or inappropriate behavior.

LOCKERS

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

A student's locker may 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. Illegal items may be given to law enforcement officials. Lockers may be searched at any time with at least two people present. Locker maintenance inspections are conducted periodically throughout the school year to ensure that lockers are kept clean and well-maintained.

CELL PHONES/ OTHER ELECTRONIC DEVICES

Electronic devices need to be turned off and remain in a student's backpack to limit distractions in the classroom. If an electronic device is heard or seen, it will be taken to the office and the student will need to pick it up at the end of the school day.

USE OF PHONE

Students must obtain permission from their teacher and/or office personnel before they use the telephone. In cases of incoming calls, students will not be called out of class to the telephone. Emergency and other messages will be delivered to the student from the office.

ARRIVING AT SCHOOL

Please do not drop off your child or let him/her come to school before 8:00 a.m. Students who eat breakfast at school may come at 7:45 a.m. An ideal arrival time for students using the supervision of an adult guard is 8:00-8:10 a.m. Students who walk to school, ride bikes to school or are brought to school by car need not be at school until 8:10 a.m. School begins at 8:15 a.m. Students should be in their seats and ready to begin the day at that time. Students who arrive after 8:15 a.m. will be marked as tardy.

DROPPING OFF AND PICKING UP STUDENTS

Please use the side of the street adjoining the school grounds. At Garfield use 15th street heading north. Walkers should arrive at the main elementary entrance on 15th street. Your cooperation will help alleviate some of the congestion and improve student safety. Parents picking up students are asked to wait in front of the building or by the office for students to be dismissed. With the exception of kindergarten students, please do not go to the classrooms to pick up students.

CROSSING GUARDS

Adult crossing guards are stationed in the congested areas for the safety of the children. For their protection we urge the students to take advantage of these guards.

Adult supervision will be stationed on the corner of 16th and Wells Street and in front of Garfield School from 8:00-8:15 a.m. and after school from 3:15-3:30 p.m. Please plan with your child the shortest and safest route to and from your home and expect that he/she will use that route.

SHUTTLE BUS TRANSPORTATION

Buses leave from each pickup site -- McKinley, High School, Lied Center and Lutheran--en route to Garfield school each school morning at 7:55 a.m. Those who ride buses from other buildings need to be at those buildings by 7:50 a.m. Grandma's House Daycare and Noah's Ark Day Care are stops not Shuttles, ONLY students that stay at these two locations will be picked up and dropped off there. The privilege of riding the shuttle buses can be lost if the student exhibits inappropriate conduct at the bus stop or on the bus. Complete bus rules are found on page 22-23 of the handbook. Students will be warned and parents contacted if problems arise.

BUS RULES

Riding the bus, including the shuttle bus between buildings, is considered a privilege. Students will be informed early in the school year of the expectations and the consequences if inappropriate behavior occurs. Bus safety regulations follow.

BUS SAFETY REGULATIONS

The following regulations should be followed by ALL students riding the bus including those on a regular country bus route AND those riding the shuttle buses in town.

Previous to loading:

- Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
- Bus riders should conduct themselves in a safe manner while waiting for the bus.
- Students need to keep all items inside their book bags and keep them on their backs.
- Coats, hats, etc. must be worn or put in book bag, not carried.

Be careful in approaching bus steps. Wait until the bus comes to a complete stop before attempting to enter the school bus.

While on the bus:

- Driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
- Student conduct and voice volume on buses should mimic expected classroom conduct and voices volume. Student safety is our number one concern. Observing these rules helps ensure the safety of your child/ren and the safety of others. Unnecessary conversation could divert the driver's attention and result in a serious accident.
- When boarding the bus, please do as your bus driver instructs you to do, go quickly and quietly to the rear of the bus and load three to a seat when possible.
- Keep head and hands inside the bus at all times, you may open the window only if your bus driver allows you to. Make sure to close your window before getting off the bus.
- Assist in keeping the bus safe and clean at all times.
- Treat bus equipment respectfully. Damage to seats, etc., must be paid for by the offender.
- Pupils are not permitted to leave their seat while the bus is in motion.
- Keep books, packages, coats, feet and all other objects out of the aisle.
- Do not throw anything out of the bus window.
- There should be absolute quiet when approaching a railroad crossing stop or a street intersection.
- No glass containers, animals, pets, or weapons are allowed on the bus.

BULLYING OR HARASSMENT

The definition of harassment and bullying in the law is: "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 a student's academic performance;
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Trait or characteristic of the student" includes but is 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.

Bullying is characterized by aggression used within a relationship where the aggressor(s) has more real or perceived power than the target, and the aggression is repeated, or has the potential to be repeated, over time. Bullying can involve overt physical behavior or verbal, emotional. Or social behaviors (e.g., excluding someone from social activities, making threats, withdrawing attention, destroying someone's reputation) and can range from blatant aggression to far more subtle and covert behaviors. Cyberbullying, or bullying through electronic technology (e.g., cell phones, computers, online/social media), can include offensive text messages or e-mails, rumors or embarrassing photos posted on social networking sites, or fake online profiles.

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:

1. 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.
2. If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser or bully did;
 - witnesses to the harassment or bullying;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser or bully responded

BULLYING POLICY

Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose. Any bullying behavior reported to the office will be referred to the principal who will follow the steps listed below.

PRINCIPAL'S RESPONSIBILITY

It will be the principal's responsibility to assist the parents, teachers, and Board of Education in seeing that students comply with rules of acceptable conduct within the classroom and school. Students who do not comply with school rules will be dealt with in the following manner:

- Students who are referred to the principal for counseling will receive an appropriate explanation of why his/her conduct was unsatisfactory. This will serve as the student's first warning.
- The principal will hold a conference with the student and classroom teacher. This may be done either separately or together as deemed fitting to the situation. At this time the type of consequences will be determined. It may mean counseling with the teacher, detention, suspension, or other means of discipline deemed appropriate to solve the problem.
- Students referred to the principal's office where infractions of school rules have been determined severe and/or endangered other student's well-being, will be disciplined appropriately and a parental conference will be requested. This conference is to be entered into with the objective of helping the student and may involve any or all of the following: student, parent/guardian, teacher(s) and principal. Suspension of appropriate length may result.
- A severe infraction or continual infraction of school rules and policy will be referred to the Superintendent and Board of Education with a recommendation of a specified counseling, length of suspension, or expulsion.

PHYSICAL FORCE AS A MEANS OF RESTRAINT

Restraint, which is considered the act of controlling the actions of pupils when such action may inflict harm to himself/herself and others, is not considered physical punishment. Teachers and administrators must have the authority to use reasonable and appropriate means at the moment as may be necessary to prevent harm to the students, others, or to property.

HEALTH

Clarinda Community Schools has a registered nurse on duty during the school day. When there is a need, she sees a child and makes contact with the parent.

HEALTH INSURANCE ELIGIBILITY

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-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 1-800-257-8563 (toll free) or go to the web site at www.hawk-i.org for more information.

GIVING MEDICATION AT SCHOOL

In compliance with legal requirements the following is our policy on giving medication. Only medication provided by the parent will be given at school.

Prescription Medication

1. Must be in the prescription bottle in which it came and be properly labeled for the school by the pharmacist. Pharmacists will provide a school supply bottle to avoid daily transporting of the medication.
2. Parents must sign a consent form permitting school personnel to give the medication. This form includes the name of the medication, the correct dosage, the time to be given, the parent's signature and the date.

Non-Prescription Medication

1. Must be in original container with student's name on it.
2. Parents must sign a consent form permitting school personnel to give the medication. This form includes the name of the medication, the correct medication dosage, the time to be given, the parent's signature and the date. The dosage must be consistent with the directions of the bottle of the medicine. If the parent requests a higher dosage than recommended on the bottle, the school has the right to refuse to give the medicine. All medication must be brought to the school office and will be administered only by the school nurse or a qualified designee.

RETURN OF UNUSED MEDICATIONS

All medications, prescription or nonprescription must be picked up by an adult. All medications must be picked up at the end of the school year. Medicines not picked up will be destroyed.

IOWA IMMUNIZATION LAW

An Immunization Record must be provided for all students enrolled in an Iowa school. All students must comply with the immunization requirement or be excluded from school. Proof of immunization will be kept on file in our office.

Students enrolling from out of state have 90 days to comply with the law. A provisional certificate is provided until the child can complete the necessary series of inoculations.

A certificate of exemption may be obtained for medical or religious reasons.

COMMUNICABLE DISEASE

A communicable disease is any disease spread from person to person. If the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to the other students, the student will be excluded from school for the duration of the period of contagion. In order to prevent the spread of communicable disease, parents should use their good judgment in keeping sick children from school.

If a childhood disease appears in a family, the parents should notify the school nurse that their child has that specific disease. If this is done, the nurse and teachers will be on the alert for other cases.

DENTAL SCREENING

Iowa law requires all incoming kindergarten and 9th grade students to have proof of a dental exam upon school entrance. A specific form needs to be completed and signed by your Dental Provider.

HEARING SCREENINGS

Hearing screenings are given to preschool through third grade students. Any student with a known hearing concern, any new students, or students with a parent or teacher referral may also be screened. If you do not wish your child to participate, please contact the school.

HEAD LICE

From time to time students may become infested with head lice. This is a problem in every school in the Midwest. If a child is discovered to have live lice at school the child will be allowed to stay at school. The student needs to be treated the day the lice is found, prior to returning to school the next day. The nurse may make the decision to send the student home from school if the infestation is interrupting their learning process (excessive itching, very uncomfortable etc.). In this case a parent will be contacted and the student will be sent home for treatment prior to returning to school. The school nurse has guidelines prepared by the Iowa Department of Health for treating lice.

ILLNESS AND INJURY

If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. Emergency or minor first aid will be administered if appropriate. Ill or injured students will be turned over to the care of the student's parents or qualified medical personnel as quickly as possible. Every year parents are asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury. It is important to keep emergency information current. We also ask that you call Garfield School if your child is ill. Students who are running a temperature should not be sent to school.

HUMAN GROWTH AND DEVELOPMENT MATERIAL

Human growth and development is part of the fourth grade Health and Guidance curriculum. Parents are notified by letter and are invited to view this material prior to their use in the classroom. Please contact the school nurse or guidance counselor if you wish to view the material or have your child excused from the human growth and development lesson.