

PARENT & STUDENT HANDBOOK

Cardinal Elementary

Maquoketa Community Schools Kindergarten - 2nd Grade

(Includes Transitional Kindergarten)

2016 - 2017

Cardinal Elementary School
1003 Pershing Rd.
Maquoketa, Iowa 52060
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At Cardinal Elementary staff, families and community work together to create the best early learning experiences for all children.

Maquoketa Community School District's Purpose Statement:

"The Maquoketa Community School District, in full partnership with the community, is committed to providing lifelong learning opportunities, which enable all learners to develop their potential.

All students will learn to communicate, work both independently and with others, and manage change."

Sherri Walker, Elementary Principal
Sheila Root, Cardinal Secretary
Chelsea Bowman, School Nurse

Chris Hoover, Superintendent
Mike Wing, Transportation

We would like to take this opportunity to welcome you and your child to Cardinal Elementary. We are excited that your child is apart of our student body and look forward them being a part of our education program. The purpose of the student handbook is to provide you with general information regarding some of the policies and procedures that help us provide your child with a quality education and what steps we are prepared to take to ensure a safe and healthy learning environment for students. Please feel free to stop in at any time during the year. Your comments, concerns, or suggestions are encouraged as we work together to educate children.

Maquoketa Community School District (MCSD) Board of Education Policies are referenced in this handbook. All Board Policies can be examined by request from Cardinal Elementary or Central Office. Board Policies may also be found on the MCSD website. A nominal fee may be charged if photo copies are requested.

Disclaimer

By no means is this manual all-inclusive. The school retains the right to alter or vary the application of these rules. This handbook is intended to help parents, students, and school personnel work together. Many guiding statements are included in this document but my no means does it cover every situation. As new policies or regulations are developed by the school board or State or Federal Statutes, additions and/or deletions will be made by school employees to help communicate expectations.

MCGF POLICY

It is the policy of the Maquoketa Community School District to provide equal educational opportunities and not to discriminate on the basis of gender, race, color, national origin, religion, creed, marital status, sexual orientation, gender identity, socioeconomic status or disability in its educational programs and activities. For assistance, contact Ms. Cynthia Wiese, MCGF Equity Coordinator, Maquoketa Community Schools, 652-4956.

ANIMALS IN THE CLASSROOM

For the safety and comfort of everyone on the Cardinal campus, we ask that you do not bring pets onto school grounds. During drop off and pick up all pets must remain on the north side of the horseshoe entrance. Special arrangements - such as sharing days - must be arranged with your child's teacher in advance. and the teacher will request principal approval. A pet will not be allowed into the building without being approved first. If approved, a responsible adult must bring the animal to school, remain with it at all times, and take the animal from school when done.

ATTENDANCE

Students are required by law to be in school every day. Only through attendance and class participation do students achieve the benefits of the education program. Learning lost due to an absence can never be replaced.

If a student is absent from school parents are expected to:

1. Parents must call the school office (563-652-5157) by 9:00am to report the absence and provide a valid reason. Notification should be made before the absence whenever possible. If the school is not notified, we will make every effort to locate the parent to verify the security of the student.
 - If you know your child will be absent in advance (doctor appointment, etc) please notify us so that we may make arrangements for your child to receive assignments in advance.
2. Students who come to school after 8:25 are considered tardy and are expected to give a reason for the late arrival.
 - Parents or care provider must come into the building to sign-in a student who is tardy.
3. In the event of illness, please call the school and leave a message. If you are unsure about whether a student is ill, we recommend that you contact the school nurse.
4. Parents will be contacted when tardiness or absenteeism is frequent and/or exceeds 10% of total school days.
5. Extended absences may require a doctors not of explanation.

6. Attendance excusal from PE or Recess: In the event your student must be excused from PE class for longer than three days, the school must have a note from the doctor stating the reason and the length of the exclusion. Requests to stay indoors from recess for more than two days will require a note from a doctor and must identify the length of time.
7. If we do not receive a call or a note all absences will be unexcused.
8. If you know your child will be absent

BALLOONS AND FLOWER DELIVERIES

Items are held in the office until the end of the day. Students may then pick up their deliveries in the office before they leave.

BEFORE and AFTER SCHOOL ARRANGEMENTS

BEFORE: There is no regular supervision on the playground, in classrooms, or in the hallway prior to 8:00am unless your student is in the cafeteria eating breakfast (no earlier than 7:50am). Students who arrive before 8:00am create a supervision problem. Please do not send or bring your student before supervision is available. Supervision outside will begin at 8:05am. Students will begin entering the school building at 8:15am. School will begin promptly at 8:20.

AFTER: To ensure your student's safety, teachers will send students to their regular destinations unless parents call or send a written note informing the school of any change.

BICYCLES, SKATEBOARDS, AND SCOOTERS

Cardinal students are not allowed to ride bicycles to or from school. The nature of traffic on Pershing Road makes it too dangerous. It is against school policy to ride a bicycle, skateboard, scooters, and rollerblades on the sidewalk by school or on school grounds when other students are present.

PARTY INVITATIONS

Home party invitations will not be distributed at school unless the whole class is being invited.

BOOKS

Textbooks and workbooks are furnished by the school. Fines will be charged for lost or damaged books. The amount of the fine is dependent upon the condition of the book and/or the degree of damage. Students are encouraged to read library books. Students are responsible for the books they check out of the library. Fines will be assessed for each book that is damaged or lost.

BREAKFAST and LUNCH PROGRAM

Breakfast: All students have the opportunity to participate in the breakfast program. The cafeteria will open at **7:50** to begin serving. All students will be given enough time to eat breakfast and still be on time for class. The cafeteria will not serve any breakfasts after 8:15am. An exception to this would be if a bus has a late arrival.

Breakfast is not available when school is delayed (late start) due to weather conditions.

Lunch: Hot lunches are available for purchase. Students may also bring their own lunch from home. Students who bring their lunch food from home for lunch may return uneaten items in an appropriate container (lunch bag/box) to their lockers at the end of the lunch period. Restaurant food and pop will not be allowed in our cafeteria. Monthly lunch menus are sent home in Thursday folders once a month.

Students are expected to follow all cafeteria expectations. Failure to do so will result in a loss of cafeteria privileges.

Meal Account: Maquoketa Community School District uses an online monitoring system. Each student has a lunch number that is assigned to him/her throughout his or her school years. Any breakfast and lunch costs are charged to the appropriate student number. Money may be deposited in a child's account in the office or online through PaySchools (found on Parent's Link on our webpage). Whenever possible, please send a check rather than cash if you are not using PaySchools.

Money for lunch accounts should be sent to school in an envelope with the child's name, the amount of money enclosed and teacher's name listed on the front. Checks should be made payable to the Maquoketa Community School District. Use of PaySchools is the most efficient and safe method of payment. Parents may deposit any amount into the student's account. However, we request a minimum of a \$5.00 deposit to reduce clerical time.

Automated phone calls will go out twice a week for any account carrying a balance of \$4.00 or less as a reminder. Students with a negative balance of -\$25.00 or more will not be able to eat hot lunch but a sandwich and milk will be provided at no charge.

PARENTS ARE ENCOURAGED TO COMPLETE AN APPLICATION FOR FREE AND REDUCED LUNCHES. The form is available at registration and in the district offices throughout the year. The application process and your free/reduced status is completely confidential. If you are denied Free or Reduced lunches based on your income, you can reapply at any time should your financial situation change. The school's Free and Reduced lunch count determines the amount of funding schools receive from several sources. In this way, your application helps our school. See also Waivers of Student Fees section.

BULLYING and HARASSMENT

(Student & Staff Maquoketa Schools Harassment Handbook Provision)

Maquoketa Community Schools District 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.

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:
 - Tell a teacher, counselor or principal; and tell parents
 - 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 bullying responded.

Sexual harassment may include unwelcome sexual advances, requests 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, gender, 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:

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

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, etc; and demeaning jokes, stories or activities.

BUS SERVICES

Bus service is provided for Cardinal students who live more than 2 miles from school, live west of Highway 61, east of Highway 62, live in Rosemere III, Fairview, Maquoketa Park Apartments, Heartland Trailer Court, live west of Western Avenue, or south of Summit Street. Details regarding pickup points in the city will be provided by the Director of Transportation at 652-4616.

Bus Expectations and Discipline:

Bus drivers must concentrate on driving, not on discipline. **Riding the school bus is a privilege, not a right.** Students whose behavior is inappropriate may be subject to disciplinary action, including suspension from the bus.

Bus rules and expectations are distributed at registration however Cardinal Elementary is currently in the process of implementing a Positive Behavior Intervention Supports (PBIS) program. This includes Bus Expectations. These expectations and information will be shared through our PBIS Handbook and included in this handbook after approval.

Changes in bus routine:

Parents **must** send a note to the teacher clearly identifying their student is not to ride **their assigned bus and must include details for dismissal.** Cardinal Elementary will not accept a student's verbal statement they *he/she is not to ride the bus.* All phone calls related to a change in dismissal for bus students should be made before 3:00pm by calling the school office. If the school does not hear from a parent prior to 3:00pm we will place the student on the regularly assigned bus.

You should contact the Director of Transportation, Mike Wing, at 652-4616 if you have questions about our bus services, discipline, or other questions or comments.

CELL PHONES and ELECTRONIC DEVICES

Students are discouraged to bring cell phones or other electronic devices with them to school. However, the school acknowledges that cell phones are becoming a very real part of family communication. While phone calls handled through the office or classroom is our preferred mode of communication for our elementary students, we realize that some use them for parent-child communication. If your student uses a cell phone it should remain off and put away in their locker/book bag during school hours. Cell phones and other electronic devices are not to be used at recess or lunch. If parents would like the phone to be secured during the day and in a locked location, this may be requested by contacting the office. Please do not send tablets, iPads, iPods, or MP3 players with your student as these devices will not be allowed at any time.

The consequences for students who fail to follow these rules:

1st offense- The student will have their phone removed by the teacher and can be picked up in the office following the school day. A parent will be notified of the incident.

2nd offense. -The student will have their phone removed by the teacher and can be picked up in the office by a parent or guardian.

CHARACTER EDUCATION and PBIS

The Character Counts program as part of our character education program in Maquoketa. This program stresses the six pillars of character: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. These characteristics are best learned by children when they are practiced at school and at home. *Cardinal Elementary is currently in the process of implementing a Positive Behavior Intervention Supports (PBIS) program. This includes Student Character Expectations. These expectations and information will be shared through our PBIS Handbook and included in this handbook after approval.*

PBIS is a school-wide system of support that includes preventative strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. A continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Attention is focused on creating

expectations that help students improve overall character. Positive behaviors are noticed and reinforced while poor decision making gains less attention.

COMPLAINTS

The Maquoketa Community School District Board Policies provide a process for dealing with complaints. The step-by-step procedure is as follows:

1. Talk with the teacher, bus driver, or person directly involved in the situation.
2. Talk with the principal or immediate supervisor.
3. Talk with the superintendent.
4. Take matters to the School Board.

In most cases, we find that complaints are best resolved at step one.

Complaints concerning individual employees will not be accepted by the Board without specific documentation. Hearsay or anonymous accusations will not be accepted as documentation. The Board will address complaints only after they have been explored by the appropriate administrative level according to this sequence. (See Policies 502.4 and 903.7) If the complaint involves an allegation of physical or sexual abuse or harassment against an employee of the district, specific legal procedures require that a formal written complaint be filed with the building principal.

CUSTODY ISSUES and PARENT RIGHTS

We **must** have a copy of the court order that indicates custody, visitation rights, and other information is relevant to the student. This copy must be in the student's file otherwise we are obligated to let either parent have equal contact with our information about the respective child.

Unless otherwise documented, both parents have the right to: View a child's school records, receive school progress reports (report cards); Visit the child briefly at school; Participate in parent-teacher conferences.

DISCIPLINE

Students are expected to conduct themselves in keeping with the standards of discipline as established by the written guidelines for their school at all times. (Board Policy 502.13)

Children must know what behaviors are expected and must experience the consequence of their behaviors. Cardinal School has **rules**, which outline acceptable behavior. In addition, there are **consequences** for unacceptable behavior.

Cardinal Elementary is currently in the process of implementing a Positive Behavior Intervention Supports (PBIS) program. This includes a Behavior Matrix and Parent Communication Forms. These expectations and information will be shared through our PBIS Handbook and will also be included in this handbook after approval.

The range of consequences for behavior in violation of school rules shall include, but may not be limited to: reflection time at recess, lunch in the office, phone call to parents, loss to participate in assemblies or non-academic field trips. Extreme behaviors may result in a school suspension.

DRESS CODE

Students are expected to come to school dressed appropriately for school activities according to the weather conditions. Further, dress and personal appearance should be safe, healthful, and not interfere with or distract from the educational process. If in doubt, don't wear it. Students should dress appropriately for school activities and not wear any item that causes a material and substantial disruption to the orderly school environment. Students should be clean and well groomed. Apparel which advertises tobacco or alcoholic products or establishments should not be worn. Clothing which displays inappropriate language or illustrations may not be worn.

Shoes are required at all times. Flip flops are very popular although not appropriate for school because of safety issues during physical education, recess, etc. They can cause children to trip on the play pad or equipment, causing injuries. **Shoe-skates are not permitted at school.**

Boots and snow pants are required for students to go off the play pad during the winter. Please contact the school if you need assistance acquiring snow pants and boots for your children. **Snow boots may not be worn in the building. Students need to have a pair of shoes to change into during the winter.**

EDUCATIONAL EQUITY POLICY (102)

It is the policy of the Maquoketa Community Schools not to discriminate on the basis of gender, race, national origin, color, religion, creed, marital status, sexual orientation, gender identity, socio-economic status, or disability in its educational programs, activities, or employment practices as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri, or to the MCGF Coordinator, Maquoketa Community Schools, 612 South Vermont, Maquoketa, Iowa.
(See Board Policies 401.1, 603.4 and 102)

EARLY DISMISSALS, DELAYS, AND SCHOOL CLOSINGS

School may be closed, delayed or dismissed due to inclement weather. **This could include fog, snow, ice, and extreme cold.** Our automated school messenger system will contact all parents/guardians by phone using the emergency contact information in our data system. When you receive a call from the school please stay on the line and listen to the complete message. Announcements may also be heard on radio and TV stations. **It is imperative that you keep your contact information current. Please contact your school office with any changes immediately.** Be sure that students and teachers know where the children are to go in the event of an early dismissal. It is our request that you please **do not** call KMAQ, the school, administrators, or teachers when receiving this call as all are busy preparing to get children home safely and lines need to be open for emergencies and communication purposes.

<u>Station</u>	<u>AM</u>	<u>FM</u>	<u>Station</u>	<u>FM</u>	<u>TV Stations</u>	
KMAQ	1320	95.1	KUUL	101.3	KGAN-2	Cable TV 22
KDTH	1370		KGRR	97.3	KCRG-9	KDUB-40
KATF		92.9	Q106	106.5	KMXG	KWWL-7
WMT	600	96.5	WLLR	103.7	KWQC-6	
WPC	1240					

EMAIL COMMUNICATION

Members of Cardinal Elementary Staff members may be contacted via email. Email addresses consist of the person's first initial, last name followed by: *@maquoketaschools.org*

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Rights and Privacy Act (FERPA) of 1974 requires annual notification to parents of children enrolled in special education programs operated by the Maquoketa Community School District of their right to review the special education records of their children.

This federal law allows a parent or guardian the following:

- A review of the child's special education records.
- To obtain copies at a nominal fee.
- To write a response to materials in the record.
- To challenge the content of the records on grounds of inappropriateness or inaccuracy.

Parents also have the right to have such records explained by a professional staff member if so desired. If you wish further information about this, contact the Superintendent of Schools, 612 S. Vermont, Maquoketa, IA.

FIELD TRIPS

Field trips are planned as an educational experience for children. At the time of registration, parents will be asked to sign a blanket permission slip for the year. Such written permission is necessary or the student will be required to remain at school. Under certain circumstances, a student may be denied permission to participate in a field trip. Should this occur, the parent will be notified and the student will stay at school supervised by staff.

HEALTH SERVICES

The school nurse provides the following health services: Reporting of communicable diseases, reporting and maintaining student immunization records, providing health education, assisting with first aid, reviewing medical records, advising teachers on health related concerns of individual students, assisting in cases in which attendance problems may be medically related, and assisting with health plans for students.

Injury, Illness, Well-Being, and Safety at School

The district assumes no responsibility for the medical treatment of students.

- A. At registration, parents are asked to complete a medical emergency information form, which authorizes medical personnel to initiate treatment in the event a parent cannot be contacted for authorization.
- B. First aid measures may be offered to a student by the school nurse or other district employees.
- C. If warranted, a student will be taken to a hospital by ambulance or other means of transportation.
- D. Parents will always be contacted as soon as possible.

Illness

Students with the following symptoms may be sent home:

- A. Temperature of 99.8 (may return to school when temp < 99.8 for 24 hrs.)
- B. Vomiting (may return to school when no vomiting for 24 hours)
- C. Diarrhea
- D. Severe cold and/or cough that is causing a disruption
- E. Unexplained skin eruptions or severe rash
- F. Swelling, redness, tenderness, and discharge of eyes (may require a doctor's diagnosis and treatment, if needed, or until symptoms are gone)
- G. **Communicable diseases** - Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees and they are physically able to perform the tasks assigned to them. Board Policy 507.3
- H. Any health condition that in the nurse's judgment is of concern for the individual student or the health of others.

Dismissal Procedure

- Parents or their designee must be notified before a student is sent home.
- Transportation will be approved or arranged by the parent or designee.
- Teacher and/or secretary will be notified.

Registration Health Requirements

- All kindergarten students are required to have a certificate of health (physical) completed by a licensed physician. Forms are available at the school office or from your care provider.
- Mandatory Lead Testing before the age of 6 as required by Iowa Law.
- Dental Screening Certificate is required to be on file for all kindergarten students.
- **Immunizations**
 - Parents or legal guardians must provide a completed certificate of immunization that a student has met the provisions of the Iowa Law for immunizations. This documentation will be given to the school nurse. (Upon graduation, students are given their immunization cards because they are necessary for admission to post-secondary programs.)
 - If you have specific questions about immunizations, please contact a school nurse or the county health nurse. Students without documentation of immunizations will be denied permission to attend school.

- Vision Screenings are required for all students in kindergarten. Our school nurse can coordinate with community providers or provide the screening themselves if needed.

HOMELESS

State and federal law requires school districts to identify students experiencing homelessness. Chapter 33 of the Iowa Administrative Code defines "Homeless child or youth" as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

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

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 requests 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. ü 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.

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

Please contact Jane Schmidt, District Homeless Liaison at 563-652-4984.

If you need further assistance, call the National Center for Homeless Education at the toll-free Help Line number: 1-800-308-2145

LEAVING SCHOOL DURING THE DAY

Students are not permitted to leave during the day without a parent or designated school employee. If a student needs to leave during the day for an appointment, a written note must be sent to the teacher, or a personal call made to the school stating the reason and the time the child must leave and what adult will be responsible for the child. The parent or other authorized adult must come to the **office** to pick up the child.

LOST AND FOUND

Cardinal Elementary uses lost and found containers to collect unidentified items. Parents should label all clothing and personal items brought to school. This includes coats, mittens, snow pants, hats, etc. If something is lost, be sure to check the lost and found container as soon as possible. Any items not claimed in a timely manner will be donated.

MEDICATION AT SCHOOL

Students may need to take prescription medications or other medications at school. Authorization and instructions must be provided. Prescription medications must be kept in the prescription container filled by a pharmacist. (Board Policy 507.2) **The following instructions are to be clearly labeled on the bottle.**

- Name of student
- Name of physician
- Dosage
- Name of medicine
- Time(s) to be administered
- Duration to be given

Forms are available for this purpose if needed.

PARENT RIGHT TO EXAMINE SCHOOL RECORDS

Federal law permits a parent to:

- Inspect and review educational records.
- Request an amendment of the educational records.
- Consent to disclosure of personally identifiable information in educational records.
- File a complaint with the U.S. Department of Education regarding alleged noncompliance with the law.
- Obtain copies of the records policy.
- Withdraw students' directory information from general release.

Maquoketa's policies on student records comply with Family Educational Rights and Privacy Act of 1974 and Iowa statutes. (See Board Policy 506.1)

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are scheduled for all students in the fall and spring. During Parent-Teacher conferences, we discuss each student's progress in school, learn about students from parents, and consider ways to work together to help each student on an individual basis. Parent-Teacher conferences can be held at any time during the year. Either a parent or a teacher may request a conference.

PERSONAL PROPERTY AT SCHOOL

Students are discouraged from bringing electronics and toys and assume the risk of lost or broken items if they are brought to school. Students must leave electronics and toys such as cell phones, video games, music players, and toys in their bags during the school day, unless special permission was given for use. Show and Tell items may be used in class upon teacher discretion. Trading cards of any kind are not allowed at school. Any items taken from a student due to problems will be taken to the office for the remainder of the day and a parent will need to come and pick the item up.

PHOTOGRAPHS IN SCHOOL

Visitors are asked to refrain from taking pictures of students when visiting in classrooms. We ask that you receive permission from the teacher before taking any pictures.

PHYSICAL EDUCATION

Physical Education is considered a regular part of the school curriculum. We will excuse students from participation in PE for a two-day period due to unusual illness or injury if a written note is sent by a parent. If a student needs to be excused from PE for more than two class sessions, a doctor's excuse is required. (Board Policy 603.6)

DROP OFF AND PICK-UP.

Hug and Go Horseshoe:

The Hug and Go horseshoe is designed for student safety. This is to be used by Parents dropping off and picking up students by personal vehicle.

- Follow the traffic into the horseshoe before exiting your student.
- Drivers are NOT to get out of the vehicle if using the Hug and Go. Stay in your vehicle at all times.
- Drivers picking up students who wish to get out of their vehicle may park along the south side of Pershing Rd. or side streets.
 - Parents should wait for their student in the grass area **across** from the horseshoe.
 - **Please do not come across to meet your child at the entrance.** The dismissal attendant will direct all pedestrian and vehicle traffic at the crosswalk.
- During pick up, if you do not immediately see your child, you must exit the horseshoe and come back through.
- Drive must pull all the way forward in the horseshoe so we can fit as many vehicles as possible.
- Please obey the directions of the adults outside at all times. Those not following adult directions to ensure the safety of our students and staff will be referred to our School Resource Officer.
- **Never park in the horseshoe along the curb.**
- Students who walk or ride in a personal vehicle will be dismissed from the main north entrance.
- Vehicles are not to pull into horseshoe until after the early buses have left. The school will have a visual to acknowledge it is safe and clear to pull in.
- All breakfast students will need to be dropped off at the east side of the horseshoe in the morning.
- Parents are responsible to share the drop off and pick up procedures with other caregivers picking up their student.

Buses will drop off and pick up on the east side of the school. This is for buses only.

RECESS

Recess participation is encouraged and expected for all students. Students recovering from illness may stay in from recess for a maximum of 2 days with written notification from parents. Students are expected to dress appropriately for the weather. Boots and snow pants are necessary to leave the play pad and play in the snow. Playground equipment is provided by the school. *Cardinal Elementary is currently in the process of implementing a Positive Behavior Intervention Supports (PBIS) program. This includes Recess Expectations. These expectations and information will be shared through our PBIS Handbook and will also be included in this handbook after approval.*

Students may use their personal equipment such as balls, gloves, or jump ropes at recess. However, the school assumes no liability for loss or damage to such equipment. If personal equipment is not being used properly or leading to disagreements/problems the playground supervisor may request a student keep it in their locker. Activities which are potentially harmful to either the student or other students are not permitted. The playground supervisor determines which activities will be permitted. Loss of recess may be part of the consequence for unacceptable behavior.

We adhere to the following wind-chill temperature guidelines:

- Full Recess: 20 degrees or higher
- Shortened Recess: 0 to 19 degrees
- Inside Recess: below 0

RELEASE OF DIRECTORY INFORMATION

Student directory information is designed to be used internally within the school district. Student directory information includes the student's name, address, telephone number, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, and awards received. The primary purpose of directory information is to allow the school district to include this type of information from your child's educational records in certain school publications. Examples include, but are not limited to, a playbill showing your student's role in a music production, school newspaper publications, the annual yearbook, awards/honor roll or other recognition lists and graduation programs.

You have the right to refuse the designation of any or all of the categories with respect to your child, provided that you notify the student's attendance center to obtain Form 506.2E1. This form must be completed and returned by September 1st of each school year.

If you have no objections to the use of student directory information for the purposes of Board Policy 506.2, 506.2R1, and 506.2E1, you do not need to take any action.

SCHOOL INSURANCE

All families are encouraged to secure adequate medical and accident insurance. The school does not assume liability for medical or material expenses as a result of injuries at school. Claim forms should be secured from the school office immediately after an accident. These forms must be completed by a physician. The school should be notified within 24 hours of the accident or your right to payment may be jeopardized.

SCHOOL SECURITY and VISITORS

Visitors are welcome at Cardinal Elementary. The safety of our students is a high priority. **Our school doors remain locked.** All visitors must enter our school using the bell at the North Main Entrance and report to the office. **All visitors are required to sign in and identify the purpose of their visit. A visitor identification sticker/badge must also be worn while in the building.** Visits to classrooms need to be arranged with the teacher ahead of time.

The office will handle notes, snacks, deliveries, etc. so as not to disrupt classes. When invited to a classroom, visitors should wear a visitor badge, and be sure to sign out when exiting the building. Video monitors are located throughout the building. After hours, an additional motion- activated security system is in operation.

Because of the young age of students at Cardinal, if a student were to run from the building and leave the school grounds, a staff member would follow while other staff would call police for assistance.

SMOKING ON SCHOOL GROUNDS

Law prohibits smoking on school grounds. This includes sidewalks and drop off/ pick up locations on school property.

STUDENT ACHIEVEMENT ASSESSMENT

To measure student achievement, a number of instruments are used. Preschool students are assessed using the GOLD continuum and the IGDI assessment. All K-2 students will participate in the FAST assessment 3 times a year. FAST will measure progress in reading and math. 2nd grade students will take the Iowa Assessments, which measure both reading and math.

Alternative assessments include the tests that accompany our reading and math curriculum resources. Results are shared with parents of all K-2 students. Parents may request to view their child's test results at any time.

SUSPENSION

Board Policy 503.1 outlines the reasons for suspension of a student from school. Reasons may include:

- Damage or destruction of school property
- Assault on a school employee
- Assault on another student
- Possession of weapons or dangerous instruments
- Possession of narcotics, alcohol, or tobacco
- Use of vulgar or profane language
- Repeated failure to comply with the directions of teachers or other school personnel

A principal may issue up to a three-day suspension from school. If additional penalties are appropriate, the superintendent may recommend further action at the next school board meeting.

STUDENT ABUSE

Physical or sexual abuse of students, including inappropriate and intentional physical or sexual behavior by employees, is not acceptable.

Board Policy 502.13 states that reasonable physical force may be used upon a student with or without advance notice when the use of such force is deemed essential by a reasonable person for the purposes of self-defense, the preservation of order, to quell a disturbance, threatening others, to protect school district property, or for the protection of others located on the school district property.

The school district will respond promptly to allegations of abuse of students by school district employees. The processing of a complaint or allegations will be handled confidentially to the maximum extent possible.

STUDENT LOCKERS

Student lockers and desks are provided to students for storage of their materials. Sometimes things get "lost" here such as lunch money checks, medication brought from home, or library books. On rare occasions items that are specifically not allowed at school need to be confiscated. The principal may inspect storage areas without advance notice (Board Policy 502.5). Another individual will be present should this occur.

TELEPHONE USAGE AND VOICE MAIL

Students may use the school telephone without charge for emergency or illness reasons. Phone calls to ask for permission to go to a friend's house after school are not permitted. We urge you to e-mail the teacher or call after hours whenever there is a question or concern. We will do our best to help. If you call during class hours, it may be necessary to leave a voice mail message asking the teacher to return your call. If you call in the evening or early morning, you may leave a message.

THURSDAY ENVELOPES

Every Thursday during the school year, children are given a manila envelope to bring home. This envelope contains important announcements, schoolwork completed during the preceding week, and other items of interest to families. Parents or guardians are asked to sign and date the envelope and return it to school the next day. This is acknowledgement that the contents of the envelope were received and read. Children look forward to sharing highlights of their week with their families. It is also our way of increasing the probability that critical news about upcoming events does not get lost on the way home. Be sure to check your child's book bag each Thursday.

Repeated loss or deliberate destruction of an envelope may result in a fine sufficient to replace it.

TRANSFER AND WITHDRAWAL

If you plan to move to another school district, please let us know at least three days in advance. We will prepare a transfer letter containing information useful to the next teacher(s). When you get to the next school, you will be asked to complete a form authorizing us to send the school records to the school. We cannot send school records with parents of students who are moving.

TRUANCY

Iowa's compulsory attendance law requires parents to send children to school. The school must keep records of each instance of truancy. **An unexcused absence or repeated tardiness is considered truancy** (Board Policy 501.3).

Examples of *excused absences* include illness, a doctor's appointment, family emergency, religious observances, etc. Examples of *unexcused absences* include baby-sitting, shopping, hunting, etc. An *unexcused tardy* is when the child does not report to school before **8:25** AM. If there is a continuing concern about a child's attendance, the principal will contact the parent in writing to explain the problem and include copies of the District Policy and Procedures. If a high number of absences continue, the attendance concerns will be shared with the county attorney.

VANDALISM

Any person or persons willfully damaging school property will be assessed the total cost or all replacement or repairs. In the case of a minor child, the parent or guardian will be held responsible. As provided in the Code of Iowa.

VISITORS IN THE SCHOOL

The Maquoketa Community Schools are open to adult visitors. We encourage pre-arranged classroom visitations by parents and relatives. Visitors must share reason for visit, sign in, and put on a visitor sticker before visiting a classroom. (See School Security)

In order that your visit might be more informative, first contact your child's teacher to determine the day's activities. A recommended visit is one hour. Invitations will be extended to parents on special occasions. Please turn off cell phones when in the building and when driving on school grounds. **School age children are not allowed to visit either Briggs or Cardinal without an accompanying adult.**

WAIVERS OF STUDENT FEES

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), 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 school office personnel for a waiver form. This waiver must be completed annually. This information and your family's status is confidential and available only to the principal and secretaries who process the application.

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or on a school vehicle during and immediately before or immediately after school hours. The penalty for this may be suspension from school. Toy weapons (guns, squirt guns, etc.), knives and pocket knives, and any other object that could potentially be or appear to be dangerous to the student or others will be taken from the student and given to the principal. The principal will determine the appropriate disciplinary action.