



PARENT & STUDENT HANDBOOK

Cardinal Elementary

**Maquoketa Community Schools
Kindergarten - 2nd Grade**
(Includes Transitional Kindergarten)

2022 - 2023



OUR MISSION: To ensure all students and staff are learning at high levels.

OUR VISION: To develop a culture of collaboration and communication that supports continuous improvement for all.



MAQUOKETA COMMUNITY SCHOOL DISTRICT



Cardinal Elementary School
1003 Pershing Rd.
Maquoketa, Iowa 52060
Ph: 563.652.5157
Fax: 563.652.6507

Website: <http://www.maquoketaschools.org>
District Facebook: <https://www.facebook.com/MaquoketaCSD/>
District Twitter: www.twitter.com/MCSDCardinals

At Cardinal Elementary staff, families and community work together to create the best early learning experiences for all children.

Maquoketa Community School District's Mission Statement:

"To ensure all students and staff are learning at high levels. While the mission serves as a reminder of purpose, the vision statement is a goal or a common ambition."

Maquoketa Community School District's Vision Statement:

"To develop a culture of collaboration and communication that supports continuous improvement for all. The mission and vision are constant, visible elements throughout the school district. They serve as reminders to our students, staff and community of who the MCSD is and where the district is heading in the future."

Sara Bennis, Elementary Principal
Kaitlyn Lane, Cardinal Secretary
Chelsea Bowman, School Nurse

Tara Notz, Superintendent
Scott Hansen, Transportation Director
Taylor Knuckey, School Counselor

We would like to take this opportunity to welcome you and your child to Cardinal Elementary. We are excited that your child is a part of our student body and look forward to them being a

OUR MISSION: To ensure all students and staff are learning at high levels.

OUR VISION: To develop a culture of collaboration and communication that supports continuous improvement for all.



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 photocopies 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 by 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

Multicultural and Gender Fair Education Students will have an equal opportunity for a quality public education without discrimination, regardless of their gender, race, age, color, national origin, religion, creed, marital status, sexual orientation, gender identity, socioeconomic status and disability. The education program is free of discrimination and provides equal opportunity for the students. The education program will 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. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans, American Indians, European Americans, and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both genders. Inquiries regarding compliance with equal education opportunities shall be directed to the compliance officer by writing to the Superintendent Title IX, Title VI and Section 504 compliance Officer, Maquoketa School District, 612 South Vermont Street, Maquoketa, IA 52060; or by telephoning the Superintendent at (563) 652-4984; or by writing to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. Further information and copies of the procedure for filing a grievance are available in the central administrative office and the administrative office in each attendance center. This policy shall be printed in its entirety in all student handbooks and parent handbooks, which shall be routinely distributed to all students and parents annually. For assistance, contact Ms. Jill Shawl, MCGF Equity Coordinator, Maquoketa Community Schools, 652-4956.

OUR MISSION: To ensure all students and staff are learning at high levels.

OUR VISION: To develop a culture of collaboration and communication that supports continuous improvement for all.



ANIMALS ON SCHOOL GROUNDS

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 8:30 A.M. 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 A.M. are considered tardy and are expected to give a reason for the late arrival.
 - Parents or care providers 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. Cardinal Elementary will follow the Iowa Compulsory Attendance Law and steps outlined in MCSD Board Policy and in the Truancy section of this handbook.
5. Any student absent for more than 3 days due to illness will need a doctor's excuse.
6. Extended absences may require a doctor's note of explanation.
7. 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.
8. If we do not receive a call or a note all absences will automatically be unexcused.

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.

OUR MISSION: To ensure all students and staff are learning at high levels.

OUR VISION: To develop a culture of collaboration and communication that supports continuous improvement for all.



BEFORE and AFTER SCHOOL ARRANGEMENTS

Before School: There is no regular supervision on the playground, in classrooms, or in the hallway prior to 7:50 A.M. Students who arrive before 7:50 A.M. create a supervision problem. Please do not send or bring your student before supervision is available. Supervision outside will begin at 7:50 A.M. Students will begin entering the school building at 8:05 A.M.

After School: 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, skateboards, scooters, and rollerblades on the sidewalk by school or on school grounds when other students are present.

BIRTHDAY/EVENT 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. Breakfast is served from 7:50-8:05 in the gym. If you do not want your student to be able to eat breakfast at school please contact us so that we can ensure that we have this flagged in our system. Students who finish breakfast before 8:05 will be dismissed to their respective lines outside. Breakfast is not available for students who arrive after 8:05.

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

Lunch: Lunch is 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. Monthly lunch menus are available on the district website.

OUR MISSION: To ensure all students and staff are learning at high levels.

OUR VISION: To develop a culture of collaboration and communication that supports continuous improvement for all.



Field Trip Lunches- If your child orders a school sack lunch for a field trip and then brings their own lunch, their account will still be charged for the sack lunch. The lunches are prepared ahead of time and thus do not allow us to return them.

Meal Charges (Policy 710.4): 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 Infinite Campus. Whenever possible, please send a check rather than cash if you are not using Infinite Campus.

Money for lunch accounts should be sent to school in an envelope with the child's name, the amount of money enclosed and the teacher's name listed on the front. Checks should be made payable to the Maquoketa Community School District. Use of Infinite Campus is the most efficient and safe method of payment. Parents may deposit any amount into the student's account at any time.

Families will be notified of a low balance once the account reaches a positive balance of \$10.00. When the balance reaches negative \$10.00 a student may charge no more to this account.

PARENTS ARE ENCOURAGED TO COMPLETE AN APPLICATION FOR FREE AND REDUCED LUNCHES. The form will be available in the Patron Newsletter 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 (Policy 104)

(Student & Staff Maquoketa Schools Harassment Handbook Provision)

The Maquoketa Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so. Complaints may be filed with the superintendent or

OUR MISSION: To ensure all students and staff are learning at high levels.

OUR VISION: To develop a culture of collaboration and communication that supports continuous improvement for all.



superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures. Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

For the purpose of this policy, the defined words shall have the following meaning:

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

"Harassment" and "bullying" mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school that meets one or more of the following conditions:

- (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 individual's academic or career performance
- (4) Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Trait or characteristic of the individual includes but is not limited to age, color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, physical attributes, physical or 104 mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

- "Volunteer" means an individual who has regular, significant contact with students.

OUR MISSION: To ensure all students and staff are learning at high levels.

OUR VISION: To develop a culture of collaboration and communication that supports continuous improvement for all.



BUS SERVICES

Bus service is provided for Cardinal students who live more than 2 miles from school and at other specific locations determined on a year-by-year basis. Details regarding pick-up points in the city will be provided by contacting the Director of Transportation, Scott Hansen 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. Students are expected to follow the Cardinal Behavior expectations at all times.

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 that *he/she is not to ride the bus*. All phone calls related to a change in dismissal for bus students should be made before 2:00 P.M. by calling the school office. If the school does not hear from a parent prior to 2:00 P.M., we will place the student on the regularly assigned bus.

You should contact the Director of Transportation, Scott Hansen, 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 from bringing 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 are handled through the office or classroom if 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, or iPods with your student as these devices will not be allowed at any time.

The consequences for students who fail to follow these expectations are:

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.

OUR MISSION: To ensure all students and staff are learning at high levels.

OUR VISION: To develop a culture of collaboration and communication that supports continuous improvement for all.



CARDINAL BEHAVIOR EDUCATION

At Cardinal, we are always working to support students in their Social, Emotional, and Behavioral health. We have adopted the Leader In Me program. This program is based on the 8 Habits of Highly Effective People and aligns to the Social Emotional Learning standards that Iowa has adopted.

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) 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 consequences of their behaviors. Cardinal Elementary has expectations, which outline acceptable behavior. In addition, there are consequences for unacceptable behavior. Cardinal Elementary uses the Cardinal Behavior Expectations to support and acknowledge our students. The range of consequences for behavior in violation of school rules shall include, but may not be limited to: student redirection, reteaching, peer modeling, 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.

OUR MISSION: To ensure all students and staff are learning at high levels.

OUR VISION: To develop a culture of collaboration and communication that supports continuous improvement for all.



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, healthy, 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 that advertises tobacco or alcoholic products or establishments should not be worn. Clothing that displays inappropriate language or illustrations may not be worn. Shoes are required at all times. 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.

DROP OFF AND PICK-UP.

Drop Off and Pick Up Loop (located in the front of Cardinal): The loop 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 Drop Off and Pick Up Loop. 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 other 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.
- Driver 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.
- Students who walk or ride in a personal vehicle will be dismissed from the main north entrance.
- Parents are responsible to share the drop off and pick up procedures with other caregivers picking up their students.

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

EDUCATIONAL EQUITY POLICY (102)

It is the policy of Maquoketa Community School District to provide equal educational opportunities and not to illegally discriminate on the basis of gender, race, age, color, national origin, religion, creed, marital status (for programs), sexual orientation, gender identity, socioeconomic status (for programs) or disability in its educational programs or activities. Affirmative steps will be taken to integrate students in attendance centers, programs, and

OUR MISSION: To ensure all students and staff are learning at high levels.

OUR VISION: To develop a culture of collaboration and communication that supports continuous improvement for all.



classes on the basis of gender, race, color, national origin, religion, creed, marital status, sexual orientation, gender identity, socioeconomic status and disability. This agency shall provide program activities, curriculum, and instructional resources which will reflect the racial and cultural diversity present in the United States and the variety of careers, roles, and lifestyles open to both men and women in our society. One of the objectives of the school's programs, curriculum, services, and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of gender, race, color, national origin, religion, creed, marital status, sexual orientation, gender identity, socioeconomic status and disability. The curriculum, programs, and services shall foster respect and appreciation for the cultural diversity found in our country, and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries or grievances related to this policy may be directed to:

Maquoketa Community School District, 612 South Vermont, Maquoketa, Iowa 52060, (563) 652-4984; Director of the Iowa Civil Rights Commission 211 E. Maple, Des Moines, IA 50309, (515) 281-4121, or Director of the Regional VII, Office of the Civil Rights United States Department of Education, Kansas City, Missouri. Inquiries may also be directed to: Director, Iowa Department of Education, Grimes State Office Building, Des Moines, Iowa 50319.

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>TV Stations</u>	
KMAQ	1320	95.1	KGAN-2	Cable TV 22
			KCRG-9	KWWL-7
			WHBF-4	WQAD-8
			KWQC-6	

OUR MISSION: To ensure all students and staff are learning at high levels.

OUR VISION: To develop a culture of collaboration and communication that supports continuous improvement for all.



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

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

OUR MISSION: To ensure all students and staff are learning at high levels.

OUR VISION: To develop a culture of collaboration and communication that supports continuous improvement for all.



student may be denied permission to participate in a field trip. Should this occur, the parent will be notified.

Reminder: If you sign up for a lunch for field trips, your student's account will be charged.

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 100.4 (may return to school when temp is less than 100.4 for 24 hrs. without fever reducing medication)
- 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.

OUR MISSION: To ensure all students and staff are learning at high levels.

OUR VISION: To develop a culture of collaboration and communication that supports continuous improvement for all.



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

a) If your family lives in any of the following situations:

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

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

b) 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.

OUR MISSION: To ensure all students and staff are learning at high levels.

OUR VISION: To develop a culture of collaboration and communication that supports continuous improvement for all.



MAQUOKETA COMMUNITY SCHOOL DISTRICT



- 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.

c) 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 Stacy Marcus, District Homeless Liaison at 563-652-4984 or Carolyn Cobb, Iowa Department of Education, 515-402-2736.

If you need further assistance, call the National Center for Homeless Education at the toll-free Helpline 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 and sign the child out in the ring binder.

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

OUR MISSION: To ensure all students and staff are learning at high levels.

OUR VISION: To develop a culture of collaboration and communication that supports continuous improvement for all.



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

Forms are required for all medications given at school.

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

PARENT-TEACHER 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 Classroom and school information will be utilizing the Seesaw and Remind apps. Your child's teacher will provide information on how to best contact them or reply to messages.

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 classrooms. We ask that you receive permission from the teacher before taking any pictures.

OUR MISSION: To ensure all students and staff are learning at high levels.

OUR VISION: To develop a culture of collaboration and communication that supports continuous improvement for all.



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)

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 a physician. 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. Activities which are potentially harmful to either the student or other students are not permitted. The playground supervisor determines which activities will be permitted.

We adhere to the following wind-chill temperature guidelines:

- Inside recess will be held if the windchill is below 0*.

STUDENT DIRECTORY INFORMATION

Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." The district has designated the following as "directory information":

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or a part, cannot be used for this purpose.)

OUR MISSION: To ensure all students and staff are learning at high levels.

OUR VISION: To develop a culture of collaboration and communication that supports continuous improvement for all.



Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Prior to developing a student directory or to giving general information to the public, parents (including parents of students open enrolled out of the district and parents of children homeschooled in the school district) will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It shall be the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

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.

OUR MISSION: To ensure all students and staff are learning at high levels.

OUR VISION: To develop a culture of collaboration and communication that supports continuous improvement for all.



SMOKING ON SCHOOL GROUNDS

Law prohibits smoking on school grounds, this includes the grassy area in front of the building. This includes sidewalks and drop off/ pick up loop 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 IGD1 assessment. All K-2 students will participate in the FAST assessment 3 times a year. FAST will measure progress in reading and math skills.

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.

OUR MISSION: To ensure all students and staff are learning at high levels.

OUR VISION: To develop a culture of collaboration and communication that supports continuous improvement for all.



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 email 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 voicemail message asking the teacher to return your call. If you call in the evening or early morning, you may leave a message.

THERAPY DOGS

The district may provide Certified Therapy Dogs. These dogs have been through extensive training for over a year. Below we have set out the benefits of site based school therapy dogs, and have also tried to address some concerns that you may have.

What are the benefits of having a school dog(s)?

Numerous research studies have shown the benefits of therapy dogs in schools. Therapy dogs have been working in schools across the nation for quite some time now, and have at times been a part of our district staff before.

Evidence indicates that benefits include:

- Cognitive- companionship with a dog stimulates memory, problem-solving and game playing.
- Social- a dog provides a positive mutual topic for discussion, encourages responsibility, wellbeing and focused interaction with others.
- Emotional- school dogs improve self-esteem, acceptance from others and lifts mood, often provoking laughter and fun. Dogs can also teach compassion and respect for other living things as well as relieving anxiety.
- Physical- interaction with a furry friend reduces blood pressure, provides tactile stimulation, assists with pain management, gives motivation to move, walk and stimulates the senses.
- Environmental - a dog in a school increases these sense of a family environment, with all of the above benefits continuing long after the school day is over.
- Reading- reading to dogs has been proven to help children develop literacy skills and build confidence, through both the calming effect the dog’s presence has on children as well as the fact that a dog will listen to children read without being judgemental or critical. This comforting

OUR MISSION: To ensure all students and staff are learning at high levels.

OUR VISION: To develop a culture of collaboration and communication that supports continuous improvement for all.



environment helps to nurture children's enthusiasm for reading and provides them with the confidence to read aloud.

TAKE HOME FOLDERS

All students will bring home a daily "take home folder". It is the parents responsibility to check this folder nightly for important announcements and information. Children look forward to sharing highlights of their day 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 daily.

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 babysitting, 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. Following a letter of concern, Cardinal Elementary will send out formal letters, request a parent meeting, and develop a plan together to improve the attendance of the student. If a high number of absences or tardiness continues, 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.

OUR MISSION: To ensure all students and staff are learning at high levels.

OUR VISION: To develop a culture of collaboration and communication that supports continuous improvement for all.



WAIVERS OF STUDENT FEES

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 waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the school registrar for a waiver form.

This waiver does not carry over from year to year and must be completed annually.

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.

OUR MISSION: To ensure all students and staff are learning at high levels.

OUR VISION: To develop a culture of collaboration and communication that supports continuous improvement for all.