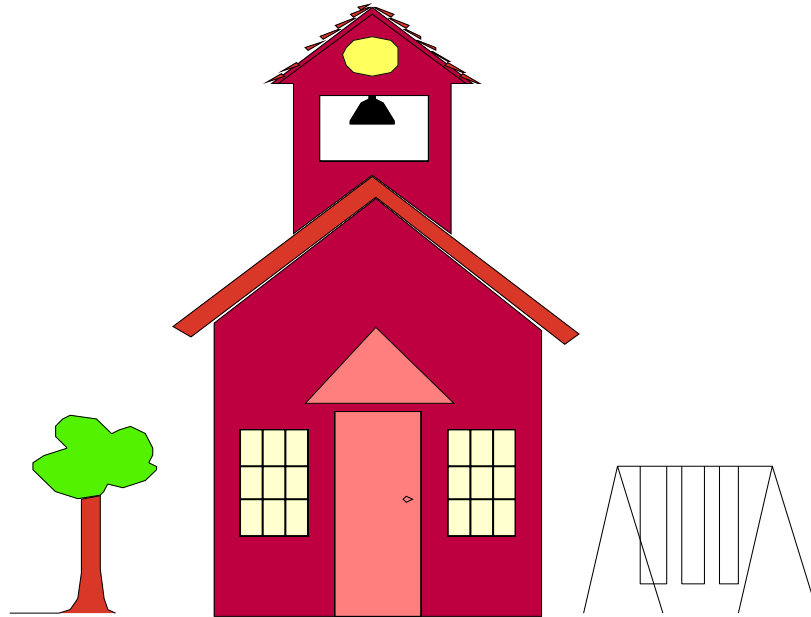


# HCS Elementary Handbook

## 2017-2018

THE HARLAN COMMUNITY SCHOOL DISTRICT  
WILL PREPARE LIFE-LONG LEARNERS AND PRODUCTIVE  
CITIZENS



**PLEASE RETAIN THIS HANDBOOK FOR  
REFERENCE DURING YOUR CHILD'S  
ELEMENTARY CAREER. IT MAY ALSO BE VIEWED  
ON THE DISTRICT WEBSITE.  
THANK YOU!**

PowerSchool –[www.harlan.k12.ia.us](http://www.harlan.k12.ia.us)  
Click on PowerSchool Access

**Primary Building**  
2105 Durant St  
Harlan IA 51537-1009  
755-5903  
Scott Frohlich, Principal  
[sfrohlich@hcsdyclones.com](mailto:sfrohlich@hcsdyclones.com)

**Intermediate Building**  
1401 19<sup>th</sup> St  
Harlan IA 51537-1599  
755-2725  
Jeff Moser, Principal  
[jmoser@hcsdyclones.com](mailto:jmoser@hcsdyclones.com)

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**ELEMENTARY FACULTY**

<b>GRADE/ASSIGNMENT</b>	<b>PRIMARY BUILDING</b>	<b>INTERMEDIATE BUILDING</b>
<b>Principal</b>	Mr. Frohlich	Mr. Moser
<b>Instructional Coach</b>	Mrs. Spangenberg	Mrs. Kjergaard
<b>Pre School</b>	Mrs. Holst Mrs. Lawson	
<b>Transitional Kdg.</b>	Mrs. Boggess Mrs. Sorensen	
<b>Kindergarten</b>	Mrs. Bjoin Mrs. Brummer Mrs. Goshorn Mrs. Holst	
<b>First Grade</b>	Mrs. Gaul Mrs. Kiesel Mrs. Petsche Mrs. Tarney	
<b>Second Grade</b>	Mrs. Christensen Mrs. Curren Mrs. Sonderman Ms. Vorm	
<b>Third Grade</b>		Ms. Ahrenholtz Ms. Applegate Mrs. Heithoff Mrs. Leinen
<b>Fourth Grade</b>		Mr. Baughman Mrs. Burmeister Mrs. Jones Mrs. Polson
<b>Fifth Grade</b>		Mrs. Fink Mrs. Juhl Mrs. Schmitz Mrs. Stein
<b>Band Instruction (Gr.5)</b>		Mr. Cronin
<b>Guidance Counselor</b>	Mrs. King	Mrs. King
<b>Special Education</b>	Mrs. Shaeffer	Mrs. Baughman Ms. Andersen Mrs. Grote
<b>TAG</b>	Mrs. Spangenberg	Mrs. Boggess
<b>Title I</b>	Mrs. Bruns	Mrs. Vande Berg

Personnel shared by both buildings –  
**School Based Interventionist** .....Mrs. Vanden Berg  
**Physical Education** .....Mr. Vande Berg  
**Art** ..... Mrs. Kintner  
**Vocal Music.** .....Ms. Peek  
**Nurse** ..... Mrs. Osborn/Mrs. Klein

**SCHOOL TELEPHONE NUMBERS**

Superintendent's Office.....	755-2153
Primary Building .....	755-5903
Intermediate Building. ....	755-2725
High School.....	755-3101
Middle School.....	755-3196
Bus Barn.....	755-5070

**SCHOOL CLOSINGS**

The weather may necessitate school closings, delay in opening or early dismissal. If weather conditions appear questionable, an AlertNow will be sent and school announcements will be carried over the following radio stations and website:

- KNOD** - Harlan FM 105.3 / **HMU** Cable News / Channel 12 Harlan
- KFAB** - Omaha AM 1110
- WOW** - Omaha 590 AM / 94.1 FM and TV Channel 6
- KMA** - Shenandoah AM 960
- KJAN** - Atlantic AM 1220 / **KMTV** Channel 3 - Omaha
- KSOM** - Atlantic FM 96.5 / **KETV** Channel 7 - Omaha
- POWERSCHOOL** - [www.harlan.k12.ia.us](http://www.harlan.k12.ia.us) - click on PowerSchool Access Link

KNOD requests that children do not phone the radio station to ask if school is closed. They repeat messages over the air every 10-15 minutes on school closings.

**PRIMARY AND INTERMEDIATE FEES**

Breakfast.....	\$1.55 (1)
PS Snack.....	\$.50 (1)
Lunch.....	\$2.66 daily (1)

(Prices subject to change due to Federal adjustments.)

Activity Ticket (Optional) .....	\$35.00 per year
Electronic Instruction Fee.....	\$40.00 per year

Students pay an annual Electronic Instruction fee in the amount of \$35.00 to help defray costs of instructional materials and field trips. Classroom and library books must be returned at the end of the year. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to the student.

**BREAKFAST AND LUNCH PROGRAM**

Breakfasts and lunches are provided in both elementary schools. Breakfast begins at 7:35 a.m. and students should not arrive before that time. Students not riding a bus must eat before 8:00 a.m. Copies of the lunch menus are sent home with students monthly and are in the Harlan newspapers.

Family Meal Accounts are accessed at school through the child's meal number, and parents will be notified when the account is in need of money. Parents may check balances through the school office. If more than one student from a family attends Harlan Community Schools, the family is assigned a family account number. Money may be sent to any one attendance center and it will be credited to the family account.

Payments may be made in the office before the school day begins. If it becomes necessary to charge meal fees, the maximum amount allowed will be \$5.00 per family member. At that point students will be expected to bring a cold lunch and/or eat breakfast at home until the situation can be resolved.

Pupils are welcome to bring sack lunches but they are required to eat in the lunchroom with their respective classes and may purchase milk at school. (Pop should not be brought to school except on designated occasions.)

Free or reduced-price breakfasts and lunches are provided for those children whose parents meet federal income guidelines. Application forms for this service are available in the office.

Students requiring a special diet should bring a note from their family doctor.

**ELEMENTARY DAILY SCHEDULE 2017-2018**

<b>INTERMEDIATE</b>	<b>(3-5)</b>	<b>PRIMARY</b>	<b>(PS-2)</b>
7:35	Breakfast	7:35	Breakfast
8:05	Start of School	8:05	Start of School
		11:00	Lunch (PS)
11:05	Lunch (3)	12:00	Lunch (K)
		12:15	Lunch (1)
11:30	Lunch (4)	12:30	Lunch (2)
11:40	Lunch (5)		
3:15	Walkers	3:15	Walkers
3:20	Bus	3:20	Bus
3:27	Parent Pickup	3:27	Parent Pickup

**K-5 grade classes begin at 8:05 a.m. and conclude at 3:27 p.m.** Supervision is provided each morning beginning at 7:45 a.m. Students arriving after 8:05 will be counted tardy. After-school plans should be determined before the student leaves home for the school day. If there is a change of plans as to where the student is to go after school, a written request must be given to the office. If the office does not have a written request, the child will be sent home on the regular route. If a situation arises where a parent must change the student's plans, then a phone call must be received no later than 3:00 p.m. to ensure the message will get to the child and teacher. Students are discouraged from making calls from school to parents.

**AFTER-SCHOOL SUPERVISION** - It is important that the students leave the school grounds after school and report home, rather than linger on the school grounds. Students being picked up by a parent after dismissal time will wait at the front doors and will be expected to follow the student behavior guidelines.

**PICKING UP STUDENTS AT SCHOOL** - All people who come to school to pick up students during the school day must pick students up at the office and sign them out of the building. As a security precaution, we ask that students not be picked up directly from the classroom. No students will be allowed to leave the school with anyone other than parents or guardians without parental permission. In the case of joint custody arrangements, the non-custodial parents are extended the same privileges as custodial parents. If a restriction is to apply, a certified copy of the court order outlining the rights and restrictions must be on file in the school office.

**VISITORS TO THE BUILDING** – Parents and visitors to the building must sign in and out at the office and wear a visitor badge (obtained at the office.)

**SCHEDULES FOR ART, MUSIC AND PE** - The elementary schools use a six-day schedule for Art, Music and PE classes using the letters A,B,C,D,E, and F. A master schedule for your child's class will be distributed at the beginning of the school year. The corresponding letters will be marked on the calendar that goes home with the newsletter each month. If there is a snow-day or some reason we do not have classes, the letter day will begin where we left off (ex: Wednesday was to be a Day C on the schedule, but school is cancelled due to snow. Thursday will become Day C)

**FIELD TRIPS** - The principal must give prior authorization for all field trips and/or excursions. Written parental permission will be required prior to the student's participation in a field trip or excursion outside of the school district.

## STUDENT ATTENDANCE/PLACEMENT

### ABSENCES

Parents must notify the offices on the day of the absence prior to 8:30 a.m. (Primary Building 755-5903 / Intermediate Building 755-2725) If notification is not received, the absence will be considered unexcused. Work missed due to absence must be made up.

### PLANNED ABSENCES

When you and your parents anticipate that you will be gone from school, one of your parents should contact the principal or the office prior to the absence. Plans can then be completed so that your work can be made up in advance, if at all possible.

### HOMEWORK MAKE-UP

Students who have been absent from school on account of sickness or other family emergencies will be given 2 days to make up their work for each day absent. On the day of return, students may be required to make-up tests and quizzes scheduled prior to an absence at the request of the teacher.

### STUDENT ATTENDANCE

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well-prepared for class helps students in school as well as prepares students for adulthood.

As **tardies/leaving early times** accumulate, these steps will be followed:

- 5 tardies/leaving early times per semester - a notice will be sent to the parent(s)
- On the 6<sup>th</sup> tardy/leaving early time, we will request parent communication with the principal or counselor.
- If situation is not resolved, a meeting with the county attorney will be scheduled.

As **absences** accumulate, these steps will be followed:

- 5 absences per semester - a notice will be sent to the parent(s)
- 8 absences per semester - a second notice will be sent requesting parent communication with the principal or counselor.
- If situation is not resolved, a meeting with the county attorney will be scheduled.

An absence is defined as: a student who misses 50 or more minutes during the morning or afternoon sessions. A student's absence will be considered unexcused if the school is not notified with a valid reason for the absence. **The principal has the discretion to request a doctor's note for extended illnesses or excessive absences related to health.** Excessive unexcused absences may be reported to the County Attorney.

### ILLNESS

Children may not be sent to school with infections or illnesses that might cause other children to become ill. A child with a fever of 100 degrees or more, diarrhea, vomiting, or unexplained rashes should not be sent to school. Children who have had a fever should not return to school until they have been free of fever for 24 hours.

### ACTIVITY PARTICIPATION

A student must be in attendance the day of an activity to be able to participate (ex: music concert, spelling bee, speech contest).

### CHANGE OF RESIDENCE/TELEPHONE

Parents are requested to notify the secretary of the school whenever there is an address, a home telephone or work telephone number change. Also please report any change in emergency numbers. **THIS INFORMATION IS VITAL FOR THE SAFETY AND WELL-BEING OF YOUR CHILD IF AN EMERGENCY OCCURS.**

### WITHDRAWALS FROM SCHOOL

Pupils moving from Harlan Elementary Schools are to check out with the student's teacher and the school office prior to leaving the district. Parents are asked to give the school advance notice of moving and all school property must be returned. Any outstanding bills must be paid before leaving.

**POLICY FOR PARENT PLACEMENT REQUESTS**

At the Primary Building, we believe that a strong partnership between school and home is imperative for high student achievement. To achieve this success, we offer parents the opportunity to share about their child’s learning style and the teaching style that they perceive would be the best match. Please stop in the Primary office to fill out a placement form between February 15 and April 1<sup>st</sup>. Request for a specific teaching style shall be used as only one of the many determining factors we take into account. When assigning students to a specific classroom, our staff works hard to consider the following criteria: academic ability, gender, special needs, behavior, student interest, readiness, motivation, diversity, learning style, interpersonal dynamics, strengths of the individual teachers, social and emotional variables, and education experiences.

Requests will not be accepted at the Intermediate Building.

**HEALTH CURRICULUM**

The elementary health curriculum is taught through science and the guidance program. Parents may contact the office to review the curriculum or any of the classroom materials. Parents are also invited to attend the fifth grade health presentation with their student. The time and date will be communicated through a letter.

**DISTRICT SERVICES/PROGRAMS/ASSESSMENT**

**SPECIAL EDUCATION SERVICES**

The Harlan Community Elementary Schools emphasize the development of basic skills in Reading, Math, Language Arts/Writing, Science, Social Studies, Health, and other academic areas. Academic standards will be utilized to identify the skills necessary for a student to be successful at each grade level. These standards may be modified through the IEP for the individual child and will be reported quarterly to parents.

Due Process Rights of Parents and Students with Disabilities: Parents and their child with a disability have certain rights which are protected under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. Among these are the right to: (1) a free and appropriate education; (2) inspect records; (3) have written notice of plans to identify, evaluate or place; (4) consent or withhold consent to allow identification, evaluation or placement; (5) an impartial due process hearing (6) a surrogate parent when necessary (7) a multi-disciplinary evaluation; and (8) confidentiality.

**TITLE I SERVICES**

Title I is a federally funded, state-administered program created and designed for the purpose of improving educational opportunities for students. Students needing additional help in reading are served by the Title I teacher in the regular classroom as well as in small groups in a separate classroom setting. Parents are notified when it is recommended that a student receive assistance through the Title I program and they will be given a copy of the parent involvement policy. Parents are invited to participate in two Title I meetings each year.

**DISTRICT ASSESSMENTS**

Assessments are an essential part of effective teaching and learning. Each year HCES will use student assessment data to plan lessons to better educate kids. The following are assessments given annually:

Name of Assessment	Dates to be administered	Grade Level	Reading Component to be Addressed
FAST	Fall, Winter, Spring	K-5 Students	<ul style="list-style-type: none"> <li>• Phonemic Awareness</li> <li>• Phonics</li> <li>• Fluency, Accuracy</li> <li>• Reading Comprehension</li> </ul>
PRESS	Fall and Spring	K-5students who are at risk as identified by the FAST	<ul style="list-style-type: none"> <li>• Phonemic Awareness</li> <li>• Phonics</li> </ul>
SIPPS	Fall, Winter, Spring	1 <sup>st</sup> & 2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>• Letter Identification</li> <li>• Sight Words / Phonics</li> </ul>
Being a Reader	Fall, Winter, Spring	K – 2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>• Letter Identification</li> <li>• Letter Sounds / Phonics</li> </ul>
Basic Reading Inventory (BRI)	Fall, Winter, Spring	3 <sup>rd</sup> – 5 <sup>th</sup> Grade identified by FAST	<ul style="list-style-type: none"> <li>• Fluency, Accuracy</li> <li>• Reading Comprehension</li> </ul>
Writing Samples – Grade Level	Fall, Winter, Spring	K – 5 <sup>th</sup> Grade	<ul style="list-style-type: none"> <li>• Reader/Writer Connection</li> </ul>
Boulder Valley Matt Assessment	Fall, Winter, Spring	K – 5 <sup>th</sup> Grade	



## **TALENTED AND GIFTED PROGRAM**

P.E.P. (Pupil Enrichment Program) is the acronym used for the Harlan Community Schools talented and gifted program. The Harlan Community School District's Talented and Gifted program will identify students based on their classroom abilities and standardized testing results. Each identified student will have a Personalized Learning Plan to meet their individualized talents/abilities. Updates throughout the year will be provided to parents on the progress of things outlined in their child's PLP. A scheduled time during the Spring Parent-Teacher Conference nights will be held to review the current PLP and to update it for the following school year.

**Please Review K-12 Component**

## **GUIDANCE AND COUNSELING SERVICES**

The Guidance Program is a curriculum approach to providing services focused on the prevention of problems by attempting to anticipate and facilitate the educational, career, and personal/social needs of students. The program strives to meet the developmental needs of all students through counseling students, consulting with staff, making referrals as necessary & integrating guidance services into the school's instructional curriculum. The counselor's role is to encourage and be an advocate for children. It is a goal to teach skills and increase awareness in order to help participants become more effective in their relationships, their learning and their work.

## **DISTRICT ASSESSMENTS**

### **READING**

A MINIMUM requirement of reading at the eighth grade level based upon either the ITBS or Gates score is a graduation requirement before a diploma will be awarded from Harlan Community High School. The earliest a student can meet the District eighth grade level reading requirement is second semester of grade seven. It is our goal to have all students in the district reading at a twelfth grade level unless the student has an alternate IEP Goal. Elementary students not reading on grade level are eligible for additional services through Title I, Special Education services, or summer school.

### **STAT – (Students Teacher Assistant Team)**

All students are individuals and some students may need additional support at times during their elementary education. When a student begins to struggle in an academic area or begins to show behavior that is interfering with their learning, a Student-Teacher Assistance Team (STAT) is formed. The purpose of the STAT team is to engage in a problem solving process to determine appropriate interventions and educational supports to meet an individual student's needs. The goal is to address problems early and promote academic and social-emotional success. STAT meetings may be initiated at any time by a teacher or parent. If you feel your child may benefit from the services of the STAT, please contact your child's classroom teacher.

## **LEARNING MANAGEMENT SYSTEM**

A learning management system (LMS) called Edmodo is the software application or Webbased technology used to plan, implement, and assess a specific learning process at the Harlan Community Elementary School Buildings. Typically, a learning management system provides an instructor with a way to create and deliver content, monitor student participation, and assess student performance. A learning management system may also provide students with the ability to use interactive features such as threaded discussions, video conferencing, and discussion forums.

## **AT-RISK STUDENT INTERVENTION**

Please review K-12 Component

## **PERSONALIZED LEARNING PLANS**

This plan is intended to accommodate students whose aspirations and achievement may be negatively affected by stereotypes linked to race, national origin, language background, gender, income, family status, parental status and disability.

This plan includes strategies for identifying at-risk students and objectives for providing support services to at-risk students. These objectives include but are not limited to special instructional assistance, school-based support services, appropriate guidance counseling services, coordination with community-based support services, strategies for involving parents, involvement of and in-services for all school personnel, compliance with federal and state nondiscrimination legislation, and provisions for monitoring behavioral, social, and academic improvements.

Students are identified by several categories directed by the Harlan Community School District.

The categories are:

**ACADEMIC:** low motivation/poor attitude, tardies/Attendance, two of more years below grade level, poor study habits/not extra or not belonging, title one, free and reduce food application, suspended, retention

**FAMILY:** homeless/migrant/new student to Harlan Community School District, change in family structure, abuse/suspected/neglect, out of home placement (Foster care, shelter, hospitalization, etc), low economic status

**PERSONAL/SOCIAL:** social skills, peer interaction/relationship building, peer harassment/bullying behaviors, behavioral concern, mental health, medical issues, death/loss, family issues

**REFERRAL PROCESS:** Staff is informed of referral process and criteria, Family/Community referral process

- a) Parent newsletter
- b) Website
- c) Kindergarten brochure at Kindergarten registration
- d) Registration
- e) E-mail

### **CORE CURRICULUM**

The Iowa Core Curriculum was passed by the Iowa Legislature and signed into law in the spring of 2008, the Harlan Community School Board adopt the Iowa Core Curriculum in the June of 2011. The Iowa Core will establish the Essential Concepts and Skill Sets that each and every Iowa student must learn in literacy, mathematics, science, social studies, and 21st century skills to prepare for college, work and life.

The skills were written by groups of Iowans considered experts in each academic area from business and industry, higher education, area education agencies and local schools. The Essential Concepts and Skill Sets were compared against national standards and are in the process of being analyzed for their cognitive challenge - do these concepts and skills clearly articulate the higher order thinking we want for all Iowa students.

### **STUDENT RETENTION:**

Retaining a student is a very serious decision and will make a lifelong impact on the child. Each student situation will be handled on a case by case basis and will follow the Student Assistant Team (STAT) procedures. Parents who are interested in information about retention should talk the building principal. Please note: there is a significant amount of research suggesting that retention is rarely successful in the attempt to increase student learning.

### **PROFESSIONAL DEVELOPMENT:**

Harlan Community Schools has made a tremendous commitment excellence and the pursuit of continuous improvement. Professional development is an opportunity for the teaching staff to learn and practice highly effective teaching approaches that will in turn increase student learning.

### FAMILY-TEACHER CONFERENCES

Family-Teacher Conferences are held during the first and third quarters and progress reports will be mailed the week following the end of the second and fourth quarters. We request that in the case of divorce or separation, both parents attend the same conference due to the limited time available for scheduling. If this is not satisfactory, the parent having primary responsibility for the student's care will come to the conference. Copies of all materials will be supplied to the other parent upon request. Due to scheduling restraints, it is not possible for teachers to schedule two conferences for the student..



### ACCESS TO DISTRICT STANDARDS

District Standards are available on the District's website or by placing a request with the office.

### RECORDS

Parents have a right to:

- (a) inspect and review records
- (b) a listing of types and location of records
- (c) request an explanation of or an amendment to the records
- (d) a hearing regarding all records affecting placement of a child with a disability

Parents have a right to withhold consent to release records and be informed before records are destroyed as well as be informed as to whom the information has been released.

### PARENT CONCERNS PROCEDURES

We encourage all parents to communicate with the school whenever they have a question or concern. Procedure specifies that the parent must first contact the student's teacher to discuss the problem and possible solutions. If the matter cannot be resolved at this level, the parent should request a conference with the principal.

- Level 1 Investigator: John Connell (alternate: Jeff Moser) [712-755-3101](tel:712-755-3101)
- Level 2 Investigator: Local Law Enforcement
- Equity Coordinator : Bill Mueller
- Equity Committee: Administrative Team
- Affirmative Action Coordinator: Bill Mueller
- 504 Coordinator: Justin Wagner
- ELL Coordinator: Scott Frohlich
- Special Education Director: Jeff Moser
- Talented and Gifted Coordinator: Bill Mueller

### CALENDAR/LUNCH MENU

The school prints a monthly calendar and lunch menu that are sent home on the first school day of each school month with the oldest or only student of the family. If you are not receiving this information, please call the office.

## STUDENT RULES/PROCEDURES

### CLOTHING

Elementary students will be expected to follow the K-12 dress code (see K-12 Handbook page 5). Due to the fact that students are expected to be outside for recesses, they need to wear clothing suitable to the weather conditions. Students should be prepared for unexpected weather changes and always have warm enough clothing at school. The playground surface areas require that boots be worn when snow or rain conditions exist as well as for a few days following. Shorts may be worn to school during hot weather. Halter tops and thin-strapped T-tops are not appropriate for school attire. Primary Students will participate in outside recess if the temperature/wind chill is 5 degrees above zero. Intermediate Students will participate in outside recess if the temperature/wind chill is above zero.

### STUDENT VISITATION

In order not to interrupt the normal classroom activities, there will not be student visitors in the classrooms.

### PERSONAL ITEMS

Personal items which may cause disruptions in school are not allowed. The teacher can permit some of these items to be brought to school if they serve a school purpose. However, parents should understand the school cannot accept the responsibility for such items becoming broken or stolen. Whenever an item becomes a nuisance, it will be confiscated and returned to the parent or the student. **Trading cards are not to be brought to school.**

### LOST AND FOUND

Lost and found items are located outside the building office. Please label your child's items brought or worn to school in order that we might quickly return lost items. Anything not claimed by the end of the semester will be removed from school.

### CELL PHONES

Cell phones are not to be used in the building during regular school hours (8:15-3:30). If students are using a cell phone or the cell phone rings, the phone will be confiscated. If a student desires to use their cell phone during regular school hours, the phone must be used in the office during the times outlined above. Unless a cell phone is being used within the parameters stated above, the cell phone should be turned off. This policy also applies to text messaging. Confiscated phones will be returned at the end of the day. Repeat offenders will be addressed on an individual basis.

### BICYCLES

Only children in **third, fourth and fifth grades** are allowed to ride bicycles to and from school. It is felt for the primary children that this policy should be enforced. Students should walk their bike along the sidewalk on school grounds. There is a designated parking area for the bicycles. Children should see that their bikes are in the stand and the bike has a lock on it. **The school cannot be responsible for missing bicycles.** Students are encouraged to wear bike safety helmets. A bicycle safety class will be taught the first full week of school.

### PARTIES

Birthday or surprise parties for teachers should not be planned. Invitations for student parties should not be handed out at school. There will be no going-away parties for students leaving our system. You may, however, recognize them and wish them well. Students may bring treats for their class on their birthday. Candy or treats should not be eaten on the playground or bus.

### PE PARTICIPATION

Iowa law requires every student to participate in PE. A student must bring a doctor's written statement to be excused from 2 or more consecutive classes or when the student has demonstrated a pattern of non-participation within a short timeframe.

### RECESS PARTICIPATION

All students will go outside for recess unless they have academic work to complete in the classroom. Students with health concerns should have a note from parents, but for no longer than 2 days. After 2 days, a doctor's excuse is required. All students without a health excuse will be outside at least one recess per day.

### LIBRARY CHECKOUT POLICIES

Students are encouraged to check out materials from the Media Center on a regular basis. Classes are scheduled for weekly checkout, but students are welcome to visit the Media Center daily. Students in kindergarten and first grade may have two titles out at a time. Students in grades two through five may have three titles. Materials may be kept for a period of two weeks, although students are encouraged to exchange materials as often as desired. Students with overdue materials are not allowed to check out until materials have been returned or the replacement cost has been paid.

## **DISRESPECT, INSUBORDINATION AND LYING**

Any student who refuses to obey a school rule or regulation, a request of a school official, is arrogant to a school official in speech or conduct, or purposefully lies to a staff member is subject to one or more of the following consequences:

1. Parent Contact
2. Parent Conference
3. Suspension
4. Possible Expulsion

## **STUDENT THREATS OR PHYSICAL CONTACT**

Students who make threats or physical contact to another student or school employee shall serve a suspension. The type and duration of suspension will be determined by the building principal pending investigation. In certain instances, students may be required to acquire a release from a mental health care professional before returning to school.

## **STUDENT SAFETY**

The Harlan Community School District has developed a Crisis Response Plan that is designed to minimize danger to anyone occupying a school building, should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis.

In most emergencies, your child/children will remain and be cared for at the school he/she attends. In the rare even of an emergency affecting the school your child attends that prohibits re-entry to the building, students will be accompanied to a pre-determined alternate site. We ask that you follow this procedure if you hear of any school emergency:

1. TURN ON YOUR RADIO TO KNOD (105.3) OR TELEVISION TO CHANNEL 12 (HMU) OR CHANNEL 18 (TCI). We will keep the media informed of any emergency.
2. PLEASE DO NOT TELEPHONE THE SCHOOL. We have limited phone lines. These MUST be used to respond to the emergency.
3. PLEASE DO NOT COME TO THE SCHOOL UNLESS REQUESTED TO PICK UP YOUR CHILD AT SCHOOL. Any emergency involving your child's school may mean emergency vehicles and workers must be able to get in the building. If the emergency necessitates relocation of staff and students, you will be informed via the media.

## **ELEMENTARY SCHOOL ACTIVITY POLICY**

As in the past, elementary students will be given the opportunity to purchase an activity ticket. We encourage all students to attend as many activities as possible. We do require, however, that the students adhere to the following rules. Adhering to these rules will make the activities more enjoyable for all involved.

1. All students are to be in their seats prior to the national anthem.
2. All students are to show respect for the flag by standing at attention and removing their hat.
3. All students are to remain in their seats until halftimes or between games.
4. All students must return to their seats at the beginning of each half.

These rules will be in effect for all activities.

We have had a problem with students remaining in their seats during the activities. In order to alleviate this problem, all supervisors will be instructed to:

1. Warn a student the first time he/she is not in their seat watching the activity.
2. The second time, refer the student to the Activity Director or Principal for discipline action. This could result in the student being required to sit with a parent, the student being dismissed from the event, or the student's activity card being taken away. The student would not be allowed to attend any HCHS home activities until the activity card is returned to the student.

Again, we encourage students to attend all of our activities, but we also encourage them to become knowledgeable and attentive fans.

**FUNDRAISING**

Unhealthy foods or beverages are not used for fundraisers. Foods that are used for fundraisers meet Blue Zones® Guidelines for Healthy Foods and Beverages for Schools or the USDA Healthy Kids Act nutrition standards. The school district encourages non-food fundraising activities that promote physical activity.

**CLASSROOMS, REWARDS, AND CELEBRATIONS**

Food served in classrooms must meet the nutritional guidelines of this policy unless otherwise approved by the superintendent or his designee and shall not compete with federal meal programs.

District Staff will not use food or beverages as rewards for academic performance or behavior, and will not withhold food or beverages (including food served through meals) as a punishment.

Classrooms should limit celebrations that involve food during the school day to no more than one party per month. Birthdays will be celebrated utilizing age-appropriate activities selected by the student(s) and teachers, where healthful snacks are encouraged.

District staff is encouraged to model wellness guidelines for the student body.

**FOOD MARKETING IN SCHOOLS**

Unhealthy food and beverage advertisements (sodas, sweets, etc) and promotions are prohibited on school grounds. School based marketing will be consistent with nutrition education and health promotion.

The district will promote healthy foods, including fruits, vegetables, whole grains, and low fat dairy products.

When possible, healthy foods in a la carte and vending machines will be available at a lower cost than foods of minimal nutritional value.

The district will market activities that promote healthful behaviors.

**PHYSICAL ACTIVITY AND HEALTH**

Physical Activity will engage students in moderate to vigorous activity during at least 50 percent of the PE class time.

Elementary recess will be at least 20 minutes per day.

District staff members should not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, PE) as punishment.

**VENDING MACHINES**

Vending machines will be off until after school hours.

**SCHOOL MEALS**

Unhealthy food options, such as desserts and soft drinks, are only available for purchase with cash – not debit cards, for staff members and students.

**RECESS BEFORE LUNCH**

Recess will be offered before lunch for all students.

**TOBACCO FREE CAMPASS**

Primary and Intermediate Elementary schools are tobacco free and follow the Harlan School District Policy.

## **TOBACCO FREE DISTRICT POLICY**

The Harlan Community School District is tobacco-free in and on all district property.

The district realizes that tobacco use is detrimental to health and is concerned about providing a healthy environment for students, employees and community members. In that regard, the district recognizes the importance of adult role modeling for students and each other, particularly in an educational environment.

The use of tobacco and nicotine products; including, but not limited to, cigarettes, nicotine chew, snus, dissolvable, electronic cigarettes and/or other nicotine products that are not approved by the Federal Drug Administration for tobacco cessation; on District property; including in District buildings, on District grounds, in District transportation vehicles, or at any District activity; is prohibited. This policy extends to all students, employees, volunteers and visitors. This policy applies at all times, including during school-sponsored events and during non-school-sponsored events. Community members are asked to cooperate with this policy and refrain from using tobacco on district property. Visitors who do not comply will be asked to leave the district premises. District personnel and students failing to abide by this policy may be subject to disciplinary action.

It is the district's intention to provide education, encouragement and assistance for all students, employees and community members in making a personal choice to refrain from tobacco use while within or upon any/all district property. This will allow students, employees and community members to share the responsibility for creating a healthy environment in which we all live, learn and grow.

It will be the right and responsibility of all students, employees and community members to observe and support this policy through personal commitment and advocacy.

It shall be the responsibility of all District personnel, and specifically District administrators, to enforce this policy.