

**Roland-Story Elementary
Parent/Student Handbook
2021-2022**

**Trustworthiness Respect Responsibility
Fairness Caring Citizenship**

900 Hillcrest Drive
Story City, IA 50248
Phone (515) 733-4386
Fax (515) 733-5357

www.rolandstory.school

Roland-Story Mission Statement:
*Building a foundation of lifetime learning
for our students, families and
communities.*

**Roland-Story Elementary Mission
Statement:**
*Laying the foundation and showing the
way.*

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AEA (AREA EDUCATION AGENCY)

Our school is served by the Heartland AEA that has offices in Ames and Johnston. They provide a variety of services including special education, speech, and other consultative services. The educational services division offers a wide variety of teacher training, in-service, and school improvement support services. Some child directed services are available to pre-school aged students. Call the school if you have a concern about a child and would like more information or you would like to consult with someone.

ATTENDANCE/TARDIES

Student absences for parts of days are rounded off to the nearest half-day. The school should be notified **IN ADVANCE** when a student will be gone for several days due to a trip or for other reasons.

Any time a child is absent, someone must call or otherwise notify the school **BEFORE 8:45 a.m.** If we do not receive notification we will call you to determine the child's status. This program is designed to protect our children and your cooperation has made it very successful.

UNEXCUSED ABSENCES include working at home without prior arrangements, shopping, personal appointments such as haircuts, vacations while school is in session without prior arrangements/notification, and truancy.

EXCUSED ABSENCES include personal illness, funerals, dental, and other health appointments. All absences will be subject to be excused or not by the principal. Once a student reaches 5 absences, a letter will be sent home making the parents aware of the number. If the absences continue, the principal will set up a meeting with the parents to make a plan to keep the student in school. Once the principal feels absences are excessive, a letter will be sent to the Assistant County Attorney who will begin working on a truancy case.

A student is considered **TARDY** when they arrive after 8:20. When a student reaches 3 tardies, the student will serve a 30 minute detention after school until 3:45. This time will be used to make up the time missed when tardy. Excessive tardiness will be cause for a conference between the parent and the principal.

A student who is deemed **TRUANT** must participate in an attendance cooperation process (Iowa Code 239.5B & 299.12) where parents, the student, school officials and other appropriate persons meet to determine ways to get the student to attend school. Families of students in grades PK-6 receiving Family Investment Program (FIP) benefits, a designated school representative is required by law to contact the Department of Human Services in the case of truancy. Families are then at-risk of having their benefits reduced by 25% and may be referred to the county attorney. All other families are subject to possible civil or criminal penalties.

BICYCLES

Bicycles may be ridden to and from school by any student whose parents feel has the proper ability and responsibility levels. This varies and is best determined by the parent rather than a certain grade level or age.

Bikes are to be parked in the racks provided immediately upon arrival at school and are to remain there until the student goes home. Bikes should never be left at the school overnight or on weekends and the school assumes no responsibility for them in these situations or for damage that might occur during the school day. Students are never to ride their bikes in the school driveway.

BOOTS/GYM SHOES

When conditions merit, students are expected to wear boots and snow pants to and from school as well as during the recess periods. This is done in the interest of the students' welfare. Students may wear their school shoes for physical education classes if they have rubber soles. This provides a measure of protection as injuries could occur as the result of slipping on stocking feet or slippery-soled shoes.

BREAKFAST PROGRAM

Breakfast is offered to students from 7:45 - 8:15 daily in the lunchroom. No prior sign up is necessary. Their lunch account is debited for the cost.

BUILDING ASSISTANCE TEAM (B.A.T.)

A Building Assistance Team (BAT) is available to teachers and/or parents to help determine possible teaching and learning strategies that might be successful with a given student who is having problems. The counselor, enrichment teacher, and principal plus all other appropriate staff members make up the team. Either parents or a teacher may request assistance. Contact the counselor or principal for further information.

BUS PROCEDURES

Dismissal Of Bus Students

Parents of rural students who plan to pick them up should send a note or call the office. If a student is not riding the bus, we should have a note or call indicating the parent's permission for this. This avoids situations where the child is upset or confused as to what they are to do after school.

Town Students Riding Buses

Students who do not ordinarily ride the bus must have a note or the parent must call the office giving permission and giving directions for riding the bus. Due to the large numbers of students on some of our buses, please check with the school before planning to have groups of students, such as for scouts or a birthday party, ride the bus.

CANCELLATION OF SCHOOL

The cancellation, delay, or early dismissal of school due to bad weather will be announced as soon as the decision has been made and will be announced as follows:

- WHO (1040 AM), Des Moines
- KQWC (1570 AM/96 FM), Webster City
- Reliance State Bank Time/Temperature (733-5151)
- Area television stations

- Roland-Story website: www.rolandstory.school
- Remind

In the event of a "late start" please keep listening as it sometimes becomes necessary to cancel classes at a later time.

COUNSELOR

The school employs a counselor, Mrs. Mandi O'Loughlin, who works with whole class groups, small groups, special needs groups, and with individuals as well as with parents. If you have a concern about a particular problem or situation please call her at the school.

DISCIPLINE AND STUDENT BEHAVIOR

Student behavior in and around the school is expected to be such that it does not interfere with the smooth operation of the school and does not infringe upon the rights of other students to enjoy a safe, secure, and effective school experience.

The rights and property of others is to be respected at all times by all students. Students who do not comply with these expectations will be disciplined by a variety of means including deprivation of privileges, work with the counselor and/or principal, and parent conferences.

Inappropriate behavior on the school bus is dealt with through a procedure that uses the following system:

Offense #1	Student talks with the principal; parent notified
Offense #2	Loss of recess for a day; parent notified
Offense #3	Loss of bus riding privileges (1-3 days); parent conference
Offense #4	Loss of bus riding privileges for extended time; parent conference with principal

All of these steps may be skipped if the principal feels the infraction is serious enough. The primary focus for behavior on the buses includes being seated when the bus is moving, not moving from seat to seat, not bothering or harassing other students, keeping hands and feet to self, and excessive noise.

EARLY CHILDHOOD/SPECIAL EDUCATION PROGRAM

We have an early childhood (ages 4) and early childhood/special education (ages 3-5) program. We will take applications for this position by March 1 each year. The hours for the program will be 8:20-11:05 and 12:30-3:10 Monday through Thursday.

EMERGENCY PROCEDURES

Periodic drills are held to give students practice in the procedures for fires and tornadoes. Specific exit and shelter locations are rehearsed and discussed with the students several times each year. In the event of a tornado warning, students may be held at the school until the danger has passed. Starting 2014-2015, the district has adopted the ALICE protocol for an intruder. Students, parents and staff were trained/informed of this protocol in the 2013-14 school year and we will review this practice yearly. The state now requires one ALICE drill and 2 bus evacuation drills each year as well as the 4 fire and tornado drills.

EXTENDED LEARNING PROGRAM

Roland-Story students of the Extended Learning Program (ELP), formerly TAG, are offered learning opportunities appropriate to their identified gifts, talents, interests, motivation and needs addressing the cognitive and affective growth through varied instructional strategies and program options. These may occur within the regular classroom

at grade level, within special programming at the grade level or school, or within special programming beyond the grade level or school. Ms. Karsyn Houck is in charge of this. She is our full time ELP coordinator for the entire district. She will be serving grades 3-8 as well as support our high school ELP program.

FACILITY AND EQUIPMENT USE

If you are intending to use the District's facilities, you need to go to our web page rolandstory.school and hit the "community links" link and schedule from there.

FIELD TRIPS

The various classes take field trips during the year. A permission form is included on the student's enrollment sheet. You and your child will be informed about specific trips, dates, and times prior to the time of each trip. If a parent is asked to attend the field trip as a chaperone, younger siblings will not be allowed to attend the school field trip. Students attending field trips will ride the bus to and from the trip unless the parent has made arrangements PRIOR to the field trip.

FREE AND REDUCED PRICE LUNCHES

Application forms and information regarding free and reduced price lunches are available from the school office.

FUNDRAISING

The Board of Education adopted guidelines to provide direction and consistency for fund raising activities conducted by school groups. These guidelines are summarized below:

1. A list of all fundraising activities from the previous year will be included in the October newsletter to allow businesses and patrons to prioritize their plans for involvement.
2. Each proposed project will be submitted in writing to the building principal. The principal will approve the project or submit it to the Board of Education for their approval before the project begins.
3. A written report will be made to the building principal upon the completion of the project, listing all details including financial records.
4. Complete financial accounts for each project will be presented to the school business office for the purposes of conducting an audit.

HANDICAP ACCESS

Handicap parking and sidewalk access is located on the west side of the building and the push button door is located at the north entrance.

HEARING TESTING

All students are given hearing tests yearly by the personnel from the Heartland Area Education Agency. This usually occurs sometime during the second quarter of the school year. Parents will be notified if the testing indicates any concern.

HOMELESS CHILD/YOUTH, DEFINITION OF

- A homeless child or youth ages 3-21;
- A child who lacks a fixed, regular and adequate nighttime residence and includes the following:
 - A child who is sharing the housing of others (includes doubled-up families) due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, or camping grounds due to the lack of alternative accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital, or is awaiting foster care placement.
 - A child who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
 - A child who is living in a car, park, abandoned building, substandard housing, bus or train station, or similar setting; or
 - A migratory child/youth who qualifies as homeless because of the living circumstances described above
 - Includes youth who have run away or youth being forced to leave home.

HOURS

Arrival Times

School begins at 8:20. Students are considered tardy any time after 8:20. Appropriate disciplinary action will be taken in the case of habitual tardiness (see attendance). Bus students go to their assigned areas upon arrival. Students who live in Story City are expected to arrive at school between 8:00 and 8:20. Because of space limitations and supervision demands they should not arrive prior to 8:00. These students are not admitted to their classrooms until 8:15.

Dismissal Times

Students are normally dismissed as follows:

Pre-Kindergarten/Kindergarten	3:10
Roland Town/Story City discretionary	3:15
Story City Town	3:20
Roland Country	3:35
Story City Country	3:50
Roland discretionary	4:05

All students' academic day ends at 3:15 so you may pick them up at that time. There are **exceptions to this schedule when school is dismissed early for teacher in-service meetings or holidays**. A calendar of these events is distributed at the beginning of the school year and they appear on the district newsletters monthly calendar.

Students are expected to leave the school building and grounds **promptly** after their dismissal unless they are working with a teacher. Students are not to be on the playground before or after school as no supervision is provided at those times. Students also assume their own liability when using the playground during non-school hours, weekends, or vacation periods. The school cannot assume liability or responsibility for student accidents/behavior problems that occur as students walk to and from the schools

but we will cooperate in every way possible to prevent and solve these problems. We ask that parents that are here to pick up their children wait by the front office at the end of the day instead of going to the room. This will help with traffic flow and confusion in the hallways.

INSURANCE AND STUDENT ACCIDENTS

School insurance forms are available during the pre-school fee payment period and in the school office. A variety of options are available at a reasonable cost.

If your child is injured at school, s/he should report the injury to the teacher, nurse, or the office immediately. In particular, any injury that might result in an insurance claim needs to be reported so the necessary data can be recorded to complete claim forms.

LIBRARY FINES

Fines are not levied for overdue books. However, charges are made for damaged and/or lost books. The librarian and/or the principal will assess the appropriate charge, up to and including the replacement cost of the book.

Lost texts and library books are charged to the student at the end of the school year. If the book is located and returned, in good condition, a refund will be made upon the presentation of the receipt for the fine. This allows us to complete our inventories and close out the book lists and financial records at the end of the school year.

LOST AND FOUND

A lost and found is maintained during the school year. Each year a large number of items go unclaimed. Some valuables are kept in the school office. At parent teacher conferences and at the end of the school year some items are retained and others are donated to charity. Students and parents should check these areas for missing items. Labeling all student clothing and possessions whenever possible will reduce the likelihood of losing them.

LUNCH

School lunch is available to all students in grades K-4. Students' payments are kept in a computerized accounting system. Daily charges for lunch and extra milk are charged against the balance in the account and reminders are sent home when the account reaches the level equal to 3 lunches. No lunches will be allowed to be "charged" once the account is depleted. Parents may send additional funds for any amount at any time. Payschools is an opportunity to make payments online. If you wish to use this service, you may access this on the R-S website.

One carton of milk is included in the school lunch price. Students who carry their lunches or who desire additional milk with their lunch must deposit money in an account as described above.

MILK FOR PRE-KINDERGARTEN/KINDERGARTEN/1st GRADE

Milk is available for these students. Payment is on a yearly basis. A "snack calendar" is distributed whereby students take turns providing a snack for the class to enjoy with their milk.

This is an **optional** program. However, water is the only alternative beverage, unless there are medical factors involved.

NURSING

MEDICATION AT SCHOOL

The Roland-Story Board of Education has adopted a policy, in accordance with state law, regarding the dispensing of medication to students at school. No medication will be dispensed to students unless these guidelines are followed:

1. The medication is prescribed by a licensed prescriber.
2. The medication must be in the **ORIGINAL** container filled by the pharmacy and labeled with:
 - a. full name of the student
 - b. name of the medication
 - c. directions for use
 - d. name of the prescriber
 - e. name and address of the pharmacy
 - f. date of the prescription

NOTE: Most pharmacies will issue an additional container and label for this purpose if requested at the time the prescription is filled.

3. A statement/note is received with the medication that includes:
 - a. date
 - b. request for the school to administer the medication
 - c. statement of permission to administer the medication
 - d. parent signature

Note: Each time your child's medication changes whether it be the dosage, time of administration or medication a parent/guardian will be asked to fill out a new permission form.

4. All medication will be returned or destroyed at the end of the school year.
5. Tylenol, tums and topical medications will be administered when permission is given during registration. You should include during registration:
 - a. Statement as to the type of medication that can be administered
 - b. Directions for medication administration
 - c. Request of administering the medication
 - d. Parent signature and date

Tylenol is available from the nurse's office if permission and amounts have been indicated by the parent during the student's registration.

This policy is based upon **STATE LAW**. It is designed to protect against the improper administration of medication. No medication will be administered without following these procedures.

NOTE: Medication: If it becomes necessary for a student to take any form of prescribed medication at school, the guidelines for administering medication as stated in the Roland-Story Board Policy number 5141.4 must be followed. A signed, dated statement from a parent must accompany the prescription requesting and giving permission to the school to administer the medication. All medication will be kept in and dispensed through the nurse's office and a dated record maintained. Please arrange for medication to be dropped off and picked up by a parent or guardian for the safety of your

child and others. If you are unable to bring in medication or pick up please make arrangements with the school nurse by calling or emailing.

All students, regardless of grade, must provide evidence of immunizations against Diphtheria, Tetanus, Pertussis, Polio, Measles, Rubella, Hepatitis B, Varicella.

School Exclusion Guidelines

Deciding when a child is too sick to go to school can be difficult. Please use the following guidelines to help make your decision. Be sure to call your child's school to let them know why your child is absent. While most illnesses do not require exclusion, there are times when the student should be kept/sent home.

Students should be temporarily excluded from school when illness prevents the student from participating comfortably in activities, results in needed care greater than school personnel can provide considering the health and safety of other students or poses a risk of spread of harmful diseases to others.

Student Illness/Injury at School: A student will be sent home from school or should be kept home from school for any of the following reasons:

- A. Fever- A fever is a temperature over 100.4 degrees. A student should remain home until fever-free for 24 hours without the use of fever reducing medications such as Tylenol.
- B. Vomiting and/or diarrhea- A student may return when "normal" after a minimum of 24 hours.
- C. Body rash
- D. Abnormal eye drainage- pink eye appears as redness of the conjunctiva (lining of eye/ eyelid) with or without pus drainage from eye and/ or swelling. Students should not return to school until they have been examined and released by a healthcare provider.
- E. Severe cough: If a student becomes ill, the school nurse or designee will call the student's parent/guardian or emergency contact. (Please make sure all emergency contact information is up to date) At that point a decision will be made to: 1. Allow the student to rest at school and return to class in a reasonable amount of time. 2. Make arrangements for the student to be picked up and taken home within one hour of being notified.

A student may be sent home for the following reasons:

- A. Fever
- B. Vomiting/diarrhea
- C. Skin eruptions or a suspicious rash
- D. Contagious disease

Keep your child home for any other communicable illnesses in which you have been advised to remain out of school until cleared to return by the county health department or your child's doctor (i.e., COVID-19, chicken pox, diarrhea, influenza, Pertussis (whooping cough), measles, impetigo, etc.) or any other health condition that in the school nurse's judgment is of concern for the others health and well-being and that of the child.

OFFICE HOURS

The school office hours are 7:45 a.m. - 4:15 p.m., Monday through Thursday and until 4:00 p.m. on Friday.

OPEN ENROLLMENT

Iowa law now allows parents to petition to have their child attend another district other than the one where they live under certain conditions. Parents who have an interest in exercising this option, whether it is to attend in or out of the Roland-Story District should contact the Superintendent's Office for further information.

OPEN HOUSE/MEET AND GREET

An **Open House** is scheduled for **October 4th at 6:30 pm**. This is an opportunity for all students to show the school to their parents, grandparents, other relatives and friends.

Grades PK-4 Meet and Greet is August 19th from 5:00-6:00. This is a time for students to bring in their school supplies and meet their teachers. It will also be a time for parents to get necessary paperwork filled out (field trips, parties, conferences and acceptable use policy). Parents will also take home with them a packet of information that will explain all expectations and other necessities for the school year.

P.A.L. READING PROGRAM

The P.A.L (Program of Assisted Literacy) reading program provides 1:1 assistance in reading for selected kindergarten students. Students receive approximately 20 minutes per day until their reading skills reach the regular instructional level.

PARENT-TEACHER CONFERENCES

A parent-teacher conference is scheduled for all students at the end of the first quarter and by appointment in February. Sign up for conferences happens through My School Systems and Information on the specific procedures is sent home several weeks prior to conferences.

Teachers are usually available for conferences most days before or after school. If you wish to have a conference, please call the teacher to set a mutually convenient time.

PARTIES, TREATS

Classroom parties are held at Halloween, Christmas, and Valentine's Day. They are usually planned by the teacher and students with assistance from parents.

Students may bring treats to share with their classmates on their birthday. As part of our wellness policy, we are encouraging healthy, store-purchased items. We are discouraging homemade treats. We **DO NOT have refrigerator/freezer facilities at the school**. Please keep this in mind when planning your treats and in deciding what time to deliver the treats.

PARENT-TEACHER ORGANIZATION (PTO)

The Parent-Teacher Organization was formed in 1993 as an opportunity for parents of students in the school to become more directly involved in the school through opportunities for volunteer work, informational meetings, dialogue with the school staff, and fund raising activities. The group meets periodically during the school year. For more information about the group and its meetings, call the school office.

PE/RECESS PARTICIPATION

If your child has an injury:

- Please provide a doctor's note, with stated activity restrictions from the initial doctor visit.
- Please provide a "release" note from the doctor to **resume** all activities.

PERSONAL ELECTRONIC DEVICES

Personal electronic devices which include cell phones are not allowed to be on during school. If this becomes a problem, we reserve the right to keep the phone in the office until school hours are over.

PETS AT SCHOOL

Pets are not allowed at school except as a part of a class activity or demonstration. In such cases, pets are to be returned home by parents immediately after the demonstration and no personal pets should remain overnight at the school. Please contact your child's teacher before bringing a pet to school.

PICTURES

School pictures will be taken by a commercial studio on September 23 and 24. A payment plan is used whereby parents select one of several package options and send payment before the pictures are taken. All students will have their picture taken for class composites and will receive a copy of the composite even if they do not purchase pictures. Retakes are available. **All refunds and problems with the pictures are handled by the picture company, not the school.**

PLAYGROUND RULES

All playground rules are established with the safety of the students in mind. In some cases, this means more restrictions on their play activities here at school than would be the case at home. In summary our rules include:

- No tackle games or fighting
- Touch football only
- Specific rules for using various pieces of play equipment
- No snowballs
- No skateboards or roller skates

There are adults on duty at all times that students are on the playground. Violations of the established rules are reported to these people. Various methods, including the loss of recess times, are used as consequences for violations of the rules. Students are not to be on the playground before and after school and assume their own risk when playing there during non-school times.

PRE-KINDERGARTEN

The pre-kindergarten program is designed for students who meet the age requirements for kindergarten but because of delays in their academic, emotional or physical development need more time in order to be completely ready for the kindergarten curriculum.

Students are selected for the pre-kindergarten program through a series of screening tests, parent consultations, and teacher observations. The classes meet daily for a half-day.

We make every effort to keep the class size below 15 students. Students normally move into the kindergarten program after attending pre-kindergarten for a year.

Pre-Kindergarten is 12:30-3:10 Monday through Friday.

READING CLASS (TITLE I)

The Title I reading program is a federally funded program which provides assistance for students who are encountering reading problems. Students are selected for the program based upon testing. Students meet with the reading teacher in her classroom. This assistance is above and beyond the reading instruction received by all students.

READING IS FUNDAMENTAL (R.I.F.)

The Reading Is Fundamental (RIF) program provides FREE paperback books to each student two times each year. These books are purchased with contributions made by local businesses and service organizations.

REPORT CARDS

We have moved to online report cards. If you want a paper copy of your child's grades at any of the reporting periods, you may request that with your child's teacher or the office.

STAYING AFTER SCHOOL

Students will not be kept after school for more than a few minutes or beyond their bus time unless specific arrangements have been made with the parents. Various privileges will be denied during the school day instead. Makeup work or extra help can be provided after school.

STUDENT CONDUCT

The Board of Education believes inappropriate conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, personnel, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school premises, while on school owned and/or operated school or chartered buses, while attending or engaged in school activities, while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the educational program, conduct which disrupts the orderly and efficient operation of the school or school activity, conduct which disrupts the rights of other students to obtain their education or participation, conduct that is violent or destructive, or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

The sale, use, or possession of **tobacco or tobacco products** is prohibited on the school grounds or in the building at all times. This includes any time of the year, at any activity, day or night. Any student violating this rule is subject to mandatory suspension from school and referral to law enforcement authorities. The school grounds are not only the area on

which the buildings are located but also any areas where school-sponsored activities are taking place, such as the football field, track, baseball/softball fields, etc. The administration shall have the right to demand student cooperation during any investigation of suspected use of possession of tobacco or tobacco products. Students may be requested to show the contents of their personal belongings for such an investigation.

The sale, use, or possession of **alcoholic beverages** or “look-alike” products is prohibited on the school grounds or in the building at all times. This includes any time of year, at any activity, day or night. Any student violating this rule is subject to mandatory suspension from school. The school grounds are defined as in the above paragraph.

The administration shall have the right to demand student cooperation during the investigation of suspected use or possession of intoxicants. Students may be requested to show the contents of their personal belongings for such an investigation.

The sale, use, or possession of **drugs or other controlled substances** is prohibited on the school grounds or in the building at all times. This includes any time of the year, at any activity, day or night. Any student violating this rule is subject to mandatory suspension from school. The school grounds are defined as in earlier paragraphs of this section. The administration shall have the right to demand student cooperation during the investigation of suspected use of drugs/controlled substances. Students may be requested to show the contents of their personal belongings for such an investigation.

The Board of Education believes that **weapons and dangerous objects** in school cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects and look-a-like weapons. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Parents of students found to possess a weapon or dangerous object or look-a-like weapon on school property shall be notified of the incident.

Any student who brings or knowingly possesses a **firearm** at school or at a school activity shall be suspended immediately and recommended for expulsion from school for one year unless the superintendent elects to recommend modification of the penalty on a case-by-case basis. In deciding whether to recommend that the board adopted penalty not be applied to a student who brings a firearm to school, the principal, superintendent, and other appropriate individuals shall confer to consider the student’s status including age, grade, and special needs, and the circumstances under which the student brought the weapon to school, including the student’s knowledge, purpose, and apparent intent.

The superintendent shall promptly notify and refer to law enforcement or juvenile authorities any student who brings to or knowingly possess a firearm at school. For purposes of this portion of the policy, the term “firearm” includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary, or poison gas.

Any student who threatens another person on school property or at a school event with a dangerous weapon or an object that resembles a dangerous weapon or who displays any object in such a manner as reasonably to place another person in fear for his or her safety, shall be subject to discipline by the principal or superintendent including possible suspension and recommendation for expulsion.

STUDENT DRESS/APPEARANCE

All students are expected, as Roland-Story representatives, to display personal cleanliness, good grooming, and appropriate attire at all times. Any form of attire or personal appearance that is extreme, unusual, suggestive, socially unacceptable, or simply in poor taste will not be permitted. Examples are, but not limited to: no hats, caps, etc., underwear shirts, tube tops or similar items of clothing, any clothing that does not properly cover the body. Clothing that is disruptive, obscene or promotes illegal substances will not be permitted. Shorts are permitted if they meet the above requirements. Shoes must be worn. Neither dress nor personal appearance shall be contrary to good hygiene or be distracting or disruptive to the educational process.

Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on school grounds. Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate and students must comply with the stricter requirement.

While the primary responsibility for a student's personal appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. The initial decision as to clothing's appropriateness for classroom attire will rest with the classroom teacher. The building principal will make any "questionable" final determinations of the appropriateness of the student's appearance.

When in the judgment of the principal, a student's inappropriate dress disrupts the educational process or constitutes a threat to health or safety, the student shall be required to change, make modifications to their clothing, or leave the school.

STUDENT/STAFF HEALTH, SAFETY, WELL-BEING

An appendix is located at the end of this handbook which outlines all of the Board of Education policies and procedures regarding equity, equal opportunity/affirmative action, complaint policies and procedures, child abuse reporting, alleged abuse by school employee reporting, and harassment.

As new policies and procedures are adopted, this information will be disseminated through the school district's newsletter, local media, and updated editions of this handbook.

STUDENT LOCKERS/SEARCH AND SEIZURE

Student lockers are the property of the school. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of the student to keep their assigned locker clean and undamaged. To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers.

A student's locker can be searched whenever an administrator or teacher has a reasonable suspicion that a criminal offense or a school district policy, rule, or regulation has been violated and the administrator or teacher has reasonable belief that the search will

produce evidence of the violation. Students will be present during this inspection. Student lockers may also be searched in compliance with Board policy regulating search and seizure.

Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials.

Students are not to place locks on their locker. School district property is held in public trust by the Board. School district authorities may, without a search warrant, search a student, student locker, personal effects, desks, or work areas based upon a reasonable suspicion that a school district policy, rule, regulation, or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the school, promote the educational environment, and protect the safety and welfare of students, employees, and visitors to the school district facilities.

A student cannot expect his locker, himself, or his personal belongings to be free from inspection if the administration considers a search necessary to maintain the integrity of the school environment and to protect other students.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to: non prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district, while on school owned and/or operated school or chartered buses, while attending or engaged in school activities, and while away from the school grounds if misconduct will directly affect the good order, efficient management, and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The Board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors to the school district premises or property within the jurisdiction of the school district.

A search, of course, may be made by a police officer with a valid warrant or in connection with a valid arrest. If police are involved, however, parents shall be notified and the Principal or other school official shall be present at the time of the search. In all instances a complete report of the incident, together with witnesses and other pertinent information, should be recorded immediately.

STUDENT PROPERTY/PERSONAL POSSESSIONS

Any student monies, property, or personal items of value are at ALL TIMES the sole responsibility of the student. The school WILL NOT assume liability for any personal items lost, stolen, or damaged. Money or items of value should be kept on the student's person or kept in a secure area (perhaps with the teacher). Each student is responsible for his/her individual possessions.

STUDENT RECORDS

A student's parents, guardians, or eligible student shall have access to the administrative and supplementary records at all reasonable times. Access to unverified records may be given to the parents, guardians, or eligible students as necessary in establishing accuracy or adding information.

Student records are periodically reviewed and when personally identifiable information is no longer needed to provide educational services to the student it is removed. Parents have a right to keep this material. The parent should contact the school if they are interested in reviewing this material.

Student records considered directory information are public records, open to public examination. Roland-Story directory information includes: participation in officially recognized activities and awards received.

A parent or adult student may request that a student's directory information not be released without prior consent. Absent such a request, records containing directory information will be open to public inspection. A school official competent in interpreting students' records shall be present to explain the records that are examined.

TEACHER HOURS/CONTACTING THE TEACHER

The teachers are in the building from 8:00 a.m. until 4:00 p.m., Monday through Thursday and until 3:50 p.m. on Friday. Exceptions would include meetings, some lunch periods, and emergencies. Before and after school is the best time to call the teacher if you wish to speak with them personally. Otherwise, they will be glad to return your calls.

TECHNOLOGY

The full Roland-Story 1:1 acceptable use policy is available at rolandstory.school. You and your child will be asked to sign the elementary portion of the acceptable use contract at the beginning of school.

TESTING PROGRAMS

The school administers various group tests in an attempt to learn more about the strengths, weaknesses, achievements, and abilities of our students and to evaluate the overall effectiveness of the school's curriculum. Most of these tests are given by the teacher in the classroom:

3rd and 4 th grade	April	ISASP (Iowa Statewide Assessment of Student Progress)
PK-4th grade	Sept/February/May	FAST (Formative Assessment System for Teachers)

Test results are treated with the utmost privacy. Teachers, the principal, or the counselor are happy to discuss test results with you at any time. Individual scores have little meaning unless they are interpreted in light of the child's total performance.

The results help teachers and parents set realistic goals for each child. They are also helpful in evaluating the school's curriculum.

TEXTBOOK RENTAL FEE

A basic fee for the school year covers the cost of all books and many supplies. Students will be expected to provide some general supplies. The Roland-Story Schools will grant either full waivers, partial waivers, or temporary waivers of school textbook rental fees depending upon the circumstances and the student or student's parent's ability to meet the financial criteria. Full waivers will be granted if the student or students' parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment Program, Supplemental Security Income guidelines, or transportation assistance under open enrollment. Students in foster care are also eligible.

Partial waivers will be granted if the student or students' parents meet the financial eligibility criteria for reduced priced meals offered under the Child Nutrition program. A partial waiver shall be based upon the same percentage as the reduced price meals.

Temporary waivers will be granted in the event the student's parents are facing financial difficulty. Temporary waivers may be applied at any time throughout the school year and shall not extend beyond the end of the school year.

Parents or students eligible for a waiver shall make an application on the form provided by the district. Applications can be made at any time but must be renewed annually. Fines or charges assessed for damage or loss to school property are not fees and will not be waived. The district will treat the application and application process as any other student record and confidentiality and access provisions will be followed. Denial of a waiver may be appealed to the Superintendent of Schools (515-733-4301).

TRANSFERRING STUDENT

Students who are moving out of the district during the school year should notify the school several days in advance so that transfer forms can be completed.

VISITING SCHOOL

Parental involvement and communication are high priorities for our school. Parents are welcome to visit school at almost any time. The few exceptions are those times when it is in the student's best interest that we not have visitors. The beginning and end of school as well as right after vacations are not the best time for visitors. We ask that you check with your child's homeroom teacher before planning any visit. If you do come to visit, please check in at the office. Visitor badges are expected to be worn.

VISITS BY OTHER STUDENTS

Visits by students from other schools or preschoolers are prohibited except with special permission from the principal. Exceptions might be for a child who, by virtue of some unusual experiences, might become a resource in the classroom or a former student who has returned for a visit. Visits will be limited to an hour or two. Visitors of the same age do cause disruptions in the classroom routine and are discouraged from visiting.

VOLUNTEERS

Any parent interested in serving the school as a volunteer should indicate their interest by calling the school or informing their child's teacher. Volunteers are not used to give teachers "time off" but provide a wide variety of services including tutoring, clerical assistance as well as special expertise.

Appendix 1: STUDENT HEALTH, SAFETY AND WELL-BEING

Homeless Information

The school district's homeless coordinator is Terri Heisterkamp, High School Counselor. Call 733-4329 if you have any questions or concerns.

Equity/Diversity

1) MC/NS Policy 6142

Enrolled children in the school district community shall have an equal opportunity for a quality public education without discrimination regardless of their race, creed, gender, marital status, national origin, ability or disability.

The education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of, respect and appreciation for the historical and contemporary contributions of diverse cultural groups as well as men and women to society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Inquiries regarding compliance with equal education opportunity shall be directed to the superintendent by writing to Central Administrative Office, Compliance Officer, 1009 Story Street, Story City, Iowa 50248.

2) Equal Opportunity/Affirmative Action 4111/5154.4

It shall be the policy of the Roland-Story Community Schools to afford Equal Opportunity to and not to discriminate against all persons regardless of race, color, creed, gender, marital status, national origin, religion, age or disability.

This equal opportunity for participation by all persons, includes but is not limited to employment, career advancement, education, and experiences.

Responsibility for implementation: Superintendent of Schools.

Grievance procedures providing for prompt and equitable resolution of student and employee complaints alleging any action prohibited by this policy will follow the same steps as listed in School Board Policy 4223.4

Complaint Policy

The complaint may be made orally or in writing. The school board recognizes that situations may arise in the operation of the system which are of concern to students, employees, parents or the public. The school board believes strongly that all concerns should be resolved at the lowest possible level of decision making by the individuals closest to the concern. Regardless of where the problem is, take your concern there first. The concerns are best dealt with through communication with appropriate staff members and officers of the system, such as the classified staff, the immediate supervisor(s), the faculty, the principals, the central office, and the school board.

Complaint Guidelines/proper procedure and the chain of authority

- 1) First addressed to the teacher or employee.
- 2) Unsettled matters from (1) directed to the immediate supervisor of the building: principal.
- 3) Unsettled matters from (2) directed to the superintendent.

4) If the matter is not satisfactorily settled in (3) it may be brought to the school board.

Appeals will be heard by the board ONLY if the complaint has been moved through the chain of authority. Complaints taken to the school board should be placed on the agenda by contacting the Superintendent.

Complaint Format

- 1) General concerns may be stated orally or provided in written form. No specific form is required.
- 2) Harassment reports may be stated orally or provided in written form. A specific form is available.
- 3) Alleged student abuse, Chapter 102, reports shall be in writing and witnessed. A specific form is required.

Abuse

1) Child Abuse - Policy 4116.24

In compliance with state law and to provide protection to victims of child abuse, the school board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are encouraged, and licensed employees are required as mandatory reporters, to report alleged incidents of child abuse of which they become aware within the scope of their professional practice.

When a reporter suspects a student is the victim of child abuse, the mandatory reporter, within twenty-four hours, shall orally notify the Iowa Department of Human Services. If the reporter believes the child is in imminent danger, the local law enforcement authorities shall also be notified. Within forty-eight hours of the oral report, the reporter shall file a written report with the Iowa Department of Human Services.

2) Abuse of Students By School District Employees - Policy Code 4116.25

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay, but also those who are volunteers of the school district. The report shall be written, signed and witnessed by a person of majority age. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and an alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district.

DESIGNATED INVESTIGATOR:	TOM WYNIA	(515) 733-4377
ALTERNATE INVESTIGATORS:	TERRI HEISTERKAMP	(515) 733-4329
	MATT PATTON	(515) 733-4301

If a school district employee or other member of the school district community believes a student has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, it shall be reported to the Level I investigator immediately. The school board annually designates a Level I investigator and an alternate Level I investigator for abuse complaints against school district employees. The school board also annually shall designate a Level II investigator.

Date of Adoption: March 1971; August 21, 1989; April 13, 1993; July 28, 1993; January 9, 1995.

Appendix 2: ROLAND-STORY ANTI-BULLYING/HARASSMENT POLICY

Code No. 102.E2

CONTINUOUS NOTICE OF NONDISCRIMINATION

It is the policy of the Roland-Story Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), Sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Sara Rooney, 1009 Story Street, Story City, Iowa, 515-733-4301, srooney@roland-story.k12.ia.us.

The grievance procedure can be found in the school board policy numbered 102.R1.

Code No. 104

ROLAND-STORY ANTI-BULLYING/HARASSMENT POLICY

The Roland-Story Community School District Board of Education affirms the belief it will take appropriate action to address incidents of bullying or harassment of any type.

Approved 04/22/08

Reviewed _____

Revised

ANTI-BULLYING/HARASSMENT POLICY

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

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

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

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

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

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

ANTI-BULLYING/HARASSMENT POLICY

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

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

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or,
- Unreasonable interference with a student's performance.

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or,
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive educational environment.

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

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or,
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

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

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

ANTI-BULLYING/HARASSMENT POLICY

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The [state the title of the investigator] or designee will be responsible for handling all complaints by students alleging bullying or harassment. The [state the title of the investigator] or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. [Optional, but strongly suggested that it be included and followed:] The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Available at fall registration
- Inclusion on the school or school district’s web site,

and a copy shall be made to any person at the central administrative office at 1009 Story St., Story City.

Legal References: 20 U.S.C. §§ 1221-1234i (2004).
 29 U.S.C. § 794 (1994).
 42 U.S.C. §§ 2000d-2000d-7 (2004).
 42 U.S.C. §§ 12001 *et. seq.* (2004).
 Senate File 61, 1st Regular Session, 82nd General Assembly, (2007).
 Iowa Code §§ 216.9; 280.3 (2007).
 281 I.A.C. 12.3(6).
 Morse v. Frederick, 127 S.Ct. 2618 (2007)

Cross References:	502	Student Rights and Responsibilities
	503	Student Discipline
	506	Student Records

Approved 04/22/08 Reviewed _____ Revised

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

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

If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

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

COMPLAINT PROCEDURE

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

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

INVESTIGATION PROCEDURE

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

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

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

RESOLUTION OF THE COMPLAINT

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

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

POINTS TO REMEMBER IN THE INVESTIGATION

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

CONFLICTS

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

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Name of student or employee target: _____

Date of complaint: _____

Name of alleged harasser or bully: _____

Date and place of incident or incidents: _____

Nature of Discrimination or Harassment Alleged (Check all that apply)

___Age

___Physical Attribute

___Sex

___Disability

___Physical/Mental Ability

___Sexual Orientation

___Familial Status

___Political Belief

___Socio-economic Background

___Gender Identity

___Political Party Preference

___Other - Please Specify: _____

___Marital Status

___Race/Color

___National Origin/Ethnic Background/Ancestry

___Religion/Creed

Description of misconduct: _____

Name of witnesses (if any): _____

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

Any other information: _____

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

Signature: _____

Date: _____

ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of witness:_____

Position of witness:_____

Date of testimony interview:_____

Description of incident witnessed:_____

Any other information:_____

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

Signature:_____

Date:_____

DISPOSITION OF ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Name of student or employee target:: _____

Grade and building of student or employee: _____

Name and position or grade of alleged perpetrator /respondent: _____

Date of initial complaint: _____

Nature of Discrimination or Harassment Alleged (Check all that apply)

_____ Age

_____ Physical Attribute

_____ Sex

_____ Disability

_____ Physical/Mental Ability

_____ Sexual Orientation

_____ Familial Status

_____ Political Belief

_____ Socio-economic Background

_____ Gender Identity

_____ Political Party Preference

_____ Other - Please Specify: _____

_____ Marital Status

_____ Race/Color

_____ National Origin/Ethnic Background/Ancestry

_____ Religion/Creed

Summary of investigation: _____

Code No. 104.E3

p. 2 of 2

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

Signature: _____

Date: _____

Appendix 3: CHARACTER COUNTS! HANDBOOK

Six Pillars of Character

“Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship”

Each student and all personnel are to “TRRFCC” (Terrific) - Trustworthy, Respectful, Responsible, Fair, Caring and good Citizens of our school and community.

TRUSTWORTHINESS

Integrity - Stand up for your beliefs. obligations.

Loyalty - Stick up for your family, friends, school, community.

Honesty - Tell the whole truth.

Promise - Keeping Reliability - Honor your commitments. life.

RESPONSIBILITY

Duty-Meet your moral and legal

Accountability - Accept responsibility.

Pursuing Excellence - Do your best.

Self-Control-Take charge of your own

Attendance:

- Attend school every day unless due to an excused absence.
- Arrive at school early enough to prepare for classes.

Behavior:

- Be “TRRFCC” (Terrific) -Trustworthy, Respectful, Responsible, Fair, Caring and a good Citizen at school and in the community.
- Promote good behavior, expect it of yourself, fellow students and school personnel.
- Refuse to lie, cheat, steal, harass, discriminate against, take advantage of others or use violence.
- Bring honor to yourself, family, friends, school and community.

Cafeteria:

- Be “TRRFCC” in the cafeteria.
- Follow all cafeteria rules.

Classroom:

- Follow the rules of each teacher as well as the school rules.
- Enter the classroom quietly; remain quiet.
- Complete and turn in homework and makeup work on time.
- Refuse to copy someone else’s homework or allow them to copy yours.
- Contact your teacher to get makeup assignments. Makeup work is the responsibility of the student.
- Participate in class discussions and activities.
- Do your part on joint assignments.
- Show respect to fellow students, teachers and guests.
- Fill out your agenda each day.

Medications:

- Inform the office of any medications you are taking. Student medications are to be administered by the office.

- Be courteous, cooperative and appreciative when receiving medications from office personnel.

Safety:

- Practice safety in the classroom, hallways, during physical education classes, and all other times.
- Encourage others to be safe and report unsafe conditions.
- Practice safety during school related functions and field trips.

TRUSTWORTHY AND RESPONSIBILITY

School Bus:

- Be “TRRFCC” on the school bus.
- Follow all bus and school rules.

School, Facilities, Library Books, Lockers, Textbooks:

- Keep the school clean. You are responsible for cleaning up after yourself.
- Pick up trash and place it in a trash container.
- Take care of your books and library books. Turn in books you have found to the office or library.
- Follow school rules regarding the use of computers, software and related equipment.

Work Ethics - Pursuing Excellence:

- Set high standards and pursue your goals.
- Develop a good work ethic and expect the same of fellow students and school personnel.
- Manage your time wisely. Be productive during free time in a class.
- Use the Six Pillars of Character as the foundation for your work ethics

RESPECT

Golden Rule - Treat others how you want to be treated.

Courtesy - Use good manners. Be polite and civil to everyone.

Tolerance & Acceptance - Listen to others and try to understand their points of view.

Be respectful to those different from you.

Value individuals for the person they are inside, not for what they wear, where they live, their race, gender, or socioeconomic status.

Nonviolence - Solve disagreements, respond to insults and deal with anger peacefully.

- Refuse to use threats, aggression, a loud voice or physical force to get what you want or to express anger

Common Courtesy:

- Say “please” when asking for something. Say “thank you”, “excuse me”, or “I’m sorry” when appropriate.
- Talk to people, not at them. Make eye contact and actively listen. Wait your turn to speak; give everyone a chance to speak. Don’t interrupt someone who is speaking. If you must interrupt someone, say “Excuse me”. Use respectful body language when listening and talking to someone.

- Show respect to those in authority through words and actions: address teachers and other adults as “Mrs., Mr., or Ms.”.

Visitor Courtesy:

- Greet visitors courteously and assist them with directions, introductions, and other needs.
- Treat visitors as guests, not intruders; acknowledge their presence.

Assembly Courtesy:

- Travel quietly and orderly to and from an assembly.
- Sit in designated area.
- Listen attentively to the program. Participate as appropriate.
- Respond and/or applaud respectfully and with dignity.
- Be courteous to guests. Make them feel welcome.
- Bring honor to yourself and your school.

Hallway Courtesy:

- Walk to the right of the hall, allow others to pass on your left. Step out of the way if necessary to allow the movement of others.
- Talk quietly so as to not disturb others.
- Use single file line.
- When getting ready for recess, stay out of the middle of the hallway.
- Pick up after yourself.

School Sponsored Activity Courtesy:

- Be “TRRFCC” in all school sponsored activities - clubs, sports, school trips.
- Treat opponents and visitors as guests

Respecting Yourself:

- View yourself as someone special; you are.
- Base your self-worth on your character, not on what you have or what you think others think of you.
- Be “TRRFCC” and expect the same from fellow students and school personnel.
- Identify your character, academic and vocational goals and pursue excellence in achieving them.
- Dress and conduct yourself in a manner that is honorable.
- Stand up for what you believe in.

Respecting Individuals:

- Respect the dignity and privacy of other students and school personnel.
- Base your opinion of others on their character, not on what they have; their friends, family, race, religion, gender, or physical appearance.
- Respect the property of others - take good care of property you are allowed to use and don't take or use property without permission.
- Respect the differences in others but insist upon everyone showing good character.
- Refuse to gossip and spreading rumors. Keep things confidential that are told to you in confidence.

Respecting the School and School Facilities:

- Respect school property - take care of the school grounds, buildings, lockers, bathrooms, parking lots, and text books. As well as the computers and software, materials, athletic facilities, the cafeteria, buses, and all other school items.

FAIRNESS

Fairness - Be unbiased, equitable, unprejudiced and impartial.

Justice - Give what is properly due to merited.

Openness - Be open-minded and impartial.

Fairness, Justice, Openness:

- Treat all students, teachers, and other school personnel justly.
- Refuse to allow prejudices, preferences, gossip or peer pressure to cloud your judgement and/or impact your actions.
- Be open-minded; listen to the opinions of others.
- Follow school and class rules and instructions of those in authority.
- Show a commitment to justice by using the same rules consistently.
- When you make a mistake, admit it and correct it.
- Share equipment and resources with fellow students so everyone has equal time to use limited resources such as computers and materials in the library.
- Refuse to ask for special favors such as extended deadlines for assignments.
- Use good etiquette.
- Refuse to discriminate against, harass, intimidate, ridicule, put-down or use aggressive behavior toward anyone and take a stand against such acts when others are using them.

CARING

Concern for Others - Be kind, considerate and compassionate.

Charity - Help people in need.

Concern for Others, Charity:

- Live by the Golden Rule - treat others how you want to be treated.
- Give time, possessions and personal involvement to help others without expecting rewards.
- Encourage fellow students and help those in need.
- See the potential in fellow students and find ways to meet them.
- Be willing to give fellow students, teachers and other school personnel a second chance.
- Be a leader in reaching out to meet the needs in the community.
- Be kind, loving and considerate.
- Be thankful and express gratitude for what other students, teachers, volunteers and other school personnel do for you.

CITIZENSHIP

“Citizenship is not a spectator sport!”

Do Your Share - Do your part without expecting rewards or recognition.
Respect Authority and the Law-Follow rules and laws and respect those in authority
Respect & Protect our Environment - Recycle and Reuse
Honor & Respect our Country and our Flag - Study and learn about our country;
 Practice flag etiquette and model it for others.

Do Your Share:

- Be a good citizen and good neighbor.
- Care about and pursue the common good of the school and community.
- Get involved in making your world a better place. Be a volunteer within the school and community.
- Lead the student body in doing things that will result in really helping in the community.
- Participate in making things better by voicing your opinion serving on committees, reporting wrongdoings.
- Look for ways to help fellow students by tutoring and mentoring.
- Encourage the student body to become involved in the school and community government.
- Volunteer to lead projects that will make the school a better place to work and learn.

Respect Authority and the Law:

- Follow the rules.
- Obey the school rules, parents, teachers and others in authority.
- Honor and respect the principles of democracy.

Honor and Respect Our Country and Our Flag:

- Encourage and promote the displaying of our American flag.
- Stand with pride when reciting the Pledge of Allegiance to our flag.
- Study and learn about our country through history and social studies classes to that you may know and understand what makes America strong and why we need to protect that strength.
- Practice democratic principles in school elections and in elections within school organizations.
- Treat all people within your school as equals.