Pineview & Rock Run Student/Parent Handbook
2025-2026
Pre-K-5

Iowa Falls Community School District

Vision
Commit to Excellence!

Mission Statement
Learn-Lead-Succeed

Values
IFA CADET Pride!

***C**ommunication **A**ccountability **D**ecision Making **E**ffort **T**eamwork*

Staff

Administration

Superintendent..... Dr. Tony Neumann
Principal - Pineview.....Jill Wachal
Principal - Rock Run.....Kyle Fett

Shared Elementary Staff

Art.....Heidi Leverton
ELL.....Joelle Schwartz
Music.....Kim Garcia
Physical Education.....Gregg Winters
Talented & Gifted.....Amanda Fjeld
STEAM……Brittany Zimpfer
Library Associate……Sarah Clemens
School Counselor (Pre-K-1)……Kamie Crum
School Counselor (2-5)……Anne Plagge
Nurse.....Laura Thies
Elementary Instructional Coach.....Laura Hoover

Pineview Elementary Staff

Preschool.....Kaley Little
Emily Snyder
Tina Stauffer
Hailey Westendorf
K-Prep.....Christine Burchfield

Kindergarten .....Michelle Bridgewater
Ellie Kent
Tiffany Mason
Tara Papendorf
First Grade.....Jayne Becker
Jo Emerson
Elizabeth Sheahan
Rachel Warrington
Reading Specialist.....Amanda Hanson
Interventionist…….....Jennifer Winters
Special Education.....Christa Henry
Nicole Miller
Jennifer Winters
Teacher Associate……..Bridget Arends
Patti Baker
Jade Clouse
Gabrielle Dirksen
Jennifer Dougan
Lyric Gillespie
Melissa Martinez
Karla Maynard
Beth Peddle
Amy Ites
Apryl Kent
Callie Reed
Stephanie Super
Promise Weber
Food Service.....Cindy Leitner
Ruth Phillips
Custodian.....Mike Fritz
Than Mott
Secretary.....Jenny Kappel

Rock Run Elementary Staff

Second Grade..... Kathy Stockdale
Paige Peterson
Brittane VanHove
Aly Rabe
Third Grade..... Kim Hartford
Jennifer Kulow
Jordan Sheahan
Molly Krukow
Fourth Grade..... Susan Jones

Emily England
Rachel Fiscus
Courtney Clausen

Fifth Grade.....Grace Swenson
Adam Johnson
Lori Schmitt
Reading/Math Interventionist..... Jill Fett
Special Education.....Megan Kulow
Ashley Kuker
Kelli Kuker
Anita Osman
Student Success Coach.....Nikki Allen
Instrumental Music.....Harvey Nicholson
Teacher Associate..... Brooke Ites
Lisa Krukow
Ashley Bailey
Jessica Bergquist
Cheyanna Brownfield
Katie Teske
Jessica Hudspith
Jennifer Granzow
Trevor Stockdale
Amber Gronewold
Food Service…….. Deb Miller
Angie Thomas
Custodians……Than Mott
James Ross
Lisa Wolf-Miller
Secretary.....Sarah McDaniel
After School Program..... Katie Teske

BUILDING SCHEDULE

Students may not be present on school grounds before 7:45 a.m. and must leave immediately after they are dismissed. If school is dismissed early, students are expected to leave the school grounds as quickly as possible.

Pineview		Rock Run	
Breakfast Served	7:45 a.m.	Breakfast Served	7:50 a.m.
Students Enter Building	8:10 a.m.	Students Enter Building	8:10 a.m.
Classes Begin (tardy bell)	8:15 a.m.	Classes Begin (tardy bell)	8:15 a.m.
School Dismissed	3:15 p.m.	School Dismissed	3:25 p.m.

IFA Collective Commitments- These commitments are the areas that we would like excellence and are a focus in our schools.

Pineview CADET Expectations

Communication - Use Kind Words Only
Accountability - Keep Your Body to Yourself
Decision Making - Stop & Think Before You Act
Effort - Always Try Your Best
Teamwork - Play Fair, Take Turns & Include Others

*Expectations in common areas are based on our Pineview CADET Commitments.

Rock Run CADET Commitments

C- **Communication**
- Be an active listener
- Communicate clearly
- Respectfully show thoughts, feelings and frustrations
- Communicate in a way that is healthy and safe for all

A- **Accountability**
- Show responsible behaviors
- Take responsibility for my successes and failures
- Take ownership of my actions and reactions to all situations

D- **Decision Making**
- Stop and Think (Consider the impact of my decisions on myself and others.)
- Understand how my values, my emotions, and peer pressure influence my decisions
- Make informed, responsible decisions
- Use feedback to improve future decisions

E- **Effort**
- Actively engage in my learning
- Persevere through all challenges (I will do what I can until I can do some more)
- Learn from failures, frustrations, and successes
- Understand my current skills and work to improve them

T- **Teamwork**
- Appreciate strengths of others
- Embrace my role and the roles of others so that we can achieve more together than by ourselves
- Find the best way, even if it isn't my way

ALLERGY SENSITIVE ENVIRONMENT GUIDELINES

The Iowa Falls and Alden Community School Districts recognize that students with life threatening allergies attend our schools. In order to create a safe and nurturing environment for our students, the district will maintain guidelines to address the needs of students with life threatening allergies that have been clearly documented by the primary care physician or a board certified allergist. The Iowa Falls and Alden Community School Districts staff and professional partners will work in cooperation with the parents and students to create an Individual Health Plan, promote self advocacy and competence in self-care, and provide appropriate educational opportunities to meet the needs of all of our students.

The Iowa Falls and Alden Community School Districts are implementing a comprehensive plan to reduce the risks associated with allergy exposure; however, it is impossible to create an environment that eliminates all such risks. When a student with a Life-Threatening Allergy (LTA) is enrolled in a building, the building principal or designee will notify parents of all students enrolled in that building.

The following guidelines will be used to provide a safe educational environment and minimize the risk of a student experiencing a life threatening allergy:

Buildings/Campus where an enrolled student has a known LTA:

- Classrooms in which the student is enrolled will be Food Allergen Free.
- Any foods containing allergens related to the known/identified LTA will not be served or sold during school hours.
- Staff will not consume or distribute anything containing allergens related to the known/identified LTA in a classroom in which the student is enrolled.
- Students will be discouraged from bringing items containing allergens related to the known/identified LTA.

Student (with LTA) Responsibilities:

- Get to know the school nurse, principal, classroom teacher, and other staff in the school to assist in identifying issues related to the management of their allergies in school.
- Learn to recognize symptoms of an allergic reaction as listed in the student's Individual Health Plan.
- Will not trade or share food/drinks.
- Wash hands before and after eating.
- Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
- Notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- Take as much age-appropriate responsibility as possible for avoiding allergens.
- Notify an adult if they are being picked on or threatened by other students due to an allergy.

Parent Responsibilities:

- Before School Starts (or as soon as possible after diagnosis): •
    - Set up a meeting with the building principal, school nurse and other appropriate staff to inform them of your child's allergies.
    - Provide the school with reliable contact information and provide updated local emergency contacts.
    - Participate in team meetings or communicate with all staff that will be in contact with your child.
    - Discuss implementation of Individual Health Plan.
    - Establish a prevention plan with the child.
    - Provide a list of foods, ingredients, and other allergens to avoid.
    - Consider providing a medical alert bracelet for your child.
    - Be willing to go on your child's field trips if possible, or if requested.
- During the school year:
    - Provide school with up-to-date epinephrine auto-injectors, and decide if/where additional epi-pens will be kept in the school.

    - Discuss with the school nurse a plan for keeping an epi-pen in your child's classroom with instructions for use.
    - Provide the school nurse with the licensed provider's statement if the student no longer has allergies.
    - Periodically reinforce the student responsibilities with their child.

School Administrators Responsibilities:

- Ensure that communication is sent to all parents of children assigned to a classroom where one of the students has been identified as having a life-threatening allergy (elementary level) or school wide (secondary level). This will be carried out in accordance with patient confidentiality regulations.
- Building administrators will continue to provide information about students with LTA's and their photos (if consent is given by parent/guardian) to all staff on a need-to-know basis.
- Some classrooms may have more restrictions on items to be brought in (i.e. prepackaged food items with ingredient list).
- A release of information form will be presented to parents for signature to provide needed communication between the supervising physician and school for effective implementation of the individual health plan.
- Will support an initial meeting between the school nurse and student's family in order to complete an Individual Health Plan.
- Will ensure that the school nurse, in consultation with parent(s)/guardian(s) and the physician, will prepare the Individual Health Plan. Administrators will support the school nurse in making a request for the physician to review and sign off on each student's Individual Health Plan.
- Will ensure the Individual Health Plan is available in the nurse's office and student's homeroom at the elementary levels and in the nurse's office at secondary schools.
- Will establish procedures for making sure that upon arrival the substitute is aware the student has allergies and aware of the epi-pen location/process.
- Will allow students with LTA's to carry their epinephrine on them at all times, in accordance with parent/guardian permissions and student capability, when appropriate.
- Ensure that building-wide mandatory training and education on reducing life-threatening allergy risks, recognizing food allergy symptoms, and emergency procedures for appropriate staff will include the following topics:
    - A description/definition of severe allergies and a discussion of the most common foods causing allergic reactions; also include information on insect stings, medications, and latex allergies.
    - Risk-reduction procedures including the development of a cleaning protocol to ensure the threat of allergens is minimized.
    - The importance of reinforcing a no-food and no-utensil trading/sharing policy.
    - The signs and symptoms of anaphylaxis.
    - Locations of epi-pens in the school as well as correct administration of such in the event of an emergency.
    - Specific steps to follow in the event of an emergency involving an allergic reaction.

School Nurse Responsibilities:

- Before School Starts (or as soon as possible after diagnosis):
    - Meet with parent/guardian and develop/update an IHP.
    - Introduce self to the student and show the student how to get to the nurse's office.
    - Discuss the possibility of keeping an epi-pen in the classroom containing necessary instructions and help to arrange if appropriate. The epi-pen MUST be taken on field trips.
    - Have available the appropriate allergy forms for parents of students with LTA's and explain that the required forms must be returned and approved by the school nurse prior to the child attending school.
    - Present to parents for signature a release of information to provide needed communication between the supervising physician and school for effective implementation of the Individual Health Plan (IHP).
    - Monitor IHP implementation and arrange and convene a team meeting to develop a plan with all staff who come in contact with the affected student, including principal, school nurse, teachers,

specialists, food service personnel, paraeducators, physical education teacher, custodian, bus driver, etc.
    - Remind parents to review prevention plans, symptoms, and emergency procedures with their child, after the team meeting.
    - Assure that the IHP includes the student's name, photo, allergens, symptoms of allergic reactions, risk reduction procedures, emergency procedures, and required signatures.
    - Familiarize teachers with the IHP's of their students, as well as other staff members who have contact with students who have LTA's so they are aware (need-to know basis).

- During the School Year:
    - Continue to provide information about students with LTA's and their photos (if consent is given by parent/guardian) to all staff on a need-to-know basis.
    - Educate new personnel as necessary.
    - Maintain appropriate documentation of allergic reactions and follow up as necessary.
    - Obtain approval from the student's parent and treating physician when making changes to IHP.

Teachers Responsibilities:

- Be aware of student(s) with LTA's.
- Be familiar with each child's IHP and procedures to follow in an emergency.
- Receive training in how to use an epi-pen.
- Meet with parent(s)/guardian(s) to get information about students with LTA's and to make a classroom plan together, as appropriate.
- Educate all students in the classroom of a student with an LTA, with parent permission.
- Set classroom rules regarding food in the classroom.
- Review rules with students and parent(s) about snacks & bringing food into the classroom.
- Contact parents before any school activities involving food at the elementary level, and if developmentally appropriate at the secondary level.
- Check labels of any food item brought into an allergy sensitive environment classroom, if indicated in the student's IHP, and notify parents with any questions to ensure safety.
- Ensure that all adults who are in the classroom on a regular basis (volunteers, subs, paras, etc.) are aware of food allergies and what to do in case of an emergency.
- Encourage hand washing before and after meals and/or snacks.
- Communicate rules and expectations about bullying.
- Discourage trading snacks and lunch items.
- Plan ahead for special class activities and field trips.
- Make sure there is access to a cell phone or two-way communication device.

Food Service Manager Responsibilities:

- Read all food labels and recheck routinely for potential food allergens.
- All food service staff members will use non-latex gloves.
- Safe meals will be preplanned and available for field trips.
- Review and follow sound food handling practices to avoid cross-contamination with potential food allergens.
- Cleaning and sanitation protocol will be followed and enforced to avoid cross contamination.
- All tables will be thoroughly cleaned after each lunch shift.
- Specific areas will be designated as sack lunch areas for students who bring sack lunches.
- Make appropriate substitutions or modifications for meals served to students so that any food served will not contain allergens.
- Be prepared to take emergency action in the case of an allergic reaction.
- Attend team meetings with appropriate school team members at the time of the student's registration for entry into school, if necessary.

Custodial Staff Responsibilities:

- Use separate cleaning supplies for sack lunch tables in the lunchroom to avoid cross contamination.
- Receive training on cleaning and sanitation protocol.

- Train on use of epinephrine.
- Be aware of students with IHPs that require more frequent cleaning of tabletops, chairs, desks, etc.
- Assist, as needed, during lunchtimes to thoroughly clean all tables.
- Evaluate and respond to individual requests for specific accommodations.

Transportation Department/Bus Drivers Responsibilities:

- As previously stated, it is impossible to create an environment that eliminates all risks. It may be more difficult to monitor students' exposure to potential allergens on the school bus than in the classroom.
- Transportation staff will work together with school principals and school nurses to make sure an IHP will include transportation.
- Ensure that each bus is equipped with functioning emergency communication devices (e.g., cell phones, two-way radios, etc).
- Provide annual training for all school bus drivers on managing life-threatening allergies, as appropriate.
- Drivers should know local Emergency Medical Services procedures. (Call 911 first and follow the instructions of the Emergency Dispatch. Call the Supervisor of Transportation.)
- Drivers will not hand out food or treats with allergens of known/identified LTA.
- Ensure that students with LTA's are introduced to their bus drivers and that drivers are notified regarding students with LTA's along with who will be carrying and responsible for administering the emergency medications for affected student(s).
- Driver may inform student(s) with LTA's of where they are to sit on the bus when being transported and ensure adherence to seating arrangement.
- Student(s) and/or responsible adult(s) are to carry emergency medications at all times since bus drivers do not handle medication.
- Inform all drivers/staff of the procedures and products that should be used for wipe downs.
- Individual Health Plan strategies should reflect "wipe down" guidelines in preparation for all bus runs, including field trips, whenever possible. This practice cannot guarantee that accidental contamination from previous trips will not occur.
- Transportation staff will obtain a copy of each student's IHP (with parent/guardian permission) and ensure that this document is kept in a safe place (e.g., on a secure clipboard) and is shared with drivers who may substitute for primary driver.

Other Staff - Personnel Responsibilities:

- During Recess and/or Physical Education Classes:
    - All recess monitors are to be made aware of student(s) with LTA's and are to be formally trained in emergency procedures.
    - All recess monitors should have latex-free gloves and band-aids in their emergency packs.
    - Student(s) will be under the supervision of at least one formally trained adult at all times.
    - Epinephrine packets will be taken outside if so specified in a student's Individual Health Plan. The epinephrine will be carried by a designated district employee or by the student.
    - Emergency communication device(s) will be accessible to recess monitors and functional (cell phone, walkie-talkie, etc) at all times.
    - Meals of student(s) with food allergies will be stored separately to minimize cross contamination.
    - Copies of student's IHP will be carried by an adult on all field trips.
    - Staff will call 911 in all instances of Epinephrine use. Parents will be notified after emergency responders (911) have been contacted.

Attendance/Tardies

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. In some cases, absences will be known in advance and when this is the case, it is the expectation that the parent communicates this absence with

the office and teachers. Every effort should be made to turn in any class work before the absence or as soon as possible after. Teachers will work with students to establish a reasonable time frame for completing their makeup course work.

The following absences are considered excused, require official verification and pre-approval to participate in after-school activities:

Absent Excused: Verification Required (able to practice/participate that night)
AE - Absent Excused (Funeral, Recognized Religious Observances, Principal Discretion, etc)
M - Medical Visit (medical, mental health, physical therapy, dentist, etc) **must have note from medical provider**
SA - School Activity (Field Trip*, Athletic Competition, Co-Curricular Event, etc)

The following absences are not considered excused and students will not be able to participate in after-school activities.

Absent: Parent Notification Needed (not able to practice/participate that night)
V - Vacation
I - Illness
A - Parent Call In (non-documented appointment, birthday party, rough night, personal day, mental health day, not illness or vacation)
AU - Absent Unexcused - no call, no show

Tardy: A student will be marked tardy (TU) when they are not present in the assigned class when it begins. Each classroom teacher will have a tardy policy.

Chronic Absenteeism
With the enactment of Senate File 2435 during the 2024 legislative session, chronic absenteeism and truancy will be reported to the County Attorney with the guidelines listed below.

This new policy will be enforced for all of our students in Kindergarten through 12th grade.

A student is considered to be chronically absent from school when they have missed 10% of the days/periods in a school-defined grading period. Students and parents will be notified via email or mail when they have reached the threshold chronic absenteeism. The building principal and student services team will determine if the absences are having a significant impact on the students academic performance.

According to SF2435, a student who has missed 15% of the days/periods in a given grading period will again be notified of the chronic absence and a formal meeting may be scheduled with the student, parents/guardians, and school personnel to develop an attendance plan, if the absences from school are having a negative impact on the student's academic performance. If an attendance plan is needed, a weekly communication to parents on the progress of the attendance plan will be sent home for the remainder of the school year (in compliance with SF2435). The county attorney will be notified and a copy of the plan will be sent.

A student on an attendance plan who has missed 20% of the days/periods in a given grading period will be considered truant. Students who are considered truant will be turned over to the County Attorney and our Truancy Officer.

Under Senate File 2435, all absences (excused or unexcused) will count towards chronic absenteeism, with the following exceptions:

- Any student who has completed the requirements for graduation in a public school district or has obtained a high school equivalency diploma under chapter 259A
- Any student who is excused for sufficient reason by any court of record or judge
- Any student while attending religious services or receiving religious instructions
- Any student who is unable to attend school due to legitimate medical reasons*

- Any student who has an individualized education program that affects the child's attendance
- Any student who has a plan under section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance

*Note - legitimate medical reasons will/may require a doctor's note

Violations of the Attendance Policy

- First Violation
    - 10% missed in a grading period (8 days in a semester)
        - First Violation Notice Sent to Parents
- Second Violation
    - 15% missed in one grading period (12 days in a semester)
        - Second Violation Notice Sent to Parents
    - If attendance is having detrimental effect on academic performance
        - Phone Call to set up Attendance Meeting
        - Attendance Meeting to develop an Attendance Action Plan
        - Letter of Awareness and Attendance Action Plan sent to County Attorney
        - Weekly follow-up on progress of Attendance Action Plan sent for the remainder of the school year
- Third Violation
    - 20% missed in any grading period (16 days in a semester)
        - Third Violation Notice Letter Sent to Parents
    - If attendance plan was established at 15%
        - Notification of Truancy Violation sent to County Attorney and Truancy Officer

Students must be present for at least 50% of the attendance period to be marked present.

ANIMALS IN THE CLASSROOM

Live animals are not to be brought to school except for educational purposes. Permission from the teacher should be granted to anyone wishing to bring an animal on school property at least one day in advance. The person bringing the animal must furnish transportation for the animal brought to school, remain with the animal while it is being shared for educational purposes, and then immediately take the animal home. Animals will not be allowed to travel to and from the student's attendance center on the school bus. (Code No. 606.5)

ASBESTOS

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. Most of the asbestos products used as building materials were banned by 1978.

The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled, and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

ASSEMBLIES

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly, and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away.

BICYCLES/SCOOTERS/ SKATEBOARDS

Children in Pre-Kindergarten through first grade are not allowed to ride bicycles to school. Children in grades two through five may ride bikes to school, however, there are no scooters, rollerblades or skateboards allowed. Bicycles are not to be ridden on the sidewalks or playgrounds around the school building. All bikes will be parked in the bike rack. Bringing bicycles to school is to be considered a privilege. Violations of the privilege will result in losing the privilege to ride a bike to school.

BIRTHDAY INVITATIONS

We ask that if your child is having a birthday party, please do not pass out the invitations in school unless the whole class is invited. In the past we have had some children who have not been included in birthday parties and this does cause some hurt feelings among young children.

BOOK FEES

Students pay an annual book fee. Some textbooks 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.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security In- come (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal at time of registration for a waiver form before school begins.
This waiver does not carry over from year to year and must be completed annually.

BUSES AND OTHER SCHOOL DISTRICT VEHICLES

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, on field trips, or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct. Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor, and chaperones are to follow the school district policies, rules, and regulations for student violations.

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle, including paper wads, nor out through the windows.
- Riders must keep their feet off the seats.

- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco, or look-a-like substances is prohibited in the vehicle.
- The good conduct rule is in effect.

CARE OF SCHOOL PROPERTY

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

CHANGE OF ADDRESS

All changes of address, phone numbers, etc. should be reported to the school office as soon as they occur.

CHILD CUSTODY

In most cases, when parents are divorced, both mom and dad continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

CLASSROOM TREATS/SNACKS

The Iowa Falls Community School District will make every effort to assure that all food served in the school district is safe for consumption by children served by the district. As a part of that commitment, the district requests that all food brought from home for consumption in the classroom be purchased ready-to-eat and wrapped in the original packaging. We encourage all snacks to be healthy and soda or pop is not allowed.

We have children with severe allergies enrolled in our elementary schools. Shared snack items must be brought to school in the original wrapper so that staff may verify contents. Our breakfast and lunch programs are peanut/tree nut free.

COMMUNICATIONS TO AND FROM SCHOOL

When sending a note or money to school, the student should receive clear instructions from the parents about who is the appropriate person to receive the note or the money. The note or money should be sent in an envelope clearly marked with the destination/purpose. The school regularly sends notes and papers home with students in a take home folder. Parents need to remind their child to notify them of notes and/or papers from school. Parents are responsible for knowing the contents of the notes or papers sent home.

Email is the primary means of communication from the school. Please be sure that a current email address is provided to the school so that you can stay informed.

DANGEROUS WEAPONS

The Iowa Falls Community School District will not tolerate weapons in our schools.

The possession of dangerous weapons on school premises and at school related activities is a serious violation of the discipline policies of the Iowa Falls Community School District. This can cause 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.

Any object which could be used to injure another person and which has no school related purpose for being on school property or at school related activities will be considered a dangerous weapon for the purposes of this policy. Without limiting the examples or definition, the following instruments or objects generally are considered

weapons within jurisdiction of this policy: knives of all types, guns, replicas of weapons, squirt guns, ammunition with primer capable of ignition, fireworks, explosives, or dangerous chemicals.

Any student while on school property or at a school related activity found to be in possession or purporting to be in possession of a weapon, displaying a weapon, or utilizing a weapon in a threatening manner including the infliction of harm or injury to another person shall be subject to suspension or expulsion. Each case will be handled individually considering age, the evidence, and circumstances. The District will continue to enforce a safe learning environment for students, parents, visitors, and faculty.

Weapons under the control of law enforcement employees shall be exempt from this policy. Any display of dangerous weapons for educational purposes must be approved by the principal.

DAYCARE

The Iowa Falls Elementary Schools offer after school day care services to students in grades K-Prep - 5. This service is available beginning after school until 6:00 p.m. To find out more information or to register your child, please call the program director at 648-6420.

NOTICE: CORPORAL PUNISHMENT, RESTRAINT, AND PHYSICAL CONFINEMENT AND DETENTION

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

Pineview and Rock Run do have a safe room (seclusion room) that is used to provide a safe location for some students to calm down in a safe location. Any student placed in the room will have their parent/guardian notified. This room may be viewed upon request.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's website: www.iowa.gov/educate.

DRESS CODE

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

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco, and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks. Footwear is to be worn at all times. Clothes that are too tight, too short or too revealing, such as halter tops, are not to be worn. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing.

Students should come to school prepared to go to the playground. During the winter months hats, mittens, and boots are a necessity. No playground period is longer than 25 minutes, but students need to dress for snow and cold. If the temperature or wind chill is below 0 degrees F, the playground period may be shortened or students kept inside.

DUAL ENROLLMENT STUDENTS

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the superintendent's office.

EARLY DISMISSAL SUGGESTIONS

We are concerned about sending children home in cases of storms or other emergencies before the school day is over. We fear that parents will not always be home and doors could be locked.

If you have reason for similar concern, please make arrangements for such an emergency, whether your child lives in town or rides the bus. You can do several things such as:

* Instruct your child as to where he/she should go if school is dismissed early for bad weather or emergencies.

** Instruct relatives, friends, or neighbors at whose house you expect your child to stop.

***Instruct older brothers, sisters, or friend's children to take custody of the younger child whether in town or on the bus route.

EDUCATIONAL RECORDS

Student records containing personally identifiable information, except for directory information, are confidential. The Family Education Rights and Privacy Act of 1974 (FERPA) required school districts to keep educational records confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, central administration office.

Student directory information may be released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, participation in officially recognized activities, awards received, and year in school.

ELECTRONIC/TECHNOLOGICAL DEVICES

Students may not use personal tablets, hand-held gaming devices, cell phones or other similar items at school unless approved by the principal. Electronic devices must be kept in student lockers so as not to disrupt the educational environment. Inappropriate use of a device or prohibited items will be taken away from the student and returned at a later date. Students need to remember that whatever they put on a personal electronic device could end up anywhere so they need to ensure the devices are used appropriately.

EMERGENCY FORMS

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the principal's office if the information on the emergency form changes during the school year.

EQUAL EDUCATIONAL OPPORTUNITY AND NOTICE OF NONDISCRIMINATION

The Iowa Falls and Alden School Districts do not discriminate in their education programs or educational activities, or with students, parents, employees and others doing business with or performing services on the basis of race, color, creed, age(except students), religion, sex, marital status, national origin, sexual orientation, gender identity, socio-economic status, or disability in admission or access to, or treatment in, its programs and activities, hiring and employment practices.

It is also the policy for both districts to have curriculum and instructional materials reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women and men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias due to race, color, creed, sex, national origin, religion, marital status, sexual orientation, gender identity, or disability. The curriculum should foster respect and appreciation for the cultural diversity found in our

country and an awareness of the rights, duties, and responsibilities of each individual as a multicultural/gender fair society.

Any person who feel they have been discriminated against are encouraged to contact the Alden and Iowa Falls School District's Affirmative Action Coordinator. The Affirmative Action Coordinator for both districts is Mr. Tony Neumann, Superintendent and can be reached at either the Alden Elementary, 209 Center Street, Alden,Iowa,50006, email: tneumann@ifacadets.net, tel:515-859-3393 or at the Iowa Falls Superintendent's Office, 710 North Street, Iowa Falls, Iowa,50126, email: tneumann@ifacadets.net,tel:641-648-6400.

Any person having inquires concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact for the Iowa Falls School District: Jessie VanHove, High School Guidance Counselor, at IFA High School, 1903 Taylor Ave., Iowa Falls, Iowa 50126, email: jvanhove@ifacadets.net, tel: 641-648-6440 and for the Alden School District: Jacki Kooistra, Alden Principal at 209 Center Street, Alden, Iowa, 50006, email: jkooistra@ifacadets.net, tel:515-859- 3393 who have been designated by the Iowa Falls and Alden School Districts to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, §504 and Iowa Code 280.3. Any person may also contact the Director of the Region VII office Civil Rights, U.S. Department of Education, Kansas City, Missouri, regarding the school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 or the director of the Iowa Civil Rights Commission, Des Moines, Iowa.

HARASSMENT OR ABUSE OF STUDENTS BY EMPLOYEES

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Laura Thies, School Nurse, at 641-648-6440 as its Level I investigator.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; sub- mission 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 a student's academic performance by creating an intimidating, hostile or offensive educational environment.

HEALTH SCREENING

Throughout the year, the school district sponsors health screening for vision, hearing, and scoliosis. Students are automatically screened unless the parent submits a note asking the student to be excused from the screening. The grade levels included in the screening are determined annually.

HEALTH / HUMAN GROWTH AND DEVELOPMENT

Each year parents are given the opportunity to review health curriculum materials which are used in the classroom. Parents may make a written request that their child be excused from specific instruction.

HOMELESS DEFINITION

The Iowa Falls School Board has adopted a definition of what homeless means. If your family lives in any of the following situations:

1. In a shelter, motel, vehicle, or campground

2. On the street
3. In an abandoned building, trailer, or other inadequate accommodation
4. Doubled up with friends or relatives because you cannot find or afford housing. Please contact the school nurse if you need further assistance.

HOMEWORK

Teachers assign homework, extra class activities, or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities, or to make-up incomplete class work. Students are expected to complete homework on time.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, or look-a-like substances; and possessing or using tobacco, tobacco products, or look-a-like substances. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

ILLNESS AND INJURY

Students will be sent home with any of the following:

- Temperature of 100 degrees or more
- Inflammation or redness of the eye
- Vomiting
- Suspected ringworm or impetigo

If a student becomes ill or is injured at school, the school shall attempt to notify the parents as soon as possible. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. Injured or ill students will be turned over to the care of the student's parents or medical personnel as quickly as possible. A student must be free of nausea and vomiting for 24 hours before returning to school. Students need to have a temperature not exceeding 100 degrees for the past 24 hours before they will be allowed to return to school. If a student is prescribed an antibiotic, they need to have taken a full day's worth (or 24 hours) of the antibiotic before returning to school. A student that is found to have head lice or nits may remain at school for the remainder of the day. The parents will be notified by the school nurse and given instructions on treating the child at home with special lice shampoo and a lice comb before returning to school. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury.

INSPECTION OF EDUCATIONAL MATERIALS

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the principal in the office.

INITIATIONS, HAZING, BULLYING, OR HARASSMENT

Harassment and bullying shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following

1. Places the student in reasonable fear of harm to the student's person or property.

2. Has a substantially detrimental effect on the student's physical or mental health.
3. Has the effect of substantially interfering with the student's academic performance.
4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school."

Harassment and abuse are violations of school district policies, rules, and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials. Students who feel that they have been harassed should communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor, or principal to help. If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser, the student should:

* tell a teacher, counselor, or principal; and * write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:

1. what, when and where it happened;
2. who was involved;
3. exactly what was said or what the harasser or bully did;
4. witnesses to the harassment or bullying;
5. what the student said or did, either at the time or later;
6. how the student felt; and
7. how the harasser or bully responded.

Harassment or bullying on the basis of 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 includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when it meets one of the four criteria listed above.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment includes, but is not limited to:

* verbal, physical or written harassment or abuse;
* pressure for sexual activity;
* repeated remarks to a person with sexual or demeaning implications; and
* suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment based upon factors other than sex includes, but is not limited to:

* verbal, physical, or written harassment or abuse;
* repeated remarks of a demeaning nature;
* implied or explicit threats concerning one's grades, job, etc.; and
* demeaning jokes, stories, or activities.

Students are encouraged to file an official bullying and harassment report with the school counselor, Mrs. Anne Plagge, when necessary.

IOWA FALLS PARENT/TEACHER ORGANIZATION AND VOLUNTEERS

Iowa Falls has an active Parent Organization that supports our elementaries. Parents' involvement and membership help to ensure that support. Special events in the building such as Open House and the Annual Carnival are sponsored by the Parent Organization. Parent volunteers are also contacted through the PTO. The volunteer organization involves the community in the education of its youth.

A volunteer can perform non-teaching duties involving supervision and assistance to the teacher to enable them to better perform their teaching duties. Any person who is responsible, dependable, and cares about children and would work under the direction of a classroom teacher can be a volunteer. If you want to be a volunteer, you need to contact your child's teacher for further information.

JURISDICTIONAL STATEMENT

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

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, or regulation may result in disciplinary action.

KINDERGARTEN AND K-PREP ENTRANCE REQUIREMENTS

The state law provides that "no child shall be admitted to school for the year immediately preceding the first grade unless he/she is five years of age on or before the fifteenth of September of the current school year."

A physical examination, proper immunizations, and a birth certificate are required for all children entering kindergarten. This is necessary to be certain that the child is in good health and free from any condition which could interfere with school progress.

LOST AND FOUND

Items found on the playground, in classrooms, hallways, etc. are returned to a designated area in the building or to the office. We encourage parents to periodically check this area for their child's lost belongings.

LUNCH PROGRAM INFORMATION

The school district operates a breakfast and lunch program. Free or reduced lunch and breakfast is available for some students. Application forms and qualifying guidelines are available at the office. Students may either bring their own lunches to school or purchase a lunch, including milk. All lunches, school lunch as well as lunches brought from home, must be eaten in the cafeteria. Delivery of food from restaurants to students for lunch is not allowed. Carbonated beverages (pop) are NOT allowed in the cafeteria. Guests for lunch must make reservations by 9:00 a.m. of the day they will be eating school lunch by contacting the office (Pineview 648-6410 or Rock Run 648-6420).

Lunch accounts are not meant to be charge accounts, rather depositories for maintaining a positive balance in which to draw from for meals.

Meal Accounts and Negative Balance Policy:

The Iowa Falls Community School District Nutrition Service Department is a self-operating program. In order to maintain financial stability and equality of all lunch paying students, policies regarding lunch accounts have been adopted. The State of Iowa Bureau of Nutrition and Health Services recommends that negative balances should not be acceptable.

Each student has a computerized meal account. Parents must pre-pay money into the student's meal account. The computer records the meal and deducts the appropriate amount from the student's account. To keep meal prices reasonable, the Food Service Department & office staff at each building closely monitor student accounts to prevent negative balances and charges. Here are some of the ser- vices we provide to parents to ensure their child has adequate funds for meals.

- Parents may monitor student accounts from home (via their parent PowerSchool account.)
- Parents may sign up for automatic lunch balance notifications, which will be emailed via PowerSchool when a student's lunch balance reaches $10.00.
- An email or a letter of account status is sent home if balance falls below $5.00 per student.
- High School students are encouraged to make phone calls home when their balance reaches $5.00.
- Online prepayments with debit/credit card at the Iowa Falls website can be made thru pay schools. **Please allow a minimum of 24 hours for deposits via Pay Schools to be processed and show up in student accounts**

- Cash or check payments are accepted at your child's school office.

Negative balances:

Once a student's lunch balance is -$10.00, parents will be notified via phone by the principal. Once the balance notification has been communicated, parents/guardians will have three (3) days to pay or make arrangements to pay outstanding student balances. Parents with negative student accounts will be asked to send a sack lunch from home until negative balances are taken care of or a payment plan schedule is arranged.

Students with negative balances who do not bring a sack lunch from home may receive a sandwich lunch (sandwich and milk) in place of the regular hot lunch that complies with USDA requirements. Middle school and high school students need to notify the office each day they are requesting a sandwich lunch due to an unpaid negative balance.

High school students on free or reduced priced meals may not be allowed to purchase seconds or additional a' la carte items unless they have a positive lunch balance.

Negative balances are expected to be paid in full before the end of the school year or before graduation if a senior.

Balances not paid in full will be carried over to the following school year.

Free/Reduced Lunch Applications

A. Parents/guardians are strongly encouraged to submit free/reduced lunch application forms annually, as well as, when their household information or income changes. Applications can be submitted at any time and are available during registration or through individual schools, as well, as on the district's website: ***http://www.ifacadets.net/link3.php***.

B. Free/reduced applications are also a part of all paperwork provided to families of students transferring into the Iowa Falls Schools.

C. Any lunch balances accrued before a free/reduced lunch application is approved is the responsibility of the parent/guardian to pay.

MEDICATION

Students may need to take prescription or non-prescription medication during school hours. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication. Medication is held in a cabinet and distributed by the school nurse or her appointee. Medication must be in the original container with the following information:

- name of the student
- name of the medication
- directions for use including dosage, times and duration
- name, phone number and address of the pharmacy (if applicable)
- date of the prescription (if applicable)
- name of the physician (if applicable)
- potential side effects

DEBT COLLECTIONS- NEGATIVE SCHOOL BALANCES

The school district understands that no families are immune from financial burdens. With that in mind, the district also has a duty to collect dues/fees to help fund our school programs. Many of these programs rely on dues/fees for the majority of their revenue.

In addition to our normal communications, families that have a negative account balance of $100 will receive a formal letter from the building principal alerting them of the current negative balance. Families are expected to make a plan to work out of the negative balance.

Families that continue to build up a negative account balance will receive a formal warning from the district superintendent once their account has a negative balance of $250. Families are expected to make a plan to work out of the negative balance.

After receiving two formal letters and after the negative balance reaches $500, the debt will be turned over to a collection agency. At this point, the school district will no longer be involved in the collection process or working on a plan for repayment.

OPEN ENROLLMENT

Iowa's Open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students interested in open enrolling out of the school district must contact the superintendent's office (648-6400) for information and forms. The deadline for students entering Grades 1-12 is March 1st. The deadline for students entering kindergarten is September 1st.

PARENT TEACHER CONFERENCES

Parent Teacher Conferences have been scheduled throughout the school year to provide parents and teachers the opportunity to discuss a child's progress during the school year. Teachers may schedule conferences at other times of the school year, if needed, and parents/guardians may also contact a teacher or the office to schedule a conference.

PLAYGROUND RULES

We want every child to enjoy time that is spent on the playground. We do not want any students injured, nor do we want any property damaged. Students must not leave the playground without permission from the supervisor.

The following behaviors, activities, and items are NOT permitted on the school grounds:

- tackle football
- throwing rocks, snow, sand, and other natural objects
- intimidation
- hard balls (baseballs, golf balls, superballs,etc.)
- skateboards
- radio/tape players
- roller skates/blades
- matches or lighters
- trading cards

We discourage children from bringing personal toys to school. Problems may occur with breakage or loss, and hurt feelings and problems may arise.

Students should come to school prepared to go to the playground. During the winter months a warm coat, hats, mittens, snow pants and boots are a necessity.

No playground period is longer than 25 minutes, but students need to dress for snow and cold. If the temperature or wind chill is below 0 degrees F, the playground period may be shortened or students kept inside.

SCHOOL CANCELLATION OR DELAY

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over KIFG (95.3 FM/1510 AM) and WHO (1040 AM) radio stations as well as KCCI (Channel 8) and WOI (Channel 5) television. The missed day may have to be made up at a later date.

If school is dismissed because of inclement weather after the school day has be- gun, parents are notified by the same means. We ask that each family discuss and have an alternative plan for early dismissal of classes. Not enough phones and phone lines exist for all students to call and make arrangements on the day of an early dismissal. **MAKE SURE YOUR CHILD KNOWS WHAT TO DO.**

SCHOOL MESSAGES

If you need to call school and leave a message for your child, please do so by 2:00 p.m. We ask that you keep your calls to a minimum.

Generally, students receiving telephone calls during school hours are not called to the telephone. The office will take a message and forward it to the student.

SPECIAL DELIVERIES TO STUDENTS AT SCHOOL

The delivery of flowers, balloons, etc., to students during the school day in observance of birthdays, special events, etc., creates a disruption to the learning atmosphere for the students. We encourage these deliveries to be made to the student at his/her home.

SPECIAL PROGRAMS: SPECIAL EDUCATION / TITLE 1

Pineview Elementary and Rock Run Elementary offer special programs to better meet the educational needs of each student. Remedial help in reading is provided for students in grades K – 5. Special educational support for qualifying students is available at all grade levels. Referrals or questions concerning a child's academic performance can be directed to your child's homeroom teacher or the principal.

STANDARDIZED TESTS

Pineview Elementary students in kindergarten, first and Rock Run students in second, third, fourth and fifth grade will be tested three times a year using the FAST assessments (Formative Assessment System for Teachers). This assessment is a standardized individually administered measure of early literacy development.
Rock Run students in grade 3-5 are assessed using the Iowa Statewide Assessment of Student Progress (ISASP). These tests are required by the state.

STUDENT ACTIVITY TICKETS

Students may purchase a student activity ticket for admission to certain district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities. You must have your activity ticket with you to get into the event.

STUDENT COMPLAINTS

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure.

- If an employee is involved, discuss the complaint with the employee within 2 school days of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal ;
- If unsatisfied with the principal's response, talk to the superintendent ;
- If unsatisfied with the superintendent's response, students may request to speak to the board. The board determines whether it will address the complaint.

STUDENT LOCKERS

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.
A student's locker can be searched whenever an administrator or teacher has a reasonable and articulable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Locker maintenance inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept. Locks may not be placed on student lockers. Students are requested NOT to bring valuables and/or money and leave them in their lockers.

STUDENTS SELLING ITEMS

We ask that students not bring items to school to sell, even for charitable causes. There is a concern for money being lost or taken. Also items to be sold may break, disappear, or be eaten. The school assumes no liability for items brought to school.

STUDENT WELL-BEING AND SAFETY

Students are requested to notify a teacher or the principal if they become aware of anything that has potential for the risk of injury or harm to themselves or others.

While coming to school or going home, we recommend that these suggestions be observed:

1. Never accept a ride with a stranger.
2. Do not talk with suspicious people whom you see on or about the school grounds. Come in to the office and report it immediately.
3. It is always better to walk with others on the way to or from school.
4. Keep your parents informed as to your whereabouts after school.
5. Walk along the left side of the road or street. Stay on the sidewalk, if one is available.
6. Do not push or shove or in any other way interfere with traffic on the street.

TRANSFERS IN / OUT OF DISTRICT

Pineview & Rock Run automatically transfer a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parental consent is not necessary to forward a student's records to the student's new school district or for the district to request them from a student's previous district. Additional information concerning transfers in and out of the district may be obtained from the Superintendent's Office, 710 North, Iowa Falls, Iowa 50126; (641) 648-6400.

VISITORS

We welcome parents as visitors to our various classrooms. Visitors, please check into the office before proceeding to a classroom. You will be asked to sign in and sign out in the office. You will also be asked to sign into our Raptor background check system and get a visitor badge before leaving the office. The system will either scan your driver's license or can look up your birth date. When possible, please notify the teacher at least one day ahead to discuss your child's schedule with you and to suggest the time that would be most beneficial to you as a parent to see your child in action. Short visits are preferred over one lengthy visit. We would like to suggest that no visitations be made the first two weeks of school (this is a time of adjustment for your child) and the last week of school (classrooms are testing and closing out the year).

Students are not allowed to bring visiting friends or relatives to school unless under special circumstances and under adult supervision.

WATER BOTTLES

Students may bring water in water bottles with a lid to drink during the school day. Students cannot bring pop, sports drinks, sugary drinks, or colored liquids to school.

Student Discipline

School Code of Conduct
Students in the Iowa Falls - Alden Community School Districts are expected to conduct themselves according to the most exemplary standards. If a disciplinary action does become necessary, the student code of conduct will determine all proceedings. A student's due process rights will be honored, and their parents will be notified when necessary.

Rules/Infractions/Penalties
Iowa Falls – Alden Community School District believes that the behavior of all students attending this district shall reflect standards of good citizenship demanded by members of a democratic society. Self-discipline is one of the important and ultimate goals of education. The following guidelines have been developed with this in mind:

1. Classroom disciplinary procedures, following the guidelines of district policy, will be the responsibility of the teacher. Parents are encouraged to communicate with teachers regarding behavioral expectations and disciplinary consequences.
2. In the event the problem(s) continue or warrant additional aid, the teacher shall present the discipline problem to the administrator. The administrator shall give careful consideration of all offenses brought to his/her attention. Outside sources may be suggested for further counseling. Providing all due processes have been fulfilled, the district administrator shall have the authority and support of the board to suspend students from school.
3. Students who continue to cause discipline problems shall have their cases presented to the board with recommendation for expulsion.

Consequences (definition)
Verbal Warning: Any staff member in order to help maintain a safe and positive learning environment for all students can use a verbal warning. Verbal warnings are to be used as an initial awareness of any situations and may be documented. Students may also be asked to sign an acknowledgment of the verbal warning for future reference. Parents may or may not be contacted if a student receives a verbal warning depending on the situation.

Classroom Removals: If a student is interfering with the teacher's ability to teach or the other students' ability to learn, a removal from class may be necessary and a disciplinary referral may be sent by the teacher.

DETENTIONS: Teachers or Administration may assign students a designated amount of detention time. The goal of the detention is to provide an opportunity for the student and teacher to meet to discuss the inappropriate behavior, how expectations can be met in the future, and what actions are expected moving forward. Students are responsible for all transportation needs to attend detention time. Students shall work on an assignment during the time period. Failure to serve teacher assigned detention may result in further consequences. Failure to serve a detention assigned by the Administration may result in additional consequences including but not limited to additional detention, ISS, OSS, or expulsion. Administration and teacher assigned detention are served when assigned and are non-negotiable. Any teacher-assigned detention will be served with that particular teacher.

Failure to serve administratively assigned detentions or ISS may result in further disciplinary action.

SUBSEQUENT OFFENSES MAY BE TAKEN TO THE BOARD OF EDUCATION.

Denial of Privileges: Students may be denied participation or attendance at school-sponsored activities such as assemblies, dances, field trips, class meetings, or extracurricular activities due to inappropriate conduct or lack of adherence to our policies and expectations.

Exclusion: Students may be removed from classes, lunch, or school sponsored events for a short period of time to not disrupt the educational environment or for safety reasons.

In-School Suspension: Students may be assigned to In School Suspension by the Administration. ISS will take place in a supervised setting and will be structured. The parent will be notified of the date and the reason for the ISS. Administration will attempt by phone, voicemail, email, or text message to contact parents prior to their child serving ISS. Students may be assigned to ISS for various amounts of time. Students are required to comply with ALL ISS policies to be considered as having satisfactorily completed the assigned period of suspension. Full credit will be given for work completed during the ISS time if turned in by the student on time.

Out-of-School Suspension: Students may be suspended from school by the Administration for up to five days for serious or repeated violations or for conduct while not at school or under the supervision of school authority that endangers the property, health or safety of any employee, student, or school board member of the district. Out of school suspension cannot exceed five consecutive school days without the approval of the Superintendent. The parent will be given notice of the suspension and the reason for the suspension. Administration will attempt by phone, voicemail, email, or text message to contact parents prior to their child serving OSS. Suspended students may NOT be on school grounds or participate in any school activities while on suspension. Full credit will be given for all assigned class work completed during the term of suspension and turned in by the student on time. Any large projects or tests completed during the time of OSS must be made up on the day the student returns to school, unless different arrangements have been made in advance with the classroom teacher and the Administration.

Expulsion: This penalty involves the dismissal of a student for the remainder of a trimester or school year, depending on the violation of policy; expulsion procedures are outlined in the district's Board Policy Manual, Code 503.2.

Referral to Law Enforcement: Any misconduct of a serious nature may also result in a referral to law enforcement agencies. Examples of these types of infractions are listed below in the Class Violations.

Student Searches

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched and inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering the following factors:

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; or,
- the student's past history and school record (although this factor alone is not sufficient to provide the basis for reasonable suspicion)

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student;
- the sex of the student;
- the nature of the infraction; and
- the emergency requiring the search without delay.

A student's body and/or personal effects (e.g. purse, backpack, etc.) may be searched when a school official has a reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is

permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Illegal Items Found in School or in Student's' Possession
Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy will be contacted, and the students may be reported to law enforcement.

Dangerous Weapons and Objects
The Iowa Falls Community School District will not tolerate weapons in its schools. The possession of dangerous weapons on school premises and at school related activities is a serious violation of the discipline policies of the Iowa Falls Community School District. This can cause 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 district.

Parents or guardians of students found to possess a dangerous weapon on school property shall be notified of the incident. Confiscation of weapons shall be reported to police.

Any object which could be used to injure another person and which has no school related purpose for being on school property or at school related activities will be considered a dangerous weapon for the purposes of this policy. Without limiting the examples or definition, the following instruments or objects generally are considered weapons within the jurisdiction of this policy: knives of all types, guns, replicas of weapons, squirt guns, ammunition with primer capable of ignition, lead pipes, chains, nunchucks, throwing stars, metal knuckles, blackjacks, fireworks, explosives or dangerous chemicals.

Any student while on school property or at a school related activity found to be in possession or purporting to be in possession of a weapon, displaying a weapon, or utilizing a weapon in a threatening manner including infliction of harm or injury to another person shall be subject to suspension or expulsion. Each case will be handled individually considering age, the evidence and circumstances. The District will continue to enforce a safe learning environment for students, parents, visitors & faculty.

Weapons under the control of law enforcement employees shall be exempt from this policy. The principal must approve any display of dangerous weapons for educational purposes.

Suspicion of Student Impairment
If a school staff member suspects that a student may be impaired, the staff member will contact the appropriate administrator and fill out the referral form. The following steps till take place when there is a suspicion of student impairment:

- Administration will have the student escorted to the administration office.
- The investigating administrator will contact the school nurse if it is suspected that impairment assessment is needed.
- The school nurse will do Impairment Assessment with an adult witness present to evaluate if suspected impairment is possibly medical versus substance.

- If Impairment Assessment suggests possible medical impairment, the school nurse will evaluate and contact parent/guardian/EMS as needed.
- If impairment assessment suggests possible substance impairment, the school nurse will consult with the investigating administrator regarding further interventions. The Administrator will attempt to contact the parents/guardians. The administrator will also determine whether to contact law enforcement if the situation involves arguable criminal activity on school property.
- If suspected impairment of undetermined cause, a written report of the school nurse's findings will be forwarded to the school administrator.

Restitution
Restitution may be required of students who have stolen, damaged, vandalized, or lost school or personal property. Vandalism includes but is not limited to toilet papering, graffiti, etc. Any student identified to be associated with such activities may be subject to suspension and/or charges. These students will be responsible for cleaning the campus/area.

Local Authorities
If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come from through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation is supported by a court order. Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present. The Iowa Falls – Alden Schools works in collaboration with Local Authorities for the overall safety and well-being of all students in the school district.

Progressive Discipline Plan
The school district uses a progressive plan that includes, but is not limited to, single use or combinations of the following consequences depending on the severity of the violation:

Conference with Teacher*	School Work/Service Hours
Parent Notification*	Denial of Privileges
Conference with Counselor**	Exclusion
Conference with Administration**	In-School Suspension
Parent Conference**	Out-of-School Suspension
Detention**	Expulsion

*NOTE: Each consequence followed by * MUST be utilized to remediate unwanted behaviors PRIOR to an office referral. Extreme situations may present the need to bypass some initial steps due to safety and classroom climate concerns.*

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Violations/Consequences (consequences may be combination of those listed)
Listed below is a possible list of student behavior violations. While this is not a complete list, and it is not reasonable to have an all encompassing list, behavior violations will be best matched to the categories below:

*****CLASS I VIOLATIONS******

1. Physical assault on a staff member* (see **Incident of Violence** below)
2. Arson*
3. Sale, distribution, or possession for distribution of alcohol, inhalants, drugs or drug paraphernalia*
4. Possession/Use of any deadly or illegal weapon, firearm, explosive, or other dangerous item*
5. Sexual assault*

6. Any gang related conduct
7. Hacking the Electronic Information Services System for destructive purposes
8. Fighting* (see **Incident of Violence** below)
9. Physical assault on a student* (see **Incident of Violence** below)
10. Use/possession or under the influence of alcohol, inhalants, tobacco, drugs or drug paraphernalia*
11. Gross Insubordination
12. Tampering with fire alarm or fire extinguisher*
13. Written or verbal assault toward a staff member, including use of profane language (see **Threats of Violence** below)
14. Knowingly making a false complaint of sexual or verbal harassment

Range of Consequences: In-School Suspension, Out of School Suspension, Recommendation for Expulsion, Denial of Privileges, Exclusion

******CLASS II VIOLATIONS******

1. Reckless endangerment; creating, inciting, or prolonging clear and present danger to self or others (see **Threats of Violence** below)
2. Any changing or altering school records (grade books, computer records, transcripts, eligibility slips, doctor reports, etc.)
3. Using any object as a weapon (see **Incident of Violence** below)
4. Possession/Use of aerosol irritants (pepper spray, mace, etc.)
5. Intentionally attempting to access or successfully accessing inappropriate websites including pornography, obscenity, and violence “how-to” sites
6. Retaliatory or intimidating acts against a person who makes a complaint regarding sexual or verbal harassment or bullying
7. Sexual harassment
8. Vandalism to school property*
9. Truancy/Ditching (includes leaving the building at any time without proper authorization)
10. Theft* (value over $50)

Range of Consequences: In-School Suspension, Out of School Suspension, Recommendation for Expulsion, Denial of Privileges, Exclusion

******CLASS III VIOLATIONS******

1. Insubordination
2. Disrespectful/Vulgar Language
3. Expressed or implied insult (hazing, bullying, intolerance, discriminatory comments, etc.)
4. Theft* (under $50)
5. Trespassing*
6. Threats, physical intimidation
7. Knowingly falsifying information about staff or students
8. Inappropriate touching of a student, staff, or oneself
9. Damage to school property
10. Intentional misuse of electronic devices (phones, iPods, iPads, laptops, etc.)
11. Reckless behavior involving a vehicle on school property

Range of Consequences: School/Work Service, Denial of Privileges, Exclusion, Detention, In-School Suspension, Out of School Suspension, Recommendation for Expulsion

******CLASS IV VIOLATIONS******

1. Lying
2. Gambling*
3. Public Display of Affection (defined on p.16)
4. Forgery

5. Use of dangerous items on campus (laser pointer, lighter, matches, etc.)
6. Disrespectful/Disruptive behavior
7. Profane language

Range of Consequences: School/Work Service, Denial of Privileges, Exclusion, Detention, In-School Suspension, Out of School Suspension, Recommendation for Expulsion

***INAPPROPRIATE ITEMS WILL BE CONFISCATED.

NOTE: Each description followed by an asterisk (*) may also violate State or Federal law and the appropriate law enforcement division may be contacted.

Threats of Violence/*Incident of Violence*
All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. Any threat of violence or incident of violence that results in injury, property damage or assault by a student will be reported to the teacher or lead administrator within 24 hours of the incident. The principal or lead administrator, after determining the credibility of the threat (see below), will notify the parent or guardian of the student(s) who made the threat/perpetrated the act of violence and the student(s) who was threatened or acti of violence was made against within 24 hours of receiving the teacher report. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion. If the student is on an Individualized Education Plan (IEP), an IEP team meeting will be held.

Not all statements of threat by children are credible. Investigators will fully investigate all threats to determine intent and credibility. The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior:

- the background of the student, including any history of violence or prior threatening behavior;
- the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student;
- the mental and emotional maturity of the student;
- cooperation of the student and his or her parent(s) or guardian(s) in the investigation;
- the existence of the student's juvenile or criminal history;
- the degree of legitimate alarm or concern in the school community created by the threat;
- and any other relevant information from any credible source.