

2026 - 2027

Elementary Student

Handbook



155 3rd Street NE
Primghar, Iowa 51046

Phone (712) 957-3755

Jean Steen, Principal

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WELCOME TO SOUTH O'BRIEN ELEMENTARY SCHOOL

Thank you for taking the time to review and discuss with your child(ren) the 2026-2027 Parent/Student Handbook. We are looking forward to an enjoyable and rewarding year at South O'Brien Elementary.

The purpose of this handbook is to inform parents and students of school rules and regulations. Your child's school progress will be greatly affected by how well we work together. Students, who realize their parents are working closely with teachers usually work harder, feel more confident, and do well in their schoolwork. This handbook is available on our district website.

GENERAL SCHOOL DISTRICT AND STATE POLICIES

MISSION OF THE SOUTH O'BRIEN COMMUNITY SCHOOL

The mission of the South O'Brien Community School is to prepare students to be responsible citizens and lifelong learners.

SOUTH O'BRIEN LEARNER OUTCOMES

Graduates of South O'Brien School will:

- Be responsible citizens
- Be able to work with and for others
- Be users of resources including technology for information seeking
- Be effective communicators have job skills and be aware of career expectations
- Be aware of positive options for recreation and leisure
- Be life-long independent learners

IOWA NONDISCRIMINATION STATEMENT

It is the policy of the Department of Education not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX, Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act. Inquiries regarding compliance with Title IX, Title VI, Section 504, and/or ADA may be directed to Equity Coordinator Wade Riley, Superintendent of Schools, 216 S Rutledge, PO Box 638, Paullina, IA 51046; phone - 712-949-2115; or email - wriley@soswolverines.org.

If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, telephone number 515-281-5295; or the Director of the Office for Civil Rights, Chicago Office, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604, Telephone: (312) 730-1576, Email: OCR.Chicago@ed.gov.

EDUCATIONAL EQUITY POLICY STATEMENT

Pursuant to board policy 102, the South O'Brien School District does not discriminate on the basis of race, color, national origin, creed, socio-economic status, gender identity, sex, marital status, religion, disability, age, or sexual orientation in educational programs or employment. If you have questions or concerns about any policy or procedure of the district please contact the district office 307 W Groesbeck, Paullina, Iowa 51046. (712) 949-3454. Policies are subject to change at any given time.

BOARD APPROVAL

All rules and regulations in this handbook are an extension of board policy and have been approved by the Board of Education. Board policy handbooks are available for viewing at each building's administration office.

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designation unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles, and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

DAILY OPERATIONS

BUILDING ROUTINE

<u>3:20 Dismissal</u>		<u>2:00 Dismissal</u>	
7:45–8:15	Student Arrival	7:45–8:15	Student Arrival
7:45–8:10	Breakfast	7:45–8:10	Breakfast
8:10	Morning Recess Ends	8:10	Morning Recess Ends
8:15	Classes Begin	8:15	Classes Begin
8:20	Tardy Bell	8:20	Tardy Bell
3:15/3:20	Dismissal	1:45/1:50	Dismissal
3:25	Bus Departure	1:55	Bus Departure

Students are not allowed in the school buildings outside school hours unless supervised by authorized school staff. Supervision will not be available until 7:45 AM. Students staying in the building for late bus will be supervised until the bus arrives.

EMERGENCY CLOSING OR INCLEMENT WEATHER

Weather-related school cancellations can be heard on local radio, social media, and local television stations. Parents and students are encouraged to sign up for JMC Parent Access during school registration which will send this information to their emails and/or cell phones. Parents are encouraged to download and create an account on the SO' Wolverines app to receive notifications as well.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early, are generally canceled or rescheduled.

TELEPHONES

School phones are placed here for business reasons. No long-distance calls may be made by students, except in the case of an emergency or unless permission is granted. If parents have a need to contact their student(s) via phone, they are to call the school office and the message will be delivered to the student.

VISITORS/GUESTS

Visitors to the school grounds must check in at the office. Parents are always welcome at the elementary to eat lunch with their children. Please call ahead to notify the office. Occasionally students have friends visiting them and they wish to bring visitors to school. Permission for this

must be granted by the principal and teachers are not required to accept visitors. Visitors will be held to the same behavioral standards as our regular students. Parents who wish to visit/observe a classroom must receive permission from the principal and the visit/observation will be scheduled for a time that works for the teacher.

FIELD TRIPS

Field trips and events may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. All parents will be asked to sign a field trip permission slip when they register their child(ren). This permission slip gives permission for your child to go on all school field trips and events. Parents will always be informed in advance of an upcoming field trip. Younger siblings and children are not allowed to accompany parents on a school field trip. Parent volunteers will be requested at the teacher's discretion.

EMERGENCY DRILLS

Periodically the school holds emergency drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined by the school authorities, may be reported to law enforcement officials.

South O'Brien Elementary will have four fire and four tornado drills throughout the school year. Teachers and students will follow the posted procedures for fire and tornado drills that are openly displayed in each room. The school may also hold lockdown or other emergency evacuation drills throughout the school year.

GENERAL POLICIES AND INFORMATION

ATTENDANCE (ABSENCES, TARDIES, and TRUANCY)

Regular attendance is essential to a student's success in school. Research has proven that attendance at school is a key factor in improving student achievement. Regular attendance is expected of all students. It is impossible to completely make up everything that is missed during the course of the school day. A typical school day is filled with learning that is not limited to books, i.e. group projects, subject area activities, labs, discussions, and technology activities. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentations. Persistent absenteeism can create a genuine hardship for the student and is regarded as a serious problem.

There are times when absences from school are unavoidable. If your child will not be at school, please call the school at 957-3755 between 7:30 and 8:20 AM. If the school does not receive a phone call from the parent, an official from the school will contact the parent to check on the student's whereabouts.

Please make every effort to have your child at school on time. If a student is tardy, a parent or guardian must accompany the students to the office to check them in. The student will be given a pass to give to their teacher. Students must arrive by 8:20 or they will be considered tardy.

Daily attendance is divided into four periods (quarters):

1. 8:20-10:05
2. 10:05-11:50
3. 11:50-1:35
4. 1:35-3:20

If a student arrives within 45 minutes of the beginning time of each period, they will be marked tardy for that period. (i.e. a student arriving at 10:30 AM will be marked as absent for Period 1 and tardy for Period 2). Eight tardies will be equivalent to one quarter day absence.

In the event a student cannot make it to school, please keep in mind the following according to Senate File 2435:

- A student is expected to be in school when school is in session. South O'Brien does realize that a student may have an occasional need to be absent from school but within certain limitations. Exceptions include the following: court approval, religious services, medical conditions verified with documentation, and reasonable travel to/from funerals and weddings.
- Students will be considered chronically absent if they are absent for more than 10% of the days in the grading period (quarter, semester). The percentage threshold is cumulative for grading periods. Upon deeming a student chronically absent, school officials are required to notify the county attorney (by email or mail) and notify the student's parent, guardian, or legal custodian.
- Once the student is absent for more than 15% of the grading period **and** those absences are negatively affecting academic progress, the school will be required to hold a school engagement meeting with the student and the student's parent, guardian, or legal custodian.
- Truancy is defined as being absent for at least 20% of the days in a grading period for any reason. Once a student reaches 20%, the county attorney will be notified. The county attorney and building principal will work together, in cooperation with the student's family, to improve attendance.

LEAVING THE BUILDING

Students are not allowed to leave the building or grounds without permission from the principal. If parents request in writing or verbally, the principal may approve that the student leaves school. All students must sign out in the office.

When a student must leave early, the parent or guardian must sign their child out.

If plans change for a student's transportation after school, please call the school by 2:30 p.m. so we can get the message to the teacher before dismissal.

Any student who leaves the school building or grounds without permission, law enforcement will be contacted for the safety of the child

RIGHT TO EXAMINE RECORDS

Parents may request an examination of their child's cumulative folder and records. The request should be made through the building principal and parents will need to sign a verification form.

LEVEL I INVESTIGATORS

Any suspected child abuse allegation will be reported to the Iowa Department of Health and Human Services (HHS), effective July 1, 2025, for the following types of abuse: physical, sexual, or prostitution.

In order for a report to be accepted, the allegation must 1) involve a school employee, volunteer or other adult working as a vendor in or for the school, 2) involve a student, 3) meet the physical, sexual, or prostitution categories of abuse, and 4) take place on school grounds during school time, or on or at a school-related curricular or extracurricular activity.

If the credible report is accepted, the school employee is placed on administrative leave until the investigation ends. The Child Protection Worker has 30 business days to complete their investigation and coordinate with law enforcement as appropriate. The outcome is shared with both the school district and the Board of Educational Examiners (BoEE).

If the investigation report by HHS determines abuse has been committed, the employee **must** be terminated.

STUDENT APPEARANCE

All clothing must meet the approval of the principal and/or teacher. If clothing is deemed inappropriate by school personnel, a change of clothing will be made.

Clothing should be neat, clean, and appropriate for the weather. Clothing or other apparel promoting products which are illegal for use by minors, such as alcohol, tobacco, or drugs or clothing displaying obscene material, profanity, weapons, or material which promotes a negative attitude toward school, or a person's self-image, are not appropriate.

Shorts may be worn to school, but must be in good taste (i.e. appropriate length). All tops must be in good taste (i.e. straps/sleeves, appropriate length/coverage).

Hats and hoods are prohibited inside the school unless given permission by a staff member. Sunglasses are not allowed inside the school. Long pants should be sent because of the changing weather. Shoes with "wheelies" should not be worn to school.

Dependent on the weather, students may need to wear additional clothing while outside during recess. Please label coats, hats, gloves, snow pants, boots, etc. Closed-toe shoes are recommended for recess. Administration will determine when boots and snow pants are needed based on weather conditions.

ELECTRONIC DEVICES/VALUABLES/PERSONAL PROPERTY AT SCHOOL OR RECESS

It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by leaving them at the office.

Electronic devices must be turned off and left in backpacks/lockers during school hours. If an electronic device is misused during the school day, consequences will be determined by the behavioral matrix.

Students who ride their bikes to school will be asked to place them in the bike racks. Skateboards are prohibited.

Children are discouraged from bringing any type of toy, money, or objects to school. The school does not assume any responsibility for the loss or breakage of any items brought from home.

COMPUTER USE POLICY

Use of the computer network and the internet will be used in support of education and research and be consistent with the goals and purposes of the South O'Brien Community School District. Students are responsible for good behavior while using computers. General school rules for behavior and communications apply. Computer access is a privilege, not a right, and can be revoked. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will always be private. Abuse of the computer system may result in a loss of access as well as other disciplinary or legal action. The following are examples of unacceptable behavior:

- Sending, displaying, or printing offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others – cyberbullying is strictly prohibited
- Damaging computers, computer systems, or computer networks (severity determined by the administrator)
- Violating copyright laws

- Using another's password or trespassing in another's folders, work, or files
- Tampering with school equipment by trying to add or delete programs
- Use of direct messaging is prohibited.
- If a student gains access to any service via the Internet that has a cost involved or if a student incurs other types of cost, the student accessing such a service will be responsible for those costs.

Parents and students are required to acknowledge the Acceptable Use Policy at registration. Misuse of devices will result in disciplinary action based on the behavioral matrix.

5th & 6th GRADE BAND DROP POLICY

5th & 6th grade students who are enrolled in band in August are expected to participate for the entire year. If a student desires to drop out of band, the student may do so at the end of the semester without consequences. Written notification from the parent confirming the student's desire to drop must be given to the band director and the elementary office at that time. Rarely permission may be given at any other time during a semester to drop band and only after conferring with the band director and principal.

PHYSICAL EDUCATION

All students are required to participate in Physical Education classes. The school must be notified officially if a child is to be excused from those classes due to physical reasons. Students need a doctor's excuse to be excused for more than one class period. If there is a doctor or parent request that a student not participate or have limited participation in P.E., that will also apply to recess. Students unable to participate in recess and P.E. may sit on the sidelines. Students should bring deodorant to reapply following P.E. classes. Tennis shoes will be worn during PE classes.

PARTIES/SNACKS/TREATS

Birthday treats may be brought during the school year. No treats or snacks should be brought without special permission from the teachers. All snacks must be pre-packaged, store-bought, with an ingredient label that the school staff can read, or the snack will not be distributed. Please do not send any treats that have peanuts or peanut butter in them.

Birthday party invitations may only be brought to school if the entire section of a grade level is invited. If invitations are brought for only a few students, they will be sent back home with the student. The personal information of other students will not be shared.

STUDENT CLASSROOM WORK

TK-6th-grade students may have homework assignments or special projects that they are asked to do at home. Parents should encourage their child to complete the homework on time and should provide any assistance the child may need. This helps children to develop good work habits and responsibility. It is very important that parents read to children as well as listen to them read on a daily basis. The time spent reading together is extremely beneficial to a child's reading progress.

In the event of an absence from school, students are allowed one day to make up work for each day he/she was absent, plus one day. Makeup work completed on time will receive full credit. Late work will be penalized by lowering the grade proportionately at the teacher's discretion.

Consequences may be given if the student does not complete work responsibly.

ACTIVITY BUS

The school district may sponsor an activity bus to transport students to and from school activities

or practices. Riding on the activity bus is a privilege that can be taken away.

Students who ride an activity bus must ride to and from the event on the bus. Students will ride home on the activity bus unless prior arrangements have been made or the student's parents appear and request to transport their child home.

GRADING

Report cards are issued on a nine-week basis. They are a record of the student's individual progress. The purpose of the report card is to inform the pupil and the parents of the child's progress in school work. Students must meet Iowa Core proficiency levels or may attend summer school.

TK-Kindergarten - Marks are self-explanatory

Grades 1-6 Grading Scale

A	100%-93%	B	86%-83%	C	76%-73%	D	66%-63%
A-	92%-90%	B-	82%-80%	C-	72%-70%	D-	62%-60%
B+	89%-87%	C+	79%-77%	D+	69%-67%	F	59%-0%

COURT ORDERS

The school should be made aware of any existing court orders related to students in our system. A copy must be on file with the building principal and superintendent in order for the school to recognize the court order. No contact orders restraining the defendant from having contact with the victim or victim's family. Contact is herein defined to include messages from the defendant which would be threatening, harassing, or annoying relayed by other persons, or by phone.

CHILD CUSTODY

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, including a picture if available. Unless your court order is on file with us, we must provide equal rights to both parents.

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. Students may be required to perform community service.

LOST OR DAMAGED STUDENT TEXTBOOKS/LIBRARY MATERIALS

Each student is responsible for the books issued to them, including library books. They will have to pay for damage or loss of a book. Do not tear or make in/pencil marks in the books. Fines will be assessed according to the replacement cost of the book.

CHANGE OF ADDRESS

It is very important, for emergency reasons, that every student maintains an up-to-date address or telephone number during the school year. If there is no phone available or service has been discontinued, the parent must provide the office with a contact person.

CONFERENCES

Fall parent/teacher conferences are held after the first quarter ends. Spring conferences will also

be held by request of the parent and/or teacher. These conferences are scheduled for all students in grades TK-6. We encourage all parents wishing for a special conference during the year to make an appointment with the teacher. Likewise, a teacher may find it necessary to request a special conference with a parent. Please make every effort to attend conferences.

BREAKFAST AND LUNCH PROGRAMS

Breakfast is available to all students as desired. Students will eat breakfast in the building they attend. All students are expected to eat a noon meal, either a meal from school or a meal brought from home. All meals must be eaten in the lunchroom unless prior arrangements have been made by the teacher. We encourage packing nutritious foods if you choose to pack your child's lunch. Pop/soda/energy drinks are not allowed to be brought in student lunches, unless given special permission by teacher or administration (i.e. field trip).

POLICY FOR CHARGING MEALS

Lunch money must be paid in the office or through JMC. All students will be charged for seconds. Notices of depleted accounts will be communicated to families.

In accordance with state and federal law, South O'Brien School adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Payment of Meals

When a student meal account balance reaches \$0.00 a student may charge a regular meal to this account but will not be allowed to charge an extra entrée or extra milk until the negative account balance is paid.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified once the balance reaches \$6.00. Negative balances not paid prior to the end of the school year will be turned over to the superintendent or superintendent's designee for collection. Options may include collection agencies, small claims court, or any other legal method permitted by law.

FREE OR REDUCED MEALS

In order to qualify for free or reduced-price lunches an application must be filled out. Forms can be found online through the JMC registration page or upon request. Students will not be credited for free or reduced-price breakfasts or lunches until their application has been returned and approved. Families can apply for free or reduced meals at any time throughout the school year.

LEAVING THE BUILDING

Students are not allowed to leave the building or grounds without permission from the principal. If parents request in writing or verbally, the principal may approve that the student leaves school. All students must sign out in the office.

When a student must leave early, the parent or guardian must sign their child out.

If plans change for a student's transportation after school, please call the school by **2:30 p.m.** so we can get the message to the teacher before dismissal.

Any student who leaves the school building or grounds without permission, law enforcement

will be contacted for the safety of the child

STUDENT BEHAVIOR AND DISCIPLINE

CITIZENSHIP AND STUDENT BEHAVIOR

One of the most important lessons education should teach is self-discipline. It underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to being a good citizen.

We believe all students can behave appropriately in school. We will tolerate no student interfering with teachers' teaching or fellow students' learning. One of our biggest goals is to instill a positive attitude toward learning and the social skills to work and play with others.

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)

The Positive Behavior Intervention & Supports is followed for students in South O'Brien Elementary. Students will learn and practice the following school-wide expectations, which will teach students to follow the Wolverine Way of being *Respectful, Responsible, and Kind*. Students will be acknowledged and earn privileges for displaying the Wolverine Way expectations.

Wolverine Way tokens will be provided to a student who displays the expectations, with acknowledgment of the behavior. The tokens provided to students will be turned in to the homeroom teacher, who will collect these in the classroom. Each individual classroom will have a token goal that they will work towards. Once they have reached their goal, the classroom will enjoy a celebration. This process will continue throughout the school year. Wolverine Way tokens will also be used to determine school-wide rewards throughout the school year. Individual student behavior will be considered to determine participation in school-wide rewards.

WOLVERINE WAY EXPECTATIONS

- Be Respectful
- Be Responsible
- Be Kind

The Wolverine Way Expectations will be posted throughout the school, sharing what the expectation looks like in each area. Students will be taught the expectations at the beginning of each semester. Expectations will be retaught as necessary.

Students at South O'Brien Elementary will also be taught to follow various Voice Levels throughout the building. Posters describing the Voice Levels will be posted throughout the building, and these expectations will be taught at the beginning of each semester and will be retaught as necessary. The voice levels will be as follows:

Level 3 - Outside Voice (Recess outside)

Level 2 - Inside Voice (lunchroom, inside recess)

Level 1 - Whisper (small group work, walking in the hallway)

Level 0 - No talking (taking a test, working on an assignment, when a teacher is talking)

SOUTH O'BRIEN STUDENT CONDUCT PROGRAM

Each student and situation will be handled on an individual basis. Students will be given the opportunity for social skills instruction. The conduct program at South O'Brien Elementary is based on Positive Behavior Intervention Supports (PBIS) and use of classroom managed (minor) and office managed (major) behavioral matrices.

Consequences: If a student is reported for inappropriate/unacceptable behavior, the Principal or his/her designee will use the appropriate disciplinary action based on the behavioral matrix found at the conclusion of this handbook in the Appendix p. 17-19. Minor referrals will be communicated via JMC to primary contacts. Major referrals will be communicated to parents/guardians by administration or designee.

DETENTION POLICY

1. Detentions will be assigned by a staff member or an administrator per the Behavioral Matrix and for other reasons determined by administration or designee.
2. The detention time will be served as soon as possible. Arrangements are made by the staff member or the principal.
3. Detentions not served may result in an in-school suspension.

SUSPENSION POLICY

Suspensions may be given per the Behavioral Matrix and for other reasons determined by administration or designee.

Suspension means an in-school suspension, an out-of-school suspension, or a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days unless there is an extraordinary circumstance.

DANGEROUS WEAPONS

School facilities are not an appropriate place for weapons or look-alike weapons or dangerous objects. 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. Consequences will be determined by the Behavioral Matrix and law enforcement may be notified at the discretion of administration.

TOBACCO-ALCOHOL-DRUGS

The use or possession of tobacco, alcohol, or controlled substances by individuals under the legal age is strictly forbidden. South O'Brien Elementary is a drug-free zone. Consequences will be determined by the Behavioral Matrix and law enforcement will be notified by administration or designee.

STUDENT LOCKERS

It shall be the responsibility of each student to keep his or her assigned locker clean and undamaged. The expenses to repair the damage done to a student's locker are charged to the student. Locker maintenance inspections may be conducted periodically throughout the school year.

A student's locker can be searched whenever an administrator or teacher has reasonable suspicion. The outcome of the search will be determined by the behavioral matrix.

BULLYING / HARASSMENT

South O'Brien Community School policy prohibits harassment. The school district includes district facilities, school district premises, and non-school property if the employee or student is at any school-sponsored, school-approved, or school-related activity or function, such as a field trip or athletic events where students are under the control of the school district or where the employee

is engaged in school business.

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Copies of the complete policy and harassment/bullying complaint forms are available in the Superintendent's Office and each building office. Persons who believe they have been victims of harassment/bullying should contact the building administrator. There are also state and federal laws prohibiting harassment. This provides the opportunity to file harassment charges through the court system.

PARENT CONCERNS

If a parent has a concern about their child they are encouraged to call or visit with the child's classroom teacher as a first step in addressing the concern. The building principal should be contacted for a serious concern or if additional assistance is needed.

HEALTH SERVICES

HEALTH SERVICES

The South O'Brien Community School District has a part-time nurse in the district. The school nurse conducts vision screenings and pre-adolescent information in various classes each year. Hearing screenings are conducted for grades ECSE – 5th by Northwest Area Education Agency.

Health and immunization records are maintained on each student. Before each school year parents are encouraged to have their child visit his/her physician and dentist for complete examination. When your child is in good physical health he or she will have plenty of energy allowing for a positive experience at school.

Parents are urged to call without hesitation when they feel the need to discuss a student health matter. Students who become ill at school will be sent home. Parents will be called to pick them up at the Nurse's Office or at the Secretary's Office. Students will need to be signed out in the office.

Immunizations Requirements:

- DTaP 5 doses required with one dose after age 4
- Polio 4 doses required with one dose after age 4
- MMR 2 doses required
- Hepatitis B 3 doses required
- Varicella 2 doses required after age 12 months, or proof of having had the disease

Iowa law **requires** that every child must have a completed immunization record on file at the school by the **first day** of school. If immunizations are in process, the child is enrolled in school on a provisional status. The law allows 60 days for completion. At the end of the 60 days, students will not be allowed to attend school until immunizations have been completed. All

immunization records are audited by the O'Brien County Health Department.

A medical exemption may be granted to an applicant when in the doctor's opinion the required immunization would be injurious to the health and well-being of the applicant or any member of the applicant's family or household. A doctor must sign this form.

A religious exemption may be granted to an applicant who is a member of a recognized denomination in which immunizations are in conflict with these religious beliefs. This must be notarized. Religious exemptions will become null and void during times of emergency as determined by the State Board of Health and declared by the Commission of Public Health.

Lead Screening:

Iowa law requires all incoming kindergarten students must have a lead screening completed prior to the first day of school.

Dental Screening:

Iowa law requires that all incoming kindergarten students, freshmen, and out of state transfer students must have proof of a dental exam completed prior to the first day of school. A specific form will need to be completed and signed. A healthy mouth and teeth are important to keep the body healthy, smile, learn without pain and eat. Call the Smile dental program at 712-362-6786 to help find a dentist.

Vision Screening:

Iowa law requires that all incoming Kindergarten and 3rd-grade students have a vision screening prior to the start of the school year. A specific form will need to be completed and signed and returned to school.

Safety/Abuse

The leading cause of death of small children is accidents. Safety is a concern of both the home and school. We have first aid guidelines to provide first aid at school. If a child has a severe accident, you will be notified.

The state of Iowa has mandated all school staff to report any suspected child abuse. We are required, by law, to report any suspected abuse to the Department of Human Services.

Health Concerns:

It is important to inform the school of any health concerns regarding your child that may affect school performance. Examples of health concerns are: Asthma, ADD/ADHD, Allergies (including food allergies), Diabetes, Seizures, Headaches.

Communicable Diseases:

It is important to inform the school of any communicable diseases that your child has contracted. Examples would be chicken pox, impetigo, strep throat, fifth disease, pink eye, and ringworm.

When to Keep Your Child Home From School:

Knowing whether a child is well enough to attend school can be difficult to assess at times. Ways of keeping your child healthy are through proper nutrition, rest, safety, immunizations, and healthy family relationships. Even when one follows these guidelines, your child may become ill. This is especially true when we are all exposed to germs at various places.

The medication profession strongly recommends that you do not give your child aspirin products when he/she has flu symptoms or chickenpox. The disease Reye's syndrome has been linked to the use of aspirin during chicken pox, upper respiratory illness, or other viral infections. Generally, the child's viral infection will run its course and the child will feel better. When the following symptoms occur, they should be treated as serious and possibly the first signs of Reye's syndrome. These symptoms are vomiting, listlessness, personality changes (such as irritability, slurred speech, etc.), inability to identify whereabouts, and convulsions. Contact your physician immediately if any such symptoms occur. Early diagnosis is important in recovery.

The following are times when you should NOT send your child to school:

- Vomiting or diarrhea within the past 24 hours
- Fever of 100 degrees or higher – should be fever free, without medication, for 24 hours before returning.
- When he or she has a severe cold and/or bad runny nose
- Undiagnosed rash (healthcare provider will need to diagnose)
- Persistent cough
- Sore throat
- If on an antibiotic – should be home the initial 24 hours of treatment
- When your child “looks sick” or has other symptoms that common sense tells you to keep your child home.
- If your child becomes sick at school, you will be called to pick up your child, please make sure the school has up-to-date phone numbers.

The reason for keeping your child home is that the illness may last longer if the child is out and about and not given care and it may develop into something more serious. The unnecessary exposure of other children and school staff may cause those people to become ill as well.

Medications Administration Procedures:

We do not encourage medication being given at school. Arrangements can be made to give most medications at home. If the child is to receive medication 3 times a day, one dose could be given before the child leaves for school, one right after school, and the last before bed.

If medications MUST be given at school, the following guidelines must be followed:

- **Send medication in the prescription bottle only.** The bottle must contain the child's name, the name of the medication, the dosage and number of times to be given, doctor's name, and the other usual information on a prescription. Please sign the medication form (located in the appendix) and send with the medication.
- Send over-the-counter medications in the manufacturer's bottle only.
- **DO NOT** send any medication in an envelope, plastic bag, or any other container. Medication that is not in its original prescription or over-the-counter container will not be given.
- Written parental permission is required for all prescription and over-the-counter medications to be given at school.
- Students with asthma or other airway constricting diseases or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professionals regardless of competency.
- School staff shall make a reasonable attempt to return expired, discontinued, recalled or unused medications to parents/guardians by written notification. Medications not picked up by the date specified will be disposed of in accordance with the Iowa School Medication Waste Management Guidance.

Allergy Aware Protocol

- All of South O'Brien CSD will be designated as allergy aware, during school hours.
- Parents/guardians shall be responsible for notifying the district regarding any allergies or special dietary needs of their child.
- Parents/guardians are responsible for notifying the district of any extra-curricular activities your child is participating in.
- Parents/guardians may fill out a diet modification form if your child has a food allergy.
- The district will notify school personnel of the student's allergies.

- All snacks sent to the classroom must be store bought, with an ingredient label that school staff can read or the snack will not be distributed to the students.
- At the elementary school, students who bring cold lunches will be seated at a designated table.
- Parents/guardians may request a section 504 evaluation.

Appendix

Behavioral Matrix South O'Brien Elementary 26-27

Classroom Managed Behavioral Matrix

Behavior	Definition	Reteaching and Consequence(s) -See Reverse for Flowchart		
		1	2	3
		Staff Provides Verbal Warning + Consequences as appropriate from below	Staff led PBIS Reteach/Retrain + Consequences as appropriate from below	Minor Referral + Conference with student + Consequences as appropriate from below
Disruption	Low-intensity interruption (i.e.: blurring out, making noises, out-of-seat behavior, bodily noises) Student engages in brief or low-intensity failure to follow directions or talks back	-Student/Teacher Conference -Apology	-Loss of Privileges (staff assigned) -Apology	-Lunch in Office -Loss of Recess
Defiance/Non-Compliance	Student engages in brief or low-intensity failure to follow directions or talks back	-Student/Teacher Conference -Apology	-Student/Teacher Conference -Apology	-Lunch in Office -Loss of Recess
Disrespect	Student delivers low-intensity, socially rude or dismissive messages to adults or students (i.e.: not listening, talking rudely, rolling of eyes)	-Student/Teacher Conference -Apology	-Student/Teacher Conference -Apology	-Lunch in Office -Loss of Recess
Physical Aggression	Non-serious, but inappropriate, physical contact where injury did not occur (i.e.: pushing, roughhousing, low-intensity hitting/kicking, etc.)		-Loss of Privileges (staff assigned) -Apology	-Lunch in Office -Loss of Recess
Inappropriate Language	Low intensity instance of inappropriate verbal or nonverbal language (i.e.: inappropriate slang terms, low-intensity swearing/threats)	-Student/Teacher Conference -Apology	-Loss of Privileges (staff assigned) -Apology	-Lunch in Office -Loss of Recess
Inappropriate Display of Affection	Student engages in mutual affection toward another student (i.e., hand holding, cuddling, hugging/kissing, etc.)	-Student/Teacher Conference	-Loss of Privileges (staff assigned)	-Lunch in Office -Loss of Recess
Property Misuse	Misuse of another person's property or school property (i.e.: damaging textbooks/computers, intentionally damaging a peer's clothing or personal property, utilizing equipment without authorization)	-Student/Teacher Conference -Apology	-Loss of Privileges (staff assigned) -Apology	-Lunch in Office -Loss of Recess
Technology Issue	Student engages in a non-serious, but inappropriate (as defined by school) behavior (i.e.: cell phones, cameras on devices, computers)	-Student/Teacher Conference -Apology	-Loss of Privileges (staff assigned) -Apology	-Lunch in Office -Loss of Recess

- Referrals are based on weekly observations by staff member for each behavior.
- Three (3) minor referrals in a category within four weeks will result in a major referral.
- Minor referrals will be emailed via JMC to primary contacts.

Revised June 2026

Office Managed Behavioral Matrix (Grades TK-1)

Behavior	Definition	Consequence		
		1	2	3
Disruption	Repeated low-intensity interruptions or a high-intensity interruption	<ul style="list-style-type: none"> -Conference with administration -Parent contact by administration or designee 	<ul style="list-style-type: none"> -Conference with administration -Parent contact by administration or designee 	<ul style="list-style-type: none"> -Conference with administration -Parent contact by administration or designee
Disrespect	Student repeatedly delivers low-intensity, socially rude or dismissive messages to adults or students or high-intensity socially rude or dismissive messages.			<ul style="list-style-type: none"> -Loss of Lunch/Recess
Defiance/Insubordination/Disobedience	Student repeatedly engages in brief or low-intensity failure to follow directions or talks back, or student engages in high intensity failure to follow directions or talks back	<ul style="list-style-type: none"> -Loss of Privileges (admin assigned) -Student will check in with teacher upon returning to class 	<ul style="list-style-type: none"> -Loss of Privileges (admin assigned) -Student will check in with teacher upon returning to class 	<ul style="list-style-type: none"> -Half day ISS -Document Incident -Referral to school counselor -1 day ISS
Bullying/Harassment	One child or a group of children deliberately and repeatedly hurt or threaten another child through words or actions			<ul style="list-style-type: none"> -Possible Suspension
Physical Aggression/Fighting	Actions involving serious physical contact where injury did/may occur or repeated low-intensity physical aggression			<ul style="list-style-type: none"> -Possible Suspension
Threats	High-intensity threat made against student, staff, or district facilities.			<ul style="list-style-type: none"> -Possible Suspension
Assault Against Employee	Actions involving serious physical contact with an employee where injury may occur	<ul style="list-style-type: none"> -Same Day OSS -Possible Suspension/Expulsion 	<ul style="list-style-type: none"> -Same Day OSS -Possible Suspension/Expulsion 	<ul style="list-style-type: none"> -Same Day OSS -Possible Suspension/Expulsion
Theft	Taking something that does not belong to you with the intention of keeping it			<ul style="list-style-type: none"> -Detention
Robbery	Taking something that does not belong to you through the use of force			<ul style="list-style-type: none"> -1 day ISS
Property Damage/Misuse	Repeated misuse of another person's property or school's property, or deliberately damages or destroys another person's property or the school's property of substantial value.			<ul style="list-style-type: none"> -1 day ISS
Alcohol/Controlled Substance	Student is in possession of alcohol or another controlled substance			<ul style="list-style-type: none"> -Police Notified -Suspension/Possible Expulsion
Smoking/Tobacco Products	Student is in possession of any smoking/tobacco or vaping products	<ul style="list-style-type: none"> -Loss of Privileges (admin assigned) -Student will check in with teacher upon returning to class 	<ul style="list-style-type: none"> -Loss of Privileges (admin assigned) -Student will check in with teacher upon returning to class 	<ul style="list-style-type: none"> -Police Notified -Suspension/Possible Expulsion -Lunch in Office -Loss of Recess -Possible OSS
Inappropriate Language	Verbal or nonverbal messages that include high-intensity or repeated swearing, profanity, crude name calling or use of words in an inappropriate way in any language			<ul style="list-style-type: none"> -Redo assignment/Test -Conference with teacher -Refer to Administration -Possible Suspension
Sex Acts/ Repeated Inappropriate Display of Affection	Students engaged in any sexual behavior or repeated inappropriate display of affection			<ul style="list-style-type: none"> -10 Days with Direct Supervision of Technology Device -Detention
Lying/Cheating	Students do not provide truthful information or cheat on assignments			
Weapons (Guns, Knives, and other)	Student is in possession of knives, guns or other objects, readily capable of causing bodily harm or threat			
Technology Misuse	Students engages in repeated, serious, and/or inappropriate (as defined by school) behavior, (i.e.: cell phones, cameras on devices, computers, watches)			
Dress Code	Student wears clothing that is outside of the dress code guidelines defined by the school/district. Examples - inappropriate wording or graphics		<ul style="list-style-type: none"> -Student will change clothes 	
Weapon Look Alikes	Student is in possession of look alike knives or guns, or other objects, readily capable of causing bodily harm or threat		<ul style="list-style-type: none"> -Removal of look alike -Parent pick up of look alike (thrown away after 2 weeks) 	

-Law enforcement may be notified at Administration's discretion
 -More than three major offenses in any one category will be dealt with at administration's discretion, which may involve detention and suspension (ISS/OSS)
 -Administrator may designate another school employee to handle discipline in their absence or unavailability

Revised June 2026

Office Managed Behavioral Matrix (Grades 2-6)

		Definition	Consequence		
			1	2	3
Behavior			<ul style="list-style-type: none"> -Conference with administration -Parent contact by administration or designee 	<ul style="list-style-type: none"> -Conference with administration -Parent contact by administration or designee 	<ul style="list-style-type: none"> -Conference with administration -Parent contact by administration or designee
Disruption	Repeated low-intensity interruptions or a high-intensity interruption		<ul style="list-style-type: none"> -Detention 	<ul style="list-style-type: none"> -Half day ISS 	<ul style="list-style-type: none"> -Full day ISS
Disrespect	Student repeatedly delivers low-intensity, socially rude or dismissive messages to adults or students or high-intensity socially rude or dismissive messages.		<ul style="list-style-type: none"> -Detention 	<ul style="list-style-type: none"> -Half day ISS 	<ul style="list-style-type: none"> -Full day ISS
Defiance/Insubordination/Disobedience	Student repeatedly engages in brief or low-intensity failure to follow directions or talks back, or student engages in high intensity failure to follow directions or talks back		<ul style="list-style-type: none"> -Half day ISS 	<ul style="list-style-type: none"> -Full day ISS 	<ul style="list-style-type: none"> -Full day OSS
Bullying/Harassment	One child or a group of children deliberately and repeatedly hurt or threaten another child through words or actions		<ul style="list-style-type: none"> -Document Incident -Referral to school counselor -1 day ISS 	<ul style="list-style-type: none"> -Document Incident -Referral to school counselor -1 day OSS 	<ul style="list-style-type: none"> -Document Incident -Referral to school counselor -3 day OSS
Physical Aggression/Fighting	Actions involving serious physical contact where injury did/may occur or repeated low-intensity physical aggression		<ul style="list-style-type: none"> -Possible Suspension 	<ul style="list-style-type: none"> -Possible Suspension 	<ul style="list-style-type: none"> -Possible Suspension
Threats	High-intensity threat made against student, staff, or district facilities.		<ul style="list-style-type: none"> -Possible Suspension/Expulsion -Student removed from general population during investigation 		
Assault Against Employee	Actions involving serious physical contact with an employee where injury may occur		<ul style="list-style-type: none"> -Same Day OSS -Possible Suspension/Expulsion 	<ul style="list-style-type: none"> -Same Day OSS -Possible Suspension/Expulsion 	<ul style="list-style-type: none"> -Same Day OSS -Possible Suspension/Expulsion
Theft	Taking something that does not belong to you with the intention of keeping it		<ul style="list-style-type: none"> -Detention 	<ul style="list-style-type: none"> -1 day ISS 	<ul style="list-style-type: none"> -3 day ISS
Robbery	Taking something that does not belong to you through the use of force		<ul style="list-style-type: none"> -1 day ISS 	<ul style="list-style-type: none"> -2 day ISS 	<ul style="list-style-type: none"> -1 day OSS
Property Damage/Misuse	Repeated misuse of another person's property or school's property, or deliberately damages or destroys another person's property or the school's property of substantial value.		<ul style="list-style-type: none"> -1 day ISS 	<ul style="list-style-type: none"> -1 day OSS 	<ul style="list-style-type: none"> -3 day OSS
Alcohol/Controlled Substance	Student is in possession of alcohol or another controlled substance		<ul style="list-style-type: none"> -Police Notified -Suspension/Possible Expulsion 	<ul style="list-style-type: none"> -Police Notified -Suspension/Possible Expulsion 	<ul style="list-style-type: none"> -Police Notified -Suspension/Possible Expulsion
Smoking/Tobacco Products	Student is in possession of any smoking/tobacco or vaping products		<ul style="list-style-type: none"> -Police Notified -Suspension/Possible Expulsion 	<ul style="list-style-type: none"> -Police Notified -Suspension/Possible Expulsion 	<ul style="list-style-type: none"> -Police Notified -Suspension/Possible Expulsion
Inappropriate Language	Verbal or nonverbal messages that include high-intensity or repeated swearing, profanity, cruel name calling or use of words in an inappropriate way in any language		<ul style="list-style-type: none"> -Lunch in Office -Loss of Recess 	<ul style="list-style-type: none"> -Detention 	<ul style="list-style-type: none"> -Half Day ISS -Meeting with Parents
Sex Acts/ Repeated Inappropriate Display of Affection	Students engaged in any sexual behavior or repeated inappropriate display of affection		<ul style="list-style-type: none"> -Refer to Administration -Possible Suspension 	<ul style="list-style-type: none"> -Refer to Administration -Possible Suspension 	<ul style="list-style-type: none"> -Refer to Administration -Possible Suspension
Lying/Cheating	Students do not provide truthful information or cheat on assignments		<ul style="list-style-type: none"> -Redo assignment/test -Conference with teacher 	<ul style="list-style-type: none"> -Redo assignment/test -Parent/Teacher Conference 	<ul style="list-style-type: none"> -0 on work -1 day ISS
Weapons (Guns, Knives, and other)	Student is in possession of knives, guns or other objects, readily capable of causing bodily harm or threat		<ul style="list-style-type: none"> -Possible OSS 	<ul style="list-style-type: none"> -Possible OSS 	<ul style="list-style-type: none"> -Possible OSS
Weapon Look Alikes	Student is in possession of look alike knives or guns, or other objects, readily capable of causing bodily harm or threat		<ul style="list-style-type: none"> -Removal of look alike -Parent pick up of look alike (thrown away after 2 weeks) 	<ul style="list-style-type: none"> -Removal of look alike -Parent pick up of look alike (thrown away after 2 weeks) -Detention 	<ul style="list-style-type: none"> -Student will change clothes -1/2 Day ISS
Dress Code	Student wears clothing that is outside of the dress code guidelines defined by the school/district. Examples: -Inappropriate wording or graphics		<ul style="list-style-type: none"> -Student will change clothes 	<ul style="list-style-type: none"> -Student will change clothes -Detention 	<ul style="list-style-type: none"> -Student will change clothes -1/2 Day ISS
Technology Misuse	Students engages in repeated, serious, and/or inappropriate (as defined by school) behavior. (i.e.: cell phones, cameras on devices, computers, watches)		<ul style="list-style-type: none"> -10 Days with Direct Supervision of Technology Device -Detention 	<ul style="list-style-type: none"> -20 Days with Direct Supervision of Technology Device -1 Day ISS 	<ul style="list-style-type: none"> -30 Days with Direct Supervision of Technology Device -1 Day OSS

-Law enforcement may be notified at Administration's discretion
 -More than three major offenses in any one category will be dealt with at administration's discretion
 -Administrator may designate another school employee to handle discipline in their absence or unavailability

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